

## FI\$Cal Terminology

A Personal Activity Sheet (PAS)	A timesheet
Abatements	Reductions to expenditures that have already been made
Accounts Payable	A claim against a State Department or agency for money owed to the vendor
Accounts Receivable (AR)	A claim against a customer (debtor), such as a person, business, or governmental entity for money owed to the state
Activity ID	A lower level structural value that is created to organize tasks that support the higher level cost objective. Activities are the level to which charges are incurred and must be associated to Project IDs
Activity ID	A lower level structural value that is created to organize tasks that support the higher level cost objective. Activities must be associated to a Project ID and are the level to which charges are incurred
Ad Hoc Approval	System will allow authorized user(s) to insert additional approvers during the workflow process
Adjustments	Corrections to an invoice previously established in the system
Advance Collections	Revenue and Reimbursements collected in advance
Aged Receivable	A receivable that is overdue and has not been collected
AM Business Unit	Departmental Reporting Identifier
Amendment	Changes to an existing solicitation
Arbitrage	The ability to obtain tax-exempt bond proceeds and invest the funds in higher yielding taxable securities, resulting in a profit
As-Is Processes	The current or existing business processes performed by the State
Award ID	Established when grant award is accepted. Unique ID established in the system to link Grant with Customer Contract
Banks	Any financial institution with which State agencies maintain a banking relationship
Baseline Survey	The first conduct of the User Readiness Survey in a wave to determine readiness for implementation and transition (applies to all waves)
Bid	A submission of an offer or an event (solicitation)
Bid Event	Purchasing of goods and/or services, most typically associated with solicitations
Bid Factor	Evaluation factors for weighting responses to an event
Bidder	Organizations that are interested in doing business with the State, and interested in responding to solicitations. Bidders are stored separately from vendors. Bidder tables act as a holding place until the bidder is awarded an event. Once an event is awarded to a registered bidder, they become a vendor
Billing Amount	Amount and associated currency billed for the statement line
Billing/Revenue (Reimbursements) Plan Events	Line level detail of the Billing/Revenue Plan that individual Milestones, % Completes, and Accounting Dates are entered
Billing/Revenue (Reimbursements) Plans	Schedule and definition of milestones, as applicable
Blind receiving	PO quantity is not displayed during receiving to require the receiver to enter an actual receipt count
Book	Reporting for asset acquisition and depreciation costs by basis of accounting (cash, full accrual, modified accrual)
Budget Definition	System configuration that specifies the scope and processing rules of a specific budget, such as the Appropriation budget or a Departmental operating budget
Budget Entry Type	An identifier that classifies various types of budget transactions, including: Original budget: The initial recording of an approved budgeted amount Budget adjustment: An increase or decrease in a budgeted amount Budget transfer: The transfer of a budgeted amount from one Departmental unit and/or fund to another within the same agency
Budget Item	Lowest level to which project budget amounts can be defined
Budget Journal	A journal containing one or more transactions of the same Budget Entry Type creating or modifying authorized budgeted amounts for a single Budget Definition
Budgetary Only ChartField Value	A ChartField value that can be used in a Budget Journal but not in a financial accounting transaction
Business Liaison	Helps identify impacts to Departments' business processes
Business Process Designs	The business process flows and narratives, key assumptions, and cross team impacts related to each business process within Departments
Business Process Reengineering (BPR)	Sessions focused on restructuring the State's existing (as-is) business processes for efficiency, quality, improved outcomes, and usability. The BPR sessions shape and validate the proposed FI\$Cal (to-be) business processes
Business Process Re-engineering (BRP)	Changing processes to improve performance, reduce costs and adapt to new technology
Business Process Workshops (BPWs)	Sessions delivered to Departments on the functionality being implemented for a specific wave. BPWs help Departments build an understanding of the new processes at the process level and an understanding of how their Department will be affected. Departments can then assess changes and impacts at the Department-level
Business Team (BT)	"Business Team" refers to the joint Accenture and State FI\$Cal Business Team. The Business Team may also be abbreviated in some places as "BT." If specific emphasis is to be made on Accenture, the State, or both, then the specific names will be used to clarify intent, such as the "Accenture Business Team"
California Infrastructure and Economic Development Bank (I-Bank)	The I-Bank has statutory powers to issue revenue bonds, make loans and provide credit enhancements for a variety of projects
Capitalized	Defined as > \$5,000, useful life > 1 year, intended for State use
Card Issuer	In most cases, this is the name of the bank that issues the card
Cash Balance	Represents the beginning and ending bank account balance
Cash Position:	Beginning balance plus consolidated FI\$Cal cash transactions (inflows/outflows) plus in transit /unanticipated transactions
Category	Classifies asset by type for accounting entry and reporting purposes typically reflected on the State's CAFR
Champion	A person who supports or advocates
Change Management	An approach to transitioning individuals, teams, and organizations from a current state to a desired future state
Change Management Champion	Identifies activities and messages that help staff achieve change readiness

