2017/2018 Release Purchasing Solution Walkthrough

Date: Tuesday, January 12, 2016
Time: 9:00 AM to 12:00 PM
Location: 700 North 10th Street, Sacramento
Room: CA State Lottery

Facilitators:	FI$Cal Change Management Office
Meeting Purpose:	Solution Walkthrough for Purchasing
Type of Meeting:	Presentation/Question and Answer

Agenda Topics/Minutes

#	Topic	Presenter *[Name]*	Duration *[Time in Min.]*
1	Introduction	Michael Muth	10
2	Procurement Solution Overview	Lee Xiong	5
3	Requisitions	Daniel Bean	15
4	Events	Lee Xiong	30
5	Procurement Contracts	Lee Xiong	30
6	Purchase Orders	Daniel Bean	20
7	Purchase Authority Application	Lee Xiong	15
8	Procurement Card – P-Card	Lee Xiong	15
9	Receiving	Daniel Bean	15
10	Return to Vendor	Lee Xiong	15

Questions and Answers

Question	Answer
Q1: What happens when you go to create a PO with a pre-encumbrance and the budget is not there?	A1: It will not pass the budget check. It will not be available to the PO.
Q2: At the time you check pre encumbrance, will it tell you the available budget?	A2: Through other screens you can get that number.
Q3 In the requisition approver section, if you do not want to approve, can you send it back with changes to the processor?	A3: Yes you can. There is a push back you can send it back to the processor and add comments, but not changes.
Q4: Is this entire process paperless and do you scan in documents?	A4: In the system it is paperless. There may be other documents you may scan into it. You can ad hoc DGS and you may have documents that need to be scanned and attached.
Q5: What about contracts for non-IT services? Do they accept electronic signatures or wet signatures?	A5: That is in the next section, and we will go through that.

Question	Answer
Q6: At the requester level - is that done at the program level?	A6: Yes that is exactly it.
Q7: When is the requisition supposed to be implemented, right now?	A7: For folks who are live in the System, yes. At requisition, it is up to the department according to their business process. You will need people role mapped to requestors.
Q8: Is Ad Hoc something that is system generated, or does it have to be selected?	A8: You have to enter Ad Hoc approvers each time.
Q9: Can the approver make corrections, or does it have to go back?	A9: The processor can't make edits, but sends the requisition back to the requestor. If they have the role as a requestor, they can make changes. But a requester cannot approve their own request.
Q10: Is there a unique tracking number?	A10: As soon as you save the requisition, the System generates a unique requisition number.
Q11: We have a home grown storage system. Does FI$Cal allow us to upload?	A11: There are lots of uploads and interfaces and conversions, if your legacy system allows that.
Q12: How many digits are in the unique number that is assigned?	A12: Ten digits, automatically and consecutively assigned by the System, unique across all Business Units (two BUS cannot have the same requisition number), with zeros in front. The BU is not part of the requisition number.
Q13: Do vendors have to pay to use FI$Cal?	A13: No, they do not.
Q14: is the fiscal year included in the unique requisition number?	A14: There is a date for the requisition related to the fiscal year, but it is not part of the requisition ID number.
Q15: This site is for vendors to bid, but we don't enter data into this?	A15: You don't enter data. Vendors will submit bids outside of FI$Cal. You can go on and look at LPAs for those without a sign on to FI$Cal.
Q16: This replaces BidSync, but does not create solicitations?	A16: Events can be created in FI$Cal, but the functionality to accept electronic bids is not available at this time.
Q17: We created two solicitations, and the approval notice went to DGS and a lot of other people. Is that a glitch?	A17: It is not a glitch, it is growing pains. There are certain departments that have access to all business units, but as we see how it progresses, we see that is not needed and there are fixes going on to reduce that. If too many people are seeing it in your department, you can work with the FI$Cal Service Center to reduce that. You can also turn off email notifications. There are some issues with DGS and the Department of Technology in getting too many notices, and we are working on turning that off.
Q18: Our contract analyst and procurement analyst have to do double the work.	A18: There is not as much to do in FI$Cal, but does both and not nearly as much as what you do outside the System.
Q19: Will the standard 65 be auto-generated?	A19: Not from your standard 213, but it can generate POs. You'll learn more on that.

