PURCHASING BUSINESS PROCESS WORKSHOP
2016 DEPARTMENT RELEASE

DATE: TUESDAY, FEBRUARY 16, 2016
TIME: 9:00AM – 4:00PM
LOCATION: 2000 EVERGREEN STREET, SACRAMENTO, CA 95815
ROOM: JADE/SAPPHIRE AUDITORIUM

Facilitators:	CMO: Alex Malana Business Team: Mary Snovel, Lee Xiong, Kim Young
Meeting Purpose: **Type of Meeting:**	Business Process Workshop Purchasing 2016 Department Release

AGENDA TOPICS/MINUTES

#	**Topic** *[Brief description]*	**Presenter** *[Name]*	**Duration** *[Time in Min.]*
1	Introduction	Alex Malana	5 Min
2	Overview	Mary Snovel	5 Min
3	Procurement Solution	Mary Snovel/Kim Young	20 Min
4	Sourcing Process Overview	Mary Snovel	60 Min
5	Purchase Orders	Lee Xiong	30 Min
6	P-Card Process	Lee Xiong	30 Min
7	Receiving	Lee Xiong	30 Min
8	Change Impact Activity	All	120 Min

QUESTIONS AND ANSWERS

Q1: We have 4 or 5 procurement officers. Is there a way to have it come directly to me for processing as a buyer?	A1: When we go to the PO information, you have an option to send to the buyer according how you set it up in your reporting structure.
Q2: Who puts in the chartfields?	A2: The requestor, approver 2, and buyer can put in or change the chartfields.
Q3: So the buyer can change the chartfields?	A3: Yes, the buyer can update them. The requestor can modify them too.
Q4: If a requester does not put in valid chartfields will it continue to buyer?	A4: Most of the information is already pre-populated in the user preferences. The requestor will need to validate the chartfields otherwise it will not go forward to the PO module.
Q5: So chartfields are required at the processor and approver?	A5: Yes, there is a soft encumberancebudget check that ensures valid ChartFields are populated.
Q6: The buyer can make changes, but after the encumbrance, he cannot make changes?	A6: They can still make changes after the encumbrance, but it will have to back through the approval process.
Q7: As a requester, I do not know about chartfields. Do I have to know chartfields?	A7: The role mapping will help define requesters user preferences including chartfields. The system willvalidate chartfields, but at the approver who is a budget person, they should be checking if it has the correct chartfields.

Q8: So as the requester, I don't have to know the chartfields?	A8: Right, The chartfields are defaulted by the user ID and how your department sets it up and the accounting person approver will ensure it is the correct chartfields string.
Q9: The approver can't change the requisitions?	A9: They can push back to the requestor and they can make the necessary changes.
Q10: On the solicitation, this is after the purchase has been approved?	A10: Yes, this is the solicitation after the purchase has been approved in the requisition module or outside of F$.
Q11: Does the collaborator have to have roles?	A11: Yes, it is in the approver or solicitation roles.
Q12; How do the collaborators get into FI$Cal?	A12: They are given the solicitation role in FI$Cal.
Q13: What is the process to post to CSCR if you just choose to send to certain vendors?	A13: You can choose not to post to CSCR and send to vendors as long as you are acting within Purchasing Authority/SCM.
Q14: Is the process different?	A14: No not in FI$Cal. You wouldn't need to post to CSCR.
Q15: Are all solicitations going to all approvers? Is there a way not go to all?	A15: You have the ability to limit it to acquisition types. If you have it by acquisition type then it will only go to those approvers otherwise everyone will see it.
Q16: So every approver in the department gets the solicitations?	A16: Yes, if that is the way you have it set up for that module and approval level. There are also DGS approvers that will be included depending on specific Acquisition Types and Methods.
Q17: Is collaboration going through legal?	A17: More than likely legal would be an ad hoc approver.
Q18: What if the selection from the requisitions all have different [DGS] billing codes?	A18: If there are different DGS billing codes, you don't want to group them all together. You can add comments, but if it will go to DGS, it can only have one billing code listed in the purchasing transactions.
Q19: What is the start date that can used? Is it when it is posted?	A19: Yes, you can't go back in the date, but you can go forward. Start date is when a department opens the solicitation to receive bids.
Q20: Will we have acceptance testing to work through the issues?	A20: Yes, at acceptance testing we can work through issues.
Q21: So we ignore something that does not work [in User Acceptance Testing]?	A21: No, you'll come back to it and complete it when the issues have been determined to be resolved. Departments are expected to successfully complete all User Acceptance Test scripts without open issues.
Q22: Can you send [Solicitations] to certain vendors?	A22: You can send to certain vendors that you want to. When you select public, it goes to all vendors.
Q23: If a vendor is not a small business, can you send solicitations to them privately?	A23: Yes, you can email it to them with the solicitation (Caleprocure) link and encourage them to register to receive notifications as a bidder
Q24: When an advertisement has a minimum of 10 days, does it automatically set to 10 days?	A24: No, the buyer puts in the days.
Q25: If I put 5 days on the advertisement, can I then change it?	A25: You would have to create a new version. The buyer is responsible for knowing the number of days for advertising.