## FI\$Cal Terminology

Change Network	The network of groups and individuals designed to support the change effort to implement FI\$Cal and ready Departments and their End Users. The Change Network is organized into three levels of support: <ul style="list-style-type: none"> <li>Governance <ul style="list-style-type: none"> <li>Partner Business Agencies/Executives</li> <li>FI\$Cal Project Leadership Team (FI\$Cal Director, Project Manager, optional: Team Leads)</li> <li>Customer Impact Committee (CIC)</li> <li>FI\$Cal Steering Committee</li> </ul> </li> <li>FI\$Cal <ul style="list-style-type: none"> <li>Change Management Office (CMO) – Sponsorship, Communications, Readiness, and Training</li> </ul> </li> <li>Department <ul style="list-style-type: none"> <li>Department Sponsor/Leadership Team</li> <li>Department Liaison Network (DLN)</li> <li>Department Implementation Team (DIT)</li> </ul> </li> <li>Managers/Supervisors</li> </ul>
Change Workshop	Workshop designed to help Department managers and supervisors understand the FI\$Cal changes so they can lead the Department End Users they supervise through the transition to FI\$Cal
Chart of Accounts (COA)	The foundation to any ERP. It provides each business unit, project/grant, and account with a unique identification number
ChartField	An accounting classification segment (i.e., Fund)
ChartField value	A distinct value in an accounting classification segment (i.e., 0001)
Check	Issued by State Departments from their checking accounts' Office Revolving Fund (ORF)
Checkpoint Survey	The second conduct of the User Readiness Survey in a wave to determine readiness for implementation and transition (only applies to Waves 1-4)
Claim Schedule	A payment request submitted by Departments to the State Controller's Office (SCO) as either a Manual/Paper claim or Electronic claim
Claim Schedule	A payment request submitted by Departments to the SCO Manual/Paper claim or Electronic claim
Collaboration	Allows stakeholders to review and provide inputs to the contract
Commitment Control (Budget Checking)	The process of budgetary accounting which enables the tracking or controlling of expenses against budgets and revenues against estimates
Commitment Objective	An agreement from a stakeholder to take action
Conference Room Pilots (CRP)	Facilitated sessions comprised of Department participants to demonstrate and validate how the software can be designed and configured to meet the business needs and requirements, while operating within the new FI\$Cal business processes. CRPs evaluate the fit of the FI\$Cal system with the State's requirements using the draft FI\$Cal business processes
Contingency Plan	An organized and coordinated set of steps to be taken if a risk becomes an issue
Contract Document	Attachments and exhibits associated with a contract, e.g., statement of work, specifications, or amendments
Contract ID	Financial terms and conditions that define vendor payments and reimbursements. Contract IDs exist at the supplier level (State = Grantor) for payments, and customer level (State = Grantee) for reimbursements
Contract Contract Admin Contract Number Contract Status Expiration Date	An agreement between the State and another entity to procure goods or services <ul style="list-style-type: none"> <li>Person responsible for administering the contract</li> <li>Unique identifier for a contract</li> <li>Provides Current Status of Contract (Open, Approved)</li> <li>Date until which contract is available to procure goods and/or services</li> </ul>
Core Users	An end user who performs transactions in FI\$Cal on a regular basis, and requires training for Day 1 of go live. All core users (based on their role) are trained prior to go live, and prepared to perform business at go live
Cost Driver	In function, this works similar to macro variables above, but we have used this term to refer to position budgeting cost drivers specifically. The Budget System refers to this as "Elements"; to represent compensation components that drive the calculation to derive the full cost of positions. Examples of position Elements that can hold default values are: 1) Compensation type; 2) Salary grade; 3) Benefit elements such as Medical, Life Insurance, Pension, etc.; 4) Earnings which are taxable components of salary not part of base salary; and 5) Employer paid tax components
Customer Contract Header	Defined scope of financial terms between the State and customer to be invoiced. Customer Contract establishes structure to which further contract detail can be defined and is linked to an awarded Grant, if applicable. Should not be confused with a Vendor Contract which defines the payments from the State
Customer Contract Line	Level below the header that defines the goods and services that will be provided. Unique accounting classifications, billing, and revenue plans can be defined at this level. Each Contract Line is associated to Project and Activity ID(s)
Customer Statement	Statement containing customer account balance and activity, which can be sent to the customer
Customization	The process of modifying the software application through a technical code change
Data Element	The smallest named item of data that conveys meaningful information; in the structure of a database, it is called a data field
Day 1 Training	Day 1 – "Day 1" training is for core users who perform transactions in FI\$Cal on a regular basis, and requires training for Day 1 of go live. All core users (based on role) are trained prior to go live, and prepared to perform business at go live
Day 30 Training	Day 30 – "Day 30" training is for secondary users who occasionally perform transactions in FI\$Cal or back up a core user and does not require training for Day 1 of go live. Secondary users are scheduled to receive training prior to and after go live, giving priority, as needed, in the schedule to the preparation of core users.
Debrief Sessions	Embedded in the Pilot Training Session, is the opportunity for an open discussion among the participants to discuss their learning experience. The FI\$Cal Training Lead will facilitate this debrief session

