FI$Cal

Financial Information System for California

2016 Release Role Mapping Workshop

March 10, 2016

Session Agenda

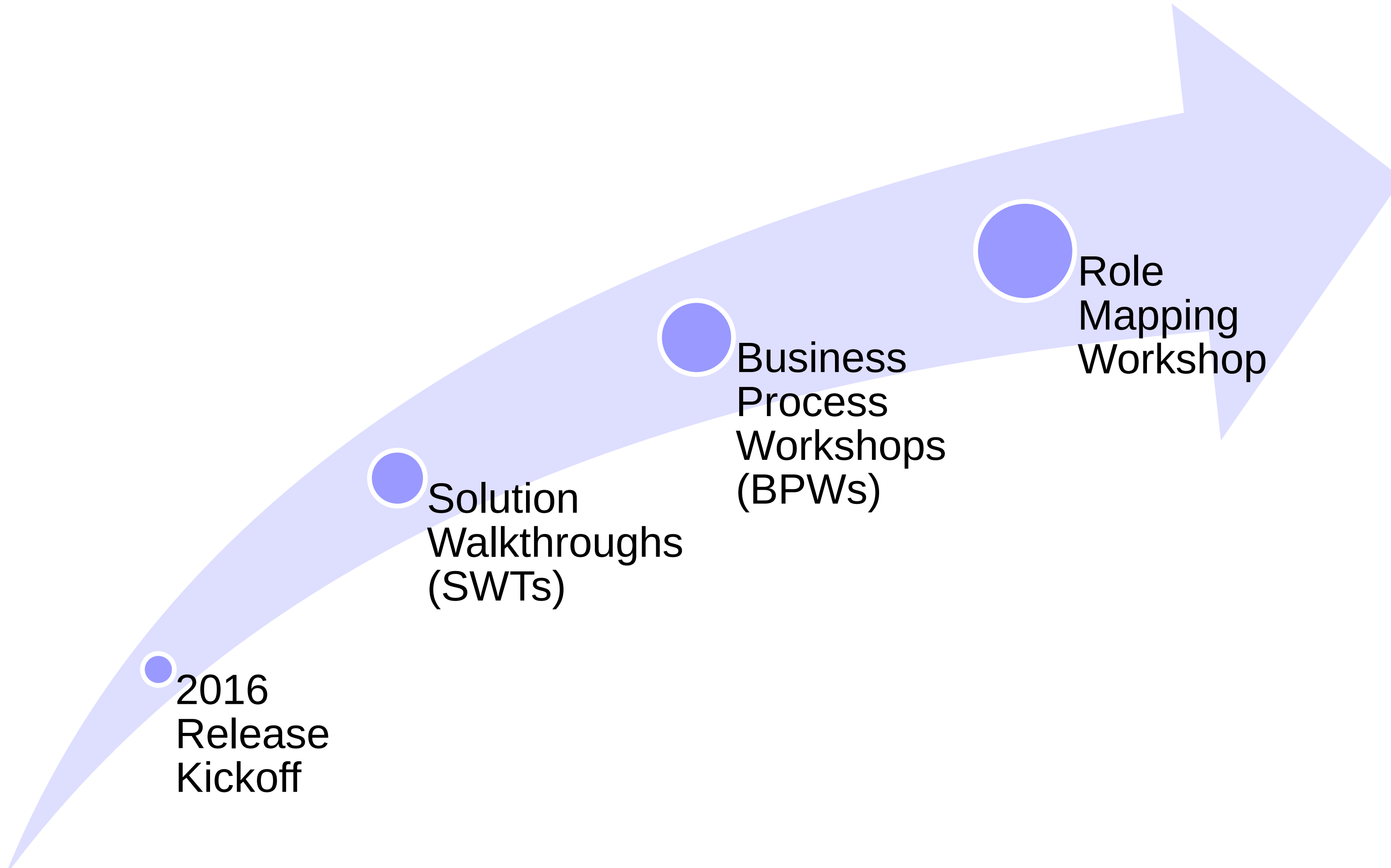
- Purpose, Objectives, and Key Takeaways
- Timeline and Due Dates
- Role Mapping Template
- Workflow by Module
- Recap & Look Ahead

