

Inventory of Wave 1 Job Aids -- DRAFT AS OF 7/29/14

| Job-Aid ID | Module | Job Aid Title | Job Aid Brief Description | Estimated Delivery Date |
|-------------------------|---------------|---|--|-------------------------|
| General | | | | |
| FI\$Cal.162 | ALL | How to Log into FI\$Cal | The document explains step by step actions required for first time FI\$Cal users before they start working in FI\$Cal. | 7/15/2014 |
| FI\$Cal.080 | ALL | Report Detail Inventory | Includes details related to each report in FI\$Cal. Includes report, purpose, navigation, business process, security, etc. | 7/20/2014 |
| Asset Management | | | | |
| FI\$Cal.104 | AM | CNVAM001 Asset Conversion Job Aid | Steps to validate converted assets data. Steps to manually enter an asset for conversion. | 7/1/2014 |
| FI\$Cal.020 | AM | Consolidating Multi-Items into a Single Asset ID | Includes consolidating a multiple line PO into single IT Equipment Cap Asset. | 7/15/2014 |
| FI\$Cal.036 | AM | Generic AM Accounting Flows and Reconciliation Methods | Provides generic AM accounting flows and reconciliation methods. | 7/15/2014 |
| FI\$Cal.092 | AM | Process to Remove Duplicate Assets | How to remove duplicate or erroneously input assets within FI\$Cal since delete functionality is disabled. | 7/15/2014 |
| FI\$Cal.093 | AM | Correcting an Asset Entry Below the Capitalized Threshold | How to correct an asset entry that is sent to AM as a capitalized asset, but does not meet the capitalized threshold and an error results in the load. | 7/15/2014 |
| FI\$Cal.101 | AM | FAQ | Frequently Asked Questions and answers to them | 7/15/2014 |
| FI\$Cal.002 | AM | Understanding Profile IDs | A walkthrough of values associated with different profile IDs and correcting assets added with the wrong profile. | 7/25/2014 |
| FI\$Cal.039 | AM | Record Proceeds from Sale of Assets | Steps for recording proceeds from sale of assets. | 7/25/2014 |
| FI\$Cal.177 | AM | InterUnit Transfer Job Aid | The process of Asset transfers from one department to another. | 7/29/2014 |
| FI\$Cal.180 | AM | Creating Disposal Codes in FI\$Cal | The process of creating Disposal Codes in FI\$Cal | TBD |
| FI\$Cal.035 | AM | Accumulating Assets and Reclassifying WIP Expenditures | Includes accumulating assets and reclassifying WIP expenditures. | Cancelled |
| Accounts Payable | | | | |
| FI\$Cal.106 | AP | CNVAP004 Unreconciled Payments Conversion Job Aid | Steps to validate converted unreconciled payment data. Steps to manually enter an unreconciled payment for conversion. | 7/1/2014 |

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| FI\$Cal.107 | AP | CNVAP005 1099 Withholding Conversion Job Aid | Steps to validate converted 1099 withholding data. Steps to manually enter 1099 withholding data for conversion. | 7/1/2014 |
| FI\$Cal.026 | AP | Creating a Prepaid Voucher | Detail process to create a travel advance using a prepaid voucher. | 7/11/2014 |
| FI\$Cal.029 | AP | Creating an Employee Salary Advance | Detailed process to create a regular voucher for Advances and unchecking auto apply | 7/11/2014 |
| FI\$Cal.030 | AP | Process and Review CalATERS Transactions | Detailed steps to process travel advances and review expense reports. | 7/11/2014 |
| FI\$Cal.032 | AP | Create a Departmental PayCycle | Detailed process to create a Departmental PayCycle. | 7/11/2014 |
| FI\$Cal.034 | AP | Creating a Regular Voucher for ORF Replenishment | How to run and read the ORF Prepayment Report. | 7/11/2014 |
| FI\$Cal.057 | AP | Creating a Regular Voucher for Refunds | Process to create vouchers for refunds. | 7/11/2014 |