## FI\$Cal Terminology

Debt Management System (DMS)	Used to record all debt transactions. This system is STO's book of record for state debt and is out of scope for FI\$Cal
Debt Service	The money needed for the principal and interest for outstanding bonds
Decision Package	Any change to the currently enacted budget or proposed budget. May be a Budget Change Proposal (BCP), workload issue, revenue estimate or legislative action. The FI\$Cal budget system defines a Decision Package as a way to provide a mechanism for Department heads or financial support staff to submit incremental requests for funding, rather than submitting an entire budget with amounts that include the new funding amount. As such, decision packages collectively present requests for funding along with narrative justification and supporting information that may be submitted through the review and approval process
Defeasance	The borrower/issuer sets aside cash to pay off the bonds. Therefore, the outstanding debt and cash offset each other on the balance sheet
Deferred Revenue	Reimbursement accounting entries for advance funding. Unearned revenue for money received in advance of goods or services delivered
Department Implementation Team (DIT)	Departmental staff who take the lead in preparing for the FI\$Cal implementation DIT roles include: Department Liaison – Focal point of communication and interaction between the FI\$Cal Project and the Department staff Change Management Champion – Identifies activities and messages that help staff achieve change readiness Training Liaison – Supports and implements the FI\$Cal Project's training program at their Department Business Liaison – Helps identify impacts to Department business processes Technical Liaison – Coordinates system remediation, interface, data conversion, and security activities
Department Liaison	Focal point of communication and interaction between the FI\$Cal Project and the Department staff
Department Readiness Coordinator	The FI\$Cal CMO staff person who will meet regularly with the Department to work through the activities and tasks the Department needs to complete to prepare for FI\$Cal
Department Readiness Meetings	Recurring meetings of the Department Liaison and DIT with their assigned FI\$Cal Department Readiness Coordinator to review the Master Department Workplan (MDW), support readiness activities, and address Department questions and concerns on the FI\$Cal Project
Department Readiness Scorecard	Spreadsheet used to track and report on Departmental readiness for transition; Departments complete on a monthly basis to provide status updates to the FI\$Cal Project
Department Role Mapping Submission	Completed role mapping template with FI\$Cal End User role assignments for Department employees
Department Support	Activities or meetings to update Departments on the FI\$Cal Project and support them in their ongoing efforts to prepare for the FI\$Cal implementation and transition. Examples of Department Support activities include sponsorship outreach, Department Readiness meetings, DLN meetings, and engagement, coaching, or working sessions
Departmental Project Budget	Created from a Department's appropriation
Deposit Trust Company (DTC)	A paying agent for most fixed rate bonds issued by the State of California
Deposits	Monies received by the Departments and placed into the State Treasurer's account at an approved depository bank within the Centralized Treasury System (manual or electronic)
Design Phase	The Design phase converts the business requirements and the software application into a system design for FI\$Cal, which we validate against the State's defined requirements
Dimension	In budgeting, dimensions provide a way to describe the budget data, such as viewing data by month, by year, by appropriation, by Department. Often times when the word "by" is used to describe budget data, this implies the use of a dimension. Therefore, one can think of a dimension as a way to categorize data into groups that allow us to sort and summarize information. The Budget System, at a minimum, needs to define dimensions such as Scenario, Version, Period, Year, Account and Entity. The FI\$Cal Financial System refers to dimension as Chart Of Accounts or ChartFields, such as Account, Department, Fund, Budget Reference, Projects or Location
Direct Journal Payment	Payment for non-receivable related transactions
Discharged ARs	If all reasonable collection procedures do not result in payment, Departments may request discharge from accountability of uncollectible amounts due from private entities
Dispatch PO	Sending a Purchase Order (PO) to the vendor through print, email, fax or Electronic Data Exchange (EDX)
Due Date	Date on a PO that goods and/or services are needed to be delivered
Dunning Letters	A sequence of three collection letters sent at 30 day intervals (i.e., 30, 60, or 90 days)
Electronic Deposit Form (EDF)	Internet-based application developed by the State Treasurer's Office (STO). The application allows agencies to key their deposit information to notify STO and generate deposit slips
Electronic Fiscal Input Transaction System (eFITS)	System that transfers data from a web environment to the SCO Fiscal System
Electronic Funds Transfer (EFT)	A transaction electronically moving payment into or out of the payee's account at a financial institution
Encumbrance	Amount of legal obligation to spend in the future. An encumbrance is created through a purchase order in FI\$Cal
End Users	Individuals who will use the FI\$Cal system or will be impacted by the new FI\$Cal System or business processes, e.g., the change in a process from manual to automated
End Wave Survey	The final conduct of the User Readiness Survey in a wave to determine readiness for implementation and transition (applies to all waves)

