FI$Cal

Financial Information System for California

FI$Cal Solution Walkthrough (SWT): Procurement

July 2016 Departmental Release

Agenda

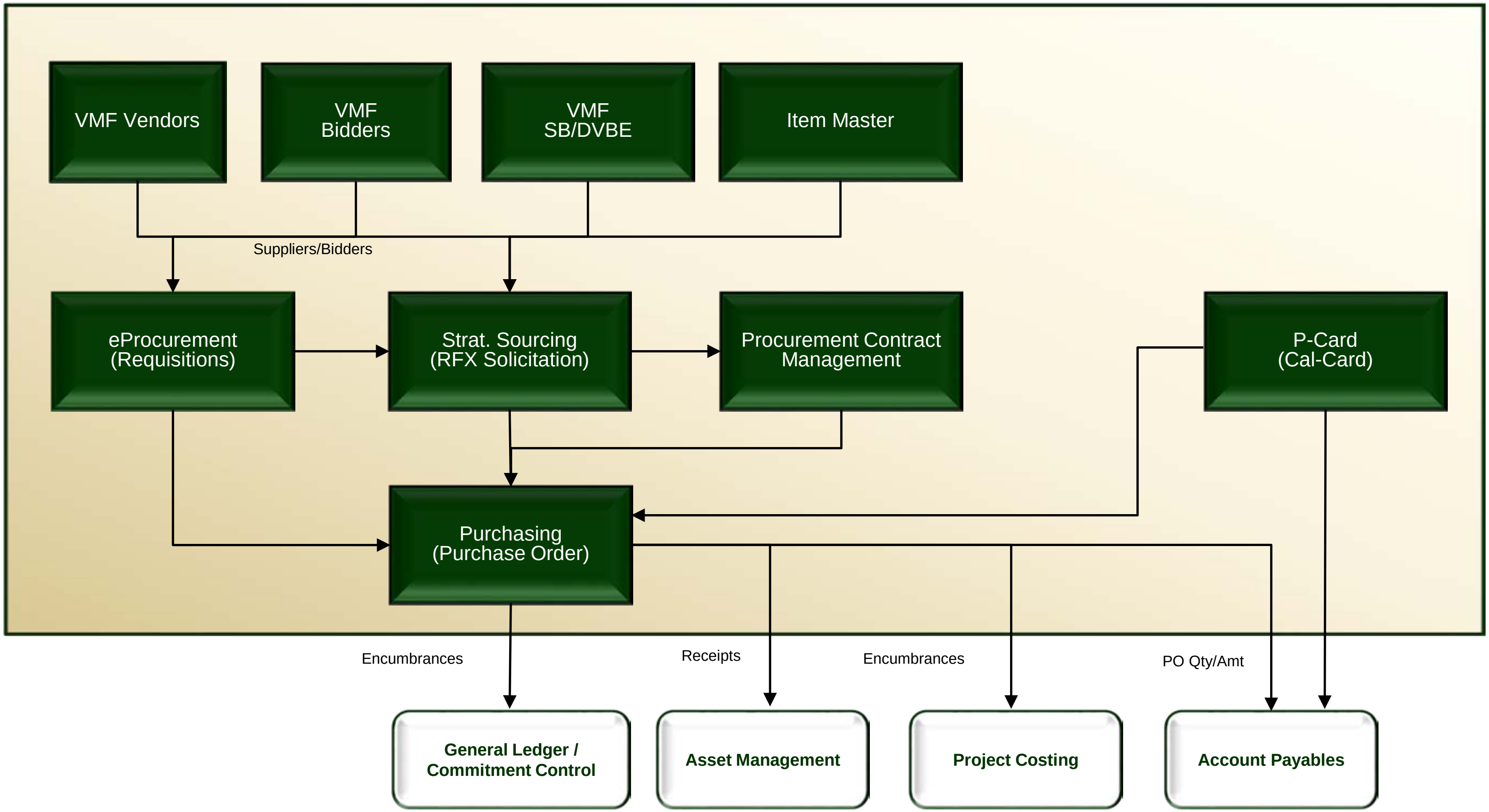
- Solution Walkthrough Objectives
- Procurement Solution Overview
- Purchasing Process:
  - Item ID Categorization
  - Create and Approve Requisitions
  - Sourcing (Solicitations)
  - Procurement Contracts
  - Manage Purchase Orders
  - Process Procurement Card Transactions
  - Receive and Inspect Goods and Services
- Technology Considerations
- Session Recap
- Q&A Session

Solution Walkthrough Objectives

The Solution Walkthroughs will provide:

- An overview of the business processes, including key terms and functionalities
- A demonstration of the FI$Cal solution
- "To-Be" business processes

Procurement (PO) Solution



FI$Cal's Procurement Benefits

- Various route controls in addition to Business Unit are available for procurement workflow routing:
  - Acquisition type, reporting structure, and transaction dollar amount for Requisitions and Purchase Orders (POs)
  - Acquisition type and transaction dollar amount for Procurement Contracts
  - Acquisition type for posting of Solicitation Events
- Procurement transactions may include ad hoc departmental approvers as well as external (DGS) approvers.
- Integration with Account Payables and other modules.
- EPP/SABRC tracking and reporting available for every transaction.
- Online P-Card reconciliation available in FI$Cal.
- With FI$Cal, the departments now can capture sub contracting information.
- Minimize paper approval required as FI$Cal handles the workflow approval electronically in the system.

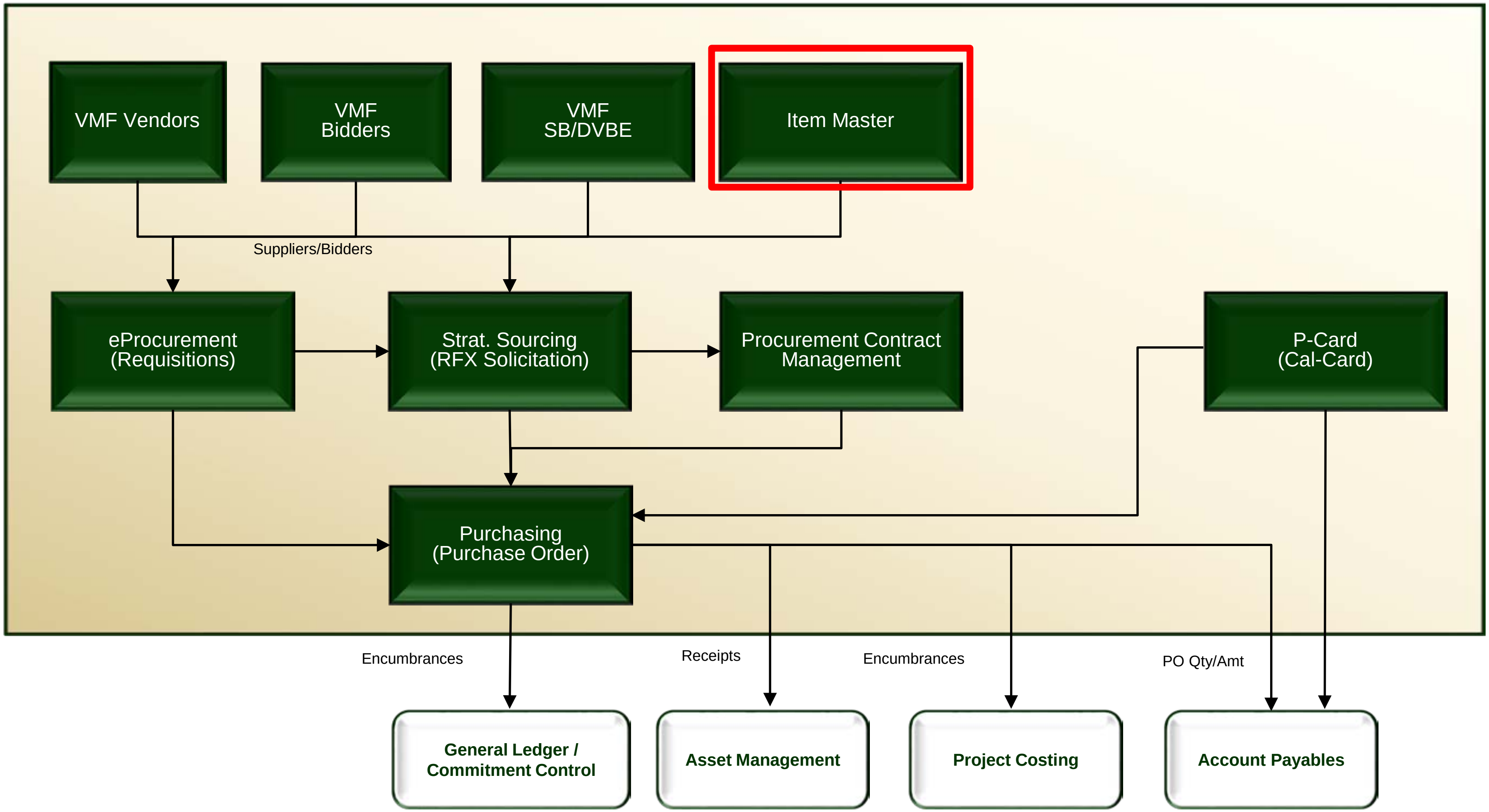
Items Key Terms

Term	Definition
Item	An item represents a good and/or service for purchase by the State of California; multiple contracts can be associated with one item and items will typically be related to LPAs and CALPIA.
Item ID	A unique system identifier for an item.
Item Category	A means of classifying an item. Every line item must be assigned to an Item Category. The item category code used by the State of California is UNSPSC code.
Item Catalog	An Item Catalog maintained internally by the state to facilitate the ordering and tracking of purchases.

Item IDs Overview

- Item IDs are utilized in conjunction with:
  - Leveraged Procurement Agreements (LPAs) – coordinated purchases from private suppliers
  - California Prison Industry Authority (CALPIA) – goods and services from Prison Industry
- An Item ID is a unique identifier of a good or service.
- The state will set up items for purchasing, to enhance procurement transaction efficiency and data reporting and analysis capability.
- Items provide the most detailed tracking / reporting of state spend.
- Item data is reusable. After an item is defined in FI$Cal, the same standardized item data can be used by departments on a requisition, purchase order, solicitation, and control agency report for purchase of items.
- Reduce data entry when ordering by Item ID. Attributes such as description, unit of measure, and United Nations Standard Product and Service Codes (UNSPSC) are automatically populated on the transactions.

Item Master


VMF Vendors
VMF Bidders
VMF SB/DVBE
Item Master
Suppliers/Bidders
eProcurement (Requisitions)
Strat. Sourcing (RFX Solicitation)
Procurement Contract Management
P-Card (Cal-Card)
Purchasing (Purchase Order)
Encumbrances
Receipts
Encumbrances
PO Qty/Amt
General Ledger / Commitment Control
Asset Management
Project Costing
Account Payables

Items Summary Flow

DGS Item Processor

Create Items

- Creation of Items may be triggered by the creation of an LPA

Contract DGS Buyer

Select Items in LPA Lines or CALPIA Catalog

- Items are entered in the LPA lines

Department Contract Buyers

Order Against Contracts

- Buyers or PO Processors order against a contract on a purchase order

Key Impacts

- Creation of items will be driven by LPA, CALPIA, and CALTECH use.
- Contract releases are done by purchase orders. Specific Item IDs may be ordered on the PO.

Requisition Overview

- The Create and Approve Requisition process covers all activities related to a requisition starting with creation, approval, and budget check, and ending with creation of a Purchase Order (PO).

- This includes the following sub-processes:
  - Create, Approve, and Maintain Requisition including Requisition Change Request

Requisition Key Terms

Term	Definition
Header	General information pertaining to the entire requisition. This includes data such as Business Unit, Requester, and Currency Code. Informational fields include requisition status and whether the requisition has been approved and budget checked.
Lines	Item description, Unit of Measure (UOM), Category, and Quantity for each item on the requisition.
Schedule	Due date, Ship-to address, and Unit Price are stored on the requisition for each item line.
Distribution	Accounting information (the General Ledger ChartField string) is entered. The ChartField string includes Account, Fund, Department ID, Class, Program, and Project.

Requisition Key Terms

Term	Definition
Business Unit	An organizational entity that has a balanced set of books and by which General Ledger (GL) reports and processing can be segregated. In FI$Cal, a GL Business Unit will be defined for each Organization Code ("Org") that receives appropriations.
ChartField	An accounting classification segment (for example, Fund or Program).
Budget Check/ Pre-encumbrance/ Commitment Control	The process of budgetary accounting which enables the tracking or controlling of expenses against budgets, and revenues against estimates.
Reporting Structure	An agency defined ChartField that identifies the organizational entity associated with a transaction. Similar in purpose to the UCM Organization Code at Level 2 and below.

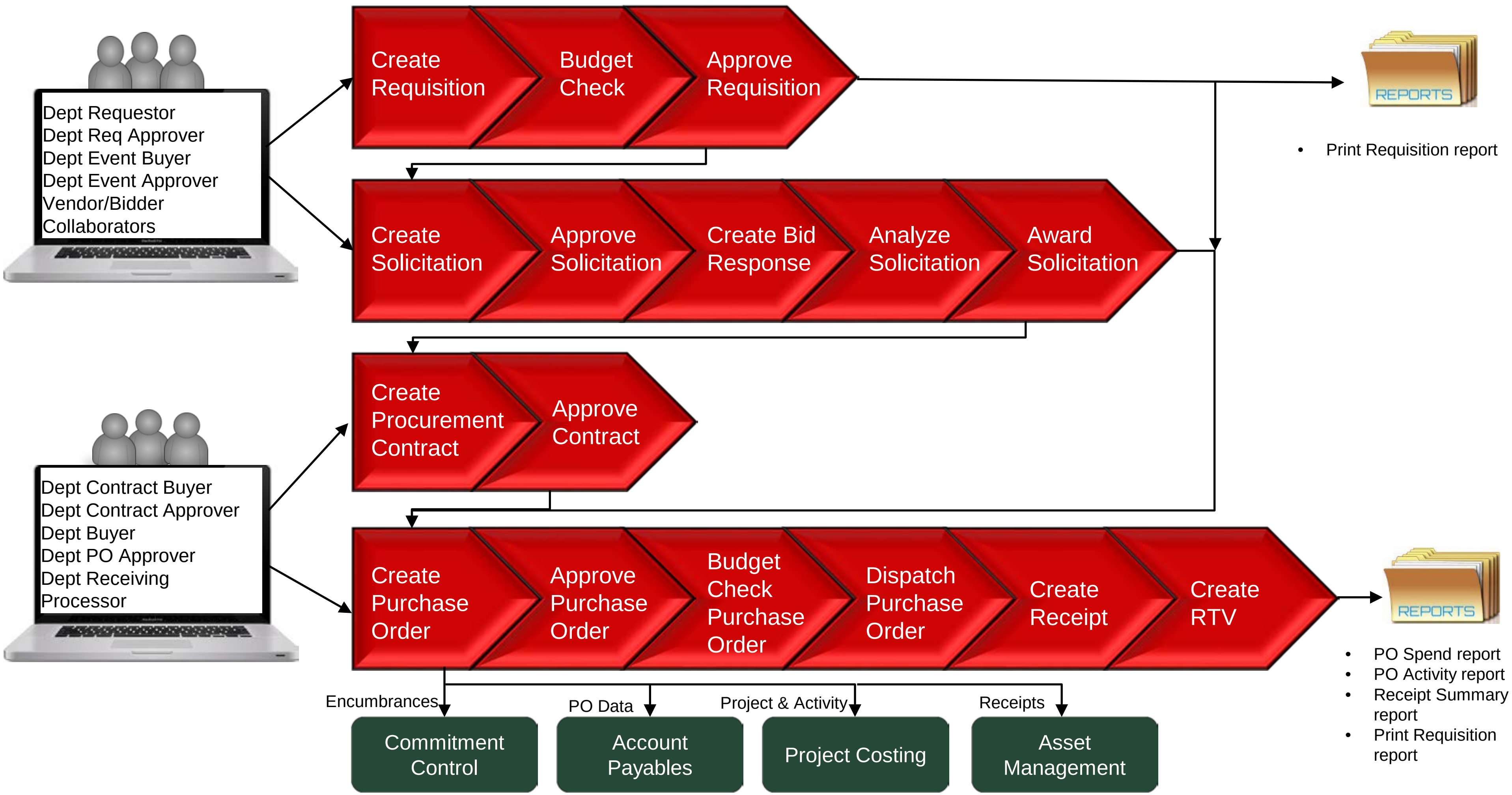
Requisition Key Terms

Term	Definition
Procurement Contracting Officer (PCO)	Single point of contact for DGS/Procurement Division (PD) on procurement matters. Responsible for all procurement and contracting within the department. Responsible and directly accountable for the department's purchasing authority.
Purchasing Authority Contact (PAC)	Interfaces and communicates with the DGS/PD, the PCO, and subordinate staff. Oversees day-to-day procurement activities conducted under the purchasing authority.
Ad Hoc Approver	Approvers or reviewers that are added to the standard approval process. Inserted Ad Hoc approvers apply only to the current requisition or PO being approved.

Requisition Key Terms

Term	Definition
Acquisition Type	State purchasing activities divided into categories: Non-IT Goods, Non-IT Services, and IT Goods and Services, IT TELECOM, Encumbrance Only.
Acquisition Method	Method of procurement including, but not limited to: ▪ Competitive ▪ Non-competitive bids (NCB) ▪ Solicitation through Small Business/Disabled Veteran Business Enterprise (SB/DVBE) ▪ Leveraged Procurement Agreements (LPA) ▪ Emergency
United Nations Standard Products and Services Code (UNSPSC)	Code used to classify goods and/or services in FI$Cal. Should be entered during the requisition process.

