

The Next Generation



FI\$Cal

Financial Information System for California

FI\$Cal End-User Role Description Handbook

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1 Introduction

The FI\$Cal End-User Role Description Handbook describes and documents the new FI\$Cal end-user roles related to the new FI\$Cal business processes and technologies implemented with the FI\$Cal Project for Pre-Wave. The FI\$Cal end-user roles are organized by FI\$Cal business process area. For Pre-Wave, the business process areas are:

- Accounts Payable, which is limited to functionality for:
 - Vendors
- Purchasing, which is limited to functionality for:
 - Requisitions
 - Purchase Orders
 - Receiving

This FI\$Cal End-User Role Description Handbook is designed to assist Departments in completing the role-mapping task, where FI\$Cal end-user roles are assigned to department end users. The Handbook also helps departments understand the FI\$Cal System access that each role provides. For each FI\$Cal end-user role, this Handbook provides:

- A role purpose and responsibilities
- A list of related FI\$Cal business processes
- A list of suggested FI\$Cal skills for the role
- A description of the relation to other roles, including any separation of role rules

2 Accounts Payable Roles

This section provides information for the available FI\$Cal end-user roles related to the Accounts Payable (AP) business process area. For Pre-Wave, the AP FI\$Cal end-user roles are limited to those supporting the vendor functionality.

For additional information on the Pre-Wave business processes and functionality for vendor, please refer to the Pre-Wave Business Process Workshop materials. These materials are available from the Department Liaison.

2.1 AP Separation of Roles

For Pre-Wave, separation of roles requires that department and central roles remain separate.

- No department end user should be assigned a role designated for central end users.
- No central end user should be assigned a role designated for department end users.

2.2 Vendor Process Overview

The purpose of the Vendor process is to create a single statewide Vendor Management File (VMF) that records vendors, bidders, and Small Business/Disabled Veteran Business Enterprise (SB/DVBE) certification data. Unique vendor IDs are created centrally in the FI\$Cal System for each vendor and shared by all departments. Each vendor is validated by the FI\$Cal System and approved centrally to prevent duplicate entry. Prior to using a vendor to source a requisition or create a purchase order, a vendor requires approval.

During Pre-Wave, department end users will add new vendors and be able to request updates to vendor address and contact information in the FI\$Cal System. Central end users will be able to complete the same updates as department end users. However, central end users are also responsible for managing additional vendor information shared across departments and approving vendor and vendor updates in the VMF.

2.3 Vendor Roles

This section provides details for each FI\$Cal end-user role related to the Vendor process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities

Table 1. Vendor Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities
Department Vendor Processor	The department end user who creates a new vendor or adds/modifies vendor address and contact information and saves it for approval.	<ul style="list-style-type: none"> • Enter Vendor • Maintain Vendor 	<ul style="list-style-type: none"> • Create New Vendor • Receive and Validate Invoice/Vendor Request Form • Search for Vendor • Determine if Vendor is Duplicate • Resolve Duplicate Vendor Issues • Update Vendor Information • Review Vendor • Use Vendor Naming Conventions, Standards, Addresses, etc. • Receive Notification of Approval • Receive Notification of Update to Vendor Record • View Vendor Information • View Vendor History • View Vendor Conversations

Role Name	Role Description	Related Business Processes	Role Responsibilities
Department AP Reporter	The department end user who can run vendor reports provided with Pre-Wave.	<ul style="list-style-type: none"> This role is not specifically related to any of the Pre-Wave FI\$Cal business processes 	<ul style="list-style-type: none"> Create Department-Specific Reports Run Department-Specific Reports View Vendor History
Vendor View Only	The department end user who can only view vendor records in FI\$Cal, such as name, location, and contact information.	<ul style="list-style-type: none"> Enter Vendor 	<ul style="list-style-type: none"> Review Vendor Search for Vendor View Vendor Information View Vendor History View Vendor Conversations

2.4 Vendor Role Relationships

This section provides explanation of the relationship between Vendor roles and other FI\$Cal end-user roles.

Table 2. Vendor Role Relationships with Other FI\$Cal End-User Roles

Role	Relationships with Other FI\$Cal End-User Roles
Department Vendor Processor	<ul style="list-style-type: none"> Saves new vendors and vendor updates for review and approval by the Central Vendor Approver. Cannot be assigned any role designated for central end users.
Department AP Reporter	<ul style="list-style-type: none"> Creates and runs reports that may be shared with other department end users.
Vendor View Only	<ul style="list-style-type: none"> Can only view vendors entered by the Department Vendor Processor or the Central Vendor Processor.