Question	Answer
Q20: We enter data into a solicitation, but we won't be able to generate a standard 213?	A20. The standard 213 is not generated by FI$Cal and is still done offline.
Q21: It seems between DGS and the Controller are not releasing control to be a fully automated system.	A21: We work daily to minimize the paper and utilize as much of FI$Cal as we can. There are still risks involved and statutes we are working to improve.
Q22: What if we have our own way of making contract numbers?	A22: The contract reference field is free form. The system auto-generates the next number for the contract ID, but you can reference your external contract number.
Q23: Will the 215 form be generated?	A23: The 215 form is in FI$Cal. The work you do for the form is done outside and then it is entered in.
Q24: Is there a separate field for a unique PO number?	A24: Yes it is PO reference field and it is a free form where you can type anything you like.
Q25: Where are these materials at?	A25: It is on the FI$Cal website in the 2017/2018 Release section.
Q26: What is the contract approval workflow?	A26: There are three standard levels of approval. You can have multiple approvers assigned to the same approval role (such as Approver 1) The third approval level depends on the dollar amount of the contract. If it is less than 50K, it goes to approver 3. If 50K or over, it goes to approver 4. You can ad hoc more approvers, between approval levels, if more approvals are needed. However, ad-hoc approvals cannot move backward through the approval workflow. For example, if the contract is already approved at level 2, you can no longer insert an ad-hoc approver between approvers 1 and 2. One approval at a specific level (such as an approver 2) clears the contract from the worklist of all approvers at that same level, and moves the contract to the next level in the approval workflow (such as approver 3).
Q27: I purchased the complete UNSPSC codes and there were 50,000. When FI$Cal sent us the list, there were 5,000. What happened to the 50,000?	A27: The codes we have are owned by DGS. It is a DGS decision regarding how frequently the codes are refreshed.
Q28: If a contract's start date has passed and we need to amend, will the system allow us to do that?	A28: Yes, there are a lot of things you can enter after the fact. On POs and contracts you will have to make an amendment and re-set dates for them.
Q29: For a new contract start date, can I back date that as well?	A29: Yes.
Q30: Can you still use "upon approval" on a contract?	A30: The contract terms still apply however you put it on your contract.

	2017/2018 RELEASE PURCHASING SOLUTION WALKTHROUGH **DATE: TUESDAY, JANUARY 12, 2016** **TIME: 9:00 AM TO 12:00 PM** **LOCATION: 700 NORTH 10TH STREET, SACRAMENTO** **ROOM: CA STATE LOTTERY**

Question	Answer
Q31: On the budget check, is it possible to drill down why there is not enough funding, or do I have to go to another screen?	A31: It will give a budget error and there is link where you will be able to see different things.
Q32: On the LPA, one of our analyst says user instructions are not available.	A32: The instructions were getting updated, so it may be a workload issue. If you need access to LPAs, reach out to DGS. DGS is recreating the LPAs in FI$Cal. Some LPAs are not in FI$Cal yet, so go to BidSync for those.
Q33: Can I purchase online with CalCard?	A33: We will get there. All procurement rules for CalCard remain.
Q34: Is the PO Approver 2 an accounting or procurement role?	A34: It is the budget check, so the recommendation is that someone from the accounting office to do that.
Q35: In the item, is there SB/DVBE and recycle and SABRC?	A35: Yes, there is recycle and SB/DVBE and SABRC.
Q36: If we have vendor problems with addresses and they do not match the vendor, who do we contact?	A36: Refer to the address on the vendor's Standard 204; it should match the address in FI$Cal. The person in your department who has the vendor processor role can send requests to the FI$Cal Vendor Management Group, to add or change a vendor address. The vendor record applies across all BUs. If the vendor has changed addresses, and the existing address is no longer valid, then the address may be changed in FI$Cal. But if this is an additional address, and other state departments might continue to transact business with the vendor at the existing address, then the new address is added to the vendor record, not replacing the existing address.
Q37: We lose the convenience of P-card.	A37: No, it is a payment mechanism. You would work out a plan to keep track of whatever you need to.
Q38: Can we batch upload into FI$Cal for under 5K purchases?	A38: There are no batch uploads for that right now.
Q39: For P-Card encumbrance, will you walk us through? Hospitals are buying a lot. How much detail is there?	A39: There is required data on the PO page, and anything else has to go through a PO.
Q40: Do you have to enter every P-Card purchase or can you do it quarterly?	A40: You can start planning and work it out for your department and reach back to work with us to work it out.
Q41: On reconciling and P-Card can they upload source documents?	A41: Yes. Like receipts are required to be attached.
Q42: Can you go through the P-Card reconcile? What happens at approval voucher before the processor?	A42: Add the PO or enter the code then submit and the approver will come in to approve. All supporting documentation must be included when the cardholder or their designated proxy reconciles the P-Card purchases made on their card, against the monthly US Bank statement for that card number.
Q43: Where does the ChartField enter in?	A43: The ChartField enters in as you get more familiar with the roles. We will get into more detail of how it works later.

Question	Answer
Q44: On blind receiving, it says receiving requires quantity or receiving dollar amount.	A44: It is your choice on dollars or quantity amount. Someone has to acknowledge to AP that it has been received. Dollar amount receipts are typically used for receipts on services, where there is no quantity of goods to receive, such as copier repair.
Q45: On covering payments, how will it be paid? The Controller does by claim schedule.	A45: We are not covering AP where we will go over that.
Q46: Is blind receiving mandatory?	A46: It is mandatory for receiving goods. Blind receiving means that the quantity field is left blank and the receiver fills it in. The receiver does not know the quantity of goods ordered, and has to count the quantity received. The buyer later verifies that the quantity received matches the quantity ordered (no over-shipment or under-shipment); the receiver does not verify this. Blind receiving typically does *not* apply for receiving services, such as copier repair, where there is no received quantity to count, and the PO quantity ordered is 1 (such as one visit by a service technician). The receiver knows that one service call is expected, and the receipt documents that the service call was made and the repair was successful, so that the vendor invoice can be matched to the receipt, and the vendor can be paid. Blind receiving does not apply in such cases.
Q47: How does the system work with service contracts?	A47: It can receive against the work done on dollar values or create line items and received against that, depending on how the contract is set up.
Q48: Who is going to do this? How will receiving work in FI$Cal? We have an Assistant Manager who only she knows what she bought.	A48: It may be a business process change, but whoever is the appropriate person on the business process change. The buyer should not be the receiver. In blind receiving the receiver does not know what was bought, and only counts the quantity received.
Q49: On receiving does it put anything in inventory or asset management?	A49: It does not put receiving in inventory, but if the items ordered and received are assets, the System can move the item information from the PO module to the asset management module, without you have to re-enter that item data about the asset.
Q50: Is this replacing the invoice dispute resolution process?	A50: It does not replace the invoice dispute resolution. You still need to fill that out.
Q51: The vendor sent us an invoice and we are now returning a piece. We put in an invoice dispute which is outside of FI$Cal correct?	A51: If you have invoice dispute, you will hear about that when AP does their presentation. It is outside of FI$Cal. You do use the Return to Vendor (RTV) feature in FI$Cal PO when you return an item to a vendor – for example, because it is broken, not the item that was ordered, or an over-shipment. But this usually occurs right after receipt of items, not after receiving the vendor invoice.

Question	Answer
Q52: If we need to make changes to a PO, can we go in and make changes?	A52: Yes. It depends on how far it is has gone, if it is open or approved or dispatched. There may need to be a change order if received and then a Return to Vendor. Once SCO pays it, you then can't cancel the PO. You also have to have the right System roles assigned to you, to allow you to cancel the PO, or to issue a Change Order.
Q53: If after SCO pays, can we go back and make a change and then see a report of what was received and returned?	A53: When SCO pays, you can't cancel. You have to do an addition amendment and change orders and you have to create a new PO. There will be some instances where polices and laws require you to do certain things and your data could be off a bit. We are continuing to work on that. The goal is total transparency, and that could require additional work at times.
Q54: We are not able to create SCPRS entries on the LPAs. Can we create them in BidSync? How do we amend SCPRS?	A55: You need to contact DGS about BidSync. FI$Cal released an e-mail yesterday on a glitch that has been identified and we are working on. DGS may release or will require if you need to enter and track in FI$Cal. We hope to have it available today or tomorrow. To amend entries in BidSync, we are working where you will have the ability to do amendments. We don't know the plan for conversion, but are having a lot of errors. DGS and FI$Cal are working on it. We are at a holding point with SCPRS. Hopefully we will have answers for you soon.
Q56: On the CSCR, we had an entry somebody accidentally approved. Does that mean it is out to the public?	A56: Yes it is posted to the public. The approver has to go in and cancel it in the work bench in sourcing.
Q57: Does it matter if the actual approver does that?	A57: We want the approver to do it.
Q58: How do you turn off email notifications?	A58: It's in your personal profile, and there is a Job Aid on it for approvers.