Inventory of Wave 1 Job Aids -- DRAFT AS OF 10/15/14

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.	Published
FI$Cal.080	ALL	Report Detail Inventory	Includes details related to each report in FI$Cal. Includes report, purpose, navigation, business process, security, etc.	10/31/2014
Asset Management				
FI$Cal.002	AM	Understanding Profile IDs	A walkthrough of values associated with different profile IDs and correcting assets added with the wrong profile.	Published
FI$Cal.020	AM	Consolidating Multi-Items into a Single Asset ID	Includes consolidating a multiple line PO into single IT Equipment Cap Asset.	Published
FI$Cal.036	AM	Generic AM Accounting Flows and Reconciliation Methods	Provides generic AM accounting flows and reconciliation methods.	Published
FI$Cal.039	AM	Record Proceeds from Sale of Assets	Steps for recording proceeds from sale of assets.	Published
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.	Published
FI$Cal.093	AM	Correcting an Asset Entry Below the Capitalized Threshold	How to correct an asset entry that is sent to AM as a capitalized asset, but does not meet the capitalized threshold and an error results in the load.	Published
FI$Cal.101	AM	FAQ	Frequently Asked Questions and answers to them	Published
FI$Cal.104	AM	CNVAM001 Asset Conversion Job Aid	Steps to validate converted assets data. Steps to manually enter an asset for conversion.	Complete (provided at Cutover)
FI$Cal.177	AM	InterUnit Transfer Job Aid	The process of Asset transfers from one department to another.	Published
FI$Cal.180	AM	Creating Disposal Codes in FI$Cal	The crosswalk from the STD 152 to FI$Cal disposal codes	Published
~~FI$Cal.035~~	~~AM~~	~~Accumulating Assets and Reclassifying WIP Expenditures~~	~~Includes accumulating assets and reclassifying WIP expenditures.~~	~~Cancelled~~
Accounts Payable				
FI$Cal.012	AP	Creating an Employee Vendor	Detailed process for creating an employee vendor in FI$Cal.	Published
FI$Cal.013	AP	Late Payments	Job aid to discuss how late payments are calculated and reported.	Published
FI$Cal.015	AP	Match Rules	Official documentation of the Match Rules.	Complete (provided at Cutover)
FI$Cal.016	AP	Backup Withholding	Job aid to explain the process for assessing backup withholding.	Published
FI$Cal.026	AP	Creating a Prepaid Voucher	Detail process to create a travel advance using a prepaid voucher.	Published
FI$Cal.029	AP	Creating an Employee Salary Advance	Detailed process to create a regular voucher for Advances and unchecking auto apply	Published
FI$Cal.030	AP	Process and Review CalATERS Transactions	Detailed steps to process travel advances and review expense reports.	Published
FI$Cal.031	AP	Creating a Voucher for a Reportable Vendor	Detailed process to create a regular voucher for reportable purposes.	Published
FI$Cal.032	AP	Create a Departmental PayCycle	Detailed process to create a Departmental PayCycle.	Published
FI$Cal.034	AP	Creating a Regular Voucher for ORF Replenishment	How to run and read the ORF Prepayment Report.	Published
FI$Cal.055	AP	Create Interagency Voucher Report	The process to create Interagency Vouchers.	Published
FI$Cal.056	AP	Voucher Spreadsheet Upload	The process to create and use the Spreadsheet Upload for creating vouchers.	Published
FI$Cal.057	AP	Creating a Regular Voucher for Refunds	Process to create vouchers for refunds.	Published

FI$Cal.058	AP	How to Process Stop Payments/Voids on Checks	How to put void/stop pay on a check issued from a Department's ORF.	Published
FI$Cal.059	AP	Journal Vouchers	How to create and use a journal voucher.	Published
FI$Cal.060	AP	Adjustment Vouchers	How to create and use an adjustment voucher.	Published
FI$Cal.061	AP	Copy from PO on Voucher	How to copy from PO or PO/Receipt when creating a PO voucher.	Published
FI$Cal.062	AP	Creating a voucher over $99,999,999.99	How to create a voucher over $99,999,999.99.	Published
FI$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.	Published
FI$Cal.064	AP	Record a Manual Payment	How to record a payment made outside of the FI$Cal to a voucher.	Published