Requisition to Receiving



Requisition Data Hierarchy

Requisition Header

- Req Name, Requester, Req Date, Acc Type/Method

Requisition Line

- Description, Quantity, Unit of Measure, Category (UNSPSC Code)

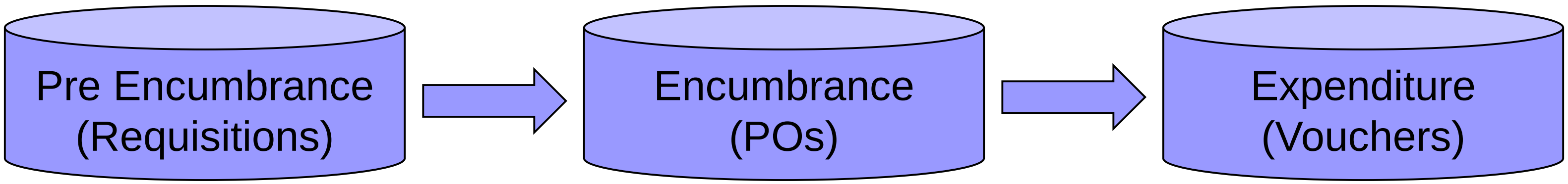
Requisition Schedule

- Ship To Location, Due Date, Price, Sales Tax, Freight Costs

Requisition Distribution

- Accounting Information

Pre Encumbrance vs Encumbrance vs Expenditure



Budget:	$1,000,000
Expenses	400,000
Encumbrance	500,000
Pre Encumbrance	50,000*
Available Budget:	$ 100,000

* Funds are in a “soft encumbrance” and are still included in the budget

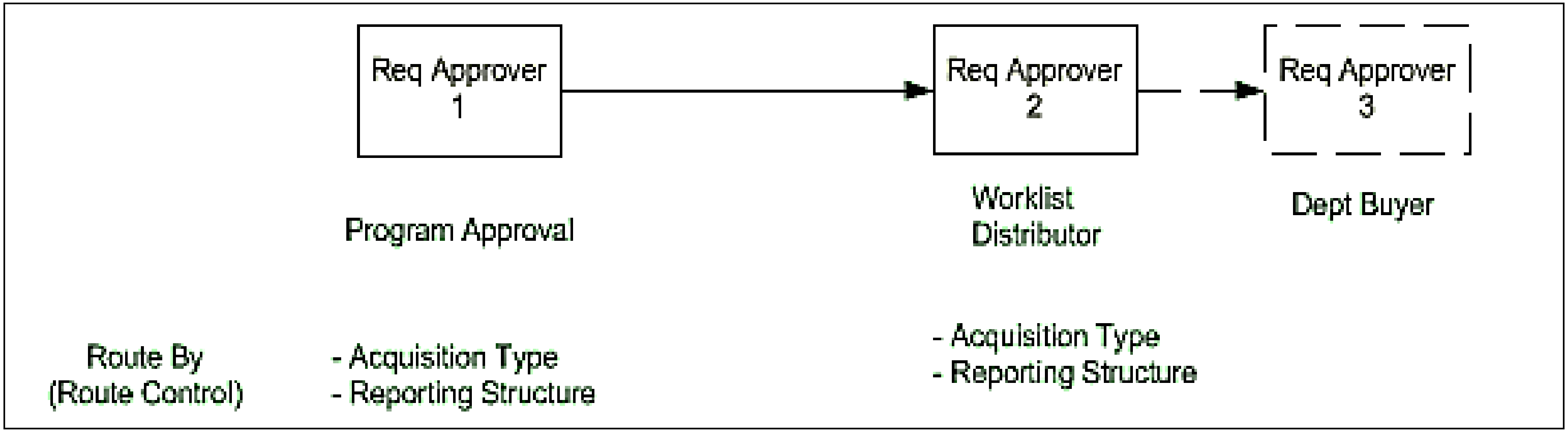
Create and Approve Requisition

Dept. Req. Processor/Requester	Dept. Req. Approver	Dept. Ad Hoc or DGS Req. Approver	Dept. Buyer/PO Processor
Create/Populate Requisition →	Approve Requisition →	Approve Requisition →	Process Requisition
▪ Identify need to procure goods and/or services	▪ Route for Approval ▪ 2-step approval plus ad hoc steps	▪ Dept. Ad Hoc Approval Can be Assigned to Types of Transactions	▪ Either use department's purchasing authority or forward to DGS for processing

Key Impacts

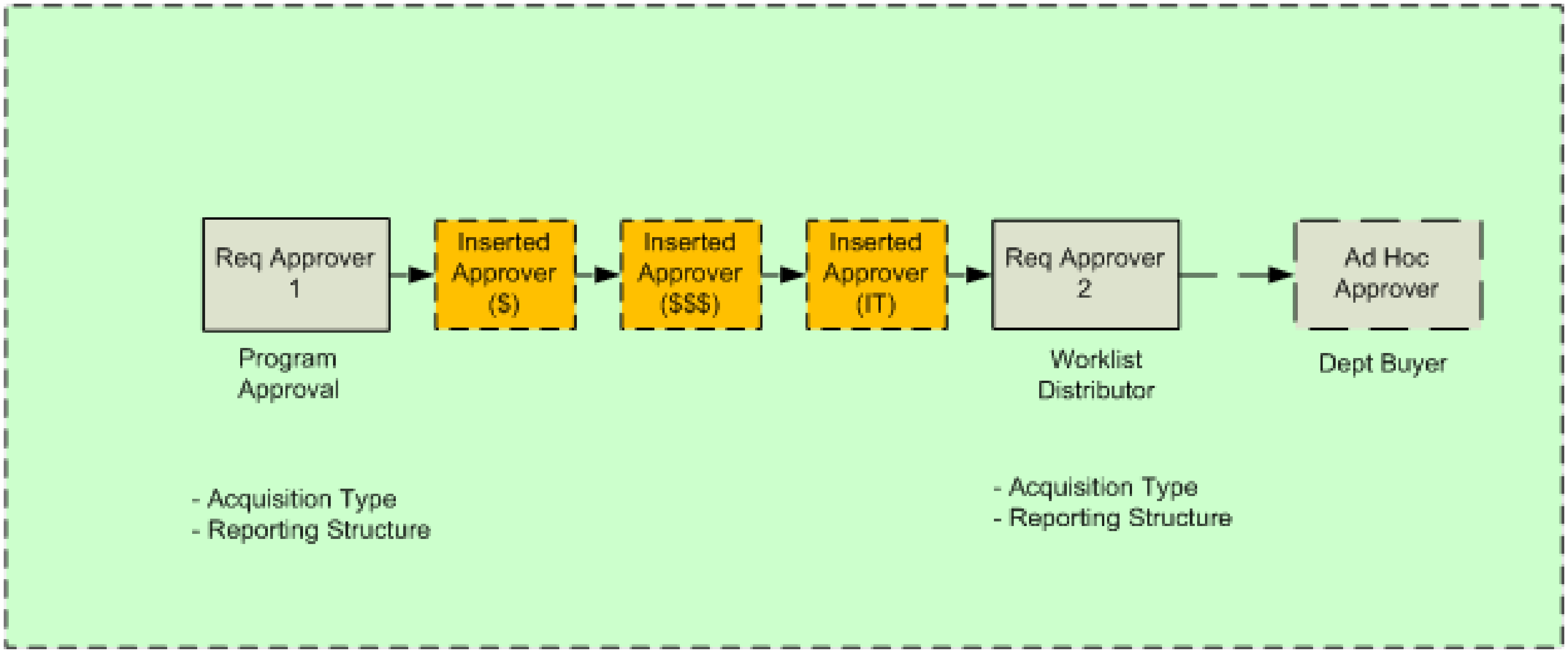
- Acquisition type, reporting structure, and dollar amount will be used to determine workflow routing.
- Requisitions may include ad hoc departmental approvers as well as external (DGS) approvers.

Requisition Workflow



- Additional approvals (dollar thresholds, commodity approvals, etc.) can be handled by inserting ad hoc approvers or reviewers.
- Routing an approval to the Department Buyer is a manual step performed by the worklist distributor.
  - Departments have the option to route directly to the buyer as well by assigning the Department Buyers the Requisition Approver 2 role.

Ad Hoc Workflow – Requisition



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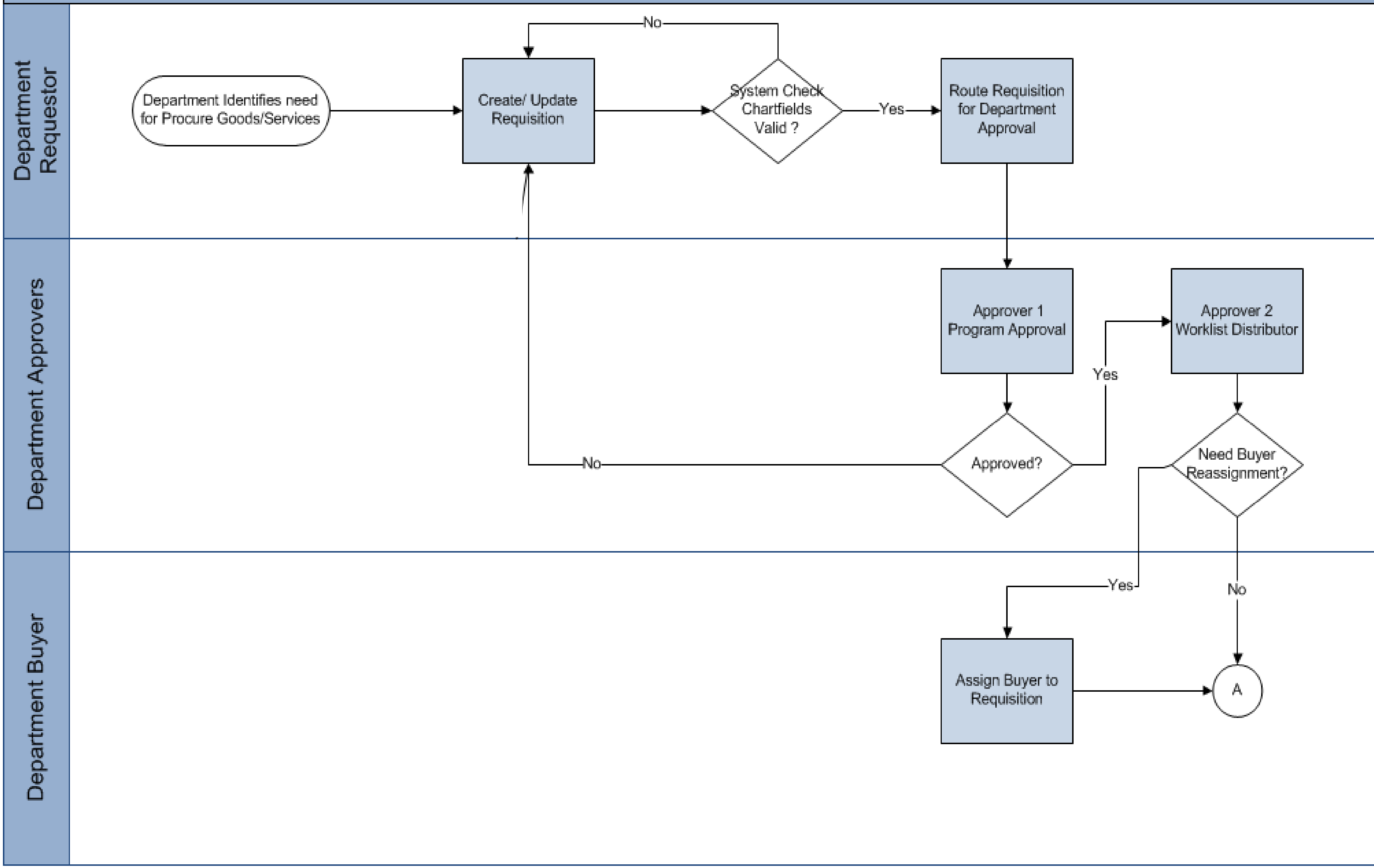
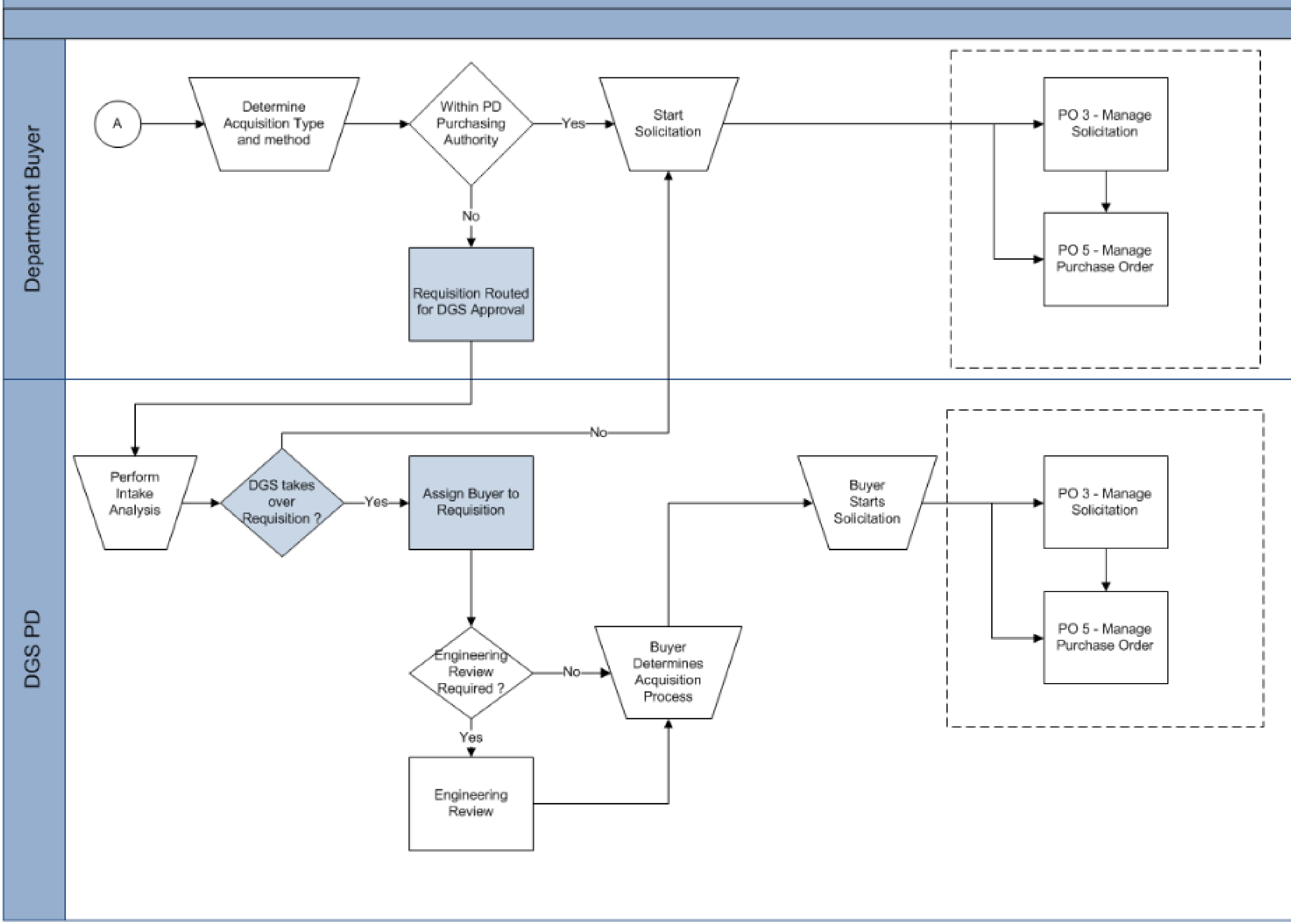
Create and Approve Requisition To-Be Process (Page 1)



Create and Approve Requisition To-Be Process (Page 2)



Sourcing (Solicitation) Process Overview

- Manage Sourcing process starts when the department identifies need to purchase goods and/or services or to create a new contract.
- Buyer creates solicitation or addenda to an existing solicitation.
  - Solicitation is public, by invitation, or private. Multiple bids allowed. Two envelope solicitation supported. Bids default as sealed. Solicitation formats may be RFx, RFI, Auction.
- Solicitation can be created by direct entry or copying a requisition.
- Bidder / vendor submits bid response.
- Buyer analyzes bid responses.
- Where applicable, create Notice of Intent to Award .
  - If there is no protest, award purchase order or contract.
  - If there is a protest, follow protest resolution process.

Manage Sourcing Key Terms

Term	Definition
Event	Terminology in FI$Cal for a solicitation.
Buy Event	A solicitation where event creator wants to buy goods or services. There are three types of buy events in PeopleSoft: Auction, RFx, Sealed RFI.
Auction	Also known as reverse auction. All bids are visible to all bidders. Bidders can enter multiple bids, to beat the current highest-scoring bid.
RFx	Solicitation type that applies to **R**equest **F**or Quote or Proposal or Invitation for Bid. Bidders submit a bid response by the specified end date, and bidders do not see other bids.
Sealed Bid	Configuration setting in events where bid responses are not viewable until the bid closing date.

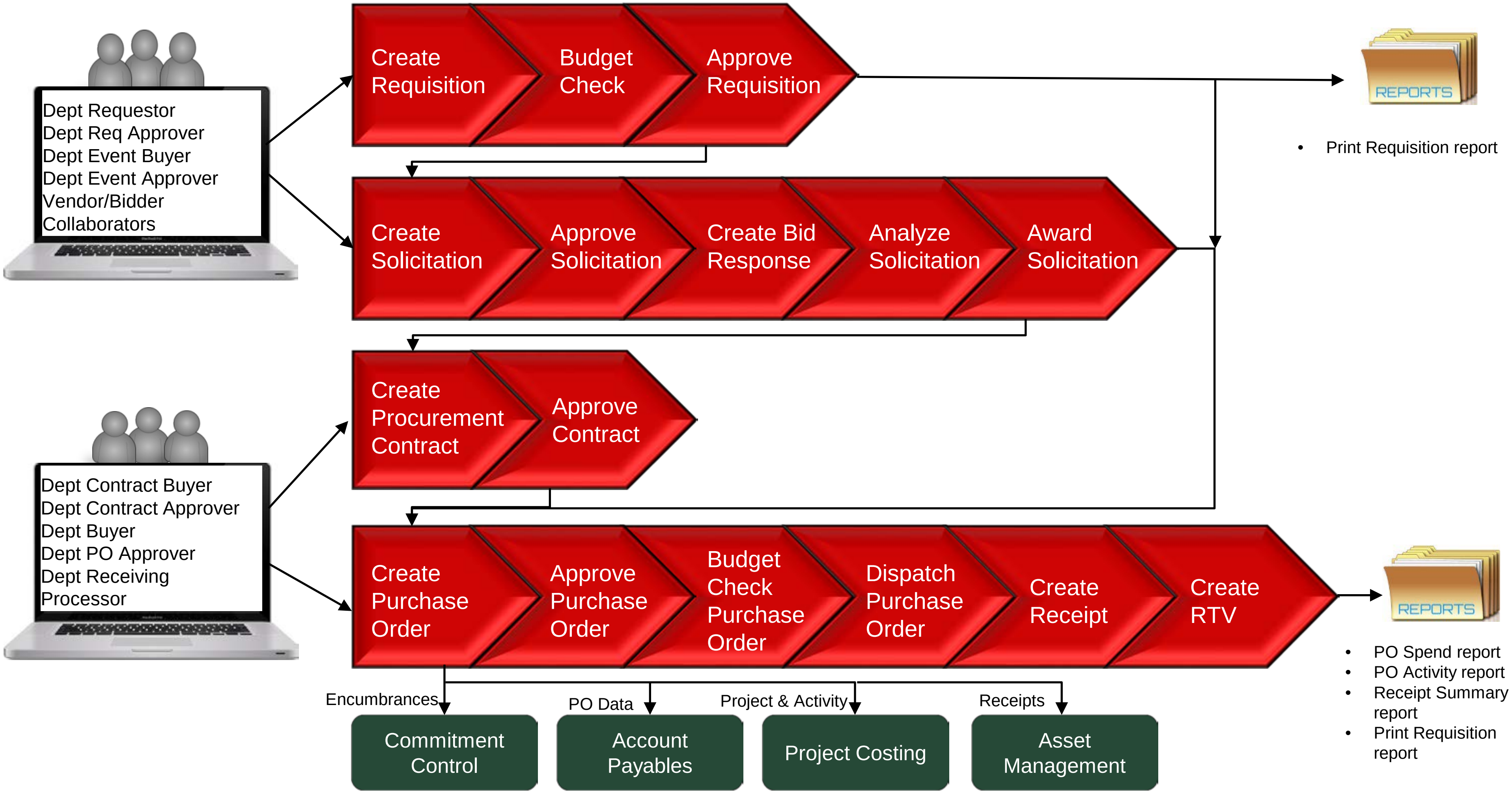
Manage Sourcing Key Terms

Term	Definition
Event Buyer	The originator of the event.
Start Date	The date and time that an event is open for bidding.
End Date	The date and time that bids are no longer accepted.
Preview Date	The date that prospective bidders may view the event and enter bid data, but not post/submit the bid.
Bid Response	Submission of an offer on an event.
Bid Factor	Evaluation factors for weighting responses to an event; may or may not be cost related.
Bidder	An entity that has registered in Cal eProcure to receive notifications and submit bids online, maintain their information, and apply for certifications.

