



FI\$Cal

Financial Information System for California

Procurement Business Process Workshop (BPW)

July 2016 Departmental Release

Agenda

- BPW Objectives
- What You Should Take Away
- Requisition, Sourcing, Procurement Contracts, Purchase Orders, Receiving, and P-Cards will each have a:
 - Process Overview
 - Detailed End-User Role Description
 - Demonstration
- Change Impact Activity
- Next Steps

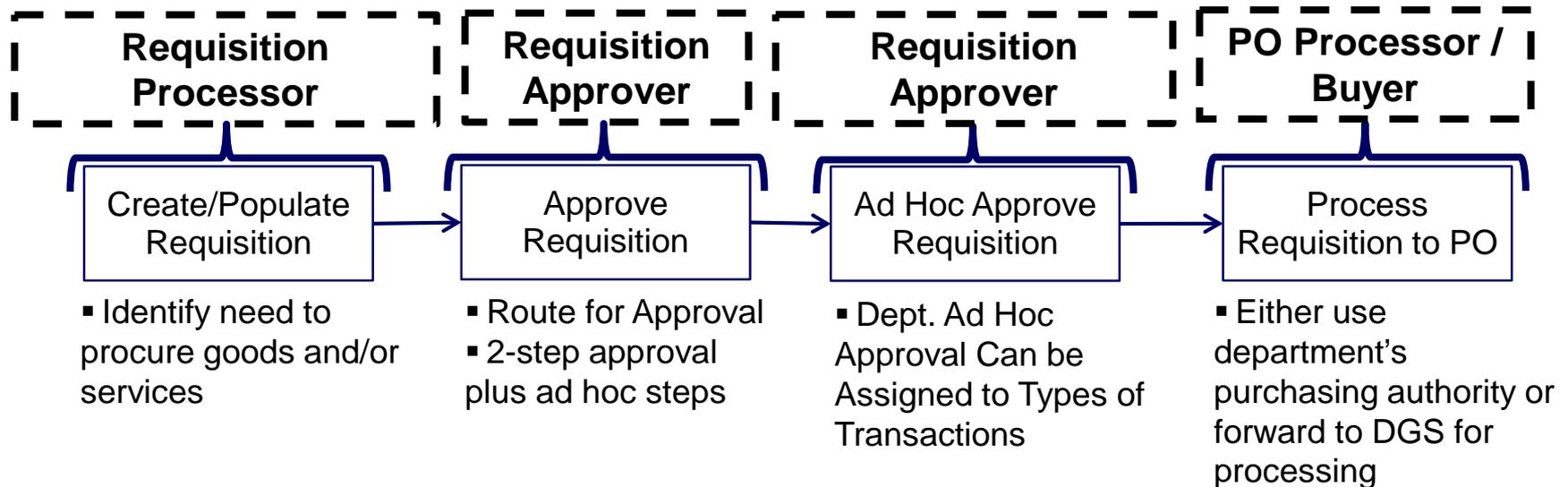
BPW Objectives

- The Business Process Workshops allow participants to :
 - Gain an understanding of the new FI\$Cal processes and end-user roles
 - 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

Create and Approve Requisition



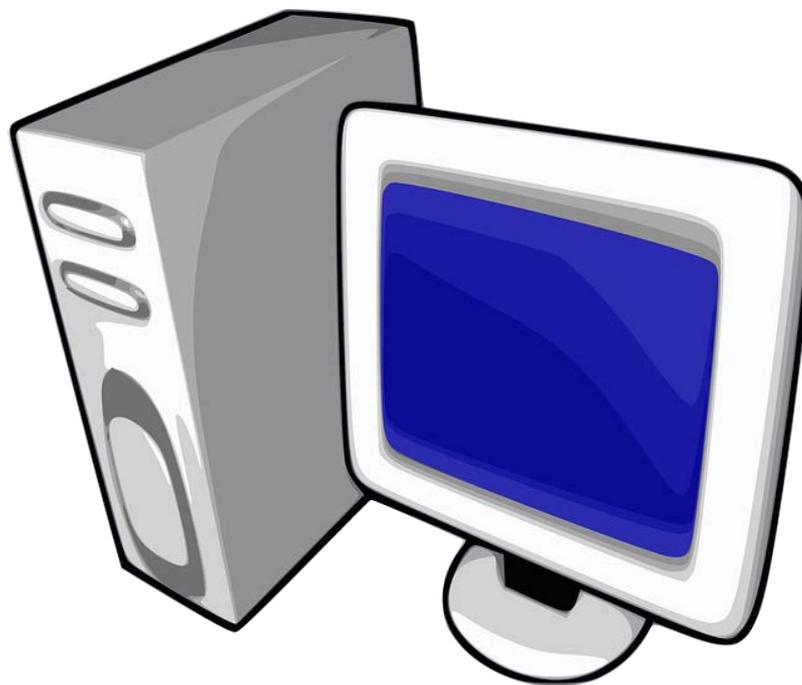
Key Impacts

- 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.

