Wave 1 Solution Walkthrough (SWT): Accounts Payable

for Wave 2 Departments

April 17, 2014
Agenda

- FI$Cal Project Overview
- Wave 1 Solution Walkthrough Objectives and Approach
- FI$Cal Solution Overview
- Enter and Maintain Vendors
  - Business Process Overview
  - Key Terms
  - Process Flows
  - Wave 1 Demonstration
- Enter and Process Vouchers & Matching
- Process Payments
- Process 1099 Withholdings
- Technology Considerations
- Session Recap
The Financial Information System for California (FI$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.

California’s Partner Agencies are working together to form the partnership to support FI$Cal at the highest level:
- Department of Finance (DOF)
- Department of General Services (DGS)
- State Controller’s Office (SCO)
- State Treasurer’s Office (STO)
SWT Objectives

The Wave 1 Solution Walkthroughs will provide:

- An overview of the business process, including key terms and implemented functionality
- A list of changes with the “To-Be” business process
- An opportunity to begin thinking about updates to internal department processes
- A demonstration of the FI$Cal Wave 1 solution
FI$Cal Design Approach

Objective
- Define and validate DRAFT processes to best meet the State's needs independent of the software details
- Clarify requirements

Audience
- Department of General Services (DGS)

Key Outputs
- Revised DRAFT To-Be Processes with department input

Tools / Methods
- Interactive Working Sessions with department SMEs
- Gather additional input on:
  - As-Is Process
  - Statutes, Reg, Policy
  - To-Be Process, Benefits, Challenges

Objective
- Provide departments with an understanding of Wave 1 FI$Cal business processes
- Demonstration of Wave 1 FI$Cal solution
- Identify where Wave 1 solution may not meet the needs of new departments

Audience
- Wave 2 Departments absent in Wave 1

Key Outputs
- New departments prepared for CRP sessions
- Key Considerations
- Action Items and concerns from departments

Tools / Methods
- Solution Walkthroughs
- Wave 1 FI$Cal Solution

Objective
- Conduct a systematic review of how FI$Cal requirements and DRAFT To-Be Processes are enabled by the FI$Cal software solution

Audience
- Wave 1 and Wave 2 departments

Key Outputs
- Revised DRAFT To-Be Processes with department input
- Basis for System Configurations and Functional Designs

Tools / Methods
- Interactive CRP Sessions with Department SMEs
- CRP Sandbox

Objective
- Validate and document final business process designs
- Confirm how requirements are met

Audience
- Project team with department input

Key Outputs
- Final Business Process Designs
- Update Requirements Traceability Matrix
- RICEF Inventory

Tools / Methods
- Conduct follow-up meetings / validation sessions as necessary
- Resolve open issues / outstanding decisions

Department Participation and Input

April 17, 2014

Ground Rules & Guiding Principles

- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, then assume
- **Consider Best Practices** and business process changes
- **Think of the data** and information you require
FI$Cal Solution Overview

April 17, 2014

FI$Cal Procurement Solution

Legend
- Pre-Wave
- Wave 1
- Wave 2

VMF Vendors -> Vendors/Bidders

eProcurement (Requisitions) -> Strat. Sourcing (RFX Solicitation) -> Contract Management

Purchasing (Purchase Order) -> Receipts, Encumbrances, PO Qty/Amt

Asset Mgmt, Project Costing, Accounts Payable -> General Ledger / Commitment Control
Vendor Overview

- The objective of the vendor management process is:
  - Create a single statewide Vendor Management File (VMF)
- The statewide VMF will be maintained centrally by the FI$Cal Vendor Management Group (VMG) within the FI$Cal Service Center (FSC)
  - The Vendor Management Group will consist of Department of General Services (DGS), Department of Finance (DOF), State Controller’s Office (SCO), and other departmental individuals
## Vendor Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
</table>
| Vendor | Suppliers/payees that are actively doing business with the State, or otherwise receiving payments from the State. Vendor data is used in the following transactions:  
- Requisition Data (Optional)  
- Purchase Order Entry  
- Receiving/Returning Goods  
- Voucher Entry  
- Payments for Goods/Services Purchased  
- 1099 Reporting |
## Vendor Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Management File (VMF)</td>
<td>A statewide, central source of vendor information used by departments for procurement, receiving, and payment functions</td>
</tr>
<tr>
<td>Vendor Management Group</td>
<td>The central group responsible for approving and managing vendor information in the VMF</td>
</tr>
</tbody>
</table>
Vendor Management File

- Vendor Location
- Vendor Address
- Contact Information
- Procurement Information
- Withholding Information
- Certification and License Information
- Bank Information

Vendor Management File (VMF)

Future Wave
What is Included in Wave 1

- The following functionality will be expanded to Wave 2 departments:
  - Departments can access the VMF to add or view vendor information
  - Unique vendor IDs will be created within FI$Cal for each vendor and shared across departments
  - Each vendor will be validated and approved by the VMG before it can be used to source a requisition, create a Purchase Order (PO), and create a voucher
- Departments submit changes to the vendor record using the online Vendor Update Form (VUF) in FI$Cal
- 1099 reportable vendors will be identified in FI$Cal
- The Vendor File will also contain Employees receiving payments within FI$Cal
- Vendor and employee SSNs will be masked in FI$Cal
What is included in Wave 2

These features will be covered in the Procurement CRP Session:

- For Wave 2:
  - Bidder registration
  - SB/DVBE certification
  - Vendor self-service functionality
Enter Vendor

Department Vendor Processor (DVP)