Manage Sourcing Key Terms

Term	Definition
Supplier	An entity that is actively doing business with the State, or otherwise receiving payments from the State. In Cal eProcure, Supplier is an alternate term for “Vendor.”
eSupplier	An entity that has both registered in Cal eProcure, and is actively doing business with the State. Once a Bidder is awarded a contract or purchase order, they are then categorized as an eSupplier in FI$Cal.
Sell Event	Event creator offers a good or service for sale. Sell events may be an auction (all bids visible to all bidders or RFx).
Weighting	Both bid factors and line items are weighted to reflect their level of importance. Weighting is used to analyze and score bids.

Requisition to Receiving



Supplier & Bidder Registration

FI$Cal provides Security code to Bidder → Bidder Registration → Receive online credentials

DGS SB/DVBE Cert
- Processor
- Approver
- Officer

Apply for SB/DVBE Certification → SB/DVBE Certification approved → REPORTS

- Form 810 Consolidated Annual Report
- Department SB/DVBE report
- SB/DVBE Summary report
- DVBE/SB/MB Option report
- OSBDS (Office of Small Business and Disabled Veteran business) report

FI$Cal provides Security code to Supplier → Supplier Registration → Receive online credentials

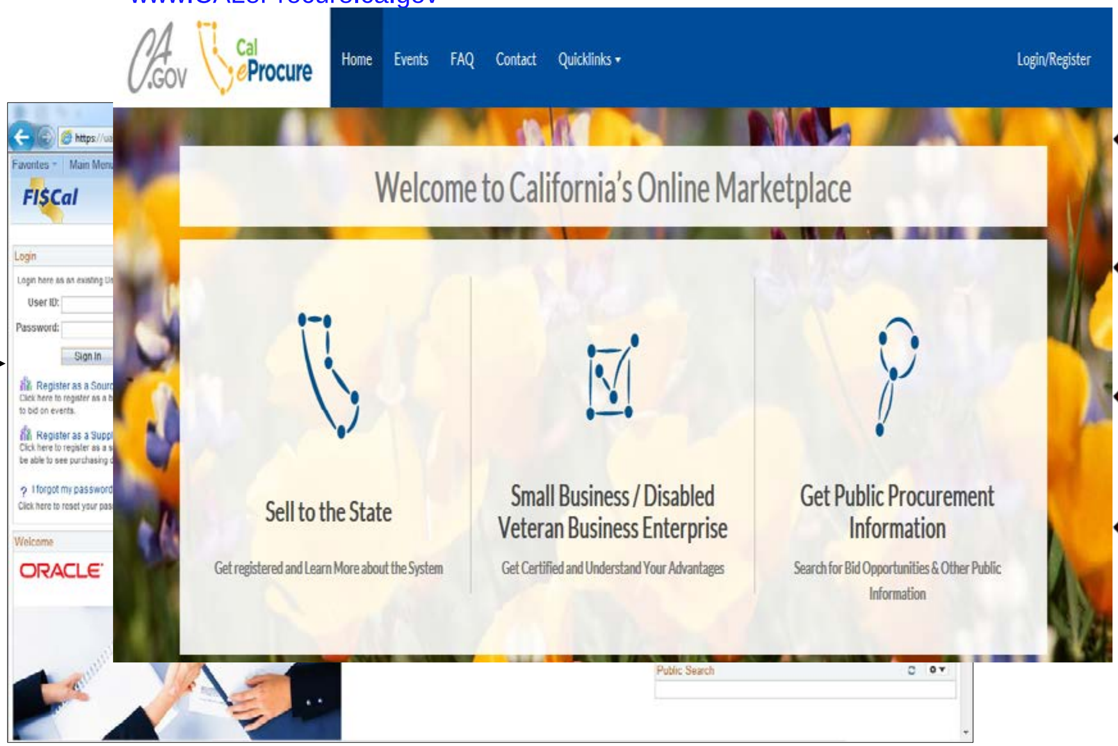
Dept Event Buyer

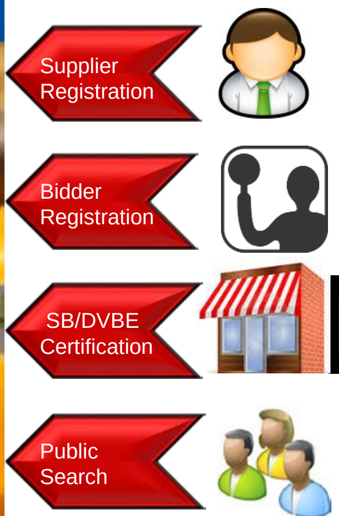
Create Bidder profile on behalf of Bidder → Participate in Bidding event → Procurement Contract/ PO awarded → REPORTS

- Bid Quote report
- Evaluation Criteria report
- Lower Bidder Award report
- Bidder Responsible report

Supplier Portal

www.CALeProcure.ca.gov





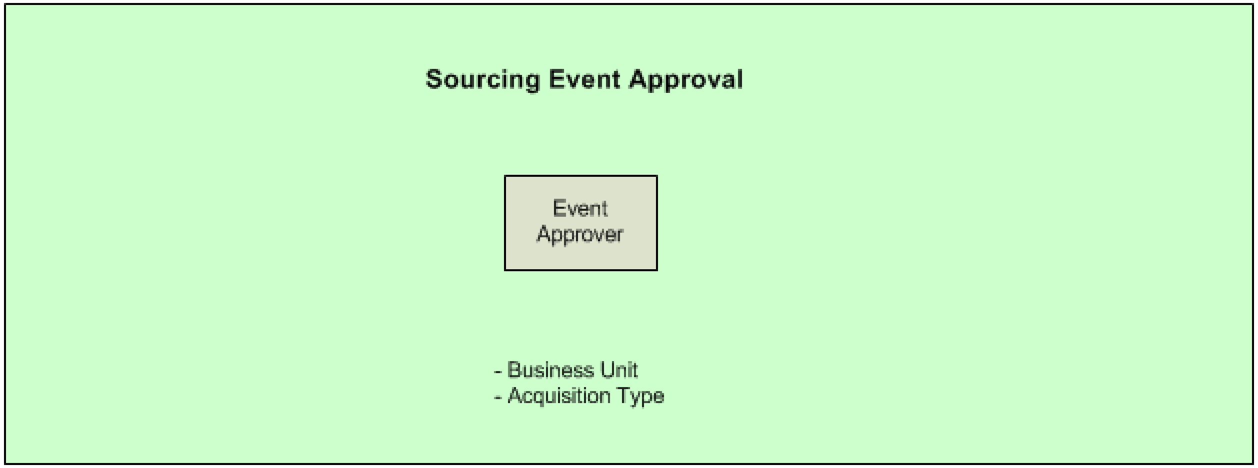
Manage Sourcing Summary Flow

Department Event Buyer	Dept Collaborators/ Approvers	Bidders/ Vendors	Department Event Buyer
Create Event →	Review/Markup Event Draft, Approve & Post →	View Bids and Respond →	Analysis and Award
▪ Create Event Draft ▪ Invite Bidders ▪ Submit for Collaboration and Approval	▪ Review and Mark up Event Draft ▪ Review Edits and Accept Changes ▪ Approve Event	▪ View public events or bid invitations ▪ Submit bid response	▪ Analyze Bid Responses ▪ Determine intended awardee ▪ Notice of Intent to Award ▪ Award to Contract or PO

Key Impacts

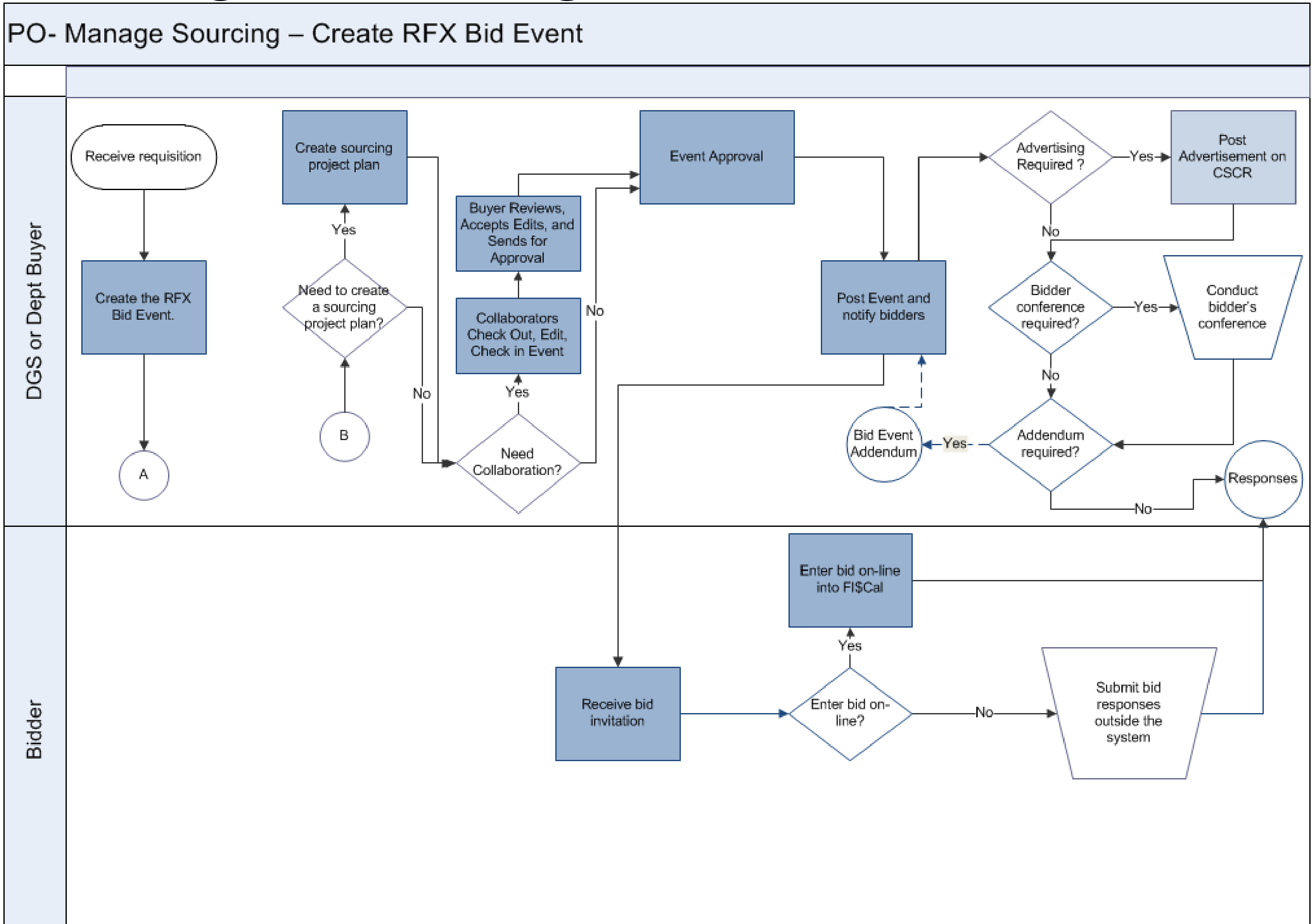
- Solicitation Events may be entered directly or may originate from a requisition.
- Collaborators are selected by the event processor to provide edits; collaboration routing uses approver worklists; Event Processor/Buyer decides which edits to accept.
- The event is posted in the portal and email invitations sent after event approval.
- Online tabulation may be exported to excel for further analysis & processing.

Sourcing Event Workflow



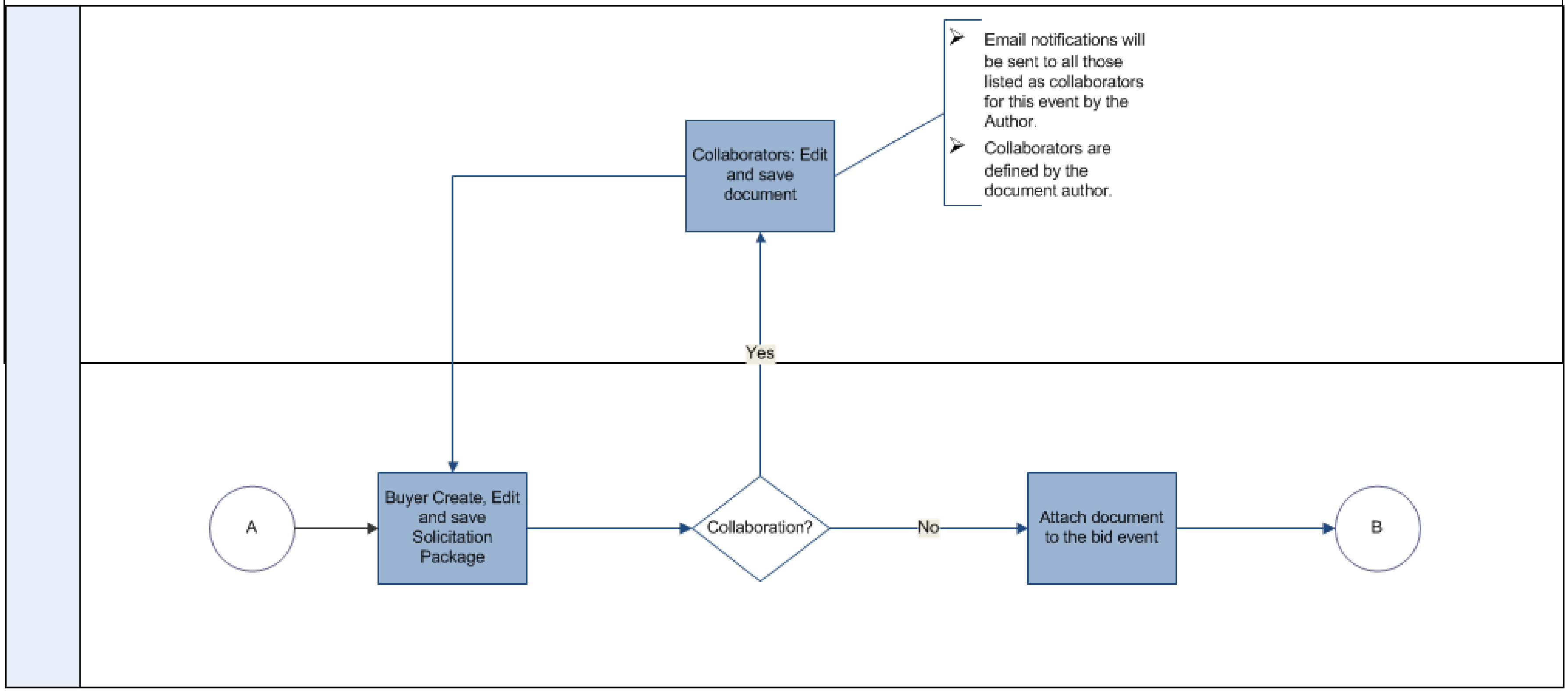
- Sourcing Event is a one-step approval process.
- Funding is optional in Sourcing Events so routing by Reporting Structure cannot be used. Program approvals and other conditional situations will be added as ad hoc approvals.
- Event Approver routing is based on business unit and acquisition type route controls.
- Additional approvers can be added via ad hoc functionality as needed.

