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HAPPY NEW YEAR

FI$Cal Focus

FI$CAL: TRANSPARENCY. ACCURACY. INTEGRITY.

WELCOME TO CALIFORNIA'S ONLINE MARKETPLACE

Cal eProcure

On December 9, the Financial Information System for California and the Department of General Services launched Cal eProcure, California's new online vendor portal. The new portal, which was many months in the making, offers a modern, more streamlined way of doing business with the State of California. Cal eProcure includes many new features designed to enhance the user experience for state customers as well as a responsive design and mobile compatibility.

The vast majority of functionality for the new system is now live with the rest to be introduced incrementally over the coming weeks. This approach allows for a more gradual transition as customers learn the new system while also enabling state staff to quickly address any issues with the environment or functionality that may arise.

The December 9 release included the following functionality:

- **Procurement Contracts:** Wave 2 and Wave 2 departments can create and manage Leveraged Purchase Agreements (LPAs) and departmental contracts.
- **Search Functionality:** Departments can also search FI$Cal for the following:
  - ◊ LPAs, including Statewides, California Multiple Award Schedules, Software Licensing Program, Masters, NASPO ValuePoint, State Price Schedule, etc.
  - ◊ SB/DVBE information
  - ◊ SCPRS data

The following functionality, primarily related to the California State Contracts Register (CSCR), will be released on January 4:

- **SCPRS Transactions:** Future Release, Exempt, and Deferred departments will start entering and uploading SCPRS transactions directly into FI$Cal.
- **Solicitation Creation:** Wave 2 and Wave 2 departments will start entering and processing solicitations in FI$Cal.
- **California State Contracts Register (CSCR) Posting:** Future Release, Exempt, and Deferred departments will start posting new bids/solicitations in Cal eProcure.

Cal eProcure

For more information, please visit Cal eProcure's website at www.CALeProcure.ca.gov.

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2016 RELEASE PILOT MODEL OFFICE

In response to departments requesting earlier exposure to the system, FI$Cal launched a new business process initiative for the 2016 Release called Model Office. In December, 2016 Release super users were given the opportunity to become familiar with FI$Cal by logging into a practice environment and performing routine tasks using a fictitious business unit with predefined user IDs and configuration values. Although not configured for their individual department, the Model Office environment provided super users the opportunity to evaluate their "As-is" processes by experiencing the basic "To-be" processes in the following business areas:

- Requisition to Check
- Procurement Contracts
- Asset Management
- Billing to Deposit
- Daily Accounting Journals
- Projects
- Grants
- Customer Contracts
- Cash Management

Model Office also allowed super users to gain early insight into FI$Cal roles. This will assist with "role mapping" as the FI$Cal System is configured to meet their needs.

According to user feedback, 82% strongly agreed or agreed that they "have a greater understanding of the potential changes to their department's business processes after attending the session", and 86% strongly agreed or agreed that they are now "able to identify the impacts of FI$Cal to their agency/department."

Model Office was a good introduction to the System. Thank you to all the 2016 Release departments for their participation and valuable feedback. The Project has learned a great deal which will be incorporated for the 2017/2018 Model Office sessions.

TIPS FOR VOUCHER PREPARATION

Ever log in to your computer after a long refreshing weekend, only to discover that you forgot to include the right information on your voucher? To assist you with the voucher approval process, the State Controller's Office (SCO) Audits Division has gathered the top reasons for voucher rejections and provided the following list:

- Voucher does not have a purchase order (PO)
- Remittance address on the invoice does not match the voucher
- Invoice/receipt number is missing on the invoice
- PO/contract information is missing on the invoice
- Line information detail is missing
- Invoice number on the invoice does not match the invoice number on the voucher
- Attachments are missing

SCO Claim Audits has provided an extensive list to all Department Approver 2 accounting staff as to why vouchers are rejected. As the list is updated all Department Approver 2 staff will be e-mailed the new list.

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CHANGES FOR 2016

Over the course of the coming months, you will notice some changes to the Focus newsletter. The look and feel of the newsletter is being updated to be more informative and relevant. Based on customer feedback, newsletter content will be moving in a new exciting direction and you will see more applicable articles and features as part of the content changes. Keep an eye out for newsletter improvements in each edition.

FI$Cal Financial Information System for California

If you have any questions, suggestions, or other feedback, please contact us at:

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got training?

Need training?

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Training options are now available at:

www.fiscal.ca.gov/training-academy/