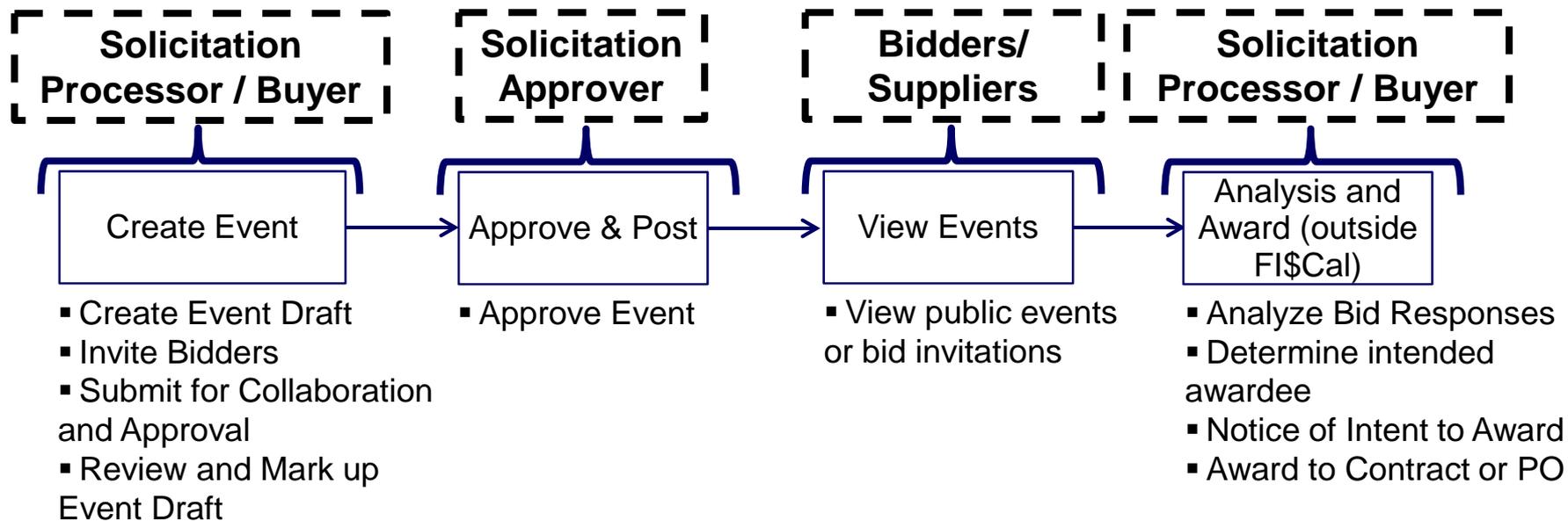
Requisition End-User Roles

FI\$Cal End-User Role	Responsibilities
Requisition Processor	<p>The department end user who requests goods and/or services through a requisition. This user can also update requisitions and, if a P-Card user, can create requisitions with the P-Card as the intended payment mechanism.</p>
Requisition Approver	<p>The department end user who is responsible for approving department requisitions. The first approval step is intended as a first-level review/approval by a program approver. A second-level review/approval will distribute/assign requisitions to a PO Processor.</p>

Demonstration Overview



Manage Sourcing Summary Flow



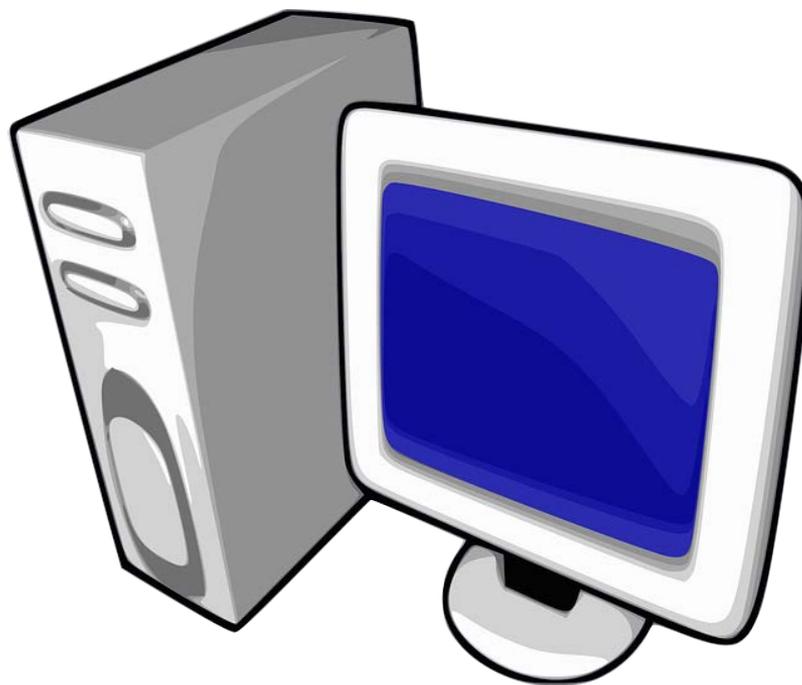
Key Impacts

- Solicitation Events may be entered directly or may originate from a requisition.
- Collaborators are selected by the Solicitation Processor/Buyer to provide edits; collaboration routing uses approver worklists; Solicitation Processor/Buyer decides which edits to accept.
- The event is posted in the FI\$Cal CSCR portal and email invitations sent after event approval.
- Solicitations are routed for approval by Business Unit and Acquisition Type