FI$Cal.065	AP	Open Item Key	How to use the Open Item Key ChartField on a voucher.	Published
FI$Cal.088	AP	Closing Balance on Prepaid voucher	Closing Balance on a Prepaid voucher (i.e. salary advance, travel advance).	Published
FI$Cal.091	AP	Transit Subsidy Vouchers	How to create and close out transit subsidy vouchers.	Published
~~FI$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.~~	~~Cancelled~~
FI$Cal.105	AP	CNVAP001 Vendors Conversion Job Aid	Steps to validate converted vendor data. There will not be manual conversion for vendors by the departments, they will follow the production process for adding new vendors or updating existing vendors.	Complete (provided at Cutover)
FI$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.	Complete (provided at Cutover)
FI$Cal.107	AP	CNVAP005 1099 Withholding Conversion Job Aid	Steps to validate converted 1099 withholding data. Steps to manually enter 1099 withholding data for conversion.	Complete (provided at Cutover)
FI$Cal.114	AP	Speedcharts and SpeedTypes	Steps to create Speedcharts and SpeedTypes.	Published
FI$Cal.118	AP	Creating a Regular Voucher for Itemized Phone Bills	Steps to create a voucher for itemized phone bills. This covers the one warrant to one invoice scenario.	Published
FI$Cal.149	AP	Creating a GL Journal to Record Expenditures	How to create a GL Journal Entry for recording international or outside FI$Cal transactions.	Published
FI$Cal.151	AP	ORF Reconciliation Process	How to reconcile ORF Accounts	Published
FI$Cal.191	AP	Vendor Management Desk Manual 4.1	External	Published
FI$Cal.192	AP	BidSync Supplier ID 1.1	External	Published
FI$Cal.195	AP	Manually Adding 1099 Information	External	Published
FI$Cal.205	AP	Adding a Vendor Record	External	Published
FI$Cal.206	AP	Vendor Update Request Form	External	Published
FI$Cal.014	AP	SCO Fees	Job aid to discuss how expedited fees will be assessed.	10/31/2014
FI$Cal.066	AP	1099 Corrections	How Departments can make corrections to 1099s.	10/31/2014
FI$Cal.086	AP	Escheat Checks	How to do the Escheat process for department-issued checks.	10/31/2014
FI$Cal.087	AP	Escheat Warrants	How to do the Escheat process for an SCO-issued warrant.	10/31/2014
FI$Cal.089	AP	Creating Manual Payment for Tape Claims	How to record Tape Claims in FI$Cal.	10/31/2014
FI$Cal.090	AP	Creating Manual Payment for Paper Claims	How to record Paper Claims in FI$Cal	10/31/2014
~~FI$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$Cal.054~~	~~AP~~	~~Creating a Prepaid Voucher~~	~~How to create a Prepaid Voucher using ORF as the Cash Type.~~	~~Cancelled~~
~~FI$Cal.193~~	~~AP~~	~~Vendor Record Naming Standards 2.1~~	~~External~~	~~Cancelled~~

~~FI$Cal.194~~	~~AP~~	~~Vendor Record Address Format Standards 1.1~~	~~External~~	~~Cancelled~~
Accounts Payable/Accounts Receivable				
FI$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.	Published
FI$Cal.022	AP/AR	Refund Processing	Detail process and handoffs between AP/AR for the different scenarios of recording and issuing refunds back to customers.	Published
FI$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.	Published
Accounts Receivable				
FI$Cal.017	AR	Setting up an AR for an Employee	Job aid to describe how to set up an AR item for an employee that owes money to the State.	Published
FI$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.	Published
FI$Cal.023	AR	Reporting and Inquiring on ChartField Coding in AR	List of reports and inquiries that may be used in the Billing and AR modules to assist departments in the remittance of money to Cash in State Treasury.	Published
FI$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.	Published
FI$Cal.025	AR	Correcting Accounting Errors	Job Aid describing type of accounting errors and how to correct them, including appropriate role and navigation for both Billing and AR.	Published
FI$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.	Published
FI$Cal.041	AR	Payment Adjustment Transactions	Describe payment adjustment scenarios and the next steps to record the payment adjustments.	Published