| FI\$Cal.063 | AP | Creating Single Payment Voucher for Agency Trust Refunds | How to create a prepaid voucher for a refund and manually apply the payment information. | 7/11/2014 |
| FI\$Cal.118 | AP | Creating a Regular Voucher for Itemized Phone Bills | Steps to create a voucher for itemized phone bills. This covers the one warrant to one invoice scenario. | 7/11/2014 |
| FI\$Cal.012 | AP | Creating an Employee Vendor | Detailed process for creating an employee vendor in FI\$Cal. | 7/15/2014 |
| FI\$Cal.015 | AP | Match Rules | Official documentation of the Match Rules. | 7/15/2014 |
| FI\$Cal.031 | AP | Creating a Voucher for a Reportable Vendor | Detailed process to create a regular voucher for reportable purposes. | 7/15/2014 |
| FI\$Cal.055 | AP | Create Interagency Voucher Report | The process to create Interagency Vouchers. | 7/15/2014 |
| FI\$Cal.056 | AP | Voucher Spreadsheet Upload | The process to create and use the Spreadsheet Upload for creating vouchers. | 7/15/2014 |
| FI\$Cal.059 | AP | Journal Vouchers | How to create and use a journal voucher. | 7/15/2014 |
| FI\$Cal.060 | AP | Adjustment Vouchers | How to create and use an adjustment voucher. | 7/15/2014 |
| FI\$Cal.061 | AP | Copy from PO on Voucher | How to copy from PO or PO/Receipt when creating a PO voucher. | 7/15/2014 |
| FI\$Cal.064 | AP | Record a Manual Payment | How to record a payment made outside of the FI\$Cal to a voucher. | 7/15/2014 |
| FI\$Cal.088 | AP | Closing Balance on Prepaid voucher | Closing Balance on a Prepaid voucher (i.e. salary advance, travel advance). | 7/15/2014 |
| FI\$Cal.114 | AP | Speedcharts and SpeedTypes | Steps to create Speedcharts and SpeedTypes. | 7/15/2014 |

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| FI\$Cal.149 | AP | Creating a GL Journal to Record Expenditures | How to create a GL Journal Entry for recording international or outside FI\$Cal transactions. | 7/15/2014 |
| FI\$Cal.065 | AP | Open Item Key | How to use the Open Item Key ChartField on a voucher. | 7/20/2014 |
| FI\$Cal.058 | AP | How to Process Stop Payments/Voids on Checks | How to put void/stop pay on a check issued from a Department's ORF. | 7/21/2014 |
| FI\$Cal.091 | AP | Transit Subsidy Vouchers | How to create and close out transit subsidy vouchers. | 7/30/2014 |
| FI\$Cal.099 | AP | Attaching the Penalty of Perjury Certification to the Voucher | How the Department AP Approver 2 will attach the Penalty of Perjury Certification to the Voucher. | 7/30/2014 |
| FI\$Cal.151 | AP | ORF Reconciliation Process | How to reconcile ORF Accounts | 7/30/2014 |
| FI\$Cal.013 | AP | Late Payments | Job aid to discuss how late payments are calculated and reported. | 8/3/2014 |
| FI\$Cal.014 | AP | SCO Fees | Job aid to discuss how expedited fees will be assessed. | 8/3/2014 |
| FI\$Cal.016 | AP | Backup Withholding | Job aid to explain the process for assessing backup withholding. | 8/3/2014 |
| FI\$Cal.062 | AP | Creating a voucher over \$99,999,999.99 | How to create a voucher over \$99,999,999.99. | 8/3/2014 |
| FI\$Cal.086 | AP | Escheat Checks | How to do the Escheat process for department-issued checks. | 8/3/2014 |
| FI\$Cal.087 | AP | Escheat Warrants | How to do the Escheat process for an SCO-issued warrant. | 8/3/2014 |
| FI\$Cal.066 | AP | 1099 Corrections | How Departments can make corrections to 1099s. | 8/15/2014 |
| FI\$Cal.089 | AP | Creating Manual Payment for Tape Claims | How to record Tape Claims in FI\$Cal. | 9/30/2014 |
| FI\$Cal.090 | AP | Creating Manual Payment for Paper Claims | How to record Paper Claims in FI\$Cal | 9/30/2014 |
| FI\$Cal.105 | AP | CNVAP001 Vendors Conversion Job Aid | Steps to validate converted vendor data. There will not be manual conversion for vendors by the departments, they will follow the production process for adding new vendors or updating existing vendors. | 7/1/2014 |
