

Business Process Descriptions

#	Area	Business Process	(BPR) Short Description	(Pre-Wave CRP) Short Description	(Wave 1 CRP) Short Description
1	BU	Budget Instructions Prep (DOF)	The Budget Development process begins by preparing the budget system for use by departments and the Department of Finance (DOF). This process will address pre-budget development activities, such as populating the budget system with actuals and preparing the system for workload budget development. In addition, budget policies, instructions, and guidance in the form of Budget Letters, Finance Memos, and drills are issued, as needed, by the DOF.	N/A	The Budget Development process begins by preparing the budget system for use by departments and the Department of Finance (DOF). This process will address pre-budget development activities, such as populating the budget system with actuals and preparing the system for workload budget development. In addition, budget policies, instructions, and guidance in the form of Budget Letters, Finance Memos, and drills are issued, as needed, by the DOF.
2	BU	Prepare Workload (Base) Budget	This process allows the departments to modify the current year budget to the funding levels necessary to accommodate workload changes in the subsequent year. Planning estimates; enrollment, caseload, or population (ECP) adjustments based on approved assumptions; and other miscellaneous baseline adjustments are components of each department's overall budget planning process. Includes workload changes typically included in the "Spring Process." (Workload SFLs & May Revision ECPs)	N/A	This process allows the departments to modify the current year budget to the funding levels necessary to accommodate workload changes in the subsequent year. Planning estimates; enrollment, caseload, or population (ECP) adjustments based on approved assumptions; and other miscellaneous baseline adjustments are components of each department's overall budget planning process. Includes workload changes typically included in the "Spring Process." (Workload SFLs & May Revision ECPs)
3	BU	Prepare Policy Changes	Departments develop and submit Budget Change Proposals (BCPs) and ECP assumption changes that document the perceived need for a change in a program's budget. Includes policy changes typically included in the "Spring Process."	N/A	Departments develop and submit Budget Change Proposals (BCPs) and ECP assumption changes that document the perceived need for a change in a program's budget. Includes policy changes typically included in the "Spring Process."
4	BU	Prepare CO BCP's	Departments develop and submit BCPs for capital outlay projects that document the capital funding needed for the project.	N/A	Departments develop and submit BCPs for capital outlay projects that document the capital funding needed for the project.
5	BU	Prepare Departmental Trailer Bill	Departments develop trailer bill language where needed to implement the fiscal components of a BCP that requires statutory changes. This language is packaged with the BCP and sent to Agency for approval, then to DOF. If the department is not under an Agency, the package is routed directly to DOF.	N/A	Departments develop trailer bill language where needed to implement the fiscal components of a BCP that requires statutory changes. This language is packaged with the BCP and sent to Agency for approval, then to DOF. If the department is not under an Agency, the package is routed directly to DOF.
6	BU	Analyze and Adjust Workload (Base) Budget	DOF analyzes planning estimates, ECP changes, and other workload changes and develops a recommendation to approve or deny the change. Management review and approval and any associated analyses or comments will be tracked through FI\$Cal.	N/A	DOF analyzes planning estimates, ECP changes, and other workload changes and develops a recommendation to approve or deny the change. Management review and approval and any associated analyses or comments will be tracked through FI\$Cal.
7	BU	Analyze and Adjust Policy Changes	DOF analyzes each BCP and ECP assumption and develops a recommendation to approve or deny. Management review and approval and any associated analyses or comments will be tracked through FI\$Cal.	N/A	DOF analyzes each BCP and ECP assumption and develops a recommendation to approve or deny. Management review and approval and any associated analyses or comments will be tracked through FI\$Cal.
8	BU	Analyze and Adjust CO BCP's	DOF analyzes each CO BCP and develops a recommendation to approve or deny the CO BCP. Management review and approval and any associated analyses or comments will be tracked through FI\$Cal.	N/A	DOF analyzes each CO BCP and develops a recommendation to approve or deny the CO BCP. Management review and approval and any associated analyses or comments will be tracked through FI\$Cal.