Manage Sourcing Detailed Process Flows



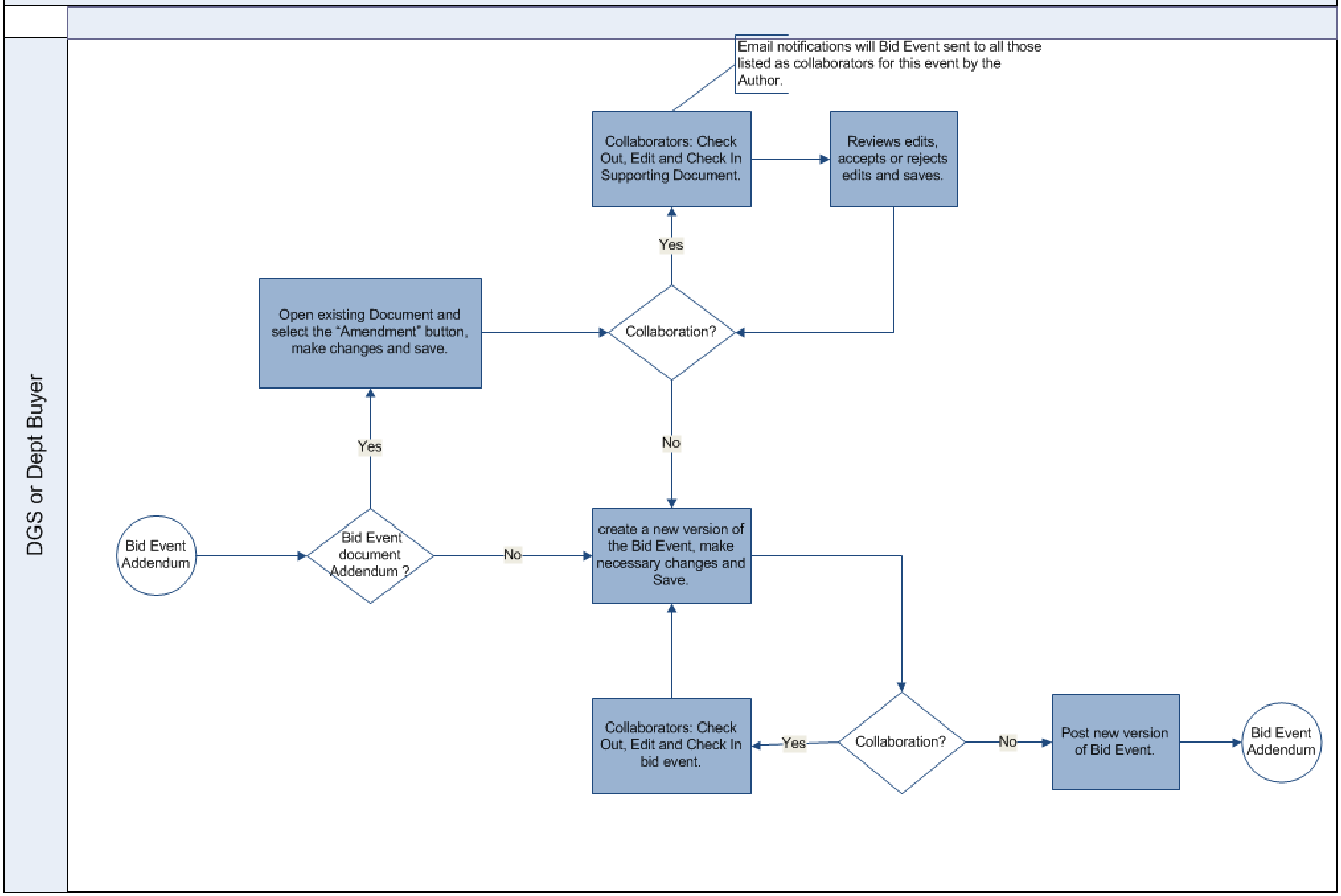
Manage Sourcing Illustrations

PO- Manage Sourcing – Create RFX Document Package

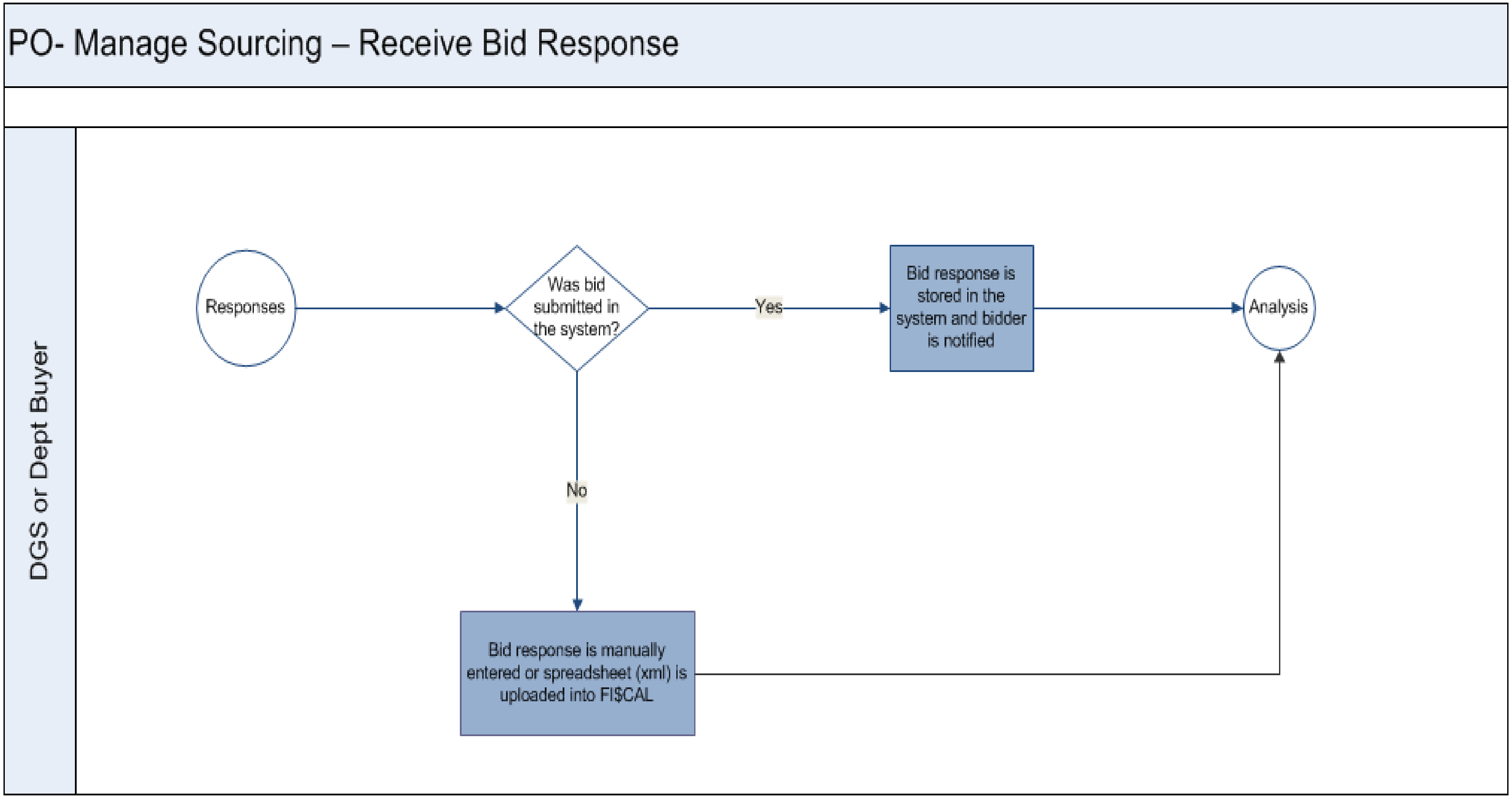


Manage Sourcing Illustrations

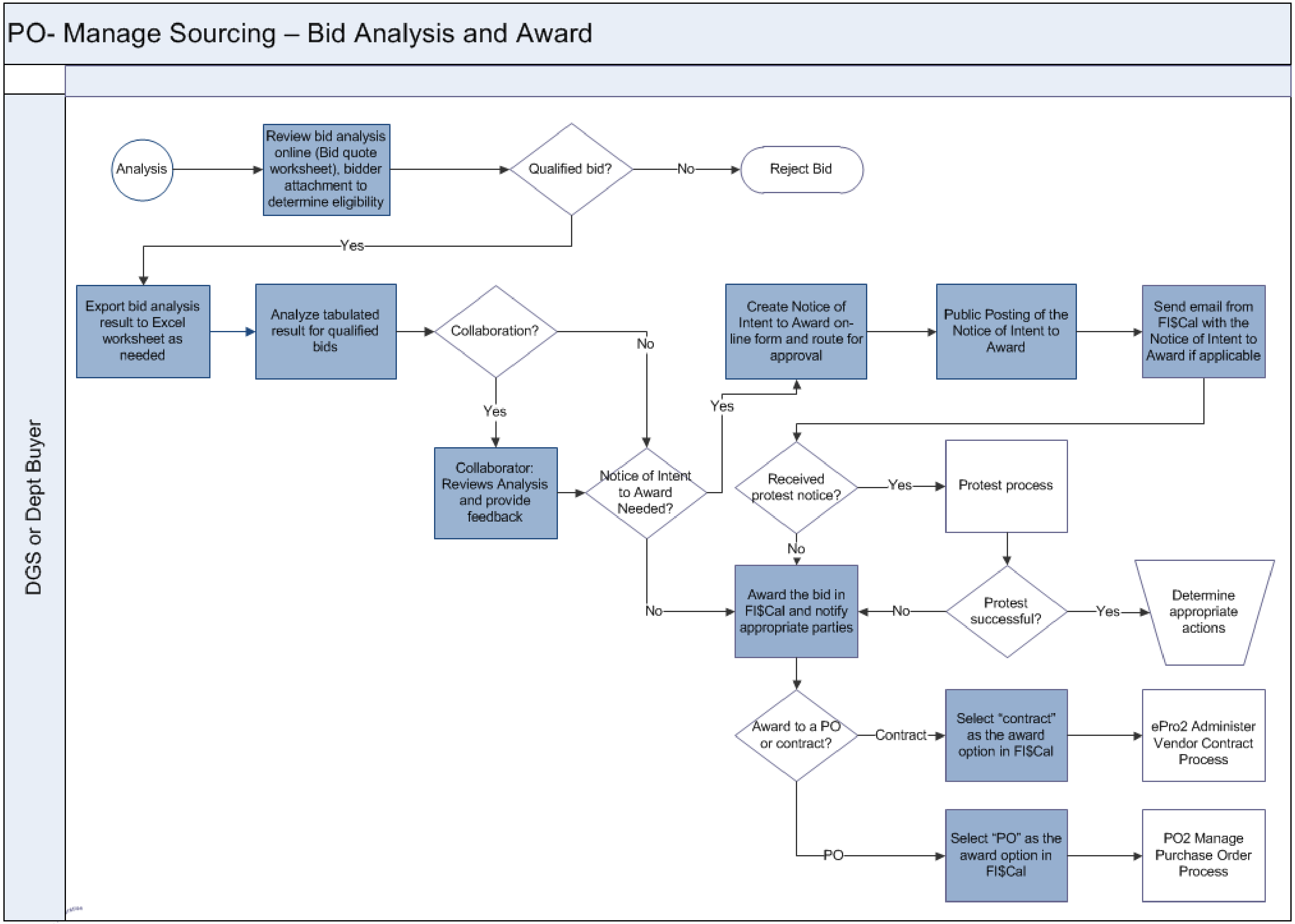
PO- Manage Sourcing – Bid Event Addendum



Manage Sourcing Illustrations



Manage Sourcing Illustrations



Procurement Contracts Overview

- Contract process starts upon notification of award to supplier (or vendor).
- Includes ongoing activities necessary to create/amend contract, build contract document, approve contract and contract document, evaluate for extension, rebid or retire contract.
- Process also includes administration of contract (tracking of contract usage, enforcement of maximum amount(s), and contract effective dates).
- Process ends when contract is available to departments for procurement of goods and/or services, evaluated for rebid, extension or closeout.

Procurement Contracts Overview

- Contracts will be created for Leveraged Procurement Agreements (LPAs) and departmental contracts.
- FI$Cal contracts will enforce spending against maximum amount and contract term (start and end) dates.
- Contracts may be set up for multiple years.
- Ordering/release against contracts is via POs.
- FI$Cal contracts will keep track of all the individual PO releases and remaining balance of the contract.

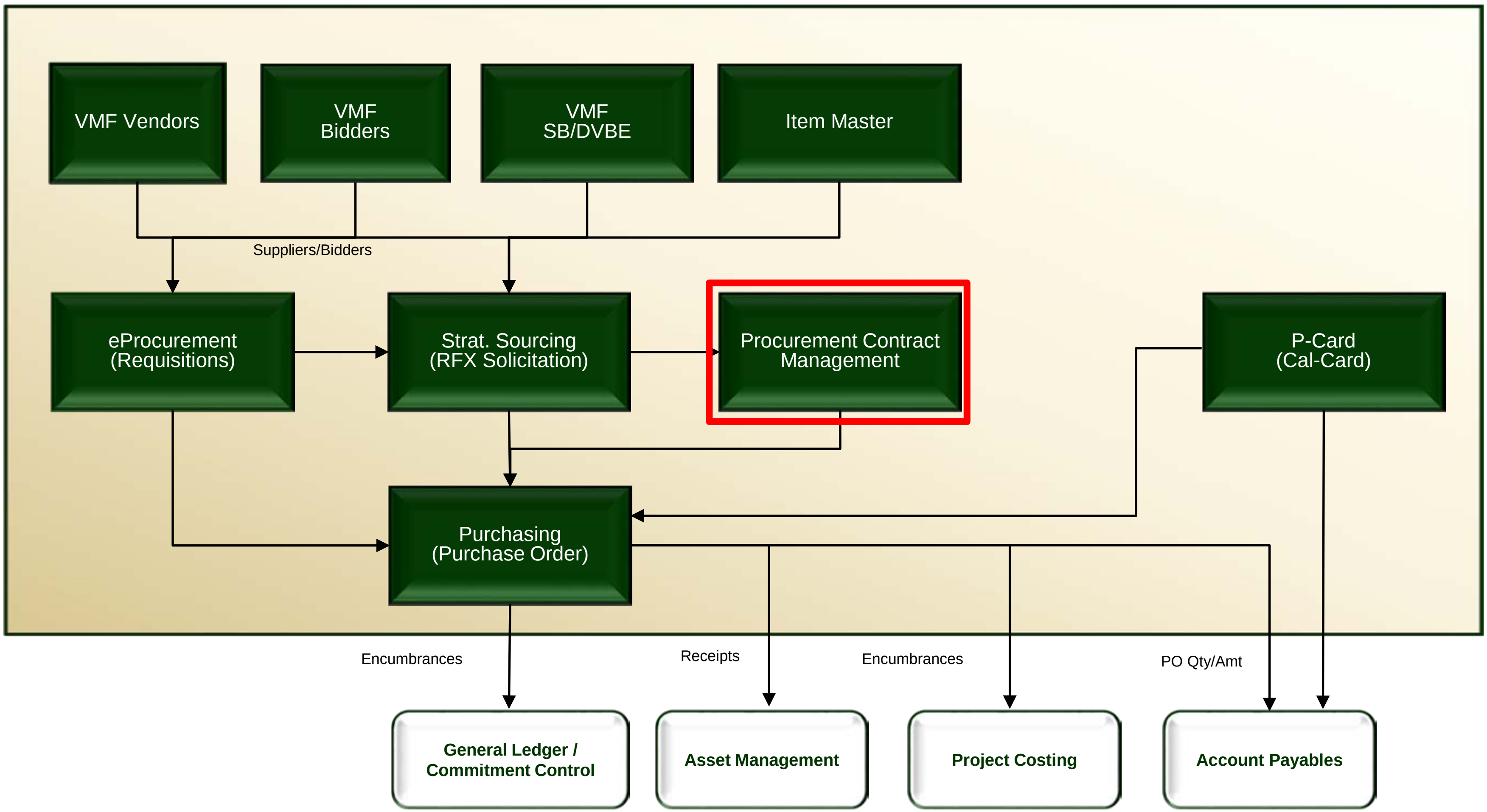
Procurement Contracts Key Terms

Term	Definition
Contract (General)	An agreement between the State and another entity to procure goods or services.
Procurement Contract	Also referred to as a Vendor or Supplier Contract. An agreement with an individual or entity (e.g. vendor, grantee, finance/ leasing company) that the state will pay. This includes the transactional contract and the contract document.
Transactional Contract	A term used for the contract transaction. A user can perform transactions such as create and maintain contract items, amounts, dates, and prices.
Contract Number	Unique identifier for a contract.
Contract Status	Provides Current Status of Contract (Open, Approved, Closed, Canceled, On hold).

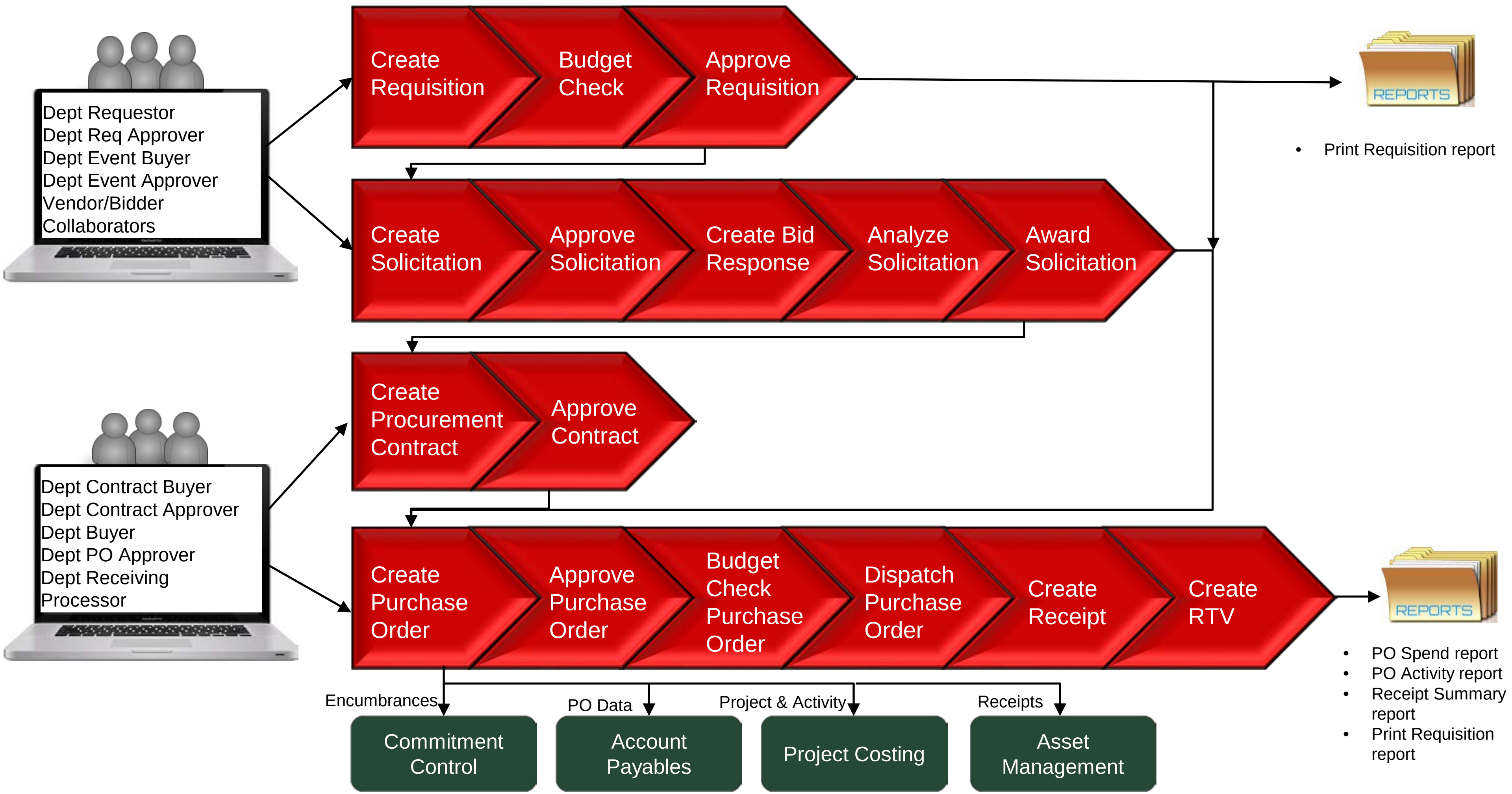
Procurement Contracts Key Terms

Term	Definition
Expiration Date	Date contract becomes unavailable to procure goods and/or services.
Maximum Amount	The maximum amount that the contract cannot exceed.
Line Item Contract	Contract line specified by item id/item description.
Category Contract Line	Contract line specified by a group of items based on an item category (UNSPSC codes).
Open Item Contract	A contract that allows ordering of goods or services as specified by the contract, e.g. vendor catalog.
Spend Threshold	A monetary amount or date criteria for a contract used for triggering contract alert notifications, e.g. against max amount, end date, or renewal date.
Contract Version	The revision level of a transactional contract. This is currently called a contract amendment.

FI$Cal Procurement Solution



Requisition to Receiving



Procurement Contracts Summary Flow

Department Contract Buyer

Create Transactional Contract and Contract Document

- Create contract by direct entry
- Create contract by a sourcing award

Contract Approvers

Approve Contract

- Workflow approvals

Department Buyers

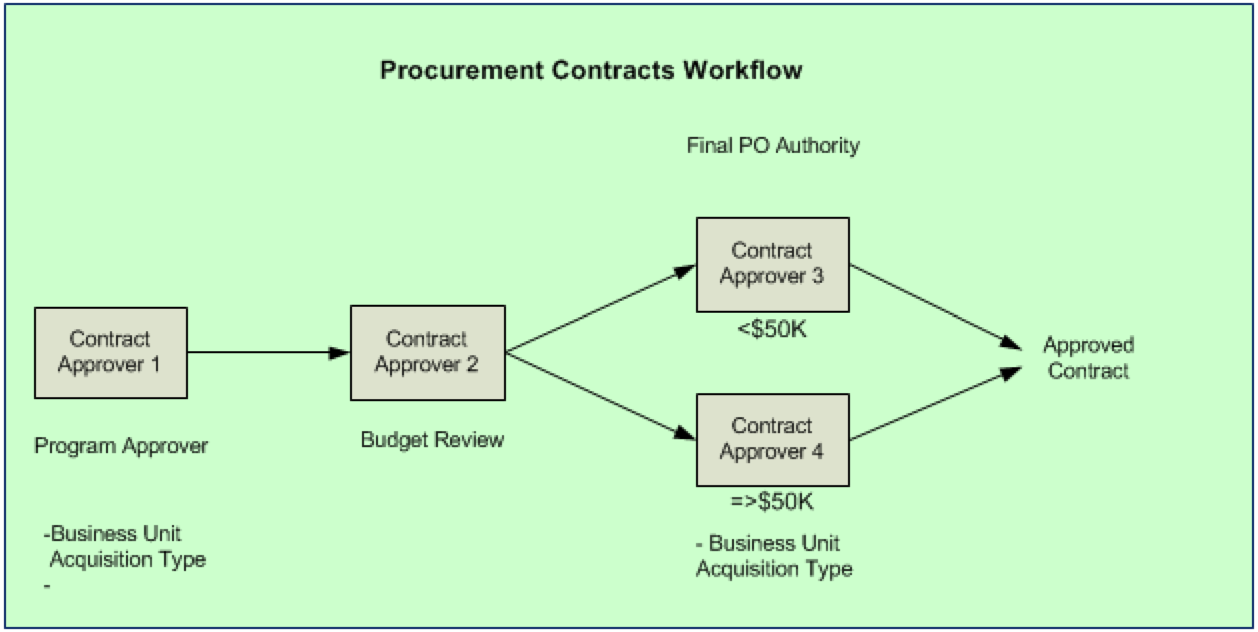
Create PO/Encumbrance Against Contract

- Create PO referencing contract

Key Impacts

- Contracts may be created by award from Solicitation, direct entry, or copying from an existing contract.
- Contract will be either an LPA or a departmental contract.
- Wet signatures on contracts still needed from vendors.
- Purchase Orders are the release mechanism for ordering against a contract.
- Contract documents will be attached to a specific area in the transactional contract.