| FI\$Cal.011 | AP | Vendor Payments to Payee with a Foreign Address | Job aid to document the business process for paying a vendor with a foreign address (will still use paper claim process). | Cancelled |
| FI\$Cal.027 | AP | Creating a Replenishment Voucher | Detailed process to create a regular voucher for ORF Replenishment. | Cancelled |
| FI\$Cal.028 | AP | Creating an Employee Salary Advance | Detailed process to create a regular voucher for Salary Advances using Open Accounting. | Cancelled |
| FI\$Cal.054 | AP | Creating a Prepaid Voucher | How to create a Prepaid Voucher using ORF as the Cash Type. | Cancelled |
| Accounts Receivable | | | | |
| FI\$Cal.108 | AR | CNVAR002 Open Receivable Conversion Job Aid | Steps to validate converted receivables data. Steps to manually enter a receivable for conversion. | 7/1/2014 |

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| FI\$Cal.109 | AR | CNVAR001 Customers Contacts Conversion Job Aid | Steps to validate converted customers and customer contact data. Steps to manually enter a customer and customer contact for conversion. | 7/1/2014 |
| FI\$Cal.110 | AR | CNVAR003 Unapplied Receipts Conversion Job Aid | Steps to validate converted unapplied AR receipt data. Steps to manually enter an unapplied AR receipt for conversion. | 7/1/2014 |
| FI\$Cal.023 | AR | Reporting and Inquiring on ChartField Coding in AR | List of reports and inquiries that may be used in the Billing and AR modules to assist departments in the remittance of money to Cash in State Treasury. | 7/15/2014 |
| FI\$Cal.024 | AR | Correcting Budget Checking Errors | Job Aid describing type of budget check errors and how to correct them, including appropriate role and navigation. Need one for both Billing and AR. | 7/15/2014 |
| FI\$Cal.025 | AR | Correcting Accounting Errors | Job Aid describing type of accounting errors and how to correct them, including appropriate role and navigation for both Billing and AR. | 7/15/2014 |
| FI\$Cal.040 | AR | Types of Payments and Deposits in AR | Describe which transactions should be recorded in the AR Module as deposits and which transactions should be recorded within the GL as Journal Entries. | 7/15/2014 |
| FI\$Cal.041 | AR | Payment Adjustment Transactions | Describe payment adjustment scenarios and the next steps to record the payment adjustments. | 7/15/2014 |
| FI\$Cal.152 | AR | Applying a Payment to a Direct Transfer Bill | Detail process and handoffs between AP/AR/BI for the different scenarios of interagency billing and payments, including direct and indirect transfers. | 7/15/2014 |
| FI\$Cal.153 | AR | Reviewing Direct Transfer Voucher Coding Errors | Detail process and handoffs between AP/AR/BI for the different scenarios of interagency billing and payments, including direct and indirect transfers. | 7/15/2014 |
| FI\$Cal.017 | AR | Setting up an AR for an Employee | Job aid to describe how to set up an AR item for an employee that owes money to the State. | 7/29/2014 |
| FI\$Cal.019 | AR | Reviewing Billable Charges Interface Completions and Errors | Job Aid for reviewing the loading of billing data through the billable charges interface and correcting interface errors online within the system. | 7/29/2014 |
| FI\$Cal.042 | AR | Explanation of Dates | Description of all of the dates for a transaction and what they mean. | 7/29/2014 |
| FI\$Cal.043 | AR | AR Worksheets | Description of all of the AR worksheets and what each one is used for. | 7/29/2014 |