#	Area	Business Process	(BPR) Short Description	(Pre-Wave CRP) Short Description	(Wave 1 CRP) Short Description
9	BU	Spring Finance Letter (Buff letter)	DOF develops the Spring Finance Letter ("Buff Letter") and provides it to the Legislature. This is not the Spring policy change process often referred to as the Finance Letter process.	N/A	DOF develops the Spring Finance Letter ("Buff Letter") and provides it to the Legislature. This is not the Spring policy change process often referred to as the Finance Letter process.
10	BU	Prepare/Incorporate Revenue Estimates	Departments and DOF prepare estimates of revenues, transfers, and loans for past, current, budget, and subsequent fiscal years.	N/A	Departments and DOF prepare estimates of revenues, transfers, and loans for past, current, budget, and subsequent fiscal years.
11	BU	Prepare Cash Flow Projection	DOF prepares cash flow statements of estimated receipts, disbursements, and borrowable resources for the Governor's Budget, the May Revision, and the Budget Act (or as needed). DOF also prepares multi-year projections of General Fund revenues and expenditures (i.e., beyond the budget year).	N/A	DOF prepares cash flow statements of estimated receipts, disbursements, and borrowable resources for the Governor's Budget, the May Revision, and the Budget Act (or as needed). DOF also prepares multi-year projections of General Fund revenues and expenditures (i.e., beyond the budget year).
12	BU	Budget Publication (Governor's Budget & Budget Bill)	The Governor's Budget--including three years of budget data and narrative--will be published from the FI\$Cal System. Includes the publication of the Budget Bill for the Legislature and supporting documents, charts, and graphs.	N/A	The Governor's Budget--including three years of budget data and narrative--will be published from the FI\$Cal System. Includes the publication of the Budget Bill for the Legislature and supporting documents, charts, and graphs.
13	BU	Budget Publication (May Revision)	The May Revision of the Governor's Budget will be published from the FI\$Cal System. Includes the publication of proposed changes to the Budget Bill, supporting documents, charts, and graphs.	N/A	The May Revision of the Governor's Budget will be published from the FI\$Cal System. Includes the publication of proposed changes to the Budget Bill, supporting documents, charts, and graphs.
14	BU	Prepare DOF Trailer Bill	DOF develops/reviews submitted language for trailer bills that is necessary to implement the fiscal components of a budget proposal that requires statutory changes.	N/A	DOF develops/reviews submitted language for trailer bills that is necessary to implement the fiscal components of a budget proposal that requires statutory changes.
15	BU	Recording Legislative Actions	DOF records the actions of the Legislature on the proposed budget. DOF, Departments, the Legislative Analysts' Office, and Legislative staff work together to prepare for, attend, and document the outcomes of the legislative hearings.	N/A	DOF records the actions of the Legislature on the proposed budget. DOF, Departments, the Legislative Analysts' Office, and Legislative staff work together to prepare for, attend, and document the outcomes of the legislative hearings.
16	BU	Support Reconciliation	Once each House adopts its version of the Budget, a Budget Conference Committee typically is appointed to work out differences between the two versions. Based on DOF's record of legislative actions, legislative staff develop the Conference agenda and prepare briefing documents for members. DOF prepares position papers and supporting documentation for each issue appearing in the Conference agenda.	N/A	Once each House adopts its version of the Budget, a Budget Conference Committee typically is appointed to work out differences between the two versions. Based on DOF's record of legislative actions, legislative staff develop the Conference agenda and prepare briefing documents for members. DOF prepares position papers and supporting documentation for each issue appearing in the Conference agenda.
17	BU	Governor's Veto Process	Prior to signing the bill, the Governor may reduce or eliminate (veto) certain expenditures/language to be excluded from the Budget Act. After identifying potential vetoes, DOF users will enter corresponding data, draft recommendations, and track decisions in FI\$Cal.	N/A	Prior to signing the bill, the Governor may reduce or eliminate (veto) certain expenditures/language to be excluded from the Budget Act. After identifying potential vetoes, DOF users will enter corresponding data, draft recommendations, and track decisions in FI\$Cal.