2.5 Vendor Roles Summary

The table below lists the FI\$Cal end-user role responsibilities and the related Vendor FI\$Cal end-user role(s). An “X” means that the role in the corresponding column can perform the responsibility in the corresponding row.

Table 3. Summary of Vendor Roles and Responsibilities

FI\$Cal End-User Role Responsibilities	Department Vendor Processor	Department AP Reporter	Vendor View Only
Create New Vendor	X		
Receive and Validate Invoice/Vendor Request Form	X		
Search for Vendor	X		X
Determine if Vendor is Duplicate	X		
Resolve Duplicate Vendor Issues	X		
Update Vendor Information	X		
Review Vendor	X		X
Use Vendor Naming Conventions, Standards, Addresses, etc.	X		
Receive Notification of Approval	X		
Receive Notification of Update to Vendor Record	X		
Create Department-Specific Reports		X	
Run Department-Specific Reports		X	
View Vendor Information	X		X
View Vendor History	X	X	X
View Vendor Conversations	X		X

3 Purchasing Roles

This section provides information for the available FI\$Cal end-user roles related to the Purchasing (PO) business process area. For Pre-Wave, the PO FI\$Cal end-user roles are limited to those supporting the requisition, purchase order, and receiving functionality.

For additional information on the Pre-Wave business processes and functionality for requisition, purchase order, and receiving, please refer to the Pre-Wave Business Process Workshop materials. These materials are available from the Department Liaison.

3.1 PO Separation of Roles

For Pre-Wave, separation of roles requires that department and central roles remain separate.

- No department end user should be assigned a role designated for central end users.
- No central end user should be assigned a role designated for department end users.

In addition, no Department Requisitioner, Department PO Processor, or Department Buyer who is also assigned as a Department Requisition Approver, Department Buyer, or Department PO Approver will be able to approve their own purchasing transaction (i.e. no self-approval).

Finally, as stated in the State Contracting Manual, Vol. 2, issued by the Department of General Services, Section 1.A4.4 Separation of duties:

“Departments with any type of purchasing authority must always be mindful to maintain sufficient separation of duties in order to reduce the risk of error or fraud in the department's purchasing program.

Key duties and responsibilities should be segregated to separate the responsibilities for: conducting the procurement, approving purchase documents, acknowledging and receiving goods and services, approving invoices, and preparing payments.

Note: No one person should control more than one of the key aspects of a procurement activity.”

3.2 Requisitions Process Overview

The Requisition process covers all activities related to a requisition, starting with creation, through approval and budget check, and finally sourcing to a purchase order.

Note: Budget check is not part of Pre-Wave functionality.

For Pre-Wave, Department Requisitioners create requisitions using a description of goods and/or services. United Nations Standard Products and Services Code (UNSPSC) codes are used to enhance data reporting and analysis capability. Department Buyers will review and update UNSPSC codes and vendors on requisitions. When a Department Requisitioner submits a requisition for review and approval, basic workflow is configured to route approvals within the department. Authorized users from the Pre-Wave Departments and FI\$Cal administrators will be the only users in the FI\$Cal System to maintain requisition configurations, such as department end users identified as Requesters and Buyers.

3.3 Requisition Roles

This section provides details for each FI\$Cal end-user role related to the Requisition process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities

Table 4. Requisition Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities
Department Requisitioner	The department end user who enters and updates requisitions.	<ul style="list-style-type: none"> • Create and Approve Requisition 	<ul style="list-style-type: none"> • Create Requisition • Update/Manage Requisition • Submit Requisition for Approval • Cancel Requisition • View Worklist • View Vendor Information • View Requisitions

Role Name	Role Description	Related Business Processes	Role Responsibilities
Department Requisition Approvers 1-3	<p>The department end users who are responsible for approving the requisition at the department. Each department determines how to use the FI\$Cal approval levels to route requisitions at the department. It is recommended that the approval levels are used as follows:</p> <ul style="list-style-type: none"> • Department Requisition Approver 1 – This approval step is intended as a first-level review/approval of the requisition by department supervision. • Department Requisition Approver 2 – This is a second-level review/approval of the requisition by department supervision/program owner. • Department Requisition Approver 3 – This approval step is to review accounting/budget information on the requisition. For Pre-Wave, requestors use the current chart of accounts entered in the comments field of the requisition. 	<ul style="list-style-type: none"> • Create and Approve Requisition 	<ul style="list-style-type: none"> • Approve, Deny, or Push Back Requisition • View Worklist • View Requisitions

