



FI\$Cal

Financial Information System for California

FI\$Cal

Accounts Payable Business Process Workshop (BPW)

July 2016 Departmental Release

Agenda

- Business Process Workshop Objectives
- Future Activities
- Accounts Payable Overview
- Accounts Payable Department User Roles Summary
- User Role Details
 - Process Overview
 - Detailed End-User Role Description
 - Demonstration
- Change Impact Activity
- Next Steps

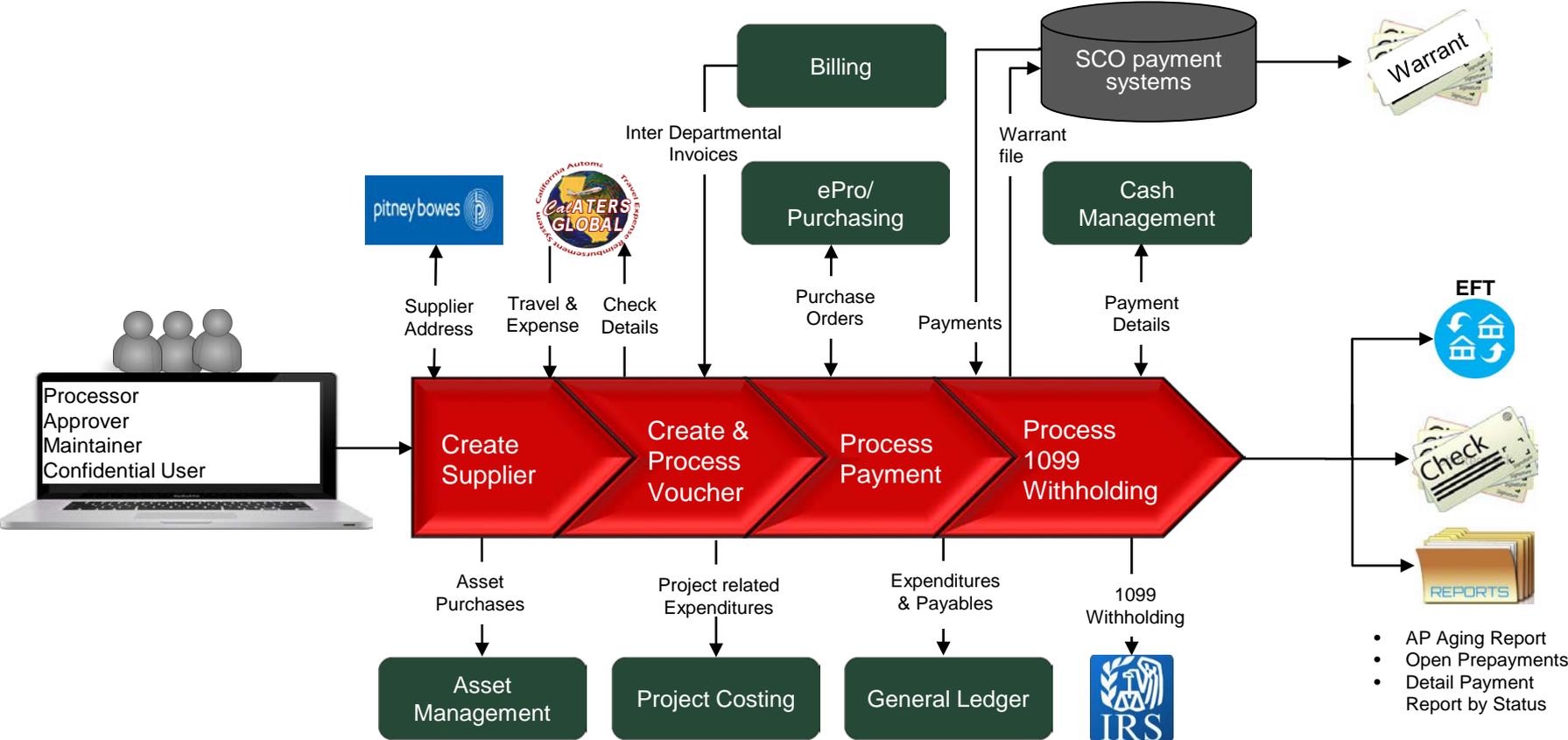
BPW Objectives

- The Business Process Workshops will provide:
 - An overview of the Accounts Payable business process, including key terms and functionality being implemented
 - Understand the next steps in the implementation phase
 - Know how to get assistance from FI\$Cal

