



**FI\$Cal**

*Financial Information System for California*

# Conference Room Pilot (CRP) – Items, Reqs, PO, Receipt

for Wave 1 and Wave 2  
Departments

*April 22, 2014*

# Agenda

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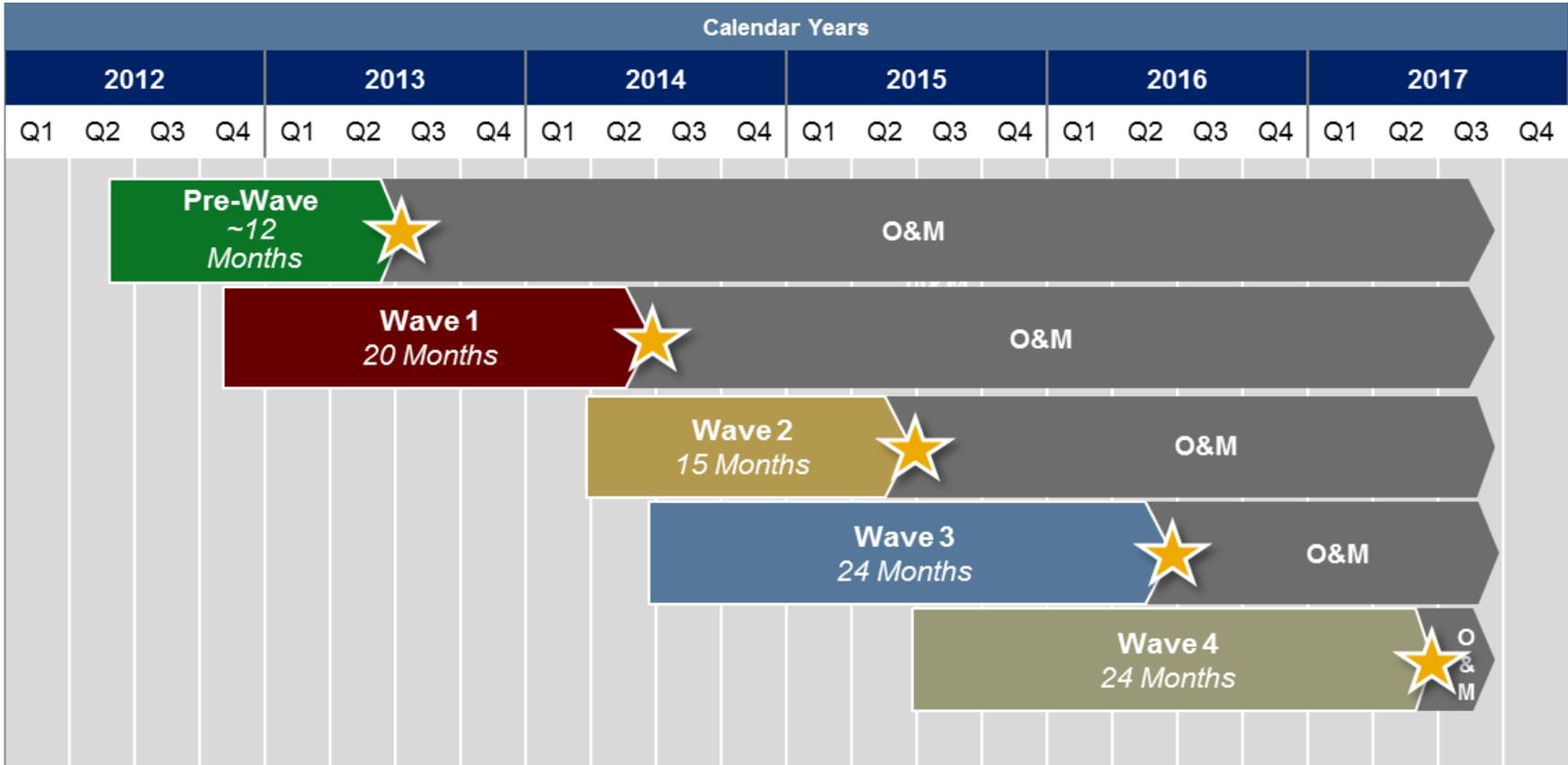
- FI\$Cal Project Overview
- Wave 2 CRP Objectives and Approach
- FI\$Cal Solution Overview
- <Functional Topic Area >
  - Business Process Overview
  - Key Terms
  - Scenarios Overview
  - Covered Requirements
  - Demonstration
  - Key Gaps
- Technology Considerations
- Session Recap

# FI\$Cal Project Overview

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- 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.
  