Purpose & Objectives

- The **Purpose** of the Role Mapping Workshop is to provide departments with an overview of the role mapping process and how to complete the role mapping tasks (TECH618)

- **Objectives**:
  - Understand role mapping and the tools/resources available
  - Understand workflow and information required to assign it
  - Understand how to complete the TECH618 tasks
  - Understand the due dates and next steps

2016 Release Timeline To Date



Role Mapping Timeline

You are here

Register users for training & submit incremental FTA changes **(Apr 2-Jul 29)**

- Role Mapping Workshop — **Mar 10**
- Role Mapping 1:1 Working Sessions — **Mar 17-25**
- Testing Submission (TECH618a) — **Apr 1**
- Participate in Dept. Testing — **June**
- Production Submission (TECH618b) — **Jun 10**
- Freeze Date prior to Go Live — **Jun 10**

Share Role Mapping materials with your department **(Post Mar 10)**

Role Mapping Timeline

- Role Mapping Workshop – **March 10, 2016**
- Share Role Mapping materials at your department – **Post March 10**
- Role Mapping 1:1 Working Sessions – **March 17-25, 2016**
- Submit Testing Role Mapping Spreadsheet (TECH618a – initial submission) – **Due April 1, 2016**
- Participate in Departmental Testing – **June 2016**
- Submit Production Role Mapping Spreadsheet (TECH618b – updated submission) – **Due June 10, 2016**
- Freeze Date for FI$Cal System prior to Go Live – **June 10, 2016**
- Register department end users for training and submit incremental training role updates – **April 2 to July 29, 2016**
  - Submission form will be provided to training liaisons during the weekly training report conference calls

Role Mapping Template Key Terms*

- Accommodation Request/ Assistive Learning Request
- Department E-mail
- Hard Stops
- Job Classification
- Location – Training Hub
- Previous End User of FI$Cal
- Primary Business Unit
- Separation of Duties (SOD)

***Note:** Definitions for terms are listed on the detailed version of this presentation located at: http://www.fiscal.ca.gov/release_2016_resources/index.html

Response Template Tabs

- Cover
- SOD Conflicts Matrix
- Hard Stops Matrix
- Role Mapping (TRNG601b)
- AM Approver Workflow (Asset Management)
- AP Approver Workflow (Accounts Payable)
- GL Approver Workflow (General Ledger Journals)
- Purchasing/Procurement tabs:
  - Requester Processor Defaults
  - Requisition Approver Workflow
  - PO Buyer Defaults
  - PO Approver Workflow
  - Contracts & Solicitations Approver Workflow
  - Ship To Locations

What is Workflow

- Workflow automates the flow of information for review and approval

- Every user role identified on the role mapping spreadsheet that requires workflow must be represented on the workflow tab for that module. Otherwise, your department users will not be able to perform their duties.

Asset Management Approver Workflow

AM Manager

Initiate Transfer →

AM Approver 1 & 2

Approve Transfer →

- Department approvers approve transfer
- Approvers 1 & 2 may not be the same user

DGS AM Approver

Approve Transfer →

- DGS approves transfer

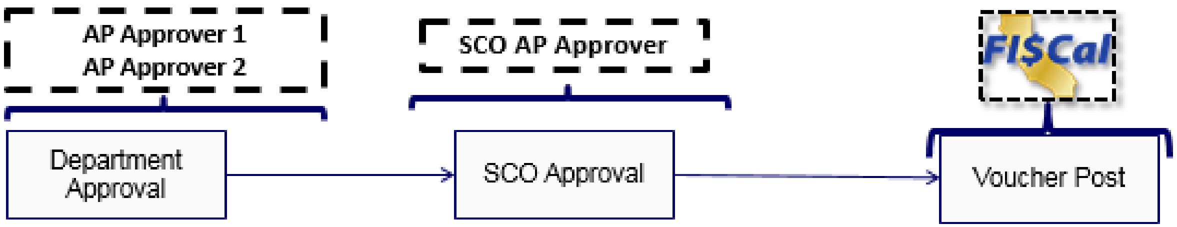
Receiving Dept. AM Approver

Approve/Perform InterUnit Transfer

- Approver 1 or 2 can approve the receipt of the transfer

Row	Email Address of AM Approver *(Department-provided email)**	Approver Level*
Ex. 1	*john.smith@fiscal.ca.gov*	*Approver 1*
Ex. 2	*jane.jackson@fiscal.ca.gov*	*Approver 2*
1		
2		
3		