Role Name	Role Description	Related Business Processes	Role Responsibilities
Department Buyer	The department end user who has the final department approval for a requisition. The Department Buyer approval is recommended for reviewing the request to verify that the requisition followed state and department procurement rules, information is complete, and the request is ready to move forward in the Procurement process.	<ul style="list-style-type: none"> • Create and Approve Requisition 	<ul style="list-style-type: none"> • Approve, Deny, or Push Back Requisition • View Worklist • View Vendor Information • View Requisitions
Requisition Ad Hoc Approver	The department end user who can be added as a one-time reviewer/approver as part of the requisition approval process.	<ul style="list-style-type: none"> • Create and Approve Requisition 	<ul style="list-style-type: none"> • Approve, Deny, or Push Back Requisition • View Worklist • View Vendor Information • View Requisitions
Department PO Configuration Maintainer	The department end user who maintains Procurement configuration items specific to the department, such as Ship To Location, Requesters, and Buyers.	<ul style="list-style-type: none"> • This role is not specifically related to any of the Pre-Wave FI\$Cal business processes 	<ul style="list-style-type: none"> • Add Procurement Configuration Items • Update Procurement Configuration Items • Manage PO Configuration • View PO Configuration Items
PO Configuration View Only	A department end user who can only view Procurement configuration items.	<ul style="list-style-type: none"> • This role is not specifically related to any of the Pre-Wave FI\$Cal business processes 	<ul style="list-style-type: none"> • View PO Configuration Items

Role Name	Role Description	Related Business Processes	Role Responsibilities
PO View Only	A department end user who can only view PO information, such as requisitions, purchase orders, and receipts.	<ul style="list-style-type: none"> This role is not specifically related to any of the Pre-Wave FI\$Cal business processes 	<ul style="list-style-type: none"> View Requisitions View Purchase Orders View Receipts

3.4 Requisition Role Relationships

This section provides explanation of the relationship between Vendor roles and other FI\$Cal end-user roles.

Table 5. Requisition Role Relationships with Other FI\$Cal End-User Roles

Role	Relationships with Other FI\$Cal End-User Roles
Department Requisitioner	<ul style="list-style-type: none"> Creates and updates requisitions for review and approval by Department Requisition Approvers, Department Buyer, and as needed, by Requisition Ad Hoc Approvers. May add a Requisition Ad Hoc Approver to the Requisition Approval process. Can be assigned a Requisition Approver, Department Buyer, or Requisition Ad Hoc Approver role, but will not be able to approve their own requisition (i.e. no self-approval). Cannot be assigned any role designated for central end users.
Department Requisition Approver 1-3	<ul style="list-style-type: none"> Reviews and determines the approval action for requisitions submitted by a Department Requisitioner or prior approval level. May add a Requisition Ad Hoc Approver to the requisition approval process. Can be assigned the Department Requisitioner, Department Buyer, or Requisition Ad Hoc Approver role, but will not be able to approve their own requisition (i.e. no self-approval). Cannot be assigned any role designated for central end users.

Role	Relationships with Other FI\$Cal End-User Roles
Department Buyer	<ul style="list-style-type: none"> • Reviews and determines the approval action for requisitions submitted by a Department Requisitioner or prior approval level. • May add a Requisition Ad Hoc Approver to the requisition approval process. • Can be assigned the Department Requisitioner, Department Approver, or Requisition Ad Hoc Approver role, but will not be able to approve their own requisition (i.e. no self-approval). • Cannot be assigned any role designated for central end users.
Requisition Ad Hoc Approver	<ul style="list-style-type: none"> • Reviews and determines the approval action for requisitions submitted by a Department Requisitioner. • Is added to the requisition review and approval process on an as-needed basis by the Department Requisitioner or a Requisition Approver. • May add another Requisition Ad Hoc Approver to the requisition approval process. • Can be assigned the Department Requisitioner, Department Buyer, or Requisition Approver role, but will not be able to approve their own requisition (i.e. no self-approval). • Cannot be assigned any role designated for central end users.
Department PO Configuration Maintainer	<ul style="list-style-type: none"> • Enters and updates the PO configuration items maintained by the department. These items are used by PO roles in processing PO transactions. • Cannot be assigned any role designated for central end users.
PO Configuration View Only	<ul style="list-style-type: none"> • Can only view the configuration items entered by the Department PO Configuration Maintainer and the Central PO Configuration Maintainer.
PO View Only	<ul style="list-style-type: none"> • Can only view PO transaction information entered by other PO roles, including the Department Requisitioner, Department PO Processor, and Department Receiver.