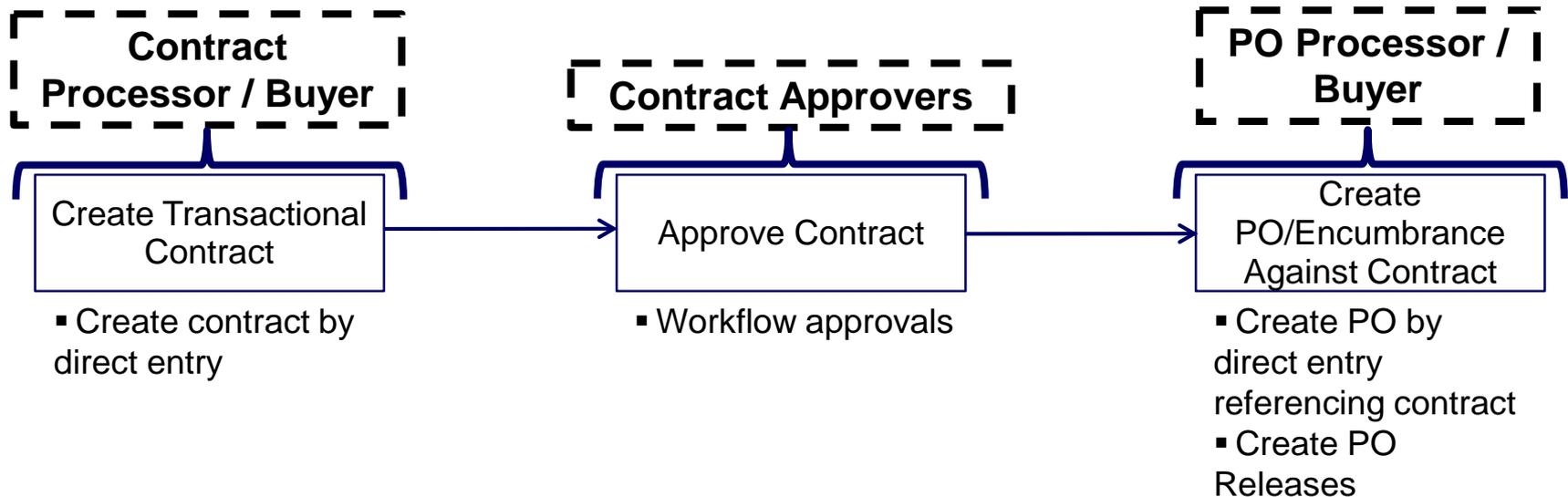
Sourcing End-User Roles

FI\$Cal End-User Role	Responsibilities
Solicitation and Contract Processor	<p>The department end user that create/modifies events. This department end user can also review and provide suggested markups to another user's events prior to approval and posting. This user can also add vendors and run reports on a department's procurement activity.</p>
Solicitation Approver	<p>The department end user that approves events. The user can add ad-hoc approvers to an event as required.</p>

Demonstration Overview



Procurement Contracts Summary Flow



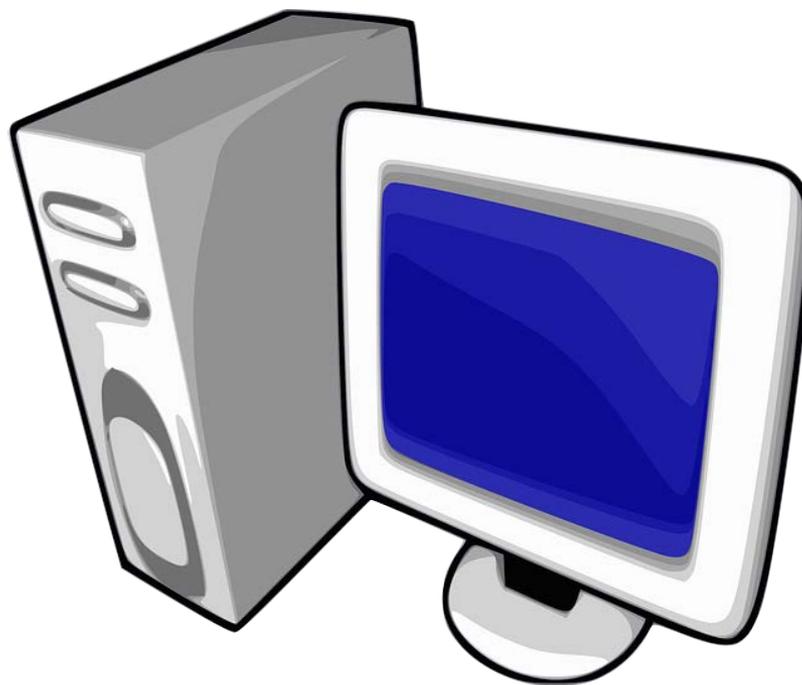
Key Impacts

- Contracts may be created by direct entry, or copying from an existing contract.
- Contract will be either an LPA (created by DGS only) or a departmental contract.
- Wet signatures on contracts still needed from suppliers and departments.
- STD. 213/210 still required and attached to the transactional contract.
- Purchase Orders must be created to encumber funds in order to process payments for contracts.
- Contracts are routed for approval by Business Unit and Acquisition Type