FI$Cal.042	AR	Explanation of Dates	Description of all of the dates for a transaction and what they mean.	Published
FI$Cal.043	AR	AR Worksheets	Description of all of the AR worksheets and what each one is used for.	Published
FI$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.	Published
FI$Cal.108	AR	CNVAR002 Open Receivable Conversion Job Aid	Steps to validate converted receivables data. Steps to manually enter a receivable for conversion.	Complete (provided at Cutover)
FI$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.	Complete (provided at Cutover)
FI$Cal.110	AR	CNVAR003 Unapplied Receipts Conversion Job Aid	Steps to validate converted unapplied AR receipt data. Steps to manually enter an unapplied AR receipt for conversion.	Complete (provided at Cutover)
FI$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.	Published
FI$Cal.153	AR	Reviewing Direct Transfer Voucher Coding Errors	Detail process and handoffs between AP/AR/BI for the different scenarios of interagency billing and payments, including direct and indirect transfers.	Published
FI$Cal.175	AR	Departments Depositing on Behalf of Other Departments	Describes the process departments would use to deposit on behalf of other departments	Published
FI$Cal.209	AR	AR Remittance Query Macro Spreadsheet	Macro spreadsheet for calculating subtotals for AR Remittance Queries.	Published
FI$Cal.210	AR	AR Remittance Query Reports	Reports to reconcile AR and BI payments	Published
Budgets				
FI$Cal.067	BU	Appropriation Write-Back	Job aid for SCO on pushing appropriations from Hyperion to PeopleSoft Commitment Control.	Published

FI$Cal.068	BU	Appropriation Adjustment Write-Back	Job aid for SCO on pushing appropriation adjustments from Hyperion to PeopleSoft Commitment Control.	Published
FI$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.	Published
FI$Cal.070	BU	Available Wave 1 Budgeting Functionality	Available Wave 1 Budgeting Functionality.	Published
FI$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)	Published
FI$Cal.072	BU	Usage of Transfer From and Transfer To in Transfer Tabs	Explain Transfer from and Transfer to in transfer tabs (UAT.BU21.DOF).	Published
FI$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).	Published
FI$Cal.075	BU	Decision Package Type Primer	How to use different types of Decision Packages (e.g. BCP vs. Baseline Budget Adjustments). For clarification of specific scenarios, departments should be referred to their DOF analyst.	Published
FI$Cal.076	BU	How to Use Versions and Scenarios	How to use different Versions and Scenarios.	Published
FI$Cal.077	BU	Setting Preferences in Hyperion	User preferences in Hyperion impact how information is displayed. Users may select numbers to be displayed with or without commas, negative signs, etc.	Published
FI$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.	Published
FI$Cal.116	BU	Workaround: APEX window reopens.	Workaround for defect 4398. If you close APEX and click My Task List, it reopens APEX instead of taking you to the task list. The workaround is to ignore one of the two windows that opens.	Published
FI$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.	Published
FI$Cal.160	BU	How to Load a Document into Hyperion	Provides instructions for loading a document into the Hyperion application	Published
FI$Cal.161	BU	How to Open a Document in Hyperion	Provides instructions for viewing a document in the Hyperion application	Published
FI$Cal.074	BU	How to Run Smart View Templates	Instructions on how to run any completed Smart View templates.	TBD
FI$Cal.211	BU	Submit a Request to Copy Decision Packages	Instructions and form for submitting a Copy DP Request to the FSC.	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.006	CM	Bank Reconciliation - Semi Manual	Job aid for reviewing bank reconciliation, analyzing and resolving exceptions to reconciliation	Published