Q26: The solicitations will not involve DGS as an approver?	A26: No, they do not have to be involved unless you are working with them for purchases outside of your authority/ doing a One Time Buy.
Q27: What if you have posted the solicitation and decide you don't need it?	A27: At this point nothing has happened because it hasn't yet been approved. You are able to cancel the solicitation; however, it will still be visible for historical purposes.
Q28: When does it get posted as a solicitation?	A28: When it is approved within your department and the preview date is reached. If you want to cancel it, you have to go in and cancel it.
Q29: For an advertisement in the CSCR, is it the Event Approver who posts it?	A29: Yes the Event Approver posts it to CSCR.
Q30: If you post comments, does it go back to the approver?	A30: No, it goes back to buyer.
Q31: Is the contract approved by Contract approver 2?	A31: There are multiple approvers for the contract.
Q32: If there are POs for the contract, how will they will be linked for a multiple year contract?	A32: Your department will have to determine how they want to do that.
Q33: How will accounting release POs?	A33: If you want accounting to approve, then they will have to know that it is a multi-year contract so they can forecast and plan. You will only be able to encumber for the calendar year.
Q34: Will you want to enter ChartField values on the PO?	A34: Yes, on the PO, but not on the contract.
Q35: When are chartfields required?	A35: At the requisition and perchase order
Q36: When are chartfields required on a contract?	A36: Chartfields are not required on the contract.
Q37: You have to have a PO to encumber and you need chartfields?	A37: Yes, that is right.
Q38: A multi-year contract is considered a PO with Multiple releases?	A38: Yes, you can do it that way.
Q39: When you set up a contract, can you can set up reminders?	A39: Yes, you can set up notifications set by date or by amount on the contract.
Q40: What are the standard reports that can be run?	A40: There are multiple reports that you can run out of the modules. There is training that addresses the reports.
Q41: I assume the standard 215 is not going away. Do you attach it to the PO?	A41: It is not going away and you can attach it to the PO.
Q42: If you are doing multiple year PO releases can you set it up so it creates the PO automatically?	A42: Yes, you set it up with the dates and it will automatically do that for you.
Q43: What if the budget approver has an issue?	A43: They can push it back to the buyer to be fixed or fix the chartfields themself. It depends on the department's process.
Q44: Can an approver change it?	A44: Yes, if they have the Approver 2 role.
Q45: You can't push it back in the system?	A45: You can push it back or you can change it in the system. If it is easier, you can just walk over to them to discuss.
Q46: The buyer wouldn't know about the change?	A46: If the approver denies it, it goes back to the buyer. After final approver the buyer will see it.
Q47: Is there a way to send it back to requester?	A47: No, not here.
Q48: Do we need a wet signature on the PO?	A48: There will be a signature block that will be set up for the department if department chooses.

Q49: If the PO coding is wrong and if they do not have the role to change it, will it go back to the approver?	A49: Yes, it should be denied and sent back to the buyer for changes if the approvers see an issue with data and do not heve the ability to edit it themselves (Approvers 1, 3 and Ad-Hoc)
Q51: Is it done on a batched basis?	A51: It is done as an event specific item.
Q52: You cannot create a PO using someone else's P-Card	A52: Only the person whose card it is can create a PO.
Q53: How do you get the roles?	A53: There will be a roll mapping task that comes out.
Q54: Is it capturing vendor participation?	A54: It is capturing the reportable values.
Q55: Is there a limit to the number of sub or prime contractors?	A55: No, the prime is always listed as 100% and the sub is for the reporable amount they are doing.
Q56: If a PO is never established [for a p-card transaction], when do you enter chartfields values?	A56: You'd have to create them in the Account Distribution.
Q57: What role enters the ChartField values [for p-card transactions]?	A57: The P-Card reconciler.
Q58: When using a P-Card, how would you go to 3 different funds?	A58: You would do it in the chartfields and break it down by amount or percentage.
Q59: With Fund splitting can you use speed charts?	A59: You can set up speed charts and set it up to a specific card holder.
Q60: On the account code is the number populated in the field the default?	A60: Yes, it is a default, the system populates it. If you do not change it, it will not pass budget check.
Q61: Can a department set up their own default account code?	A61: Yes, in configuration you can, however if you default to a specific one you might accidently charge to that account.
Q62: What is a GL Unit?	A62: That's your business unit.
Q63: When we get a bill from a contractor, does it show what is received?	A63: It will be a blind receiving.
Q64: If an Attorney has to approve the services of a confidential expert witness how will it be received in the system?	A64: The department will need to determinehow they are going to receive within the system.
Q65: With litigation we don't know the kind of services, so how do we do that?	A65: There may be circumstances that we will have to talk and work it out. You still do a service contract.
Q66: If multiple people are receiving how will it be received?	A66: Maybe create incremental receipts, so the person receives their portion.
Q67: What if we order 10 items, but they only receive 5, then what is the process?	A67: Then you can create a partial receipt.
Q68: If you receive only 9 out of 10 items and the person receiving does not know that, how will we know?	A68: There is a report that you can generate.
Q69: If we are just doing purchasing and not receiving, will it get hung up in the system?	A69: It should be ok, we will take it offline.
Q70: When you put in a wrong amount what is the last step you can make a correction?	A70: It will error out if the amount is way off. It will say that you have over shot the allowance threshold.
Q71: Will it continue on?	A71: If you over receive, it will not let you go on.
Q72: What if you are returning it for over receipt and you cannot match?	A72: The people receiving will be entering in exactly what is received. That way if there are discrepancies the buyers will figure it out.
Q73: What if you match the current year instead of a previous year for goods received?	A73: We recommend to have an individual PO for each fiscal year so these types of mistakes do not happen.

Q74: Vendors that are in the system are they going to be notified how the new receipts will look and explained to them?	A74: Yes there is a communications group that is notifying vendors and DGS is working with them.
Q75: Does FI$Cal have on the website the information that vendors need?	A75: Yes, on the CaleProcure website. It has all the information they need there.
Q76: If we cancel contract will the vendor be cut off?	A76: The PO will still work if the date or amount have not been exceeded. So if amount is changed then they will not be able to proceed.