Procurement Contracts Workflow



- Contract workflow will follow the 3-step approval process for PO approvals.
- Contract approval routing is based on business unit and acquisition type route controls. Funding is optional in contracts so reporting structure cannot be used as a route control.
- The contract document will be attached to the transactional contract, routed and approved at the same time as the transactional contract.
- Approved contract is routed back to the buyer for execution and distribution.
- Additional approvers can be added via ad hoc functionality as needed.

Break!!!

Purchase Order Overview

- The Manage Purchase Order process is used to create purchase orders (POs) and change orders (amendments) for existing POs. This includes activities necessary to create POs, approve POs, budget check (encumbrance), and dispatch POs to support State/Department procurement activity.

- This includes the following sub-processes:
  - Create Purchase Orders
  - Approve Purchase Orders
  - Run Budget Check
  - Dispatch Purchase Orders

Purchase Order Key Terms

Term	Definition
Header	General information pertaining to the entire order. This includes the PO Date, Vendor, Buyer, PO Type, and PO Reference. The Buyer can also place the order on hold and initiate the approval and budget checking functions. Informational fields include order status and whether the order has been budget checked and dispatched.
Lines	Item description, Unit of Measure (UOM), Category, and Quantity for each item you are ordering.
Schedule	Due Date, Ship-To Address, and Unit Price are stored on the requisition for each item line.
Distribution	Accounting information (the GL ChartField string) is entered. The ChartField string includes Account, Fund, Reporting Structure, Program, Appropriation Reference, and Year of Enactment.

Purchase Order Data Hierarchy

PO Header

- Buyer, PO Date, Supplier, etc.

PO Line

- Item Quantity, Contract, etc.

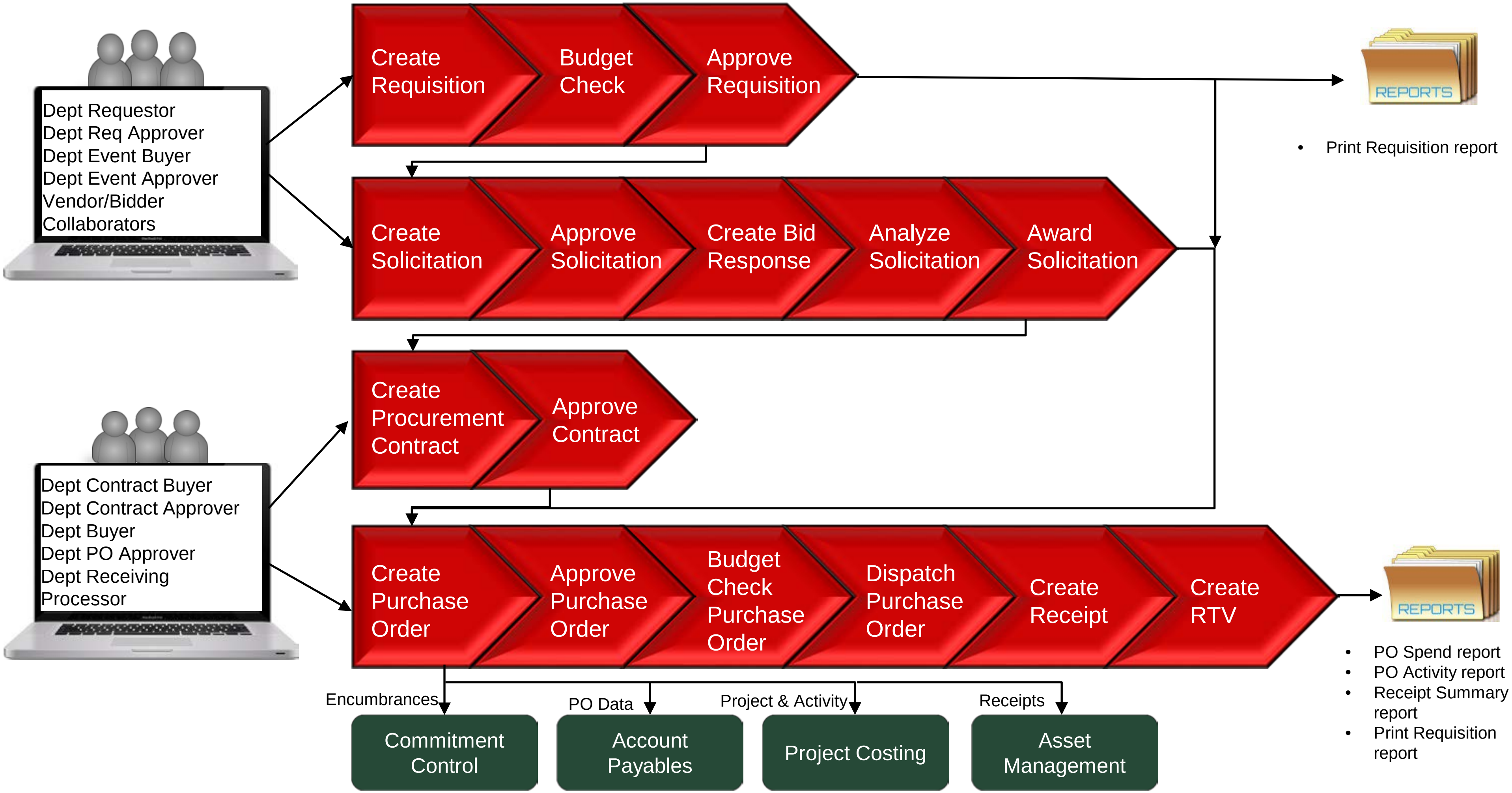
PO Schedule

- Price, Ship To Location, Due Date

PO Distribution

- Accounting Information

Requisition to Receiving



Manage Purchase Order

Department Buyer/PO Processor

- Initiate PO
  - Source PO from requisition
  - Create new PO without requisition
- Populate PO
  - Add Line, Shipping, and Funding Information
  - Add comments

Dept. Approvers

- Approve PO
  - Workflow approval per department rules

Dept. Approver 2 (Accounting)

- Run Budget Check
  - Review ChartFields
  - Create encumbrance for PO
  - Pass budget check or route to Budget Officer for resolution

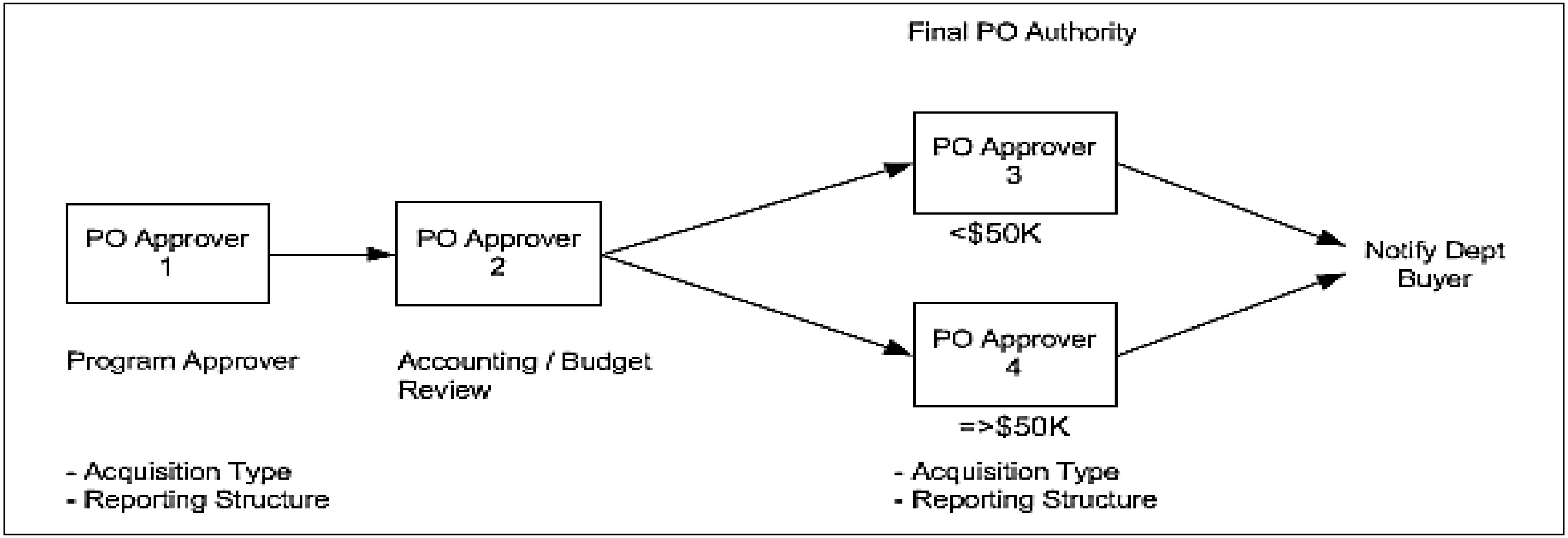
Dept. Buyer

- Dispatch PO
  - Print and manually mail/fax or automatically email to vendor

Key Impacts

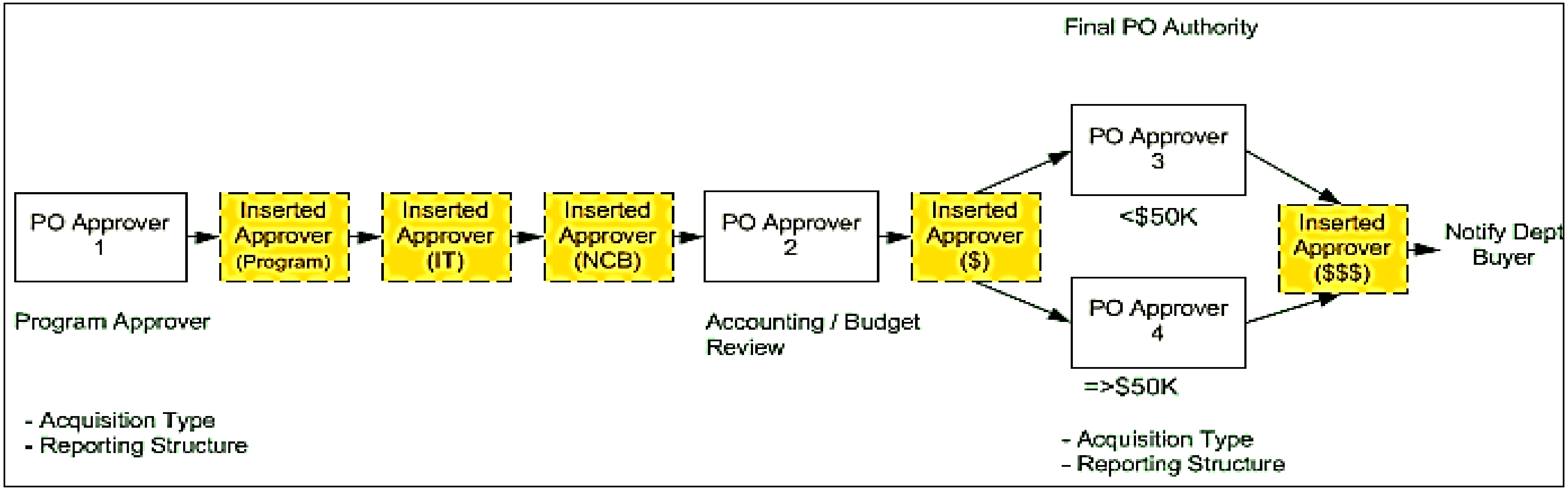
- Only users with the role of Department Buyer or Department PO Processor are allowed to create POs.
- Electronic routing and approvals for POs.
- Automated budget check/encumbrance.

Workflow – Purchase Order



- Additional approvals (dollar thresholds, acquisition type approvals, etc.) will be handled by inserting ad hoc approvers or reviewers.
- Either PO Approver 3 or 4 will approve, depending on the amount of the PO.

Ad Hoc Workflow – Purchase Order



- Additional approvals (dollar thresholds, acquisition type approvals, etc.) will be handled by inserting ad hoc approvers or reviewers.
- Either PO Approver 3 or 4 will approve, depending on the amount of the PO.

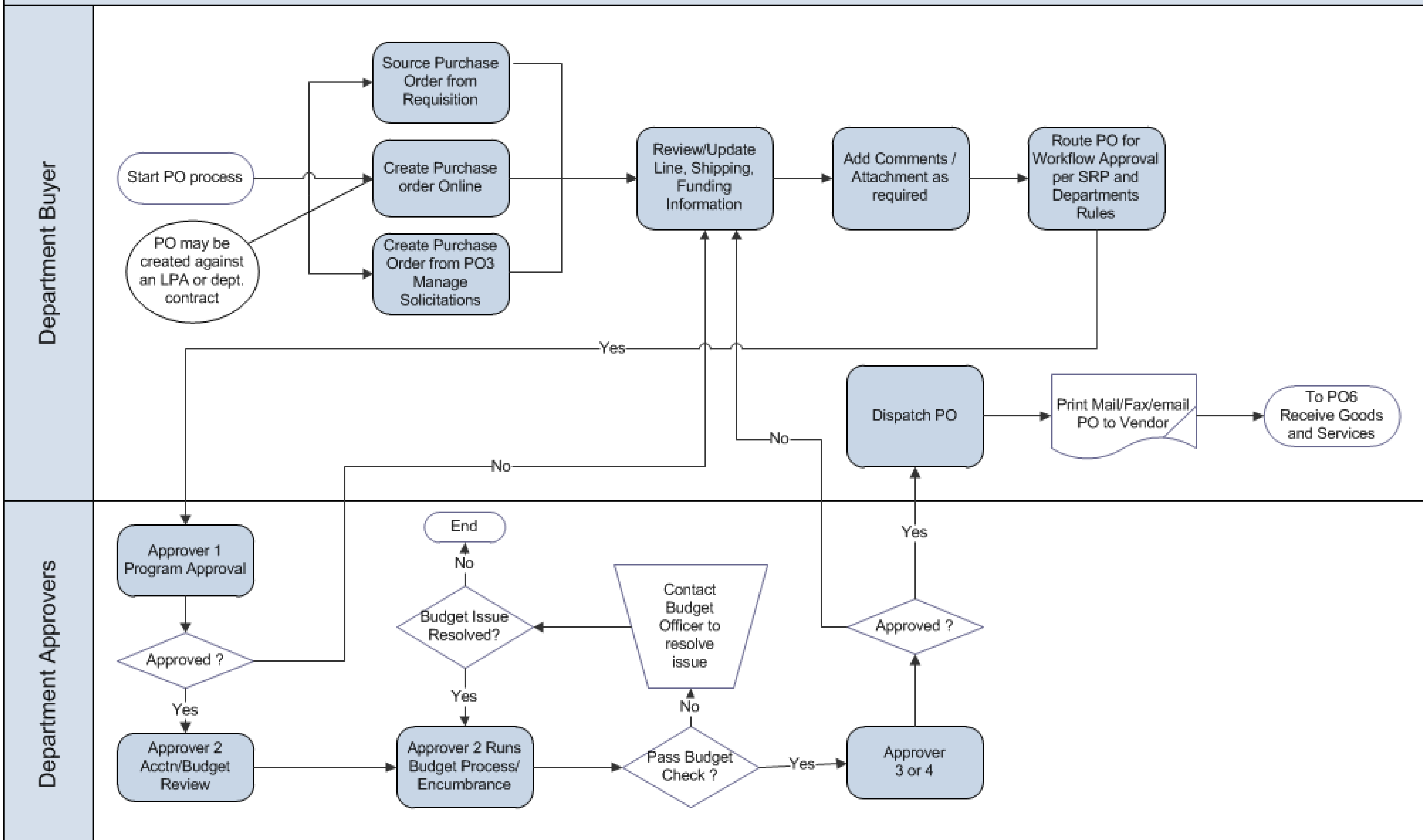
Manage PO Change Order

Department Buyer	Department Approvers	Dept. Approver 2 (Accounting)	Department Buyer
Change PO	Approve PO (if needed)	Run Budget Check	Dispatch PO
▪ Enter/modify/ delete PO lines or update existing PO information, as needed ▪ Add comments to explain changes, as needed	▪ Only if changes by the Buyer need re-approval as per defined approval rules	▪ Verify ChartFields ▪ FI$Cal confirms adequate funds are available for the change request	▪ Print and manually mail/fax or automatically email to vendor

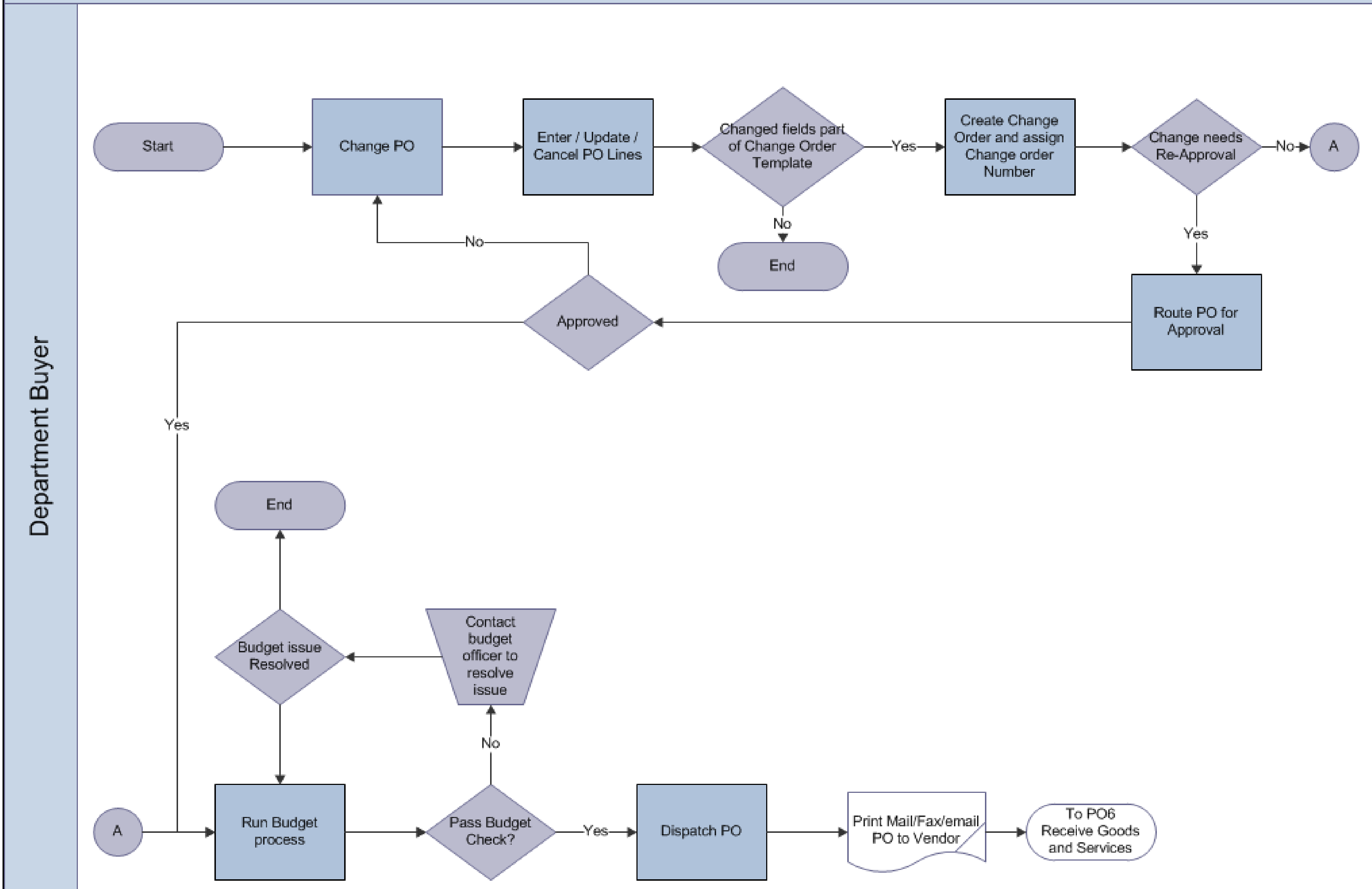
Key Impacts

- PO numbers remain the same following a Change Order because the revision number is incremented and tracked by FI$Cal.
- When a Change Order is triggered, the PO may need to be re-approved.