- Four 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)

# FI\$Cal Wave Timeline



# CRP Objectives

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- The Wave 2 CRPs will:
  - Facilitate interactive discussion on “To-be” state business processes
  - Demonstrate delivered software capabilities to meet state requirements
  - Confirm application requirements and identify gaps where business needs are not satisfied by standard software functionality
  - Identify critical concerns/issues for each process area

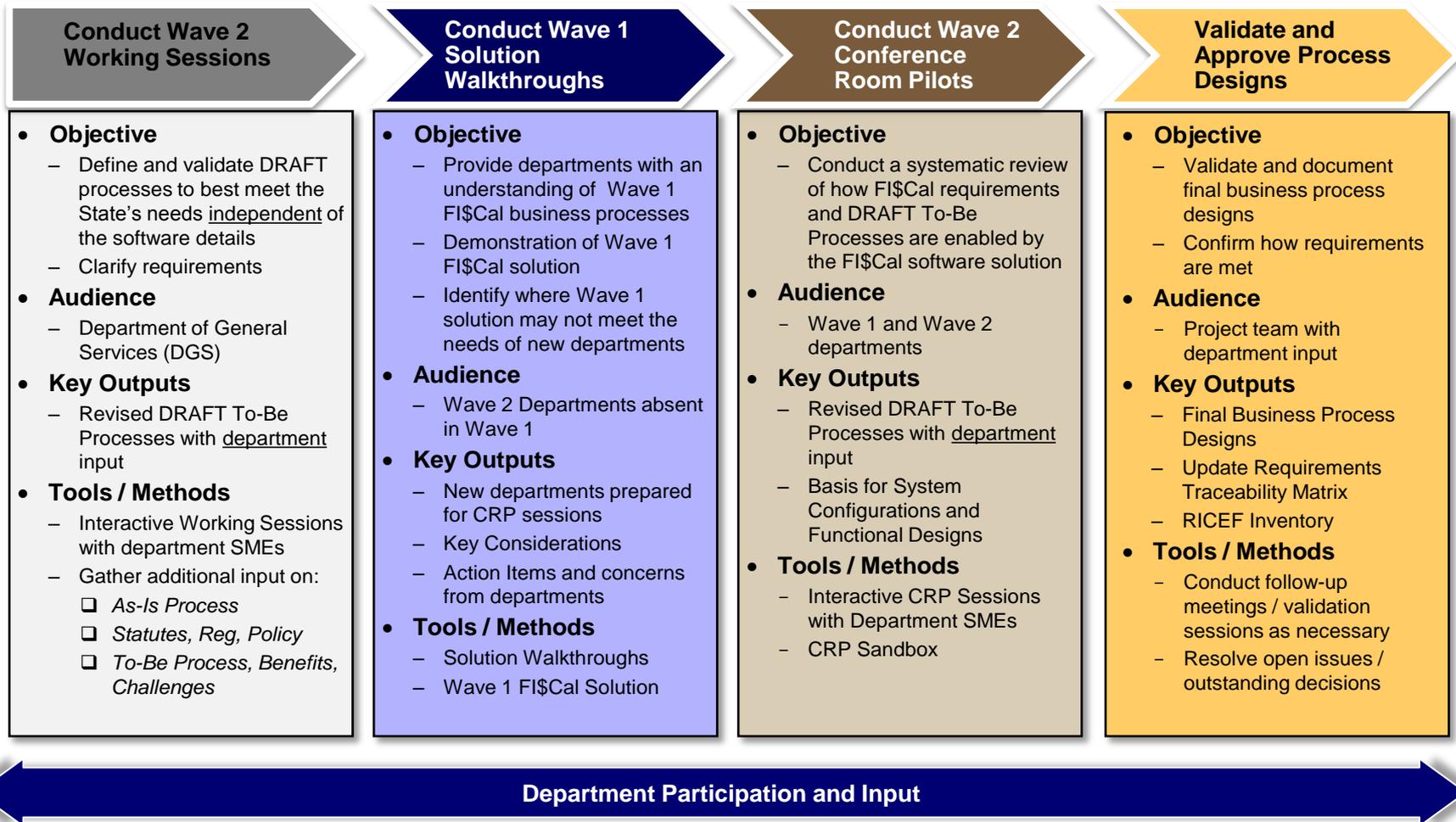
# Business Requirements – Overview

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- **What is a Business Requirement?**