- Receive Invoice/Vendor Request Form
  - Department receives STD 204
- Search for Vendor
  - Search for vendor in FI$Cal
  - If vendor exists, proceed to enter and process voucher or manage PO
- Enter New Vendor
  - Add a new vendor and accompanying information (such as an STD 204)
  - If Withholding Vendor, input withholding information
- Validate Vendor
  - FI$Cal will identify potential duplicates
  - DVP will resolve issues as needed
- Save Vendor Information
  - The new vendor record is saved in an unapproved status
  - IRS TIN matching will run during a batch process

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
Approve Vendor

Key Impacts

- Vendors are approved centrally
- Central vendor approvers will work with agencies to resolve issues
- Process enables decentralized vendor entry while maintaining security and controls

Central Vendor Approver (CVA)

- Receive Approval Request
  - FI$Cal routes approval request from department to approver
- Review Vendor
  - VM Group reviews vendor to verify compliance with STD 204, naming conventions, address standards, etc.
- Approve Vendor
  - Vendors that meet standards are approved and can be transacted on
  - Non-compliant vendors are denied. Issues are resolved by the Dept. Vendor Processor.
- Vendor Approved
  - Once approved, vendor status is updated in FI$Cal
  - FI$Cal notifies DVP that vendor is ready for use
Maintain Vendor

**Key Impacts**
- FI$Cal routes the vendor request form for approval to the central approver
- FI$Cal notifies processor of approval
- Reduces duplicate maintenance of vendors across departments
- Departmental User will have the ability to continue processing transactions during the update process

**DVP**
- Update Vendor
  - Department submits a vendor request form
  - Attach documentation to support the vendor change

**CVA**
- Review /Approve Vendor Change
  - VM group reviews vendor change to verify compliance with naming conventions, address standards, etc.

**CVP**
- Updates are added
  - Once approved the CVP makes all required updates.
  - FI$Cal notifies DVP that vendor is ready for use

**Update Vendor Record**
- FI$Cal notifies DVP that vendor is ready for use
## Vendor Record Structure

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor Classification</th>
<th>Tax Identification Number</th>
<th>Address</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name</td>
<td>Corporation</td>
<td>FEIN</td>
<td>Street</td>
<td>Phone</td>
</tr>
<tr>
<td>Doing Business As (DBA)</td>
<td>Estate or Trust</td>
<td>SSN</td>
<td>City</td>
<td>Email</td>
</tr>
<tr>
<td>Vendor ID</td>
<td>Individual/Sole Proprietor</td>
<td></td>
<td>State</td>
<td>Description</td>
</tr>
<tr>
<td>Classification</td>
<td>Partnership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attorney</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

April 17, 2014  
Vendor Information

Vendor Name
- Legal Name
- Doing Business As (DBA)
- Vendor Number
- Classification

Vendor Type
- Corporation
- Estate or Trust
- Individual
- Partnership
- Attorney
- Government
- Employee

Tax Identification Number
- FEIN
- SSN
Vendor

Key Points:

- Vendor classifications are for reporting only.
- Withholding checkbox checked for 1099 reportable vendor
- Open for Ordering must be selected before using this vendor on Purchase Orders
- Duplicate Vendor Checking can be controlled up front before entering all require values or executed at the time of saving the vendor.
Address, Contact, and Location Information

Address
- Street
- City
- State

Contact
- Phone
- Email
- Contact Location

Location
- Procurement Information
- Withholding Information
Address Information

Key Points:

- Each vendor can have multiple addresses.
- Effective-dating an address will allow new rows to be inserted to reflect changes in address. This allows changes to be entered that will be effective at a future date.
Contact Information

Key Points:

- The page tracks information about specific vendor representatives the State deals with frequently.
- Address allows you to associate Address detail for the vendor contact.
- View Internet Address opens the Web Page entered in URL for Vendor.
### Location Information

#### Key Points:
- Locations are default sets of rules, or attributes, which define how business is conducted with a particular vendor.
- At least one default location is to be identified but multiple locations can be added.
- Different branches, sites, or offices can be used to identify various locations.

#### Procurement Options

<table>
<thead>
<tr>
<th>SetID:</th>
<th>STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor ID:</td>
<td>0000000006</td>
</tr>
<tr>
<td>Short Vendor Name:</td>
<td>STAPLES</td>
</tr>
<tr>
<td>Name:</td>
<td>Staples inc.</td>
</tr>
<tr>
<td>Location:</td>
<td>CORP</td>
</tr>
<tr>
<td>Description:</td>
<td></td>
</tr>
</tbody>
</table>

#### Ordering

| Vendor: | 0000000006 |
| Address: | Corporate Office 2000 Staples Drive FRAMINGHAM, MA 98765 |
| Location: | CORP |

#### Pricing

| Vendor: | 0000000006 |
| Location: | CORP |

#### Returning

| Vendor: | 0000000006 |
| Address: | Corporate Office 2000 Staples Drive FRAMINGHAM, MA 98785 |
| Location: | CORP |

#### Ship From

| Vendor: | 0000000006 |
| Location: | Staples inc. |
# Technology Considerations – Interfaces

<table>
<thead>
<tr>
<th>Interface</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pitney Bowes</td>
<td>An interface that verifies FI$Cal vendor addresses. Address information will be validated and updated so that the street, apartment/suite numbers, city, state, province, and postal code of each record are in agreement. The interface will also identify undeliverable addresses, provide missing information, correct misspellings, and standardize addresses.</td>
</tr>
<tr>
<td>TIN Matching</td>
<td>This interface matches vendor Tax Identification Numbers (TIN) and payee names against IRS records. FI$Cal will send the 1099 payee information to the IRS for validation and the IRS will inform FI$Cal whether the TIN/name combinations result in a match or an error.</td>
</tr>
</tbody>
</table>
# Technology Considerations – Conversions