FI$Cal.147	CM	Bank Reconciliation - Manual	Job aid for reviewing bank reconciliation, analyzing and resolving exceptions to reconciliation	Published
FI$Cal.154	CM	Bank Reconciliation – Review Bank Statement Register	Steps to review a Bank Statement Register.	Published
General Ledger				
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.	Published
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.	Published

FI$Cal.010	GL	UCM/Codes Cross Reference Slide	Job aid that includes the UCM/ChartField crosswalk.	Complete (provided at Cutover)
FI$Cal.033	GL	Review and Correct Suspended GL Entries	Review and correct suspended GL entries.	Published
FI$Cal.037	GL	Reconciling Between Sub-Modules	Reconciling between sub-modules and the GL	Published
FI$Cal.094	GL	Approving a Journal	Introduces the approval process of GL journal entries.	Published
FI$Cal.095	GL	Resolve Journal Edit and Budget Check Errors	Introduces the edit and budget check processes and associated types of exceptions.	Published
FI$Cal.097	GL	Maintain Department COA Values	Introduces the Chart of Account maintenance business process for Central maintained chartfields.	Published
FI$Cal.098	GL	Creating a Statistics Journal	Introduces the GL user to the creation of a GL statistics journal.	Published
FI$Cal.103	GL	Spreadsheet Budget Journal Upload	Introduces the GL user to the Spreadsheet Budget Journal template and how to load into FI$Cal.	Published
FI$Cal.146	GL	Reviewing Journal Status	Reviewing Journal Status of GL Journals.	Published
FI$Cal.176	GL	Establishing ORF in the New Fiscal Year	Journal entries needed to establish the ORF in the new Fiscal Year.	Published
FI$Cal.185	GL	Using the Outstanding Transaction Queries	Describes how to use the outstanding transaction queries used in the Month End processing	Published
FI$Cal.187	GL	Month End Common Accounting Entries	Lists the common month end accounting entries that departments may enter into FI$Cal.	Published
FI$Cal.188	GL	Create and Process Journal Entries	Illustrates how to create and process a journal entry	Published
FI$Cal.038	GL	Performing PFA Process in FI$Cal	Perform PFA process in FI$Cal.	10/31/2014
FI$Cal.150	GL	Creating Journal Entries for Statewide assessments	How to create journal entries for Statewide Assessments Business Process	10/31/2014
FI$Cal.174	GL	Accounting Terms Crosswalk	Accounting Terms Crosswalk from old to new.	10/31/2014
FI$Cal.007	GL	Book to Bank Reconciliation	Job aid for performing book to bank reconciliation as well as reconciling Ledger Cash balances to SCO CTS cash balances	10/31/2014
FI$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.186	GL	Using the Agency Reconciliation Report	Describes how to use the Agency Reconciliation Report	TBD
~~FI$Cal.168~~	~~GL~~	~~Glossary of PeopleSoft Terms~~	~~Glossary of PeopleSoft Terms~~	~~Cancelled~~
Labor Distribution				
FI$Cal.084	LD	Using the Labor Dist Error Reports and Page	Instructions on how to use the Labor Distribution error reports and Budget Exceptions Page to research errors issued by the Labor Distribution Process.	Published
FI$Cal.163	LD	Updating Business Unit Options	Instructions for updating the Business Unit Options page	Published
FI$Cal.164	LD	Updating Class Type Options	Instructions for updating the Class Type Options page	Published
FI$Cal.165	LD	Updating Payment Type Options	Instructions for updating the Payment Type Options page	Published
FI$Cal.166	LD	Updating Serial Number Options	Instructions for updating the Serial Number Options page	Published
FI$Cal.169	LD	Description of columns provided in Payroll Table Queries ZZ_LD_PAYROLL_HEADERS and ZZ_LD_PAYROLL_BENEFITS	Description of these queries and the content of the columns included in each.	Published
FI$Cal.170	LD	Description of columns provided in Accounting Entry Query ZZ_LD_ACCT_ENTRIES	Description of this query and the content of the columns included.	Published

FI$Cal.171	LD	How the LD Process determines Account/Alt Account for distributing Gross Amount	Describes the sequence of steps used by the Labor Distribution Process to determine the Account and Alternate Account for the Gross Amount in an Accounting Entry.	Published