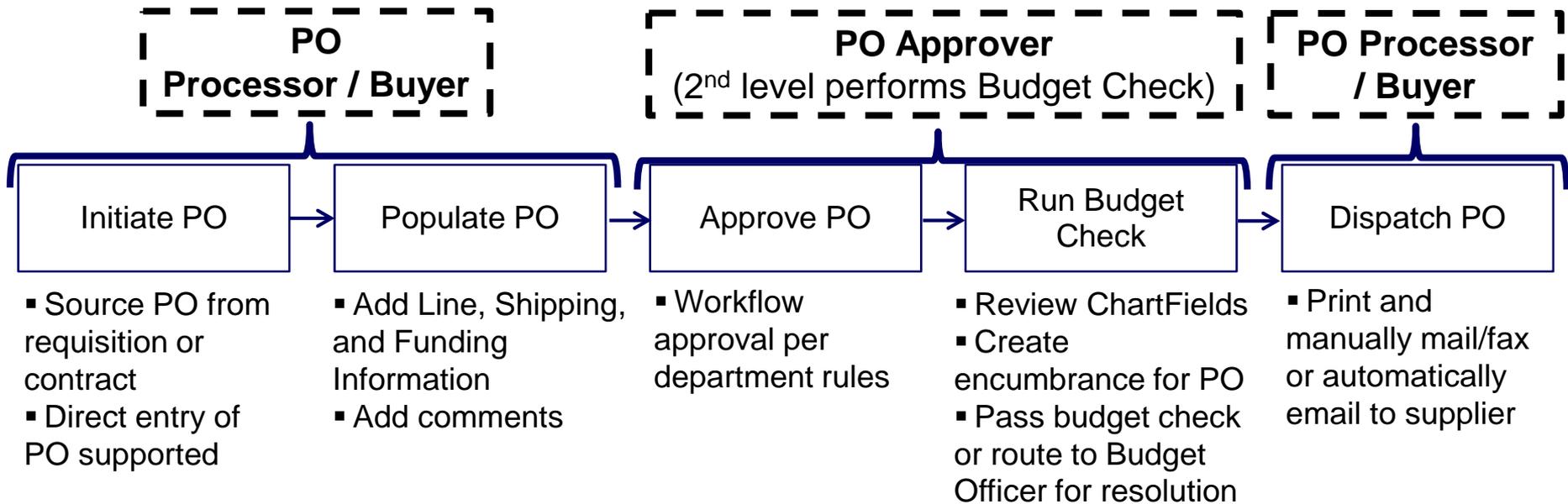
Procurement Contracts End-User Roles

FI\$Cal End-User Role	Responsibilities
Solicitation and Contract Processor	<p>The department end user that creates and modifies transactional contracts and enters contract documents into the system. This department end user can also review and provide suggested markups to other user's contracts and attached documents prior to approval and/or posting. Also, can run reports on department procurement and contracting activity.</p>
Contract Approver	<p>The department end user that approves transactional contracts and attached contract documents. Multiple levels of approval are required for each contract. User can also run reports on department procurement and contracting activity.</p>
PO Processor / Buyer	<p>This is department end user who creates purchase orders from solicitations and contracts.</p>

Demonstration Overview



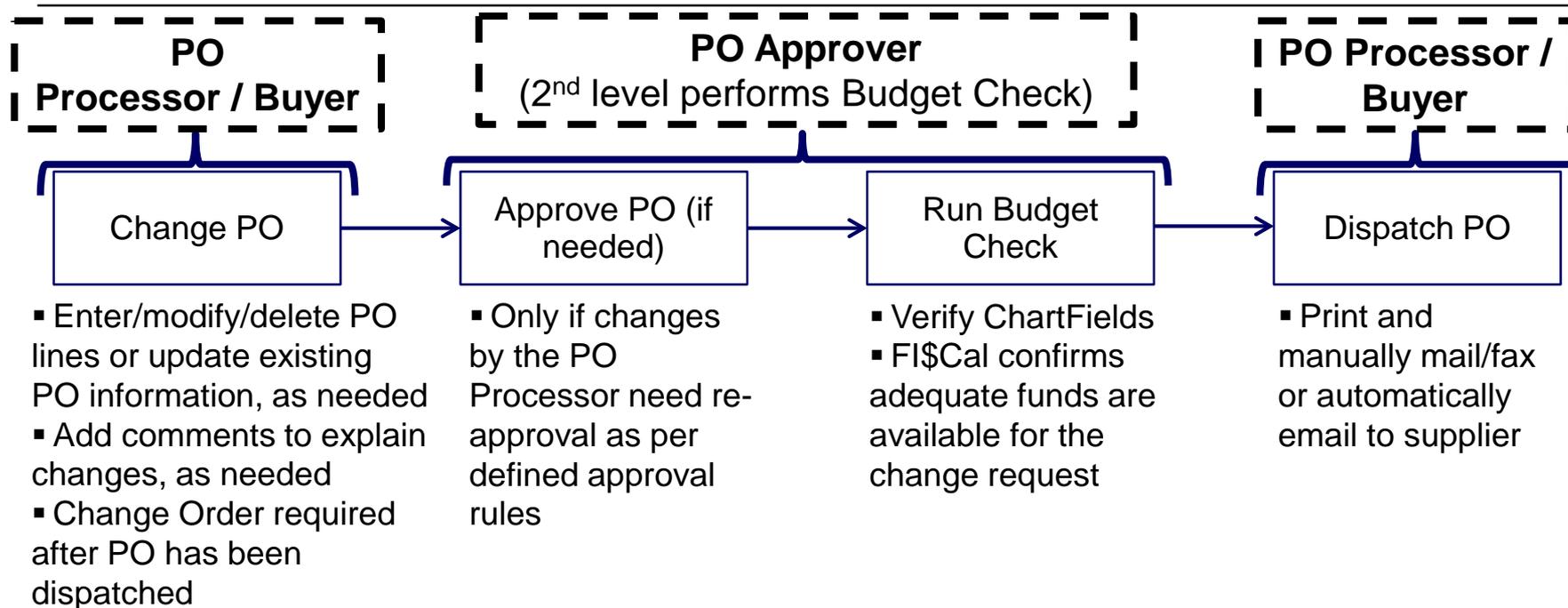
Manage Purchase Order



Key Impacts

- Only users with the role of PO Processor / Buyer is allowed to create POs.
- Electronic routing and approvals for POs.
- Automated budget check/encumbrance.
- Acquisition type, reporting structure, and dollar amount will be used to determine workflow routing.