| FI\$Cal.044 | AR | Clearing a Salary Advance/garnishment with an Employee's Warrant | Describes how a department should deposit an Employee's Warrant to offset a salary advance or garnishment owed by the employee. | 7/29/2014 |

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| FI\$Cal.175 | AR | Departments Depositing on Behalf of Other Departments | Describes the process departments would use to deposit on behalf of other departments | 8/15/2014 |
| Accounts Payable/Receivable | | | | |
| FI\$Cal.018 | AP/AR | Direct Transfer Interagency Billing | Detail process and handoffs between AP/AR/BI for the different scenarios of interagency billing and payments, including direct and indirect transfers. | 7/15/2014 |
| FI\$Cal.022 | AP/AR | Refund Processing | Detail process and handoffs between AP/AR for the different scenarios of recording and issuing refunds back to customers. | 7/29/2014 |
| FI\$Cal.021 | AP/AR | Dishonored Check Processing | Detail process and handoffs between AP/AR/BI for the different scenarios of recording and buying back dishonored checks. | 7/30/2014 |
| Budgets | | | | |
| FI\$Cal.067 | BU | Appropriation Write-Back | Job aid for SCO on pushing appropriations from Hyperion to PeopleSoft Commitment Control. | 7/15/2014 |
| FI\$Cal.068 | BU | Appropriation Adjustment Write-Back | Job aid for SCO on pushing appropriation adjustments from Hyperion to PeopleSoft Commitment Control. | 7/15/2014 |
| FI\$Cal.069 | BU | Appropriation Adjustment Interface to Legacy Fiscal System | Job aid for SCO on pushing appropriation adjustments from Hyperion to the legacy Fiscal System. | 7/15/2014 |
| FI\$Cal.070 | BU | Available Wave 1 Budgeting Functionality | Available Wave 1 Budgeting Functionality. | 7/15/2014 |
| FI\$Cal.071 | BU | Use of ENY in Hyperion | Clarify how to use ENY in the DP level and BR level, especially if the requests have CY, BY, BY1, BY2 and ... requests. (UAT.BU5.Dept) | 7/15/2014 |
| FI\$Cal.073 | BU | How to Enter a New Position Request in Hyperion | How to enter a new position request in HCP and Budget Cube (UAT.BU09.dept). | 7/15/2014 |
| FI\$Cal.075 | BU | Decision Package Type Primer | How to use different types of Decision Packages (e.g. BCP vs. Baseline Budget Adjustments). For clarification of specific scenarios, departments should be referred to their DOF analyst. | 7/15/2014 |
| FI\$Cal.076 | BU | How to Use Versions and Scenarios | How to use different Versions and Scenarios. | 7/15/2014 |
| FI\$Cal.077 | BU | Setting Preferences in Hyperion | User preferences in Hyperion impact how information is displayed. Users may select numbers to be displayed with or without commas, negative signs, etc. | 7/15/2014 |
| FI\$Cal.079 | BU | Installing Smart View and Smart View Settings | How to download and install the Oracle Smart View add-in for Office. Also how to apply settings in Smart View. | 7/15/2014 |

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| FI\$Cal.116 | BU | Workaround: APEX window reopens. | Workaround for defect 4398. If you close APEX and click My Task List, it reopens APEX instead of taking you to the task list. The workaround is to ignore one of the two windows that opens. | 7/15/2014 |
| FI\$Cal.117 | BU | Workaround: Edit Budget Request Data Is Not Selected | Workaround for defect 4264. The Edit Budget Request Data for the BR under a Decision Package sometimes doesn't get selected. However, the Edit Budget Request Data works fine from the Decision Package level. The workaround is that the user will select the budget request in the budget request section of the screen, then click the Edit Budget Request "Pencil" icon from the decision package section of the screen. | 7/15/2014 |
| FI\$Cal.160 | BU | How to Load a Document into Hyperion | Provides instructions for loading a document into the Hyperion application | 7/20/2014 |