## FI\$Cal Terminology

Enterprise Resource Planning (ERP)	Enterprise Resource Planning is software that integrates Department and business functions across a company onto a single computer system that serves the different Departments' business needs
Entity	The entity dimension typically contains organizations, agencies/Departments, cost centers or planning centers
Extract Data File	Data extracted from PeopleSoft Asset Management used to perform an asset inventory
Extract Scope	Set of all assets that you might scan during a physical inventory such as: location, Department, profile, cost limit, category, class type and subtype for the assets
FABALS	FI\$Cal As-Is Business and Legacy System documentation – this was a previous project effort to document a representative sample of the current business processes and legacy systems throughout the State
FI\$Cal	Financial Information System for California. The state-wide effort to develop, implement, utilize, and maintain an integrated financial management system
FI\$Cal CMO Department Readiness Coordinator	This is the member of the FI\$Cal CMO Department Readiness Team responsible for working with assigned Departments. This role is the liaison between the FI\$Cal Project and the Department
FI\$Cal End User	An individual who will use the FI\$Cal system or be impacted by the new FI\$Cal system or new FI\$Cal business processes, e.g., the change in a process from manual to automated
FI\$Cal End User Role	A role is one specific aspect of an employee's job. For FI\$Cal, it is defined as a task or group of FI\$Cal system-related tasks that are logically performed by one person. Each employee may have one or multiple roles as designated by their Department
FI\$Cal End User Role Description Handbook	Handbook that for each FI\$Cal End User role, provides a description, list of responsibilities and tasks, relation to FI\$Cal business processes, skill requirements, and relationships to other FI\$Cal End User roles
Fiscal Agent	An agent of the national government or its agencies or of a state or municipal government that performs functions relating to the issue and payment of bonds
Fit	A result meaning the business process is accommodated by the software application, as delivered
Full Time Equivalent (FTE)	Commonly referred to as PY (Personnel Years) which refers to the number of positions that drive position costs. For example, you can have a headcount of 4 employees that each only works half-time for a total of 2.0 FTE's (4 x 50%). So a position that is estimated to have an annual cost of \$50,000 will have a \$100,000 budget impact if 2 FTE's are identified in the budget request
Funds Distribution	Functionality that defines funding rules per Project and Activity
Gap	A result meaning the business process is not accommodated by the software application, as delivered
Grant as a Grantee	Funds are received by the State from other entities. Customer Contracts are established to invoice for reimbursements
Grant as a Grantor	Funds are distributed by the State to another entity. Vendor Contracts are established to produce payments
Grant ID	Reference award number that can equate to the identifier on the originating grant documentation or be user defined
Individual Change Discussion Guides	Guides providing managers and supervisors with information on FI\$Cal End User roles and responsibilities for each business process area. The guides also reference the available FI\$Cal training, support tools (i.e., job aids), and resources (i.e., State of California reference documents) available to Department End Users. The Individual Change Discussion Guides are used as a communication tool between managers and supervisors and their staff, as well as a reference document for the Department after initial discussions are complete
Interagency Agreements	An agreement between Departments to provide or receive services
Intraunit or Intra-Agency Journals	Related-party transactions that occur within the same FI\$Cal business units. Interfund transfers are a good example of an intraunit transaction
Invoice / Billed AR	A document requesting payment from a customer and establishes an accounts receivable
Issue	An issue is an unforeseen event that impacts the project; it may be identified in the form of a risk in which a trigger event has occurred, or as a new issue which was not previously identified
Item	An item represents the goods and services purchased by the State. There is a unique identifier for each item. Multiple LPA vendors can be associated to one item
Item Catalog	An Item Catalog maintained by the State to facilitate the shopping cart item selection in the creation of a requisition
Item Category	Every item has to be assigned to an Item Category. The item category code identified by the State of California is the UNSPSC code
Item ID	A unique number assigned to represent an item available for procurement. Multiple vendors can be associated to one item
Item Management	Management of Item ID, attributes and processes supporting the use of items
Item Status	Determine current status (Active, Inactive, etc.) and make sure that the item is available for procurement only when the item is active
Joint Application Design (JAD)	An approach used in IT development for enhancing user participation, expediting development, and improving the quality of the end product
Journal Generation	Creates Journal Entries for General Ledger Validation
Just In Time Training	A method of providing training when it is needed, for example, as close to go live as possible. It's advantages are:  Eliminates the need for refresher training due to subject knowledge loss experienced if training proceeds over an extended period of time (prevents decay if the learner cannot use the material upon returning to the job).  Prevents training being wasted on people who leave the job before the training they received is used on the job.  Allows the learners to receive training when they need it; not weeks or months later.