Manage PO Change Order



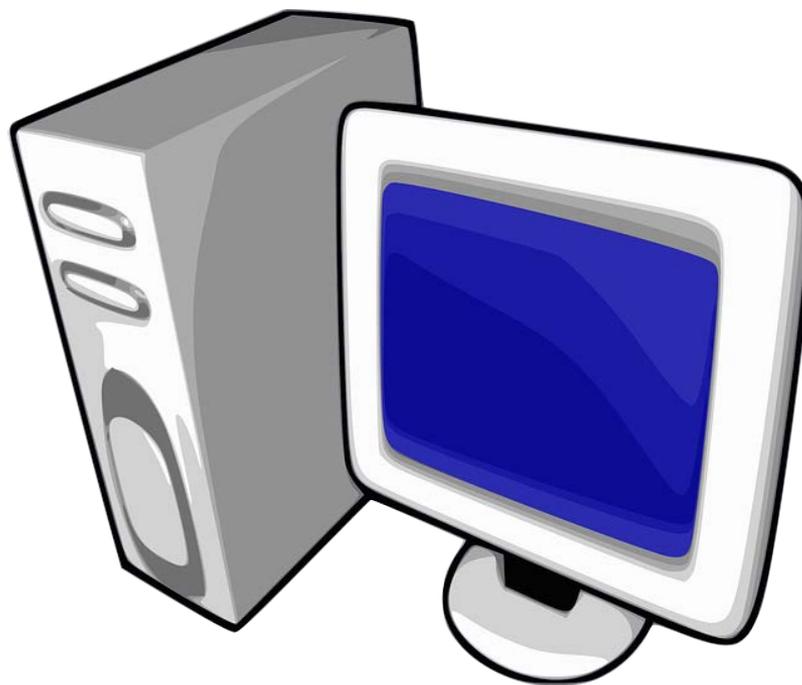
Key Impacts

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

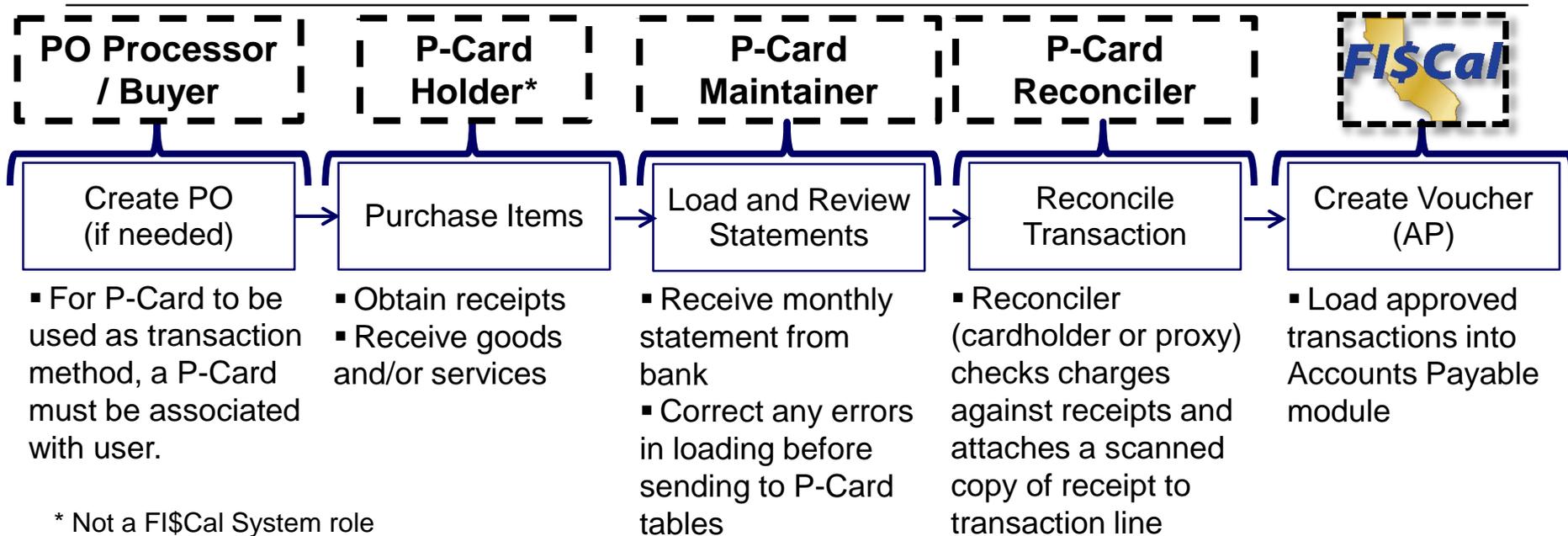
Purchase Order End-User Roles

FI\$Cal End-User Role	Responsibilities
PO Processor / Buyer	The department end user who creates, updates, and dispatches POs. They can also run reports on a department's procurement activity. This user can also, if a P-Card user, create POs with the P-Card as the intended payment mechanism.
PO Approver	The department end users who approves department POs. This is multiple level process and the workflow of approval is determined by acquisition type, amount, and reporting structure. This user can also add ad-hoc approvers to the other POs.