| FI\$Cal.161 | BU | How to Open a Document in Hyperion | Provides instructions for viewing a document in the Hyperion application | 7/20/2014 |
| FI\$Cal.072 | BU | Usage of Transfer From and Transfer To in Transfer Tabs | Explain Transfer from and Transfer to in transfer tabs (UAT.BU21.DOF). | 7/21/2014 |
| FI\$Cal.074 | BU | How to Run Smart View Templates | Instructions on how to run any completed Smart View templates. | TBD |
| FI\$Cal.078 | BU | Setting Internet Explorer Options for Hyperion | Internet Explorer must have specific settings enabled in order to use Hyperion. | Cancelled |
| Cash Management | | | | |
| FI\$Cal.007 | CM | Book to Bank Reconciliation | Job aid for performing book to bank reconciliation as well as reconciling Ledger Cash balances to SCO CTS cash balances | 7/30/2014 |
| FI\$Cal.148 | CM | Bank Reconciliation – Review Exception Report | Job aid for reviewing bank reconciliation, analyzing and resolving exceptions to reconciliation | 7/30/2014 |
| FI\$Cal.154 | CM | Bank Reconciliation – Review Bank Statement Register | Steps to review a Bank Statement Register. | 7/30/2014 |
| FI\$Cal.155 | CM | Bank Reconciliation – Review Outstanding-Aging Report | Steps to review a Bank Statement Aging Report. | 7/30/2014 |
| FI\$Cal.006 | CM | Bank Reconciliation - Semi Manual | Job aid for reviewing bank reconciliation, analyzing and resolving exceptions to reconciliation | 7/31/2014 |
| FI\$Cal.147 | CM | Bank Reconciliation - Manual | Job aid for reviewing bank reconciliation, analyzing and resolving exceptions to reconciliation | 7/31/2014 |

| General Ledger | | | | |
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| FI\$Cal.037 | GL | Reconciling Between Sub-Modules | Reconciling between sub-modules and the GL | 7/11/2014 |
| FI\$Cal.001 | GL | Spreadsheet GL Journal Upload | Introduces the GL user to the Spreadsheet GL Journal template and how to load into FI\$Cal. | 7/15/2014 |
| FI\$Cal.010 | GL | UCM/Codes Cross Reference Slide | Job aid that includes the UCM/ChartField crosswalk. | 7/15/2014 |
| FI\$Cal.094 | GL | Approving a Journal | Introduces the approval process of GL journal entries. | 7/15/2014 |
| FI\$Cal.095 | GL | Resolve Journal Edit and Budget Check Errors | Introduces the edit and budget check processes and associated types of exceptions. | 7/15/2014 |
| FI\$Cal.097 | GL | Maintain Department COA Values | Introduces the Chart of Account maintenance business process for Central maintained chartfields. | 7/15/2014 |
| FI\$Cal.103 | GL | Spreadsheet Budget Journal Upload | Introduces the GL user to the Spreadsheet Budget Journal template and how to load into FI\$Cal. | 7/15/2014 |
| FI\$Cal.176 | GL | Establishing ORF in the New Fiscal Year | Journal entries needed to establish the ORF in the new Fiscal Year. | 7/28/2014 |
| FI\$Cal.009 | GL | Running the Month End Process | Job aid for Central GL Close Processor to close the month in FI\$Cal. Includes process for departments as well. | 7/30/2014 |
| FI\$Cal.033 | GL | Review and Correct Suspended GL Entries | Review and correct suspended GL entries. | 7/30/2014 |
| FI\$Cal.098 | GL | Creating a Statistics Journal | Introduces the GL user to the creation of a GL statistics journal. | 7/31/2014 |
| FI\$Cal.038 | GL | Performing PFA Process in FI\$Cal | Perform PFA process in FI\$Cal. | 8/14/2014 |
| FI\$Cal.174 | GL | Accounting Terms Crosswalk | Accounting Terms Crosswalk from old to new. | 8/15/2014 |
| FI\$Cal.168 | GL | Glossary of PeopleSoft Terms | Glossary of PeopleSoft Terms | 8/28/2014 |