18	BU	Budget Publication (Enacted)	Upon enactment of the Budget, DOF publishes copies of the Final Budget Summary and the Final Change Book. The California State Budget Highlights are made public on the DOF website.	N/A	Upon enactment of the Budget, DOF publishes copies of the Final Budget Summary and the Final Change Book. The California State Budget Highlights are made public on the DOF website.

#	Area	Business Process	(BPR) Short Description	(Pre-Wave CRP) Short Description	(Wave 1 CRP) Short Description
19	BU	Transfer Budget to Accounting System	The SCO establishes the appropriation accounts, makes necessary adjustments, corrections, or changes in order for departments to begin spending out of their authorized appropriations. Prior year appropriations balances are carried forward. In the situation where the Budget Act is not signed by July 1st, the SCO will identify the items the state must pay per statute, legislation, court order (e.g. payroll) and will make those corresponding appropriations available for expenditure.	N/A	The SCO establishes the appropriation accounts, makes necessary adjustments, corrections, or changes in order for departments to begin spending out of their authorized appropriations. Prior year appropriations balances are carried forward. In the situation where the Budget Act is not signed by July 1st, the SCO will identify the items the state must pay per statute, legislation, court order (e.g. payroll) and will make those corresponding appropriations available for expenditure.
20	BU	Appropriation Adjustment	DOF processes requests to adjust budget authority through Budget Revisions and Executive Orders, provide legislative notification as appropriate, and augments department appropriation authority to meet deficiencies. Following the approval of budget adjustments, SCO reviews the Budget Revision and/or Executive Order to identify the action; validates the action is legal; verifies there are sufficient funds to adjust the appropriation; and contacts the agency or DOF if there are issues. This process also includes the Public Works Board administrative process for capital projects.	N/A	DOF processes requests to adjust budget authority through Budget Revisions and Executive Orders, provide legislative notification as appropriate, and augments department appropriation authority to meet deficiencies. Following the approval of budget adjustments, SCO reviews the Budget Revision and/or Executive Order to identify the action; validates the action is legal; verifies there are sufficient funds to adjust the appropriation; and contacts the agency or DOF if there are issues. This process also includes the Public Works Board administrative process for capital projects.
21	BU	Departmental Periodic Review	Departments develop monthly expenditure projections (forecast), monitor allocations and expenditures throughout the year, and adjust allocations based on expenditure trends and policy decisions.	N/A	Departments develop monthly expenditure projections (forecast), monitor allocations and expenditures throughout the year, and adjust allocations based on expenditure trends and policy decisions.
22	BU	Departmental Allotments	Department Budget offices will allocate funds against the appropriation and allocate funds up to the level allotted by program, fund, element, component and lower levels as necessary and advise program managers of the allocations. This process includes the Plan of Financial Adjustment (PFA) process.	N/A	Department Budget offices will allocate funds against the appropriation and allocate funds up to the level allotted by program, fund, element, component and lower levels as necessary and advise program managers of the allocations. This process includes the Plan of Financial Adjustment (PFA) process.
23	BU	Reorganizations	This process includes the activities and data necessary to reflect the reorganization of one or more departments in the budget.	N/A	This process includes the activities and data necessary to reflect the reorganization of one or more departments in the budget.
24	BU	Position Management	the SCO MyCalPays updates the PYs per department, makes necessary adjustments, corrections, or changes to department PYs. An interface with MyCalPays provides position information to FI\$Cal to support development of the Schedule 7A, Salaries and Wages Supplement.	N/A	the SCO MyCalPays updates the PYs per department, makes necessary adjustments, corrections, or changes to department PYs. An interface with MyCalPays provides position information to FI\$Cal to support development of the Schedule 7A, Salaries and Wages Supplement.