What You Should Take Away

- Materials from today's session:
 - Business Process Workshop Presentation
 - Change Impact Tool
- Understanding of the new FI\$Cal processes, the next steps, and the support available from FI\$Cal

Accounts Payable Overview



AP End-User Roles

FI\$Cal End-User Role	Responsibilities
AP Vendor (Supplier) Processor	<ul style="list-style-type: none"> • Create a new Vendor • Edit Vendor information • Request updates to existing vendor • Maintain 1099 Department data • Process 1099 adjustments • Run 1099 Reports
AP Processor	<ul style="list-style-type: none"> • Create vouchers • Research or voucher Inquiry • Delete vouchers • Maintain vouchers • Run AP Reports • Review/approve vouchers in workflow • AP Approver 1 • AP Approver 2

AP End-User Roles (continued)

FI\$Cal End-User Role	Responsibilities
AP Payment Processor	<ul style="list-style-type: none"> • Pay Cycle processor • Generate Department checks • Payment maintainer • Void or Stop payments • Close liabilities
AP Maintainer	<ul style="list-style-type: none"> • Manage Match Workbench • Maintain Voucher Build Errors • SpeedCharts • Commitment Control activities
Confidential User	<ul style="list-style-type: none"> • AP Confidential Reporter • Has access to Confidential Purchasing, AP, AR and Vendor (Supplier) information

Processor: Create and Maintain Vendor/Employee

AP Vendor (Supplier) Processor



Receive Invoice/Vendor Request Form

- Department receives STD 204
- Department receives address change

Search for Vendor

- Search for vendor/Employee in FI\$Cal
- If not found, Add vendor/Employee
- Vendor/Employee found, add/change address

Enter New Vendor

- Add a new vendor/Employee and Attachments (such as STD 204)
- If Withholding vendor, input withholding information

Save Vendor Information

- The new vendor/Employee record is saved in an Unapproved status

VMG Validates Vendor

- FI\$Cal will Approve or Deny
- FI\$Cal will identify potential duplicates
- Department will resolve issues as needed

Key Impacts

- FI\$Cal flags duplicate vendors, assigns a unique Vendor ID, and accommodates multiple vendor remit address and contact information.
- Statewide tracking of purchasing by vendor (flagged by Open for Ordering)
- System checks for duplicate entry of Vendors/Employees across departments.

Create/Maintain Vendor Screenshot

Favorites ▾ Main Menu ▾ > Vendors ▾ > Vendor Information ▾ > Add/Update ▾ > Vendor



Identifying Information | Address | Contacts | Location | Custom

SetID: STATE
 Vendor ID: NEXT
 *Vendor Short Name:
 *Classification: (Invalid Value) ▾
 HCM Class: ▾
 *Persistence: Regular ▾
 *Vendor Status: Unapproved ▾

*Vendor Name 1:
 Vendor Name 2:
 Withholding
 Open For Ordering

Check for Duplicate

Attachments (0)

Expand All Collapse All

Vendor Relationships

Corporate Vendor
 Corporate SetID: STATE
 Corporate Vendor ID: NEXT
 InterUnit Vendor
 InterUnit Vendor ID:

Create Bill-To Customer

Create Bill To Customer

▾ Additional ID Numbers

▾ Duplicate Invoice Settings

Vendor Update Request Form Screenshot

[Favorites](#) > [Main Menu](#) > [Vendors](#) > [Vendor Information](#) > [Add/Update](#) > [Vendor Update Request Form](#)

FI\$Cal

[Form](#) | [Instructions](#) | [Attachments](#)

Vendor Update Request Form

***Subject:**

Priority: **Due Date:**

Status: Initial

Part 1: Vendor Information

***SetID:**

***Vendor ID:**

Vendor Name:

Reasons/Comments:

Part 2: Vendor Address Information

***Select Add/Change:**

Select Address ID:

AddressDescription:

Address Line 1:

Address Line 2:

City:

Country:

State:

Postal Code:

Reason/Comment:

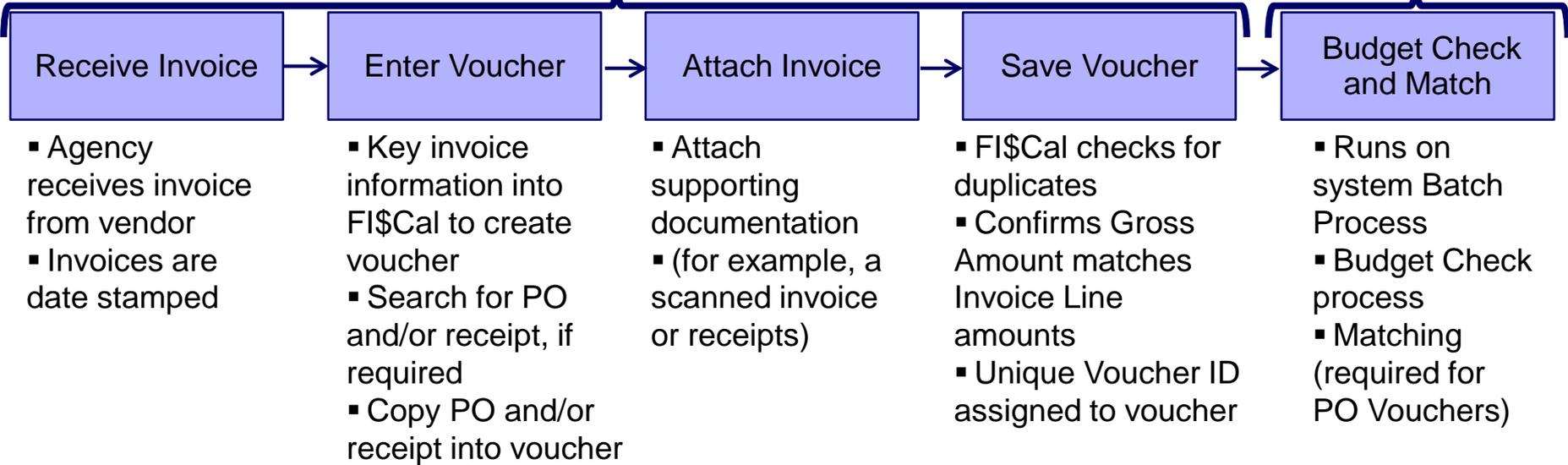
Part 3: Vendor Contact Information

Select Add/Change:

BidSync SupplierID:

Vendor Status:

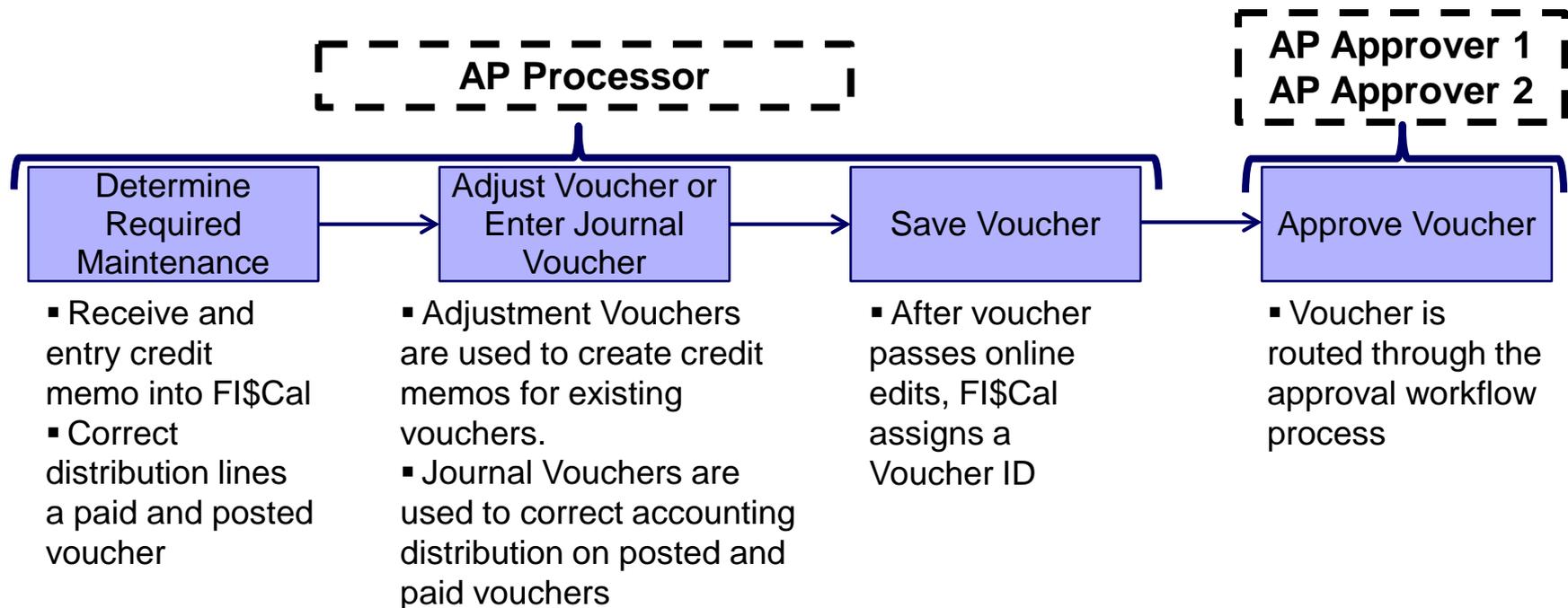
Processor: Create Online Voucher



Key Impacts

- FI\$Cal replaces paper claims.
- Electronic approvals replace wet signatures on the claim schedule.
- One voucher can be associated with multiple funds/appropriations and distribution lines.
- Create standard invoices and/or invoices associated with a Purchase Order

Processor: Maintain Voucher – Adjustment/Journal



Key Impacts

- The maintain voucher process is completed in FI\$Cal.
- FI\$Cal routes vouchers for approval workflow process.
- Relates the two vouchers to each other

Voucher Entry Screenshot

Voucher

Find an Existing Value

Add a New Value

Business Unit: 
Voucher ID:
Voucher Style: 
Short Vendor Name: 
Vendor ID: 
Vendor Location: 
Address Sequence Number: 
Invoice Number:
Invoice Date: 
Gross Invoice Amount:
Freight Amount:
Sales Tax Amount:
Entered VAT Amount:
Misc Charge Amount:
Tax Exempt Flag
Estimated No. of Invoice Lines:

Add

Voucher Screenshot (Header level)

[New Window](#) | [Help](#) | [Personalize Page](#) | [http](#)

Invoice Information
Payments
Voucher Attributes

Business Unit:	0840	Invoice No:	<input type="text"/>	Action:	<input type="text" value="v"/>
Voucher ID:	NEXT	Invoice Date:	<input type="text" value="02/09/2016"/>		<input type="text" value="v"/>
Voucher Style:	Regular Voucher	Accounting Date:	<input type="text" value="02/09/2016"/>	<input type="checkbox"/> Tax Exempt	<input type="button" value="Run"/>

Vendor ID: <input type="text"/> ShortName: <input type="text"/> Location: <input type="text"/> *Address: <input type="text"/>	Audit Communications Session Defaults Attachments (0) Comments(0)
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Advanced Vendor Search

Control Group:	<input type="text"/>	*Pay Terms:	NET45 Net 45
Invoice Lines:	0.00	Basis Date Type:	Inv Date
*Currency:	USD	Non Merchandise Summary	<input type="button" value="Print Invoice"/>
Miscellaneous:	<input type="text"/>	Sales/Use Tax Summary	
Freight:	<input type="text"/>		
Sales Tax:	<input type="text"/>		
Use Tax:	0.00		
Total:	0.00		

Difference:	0.00
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Copy From Source Document

PO Unit:	<input type="text"/>	
PO Number:	<input type="text"/>	<input type="button" value="Copy PO"/>
Copy From:	<input type="text" value="None"/>	<input type="button" value="Go"/>

Voucher Screenshot (Invoice Line & Distribution Lines level)

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM:

*Distribute by: Amount Unit Price: Quantity:

Ship To: 0840000002 Line Amount:

SpeedChart: Description: One Asset

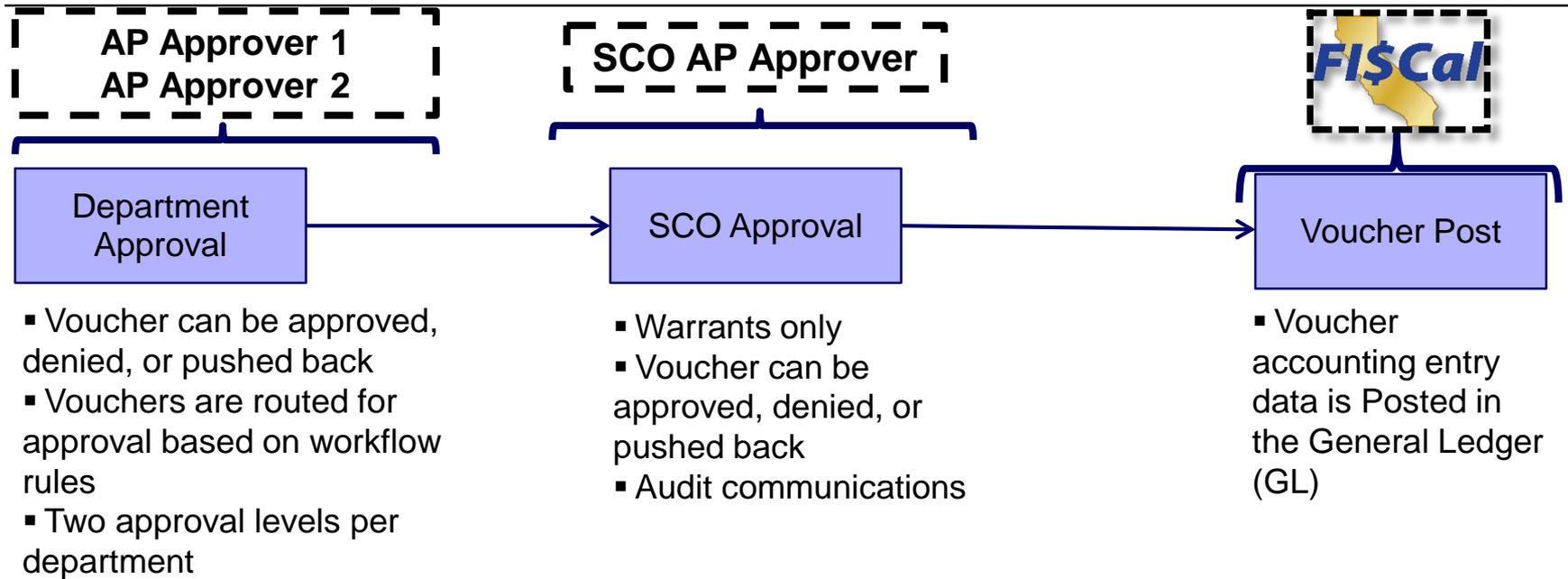
Sales/Use Tax

Distribution Lines Personalize | Find | View All First 1 of 1 Last

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Approp Ref	Fund	ENY	Account	Alt Acct
<input type="checkbox"/>	1	0.00	<input type="text"/>	0840	<input type="text"/>				

Approver: Approve Voucher



Key Impacts

- Approvals are electronic and based on workflow configured in FI\$Cal
- Accounting entries are Debit: Expenditure and Credit: AP Liability.
- Accounting entries are automatically recorded in the GL after vouchers are Approved or Posted.
- Tracks Audit Communications from SCO AP Approver
- Denied vouchers goes back to Originator. Pushed back goes back to Department Approver 2

Voucher Approval Screenshot

Approval | Line Information | Charge Information

Business Unit: 0840 Invoice Number: 5811440
 Voucher: 00006541 Vendor: MTM RECOGNITION CORPORATION
 Invoice Date: 12/30/2015 ID: 0000000360

Voucher Details

Transaction Currency:	USD	Terms:	Net 30
Total:	87.80	Approval Status:	Pending
Misc Amt:	0.00	Added By:	10001512
Freight:	0.00		Fen Li
Sales Tax:	6.88	Audit Communications	Attachments (2)
Use Tax:	0.00	Cash Type:	Warrant
Entered VAT:	0.00		

Details Personalize | Find | View All | | First 1 of 1 Last

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000000360	Remitting Address	02/10/2016	87.80	USD	MTM RECOGNITION CORPORAT