| FI\$Cal.150 | GL | Creating Journal Entries for Statewide assessments | How to create journal entries for Statewide Assessments Business Process | 9/29/2014 |
| FI\$Cal.100 | GL | Running the Year End Process | Job aid for Central GL Close Processor to close the year in FI\$Cal. Includes process for departments as well. | 1/31/2015 |
| FI\$Cal.146 | GL | Reviewing Journal Status | Reviewing Journal Status of GL Journals. | TBD |
| Labor Distribution | | | | |
| FI\$Cal.084 | LD | Resolving Errors in Labor Distribution | Instructions on how to use the Labor Distribution error reports and Budget Exceptions Page to resolve errors resulting from running Labor Distribution. | 7/31/2014 |
| FI\$Cal.085 | LD | Reviewing the Activity Sheet Staging Table Error Report | Instructions on how to use the Activity Sheet Staging Table Error report to resolve errors found during the Inbound Timesheet Interface process. | 7/31/2014 |

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| FI\$Cal.163 | LD | Updating Business Unit Options | Instructions for updating the Business Unit Options page | 7/31/2014 |
| FI\$Cal.164 | LD | Updating Class Type Options | Instructions for updating the Class Type Options page | 7/31/2014 |
| FI\$Cal.165 | LD | Updating Payment Type Options | Instructions for updating the Payment Type Options page | 7/31/2014 |
| FI\$Cal.166 | LD | Updating Serial Number Options | Instructions for updating the Serial Number Options page | 7/31/2014 |
| FI\$Cal.169 | LD | Description of columns provided in Payroll Table Queries ZZ_QRY_PRL_HDR_BU AND ZZ_QRY_PRL_LN_BU | Description of these queries and the content of the columns included in each. | 8/1/2014 |
| FI\$Cal.170 | LD | Description of columns provided in Accounting Entry Query ZZ_QRY_LD_AE_BU | Description of this query and the content of the columns included. | 8/1/2014 |
| FI\$Cal.171 | LD | Description of Hierarchy that determines Account/Alt Account for Gross Amount | Describes the sequence of steps used by the Labor Distribution Process to determine the Account and Alternate Account for the Gross Amount in an Accounting Entry. | 8/1/2014 |
| FI\$Cal.182 | LD | Using the Excel-to-CI Personal Activity Sheet | Describes how to use the Excel-to-CI Personal Activity Sheet | 8/1/2014 |
| FI\$Cal.172 | LD | Description of Hierarchy that determines CF Combination for distributed payroll costs. | Describes the sequence of steps used by the Labor Distribution Process to determine the ChartField Combination for distributed payroll costs. | 8/8/2014 |
| FI\$Cal.173 | LD | Adding and Processing Adjustment Activity Sheets | Describes how to add an Adjustment Activity Sheet and how these are handled by the Labor Distribution Process | 8/8/2014 |
| FI\$Cal.181 | LD | Updating Benefit Type Options | Describes what the Benefit Type Options page is used for and how to update it. | 8/8/2014 |
| Project Costing | | | | |
| FI\$Cal.111 | PC | CNVPC002 Projects Conversion Job Aid | Steps to validate converted projects data. Steps to manually enter a project for conversion. | 7/1/2014 |
| FI\$Cal.112 | PC | CNVPC002 Activity Conversion Job Aid | Steps to validate converted project activities data. Steps to manually enter a project activity for conversion. | 7/1/2014 |
| FI\$Cal.102 | PC | Assigning Transactions to WIP assets | Job aid to show the correct process of assigning transactions to a Project/Activity and WIP Asset | 7/15/2014 |

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| FI\$Cal.156 | PC | Uploading Project, Activities and Transactions in FI\$Cal | This job aid will show the process of uploading Project, Activities, and non-financial transactions. | 7/15/2014 |
| Procurement | | | | |