Demonstration Overview



Process P-Card Transactions



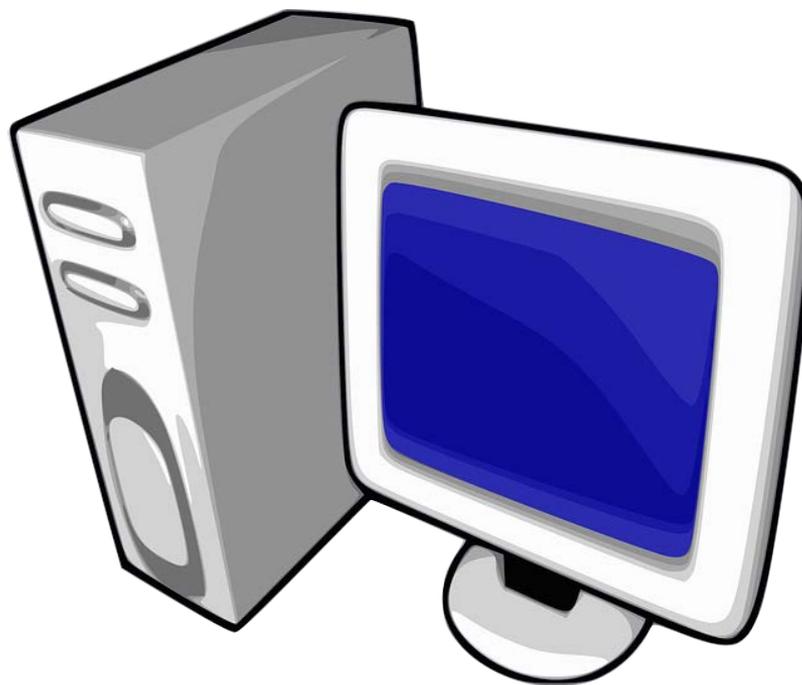
Key Impacts

- Bank Statements will be loaded and P-Card reconciliation will be performed in FI\$Cal.
- Reconciliation includes adding UNSPSC 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.
- All FI\$Cal department P-Cards will be on the same bank cycle.

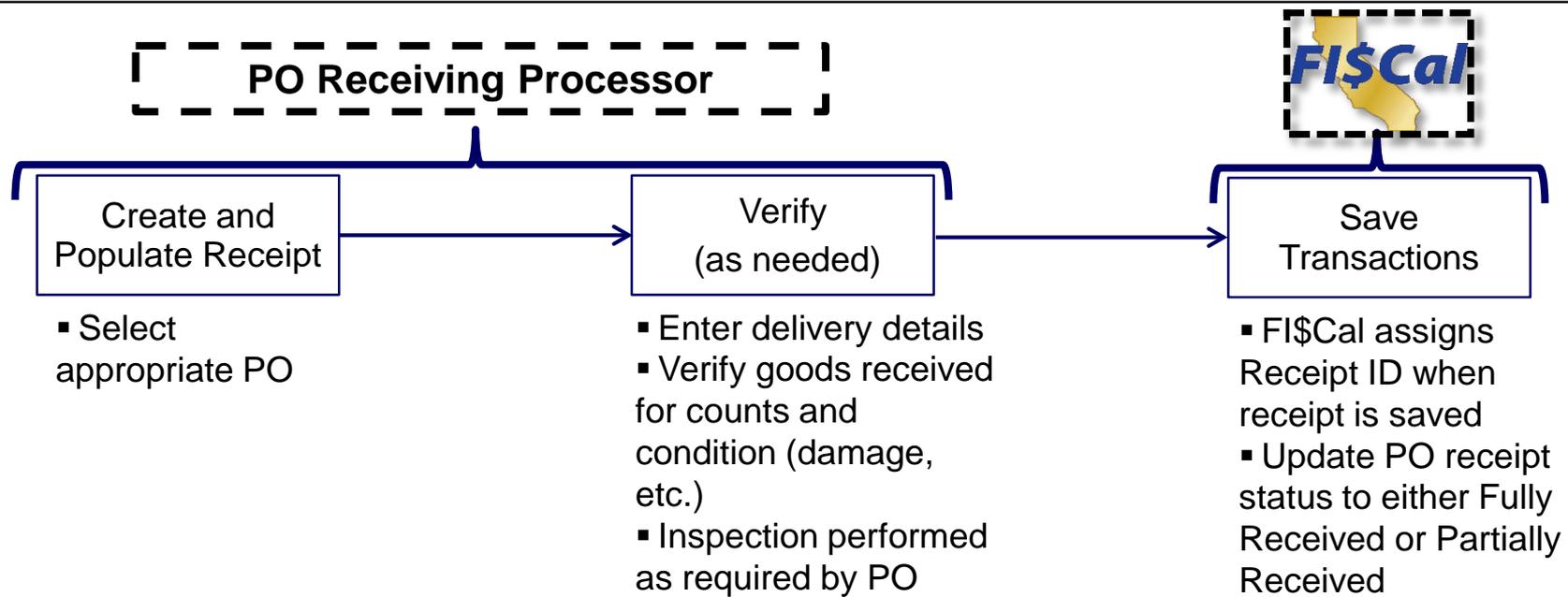
P-Card End-User Roles

FI\$Cal End-User Role	Responsibilities
P-Card Holder	This is a non-FI\$Cal role. This user is anyone who is authorized to conduct transactions with a P-Card (Cal Card.)
P-Card Maintainer	The end user who manages P-Card administration activities for the department.
P-Card Reconciler	The department end user who reconciles P-Card transactions and updates distributions. This user can be the cardholder or a proxy user who reconciles on behalf of the cardholder.
P-Card Approver	The department end user who reviews and approves P-card transaction lines that have been verified by the card holder/ reconciler.