FI$Cal.172	LD	How the LD Process determines CF Combinations for distributing payroll costs.	Describes the sequence of steps used by the Labor Distribution Process to determine the ChartField Combination for distributed payroll costs.	Published
FI$Cal.181	LD	Updating Benefit Type Options	Describes what the Benefit Type Options page is used for and how to update it.	Published
FI$Cal.182	LD	Using the Excel-to-CI Personal Activity Sheet	Describes how to use the Excel-to-CI Personal Activity Sheet	Published
FI$Cal.183	LD	Using the Personal Activity Sheet Online Page	Describes how to use the Personal Activity Sheet Online Page	Published
FI$Cal.184	LD	Run Labor Distribution	Describes how to run the Labor Distribution Process	Published
FI$Cal.085	LD	Reviewing the Activity Sheet Staging Table Error Report	Instructions on how to use the Activity Sheet Staging Table Error report to resolve errors found during the Inbound Timesheet Interface process.	7/31/2015
FI$Cal.207	LD	Adding New Employees to FI$Cal	Describes the 3 different ways (automated and manual) that new employees can be added to FI$Cal.	TBD
~~FI$Cal.173~~	~~LD~~	~~Adding and Processing Adjustment Activity Sheets~~	~~Describes how to add an Adjustment Activity Sheet and how these are handled by the Labor Distribution Process~~	~~Cancelled~~
Project Costing				
FI$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	Published
FI$Cal.111	PC	CNVPC002 Projects Conversion Job Aid	Steps to validate converted projects data. Steps to manually enter a project for conversion.	Complete (provided at Cutover)
FI$Cal.112	PC	CNVPC002 Activity Conversion Job Aid	Steps to validate converted project activities data. Steps to manually enter a project activity for conversion.	Complete (provided at Cutover)
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.	Published
FI$Cal.189	PC	Project Costing Analysis Types (Definitions)	Details commonly used Analysis Types within Project Costing	Published
Procurement				
FI$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.	Published
FI$Cal.047	PO	Reserving a Purchase Order ID	Instructions for reserving a Purchase Order ID number.	Published
FI$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.	Published
FI$Cal.050	PO	Using Standard Comments in a PO	Instructions for the standardized use of Standard Comments within Purchase Orders.	Published
FI$Cal.052	PO	Creating Equipment Purchases with Multi-Year Maintenance. Service Agreements.	Instructions for creating equipment Purchase Orders with Multi-Year maintenance service agreements.	Published
FI$Cal.053	PO	How to Create an RTV for Multiple PO Distribution	How to create an RTV for multiple PO Distribution.	Published
FI$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.	Published
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.	Published

FI$Cal.113	PO	CNVPO103 Purchase Orders Conversion Job Aid	Steps to validate converted purchase order data. Steps to manually enter a purchase order for conversion.	Complete (provided at Cutover)
FI$Cal.115	PO	Approval Role Access to Attachments	Steps to instruct Requisition/Purchase Order Approvers how to view attachments prior to approval.	Published
FI$Cal.119	PO	Updating Ship to/ Attention to details within requisition.	Explains that users need to create all line items before altering Line Definition headers.	Published
FI$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.	Published
FI$Cal.159	PO	Creating a Purchase Order (PO) with P-Card as the Payment Method, Dispatching PO, and Receiving Items	Creating a Purchase Order (PO) with P-Card as the Payment Method, Dispatching the PO, and Receiving Items against the PO	Published
FI$Cal.167	PO	P-Card Transaction Reconciliation Process	P-Card Transactions Reconciliation steps	Published
FI$Cal.190	PO	PO_Frequently Asked Questions	Frequently Asked Questions and answers to them (PO Module)	Published
~~FI$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~~