25	BU	Training, Systems, Publications	The full complement of information and documentation, including, but not limited to, training materials, process information, and equipment specifications, that budget analysts need to do their job within the FI\$Cal system.	N/A	The full complement of information and documentation, including, but not limited to, training materials, process information, and equipment specifications, that budget analysts need to do their job within the FI\$Cal system.
26	GL	Enter and Process Journals	Enter and process month-end and year-end adjustments and corrections at the general ledger level.	N/A	Enter and process month-end and year-end adjustments and corrections at the general ledger level.
27	GL	Enter and Process Budget Journals	Enter and process appropriation and department budget adjustments and corrections.	N/A	Enter and process appropriation and department budget adjustments and corrections.

#	Area	Business Process	(BPR) Short Description	(Pre-Wave CRP) Short Description	(Wave 1 CRP) Short Description
28	GL	Enter and Process Labor Distribution	Distribute labor costs and hours to programs, organization and other chart of account elements.	N/A	Distribute labor costs and hours to programs, organization and other chart of account elements.
29	GL	Process Allocations	Allocate indirect costs to the program activities directly associated with those costs.	N/A	Allocate indirect costs to the program activities directly associated with those costs.
30	GL	Process Financial Statements	Produce month-end and year-end reports.	N/A	Produce month-end and year-end reports.
31	GL	Maintain COA	Maintain Chart of Account segment values and associated trees and configuration.	N/A	Maintain Chart of Account segment values and associated trees and configuration.
32	DM	Create and Manage Bond	The major activities for this process include the recording and tracking of the authorized, but unissued amount of the bond; recording of bond sales, bond expenditures, the pay-off of interim loan, debt service payments, the reporting of various bond related activities and material events.	N/A	N/A
33	DM	Authorize Bond	Before bonds can be issued, a Bond Act must be approved by the voters or passed by the legislature to fund various projects throughout the State. DOF sets the spending limits and STO or authorized department can then issue bonds in any amount up to that appropriation level.	N/A	N/A
34	DM	Issue Bond	The process of setting up the bond accounts after a bond issuance has been approved; track the authorized but unissued amount of the bond; track the cost of issuance; record bond refinancing; bond sales, bond proceeds and bond expenditures.	N/A	N/A
35	DM	Distribute Funds	After STO submits the allocation of bond proceeds for departments, cash accounts are set up for each department by SCO and departments are notified of their spending authority. The departments / Agencies can start spending their allocated amount. If a fund has an administering agency, the administering agency can also do secondary allocation of bond proceeds to departments that use that fund.	N/A	N/A
36	DM	Track Funds	Tracking of funds from bond proceeds occurs based on the provisions of the authorizing bond act. The SCO establishes separate accounts for each bond sale to help STO and Departments track both bond expenditures and revenues, and prepare cash flows and bond reports.	N/A	N/A
37	AP	Enter and Maintain Vendors	Enter and maintain a Statewide Vendor Master.	Enter and maintain a Statewide Vendor Master for the Pre-Wave departments.	Enter and maintain a Statewide Vendor Master for the Wave 1 departments.
38	AP	Enter and Process Invoices	Invoice documents received will be entered in the system, once passes the edits and budget checks voucher will be routed to the approval process and posted in the system.	N/A	Invoice documents received will be entered in the system, once passes the edits and budget checks voucher will be routed to the approval process and posted in the system.

#	Area	Business Process	(BPR) Short Description	(Pre-Wave CRP) Short Description	(Wave 1 CRP) Short Description
39	AP	Process Payments	Warrants, Checks or electronic payments (i.e. EFT/ACH/wire transfers) issued to a vendor or payee.	N/A	Warrants, Checks or electronic payments (i.e. EFT/ACH/wire transfers) issued to a vendor or payee for Wave 1 departments.