## FI\$Cal Terminology

Likert Item	A statement that the survey participant is asked to evaluate according to any kind of subjective or objective criteria. The format of a 5-point Likert item would be: 1-Strongly Disagree, 2-Disagree, 3-Neither Agree no Disagree, 4-Agree, 5-Strongly Agree
Likert Scale	The sum of responses on several Likert items
Macro Variable	Standard rates, costs, percentages, or other amounts maintained in the Budget System that may be applied at a statewide level (by DOF) or Department level (by an individual Department) or both. This can also be referred to as 'user definable drivers' that can be used in a formula calculation to derive an intended outcome
Macro Variables	Standard rates, costs, percentages, or other amounts that may be applied at a statewide level (by DOF) or Department level (by an individual Department)
Internal Loans	Loans from special funds to General Fund and vice versa
External Loans	Revenue Anticipation Notes, Registered Reimbursement Warrants (RRWs)
Master Department Workplan (MDW)	Spreadsheet outlining the activities and tasks required for Departments to prepare for the FI\$Cal implementation and transition
Matching	Automated process to compare the voucher information to the purchase order/receipt to ensure that the quantity/amount matches and is within tolerance
Merchant	The provider of goods or service purchased with the procurement card
Mitigation Plan	A Risk response planning technique associated with threats that seek to reduce the probability of occurrence or impact of a risk to below an acceptable threshold
Non-Capitalized	Items not meeting defined capitalized status that require tracking to a custodian, Department, location or project
Non-cash Receipts	Payments received through automated systems (e.g., EFT, credit card transfers, and Automated Clearing House (ACH) transfers)
Offsets	Process of netting an accounts payable claim due to an entity or individual against receivables due from the same entity or individual
On-Account	A credit amount recorded on the customer balance for a duplicate payment or an overpayment. On-account transactions can be refunded to the customer or applied against another invoice
Outside Collections	Department contracts with another Department that has a collection unit or with an outside collection agency
Paying Agent (Disbursing Agent)	An agent who accepts payments from the issuer of a security and then distributes the payments to the holders of the security
Payment Predictor	System process that applies payments against receivables based on configured rules and reference information associated with the payment (e.g., invoice number or customer ID)
Physical Inventory Count/Scan	Physical asset count provided by spreadsheet or bar code scanning device
Physical Inventory ID	A control ID you assign within PeopleSoft Asset Management for each physical inventory that you perform
PO Change Orders	When you update a purchase order that has been dispatched, you create a change order; amendment
PO Dispatch	Sending the PO to the vendor through print, email, fax, or Electronic Data Exchange (EDX)
PO Receipt Status	Indicates that goods and/or services on the Purchase Order (PO) are fully/partially received
Pooled Money Investment Account (PMIA)	The State Treasurer invests taxpayers' money to manage the State's cash flow and strengthens the financial security of local governmental entities. PMIA includes the Local Agency Investment Fund (LAIF) and Surplus Money Investment Fund (SMIF), among others
Pooled Money Investment Board (PMIB)	Governs the PMIA; State Treasurer chairs the Board, which also includes the State Controller and the Director of Finance
Prepayment	Advance funding which is utilized against expenditures prior to reimbursement invoices
Pricing Structure – Rate Based/Amount Based	Each Contract Line is defined as having a pricing structure that is either Rate Based (Units X Rate) or Amount Based (Fixed Fee, Milestone)
Procurement	Acquisition of goods and services
Procurement Card	Payment mechanism used by authorized employees to make purchases on behalf of their agency or Department
Procurement Document	A term used generically to refer to all procurement and contracting documents (e.g., Std. 65, Std. 213 or Interagency Agreements (IA))
Profile	Template that stores standard depreciation criteria for a type of asset and the corresponding asset books for defaulting. Profiles determine all related accounting and depreciation information
Program	Grouping of Project IDs for reporting purposes
Project ID	A structural value that is created to identify the highest level of a specific cost objective i.e., the project structure. A work break-down structure must be associated to the project ID
Project ID	A structural value that is created to identify the highest level of a specific cost objective. A lower level work break-down must be associated to the Project ID
Project Team	Used to assign resources to a project or to specific project tasks. A Start/End Date may be assigned to the team member. The system allows team enforcement in other modules, thereby restricting charges to only active team members
Project Tree	Reporting structure to group projects into programs
Proposal ID	Optional point of entry to record provisional grant data in the system
Punch-Out Catalog	An online catalog maintained by contracted vendors to facilitate the shopping cart item selection in the creation of a requisition
Purchase Order	Different from the current STD 65. In PeopleSoft, purchase orders are commitments from an organization (business unit) to vendors to purchase goods or services from that vendor on a specific date; creates an encumbrance in FI\$Cal
Purchase Order (PO) Status	The status of a PO (Open, Pending Approval, Approved, Dispatched, Cancelled or Close)
Purchase Requisition	Record of a request for ordering goods or services (STD 66)