Voucher Approval :: Warrant

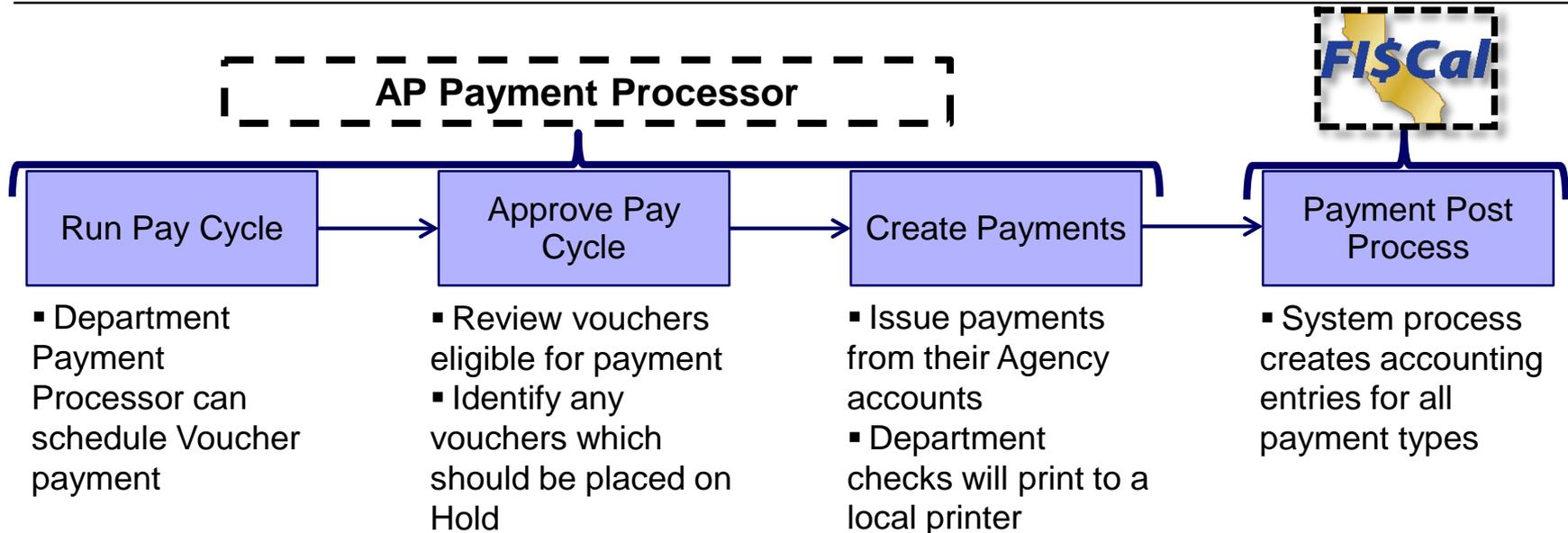
Business Unit=0840, VOUCHER_ID=00006541:Pending

Voucher Approval :: Warrant

```

graph LR
    A["Pending  
Multiple Approvers  
Department AP Approver 1"] --> B["Not Routed  
Multiple Approvers  
Department AP Approver 2"]
    B --> C["Not Routed  
Multiple Approvers  
SCO Common Pool"]
  
```

Payment Processor: Run Pay Cycle



Key Impacts

- Departments have the ability to run pay cycle for departmental checks in FI\$Cal
- Payments that generate a Warrant are initiated in FI\$Cal and process/mailed by SCO.
- Pay Cycle details are entered through a Run Control, which is saved for future use.

Run Pay Cycle Screenshot

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Payments](#) > [Pay Cycle Processing](#) > [Pay Cycle Job](#)



Pay Cycle Job

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

▼ [Search Criteria](#)

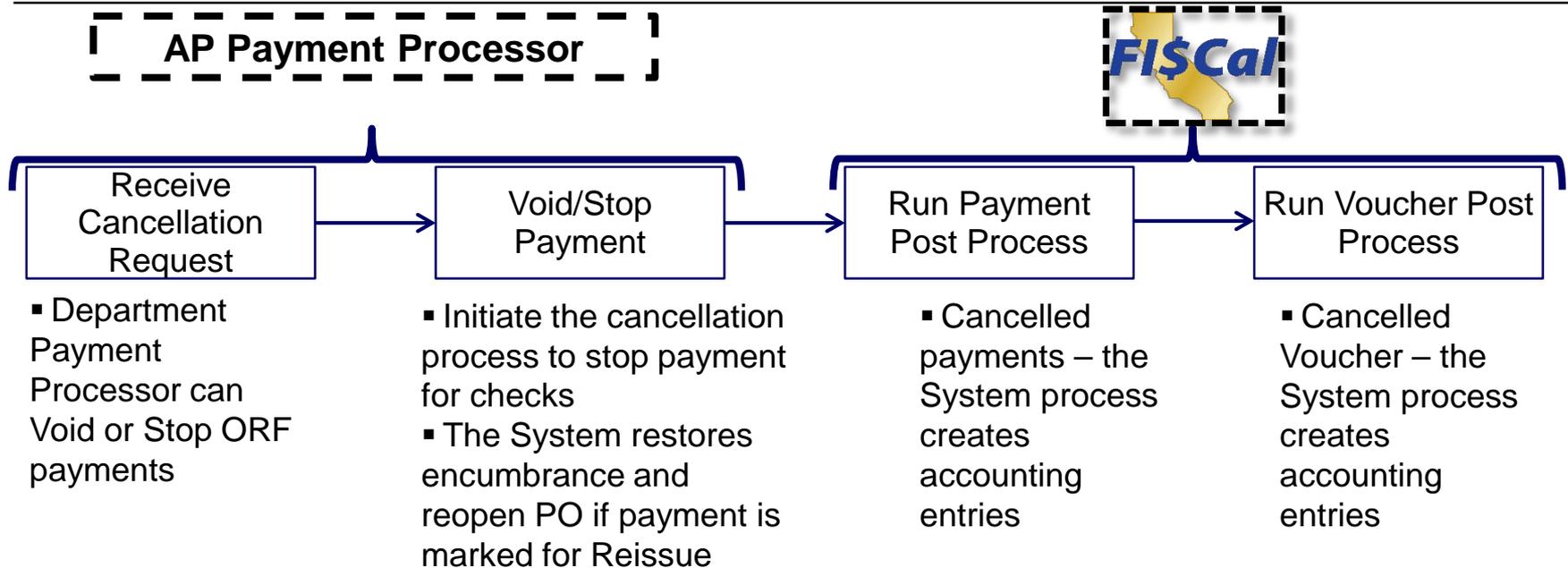
Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Payment Processor: Void/Stop Payments