3.5 Requisition Role Summary

The table below lists the FI\$Cal end-user role responsibilities and the related Requisition FI\$Cal end-user role(s). An “X” means that the role in the corresponding column can perform the responsibility in the corresponding row.

Table 6. Summary of Requisition Roles and Responsibilities

FI\$Cal End-User Role Responsibilities	Department Requisitioner	Department Requisition Approver 1	Department Requisition Approver 2	Department Requisition Approver 3	Department Buyer	Requisition Ad Hoc Approver	Department PO Configuration Maintainer	PO Configuration View Only	PO View Only
Create Requisition	X								
Update/Manage Requisition	X								
Submit Requisition for Approval	X								
Cancel Requisition	X								
Approve, Deny, or Push Back Requisition		X	X	X	X	X			
View Worklist	X	X	X	X	X	X			
View Vendor Information	X				X	X			
View Requisitions	X	X	X	X	X	X			X
View Purchase Orders									X
View Receipts									X
Add Procurement Configuration Items							X		
Update Procurement Configuration Items							X		
Manage PO Configuration							X		
View PO Configuration Items							X	X	

3.6 Purchase Order Process Overview

The Purchase Order (PO) process starts when a department identifies the need to procure goods and/or services, and includes:

- Activities necessary to create, approve, and dispatch a purchase order
- Management of a PO, such as creating a change order, tracking changes, maintaining change history for each change done by the Buyer, routing PO changes for necessary approval, and dispatching the PO changes to the vendor

Functionality in Pre-Wave allows POs to be sourced (created) from a requisition, reducing the need for duplicate entry. Multiple requisitions can be consolidated into a single PO or a single requisition can be divided into multiple POs. POs can also be copied for reuse.

For Pre-Wave, when a Department PO Processor submits a purchase order for approval, basic workflow is configured to route approvals within the department. Authorized users from the Pre-Wave Departments and FI\$Cal administrators will be the only users in the FI\$Cal System to maintain PO configurations, such as department end users identified as Requesters and Buyers.

3.7 Purchase Order Roles

This section provides details for each FI\$Cal end-user role related to the PO process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities

Table 7. Purchase Order Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities
Department Buyer	The department end user who creates POs and PO Change Orders. The Department Buyer also reviews and dispatches an approved PO.	<ul style="list-style-type: none"> • Manage PO • Manage PO Change Order 	<ul style="list-style-type: none"> • Inquire on PO • View PO • View PO History • View PO Change Orders • Source PO from Requisition • Create PO • Update PO • Add Comments and/or Attachments • Submit PO for Approval • Create PO Change Order • Dispatch PO • Cancel/Close PO • Manage and View Worklist

Role Name	Role Description	Related Business Processes	Role Responsibilities
Department PO Processor	The department end user who creates POs.	<ul style="list-style-type: none"> • Manage PO 	<ul style="list-style-type: none"> • Inquire on PO • View PO • Source PO from Requisition • Create PO • Update PO • Add Comments and/or Attachments • Submit PO for Approval • Manage and View Worklist

Role Name	Role Description	Related Business Processes	Role Responsibilities
Department PO Approvers 1-3	<p>The department end users who are responsible for approving the PO at the department. Each department determines how to use the FI\$Cal approval levels to route POs at the department. It is recommended that the approval levels are used as follows:</p> <ul style="list-style-type: none"> • Department PO Approver 1 – This approval step is intended as a first-level review/approval of the PO by department supervision. • Department PO Approver 2 – This is a second-level review/approval of the PO by department supervision/program owner. • Department PO Approver 3 – This approval step is to review accounting/budget information on the PO. For Pre-Wave, requestors use the current chart of accounts entered in the comments field of the PO. 	<ul style="list-style-type: none"> • Manage PO • Manage PO Change Order 	<ul style="list-style-type: none"> • Inquire on PO • View PO • View PO History • View PO Change Orders • Approve, Deny, or Push Back POs • Approve, Deny, or Push Back PO Change Orders • Manage and View Worklist

Role Name	Role Description	Related Business Processes	Role Responsibilities
PO Ad Hoc Approver	The department end user who can be added as a one-time reviewer as part of the PO approval process.	<ul style="list-style-type: none"> • Manage PO • Manage PO Change Order 	<ul style="list-style-type: none"> • Inquire on PO • View PO • View PO History • View PO Change Orders • Approve, Deny, or Push Back POs • Approve, Deny, or Push Back PO Change Orders • Manage and View Worklist
Department PO Reporter	The department end user who has access to run department reports for Purchasing provided as part of Pre-Wave functionality.	<ul style="list-style-type: none"> • This role is not specifically related to any of the Pre-Wave FI\$Cal business processes 	<ul style="list-style-type: none"> • Run Department-Specific Reports and Queries for requisitions, purchase orders, and receiving.