<table>
<thead>
<tr>
<th>Conversion</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors</td>
<td>FI$Cal will convert data records of active vendors from department Legacy Systems into FI$Cal’s vendor database tables. Active vendors are defined as vendors that have produced transactions, such as Purchase Orders or Vouchers, in the systems during the current and prior fiscal years.</td>
</tr>
</tbody>
</table>
FI$Cal Accounting Solution

Legend

- Pre-Wave
- Wave 1
- Wave 2
- Wave 3

General Ledger / Commitment Control

Asset Mgmt

- Capital Assets
- Encumbrances

Accounts Payable

- Goods Received
- Encumbrances
- Expenditures, Payables

ePro / PO

- Purchase Orders
- Encumbrances

Project Mgmt

- Project Details

Project Costing

- Bond Transactions
- GL Journals

Deal Mgmt

- Billable Transactions

Contracts

- Award Data
- Billable Transactions

Grants

- Project Data
- Billing Status Updates

Billing

- Customer Invoices
- Unbilled AR, Revenue

Accounts Receivable

- Revenue, AR, Cash

Loans

- Loan Data
- GL Journals

Cash Mgmt

- Cash Data

Cash Data

Refunds
Accounts Payable Overview

- Voucher processing encompasses all activities that are required to capture invoice data, generate a voucher, attach related documents, perform approvals, budget check, and post the voucher.

- Vouchers can be created either by:
  - Entering data online
  - Using a spreadsheet upload
  - Using the inbound voucher interface

- Payment Processing includes payments made to a Payee/Vendor/Employees.

- Agencies will have the ability to create payments for:
  - Checks
    - Agency Trust Account
    - ORF
  - Warrants
    - SCO-issued
Reportable Payments Overview

- Understanding 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 VMF in FI$Cal
- Voucher lines in FI$Cal are marked as subject to withholding
- FI$Cal will capture 1099 information and generate the file to send to FTB for printing
Office Revolving Fund Overview

- Departmental payments (checks) are produced from FI$Cal
- To create a ORF payment you must first create a voucher
- The ORF replenishment process enables the transfer of cash between the SCO Warrant Bank and the appropriate ORF Bank Account or Agency Trust Bank Account
- A journal entry is made to replenish departmental cash in the ORF or Agency Trust Fund
# Voucher Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher</td>
<td>An electronic transaction created for the processing of vendor invoices, apportionments, employee expenses, or adjustments</td>
</tr>
<tr>
<td>Regular Voucher</td>
<td>Used for entering non-PO vouchers, PO vouchers, salary advances, and travel-related vouchers</td>
</tr>
<tr>
<td>Prepaid Voucher</td>
<td>Used for entering prepayments such as vendor prepayments and travel advances</td>
</tr>
<tr>
<td>Single Payment Voucher</td>
<td>Used for entering a voucher for a one-time vendor without having to record the vendor information in the Vendor table.</td>
</tr>
</tbody>
</table>
# Voucher Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment</td>
<td>Used for entering credit memos and will have a dollar value attached to it</td>
</tr>
<tr>
<td>Journal Voucher</td>
<td>Used for correcting the accounting entries on a posted or paid voucher and will not affect the dollar value on the original voucher</td>
</tr>
<tr>
<td>Purchase Order (PO)</td>
<td>A commitment from an organization (business unit) to vendors to purchase goods or services from that vendor; creates an encumbrance in FI$Cal</td>
</tr>
<tr>
<td>Invoice</td>
<td>An itemized bill for goods sold or services provided, containing individual prices, the total charge, and the payment terms</td>
</tr>
</tbody>
</table>
# Voucher Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matching</td>
<td>Compares a voucher with the PO and/or receiving documents and inspection confirming that payments are only made for goods and services that have been ordered, received, and inspected</td>
</tr>
<tr>
<td>Budget Checking</td>
<td>The process of comparing expenditure or revenue transactions against a defined budget</td>
</tr>
</tbody>
</table>
## ORF Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office Revolving Fund (ORF)</strong></td>
<td>Fund classification and cash account. An ORF is not a fund, but an advance from an appropriation. Agencies may use their ORF for immediate need per SAM. The cash amount spent is subsequently replenished by SCO.</td>
</tr>
<tr>
<td><strong>Open Item Account</strong></td>
<td>A ChartField value used for open item accounting, such as Salary Advances</td>
</tr>
<tr>
<td><strong>Open Item</strong></td>
<td>Each transaction that affects an open item account remains an open item until the balance of all transactions with a given open item key equals zero. When that transaction is posted, all open items for the employee ID are closed.</td>
</tr>
</tbody>
</table>
## Payment Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant</td>
<td>An instrument drawn by the SCO directing the State Treasurer to pay a specified amount, from a specified fund, to the person or entity named</td>
</tr>
<tr>
<td>Check</td>
<td>An instrument issued by State departments from their Office Revolving Fund (ORF) or Agency Trust checking accounts</td>
</tr>
<tr>
<td>Departmental Bank Reconciliation</td>
<td>Involves comparing and matching recorded business transactions with the bank's corresponding transactions</td>
</tr>
<tr>
<td>Pay Cycle</td>
<td>Generates a payment output file for departmental printing. Each payment is assigned a unique payment reference ID number searchable in FI$Cal</td>
</tr>
</tbody>
</table>
## Withholding Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
</table>
| **Types of withholding vendors** | - Attorney  
- Corporation (Medical)  
- Estate or Trust  
- Individual/Sole Proprietor  
- Partnership |
| **Withholding Type**             | - 1099-G (government payments) report  
- 1099-I (interest income) report  
- 1099-MISC (miscellaneous) report |
| **Backup Withholding**           | FTB and IRS Regulations require agencies to initiate backup withholding of income taxes for payments made to vendors that have not provided TIN information |
What **IS** Included in Wave 1

- Departments will use FI$Cal to:
  - Create and approve vouchers
  - Attach invoices to vouchers
  - Budget check
  - Run match process to compare vouchers to POs, receipts, and/or inspection of goods or services received
  - Create payments
  - Create interagency payments
  - Adjust vendor reportable payment entries

- POs are integrated with voucher functionality
- SCO will use FI$Cal to audit vouchers requiring a warrant
- Reportable payments will be recorded within FI$Cal
- Confidential information security will be enforced in FI$Cal
What IS Included in Wave 1

- Travel Advances from CalATERS will be interfaced to FI$Cal
- Vendors and employees that receive agency payments will reside in the FI$Cal Vendor Management File (VMF)
- Salary advance vouchers will contain an Open Item Key linking the employee to the advance. This Open Item Key is used as a reference within deposits for salary advance recovery payments.
- Departments will create regular vouchers to offset prepaid vouchers and record the expenditures
- Departmental replenishments are handled in FI$Cal through the use of journal entries after SCO Audit approval
What **IS NOT** Changing for Wave 2

- SCO disbursements will continue to issue paper warrants (no EFTs) for FI$Cal-generated vouchers
- Reportable payments from the State’s specialized payment systems (electronic files or “tape claims”) will continue to be processed by each specialized payment system
- Departments are still required to reconcile their ORF and Agency Trust transactions
- Departments are still required to follow the State Guidelines relating to ORF and Agency Trust payments
- The process for requesting a new, or changing an existing, ORF Account will not change
- Departments will still have the ability to print checks locally
Key Points:
- Each voucher has only one header
- Each voucher can have multiple invoice lines
- Each invoice line can have multiple distribution lines
Enter 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
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
Upload Voucher

Key Impacts
- FI$Cal creates vouchers from P-Card transactions and interfaced systems
- Approvals are electronic and based on workflow configured in FI$Cal
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
Approve and Process Voucher

- **Department AP Approver**
  - Department Approval
  - Voucher can be approved, denied, or pushed back
  - Vouchers routed for approval based on workflow rules
  - Two approval levels per department

- **SCO AP Approver**
  - SCO Approval
  - The Voucher is then routed to SCO Audit (warrants only)
  - Voucher can be approved, denied, or pushed back

- **Voucher Posted**
  - Voucher accounting entry data is posted in the General Ledger (GL)

**Key Impacts**
- Approvals are electronic and based on workflow configured in FI$Cal
- The Accounting Entries to Debit the Expenditure and Credit the AP Liability are automatically recorded in the GL after voucher is approved and posted
Maintain Voucher – Adjust/Journal

Key Impacts
- The Maintain Voucher process is completed in FI$Cal
- FI$Cal routes vouchers for approval
Maintain Voucher – Delete/Close/Unpost

Key Impacts
- The Maintain Voucher process is completed in FI$Cal
- FI$Cal updates the PO (if applicable)
Process 1099 Withholding

**Department 1099 Processor**
- Adjust Vendor Payments
  - Enter and save adjustments to withholding records

**Central 1099 Processor**
- Run Withholding Posting
  - Create withholding record in the withholding table
- Generate and Review Report and Inquiries
  - Run Withholding Mismatch Report to identify mismatched voucher lines and vendors
  - Make adjustments
- Create 1099 File and Send to FTB
  - Create electronic file to be sent to FTB
  - Central 1099 Processor selects type of file for FI$Cal to create

**Key Impacts**
- Payment detail records will be marked with a 1099 flag based on vendor and account classification
- FI$Cal automates creation of withholding report and helps identify mismatches
Enter Invoice information

### Key Points:
- Vendor ID, invoice number, invoice date and invoice amount can be entered on the Voucher Add Search page and will default to the voucher. Voucher Style is also selected.
- Invoice Receipt Date will also be captured (the data field will be added to the voucher header).
- Accounting Date is defaulted as the current date.
- Location and invoicing address fields are populated from the vendor defaults and can be updated.
- Pay Terms will default to 45 days.
Enter Invoice information

Invoice Information – Non PO Voucher

Key Points:

• The Invoice Line information is entered, and multiple accounting Distribution Lines can be entered for each Invoice Line.
• Speed charts may be used to default the accounting distribution (i.e. Chart Fields) on voucher distribution lines. They can be defined for frequently used accounting distribution combinations to increase data entry efficiency.
# Additional Voucher Types

**Key Points:**

- The persistence is set to ‘Single Payment Vendor’.
- You need to select the persistence while adding the Voucher.
- For Single Payment Vendor, PeopleSoft displays only one Tab – ‘Single Payment Vendor’.

### Voucher Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SetID</td>
<td>STATE</td>
</tr>
<tr>
<td>Vendor ID</td>
<td>00000000014</td>
</tr>
<tr>
<td>Vendor Short Name</td>
<td>SINGLEPAY SINGLEPAY-001</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>DOJ SINGLEPAYMENT VENDOR</td>
</tr>
<tr>
<td>Persistence</td>
<td>Single Payment Vendor</td>
</tr>
</tbody>
</table>

**Status:** Approved

**Classification:**

- Open for Ordering: No
- Withholding: No
- VAT: No

**Last Modified By:** HEpps

**Last modified date:** 11/14/2012 12:25PM

**Created By:** HEpps

**Created Date/time:** 11/09/2012 10:42AM

**Last Activity Date:** 11/14/2012
Approving Vouchers

Key Points:

- When Voucher is created the approval workflow does not initiate automatically. User has to initiate the workflow through Approval Framework Page.
- User can click on Submit button to initiate the approval workflow for the voucher.
Key Points:

- The confidential user will have the ability to add any confidential data on this tab.
- Also the Confidential user can attach supporting documents which are only viewable by users with the confidential role.
Establish An ORF

- The initial cash balance is recorded by the following:

<table>
<thead>
<tr>
<th>Action</th>
<th>Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advancing Fund</td>
</tr>
<tr>
<td>1 Reserve spending authority</td>
<td>Dr. - Reserved Spending Authority</td>
</tr>
<tr>
<td></td>
<td>Cr. – Authorized Spending Authority</td>
</tr>
<tr>
<td>2 Record an AP voucher to</td>
<td>Dr. – Due From Other Funds (ORF)</td>
</tr>
<tr>
<td>initiate payment to the</td>
<td>Cr. – Accounts Payable</td>
</tr>
<tr>
<td>ORF</td>
<td></td>
</tr>
<tr>
<td>3 Issue a warrant</td>
<td>Dr. – Accounts Payable</td>
</tr>
<tr>
<td></td>
<td>Cr. – Cash in State Treasury</td>
</tr>
<tr>
<td></td>
<td>Revolving Fund</td>
</tr>
<tr>
<td>4 Deposit the warrant</td>
<td>Dr. – Revolving Fund Cash</td>
</tr>
<tr>
<td></td>
<td>Cr. – Due To Other Funds (Advancing)</td>
</tr>
</tbody>
</table>
Enter Prepaid Voucher

Key Impacts
- Prepaid vouchers will be used for travel and vendor advances
- Approvals will not be required for CalATERS vouchers within FI$Cal
- Vendor ORF payments for immediate need will also use the prepaid voucher

Department AP Processor
- Enter Prepaid Voucher
  - Key invoice information into FI$Cal to create the voucher
  - Attach supporting documentation (e.g. scanned invoice)
- Save Voucher
  - FI$Cal checks for duplicates, ensures that the gross amount and the invoice lines are equal
  - Voucher is assigned a unique voucher ID
- Run Budget Checking
- Department AP Approver
  - Voucher can be approved, pushed back, or denied
  - Vouchers routed for approval based on workflow rules
  - Two approval levels per department

Prepaid Voucher Accounting

Start

Create a Prepaid voucher to initiate a travel advance payment (AP)

CTS Account

Issue a department check to pay the Prepaid voucher

Accounts Payable (-)
ORF Cash (-)

Travel Advances (+)
Accounts Payable (+)

Create a regular voucher to record actual travel expenses (AP)

Travel expenses (+)
Accounts Payable (+)

Offset the regular voucher against the Prepaid voucher (automated)

Accounts Payable (-)
Travel Advances (-)
ORF Cash (+)

Stop

Withdrawal

G/L - Department BU

G/L - Statewide BU

Cash in Treasury (-)

ORF Fund
State Fund

April 17, 2014
Run Pay Cycle

- Voucher payment schedule can be modified
- Review vouchers eligible for payment
- Identify any vouchers which should be placed on hold
- Print payments from their agency accounts
- Department checks will print to a local printer
- The process creates accounting entries for all payment types, including cancelled payments

Key Impacts
- FI$Cal departments will have the ability to run pay cycle for departmental checks
- Payments from ORF are made within FI$Cal
Enter Regular Voucher

**Key Impacts**

- Regular vouchers will be used for processing expense reports and salary advances
- Approvals will not be required for CalATERS vouchers within FI$Cal
- Multiple funds/appropriations can be associated with one voucher
- The regular voucher will be used to hit the actual expenditures
Void/Stop Payments

Key Impacts
- Department checks can be stopped, cancelled, or voided in FI$Cal
- FI$Cal restores encumbrance (if applicable) and updates accounting entries in the GL
Entering a Prepaid Voucher

Key Points:

- Prepaid Voucher is used to generate Payments to the Vendors for goods or services received before the actual invoice for the good / services is received.
- The Prepaid Voucher has all the attributes of Regular Voucher and is processed in the similar fashion as the Regular Voucher.
- The actual prepayment has all the attributes of a regular payment with the exception of discounts and split payments.
- The Single Payment Voucher is adjusted with the Regular Vouchers from the same Vendor.
- You can apply multiple regular vouchers to one prepayment, as well as one regular voucher to multiple prepayments.
## Technology Considerations – Interfaces

<table>
<thead>
<tr>
<th>Interface</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inbound Vouchers</strong></td>
<td>An inbound interface that provides high volume creation and payment processing of regular vouchers and single payment vouchers. This interface will not be used for procurement related vouchers.</td>
</tr>
<tr>
<td><strong>Outbound Claim Schedule Interface to SCO</strong></td>
<td>An outbound interface that sends an electronic claim to SCO containing payment information for processing within their Legacy Systems. The interface will include payee and remittance advice information along with a unique identifier. All Payments submitted to SCO via this FI$Cal interface will be paid only by Warrants.</td>
</tr>
<tr>
<td><strong>Inbound DEX Interface from SCO</strong></td>
<td>This inbound interface receives warrant information from SCO in the form of a DEX file and imports the data into FI$Cal. The corresponding vouchers are updated with the payment information.</td>
</tr>
</tbody>
</table>
## Technology Considerations – Interfaces

<table>
<thead>
<tr>
<th>Interface</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inbound CalATERS Travel Advance Detail</strong></td>
<td>This inbound interface processes travel advances and loads the travel advances data into FI$Cal staging tables. The voucher build process takes the data and creates Approved pre-paid vouchers for payment processing in FI$Cal. The ORF checks will be generated in FI$Cal and delivered to employees.</td>
</tr>
</tbody>
</table>
Technology Considerations – Interfaces

<table>
<thead>
<tr>
<th>Interface</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Positive Pay Checks Interface to STO</strong></td>
<td>This outbound interface provides STO with a file that lists the payments that are authorized for processing by STO. At the end of the day, payment information containing all outstanding checks and stop payments is generated and transmitted to STO.</td>
</tr>
<tr>
<td><strong>Franchise Tax Board (FTB) 1099</strong></td>
<td>An outbound interface to send the FTB 1099-MISC, 1099-I, and 1099-G information based on an IRS-provided layout. 1099 balances will be sent to the FTB from FI$Cal.</td>
</tr>
</tbody>
</table>
## Technology Considerations – Conversions

<table>
<thead>
<tr>
<th>Conversion</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unreconciled AP Payments</td>
<td>Unreconciled Accounts Payable Agency Payment data will be converted from Legacy Systems into PeopleSoft database. Only the payments which are paid but unreconciled with the bank at the time of conversion should be sent for conversion; all other payments should not be converted. This conversion will only apply to Unreconciled checks (i.e. ORF, General Cash, Agency Revolving) and not claims/warrants.</td>
</tr>
<tr>
<td>1099 Balances</td>
<td>The Reportable Payment detail from January - June of the 2015 calendar year will be converted into FI$Cal’s database for year end 1099 processing.</td>
</tr>
<tr>
<td>Outstanding Items</td>
<td>Any outstanding Travel Advances and Salary Advances as of year-end will be manually entered into FI$Cal via vouchers and GL journals.</td>
</tr>
</tbody>
</table>
Data Protection Overview

- FI$Cal will receive and retain various types of data that will need to be protected. All data can be classified as:
  - Public
  - Personally Identifiable Information
  - Sensitive
  - Confidential

- Various state agencies assisted FI$Cal in the development of a **Data Classification and Protection Framework**
Data Protection Overview

- All data that is received, retained, and transmitted by FI$Cal protected by:
  - Business Unit
  - Encryption
  - Role Based Access

- In addition, data classified as PII, sensitive, and confidential will receive the additional protection of:
  - Masked
  - Tracking when the transaction is added, updated, or deleted
  - Role Based Access, such as Confidential User
## Data Protection – Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Information</td>
<td>Information maintained by state agencies that is not exempt from disclosure under the provisions of state or federal laws.</td>
</tr>
<tr>
<td>Confidential Information</td>
<td>Information maintained by state agencies that is exempt from disclosure under the provisions of state or federal laws.</td>
</tr>
<tr>
<td>Sensitive Information</td>
<td>Information maintained by state agencies that requires special precautions to protect from unauthorized use, access, disclosure, modification, loss, or deletion. Sensitive information may be either public or confidential.</td>
</tr>
<tr>
<td>Personally Identifiable Information</td>
<td>Information that identifies or describes an individual. This information must be protected from inappropriate access, use, or disclosure and must be made accessible to data subjects upon request.</td>
</tr>
</tbody>
</table>
## Data Protection Processes & Fields

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Vendor ID</td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Vendor Type</td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Vendor Address</td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Vendor Contact Detail</td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Vendor Withholding Information</td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Vendor Government Certificate</td>
</tr>
<tr>
<td>Enter and Process Vouchers</td>
<td>Voucher ID</td>
</tr>
<tr>
<td>Enter and Process Vouchers</td>
<td>Withholding Entity</td>
</tr>
<tr>
<td>Enter and Process Vouchers</td>
<td>Withholding Type</td>
</tr>
<tr>
<td>Enter and Process Vouchers</td>
<td>Withholding Jurisdiction</td>
</tr>
<tr>
<td>Enter and Process Vouchers</td>
<td>Withholding Class</td>
</tr>
<tr>
<td>Enter and Process Vouchers</td>
<td>Withholding Rule</td>
</tr>
<tr>
<td>Enter and Process Vouchers</td>
<td>Distribution Line</td>
</tr>
<tr>
<td>Enter and Process Vouchers</td>
<td>Payment Number</td>
</tr>
<tr>
<td>Enter and Process Vouchers</td>
<td>Bank SetID</td>
</tr>
<tr>
<td>Enter and Process Vouchers</td>
<td>Bank Code</td>
</tr>
<tr>
<td>Process Payments</td>
<td>Payment Number</td>
</tr>
<tr>
<td>Process Payments</td>
<td>Payment Amount</td>
</tr>
<tr>
<td>Process Withholdings</td>
<td>Withholding Report Table</td>
</tr>
<tr>
<td>Enter and Process Vouchers</td>
<td>Attachments</td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Vendor Bank Accounts</td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Vendor Tax Id Number</td>
</tr>
</tbody>
</table>

### FI$Cal Standard Protection Framework

**Standard Data Protection level For:**
Confidential (Protected under the Public Records Act), Electronic Protected Health Information (e/PHI), Federal Tax Information, Notice Triggering Information, Payment Card Industry, Personally Identifiable Information (PII) and Sensitive Information, the following is the Standard Data Protection Level:

1. Mandates that Govern the Collection of this Field – State Administrative Manual (SAM).
2. Federal Tax Information Labeling – None.
3. FI$Cal Standard Protection Method(s):
   - Business Level Security.
   - Encryption.
   - Masked (SSN, TIN, and Payment Card).
   - Role Based.
4. FI$Cal Standard Actions to be Tracked:
   - Add, Delete, Update and Read.
5. FI$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI$Cal currently).

Accounts Payables classified as **Public** with the exception of the fields highlighted to be PII or Sensitive.
## Data Protection Processes & Fields

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Field Description</th>
<th>Protection Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Vendor Address</td>
<td>Sensitive</td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Vendor Contact Detail</td>
<td></td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Vendor Bank Accounts</td>
<td></td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Vendor Tax Id Number</td>
<td></td>
</tr>
<tr>
<td>Enter and Process Vouchers</td>
<td>Bank Account</td>
<td></td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Vendor Name / Description (Vendor Name 1)</td>
<td>Restricted</td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>DBA Vendor Name (ADD) (Vendor Name 1)</td>
<td></td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Payee Vendor Name (ADD) (Payment Alternate Name)</td>
<td></td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Vendor Tax Id Number</td>
<td></td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Single Payment Vendor Information tab</td>
<td></td>
</tr>
<tr>
<td>Enter and Maintain Vendors</td>
<td>Address 1 - 4, City, State, Postal</td>
<td></td>
</tr>
<tr>
<td>Enter and Process Vouchers</td>
<td>Legal Vendor Name (ADD) (Vendor Name 1)</td>
<td></td>
</tr>
<tr>
<td>Process Payments</td>
<td>Reconciliation Status</td>
<td></td>
</tr>
<tr>
<td>Process Payments</td>
<td>Reconciliation Date</td>
<td></td>
</tr>
<tr>
<td>Process Payments</td>
<td>Days Outstanding</td>
<td></td>
</tr>
<tr>
<td>Process Payments</td>
<td>Payment Clear Date</td>
<td></td>
</tr>
</tbody>
</table>

### FI$Cal Standard Protection Framework

**Standard Data Protection level For:**
- Confidential (Protected under the Public Records Act)
- Electronic Protected Health Information (e/PHI)
- Federal Tax Information
- Notice Triggering Information
- Payment Card Industry
- Personally Identifiable Information (PII)
- Sensitive Information

The following is the Standard Data Protection Level:

1. Mandates that Govern the Collection of this Field – State Administrative Manual (SAM).
2. Federal Tax Information Labeling – None.
3. FI$Cal Standard Protection Method(s):
   - Business Level Security.
   - Encryption.
   - Masked (SSN, TIN, and Payment Card).
   - Role Based.
4. FI$Cal Standard Actions to be Tracked:
   - Add, Delete, Update and Read.
5. FI$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI$Cal currently).

Accounts Payables classified as **Public** with the exception of the fields highlighted to be PII, Sensitive, or Statutorily Restricted.

April 17, 2014

*FI$Cal: Transparency. Accuracy. Integrity.*
Data Protection – Next Steps

- FI$Cal is expecting this framework confirmed by Wave 1 departments will also meet the data protection requirements of Wave 2 departments

- Opportunity to request additional data protection in Wave 2 task TECH201: Review Data Classification and Protection Framework
Session Recap

• Key Considerations
  • <Discuss the key input/feedback provided during session>
• Future Action Items
  • <Review open items discussed during session >
• Action Items
  • <List action items discussed during session>
• Concerns
  • <List concerns identified by FI$Cal team prior to CRP session>
  • <Review concerns discussed during session >
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
# FI$Cal Match Rules

<table>
<thead>
<tr>
<th>Rule ID</th>
<th>Description</th>
<th>Long Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>No Receipts Found.</td>
<td>No available receipts (not matched, not on hold, and not canceled) were found for the purchase order specified on the voucher line.</td>
</tr>
<tr>
<td>140</td>
<td>Voucher item not = PO item.</td>
<td>The item on the voucher line does not equal the item on the purchase order line.</td>
</tr>
<tr>
<td>150</td>
<td>Inspection required but not completed.</td>
<td>The item ordered requires inspection but inspection has not been completed.</td>
</tr>
<tr>
<td>170</td>
<td>Voucher item not = receiver item.</td>
<td>The item on the voucher line does not equal the item on the receiver line.</td>
</tr>
</tbody>
</table>
## FI$Cal Match Rules

<table>
<thead>
<tr>
<th>Rule ID</th>
<th>Description</th>
<th>Long Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>240</td>
<td>Merch amount not = PO merch amt with rule amt tol.</td>
<td>Compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the POs less any previously matched amounts. Include amount tolerance from the rule and create an exception when the difference exceeds the tolerance.</td>
</tr>
<tr>
<td>250</td>
<td>Line amount not = PO line amt with PO amt tol.</td>
<td>Compare the voucher line amount to the PO line schedule amount less any previously matched amounts. Include amount tolerances from the PO, if any, when comparing the amounts.</td>
</tr>
<tr>
<td>340</td>
<td>LTD vchr amt greater than PO amt with PO amt tol.</td>
<td>Current voucher line amount plus previously matched voucher line amounts, if any, greater than PO line schedule amount. Include amount tolerances from the PO, if any, when comparing the values.</td>
</tr>
</tbody>
</table>
## FI$Cal Match Rules

<table>
<thead>
<tr>
<th>Rule ID</th>
<th>Description</th>
<th>Long Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>470</td>
<td>Line price not = PO price with PO price amt tol.</td>
<td>Compare voucher price with PO price. Include price amount tolerances, if any, from the PO when comparing the values.</td>
</tr>
<tr>
<td>480</td>
<td>Line price not = PO price with PO price % tol.</td>
<td>Compare voucher price with PO price. Include price percent tolerances, if any, from the PO when comparing the values.</td>
</tr>
<tr>
<td>700</td>
<td>Freight not allowed.</td>
<td>PO freight terms = paid by seller but voucher includes freight cost.</td>
</tr>
<tr>
<td>R650</td>
<td>Voucher line amt &gt; Sum of received amount</td>
<td>Voucher line amt &gt; Sum of associated receiver line amt (Amount Only Matching)</td>
</tr>
<tr>
<td>V300</td>
<td>Life to Date Voucher Amount &gt; PO Amount</td>
<td>The receiving tolerance is 0 and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order. An exception is not generated for an amount-only purchase order or non-purchase order receipt.</td>
</tr>
</tbody>
</table>
Guide to Symbols in Flows

- **Start/End** - Indicates point at which the process begins or ends. Does not represent any activity.