Key Impacts

- Department ORF checks can be cancelled, stopped or voided payments in FI\$Cal.
- Departments will continue to stop payments on Warrants using Standard 435.
- FI\$Cal restores encumbrance (if applicable) and updates accounting entries in the GL

Void/Stop Payment Screenshot

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Payments](#) > [Cancel/Void Payments](#) > [Payment Cancellation](#)



Payment Cancellation

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Bank SetID: [=] STATE

Bank Code: [begins with]

Bank Account: [=]

Payment Reference: [begins with]

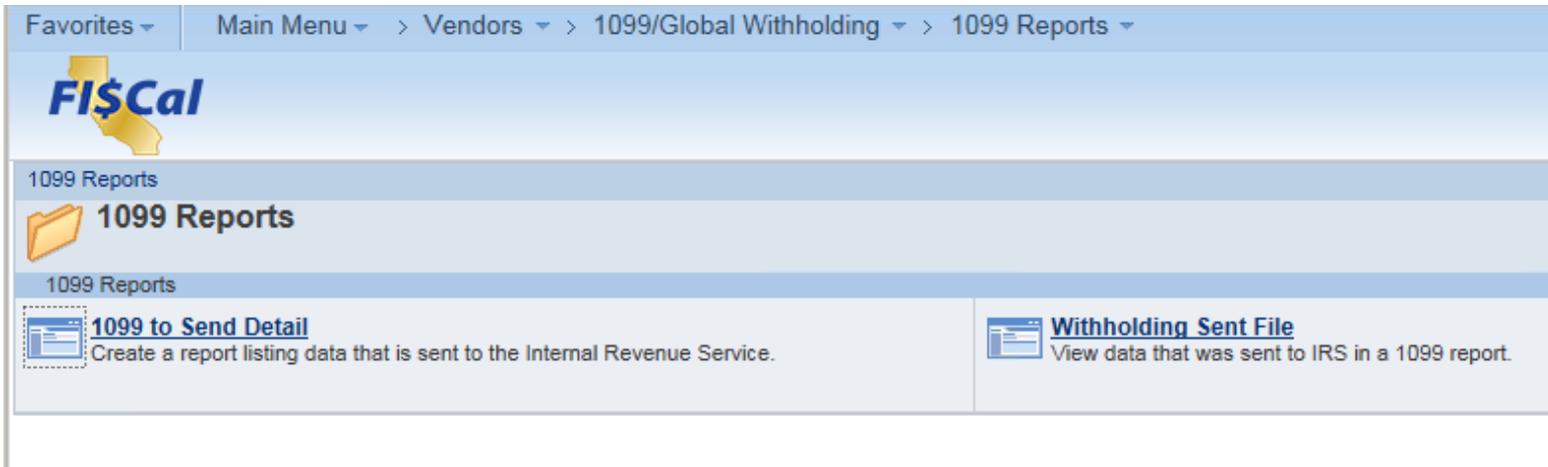
Payment Method: [=]

[Basic Search](#)

Vendor (Supplier) Processor: 1099 Reporting

- 1099 Withholding:
 - Only applicable to United States-based vendors
 - 1099 files are created at the end of each calendar year
- Vendors are marked as withholding applicable in the Vendor Management File (VMF) in FI\$Cal.
- Voucher lines in FI\$Cal are marked as subject to withholding.
- FI\$Cal will capture 1099 information and generate a file that is sent to the Franchise Tax Board (FTB).
 - FTB will report to the Internal Revenue Service and print/mail 1099s.