Accounts Payable Approver Workflow



Department Approval:

- Voucher can be approved, denied, or pushed back
- Vouchers are routed for approval based on workflow rules
- Two approval levels per department

SCO Approval:

- Warrants only
- Voucher can be approved, denied, or pushed back
- Audit communications

Voucher Post:

- Voucher accounting entry data is Posted in the General Ledger (GL)

Row	Email Address of AP Approver *(Department-provided email)*	Approver Level*	Cash Type
Ex. 1	*john.smith@fiscal.ca.gov*	*Approver 1*	*Warrant*
Ex. 2	*jane.jackson@fiscal.ca.gov*	*Approver 2*	*Both*
Ex. 3	*jacob.edwards@fiscal.ca.gov*	*Approver 1*	*Non-Warrant*
1			
2			
3			

General Ledger Approver Workflow

- If your department requires approval of journal entries, mark with an "X" the end users who will approve department journal entries.

Row	Email Address of AP Approver (Department-provided email)*	Approver Level*
Ex. 1	john.smith@fiscal.ca.gov	Approver 1
Ex. 2	jane.jackson@fiscal.ca.gov	Approver 2
1		
2		
3		

Requisition Processor Defaults

- Each end user with an X in column “AS” of the role mapping tab, must be listed on the “*Req Processor Defaults*” tab.

Fields with an asterisk (*) are required.

Notes / Explanations / Helpful Hints
- All end users with an "X" in Column AS on the Role Mapping worksheet must be listed below

Row	Defaults for Requisition Processor								
	Email Address* *(Department-provided email)*	*XXX-XXX-XXXX*	Ship To Location ID*	*(choose from the department's Reporting Structure values)*	Fund*	Account*	Program*	Year of Enactment*	Appropriation Reference*
Ex. 1	*john.smith@fiscal.ca.gov*	*916-555-5555*	*9970000001*	*9970100000*	*999999999*	*5370600*	*9999999*	*2014*	*011*
Ex. 2	*jane.jackson@fiscal.ca.gov*	*916-555-5555*	*9970000001*	*9970200000*					
Ex. 3	*jacob.edwards@fiscal.ca.gov*	*916-555-5555*	*9970000001*	*9970300000*					
1									
2									
3									

Ship To Locations Defaults

- This tab has the configuration values your department provided FI$Cal. If there are values missing, the Configuration Modification Request Form is located on the website to make updates.
- Resources:
  - Configuration Modification Request (CMR) Form
  - CMR Form Instructions

BU	Location ID	Location Description	Location Short Description	Country	Address Line 1	Address Line 2

Address Line 3	Address Line 4	City	County	State	Postal Code

Requisition Approver Workflow

- Each end users with an "X" in Column AT on the Role Mapping worksheet must be listed on the "*Req Approver Workflow*" tab
- There must be at least one user identified for each level of approval
- Departments needs to specify Acquisition Type and Reporting Structure for routing requisitions - use the Reporting Structure values defined by your department
- Each combination of Acquisition Type and Reporting Structure needs to be on its own row
- Ad Hoc Approvers are not set up for workflow; only list their email address and put an "X" in the Requisition Ad Hoc Approval column