- **Decision** - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.

- **System Task** - Represents an individual step or activity in Fi$Cal.

- **Manual Task** - Represents an individual step or activity in the process that is made out of Fi$Cal.

- **Input Documents** - A paper document (or email) that is used for entering data in the process. For electronic data the interface shape is used.

- **Connector** - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

- **Interface** - Data conversion from one electronic system to another.

- **Batch Process** - Represents a batch process within Fi$Cal.

- **Flow Arrow**

- **Intra Integration Process** - A input or Output to some other process within the same capability

- **Output Documents** - An electronic document that is created by the process and can be printed (for example – any kind of report).
AP/PO- Vendor Management – Enter Vendor

Start

Receive Invoice/ Vendor Request Form

Vendor Search

Is the Vendor in the VMF

Yes

Enter and Process Requisition/PO? Voucher

End

No

Enter Vendor Name and Tax Identification Number, if available

Enter Vendor Address, Remit To Information and Location

Attach STD 204 and Save Vendor Information

Duplicate Vendor?

Yes

Resolve Duplicate Vendor Issues

No

Upon save, edits are completed. Vendors passing edits are saved with a unique vendor ID.

Are updates needed?

Yes

The DVP/CVP entering vendor information will have to resolve duplicate issue.

No

C

B

April 17, 2014

AP/PO – Vendor Maintenance - Maintain Vendor

Wave 1

Start

Vendor Contacts Department for an update

Submit Vendor Change Request Form with Supporting Documentation

Central/Department Vendor Processor (CVP/VDP)

End

Vendor Approval (CVA)

Receive Notification and Supporting Documentation

Approve

Approve/Deny vendor update?

Send Notification of Approval

Update Vendor Record

Send Notification of Denial

Vendor Self-Service User

Self Service Log In

Update Address/Contact Information

Vendor Record Status is Unapproved

End

April 17, 2014

**AP Enter and Process Voucher – Maintain Voucher cont.**

- **D** → **Enter Adjustment Voucher** → **F**
  - Voucher Processor selects Adjustment Voucher style and enters adjustment lines as appropriate.

- **E** → **Enter Journal Voucher** → **F**
  - Voucher Processor selects Journal Voucher style, enters voucher header information, enters new distribution lines, and links to related voucher. A journal voucher is used to correct accounting distribution (chartfields).
AP Enter and Process Voucher - Upload Vouchers (Import and Build)

Start

Source Interface Systems and P-Card transactions

Receive Inbound Voucher Data

Load Inbound Voucher Data

Pre-edit & Load Staging Tables

Run Voucher Build Process

Edit & Load Voucher Tables, Run Voucher Build Application Engine (AP_VCHRSILD)

Report of Interface Results

Vouchers with Recycle Status?

Yes

Make corrections as required

Voucher Status is “Recycle”

No

Pre-Edit Errors?

Yes

Error File Created

Return error to source system for correction

No
AP Process Payments – Maintain Payments (contd.)

Start

Select payment range for escheated payments

The AP Payment Processor can Escheat or Unde Escheatment for a selected payment.

Escanet Payment

Run Payment Post Process

Run the Payment Post process to create accounting entries for the escheated payment.

Create and Process Journals GL

End

Department/Central Payment Maintainer
AP - Matching – Enter PO Voucher

Start → Enter Voucher: AP Voucher is created using the Regular Voucher style.

Search for PO/Receipt: Use "Copy From" - Purchase Order Only or PO Receipt to search for a specific PO or Receipt.

Source Document Found? (Yes/No)

No → Create Receipts/Inspections PO

Yes → Copy PO/Receipt Lines into Voucher: Identify PO or receipt lines and copy into voucher.

Review/Update Information: Verify copied information is correct and update as necessary. Enter in any remaining values and update defaulted values as necessary.

Attach Supporting Documentation: Attach scanned documentation such as invoices and receipts.

Save Voucher: Edits are performed during save, including duplicate invoices, valid values, and required fields populated. A unique voucher ID is assigned.

AP- Matching – Match Exceptions

Run Matching Application Engine (AP_MATCH) to perform matching.

Run Matching Batch Process

Match Exception Errors?

Yes

View/Correct Match Exceptions

The Department AP Maintainer views match exceptions using Match Workbench. Actions taken to resolve the exceptions depend upon security access and situation.

No

Enter and Process Voucher AP

Voucher is ready for approval, budget check and posting

Process Payments Run PayCycle AP

End
AP Enter and Process Vouchers – Enter 1099 Voucher

1. Start
2. Receive electronic Invoice/Payment Request
3. Related to a 1099 Withholding Vendor?
   - Yes: Enter 1099 Withholding Vendor
   - No: Enter Voucher AP
4. Enter Voucher Online
5. Enter Chartfields on the Voucher Distribution line(s)
6. Save Voucher
7. Automated Process identifies and marks 1099 reportable voucher lines

---

April 17, 2014

AP/PO - Vendor Management – Process 1099

Central 1099 Processor

Start

Run Withholding Posting

Generate Report and Inquiries

Review Reports and Inquiries

1099 Processor runs and reviews the Withholding Mismatch Report as well as reviews online inquiries.

Department/Central Vendor Processor

A

Enter and Save Adjustment

Yes

Adjustments/Corrections Needed?

No

B