Demonstration Overview



Create Receipt

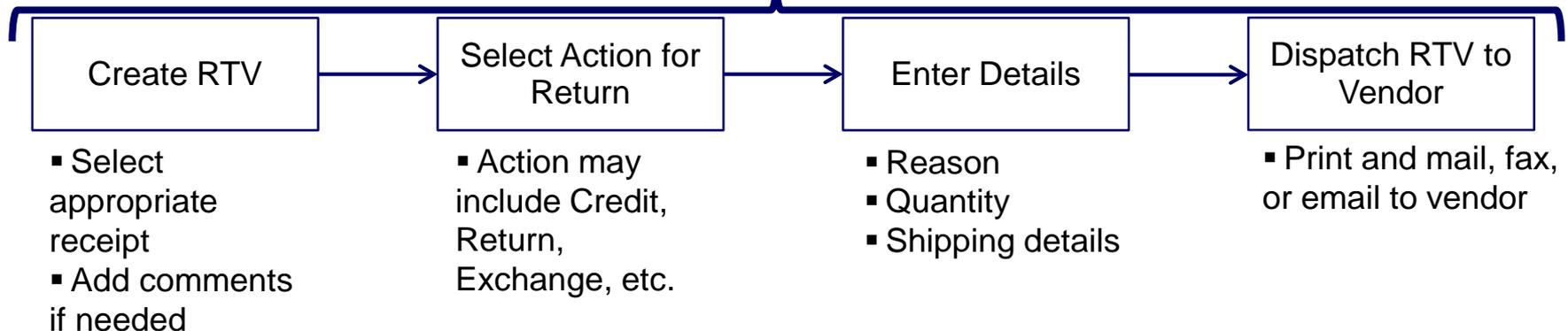


Key Impacts

- 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)

PO Receiving Processor



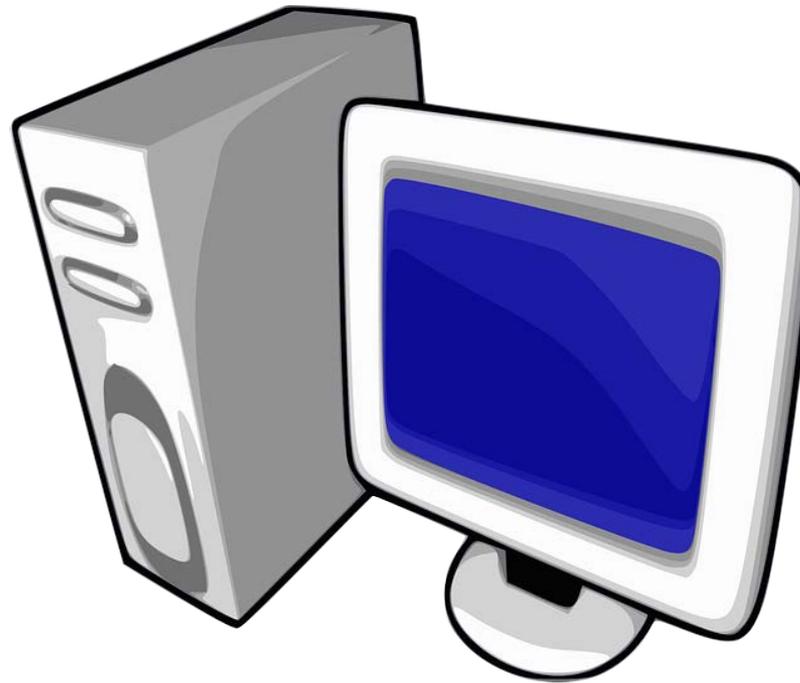
Key Impacts

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

Receiving End-User Roles

FI\$Cal End-User Role	Responsibilities
PO Receiving Processor	<p>The department end user who manages the receipt of goods and services and enters receiving inspection results, including acceptance testing. Also the department end user who enters a Return To Vendor (RTV) transaction.</p>

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:

fiscal.cmo@fiscal.ca.gov

Appendix

PO Header and Line Page

▼ Header

*PO Date: [Vendor Search](#)

*Vendor: [Vendor Details](#)

*Vendor ID: [ACCENTURE LLP](#)

*Buyer: [Department Buyer](#)

PO Reference:

Header Details: [Activity Summary](#)

PO Defaults: [Document Status](#)

Requisitions: [Add Comments](#)

PO Activities: [Add ShipTo Comments](#)

SB/DVBE Contracting: [Confidential](#)

Doc Tol Status: Valid

*Acquisition Type: [Acquisition Sub -Type:](#)

*Acquisition Method: [Acquisition Sub-Method:](#)

DGS Billing Code:

Receipt Status:

*Dispatch Method: [Dispatch](#)

Amount Summary

Merchandise: 123,549,999,987,645.00

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 123,549,999,987,645.00 USD

Encumbrance 9,999,999,999.00 USD

Balance:

Select Lines To Display

Line: To: [Retrieve](#)

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

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

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving				
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	<input type="text"/>	Items	12355.0000	EA	56101500	9,999,999,999	123,549,999,987,645.00	Pending			

[View Printable Version](#)
[Close Short All Lines](#)
*Go to:

Key Points:

- Header provides key information about the purchase order
- Lines give the information of different items to be purchased

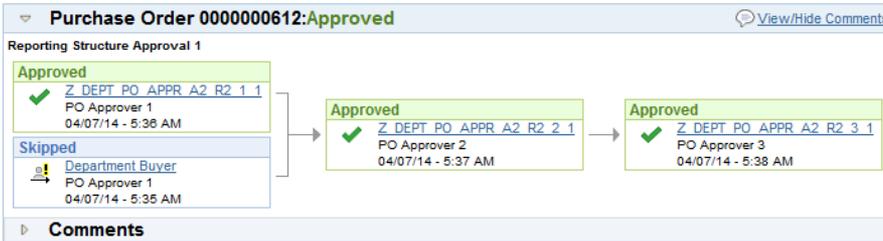
PO Approval Process Map

View Approvals

Business Unit:	3980		PO Status:	Dispatched
PO ID:	0000000612	View Printable Version	PO Date:	04/07/2014
PO Total:	6,049.45	USD	Budget Status:	Valid
Vendor ID:	0000000002	STAPLES INC	Justification:	<input type="text" value="No justification entered by buyer."/>
Buyer:	Z_DEPT_PO_BUYER			
PO Reference:				

Review / Edit Approvers

Reporting Structure Approval 1



[Return to Purchase Order](#)

Key Points:

- Shows approval status

PO Document Status Inquiry

Document Status

Business Unit:	3980	PO ID:	000000587
Document Date:	04/01/2014	Status:	Dispatched
Currency:	USD	Document Type:	Purchase Order
Buyer:	Department Buyer	Merchandise Amt:	18,300.00
		Budget Status:	Valid

Associated Document

Personalize | Find | View All |   First  1-3 of 3  Last

Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
3980	Receipt	000000125	Canceled	04/02/2014	000000001 	MAIN	
3980	Receipt	000000126	Received	04/02/2014	000000001 	MAIN	
3980	Voucher	00000227	Posted	04/02/2014	000000001 	MAIN	

 Return to Search
  Previous in List
  Next in List

Key Points:

- Documents related to a Purchase Order can be found in the document status of the PO

P-Card

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1-9 of 17 Last

Transaction Billing

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	<input checked="" type="checkbox"/> Lad,Vikas	USBK1	*****2913	04/28/2005	APPLETON PAPERS INC.	Staged	-2,101.16	USD
2	<input type="checkbox"/> Lad,Vikas	USBK1	*****2913	04/28/2005	APPLETON PAPERS INC.	Staged	-890.00	USD
3	<input type="checkbox"/> Lad,Vikas	USBK1	*****2913	05/12/2005	APPLETON PAPERS INC.	Staged	67,269.31	USD
4	<input type="checkbox"/> Lad,Vikas	USBK1	*****2913	04/28/2005	APPLETON PAPERS INC.	Staged	0.02	USD
5	<input type="checkbox"/> Lad,Vikas	USBK1	*****2913	05/12/2005	APPLETON PAPERS INC.	Staged	67,269.31	USD
6	<input type="checkbox"/> Lad,Vikas	USBNK	*****2913	04/28/2005	APPLETON PAPERS INC.	Verified	-2,101.16	USD
7	<input type="checkbox"/> Lad,Vikas	USBNK	*****2913	05/12/2005	APPLETON PAPERS INC.	Verified	67,269.31	USD
8	<input type="checkbox"/> Lad,Vikas	USBNK	*****2913	04/28/2005	APPLETON PAPERS INC.	Verified	-890.00	USD
9	<input type="checkbox"/> Lad,Vikas	USBNK	*****2913	05/12/2005	APPLETON PAPERS INC.	Verified	67,269.31	USD

Select All
 Clear All

Key Points:

- This screen shows what an uploaded statement will look like in FI\$Cal

P-Card

▼ Purchase Order

*Business Unit:  Original PO: N

PO ID: 

PO Line: 

PO Sched: 

Vendor ID:  Safeway

Location:  someplace description

Ship To: 

Item ID: 

Category:  ERP or database applications programming serv

Vendor Item:

*Quantity:

*UOM: 

Unit Price: USD Transaction Amount: 672

Bill Includes Tax if Applied

Tax Paid

Sales/Use Tax Category Search View Hierarchy PO P

Key Points:

- Purchase Orders must be created before P-Card transactions for scenarios outlined in state guidelines

P-Card

Split Transaction

Line: 3
Trans Date: 05/12/2005 **Billing Amount:** 67,269.31 USD
Posted Date: 05/15/2005 **Reference:**
Merchant: APPLETON PAPERS INC.
Description: 90353588/90353621

Split Rules Personalize | Find | View All | | First 1-3 of

Description▼	Transaction Amount	Billing Amount	Percentage
90353588/90353621	67269.31	67,269.31	100.000000
90353588/90353621 - 2			
90353588/90353621 - 3			

Key Points:

- Ability to split the cost of transaction to multiple accounts

Decentralized P-Card Administration Illustrations

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Definitions](#) > [Cardholder Profile](#)

ORACLE

Cardholder Profile

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

[Find an Existing Value](#)

Business Unit: =

Employee ID:

Name:

Last Name:

Case Sensitive

[Basic Search](#)

Key Points:

- New Search field Business Unit will be added to Decentralized P-Card Administration and Department Administrator will be able to search Employee by Department

Main Receipts Page

Maintain Receipts

Receiving

Business Unit: 3980 Receipt Status: Fully Received 

Receipt ID: 0000000124 Add Header Comments: Activities

Header Details Document Status

Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines Personalize | Find | View All |  First 1-2 of 2 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	
1	00000000000000000001	Printing & Writing Papers - Le	2.0000	EA	10.00000	2.0000	Received	14000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA 	
2	00000000000000000002	Printing & Writing Papers - 30	4.0000	EA	10.00000	4.0000	Received	14000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA 	

Interface Receipt Run Close Short Interface Asset Information

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Key Points:

- Sample Receipt Transactions:
 - Full and Partial Receipt, . Reject Damaged Goods, Receive Amounts (Service Orders)

Receipts

Maintain Receipts

Asset Management Information for Line 1

Business Unit: 3980 Status: Received
 Receipt ID: 0000000116 Item:
 Receipt Line: 1 Standard UOM: EA

Distribution Information Find | View All First 1 of 1 Last

Distribution Line: 1 Capitalize:
 Business Unit: CAP Sequence:
 Profile ID: Employee ID:
 CAP #: Distributed Quantity: 2.0000
 Cost Type: Merchandise Amount: 20.00

Select Action: Multiplier:
 Enter Starting Number: *Start Row:
 Overwrite existing numbers

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

Asset Information	More Details								
Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	3980	Open	<input type="text" value="2.0000"/>	<input type="text"/>		<input type="text" value="NEXT"/>	<input type="button" value="↔"/>	<input type="text"/>	AGRI_EQUIP

- Key Points:**
- Entering Asset Information during Receiving (e.g. Asset ID, Tag Number)