Manage Purchase Order



Manage PO Change Order



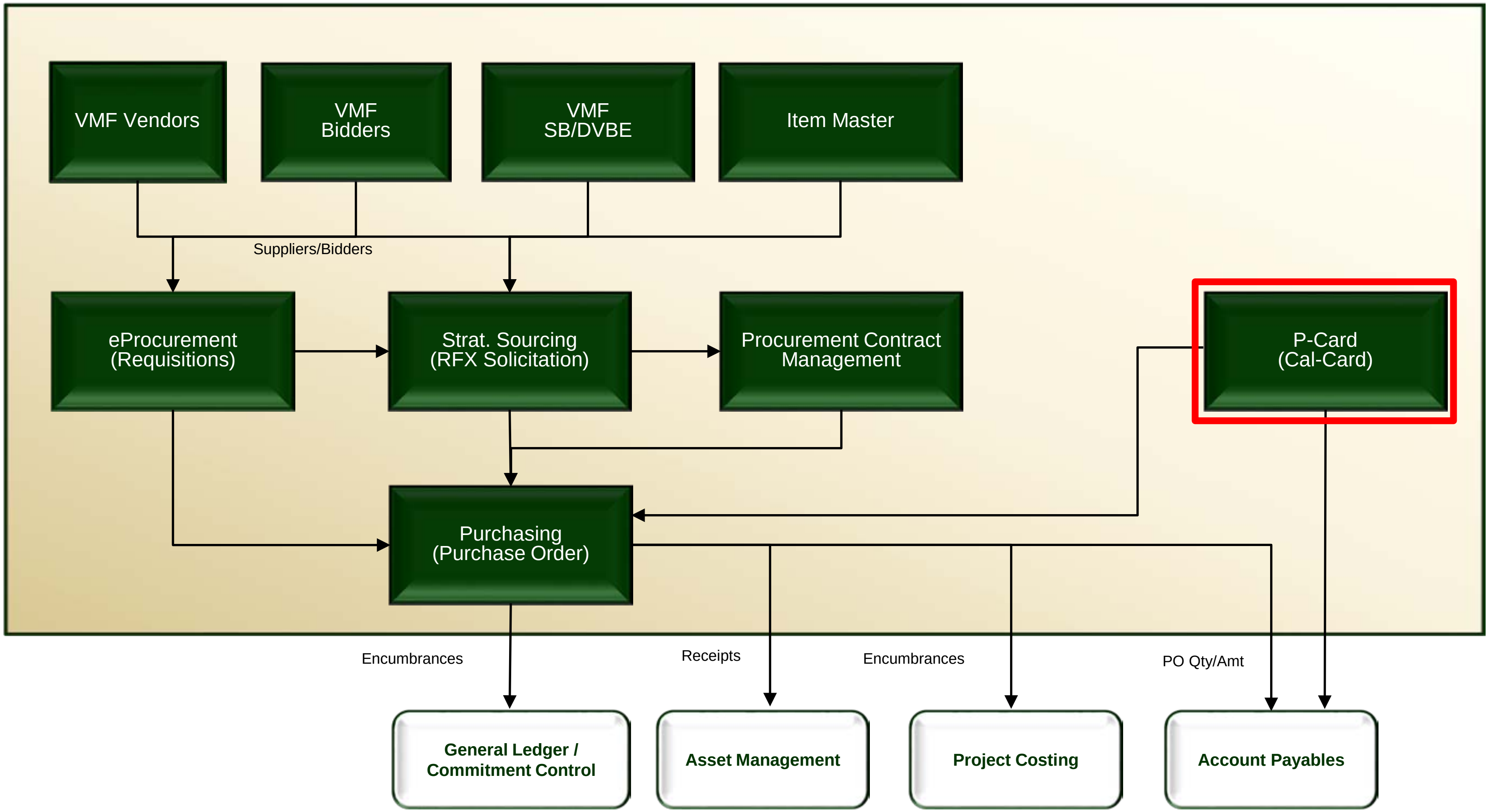
Process P-Card Transactions Overview

- The Procurement Card (P-Card) Process includes:
  - Creating and administering cardholder profiles
  - Loading, reconciling, and approving P-Card transactions
  - Generating payments to the bank
- Transaction statements will be received from the bank electronically and loaded into FI$Cal. Reconciliation by cardholders/proxies is performed in FI$Cal.
- The following are the two main scenarios in which the P-Card is used (per State procurement rules):
  - Requisition/PO created prior to obtaining goods/services via P-Card
  - Directly at Merchant

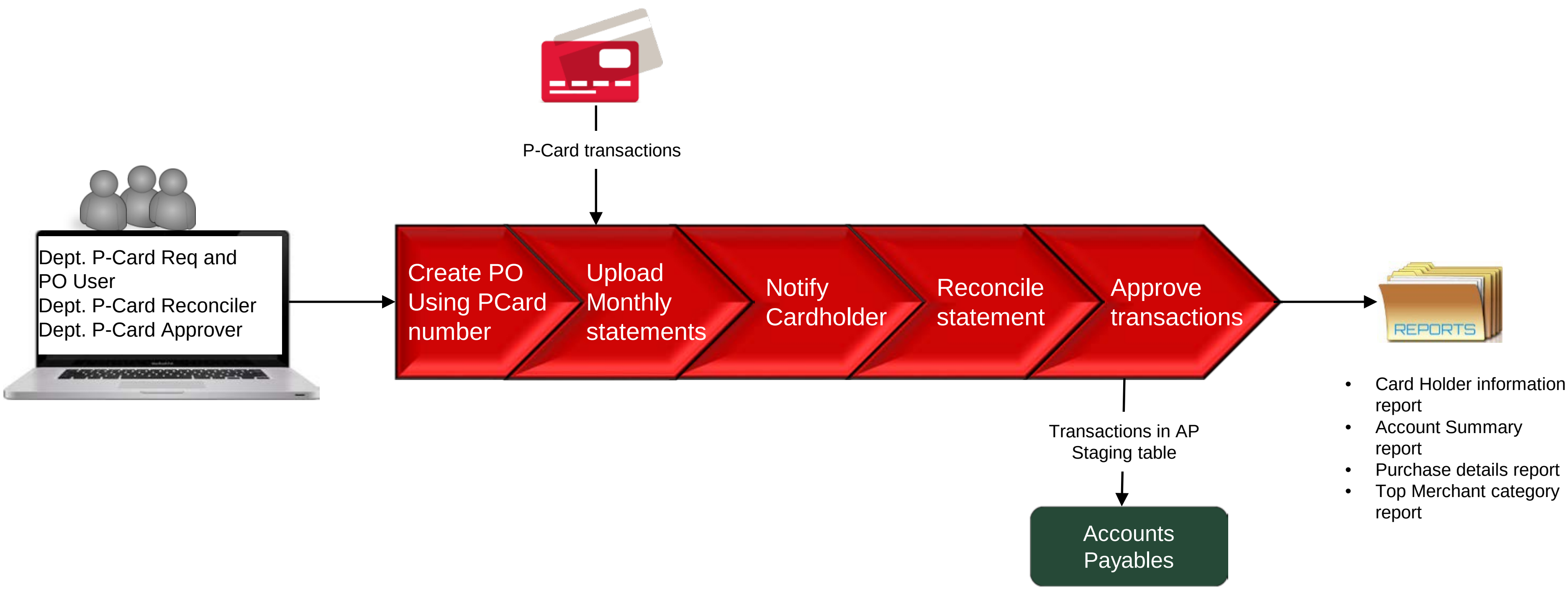
P-Card Key Terms

Term	Definition
P-Card	A payment mechanism (Visa payment card) that can be used in conjunction with a department's delegated purchasing authority. Referred to currently as CAL-Card. The P-Card procurement mechanism can be used with or without a PO, following State rules.
Lines	Individual transaction lines from the P-Card statement to be reconciled and approved within FI$Cal.
Reconciliation	The task of checking validity of Bank P-Card charges, comparing and attaching scanned receipt, entering procurement information (UNSPSC code, vendor, etc.).
Proxy	A user designated to perform online reconciliation on behalf of a cardholder, and approve and/or review a cardholder’s P-Card transactions.

FI$Cal Procurement Solution



P-Card



P-Card transactions
Dept. P-Card Req and PO User
Dept. P-Card Reconciler
Dept. P-Card Approver
Create PO Using PCard number
Upload Monthly statements
Notify Cardholder
Reconcile statement
Approve transactions
Transactions in AP Staging table
Accounts Payables
REPORTS
Card Holder information report
Account Summary report
Purchase details report
Top Merchant category report

Process P-Card Transactions

Department Buyer

Create PO (if needed)

- Create PO per State rules

P-Card Holder*

Purchase Items

- Obtain receipts
- Receive goods and/or services

Central P-Card Maintainer

Load and Review Statements

- Receive monthly statement from bank
- Correct any errors in loading before sending to P-Card tables

Dept. P-Card Reconciler

Reconcile Transaction

- Reconciler (cardholder or proxy) checks charges against receipts and attaches a scanned copy of receipt to transaction line

FI$Cal

Create Voucher (AP)

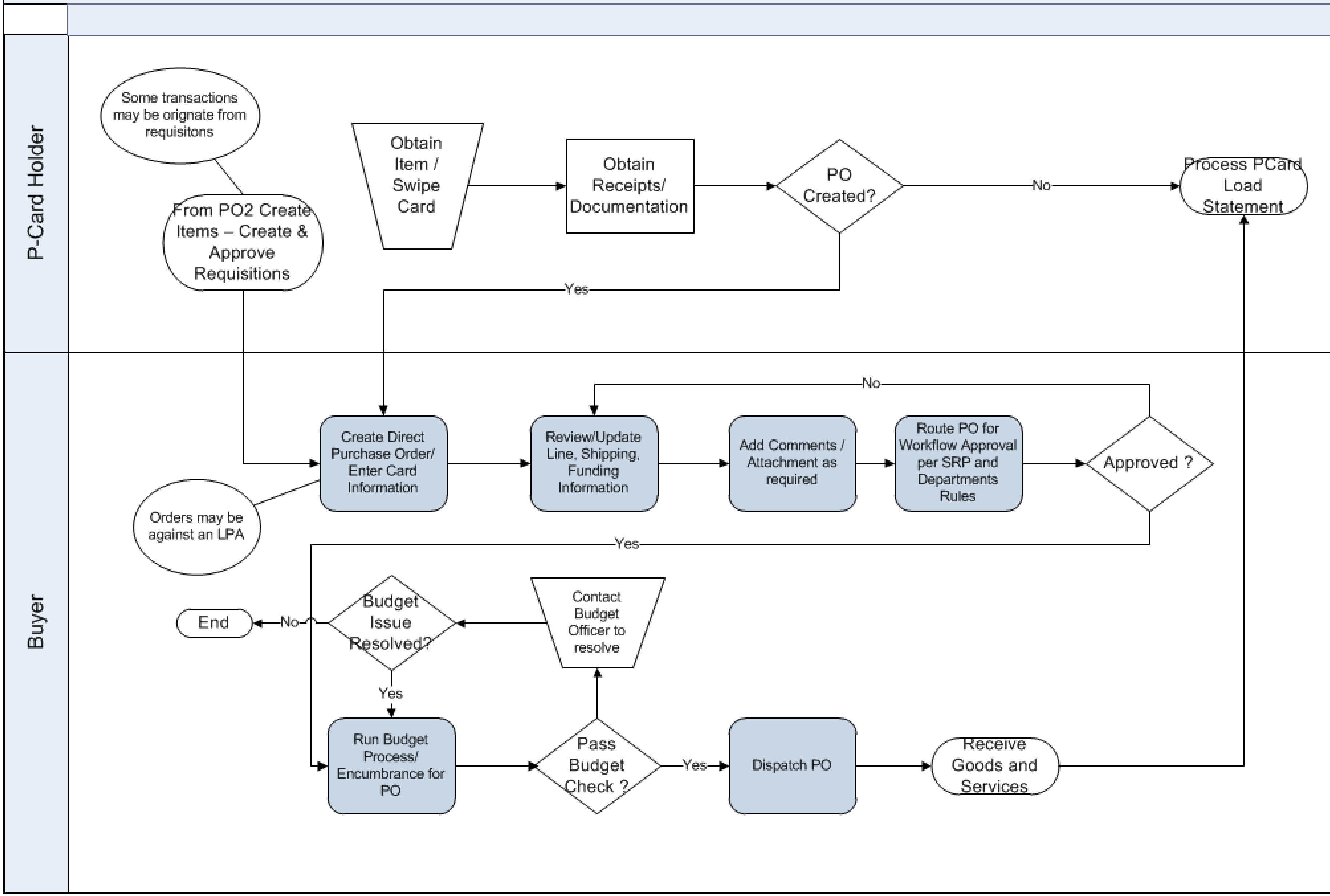
- Load approved transactions into Accounts Payable module

* Not a FI$Cal System role

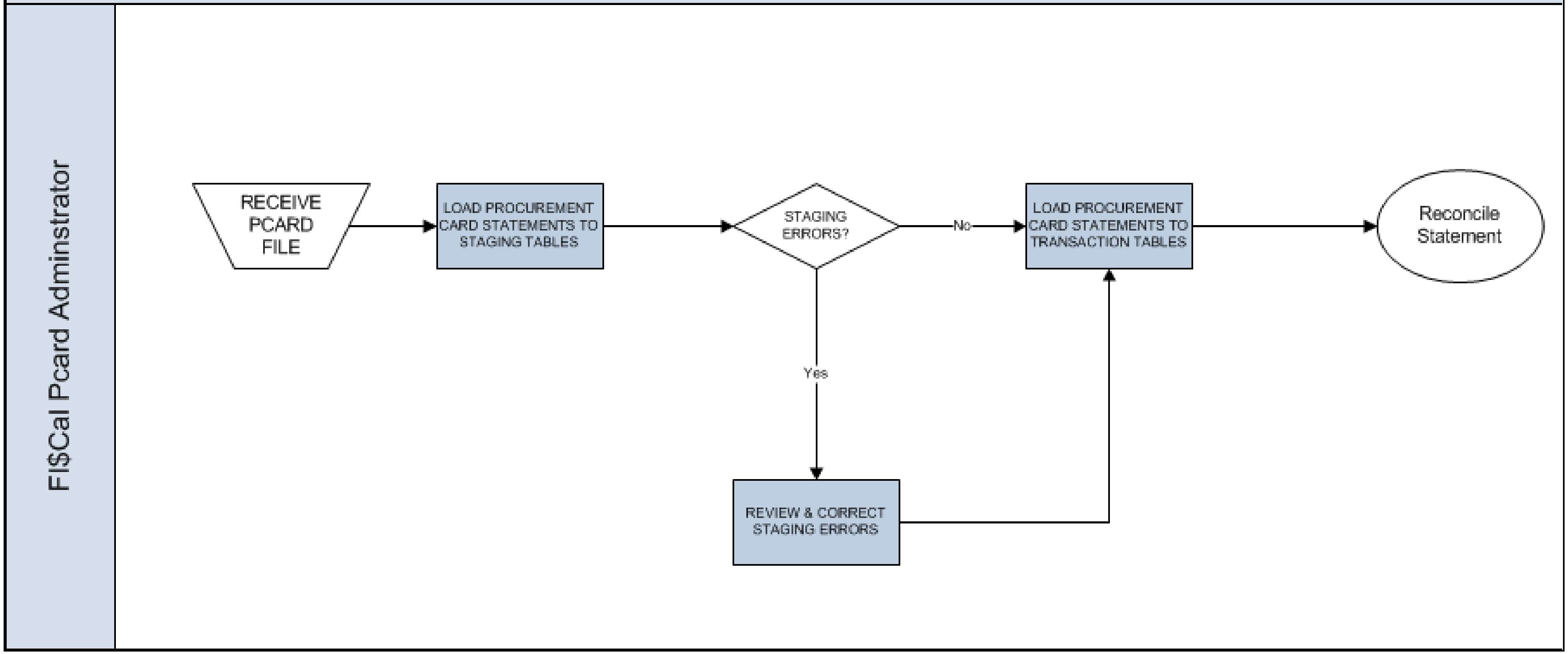
Key Impacts

- Bank Statements will be loaded and P-Card reconciliation will be performed in FI$Cal.
- Reconciliation includes adding UNSPC code, acquisition method type, SABRC recycle, EPP compliance, and identifying the vendor (including SB/DVBE participation) if a PO was not created.
- Reconciled and approved transactions are pushed to AP for payment processing.