<b>FI\$Cal Terminology</b>	
Purchasing Business Unit	A business unit is an operational subset of the organization that tracks and maintains its own set of requisitions and purchase orders. For example, a Department can be considered as a PeopleSoft Purchasing Business Unit
Purchasing Item Attributes	Attributes of item (such as vendor, price, United Nations Standard Products and Services Code (UNSPSC) which will be visible on the requisition, solicitation, and Purchase Order (PO) when an Item Identifier (Item ID) is used
Rate Sets	Functionality that defines the pricing of transactions. (e.g., hours X billing rate per hour)
Readiness	The state of being prepared for the implementation of FI\$Cal, both as Departments and End Users
Readiness Workshop	Educational workshops to introduce topics to Departments such as the change network, business processes, chart of accounts (COA), interfaces, and conversions to help prepare Departments for the FI\$Cal implementation. Readiness Workshops may include hands-on learning components
Receipt	When shipments arrive from vendors, the items included in the shipment are listed on a 'Receipt'. The receiving process is the formal method for documenting acceptance of goods/services from vendors
Receiving by amount	Receive goods or services by dollar amount, rather than quantity
Reclassify Receivables	Update the accounting distribution for accounts receivables
Reference/Reference Number	Unique number captured by the merchant at the point of sale to help identify the transaction
Refund	Credit balance refunded to a customer. In FI\$Cal, the customer refund can be initiated from the FI\$Cal AR module and integrated with FI\$Cal Accounts Payable for voucher (vendor payment) generation
Refunding	A bond sale for the purpose of redeeming outstanding bonds prior to the stated maturity date
Full	A process wherein all maturities tied to a Committee on Uniform Securities Identification Procedures (CUSIP) are redeemed prior to the stated maturity date
Partial	A portion of the maturities tied to a CUSIP are redeemed prior to the stated maturity date
Refunds to Reverted Appropriations	A receipt account to record abatements and reimbursements to appropriations that have reverted
Registered Warrant	The State's IOU/Promise to Pay - Issued during a State fiscal emergency (insufficient General Fund monies to meet State's obligations)
Reimbursements	Amounts received as payment for cost of goods and services performed for, or on behalf of another entity
Remittances to State Treasury (Remittance Advice)	Transfers cash collected by Departments/agencies and records it into the appropriate fund (manual or electronic)
Report of Statewide Accounts Receivable	Government Code (GC) Section 16583.2 mandates that state Departments, boards, and commissions submit an annual report to the SCO regarding ARs and discharged accounts