1099 Screenshot

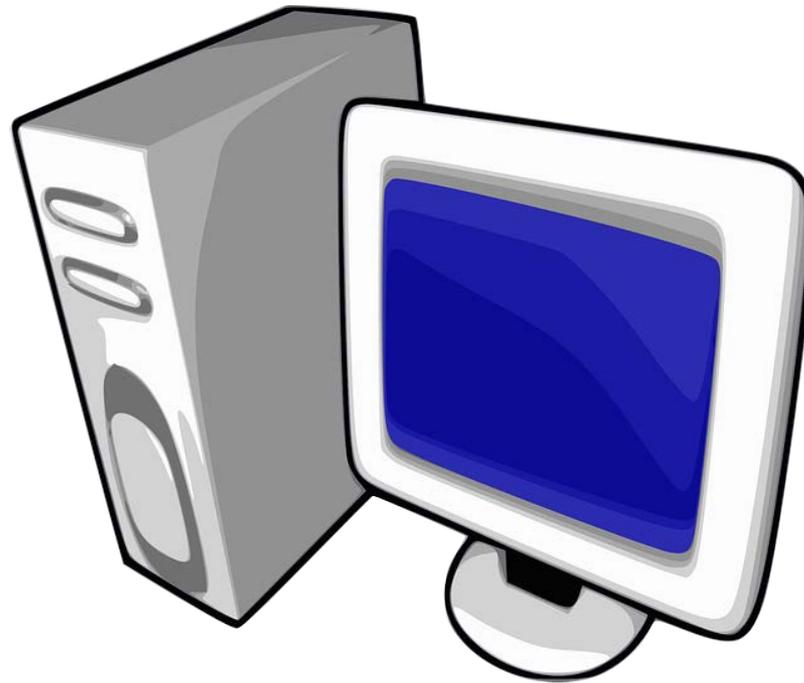


The screenshot shows the FI\$Cal web application interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Vendors > 1099/Global Withholding > 1099 Reports. Below this is the FI\$Cal logo. The main content area is titled "1099 Reports" and contains a folder icon labeled "1099 Reports". Underneath, there are two tiles: "1099 to Send Detail" with the description "Create a report listing data that is sent to the Internal Revenue Service." and "Withholding Sent File" with the description "View data that was sent to IRS in a 1099 report."

Key Impacts

- Vendors (suppliers) are marked as withholding applicable in the VMF in FI\$Cal
- 1099 Reports

Demonstration Overview



Change Impact Activity

- Description:
 - A walkthrough with the FI\$Cal team to assist departments to complete example change impacts
 - Departments will have the understanding on how to complete the remainder of the tool on their own
 - At your table, discuss how the FI\$Cal business processes and related change impacts may affect your department
 - Document three impacts in your BPW Change Impact Tool
- Roles:
 - Facilitator – Helps lead the discussion with your department on the FI\$Cal business processes and change impacts
 - Recorder(s) – Captures the department-specific impacts from the activity in your BPW Change Impact Tool
- Tool:
 - Change Impact Tool – Excel document for departments to identify and document the changes in People, Process, Technology, and Communication that will arise from the implementation of FI\$Cal business processes

Next Steps

- Share BPW materials at your department
- Complete the BPW Change Impact Tool
 - BUSN625: Identify Department-Specific Change Impacts
- Review with your FI\$Cal CMO Department Readiness Coordinator
 - Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
 - Role Mapping Workshop (TECH617) – Early March
 - Change Workshop (READ616) – Late May/Early June
 - End-User Training (TRNG606) – May through July
 - User Support Labs (TRNG612) – August

Next Steps

- **Role Mapping Workshop** – Workshop to review the FI\$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles.
- **Change Workshop** – Workshop 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 the System in their assigned FI\$Cal end-user roles.
- **User Support Labs** – Sessions for end-users to bring real life examples to FI\$Cal for transaction assistance from FI\$Cal Subject Matter Experts.

Question and Answer



FI\$Cal Project Information:

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

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

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