3.8 Purchase Order Role Relationships

This section provides explanations of the relationship between Purchase Order roles and other FI\$Cal end-user roles.

Table 8. Purchase Order Role Relationships with Other FI\$Cal End-User Roles

Role	Relationships with Other FI\$Cal End-User Roles
Department Buyer	<ul style="list-style-type: none"> • Creates and updates POs for review and approval by Department PO Approvers, and as needed, by PO Ad Hoc Approvers. • May add a PO Ad Hoc Approver to the PO approval process. • Can be assigned a PO Approver or PO Ad Hoc Approver role, but will not be able to approve any PO personally entered (i.e. no self-approval). • Receives the approved PO from the Department PO Approver 3 via notification and worklist to dispatch. • Cannot be assigned any role designated for central end users.
Department PO Processor	<ul style="list-style-type: none"> • Creates and updates POs for review and approval by Department PO Approvers, and as needed, by PO Ad Hoc Approvers. • May add a PO Ad Hoc Approver to the PO approval process. • Can be assigned a PO Approver or PO Ad Hoc Approver role, but will not be able to approve their own PO (i.e. no self-approval). • Cannot be assigned any role designated for central end users.
Department PO Approvers 1-3	<ul style="list-style-type: none"> • Reviews and determines the approval action for POs submitted by a Department PO Processor or prior approval level. • May also update a PO within the approval process. • May add a PO Ad Hoc Approver to the PO approval process. • Can be assigned the Department PO Processor or PO Ad Hoc Approver role, but will not be able to approve their own PO (i.e. no self-approval). • Cannot be assigned any role designated for central end users.

Role	Relationships with Other FI\$Cal End-User Roles
PO Ad Hoc Approver	<ul style="list-style-type: none"> • Reviews and determines the approval action for POs submitted by a Department PO Processor or prior approval level. • Is added to the PO review and approval process on an as-needed basis by the Department PO Processor or a Department PO Approver. • May add another PO Ad Hoc Approver to the PO approval process. • Can be assigned the Department PO Processor or PO Approver role, but will not be able to approve their own PO (i.e. no self-approval). • Cannot be assigned any role designated for central end users.
Department PO Reporter	<ul style="list-style-type: none"> • Creates and runs reports that may be shared with other department end users.

3.9 Purchase Order Roles Summary

The table below lists the FI\$Cal end-user role responsibilities and the related PO FI\$Cal end-user role(s). An “X” means that the role in the corresponding column can perform the responsibility in the corresponding row.

Table 9. Summary of Purchase Order Roles and Responsibilities

FI\$Cal End-User Role Responsibilities	Department Buyer	Department PO Processor	Department PO Approver 1	Department PO Approver 2	Department PO Approver 3	PO Ad Hoc Approver	Department PO Reporter
Inquire on PO	X	X	X	X	X	X	
View PO	X	X	X	X	X	X	
View PO History	X		X	X	X	X	
View PO Change Orders	X		X	X	X	X	
Source PO from Requisition	X	X					
Create PO	X	X					
Update PO	X	X					
Add Comments and/or Attachments	X	X					
Submit PO for Approval	X	X					
Create PO Change Order	X						
Dispatch PO	X						
Cancel/Close PO	X						
Approve, Deny, or Push Back PO			X	X	X	X	
Approve, Deny, or Push Back PO Change Order			X	X	X	X	
Manage and View Worklist	X	X	X	X	X	X	
Run Department-Specific Reports and Queries for requisitions, purchase orders, and receiving							X

3.10 Receiving Process Overview

The Receiving process covers the activities related to receipt of goods or services, including receiving, inspecting, and accepting goods or services. The process starts when a department receives goods and/or services from a vendor and ends with the creation of the receipt. The Receiving process includes activities necessary to:

- Inspect goods
- Verify services
- Resolve inaccuracies
- Obtain completion or rework of services not satisfactorily completed
- Return of goods to the vendor

For Pre-Wave, receipt information is managed in FI\$Cal and linked to the PO. Receipt of the goods or services, inspection, and as needed, Return to Vendors (RTV) are managed in the FI\$Cal System. Quantity received will also be matched to the PO and updated until the goods or services are fully received.