Row	Email Address of Requisition Approver* *(Department-provided email)*	Requisition Ad Hoc Approver	Requisition Approver 1	Requisition Approver 2	Acquisition Type* *(select from drop-down)*	Reporting Structure* *(enter only 1 value per row)*
Ex. 1	*jane.jackson@fiscal.ca.gov*		*x*		*IT Goods*	*1111111111*
	jane.jackson@fiscal.ca.gov		*x*		*IT Goods*	*2222222222*
	jane.jackson@fiscal.ca.gov		*x*		*IT Goods*	*3333333333*
	jane.jackson@fiscal.ca.gov		*x*		*IT Services*	*1111111111*
	jane.jackson@fiscal.ca.gov		*x*		*IT Services*	*2222222222*
	jane.jackson@fiscal.ca.gov		*x*		*IT Services*	*3333333333*

PO Buyer Defaults

- Each end user with an X in column "AU" of the role mapping tab, must be listed on the *"PO Buyer Defaults*" tab.

Row	Defaults for PO Buyer			
	Email Address* *(Department-provided email)*	Fax Number *XXX-XXX-XXXX*	Ship To Location ID*	Default Reporting Structure* *(choose from the department's Reporting Structure values)*
Ex. 1	*john.smith@fiscal.ca.gov*	*916-555-5555*	*9970000001*	*9970100000*
Ex. 2	*jane.jackson@fiscal.ca.gov*	*916-555-5555*	*9970000001*	*9970200000*
Ex. 3	*jacob.edwards@fiscal.ca.gov*	*916-555-5555*	*9970000001*	*9970300000*
1				
2				
3				

Ship To Locations Defaults

- This tab has the configuration values your department provided FI$Cal. If there are values missing, the Configuration Modification Request Form is located on the website to make updates.
- Resources:
  - Configuration Modification Request (CMR) Form
  - CMR Form Instructions

BU	Location ID	Location Description	Location Short Description	Country	Address Line 1	Address Line 2

Address Line 3	Address Line 4	City	County	State	Postal Code

PO Approver Workflow

- All end users with an "X" in Column AV on the Role Mapping worksheet must be listed on the *PO Approvers Workflow* tab
- There must be at least one user identified for each level of approval
- Departments needs to specify Acquisition Type and Reporting Structure for routing POs - use the Reporting Structure values defined by your department
- Each combination of Acquisition Type and Reporting Structure needs to be on its own row
- Ad Hoc Approvers are not set up for workflow; only list their email address and put an “X” in the PO Ad Hoc Approval column

Row	Email Address of PO Approver* (Department-provided email)	PO Ad Hoc Approver	PO Approver 1	PO Approver 2	PO Approver 3	PO Approver 4	Acquisition Type* (select from drop-down)	Reporting Structure* (enter only 1 value per row)
Ex. 1	jane.jackson@fiscal.ca.gov		x				Non-IT Goods	1111111111
	jane.jackson@fiscal.ca.gov		x				Non-IT Goods	2222222222
	jane.jackson@fiscal.ca.gov		x	x			Non-IT Goods	3333333333
	jane.jackson@fiscal.ca.gov			x			Non-IT Services	1111111111
	jane.jackson@fiscal.ca.gov				x		IT Services	2222222222
	jane.jackson@fiscal.ca.gov				x	x	IT Services	3333333333
Ex. 2	john.smith@fiscal.ca.gov	x					IT Goods	All Reporting Structures
	john.smith@fiscal.ca.gov	x					IT Services	All Reporting Structures

Solicitation Approver Workflow

- All end users with an "X" in Column BC on the Role Mapping worksheet must be listed on the Solicitation *Approver Workflow* tab
- Departments need to specify the Acquisition Type for routing contracts
- Each Acquisition Type needs to be on its own row
- There must be at least one user identified as a Solicitation Approver
- Ad Hoc Approvers are not set up for workflow; only list their email address and put an "X" in the Solicitation Ad Hoc Approver column

Row	**Email Address of Solicitation Approver** ***(Department-provided email)***	**Solicitation Ad Hoc Approver**	**Solicitation Approver**	**Acquisition Type*** ***(select from drop-down)***
Ex. 1	*john.smith@fiscal.ca.gov*		*x*	*Non-IT Goods*
Ex. 2	*jacob.edwards@fiscal.ca.gov*		*x*	*IT Services*
	jacob.edwards@fiscal.ca.gov	*x*		*Non-IT Services*