Resolution Plan	An organized and coordinated set of steps to be taken in resolving (eliminating) an issue which did not originate as a risk. The Project has determined that a Contingency Plan shall be used for both issues which were previously identified as a risk and issues which were not previously identified as a risk rather than having two separate types of plans addressing issues. The definition of a resolution plan has been added to ensure alignment to this fact
Return To Vendor (RTV)	The process of recording goods sent back to a vendor, such as defective materials, too many items, items shipped in error, or items that you no longer require
Revenue	Type of receipt generally derived from taxes, licenses, fees or investment earnings
Revenue	Reimbursement accounting entries. These accounting entries occur during the invoicing process; however, there are situations where the reimbursement entry can occur separately from the invoicing, such as year-end accruals
RFx	Solicitation methodology, such as request for proposal, request for quote, or invitation for bid
Risk	A risk is an uncertain event or condition that, if it occurs, has a positive or a negative effect on at least one project objective
Risk Breakdown Structure	A hierarchically organized depiction of the identified project risks arranged by risk category and subcategory that identifies the various areas and causes or potential risks
Role Mapping	The process of mapping End Users to the appropriate FI\$Cal End User roles required to complete their daily work activities with FI\$Cal
Role Mapping Workshop	Workshop to review the FI\$Cal End User Roles in detail and discuss the activity of role mapping
Scenario	The Budget System refers to scenarios as an instance of data. It describes the type of data we are working with such as Actual, Forecast, Governor's Budget, May budget revision or Enacted Budget. Scenarios are valid for certain points in time. DOF has referred to scenarios as being similar to "Galleys". In the FI\$Cal Financial System, scenarios can be thought of as being similar to the use of Ledgers (i.e., Actual Ledgers, Appropriation Budget Ledgers, Detail Budget Ledgers, Pre-Encumbrance ledger or Encumbrance Ledger)
Secondary User	An end user who occasionally performs transactions in FI\$Cal or backs up a core user, and does not require training for Day 1 of go live. Secondary users are scheduled to receive training prior to and after go live, giving priority in the schedule to the preparation of core users
Small Business/Disabled Veteran Business Enterprise (SB/DVBE)	Organizations that have registered to do business with the state, and have been certified as SB/DVBE
SpeedCharts	Shortcut codes used in Purchasing and AP to split accounting strings by percentage on a transaction
SpeedTypes	Shortcut codes used in GL and AR to populate an accounting string on a transaction
Sponsor	A person who supports the Project by assisting with critical project activities
Sponsorship	The act of taking responsibility for the FI\$Cal Project to help the State realize the value of the FI\$Cal system implementation; the network of sponsors who will help realize the desired change for the FI\$Cal Project
SRP	Statutes, Regulations, or Policies for the State
Stage 1	Referred to as the Fit-Gap Phase of the FI\$Cal project