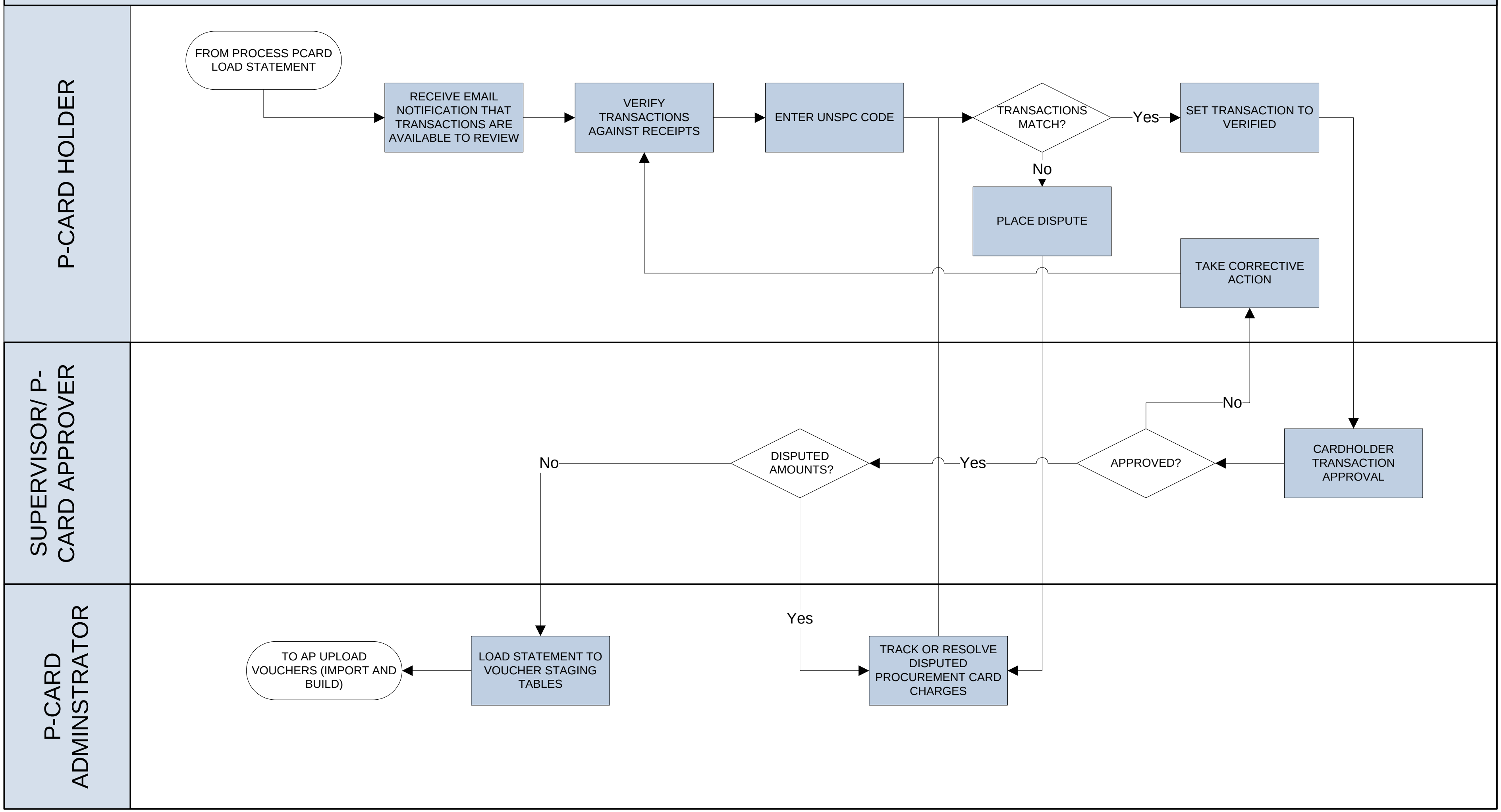
Process P-Card Transactions – Use P-Card



Process Procurement Card – Load Statement



Procurement Card Reconcile Transactions



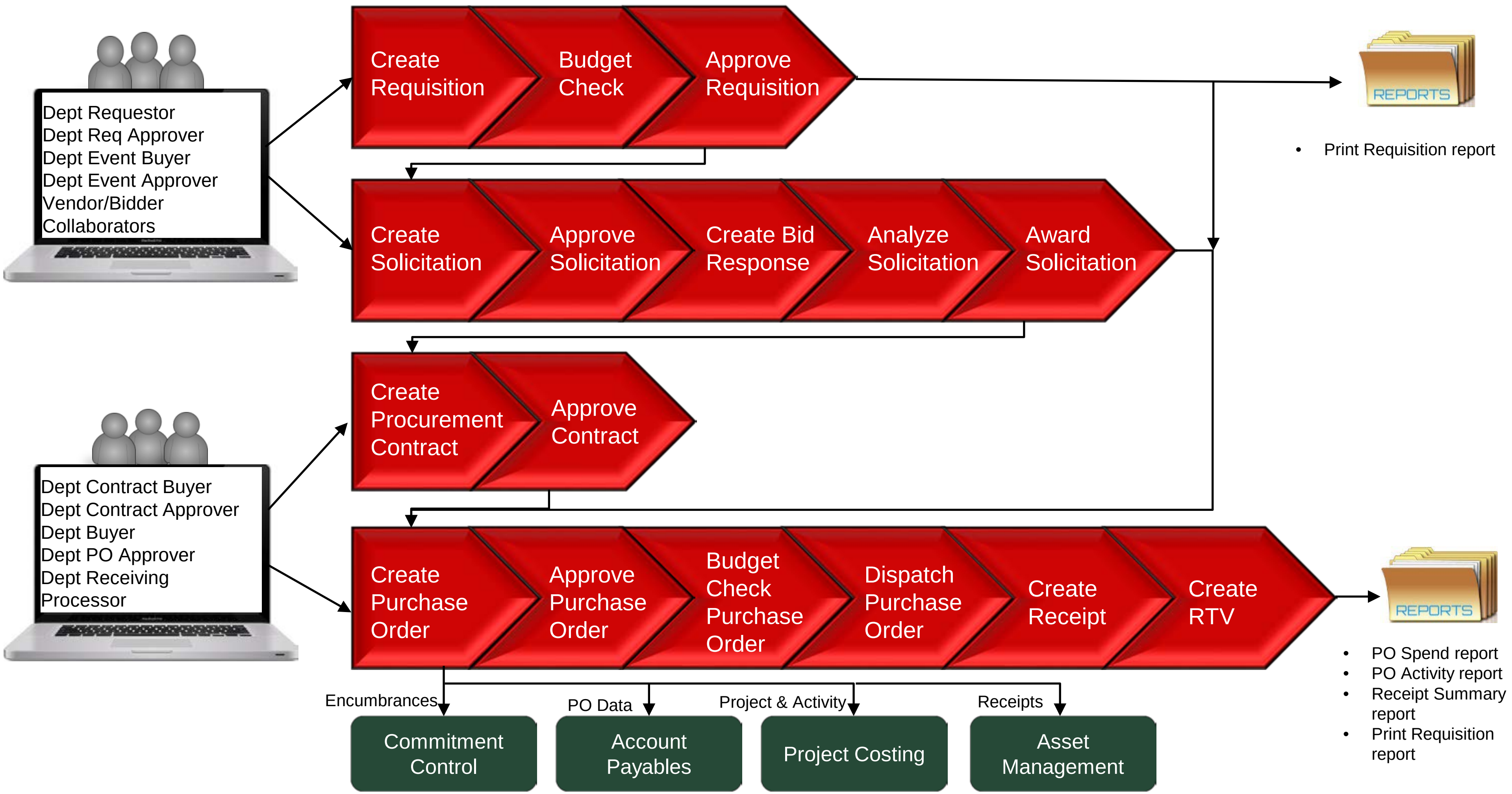
Receiving Key Terms

Term	Definition
Receiving	The act of taking possession of goods or services in order to stage them for inspection, place them into inventory, or deploy them for immediate use.
Inspecting	The act of examining products that have been delivered to determine conformance to the purchase specifications. Performing required "acceptance testing" on goods or services received as a condition for authorizing payments for the purchase.
Acceptance	Acknowledging that the products and/or services conform to the requirements of the PO so that the vendor may be paid.
Return to Vendor (RTV)	The process of returning goods and/or services that have been received and subsequently found unacceptable.

Receiving Overview

- The Receive Goods and/or Services process records the receipt of goods and/or services by the State and verifies conformance to shipping documents and PO requirements.
- Reject quantities, reject reason and disposition are recorded in the system for full traceability.
- Full receipt or partial receipt(s) may be performed.
- Receiving may be performed in dollars (amount) rather than quantity commonly used in Services POs.
- This includes the following sub-processes:
  - Create Receipt
  - Inspection
  - Create Return to Vendor (RTV)

Requisition to Receiving



Create Receipt

Department Receiving Processor

FI$Cal

Create and Populate Receipt	Verify (as needed)	Save Transactions
▪ Select appropriate PO	▪ Enter delivery details ▪ Verify goods received for counts and condition (damage, etc.)	▪ FI$Cal assigns Receipt ID when receipt is saved ▪ Update PO receipt status to either Fully Received or Partially Received

Key Impacts

- Receipt delivery, accrual, summary, ship-to, and account details are captured in FI$Cal.
- Blind receiving will be implemented.
- Automated update of PO status when goods/services are received.

Create Return to Vendor (RTV)

Department RTV Processor

Create RTV → Select Action for Return → Enter Details → Dispatch RTV to Vendor

Create RTV
- Select appropriate receipt
- Add comments if needed

Select Action for Return
- Action may include Credit, Return, Exchange, etc.

Enter Details
- Reason
- Quantity
- Shipping details

Dispatch RTV to Vendor
- Print and mail, fax, or email to vendor

Key Impacts

- RTV instructions and reason codes are incorporated in creating an RTV.
- A query is available to view overshipments.

Technology Considerations

- A conversion is the transfer of data from its current format to a type that can be integrated into the FI$Cal system.
  - There are two key conversions that will be performed with departments transitioning to FI$Cal:
    - Procurement Contracts Conversion
    - Open PO Conversion
  - Conversions can be done automatically or manually.

- The data in the system can be given a confidential classification which masks details from non-approved users.

Session Recap

- Answer unfinished questions
- Discuss the key input/feedback provided during session
- Any new questions?

More Information Can be Found at…

FI$Cal Project Information:

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

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

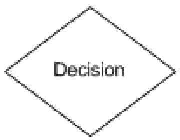
fiscal.cmo@fiscal.ca.gov

Appendix

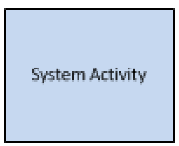
Additional information and screenshots for reference

Guide to Symbols in Flows

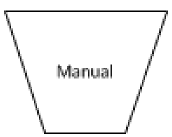
Start/End - Indicates point at which the process begins or ends. Does not represent any activity.



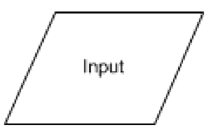
Decision - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.



System Task - Represents an individual step or activity in FI$Cal.

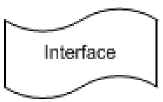


Manual Task - Represents an individual step or activity in the process that is made out of FI$Cal.

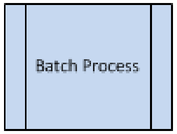


Input Documents – A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.

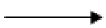
Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.



Interface – Data conversion from one electronic system to another.

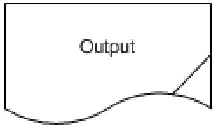


Batch Process - Represents a batch process within Fi$Cal.



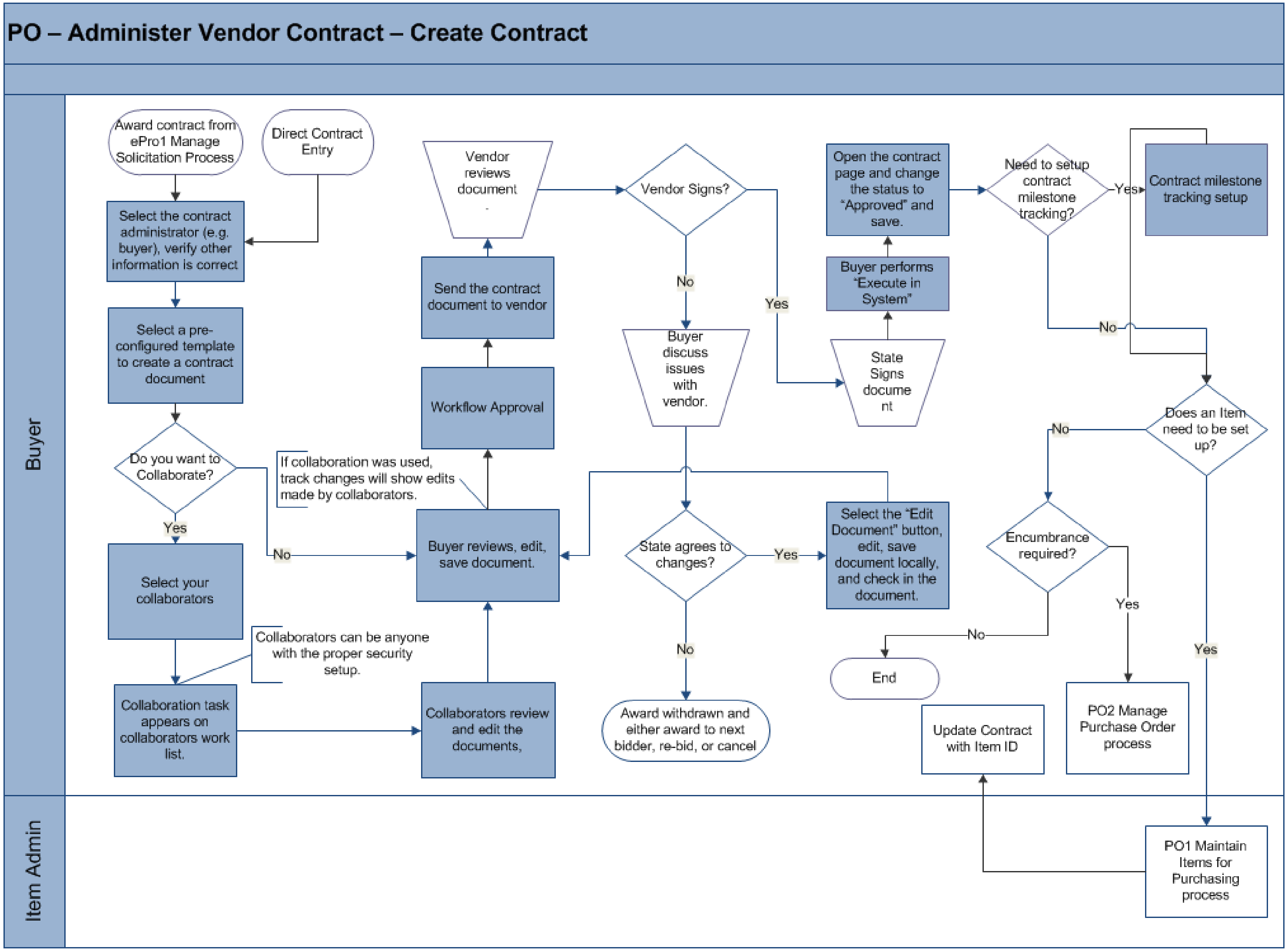
Flow Arrow

Intra Integration Process - A input or Output to some other process within the same capability

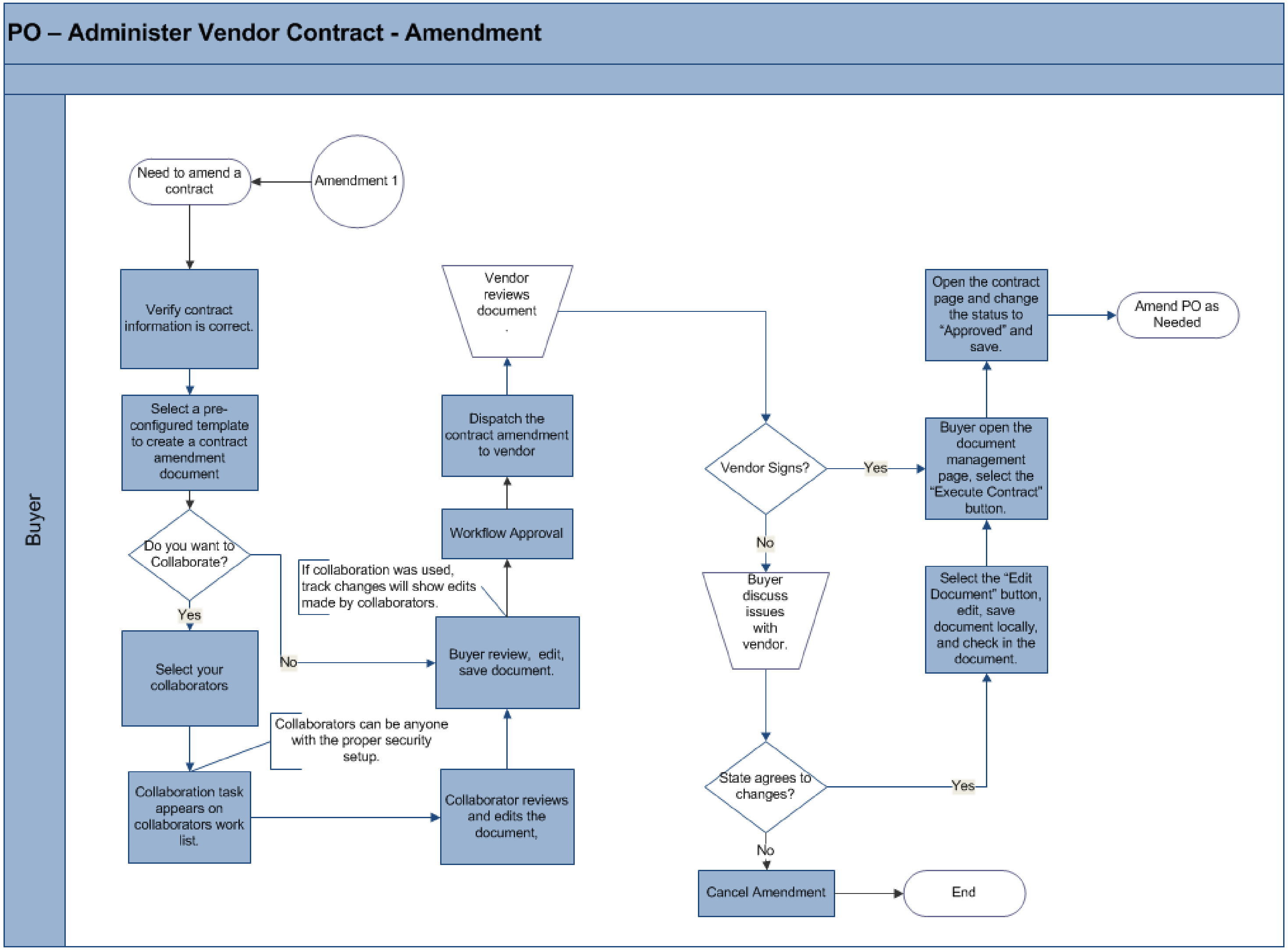


Output Documents - An electronic document that is created by the process and can be printed (for example – any kind of report).