3.11 Receiving Roles

This section provides details for each FI\$Cal end-user role related to the Receiving process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities

Table 10. Receiving Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities
Department Receiver	The department end user who enters receipt data of goods and services.	<ul style="list-style-type: none"> • Manage Receipt • Cancel Receipt 	<ul style="list-style-type: none"> • Create Receipt • Maintain Receipt • Enter and Update Comments on Receipt • Cancel/Close Receipt • View Receipt Data
Department Receiving Inspector	The department end user who inspects good and services and enters inspection information on the receipt.	<ul style="list-style-type: none"> • Manage Receipt 	<ul style="list-style-type: none"> • Inspect Stock Received • Enter Inspection Details • View Inspection Details • View Receipt Data
Department RTV Processor	The department end user who enters an RTV transaction.	<ul style="list-style-type: none"> • Manage RTV 	<ul style="list-style-type: none"> • Create RTV • Dispatch RTV to Vendor • Run RTV Reconciliation Process • Print RTVs • View RTV Document Status • View Receipt Data

3.12 Receiving Role Relationships

This section provides explanations of the relationship between Receiving roles and other FI\$Cal end-user roles.

Table 11. Receiving Role Relationships with Other FI\$Cal End-User Roles

Role	Relationships with Other FI\$Cal End-User Roles
Department Receiver	<ul style="list-style-type: none"> • Enters receipt information for goods and services processed by a Department PO Processor, approved by Department PO Approvers, and dispatched by a Department Buyer. • Cannot be assigned any role designated for central end users.
Department Receiving Inspector	<ul style="list-style-type: none"> • Inspects goods and services entered into the FI\$Cal System by the Department Receiver. • Cannot be assigned any role designated for central end users.
Department RTV Processor	<ul style="list-style-type: none"> • Processes RTV transactions for goods and services that are not accepted by the Department Receiver or the Department Receiving Inspector. • Cannot be assigned any role designated for central end users.

3.13 Receiving Roles Summary

The table below lists the FI\$Cal end-user role responsibilities and the related Receiving FI\$Cal end-user role(s). An “X” means that the role in the corresponding column can perform the responsibility in the corresponding row.

Table 12. Summary of Receiving Roles and Responsibilities

FI\$Cal End-User Role Responsibilities	Department Receiver	Department Receiving Inspector	Department RTV Processor
Create Receipt	X		
Maintain Receipt	X		
Enter or Update Comments on Receipt	X		
Inspect Stock Received		X	
Enter Inspection Details		X	
View Inspection Details		X	
Create Return to Vendor (RTV)			X
Dispatch RTV to Vendor			X
Run RTV Reconciliation Process			X
Print RTV's			X
Cancel/Close Receipt	X		
View RTV Document Status			X
View Receipt Data	X	X	X

Appendix A – Glossary

This appendix provides a glossary of relevant abbreviations, acronyms, and terms used in this Deliverable.

Abbreviations, Acronyms, and Terms	Definition
AP	Accounts Payable
Business Process Workshops (BPWs)	Workshops to provide departments with an overview of the business processes, including key terms and the functionality being implemented
Central	Of or pertaining to the administration, configuration, or management of the FI\$Cal System from a control function
Central End User	For Pre-Wave, an individual on the FI\$Cal Team responsible for administration, configuration, or management-related activities in the FI\$Cal System to support transaction processing
Central Role	A FI\$Cal end-user role designated specifically for central end users; these roles are not available for departments to assign to their end users
Data Governance Group	FI\$Cal Project oversight and policy group
Department	State of California organization involved in the implementation of FI\$Cal
Department End User	An individual at a department who is assigned one or more FI\$Cal end-user roles
Department Liaison	The individual assigned to serve as the focal point of communication and interaction between the FI\$Cal Project and department staff
Department Role	A FI\$Cal end-user role that can be assigned to a department end user through the role mapping process
DGS	Department of General Services
DOF	Department of Finance
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 group of tasks that defines the access and responsibilities provided to an assigned FI\$Cal end user
PO (business process)	Purchasing
PO (transaction)	Purchase Order
Role Mapping	The process of assigning one or more FI\$Cal end-user roles to department end users
RTV	Return To Vendor

Abbreviations, Acronyms, and Terms	Definition
SB/DVBE	Small Business/Disabled Veteran Business Enterprise
SCO	State Controller's Office
UNSPSC	United Nations Standard Products and Services Code
Vendor Management File (VMF)	A statewide, central source of vendor information used by departments for procurement, receiving, and payment functions
VMF	Vendor Management File

Appendix B – FI\$Cal End-User Role to Business Process

This appendix provides a matrix mapping the FI\$Cal end-user roles to the FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the FI\$Cal business process for Pre-Wave in the corresponding column.