## FI\$Cal Terminology

Stakeholder	A person or group who is impacted by the change; who will assist in implementing the change; who has the ability to provide needed resources or knowledge; whose approval is necessary for the change; and whose sponsorship and/or ownership ensure cooperation from others
State Public Works Board (SPWB)	Oversees the fiscal matters associated with construction of Department projects; selects and acquires real property for state facilities and programs and issues lease revenue bonds
Statement of Interest Due and Bonds Maturing (SIDBM)	A report generated by STO's Debt Management System (DMS) that details the amount of interest and/or principle due for payment on the specified upcoming debt service payment date
Statewide Project Budget	Created from Budget Act, Grant, Special Legislation, or Capital Outlay
Sub-Grant	The splitting of an awarded grant into many by Department, project, or funding
Subject Matter Expert (SME)	A Subject Matter Expert is an individual who has deep business knowledge or understands the intricacies of a particular business process. It is most commonly used to describe the people who explain the current process to IT and then answer their questions as they try to build a technology system to automate or streamline the process
Survey End Date	The planned date when the survey is closed and the response will no longer be accepted
Survey Start Date	The planned date when the survey is sent to potential survey participants
Survey User Group	A cluster of End Users for the purposes of tracking, analysis, and reporting on user readiness. For FI\$Cal, the three survey user groups will be: Sponsors and Leadership - Department project sponsors and leadership team members at the director/deputy director level responsible for managing their Department's implementation of FI\$Cal Department Implementation Team - Individual members of the DIT, as defined in the Change Network, including the Department Liaison, Change Management Champion, Training Liaison, Business Liaison, and Technical Liaison Department End Users - End Users and individuals affected by the new FI\$Cal system and the FI\$Cal business process at each Department. This survey user group also includes managers and the supervisors not associated with one of the other two survey user groups
System Deposit	A system transaction used for balancing and processing purposes A system deposit can consist of one or more payments Payments are linked together by a unique system identifier System deposit captures total counts and total amount of payments Customer and/or invoice reference information is contained on the payment transaction
System Integrator (SI)	A company that specializes in bringing together component sub-systems into a whole and ensuring that those sub-systems function together
Technical Liaison	Coordinates system remediation, interface, data conversion, and security activities
The Reportable Payment File	Maintained for a Tax Year period as opposed to the Fiscal Year period. The Tax Year of a payment is defined in law as when a payment is received by the taxpayer; not when the payment was made
The Vendor Management File (VMF)	Will be a statewide central source of vendor information used by all Departments for procurement, receiving, and payment functions
To-Be Processes	The new or future business processes being designed, developed and implemented for the State as part of the FI\$Cal solution
Tolerances	Allowable percent of overage
Training	The process of equipping the FI\$Cal End Users with the knowledge and skills needed to be successful users of FI\$Cal through structured training courses
Training Environment	A training delivery environment is a production like copy of the FI\$Cal environment that is used for training delivery. The training environment is used for Pilot Training delivery, Core End User Training delivery, and Secondary End User Training delivery
Training Liaison	Supports and implements the FI\$Cal Project's training program at their Department
Training Pilot	The Training Pilot is a mock delivery of selected training content and is conducted by the FI\$Cal training developer who created the course. The participants at each pilot training session include the trainers and drivers, Business Team representatives, Training Leads, and other selected representatives from the Departments
Transactional Contract	A contract against which transactions can be performed, such as create and maintain items, amount, dates and prices
Trees	Intuitive diagrams that establish your ChartField values at summary levels or hierarchies exactly as they are displayed on the screen
Uniform Codes Manual (UCM)	Is a Chart of Accounts
User Productivity Kit (UPK)	An Oracle tool integrated with PeopleSoft used to develop online simulations, used during classroom training to demonstrate process steps to users
Vanilla	A reference to pages, workflows, and functions delivered in a software application out-of-the-box, without a customization
Vendor	An entity or individual who is actively doing business with the State, or otherwise receiving payments from the State
Vendor	Organizations that are actively doing business with the State, or otherwise receiving payments from the State. Vendor data is used in the following transactions: Requisition data Purchase order entry Receiving/Returning goods Payments for goods/services purchased
Vendor Contracts (Supplier Contracts)	A binding understanding between the State and a vendor
Version	The Budget System refers to versions as a subset of a scenario to allow 'snapshots' of multiple iterations of a budget cycle and provide modeling/what-if analysis. As such, the version dimension describes the possible stages or outcomes within the context of a scenario. Versions can be thought of as a way to define various stages of the budget process or to represent different revisions of the budget

## FI\$Cal Terminology

Warrant	An instrument drawn by the SCO directing the State Treasurer to pay a specified amount, from a specified fund, to the person or entity named
Weighting	Both bid factors and line items are weighted to reflect their level of importance. Weighting is used to analyze and score bids
Work-around	An agreed-to alternative process to solve for a business need
Workflow Approval Path	System determines approval path depending on approval rules set for Department
Write-offs	If all reasonable collection procedures do not result in payment, Departments may write-off uncollectible amounts <\$500 due from private entities with a pre-approved letter from the Victim Compensation and Government Claims Board (VCGCB)