| FI\$Cal.113 | PO | CNVPO103 Purchase Orders Conversion Job Aid | Steps to validate converted purchase order data. Steps to manually enter a purchase order for conversion. | 7/1/2014 |
| FI\$Cal.115 | PO | Approval Role Access to Attachments | Steps to instruct Requisition/Purchase Order Approvers how to view attachments prior to approval. | 7/11/2014 |
| FI\$Cal.045 | PO | Changing the Attention to (Ship To) Name on Requisitions and Purchase Orders | Instructions for Changing the Attention to (Ship To) Name on Requisitions and Purchase Orders. | 7/15/2014 |
| FI\$Cal.047 | PO | Reserving a Purchase Order ID | Instructions for reserving a Purchase Order ID number. | 7/15/2014 |
| FI\$Cal.049 | PO | State Contract & Procurement Registration System (SCPRS) Error Messages Guide | Instructions for resolving errors tied to the State Contract & Procurement Registration System (SCPRS) upload process. | 7/15/2014 |
| FI\$Cal.050 | PO | Using Standard Comments in a PO | Instructions for the standardized use of Standard Comments within Purchase Orders. | 7/15/2014 |
| FI\$Cal.052 | PO | Creating Equipment Purchases with Multi-Year Maintenance. Service Agreements. | Instructions for creating equipment Purchase Orders with Multi-Year maintenance service agreements. | 7/15/2014 |
| FI\$Cal.053 | PO | How to Create an RTV for Multiple PO Distribution | How to create an RTV for multiple PO Distribution. | 7/15/2014 |
| FI\$Cal.081 | PO | Sales Tax for Out of State Ship-To Location on Purchase Orders | How to add Sales Tax for Out of State Ship To Location. | 7/15/2014 |
| FI\$Cal.083 | PO | Adding Sales Tax for One-Time Ship-To Address on Purchase Orders | How to add Sales Tax for One-Time Ship-To Address. | 7/15/2014 |
| FI\$Cal.119 | PO | Updating Ship to/ Attention to details within requisition. | Explains that users need to create all line items before altering Line Definition headers. | 7/15/2014 |

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| FI\$Cal.159 | PO | Creating a Purchase Order (PO) with P-Card as the Payment Method, Dispatching PO, and Receiving Items | Creating a Purchase Order (PO) with P-Card as the Payment Method, Dispatching the PO, and Receiving Items against the PO | 7/17/2014 |
| FI\$Cal.167 | PO | P-Card Transaction Reconciliation Process | P-Card Transactions Reconciliation steps | 7/17/2014 |
| FI\$Cal.158 | PO | Creating, Reviewing, and Approving the Purchasing Authority Application | The purchasing authority application (PAA) is created, reviewed, and submitted by the department to the Department of General Services (DGS) in FI\$Cal. PAC and PCO must request and receive approval for their roles before they can approve the PAA. DGS reviews and analyzes PAAs using their existing processes outside FI\$Cal. After making a decision about the PAA, DGS provides approval following existing procedures. | 7/18/2014 |
| FI\$Cal.046 | PO | Entering State Contract & Procurement Registration System (SCPRS) Information | Instructions for entering information into the State Contract & Procurement Registration System (SCPRS) system. | Cancelled |
| FI\$Cal.048 | PO | Running the State Contract & Procurement Registration System (SCPRS) Export Process | Instructions for running the State Contract & Procurement Registration System (SCPRS) Export Process. | Cancelled |
| FI\$Cal.051 | PO | Creating Cell Phone Orders with Discount | Instructions for creating Purchase Orders for Cell Phones or other discounted items. | Cancelled |
| FI\$Cal.082 | PO | Amending a Line Quantity in a PO | This Supplemental Job Aid provides users with the instructions needed to amend a line item per SCM Vol. 2, 8.6.5 Amendment increasing or decreasing total amount of a Std. 65. | Cancelled |