Note: Only FI\$Cal end-user roles related to one or more of the Pre-Wave FI\$Cal business processes are included.

Table 13. FI\$Cal End-User Role to Business Process Map

FI\$Cal End-User Role	FI\$Cal Business Processes for Pre-Wave								
	Enter Vendor	Approve Vendor	Maintain Vendor	Create and Approve Requisition	Manage Purchase Order	Manage PO Change Order	Manage Receipt	Manage Return to Vendor (RTV)	Cancel Receipt
Department Vendor Processor	X		X						
Vendor View Only	X								
Department Requisitioner				X					
Department Requisition Approver 1-3				X					
Department Buyer				X	X	X			
Requisition Ad Hoc Approver				X					
Department PO Processor					X				
Department PO Approver 1-3					X	X			
PO Ad Hoc Approver					X	X			
Department Receiver							X		X
Department Receiving Inspector							X		
Department RTV Processor								X	

Appendix C – Central Roles

This appendix provides supporting information for each FI\$Cal end-user role designated for central end users.

1 Central Accounts Payable Roles

1.1 Central Vendor Roles

This section provides details for each Central Vendor role.

Table 14. Central Vendor Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities
Central Vendor Processor	The central end user who creates a new vendor or adds/modifies vendor address and contact information.	<ul style="list-style-type: none"> • Enter Vendor • Maintain Vendor 	<ul style="list-style-type: none"> • Create New Vendor • Receive and Validate Invoice/Vendor Request Form • Search for Vendor • Determine if Vendor is Duplicate • Resolve Duplicate Vendor Issues • Update Vendor Information • Review Vendor • Use Vendor Naming Conventions Standards, Addresses, etc. • Receive Notification of Approval • Receive Notification of Update to Vendor Record • View Vendor Information • View Vendor History • Maintain Vendor Conversations • View Vendor Conversations

Role Name	Role Description	Related Business Processes	Role Responsibilities
Central Vendor Approver	The central end user who approves a new vendor or vendor data changes in FI\$Cal.	<ul style="list-style-type: none"> • Approve Vendor • Maintain Vendor 	<ul style="list-style-type: none"> • Search for Vendor • Update Vendor Information • Review Vendor • Use Vendor Naming Conventions, Standards, Addresses, etc. • Approve/Deny New Vendor or Update Request • Contact Vendor for Updates or Additional Information • Send Notification of Approval or Denial to Department • View Vendor Conversations
Central AP Configuration Maintainer	The central end user who maintains AP configuration items across multiple departments.	<ul style="list-style-type: none"> • This role is not specifically related to any of the Pre-Wave FI\$Cal business processes 	<ul style="list-style-type: none"> • Maintain Vendor Configuration Items
Central AP Configuration View Only	The central end user who can only view AP configuration items.	<ul style="list-style-type: none"> • This role is not specifically related to any of the Pre-Wave FI\$Cal business processes 	<ul style="list-style-type: none"> • View Vendor Configuration Items
Central AP Reporter	The central end user who can create and run vendor reports.	<ul style="list-style-type: none"> • This role is not specifically related to any of the Pre-Wave FI\$Cal business processes 	<ul style="list-style-type: none"> • Create Vendor Reports Across Multiple Departments • Run Vendor Reports Across Multiple Departments • View Vendor History

1.2 Central Vendor Role Relationships

This section provides explanations of the relationship between Central Vendor roles and other FI\$Cal end-user roles.

Table 15. Central Vendor Role Relationships with Other FI\$Cal End-User Roles

Role	Relationships
Central Vendor Processor	<ul style="list-style-type: none"> • Saves new vendors and vendor updates for review and approval by the Central Vendor Approver. • Can be assigned the Central Vendor Approver role, but will not be able to approve any vendor personally entered (i.e. no self-approval). • Cannot be assigned any role designated for department end users.
Central Vendor Approver	<ul style="list-style-type: none"> • Reviews and either approves or denies new vendors and vendor updates submitted by the Department Vendor Processor or the Central Vendor Processor. • Can be assigned the Central Vendor Processor role, but will not be able to approve any vendor personally entered (i.e. no self-approval). • Cannot be assigned any role designated for department end users.
Central AP Configuration Maintainer	<ul style="list-style-type: none"> • Enters and updates the vendor configuration items maintained centrally. These items are used by AP roles in processing AP transactions.
Central AP Configuration View Only	<ul style="list-style-type: none"> • Can only view the configuration items entered by the Central AP Configuration Maintainer that are available to departments.
Central AP Reporter	<ul style="list-style-type: none"> • Creates and runs vendor reports that may be shared with other central and/or department end users.

1.3 Central Vendor Roles Summary

The table below lists the FI\$Cal end-user role responsibilities and the related central roles for the Vendor process. An “X” means that the role in the corresponding column can perform the responsibility in the corresponding row.

Table 16. Summary of Central Vendor Roles and Responsibilities

FI\$Cal End-User Role Responsibilities	Central Vendor Processor	Central Vendor Approver	Central AP Configuration Maintainer	Central AP Configuration View Only	Central AP Reporter
Create New Vendor	X				
Receive and validate Invoice/Vendor Request Form	X				
Search for Vendor	X	X			
Determine if Vendor is Duplicate	X				
Resolve Duplicate Vendor Issues	X				
Update Vendor Information	X	X			
Review Vendor	X	X			
Use Vendor Naming Conventions, Standards, Addresses, etc.	X	X			
Approve/Deny New Vendor or Update Request		X			
Contact Vendor for Updates or Additional Information		X			
Send Notification of Approval or Denial to Department		X			
Receive Notification of Approval	X				
Receive Notification of Update to Vendor Record	X				
Maintain Vendor Configuration Items			X		
View Vendor Configuration Items				X	
Create Vendor Reports Across Multiple Departments					X

FI\$Cal End-User Role Responsibilities	Central Vendor Processor	Central Vendor Approver	Central AP Configuration Maintainer	Central AP Configuration View Only	Central AP Reporter
Run Vendor Reports Across Multiple Departments					X
View Vendor Information	X				
View Vendor History	X				X
Maintain Vendor Conversations	X				
View Vendor Conversations	X	X			

2 Central Purchasing Roles

2.1 Central Requisition Roles

This section provides details for each Central Requisition role.

Table 17. Central Requisition Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities
Central PO Configuration Maintainer	The central end user who maintains Procurement configuration items across all departments.	<ul style="list-style-type: none"> This role is not specifically related to any of the Pre-Wave FI\$Cal business processes 	<ul style="list-style-type: none"> Add Procurement Configuration Items Update Procurement Configuration Items Manage PO Configuration View PO Configuration Items

2.2 Central Requisition Role Relationships

This section provides explanations of the relationship between Central Requisition roles and other FI\$Cal end-user roles.

Table 18. Central Requisition Role Relationships with Other FI\$Cal End-User Roles

Role	Relationships with Other FI\$Cal End-User Roles
Central PO Configuration Maintainer	<ul style="list-style-type: none"> Enters and updates the PO configuration items maintained centrally. These items are used by PO roles in processing PO transactions. Cannot be assigned any role designated for department end users.

2.3 Central Requisition Role Summary

The table below lists the FI\$Cal end-user role responsibilities and the related central roles for the Requisition process. An “X” means that the role in the corresponding column can perform the responsibility in the corresponding row.

Table 19. Summary of Central Requisition Roles and Responsibilities

FI\$Cal End-User Role Responsibilities	Central PO Configuration Maintainer
Add Procurement Configuration Items	X
Update Procurement Configuration Items	X
Manage PO Configuration	X
View PO Configuration Items	X

2.4 Central Purchase Order Roles

This section provides details for each Central Requisition role.

Table 20. Central Purchase Order Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities
Central PO Reporter	The central end user who has access to create queries and run reports and queries for Purchasing provided as part of Pre-Wave functionality.	<ul style="list-style-type: none"> This role is not specifically related to any of the Pre-Wave FI\$Cal business processes 	<ul style="list-style-type: none"> Create and Update Queries Run Reports and Queries across Multiple Departments for requisitions, purchase orders, and receiving.

2.5 Central Purchase Order Role Relationships

This section provides an explanation of the relationship between Central Purchase Order roles and other FI\$Cal end-user roles.

Table 21. Central Purchase Order Role Relationships with Other FI\$Cal End-User Roles

Role	Relationships with Other FI\$Cal End-User Roles
Central PO Reporter	<ul style="list-style-type: none"> Creates queries and runs reports and queries that may be shared with other central and/or department end users.

2.6 Central Purchase Order Roles Summary

The table below lists the FI\$Cal end-user role responsibilities and the related central roles for the Purchase Order process. An “X” means that the role in the corresponding column can perform the responsibility in the corresponding row.

Table 22. Summary of Central Purchase Order Roles and Responsibilities

FI\$Cal End-User Role Responsibilities		Central PO Reporter
Create and Update Queries	X	
Run Reports and Queries Across Multiple Departments for requisitions, purchase orders, and receiving	X	