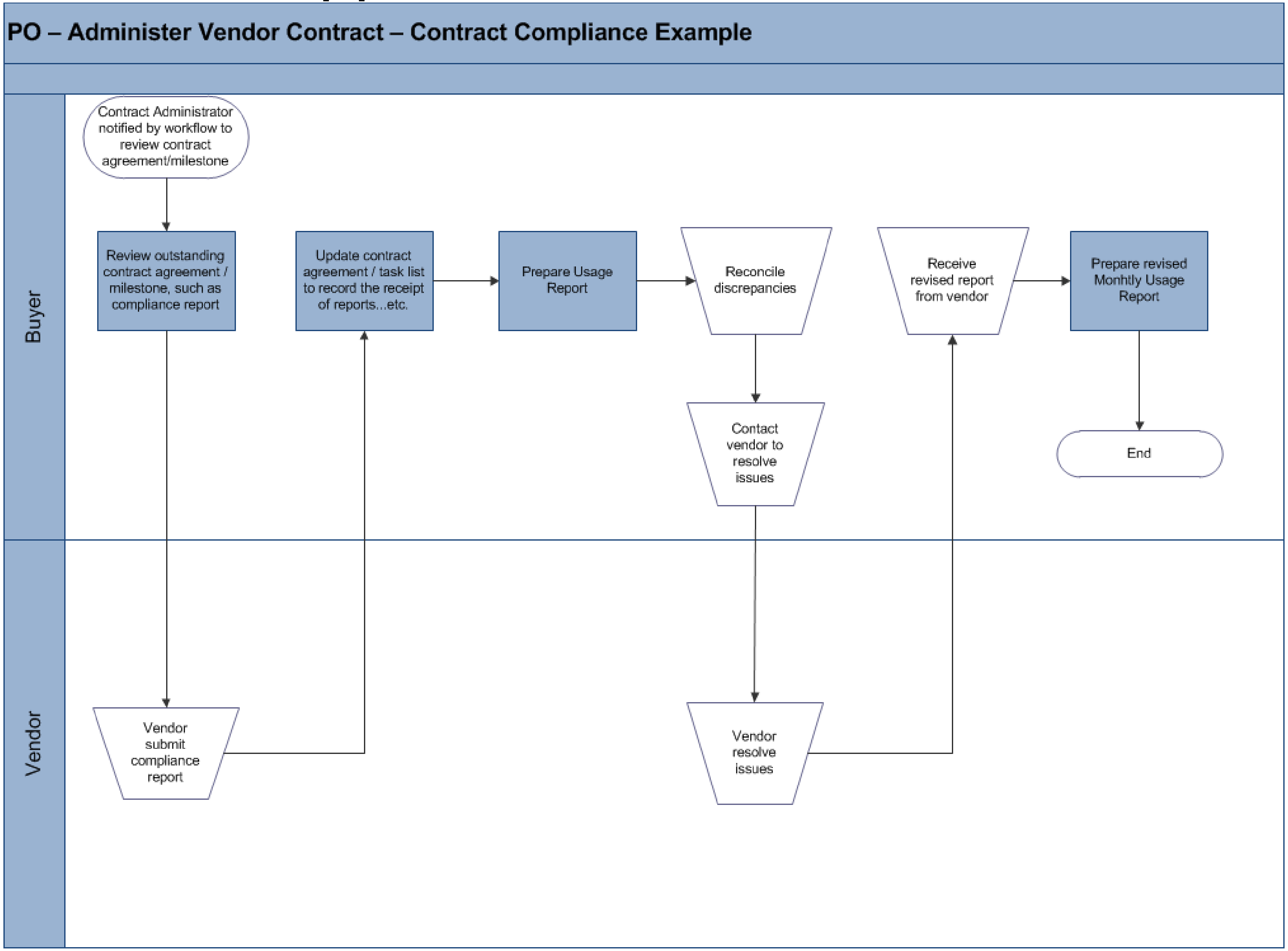
Administer Supplier Contracts - Detailed Flows



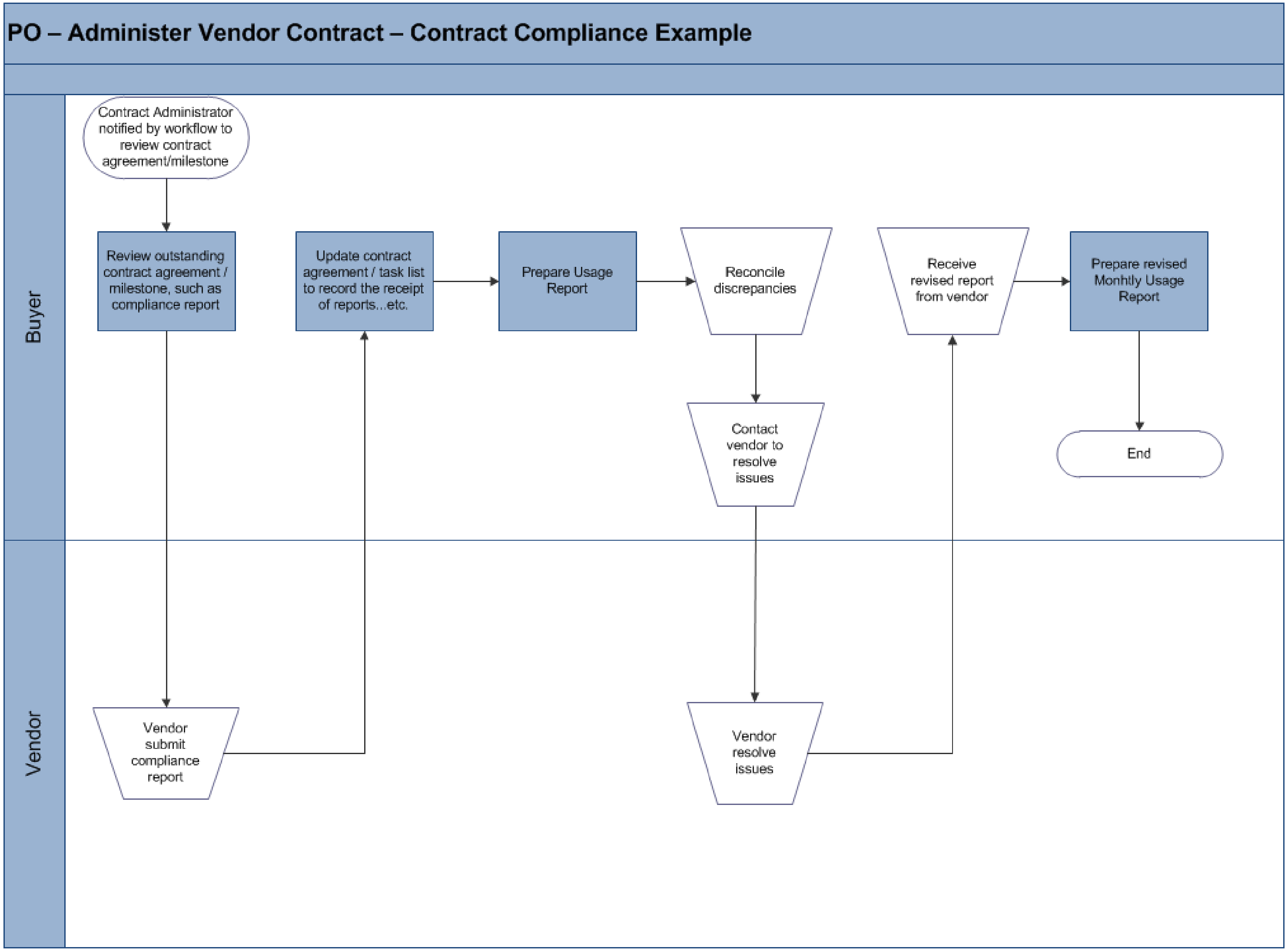
Administer Supplier Contracts – Detailed Flows



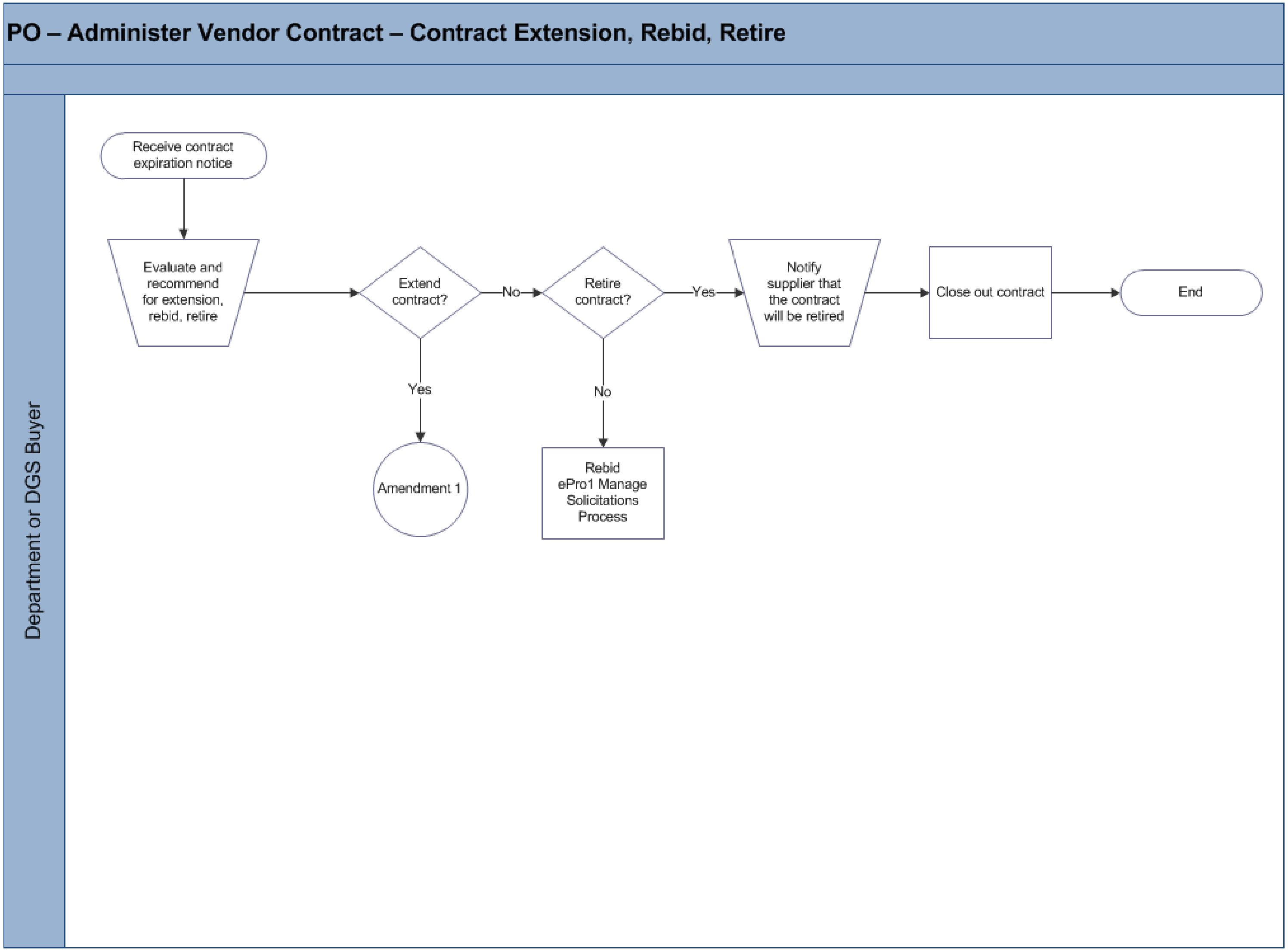
Administer Supplier Contracts – Detailed Flows

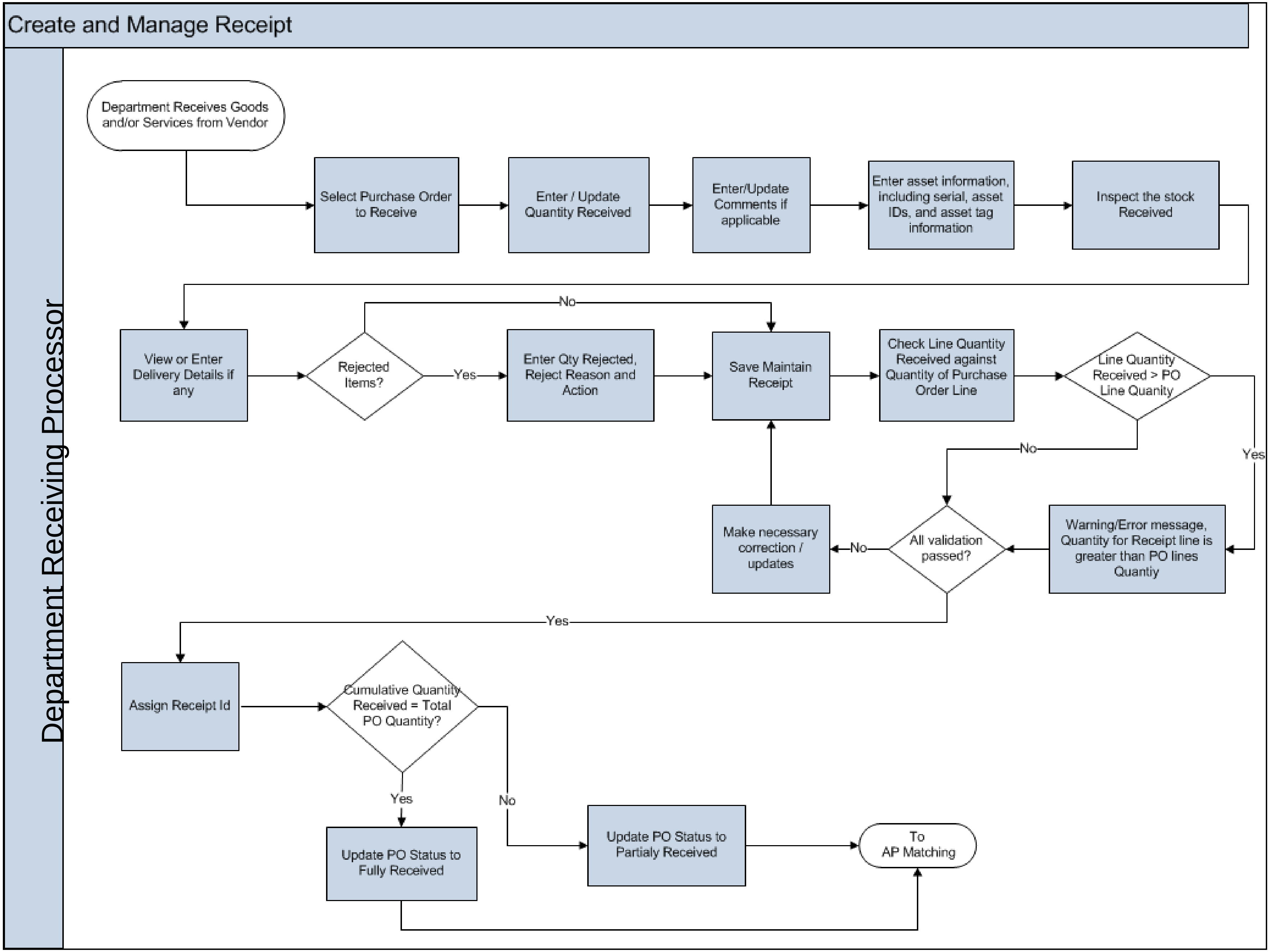


Administer Supplier Contracts – Detailed Flows

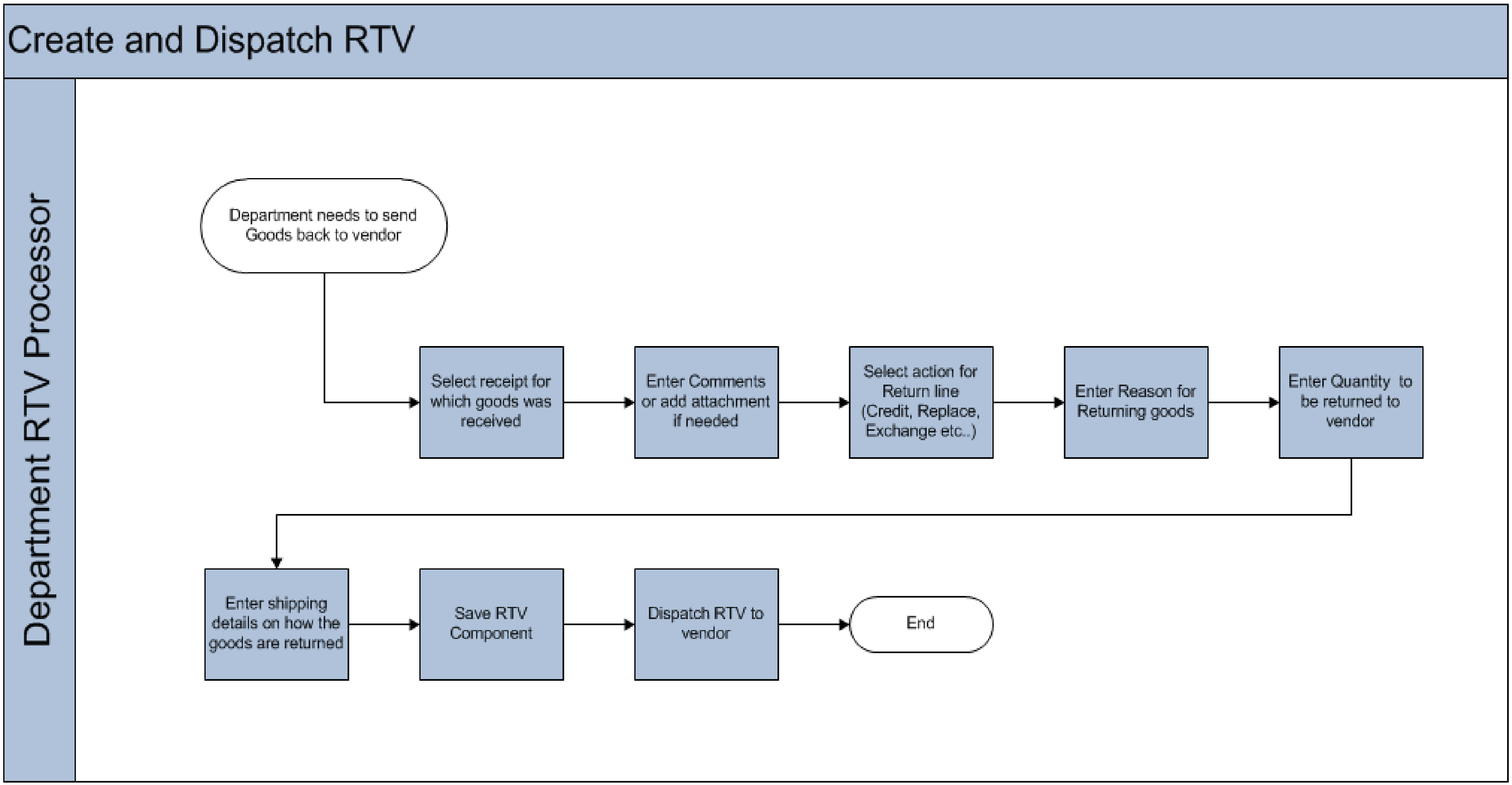


Administer Supplier Contracts – Detailed Flows




Create and Manage Receipt
Department Receiving Processor
Department Receives Goods and/or Services from Vendor
Select Purchase Order to Receive
Enter / Update Quantity Received
Enter/Update Comments if applicable
Enter asset information, including serial, asset IDs, and asset tag information
Inspect the stock Received
View or Enter Delivery Details if any
Rejected Items?
Yes
No
Enter Qty Rejected, Reject Reason and Action
Save Maintain Receipt
Check Line Quantity Received against Quantity of Purchase Order Line
Line Quantity Received > PO Line Quanity
Yes
No
Warning/Error message, Quantity for Receipt line is greater than PO lines Quantiy
All validation passed?
No
Make necessary correction / updates
Yes
Assign Receipt Id
Cumulative Quantity Received = Total PO Quantity?
Yes
No
Update PO Status to Fully Received
Update PO Status to Partialy Received
To AP Matching

Create and Dispatch RTV



ChartField / UCM Codes Cross-Reference