40	AP	Matching (Integration with Procurement)	Automated process to compare the voucher(invoice) information to the purchase order/receipt to ensure that the quantity and amount matches and is within tolerance.	N/A	Automated process to compare the voucher (invoice) information to the purchase order/receipt to ensure that the quantity and amount matches and is within tolerance for Wave 1 departments.
41	AP	Process 1099 Withholdings	Process 1099 Withholdings.	N/A	Process 1099 Withholdings.
42	AR	Setup and Maintain Customers	Setup new internal and/or external customers with key information, including billing addresses and contacts or make updates to existing customers. The customers will be used to invoice and setup receivables.	N/A	Setup new internal and external customers with key information, including billing addresses and contacts or make updates to existing customers. The customers will be used to invoice and setup receivables.
43	AR	Generate and Adjust Invoices	Create invoices based on business need(s) to be sent to internal and/or external customers, including any subsequent adjustments to the invoices.	N/A	Create invoices based on business need(s) to be sent to internal and external customers, including any subsequent adjustments to the invoices.
44	AR	Enter and Maintain Receivables	Review and post receivables created from invoices, plus setup receivables which do not require a system generated invoice, and update attributes (i.e. payment terms) of existing receivables.	N/A	Review and post receivables created from invoices, plus setup receivables which do not require a system generated invoice, and update attributes (i.e. payment terms) of existing receivables.
45	AR	Process Payments	Enter receipts and apply against open receivables or record revenue for receipts not associated with receivables.	N/A	Enter receipts and apply against open receivables or record revenue for receipts not associated with receivables.
46	AR	Collect Receivables	Departments begin the collection process when a customer has not paid their invoice by the due date. Per SAM 8776.6, a sequence of three collection letters at 30 day intervals must be sent, until the payment has been made. If a payment has not been made, additional collection methods are used which, includes the offset process. This collection process also includes initiating refunds to customers for credit receivables and performing write-offs of receivables.	N/A	Departments begin the collection process when a customer has not paid their invoice by the due date. Per SAM 8776.6, a sequence of three collection letters at 30 day intervals must be sent, until the payment has been made. If a payment has not been made, additional collection methods are used which, includes the offset process. This collection process also includes initiating refunds to customers for credit receivables and performing write-offs of receivables.
47	LA	Establish Loans	Setup loans in the system with key attributes, such as the source of the loan, loan type, applicant and contract information and the amortization schedule.	N/A	N/A
48	LA	Maintain Loans	Update information on existing loans, such as the amortization schedule, and track disbursements, repayments and accounting classifications.	N/A	N/A
49	LA	Repay Loans	Track the repayment of loans	N/A	N/A
50	AM	Acquire Assets	Acquire assets identifies the processes related to acquiring and adding assets. This process includes direct entry into the FISCAL Asset Management module utilizing the Express and Basic Add processes as well as the integration from feeder systems including Purchase Orders, Accounts Payable and Projects/Grants.	N/A	Acquire assets identifies the processes related to acquiring and adding assets. This process includes direct entry into the FISCAL Asset Management module utilizing the Express and Basic Add processes as well as the integration from feeder systems including Purchase Orders, Accounts Payable and Projects.

#	Area	Business Process	(BPR) Short Description	(Pre-Wave CRP) Short Description	(Wave 1 CRP) Short Description
51	AM	Maintain Assets	Maintaining assets documents the processes for managing both the financial and physical information associated with an asset. Physical information includes details about the asset itself including custodians, locations, product information, and general specifications. Financial information includes details about the cost(s), adjustments/additions, and depreciation related information including books, methods, conventions and life months.	N/A	Maintaining assets documents the processes for managing both the financial and physical information associated with an asset. Physical information includes details about the asset itself including custodians, locations, product information, and general specifications. Financial information includes details about the cost(s), adjustments/additions, and depreciation related information including books, methods, conventions and life months.
52	AM	Asset Depreciation	This process describes the depreciation process for assets including standard and user-defined depreciation. Depreciate assets will look into the depreciation attributes for an asset, the depreciable basis, and process for executing depreciation at both an agency and Statewide level.	N/A	This process describes the depreciation process for assets including standard and user-defined depreciation. Depreciate assets will look into the depreciation attributes for an asset, the depreciable basis, and process for executing depreciation at both an agency and Statewide level.
53	AM	Transfer Asset	Transferring assets refers to the inter and intra-unit movement of assets. Assets can be transferred within various level of an organization or to an entirely different organization as needed. In addition, transfers can include a partial transfer of the asset or a full transfer of the asset.	N/A	Transferring assets refers to the inter and intra-unit movement of assets. Assets can be transferred within various level of an organization or to an entirely different organization as needed. In addition, transfers can include a partial transfer of the asset or a full transfer of the asset.
54	AM	Trade in Asset	The trade-in of an asset indicates the retirement of an existing asset as a means of acquiring a new asset. Trading in an asset calculates the applicable gain/loss for the retired asset.	N/A	The trade-in of an asset indicates the retirement of an existing asset as a means of acquiring a new asset. Trading in an asset calculates the applicable gain/loss for the retired asset.
55	AM	Retire/Reinstate Assets	Assets can be retired (disposed) and subsequently reinstated as needed. Retirements can be in full or partial and the retirement process should calculate the associated gain/loss on the sale of the asset. In some situations, an asset may need to be reinstated. Reinstating an asset classifies the asset back to in-service and zeros out the retirement entries that were previously performed to calculate the gains/losses.	N/A	Assets can be retired (disposed) and subsequently reinstated as needed. Retirements can be in full or partial and the retirement process should calculate the associated gain/loss on the sale of the asset. In some situations, an asset may need to be reinstated. Reinstating an asset classifies the asset back to in-service and zeros out the retirement entries that were previously performed to calculate the gains/losses.
56	AM	Asset Stocktaking	Stocktaking refers to the processes in place to complete a physical inventory of fixed (tangible) assets and reconcile this with the current asset listing. This process encompasses the complete lifecycle of recording this physical inventory including the tagging and bar coding process.	N/A	Stocktaking refers to the processes in place to complete a physical inventory of fixed (tangible) assets and reconcile this with the current asset listing. This process encompasses the complete lifecycle of recording this physical inventory including the tagging and bar coding process.
57	AM	Track Repairs and Service	This business process focuses on the necessity to track and schedule maintenance service or repairs and track the associated insurance and/or warranties for those assets. Tracking maintenance contracts and maintenance history are also key to this process.	N/A	This business process focuses on the necessity to track and schedule maintenance service or repairs and track the associated insurance and/or warranties for those assets. Tracking maintenance contracts and maintenance history are also key to this process.
58	AM	Lease Assets	This business process encompasses the lease lifecycle for operating and capital leases as determined by FASB 13. This includes distinguishing between operating and capital leases, lease expense schedules, and retiring leases.	N/A	This business process encompasses the lease lifecycle for operating and capital leases as determined by FASB 13. This includes distinguishing between operating and capital leases, lease expense schedules, and retiring leases.

#	Area	Business Process	(BPR) Short Description	(Pre-Wave CRP) Short Description	(Wave 1 CRP) Short Description
59	P/G	Create and Maintain Project	Create projects for purposes of tracking costs and billing for reimbursable transactions, which includes associating projects to different funding sources, resources, activities, etc. Project maintenance includes project addendums, close out, and roll forward of unused project funds.	N/A	Create projects for purposes of tracking costs and billing for reimbursable transactions, which includes associating projects to different funding sources, resources, activities, etc. Project maintenance includes project addendums, close out, and roll forward of unused project funds.
60	P/G	Create and Maintain Project Budgets	Create project budget authority that allows you to cost at any level of the accounting classification structure. This budget authority includes original project budget, augmentations, reappropriations, reversions and budget change detail through the project life.	N/A	Create project budget authority that allows you to cost at any level of the accounting classification structure. This budget authority includes original project budget, augmentations, reappropriations, reversions and budget change detail through the project life.
61	P/G	Create and Maintain Grants	Set up grants in the system to enable you to better manage the pre-award process. This includes creating proposals, getting required signoffs, and determining grant-based rules that will carry over to the project and contract, such as state and local matching rules and F&A policies.	N/A	N/A
62	P/G	Create and Amend Contracts	Set up contracts to facilitate the billing and revenue recognition processes for your grants. The contract includes business rules that help you to automate sponsor billings related to eligible reimbursable transactions.	N/A	N/A
63	P/G	Collect, Distribute, and Price Costs	Collect eligible costs against projects (e.g., purchase orders, payment claims), distribute these costs within the project based on project setup rules, and determine which costs are billable based on grant agreements. This process will enable you to track and report on projects at the summary and detail transaction level.	N/A	Collect eligible costs against projects (e.g., purchase orders, payment claims), distribute these costs within the project. This process will enable you to track and report on projects at the summary and detail transaction level.
64	P/G	Process Billings and Revenue	Enables project billings based upon the reimbursement costs, generates an invoice, and create a receivables transaction upon the generation of a project invoice. This process is crucial in helping the State determine when and how much to draw down from sponsors.	N/A	N/A
65	P/G	Project Capitalization	Collect the transaction costs associated with assets from project inception to the asset capitalization, and this will automatically generate an asset that will be tracked in the accounting system going forward.	N/A	Collect the transaction costs associated with assets from project inception to the asset capitalization, and this will automatically generate an asset that will be tracked in the accounting system going forward.
66	CM	Create and Maintain Bank Account	The State Treasurer's Office (STO) sets up and maintains the Centralized Treasury System (CTS) depository bank accounts. The State Controller's Office (SCO) sets up and maintains the department's CTS checking accounts.	N/A	The State Treasurer's Office (STO) sets up and maintains the Centralized Treasury System (CTS) depository bank accounts. The State Controller's Office (SCO) sets up and maintains the department's CTS checking accounts.

#	Area	Business Process	(BPR) Short Description	(Pre-Wave CRP) Short Description	(Wave 1 CRP) Short Description
67	CM	Manage Cash	Cash management includes treasury functions needed to manage cash flow (cash collection and disbursements), to verify there is sufficient cash available for expenditures, maximize investment opportunities and minimize the cost of borrowing.	N/A	Cash management includes treasury functions needed to manage cash flow (cash collection and disbursements), to verify there is sufficient cash available for expenditures, maximize investment opportunities and minimize the cost of borrowing. Establish accounting rules for general ledger accounting.
68	CM	Reconcile Bank Statements	<p>STO reconciles deposits and disbursements recorded at STO with what the CTS depository banks posted to the Treasurer's demand accounts.</p> <p>Departments reconcile deposits and disbursements they processed with the transactions SCO posted to the department's CTS checking account. This checking account shows the deposits, paid Office Revolving Fund (ORF) checks and adjustments processed by STO and also transactions, such as FTB and Lottery offsets, that were not processed by STO.</p> <p>Many departments also have bank accounts outside the CTS that they reconcile, such as Zero Balance Accounts (ZBA). Most ZBA accounts authorize the bank to "sweep" the net balance at the end of the day into the Treasurer's demand account.</p>	N/A	<p>STO reconciles deposits and disbursements recorded at STO with what the CTS depository banks posted to the Treasurer's demand accounts.</p> <p>Departments reconcile deposits and disbursements they processed with the transactions SCO posted to the department's CTS checking account. This checking account shows the deposits, paid Office Revolving Fund (ORF) checks and adjustments processed by STO and also transactions, such as FTB and Lottery offsets, that were not processed by STO.</p> <p>Many departments also have bank accounts outside the CTS that they reconcile, such as Zero Balance Accounts (ZBA). Most ZBA accounts authorize the bank to "sweep" the net balance at the end of the day into the Treasurer's demand account.</p>
69	CM	Forecast Cash	Cash forecasts help determine whether a budget can be financed with current resources, if cash receipts or disbursements must be accelerated or delayed, or if internal or external cash borrowing is needed. They also serve as a basis for comparing actual cash receipts and disbursements against forecast amounts. Forecasts allow departments to manage cash to support their program activities.	N/A	Cash forecasts help determine whether a budget can be financed with current resources, if cash receipts or disbursements must be accelerated or delayed, or if internal or external cash borrowing is needed. They also serve as a basis for comparing actual cash receipts and disbursements against forecast amounts. Forecasts allow departments to manage cash to support their program activities.
70	CM	Maintain Investments	STO collects surplus funds from various State Departments and Programs to invest the monies on their behalf. Investment positions are managed to ensue the safety of the monies while providing enough liquidity for the State's cash flow and a return yield.	N/A	STO collects surplus funds from various State Departments and Programs to invest the monies on their behalf. Investment positions are managed to ensue the safety of the monies while providing enough liquidity for the State's cash flow and a return yield.
71	PO	Manage Sourcing	Creating and managing the end-to-end solicitation process (including advertising, evaluation and protest) for all procurement and/or contracting methods (IFB, RFP, RFO, RFQ, NCB, LTB, etc.) and all classification of goods and services (non-IT goods, IT goods and services, non-IT services, Public Works, A&E, etc.).	N/A	N/A
72	PO	Administer Vendor Contracts	Create and maintain contracts for goods and/or services at prices which have been assessed to be fair, reasonable and competitive.	N/A	N/A

#	Area	Business Process	(BPR) Short Description	(Pre-Wave CRP) Short Description	(Wave 1 CRP) Short Description
73	PO	Maintain Items for Purchase	Create and maintain item descriptions and specifications for the purpose of processing a requisition for the purchase of goods and/or service(s) – including Items tied to a United Nations Standard Products and Services Codes (UNSPSC) and Leveraged Procurement Agreement (LPAs).	N/A	N/A
74	PO	Create and Approve Requisitions	Creating a requisition includes the process of identifying/justifying the need for an acquisition of a good/service, then acquiring proper approval prior to submitting requisition to buyer; including the submission of a Purchase Estimate to DGS.	Creating a requisition includes the process of identifying/justifying the need for an acquisition of a good/service, then acquiring proper approval prior to submitting requisition to buyer.	Creating a requisition includes the process of identifying/justifying the need for an acquisition of a good/service, establishing the pre-encumbrance, and acquiring proper approval prior to submitting requisition to buyer.
75	PO	Manage Purchase Orders	Managing a purchase order for goods and/or services includes the creation, amendment and approval of the purchase order, establishing the encumbrance and issuing to the vendor.	Managing a purchase order for goods and/or services includes the creation, amendment and approval of the purchase order, and issuing to the vendor.	Managing a purchase order for goods and/or services includes the creation, amendment and approval of the purchase order, establishing the encumbrance and issuing to the vendor.
76	PO	Receive and Inspect Goods and Services	The receipt and inspection of goods and services includes inspecting and acknowledging the receipt of good(s) or the completion of service(s).	The receipt and inspection of goods and services includes inspecting and acknowledging the receipt of good(s) or the completion of service(s).	The receipt and inspection of goods and services includes inspecting and acknowledging the receipt of good(s) or the completion of service(s).
77	PO	Process Procurement Card Transactions	CAL-Card administrator responsible for the coordination of CAL-Card holders, assigning of cards, approving of statements and general oversight of a Department's utilization of the US Bank Contract. CAL-Card holder responsible for their reconciliation of their CAL-Card statement.	N/A	CAL-Card administrator responsible for the coordination of CAL-Card holders, assigning of cards, approving of statements and general oversight of a Department's utilization of the US Bank Contract. CAL-Card holder responsible for their reconciliation of their CAL-Card statement.