Contracts Approver Workflow

- All end users with an "X" in Column BD on the Role Mapping worksheet must be listed on the *Contracts Approver Workflow* tab
- Departments need to specify the Acquisition Type for routing contracts
- Each Acquisition Type needs to be on its own row
- There must be at least one user identified for each level of approval
- Ad Hoc Approvers are not set up for workflow; only list their email address and put an “X” in the Contract Ad Hoc Approver column

Row	Email Address of Contract Approver* *(Department-provided email)*	Contract Ad Hoc Approver	Contract Approver 1	Contract Approver 2	Contract Approver 3	Contract Approver 4	Acquisition Type* *(select from drop-down)*
Ex. 1	*jane.jackson@fiscal.ca.gov*					*x*	*Non-IT Goods*
	jane.jackson@fiscal.ca.gov					*x*	*Non-IT Services*
Ex. 2	*john.smith@fiscal.ca.gov*		*x*				*IT Goods*
	john.smith@fiscal.ca.gov			*x*			*IT Services*
	john.smith@fiscal.ca.gov				*x*		*Telecom*

P-Card Summary Roles – Key Highlights

AY	AZ	BA
Procurement Card (P-Card)		
P-Card Reconciler	P-Card Approver	P-Card Maintainer
If your department uses P-Cards, mark with an "X" the end users who will: - reconcile P-Card transactions for themselves and others in the department - update distributions (individuals and card proxies) - enter procurement data such as UNSPSC, Acquisition type and recycle information	If your department uses P-Cards, mark with an "X" the end users who will approve P-Card transactions.	If your department uses P-Cards, mark with an "X" the end users who will manage P-Card administration activities, including assigning and removing P-Cards, and managing proxies

- Access driven by P-Card number
- Requisition Processor role allows cardholder to create a Req. ID and select his/her card as the payment method.
- PO Buyer role allows cardholder to create a PO ID and select his/her card as the payment method.
- Dept. P-Card Reviewer role allows the user to view the US Bank statement and P-Card transactions in FI$Cal
- Coming Soon: Task *BUSN627* – This task focus on P-Card. Please ensure the user information aligns.

Session Recap

- Know the submission due dates and role mapping timeline
- If a user has a role requiring workflow, that user must also be represented on the corresponding workflow tab
- Know the difference between SOD Conflicts and Hard Stops
- User training updates in FTA are not the same as system role mapping updates
- Department Authority or Designee (DAD) Reminders:
  - The Authority must be your highest executive position
  - The DAD Form must be sent to FI$Cal using the Authority's email address (not "on behalf of" etc.)
  - Indicate whether a user is a new user, having their access removed, or having their access changed/updated

Takeaways

- **Role Mapping Working Session Presentation** – explains the role mapping process
- **Role Mapping Template (TECH618)** – used to assign roles to department end users
- **Separation of Duties (SOD) Matrix** – defines roles that cannot be assigned to the same person
- **Hard Stops Matrix** – defines roles that, if assigned to the same user, are prevented by the system from performing certain actions
- **2016 Release Role Mapping Reference Guide** – provides a consolidated view of all roles available to department end users, including role definitions, module associations, and workflow decisions

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What Comes Next?

- **Change Workshops** – Workshops to help prepare managers and supervisors for conversations with department end users on the new FI$Cal business processes and their FI$Cal end-user roles
- **End-User Training** – Training for department end users that will need to use FI$Cal in their assigned FI$Cal end-user roles
- **Departmental Testing** – Testing for department end users to validate the FI$Cal system meets the defined requirements.

Changes After Go Live

- Today, your department and some users may have access to Statewide Procurement functionality (SCPRS and/or CSCR). After Go Live, your department will have access to more functionality in FI$Cal.

- TECH618a and TECH618b Role Mapping will replace existing Statewide Procurement access.

- This will be included in the Task Instructions for TECH618a and TECH618b.

Question and Answer

FI$Cal Project Information:

http://www.fiscal.ca.gov/

Or e-mail the FI$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov