



FI\$Cal

Financial Information System for California

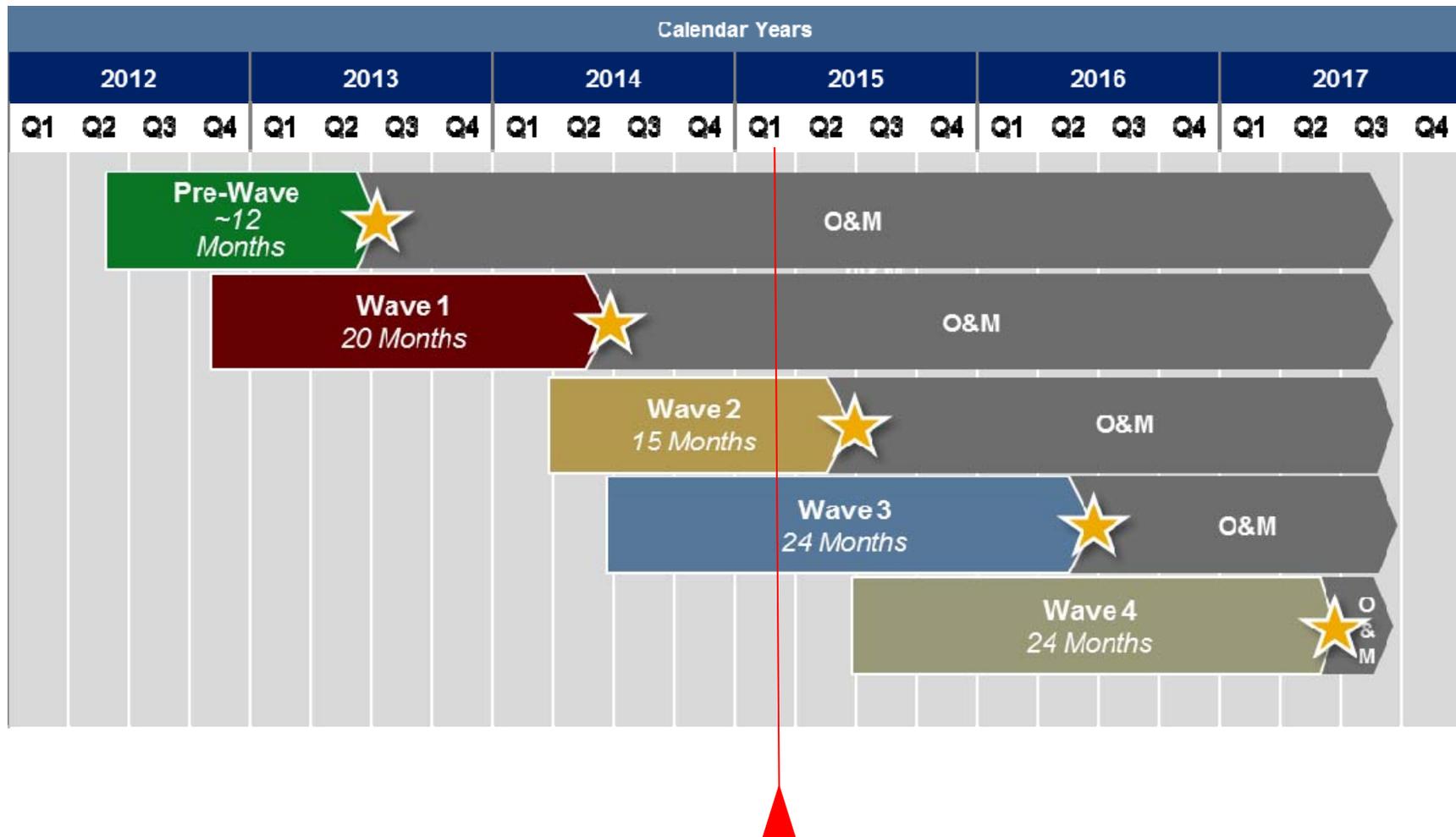
FI\$Cal Forum

March 4, 2015

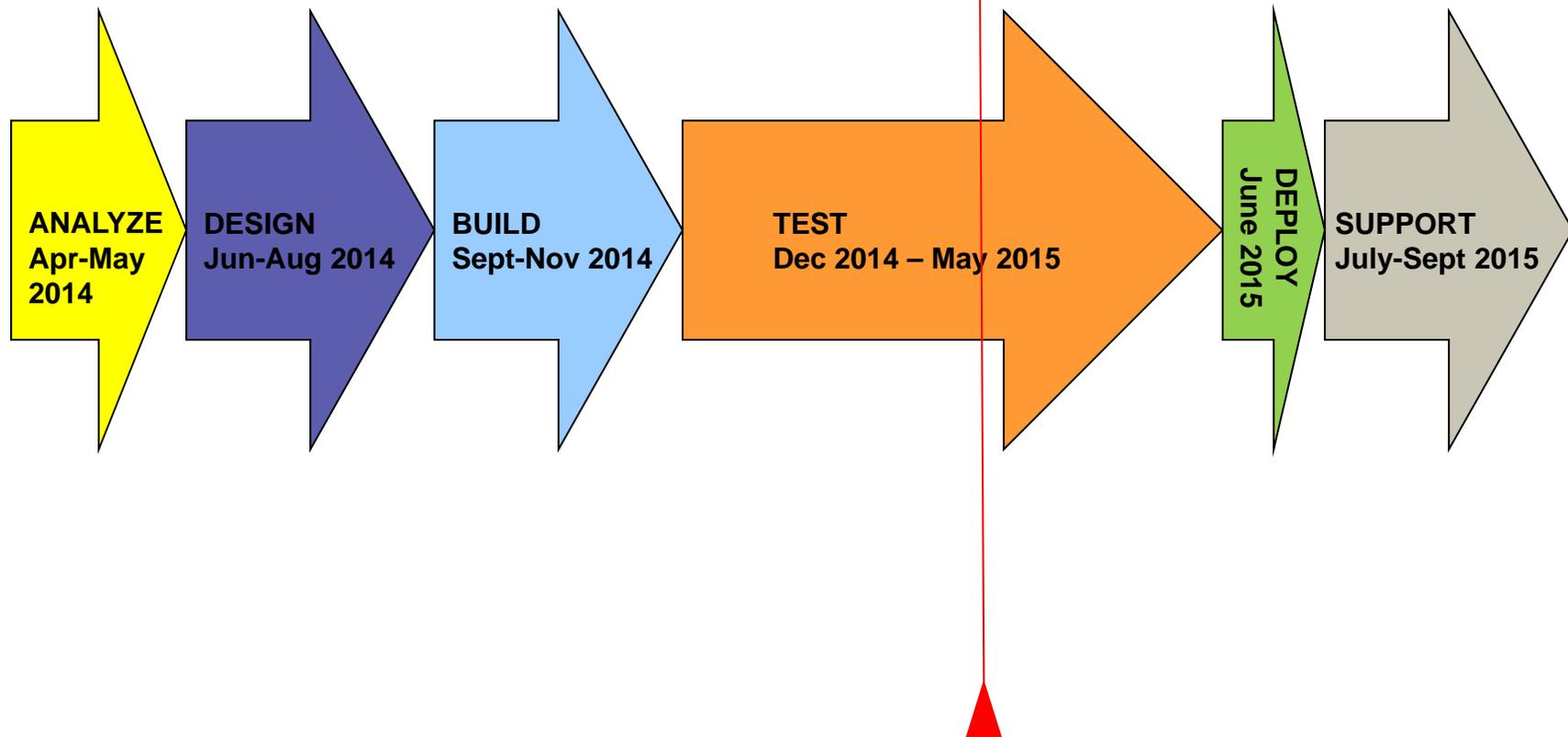
Agenda

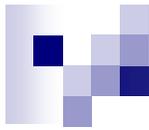
- Project Timeline
- Wave 2 Road to Go Live
- Department of Finance – Wave 1
- Requisition to Check Functionality
- Statewide Procurement Functionality
- California State Library – Wave 2 Experience
- Department of General Service – Statewide Procurement
- Next Steps
- Questions

FI\$Cal Wave Timeline



Wave 2 Project Timeline





DEPARTMENT OF FINANCE

Amanda Martin, FI\$Cal Project
Budget Subject Matter Expert

Department of Finance

Wave 1 Accomplishments

■ Accounting

- Transacting in FI\$Cal
- Month end close activities complete through January 2015

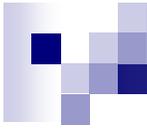
Department of Finance Look Ahead

■ **Budgets**

- Wave 1 Spring process in FI\$Cal
- Wave 2 additional functionality – Capital Outlay
- Wave 1 and Wave 2 departments will develop 2016-17 Budget in FI\$Cal
- Wave 3, 4, and Deferred/Exempt will use spreadsheet uploads for 2016-17 Budget
- Wave 3 additional functionality
 - Departments – Position Budgets, and Operating Budgets
 - Control – Governor’s Budget Publication Systems and Cash Flow Forecasting

■ **Accounting**

- Annual Financial Statements



STATE CONTROLLER'S OFFICE

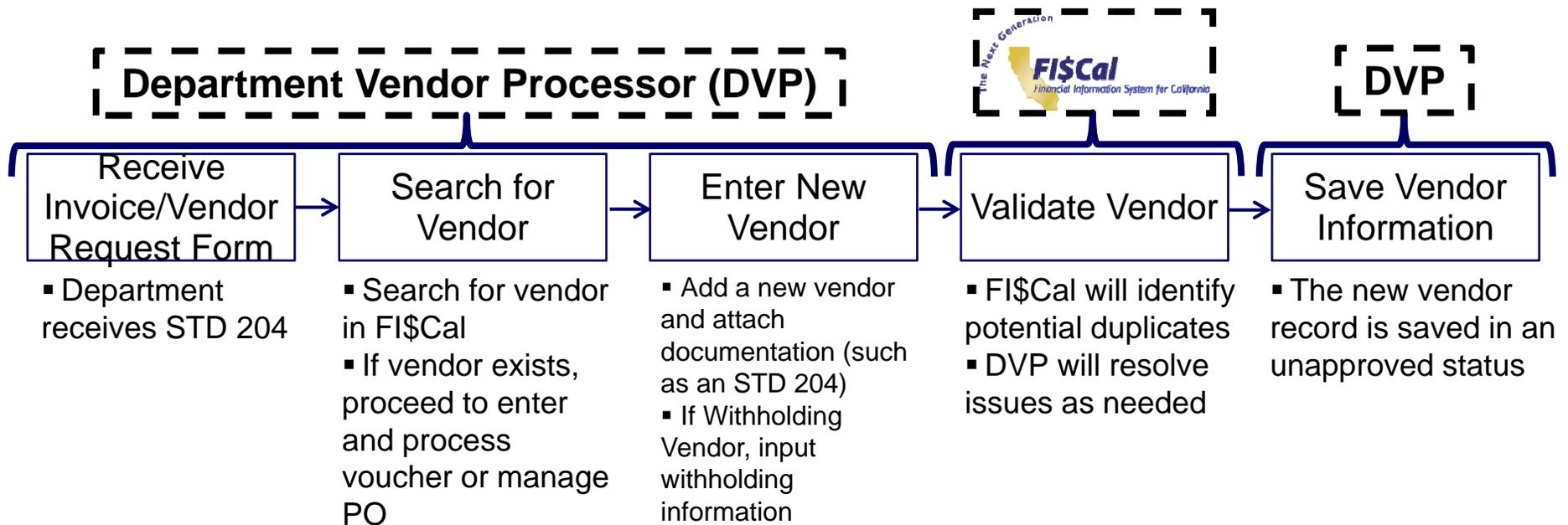
Eleanor Alvarez, FI\$Cal

Accounting Subject Matter Expert

Vendor Management File Overview

- The vendor management file is a single statewide Vendor Management File (VMF) shared by all FI\$Cal departments.
- The statewide VMF will be maintained centrally by the FI\$Cal Vendor Management Group (VMG) within the FI\$Cal Service Center (FSC)
- A Vendor's Small Business and/or Disabled Veteran Business Enterprise (SB/DVBE) certification status will be associated with their vendor record
- The Vendor File contains both Vendor and Employee records

Create Vendor



Key Impacts

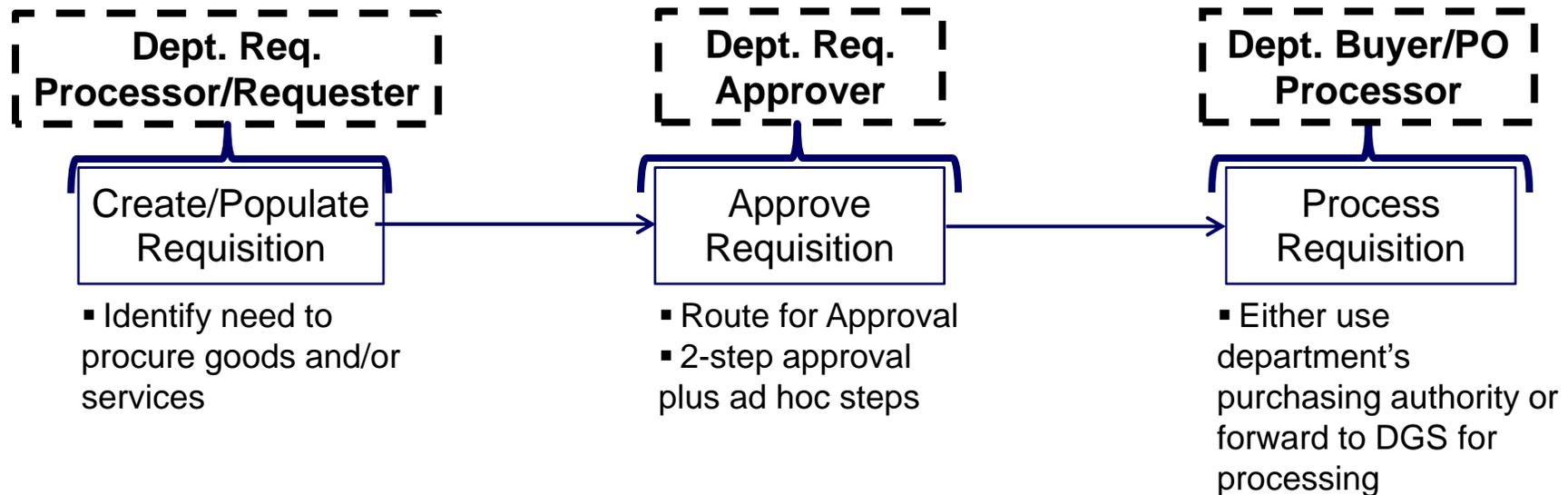
- FI\$Cal flags duplicate vendors, assigns a unique vendor ID, and accommodates multiple vendor addresses and contacts
- Statewide tracking of purchasing by vendor
- Duplicate entry of vendors across departments is reduced

SetID: STATE
Vendor ID: 0000005808
Vendor Short Name: STAPLESINC STAPLESINC-001
Vendor Name: STAPLES INC

Order:	STAPLESINC-001	Remit To:	STAPLESINC-001
	500 STAPLES DR		500 STAPLES DR
	FRAMINGHAM, MA 01702		FRAMINGHAM, MA 01702

Status:	To Archive	Last Modified By:	10001343
Persistence:	Regular	Last modified date:	09/11/2014 8:42AM
Classification:	Corporation	Created By:	10000068
HCM Class:		Created Date/time:	07/02/2014 2:31PM
Open for Ordering:	Yes	Last Activity Date:	09/11/2014
Withholding:	No		

Create and Approve Requisition



Key Impacts

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

Edit Requisition

[1. Define Requisition](#)
 [2. Add Items and Services](#)
 [3. Review and Submit](#)

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Department of General Services
 ***Currency:**

Requester: Sudheer Devarasetty
 Priority:

Requisition Name:

Card Number: **Expiration Date:**
 Use Procurement Card

***Acquisition Type:**

***Acquisition Method:**

Requisition Lines ?							
Line	Description	Vendor Name	Quantity	UOM	Price	Total	
▾ <input type="checkbox"/> 1	equipment SABRC/EPP	WARLOCKS AUTO ACCESSORIES INC	<input type="text" value="1.0000"/>	Each	890,000.00000	890,000.00	
<input type="checkbox"/> Select All / Deselect All						Total Amount:	890,000.00 USD
Add to Favorites		Add to Template(s)		Modify Line / Shipping / Accounting		Delete	

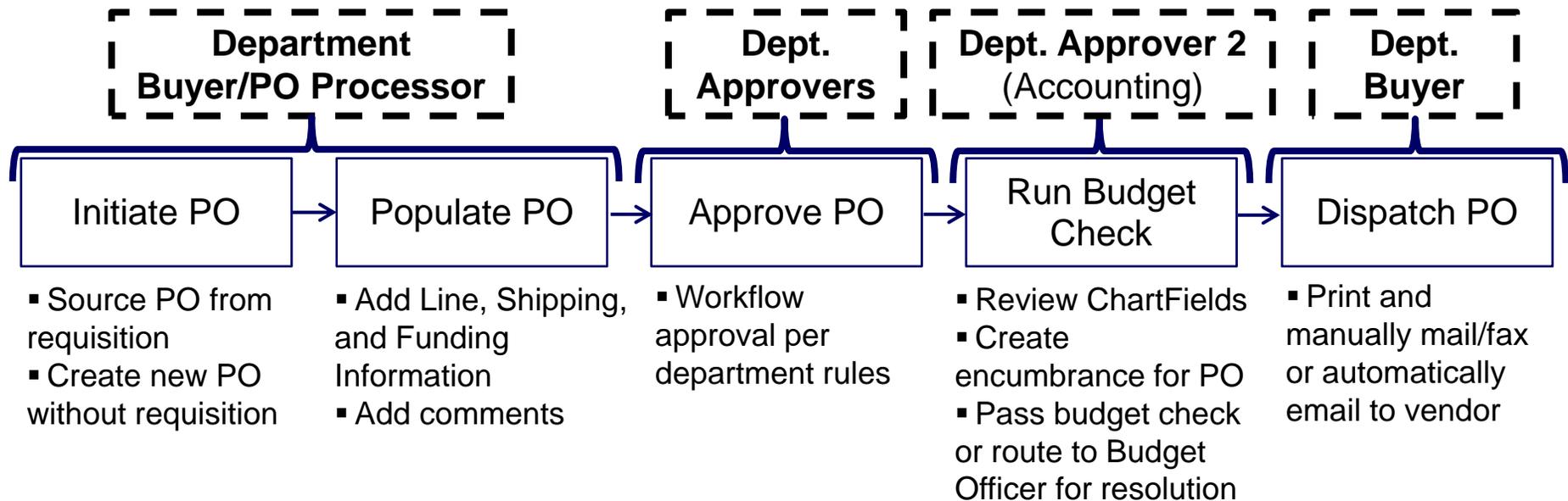
Comments ?

Send to Vendor
 Show at Receipt
 Shown at Voucher
 Approval Justification
 [More Comments](#)

Check Budget
 Pre-Check Budget
 Budget Checking Status: **Not Checked**
[Reportable Attachment](#)
[Confidential](#)

Save & submit
 Save & preview approvals
 Cancel Changes
 [Find more items](#)
 Add Request Document

Manage Purchase Order



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

Business Unit: 7760
 PO ID: 0000000061

PO Status: Open
 Budget Status: Not Chk'd

Copy From:

Hold From Further Processing Dispute [Enter dispute information](#) [Activity Log](#)

▼ Header

*PO Date: [Vendor Search](#)
 *Vendor: [Vendor Details](#)
 *Vendor ID: OFFICE DEPOT
 *Buyer: Denise Shiles
 PO Reference:

Doc Tol Status: Valid Exemption code:
 *Acquisition Type:
 *Acquisition Method:
 *DGS Billing Code: IBond:
 Receipt Status: Not Recvd
 *Dispatch Method:

Leased Financed

PAA Number: PA0101001
[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Document Status](#)
[Requisitions](#) [Add Comments](#)
[PO Activities](#) [Add ShipTo Comments](#) [Reportable Attachment](#)
[SB/DVBE Contracting](#) [Confidential](#)

Amount Summary

Merchandise: 1,672.38
 Freight/Tax/Misc.: 142.15
 Total Amount: 1,814.53 USD
 Encumbrance Balance:

Add Items From

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

Select Lines To Display

Line: To:

Lines

[Personalize](#) | [Find](#) | [View All](#) | | | First 1-2 of 2 Last

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving	SABRC/EPP	
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status	
1	<input type="text"/>	Storage Boxes,	33.0000	EA	44111515	32.50000	1,072.50	Open	
2	<input type="text"/>	Vary Step stools	12.0000	EA	30191505	49.99000	599.88	Open	

Accounts Payable – Wave 1

- Departments will use FI\$Cal to:
 - Create and approve vouchers
 - Attach invoices to vouchers
 - Run budget check
 - Run matching process to compare vouchers to POs, receipts, and/or inspection of goods or services received
 - Create payments
- POs are integrated with voucher functionality

What is Matching?

- The Matching process compares a voucher with the purchase orders and/or receiving documents and inspection confirming that payments are only made for goods and services that have been ordered, received and inspected
- Matching functionality is not utilized for non-PO invoices
- FI\$Cal requires purchase orders for goods and services provided
- The system will automatically perform matching based on the purchase order
- Match Exceptions can be overridden with proper authorization, when applicable

Two Way Matching

- Purchase Order
- Vouchers

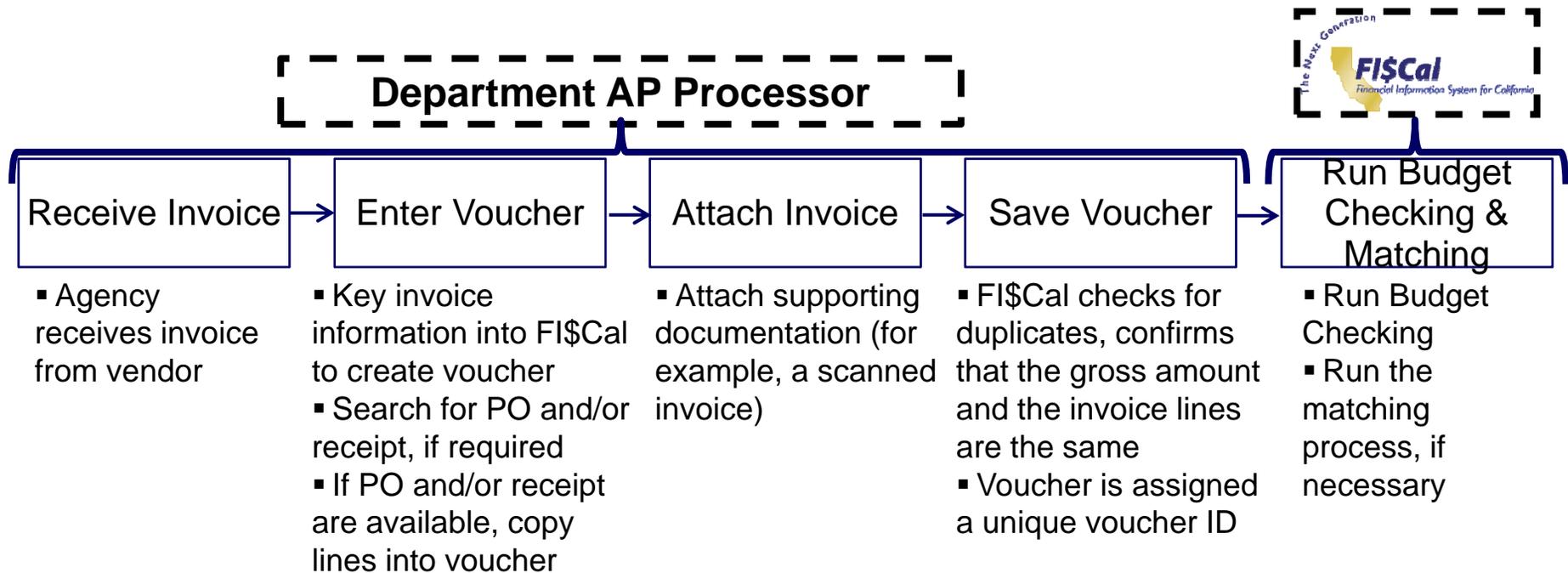
Three Way Matching

- Purchase Order
- Receipts
- Vouchers

Four Way Matching

- Purchase Order
- Receipts
- Inspections
- Vouchers

Create Voucher



Key Impacts

- FI\$Cal replaces paper claims
- Electronic approvals replace wet signatures on the claim schedule
- Multiple funds/appropriations can be associated with one voucher and multiple distribution lines

Business Unit: 8860 Invoice No: 000005166135 Action:
 Voucher ID: 00001087 Invoice Date: 01/20/2015
 Voucher Style: Regular Voucher Accounting Date: 02/17/2015 Tax Exempt
 Run

Vendor ID: 0000000536
 ShortName: AT&TCORP-001
 Location: 1
 *Address: 6

AT&T CORP
 PO BOX 9011
 CAROL STREAM, IL 60197-9011

Session Defaults
 Attachments (1)
 Comments(0)
 Approval History

Advanced Vendor Search

Invoice Lines: 80.02
 *Currency: USD
 Miscellaneous:
 Freight:
 Sales Tax:
 Use Tax: 0.00
 Total: 80.02

*Pay Terms: NET15 Net 15
 Basis Date Type: User Date
 Non Merchandise Summary
 Sales/Use Tax Summary

Difference: 0.00
 Calculate

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None
 Go
 Copy PO

Invoice Lines

Line: 1 Item: UOM:
 *Distribute by: Amount Unit Price: Quantity:
 Ship To: 8860000001 Line Amount: 80.02
 SpeedChart: Description: phone bill
 One Asset

Calculate

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	Program
<input type="checkbox"/>	1	80.02		8860	001	0001	2014	5304700	0000000000	9999

Voucher Approval Hierarchy

Departmental Approver Level 1

- Review and approve within agency
- Typically a supervisor or manager



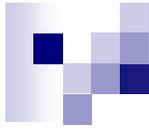
Departmental Approver Level 2

- 2nd Level department approver
- Accounting Officer/Director



SCO AP Approvers

- Final Approval



DEPARTMENT OF GENERAL SERVICES

Susan Sudmann, FI\$Cal

Procurement Subject Matter Expert

BidSync to FI\$Cal – Business Process Updates

- Wave 2 Go Live July 2015
- BidSync Retiring – functionality replaced by FI\$Cal
- DGS Procurement Policies, Statutes and Regulations still apply
- Vendors and Bidder will access FI\$Cal via the Procurement Portal

What You Need to Know – CSCCR

- With FI\$Cal Wave 2, the California State Contracts Register (CSCCR) will be hosted under FI\$Cal for advertising State solicitation to maximize competition through advertising State purchasing and contracting opportunities
- In FI\$Cal, a solicitation is called an “Event”
- All departments will use the FI\$Cal CSCCR application to post a Event advertisement
 - Wave 2 departments will create solicitations in FI\$Cal
 - Wave 4, Deferred, and Exempt departments will create solicitations outside of FI\$Cal
- Advertisement of event will go through a one-step approval process

Create an Event

Event Summary

Business Unit: 3980 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy

Event Type:	RFx	Change to Auction			
Event Status:	Open		Time Zone:	PDT	
*Event Name:	<input type="text"/>		Preview Date:	<input type="text" value="05/20/2014"/>	Time: <input type="text" value="11:25AM"/>
Description:	<input type="text"/>	 	Start Date:	<input type="text" value="05/20/2014"/>	Time: <input type="text" value="11:25AM"/>
			End Date:	<input type="text" value="05/20/2014"/>	Time: <input type="text" value="11:25AM"/>
			Copy From:	<input type="text"/>	<input type="button" value="Go"/>

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

* Event Settings and Options

Event Comments and Attachments

Event Header Bid Factors

Payment Terms and Contact Info

Event Constraints

Step 2: Configure Line Items

Create line listings for this event.

* Line Items

Item Line Defaults

CSCR – Vendor Functions

Vendor can:

- Search for events that have been advertised
- View and download details of the advertised event
- Create/post a vendor ad
 - This process includes ads for “Prime Seeking Sub” and “Sub Seeking Prime”
- View vendor ads posted by other Vendors

View Events and Place Bids

Welcome, Strategic Sourcing

User: Strategic Sourcing

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Event ID: -

Event Name:

Event Type:

Event Status:

Include Declined Invitations?

Results Should Include:

Sell Event

Purchase Event

Request For Information

Start Date:

From:

Through:

End Date:

From:

05/20/2014

Through:

Item Description:

Categories

Personalize | Find | |

First 1-2 of 2 Last

Add Additional Category

Remove Selected Category

Category	Description
<input type="checkbox"/> ACCESSORIES	Accessories
<input type="checkbox"/> ACCESSORIES	Accessories

Search

Clear Criteria

Manage Saved Searches

Save Search Criteria

Basic Search Criteria

Search Results

Personalize |

First 1 of 1 Last

Event ID	Event Name	Format	Type	End Date	
US001-0000000093	DBA Service	Sell	RFx	23 hrs, 57 mins, 24 secs	Discuss

Return to Bidding Homepage

Post Vendor Ad

Contact Details

Name

Email ID

Phone

Advertisement Details

Title

Date

Type

Prime Seeking Sub

Sub Seeking Prime

Description

Hide Advertisement

Hide Advertisement

OK

Cancel

CSCR – View Vendor Ad

View Vendor Ad

Sub Seeking Prime

Find | View All First ◀ 1 of 6 ▶ Last

Description	Contact Information	Dates
Cleaning Solicitation	Vikas Lad	Response Deadline 05/25/14 12:00AM
	vikas.lad@fiscal.ca.gov	Ad Created 05/25/2014 12:00AM
	333/333-3333	Ad Updated 05/25/2014 12:00AM

OK Cancel

What You Need to Know – SCPRS

- With FI\$Cal Wave 2, the State Contract and Procurement Registration System (SCPRS) will reside in FI\$Cal for collecting contract and expenditure information from agencies
- Wave 2 departments who are transacting in the system will not need to do a separate SCPRS entry
- Wave 4, Deferred, and Exempt departments will manually enter required transactions or use the SCPRS upload to record purchase order and contract information in FI\$Cal
- Key processes include:
 - FI\$Cal SCPRS Data Entry
 - FI\$Cal SCPRS Search
 - FI\$Cal Vendor Entry

SCPRS Entry

New SCPRS Entry Order

Business Unit: 0840 Purchase Order Date: 01/22/2015 *DGS Billing Code:

Purchase Document #: 00000003 Change Order Reason:

CalCard: Blanket PO: Grand Total: Sub-Total:

*Acquisition Type:

*Acquisition Method:

Department: Controller, State

IBond:

BuyerContact:

Comments:

Funding:

Vendor ID:

SB/DVBE Contracting

LPA Contracts

LPAContractNumber:

*Start Date:

Start Year:

*End Date:

End Year:

Fiscal Year Total	
2015-2016	<input type="text"/>
2016-2017	<input type="text"/>
2017-2018	<input type="text"/>
2018-2019	<input type="text"/>

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

Item Description Account Codes SABRC/EPP

*Line Number	Item Description	Unit of Measure To	Quantity	Amount	UNSPSC	Description	Line Amount	
1	<input type="text"/>							

SCPRS – Search

- The FI\$Cal SCPRS **Search** page will allow users to enter search parameters and search for Purchase Orders and/or Contracts entered into FI\$Cal SCPRS
- Users will click the Search button to display the search results in the search grid
 - Clicking on Search results will allow the user to view transactional information



FI\$cal SCPRS Search

Business Unit:



LPAContractNumber:



Purchase Document #:



BillCode:



Vendor ID:



Buyer:



Acquisition Type:



PA Number:



Acquisition Method:



Status:



Date Range

*From Date:



*To Date:



Total Amount Range

From:

To:

Search

Clear Button

Identifying Information

Address

Contacts

Location

Custom

SetID:

STATE

*Vendor Name 1:

Vendor ID:

NEXT

Vendor Name 2:

*Vendor Short Name:

Withholding

*Classification:

Corporation

Check for Duplicate

Open For Ordering

HCM Class:

*Persistence:

Regular

*Vendor Status:

Unapproved

Confidential

Attachments (0)

Expand All

Collapse All

Vendor Relationships

Corporate Vendor

InterUnit Vendor

Corporate SetID:

STATE

InterUnit Vendor ID:

Corporate Vendor ID:

NEXT

Create Bill-To Customer

Create Bill To Customer

Additional ID Numbers

What You Need to Know – LPA Search

- Wave 4, Deferred and Exempt departments will use a search page to find LPAs
- Public inquiry will be provided to search for LPAs
- Inquiry results downloadable to Excel
- Key Processes:
 - Search for LPAs by specific contract
 - Search for LPAs by various criteria
 - View LPA details

FI\$cal SCPRS Search

Business Unit:



LPAContractNumber:



Purchase Document #:



BillCode:



Vendor ID:



Buyer:



Acquisition Type:



PA Number:



Acquisition Method:



Status:



Small Business

Disabled Veteran Business Enterprise

Contract Type:



Non-Profit

Non-Profit Veteran Service Agency

Date Range

*From Date:



*To Date:



Total Amount Range

From:

To:

Search

Clear Button

What You Need to Know – SB/DVBE Search

- Wave 4, Deferred, and Exempt departments will use a search page to look for suppliers and determine SB/DVBE certification status
- Public inquiry will be provided to search for certification status
- Inquiry results downloadable to Excel
- Key Processes:
 - Search for SB/DVBE certification status for specific vendor
 - View detail of certification status
 - Search for potential certified vendors based on specific criteria
 - Download results to Excel

The State of California Certifications

Business Name:

Supplier ID:

Certification Type:

<input checked="" type="checkbox"/>	Small Business
<input type="checkbox"/>	Disabled Veteran Business Enterprise
<input type="checkbox"/>	Non-Profit Veteran Service Agency
<input type="checkbox"/>	Non-Profit

Business Type:

<input type="checkbox"/>	Construction
<input type="checkbox"/>	Manufacturer
<input type="checkbox"/>	Non-Manufacturer
<input type="checkbox"/>	Service

Keywords:

Zip Code(s):

City:

Service Area:

UNSPC

Classifications:

NAICS Classifications:

License Code:

Search

Personalize | Find | View All | | First 1-10

First Name	Last Name	Certification Type	Legal Business Name	Doing Business As	Email ID	View Profile
1 ROBERT	FAIRBARKS	SB	ROBERT FAIRBARKS	ROBERT FAIRBARKS		View Profile
2 Vikas	Lad	SB	Accenture	Accenture		View Profile
3 ROSA	LINSCHO	SB	ROSA LINSCHO	ROSA LINSCHO		View Profile

Supplier Profile

Supplier Name: ROBERT FAIRBARKS

Legal Business Name: ROBERT FAIRBARKS

Address: 925 L ST STE 325

Email:

No. of Employees: 58

Business Types: Service

Service Areas

Keywords: [View Keywords](#)

Classifications: [View Classifications](#)

Notification Preference:

View Options: [View Approval](#) [View Change History](#) [View Application History](#) [View Mail Log](#) [View Notes](#)

Edit Options: [View/Edit Application](#) [Renew Certification](#)

Bidder ID:

DBA Business Name: ROBERT FAIRBARKS

Phone: 916/443-8883

Fax:

Vendor ID: 0000000009

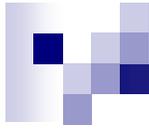
Active Certifications ?							
Personalize Find View All First 1 of 1							
	Certification Type	Application Date	Status	Status Date/Time	From	To	Cancel
1							Cancel

Certification History ?							
Personalize Find First 1 of 1							
	Application Date	Status	Status Date/Time	From	To		Manage Cert.
1							Manage Cert.

[Return to Search](#)

SB/DVBE Search – Download results to Excel

	A	B	C	D	E	F	G
1	First Name	Last Name	Certification Type	Legal Business Name	Doing Business As	Email ID	View Profile
2	Alice M.	Clayton	DVBE & SB	Alice M. Clayton	Alice M. Clayton		View Profile
3	PAMELA	ROGERS	SB	PAMELA ROGERS	PAMELA ROGERS	PROGERS@HORIZONCOMPUTERS.COM	View Profile
4	ARUN	KUMAR	DVBE & SB	ARUN KUMAR	ARUN KUMAR	arun.u.kum@accenture.com	View Profile
5	RICK	DORRIS	SB	RICK DORRIS	RICK DORRIS	rdorris@waveware.com	View Profile
6	Imran	Yunus	SB	Imran Yunus	Imran Yunus		View Profile
7	ROSA	LINSCHO	SB	ROSA LINSCHO	ROSA LINSCHO		View Profile
8	SEAN	WATSON	SB	SEAN WATSON	SEAN WATSON	sean@24connect.net	View Profile
9	Vikas	Lad	SB	Accenture	Accenture	vikas.lad@fiscal.ca.gov	View Profile
10	Tim	cook	SB	Tim	tim cook		View Profile
11	BRUCE	CAMPBELL	SB	BRUCE CAMPBELL	BRUCE CAMPBELL	bruce@canpenq.com	View Profile
12	Vikas	Lad	DVBE & SB	aCCENTURE	aCCENTURE		View Profile
13	CHINWEANI	GBOGU	SB	CHINWEANI GBOGU	CHINWEANI GBOGU		View Profile



CALIFORNIA STATE LIBRARY

Sharleen (Shar) Finn

Fiscal Manager

Department Liaison

California State Library

The California State Library is the state's information hub, preserving California's cultural heritage and connecting people, libraries and government to the resources and tools they need to succeed and to build a strong California.

California State Library

- ❖ Braille & Talking Book Library
- ❖ California History Library
- ❖ Government Publications
- ❖ Witkin Law Library
- ❖ Sutro Library (Genealogy and Family History)



The screenshot shows the California State Library website. At the top, there is a navigation bar with links for CA.gov, Contact Us, Library Divisions, Publications, and Help. Below this is a search bar and a language selector for 'This Site' and 'California'. The main navigation menu includes HOME, ABOUT LIBRARY, DISCOVER OUR COLLECTIONS, CATALOGS, RESEARCH, and VISIT US. The central banner features a group of diverse children and the text 'TEACHING CALIFORNIA'S HISTORY USING NEW TECHNOLOGY'. Below the banner are portraits of the Office of Governor Edmund G. Brown Jr. and State Librarian Greg Lucas. A 'Go Directly To...' dropdown menu is also visible. On the left side, there is a 'Quick Links' section with a list of services. On the right side, there is an 'In the Spotlight' section with three featured items.

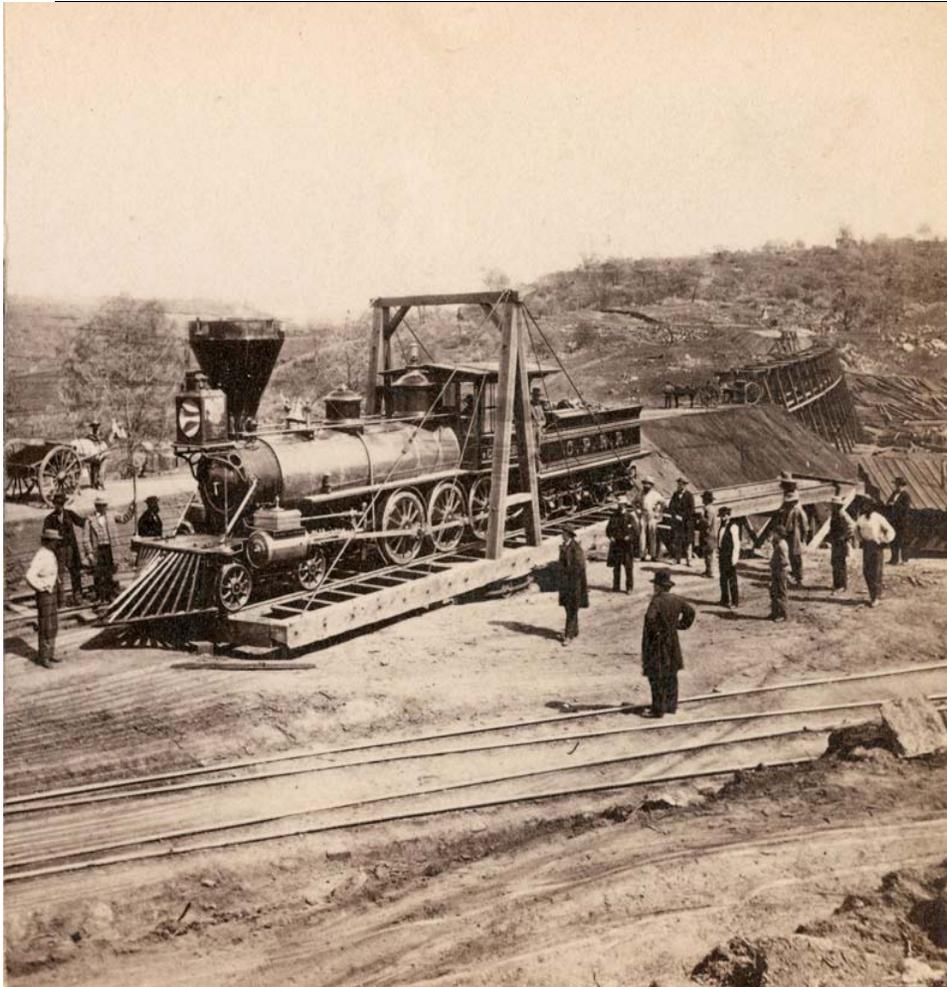
Quick Links

- ◉ Ask A Librarian
- ◉ Apply for a CSL card online
- ◉ Braille & Talking Book Library
- ◉ CA Research Bureau Reports
- ◉ CSL Foundation
- ◉ Genealogy
- ◉ Grants
- ◉ Jobs
- ◉ Location and Hours
- ◉ Online Resources

In the Spotlight

- ◉ Press release – CalVet and the California State Library Announce Tulare Public Library Veteran Resource Center Opening.
- ◉ The California Research Bureau releases the Short Subject, "Nanotechnology in Society: An Overview."
- ◉ New Exhibit: "Wild Cheers Broke Loose." Great collection of photographs, posters, and books documenting our state's illustrious sports history from the 1850s-1950s.
- ◉ The California Research Bureau has begun accepting electronic copies of court documents regarding frivolous actions/tactics (AB 2494, Cooley, Chapter 425, Statutes of 2014).
- ◉ Building the Central Pacific Railroad: The Photos of Alfred A. Hart.
- ◉ New Exhibit: "Golden Poppies and Scarlet Monkeys." Botanical prints, paintings, and ephemera pay homage to

California State Library



❖ Table:

- State Employees and Legislative Staff – Sign up for a State Library Card
- Library Brochures
- Stereo-3D Technology Display

❖ Archive.org ~ digitized docs: “California Governor’s Budget”

CSL's FI\$Cal Project

❖ FI\$Cal Preparation

- **FI\$Cal Forums & outside reports**
- **Moratorium on any Admin Databases**
- **Researched Opportunities to Setup an Independent CSL Accounting Office**
- **Executive & Admin Staff Presentations**
- **Implementation of Wave 1 Lessons Learned**

CSL's FI\$Cal Project

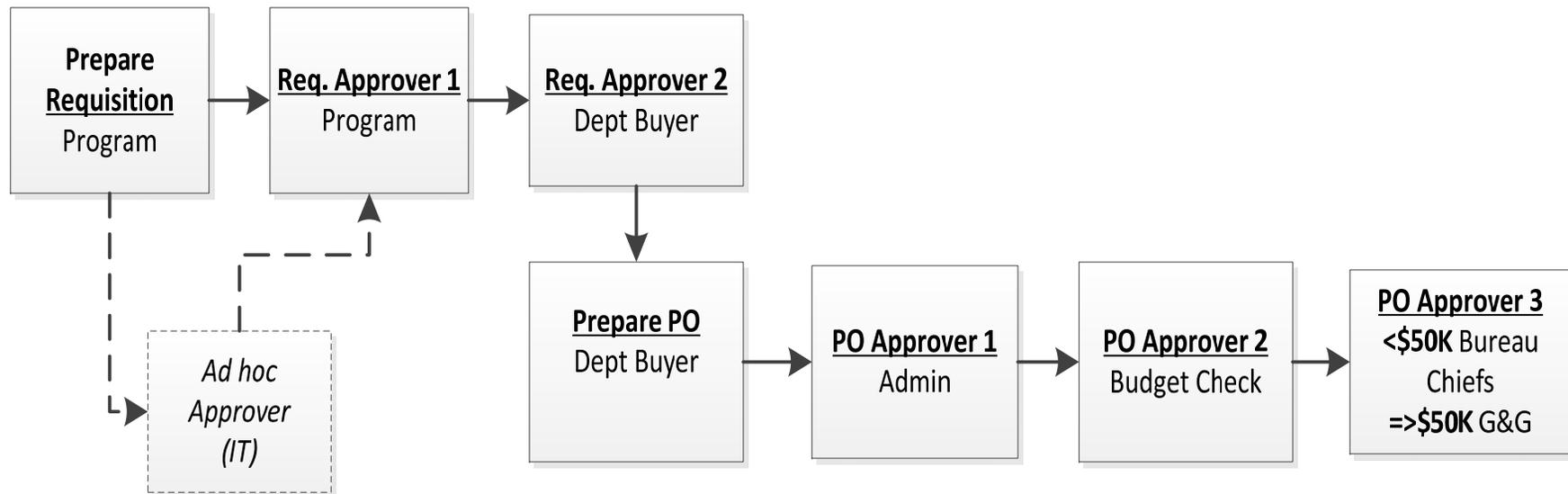
❖ FI\$Cal Recommendations

- 1. Executive Management Commitment**
- 2. Keep Staff Engaged – Select Leaders**
- 3. Attend EVERYTHING**
- 4. Hire Temporary Staff**
- 5. “Can do” – Positive Attitude**
- 6. Use FI\$Cal Materials & Tools**

CSL's FI\$Cal Project

BPW ↔ CIT ↔ UPK ↔ Job Aid

CSL's To-Be Purchasing Process:



CSL's FI\$Cal Project

Success is when what you think, what you say, and what you do are in harmony.
(Paraphrased from Mahatma Gandhi)

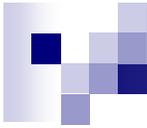
- **Adequately Trained and Prepared**
- **Ownership of our Processes**
- **Expect Mistakes & Learn from Them**
- **Continued Strong Teamwork**

California State Library

**Stanley Mosk Library and Courts Building
914 Capitol Mall**

(916) 654-0261

**California State Library Annex Building
900 N Street**



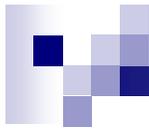
DEPARTMENT OF GENERAL SERVICES

Ricardo Martinez

Branch Chief

Policy, Training and Customer Services Branch

Procurement Division



Next Steps

- Complete Tasks

Wave 4, Deferred, Exempt

Action Required:

1. Review the Statewide Procurement Support Workshop presentation posted to the "Latest News" section of the FISCAL Project website at <http://www.fiscal.ca.gov/>.
2. Review the attached Excel Upload layouts and reply to fiscal.cmo@fiscal.ca.gov by 5:00 p.m. on Friday, February 27, 2015 stating:
 - a. My department ***WILL*** use an Excel Upload to submit procurement transactions to FISCAL.
 - i. Specify if your department will use the SCPRS Upload, the Progress Payment Upload, or both.
 - ii. Participating departments will be contacted by the FISCAL Project to coordinate testing activities.
 - b. My department ***WILL NOT*** use an Excel Upload and will manually enter SCPRS and/or Progress Payment data into FISCAL.
3. Submit a completed Departmental Authority and Designee (DAD) form to establish one or more individuals at your department to submit security requests for FISCAL (role assignment).
 - a. The FISCAL Project must have an approved DAD form on file before the Role Assignment response template can be accepted.
 - b. Departments can have multiple designees authorized to submit security requests.
4. Submit a completed TECH237d Role Assignment response template by 5:00 p.m. on March 27, 2015 to fiscal.cmo@fiscal.ca.gov.

Next Steps

- Complete Tasks
- Get Trained

Statewide Training

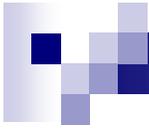
Course	Course Name	Topic
PO381	Introduction to FI\$Cal	Introduction to FI\$Cal for non-FI\$Cal departments
PO382	SCPRS Processing	Creating a SCPRS entry
		Uploading SCPRS entries
		Creating a SCPRS amendment
		Adding a SCPRS supplier
		Requesting a new buyer for SCPRS entry
PO383	CSCR Processing	Creating a CSCR entry
		Approving a CSCR entry
		Modifying a CSCR entry
		Posting progress payments
		Uploading progress payments
		Modifying progress payments

Statewide Training

Course	Course Name	Topic
AP102	Managing Vendor Information	Entering a new vendor request
		Creating an employee vendor
		Entering a new DBA as a parent or child vendor
		Searching for a vendor
		Updating a vendor record
PO393	Public Searches	Searching for Small Business and Disabled Veterans Business Enterprise (SB/DVBE)
		Searching for Leveraged Procurement Agreements (LPAs)

Next Steps

- Complete Tasks
- Get Trained
- Ask Questions



www.fiscal.ca.gov

or e-mail the FI\$Cal Project at:
fiscal.cmo@fiscal.ca.gov