- Business requirements specify the functionality of an application
- Business requirements collectively represent the “To-Be” state of a system
- Requirements denote common functionality across all Departments
- The FI\$Cal project team contracted with Informatix to facilitate Joint Application Development (JAD) sessions with all partner and stakeholder departments to tailor the baseline requirements to the FI\$Cal project in 2006
- State conducted several rounds of review of the requirements in the past few years
- The current baseline requirement list is taken from the FI\$Cal RFP

# FI\$Cal Design Approach

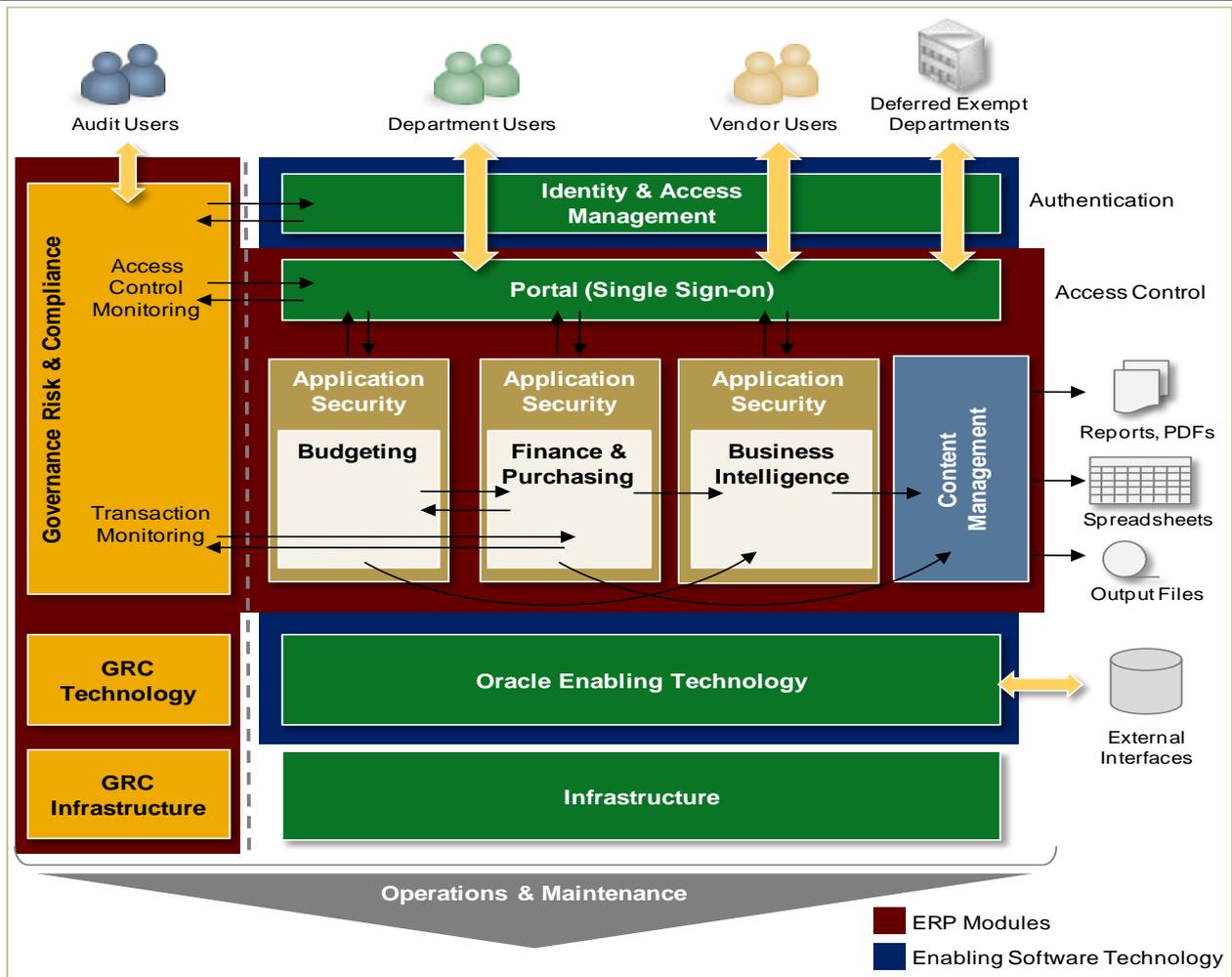


# Ground Rules & Guiding Principles

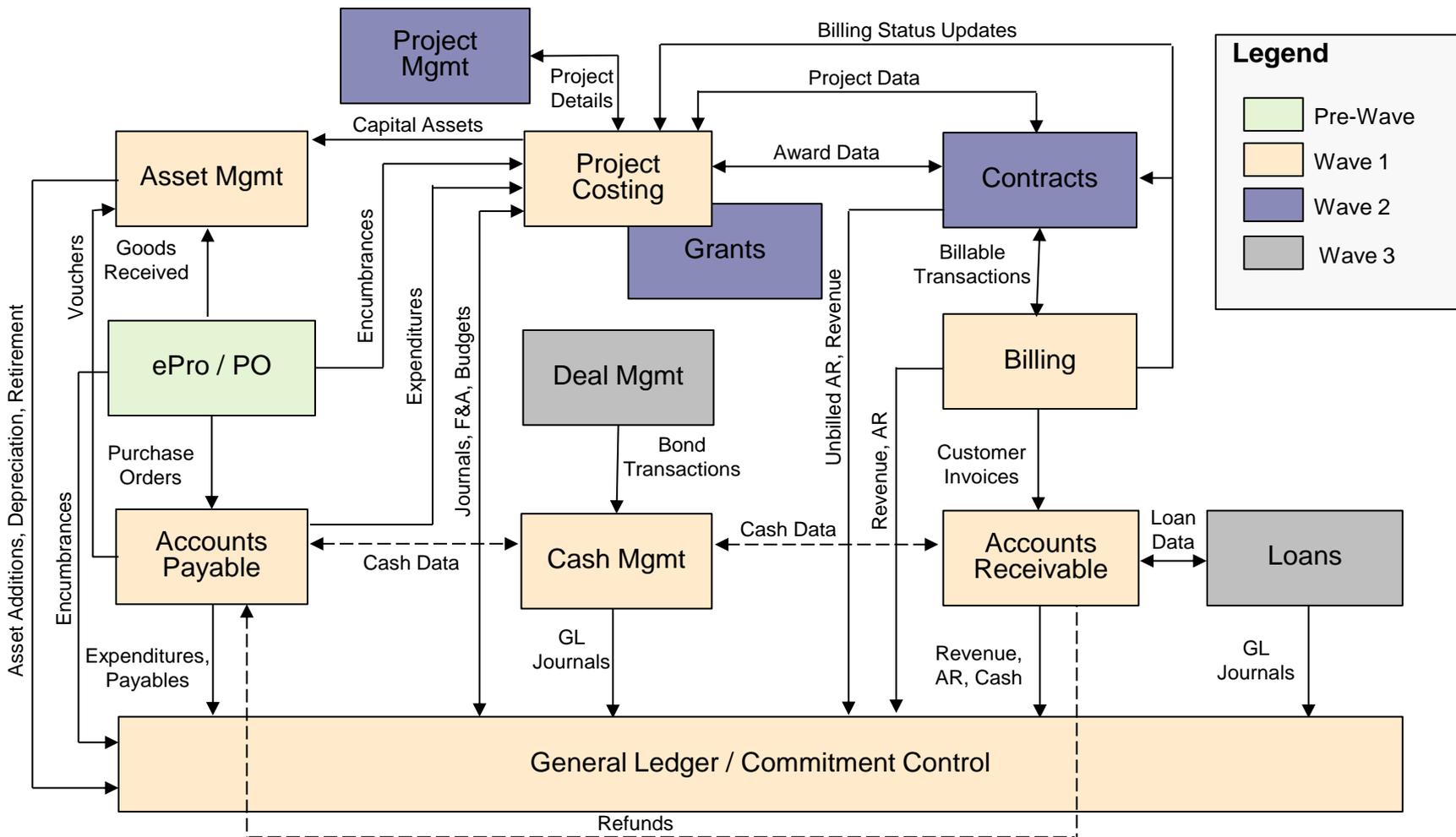
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- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, then assume
- **Consider Best Practices**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

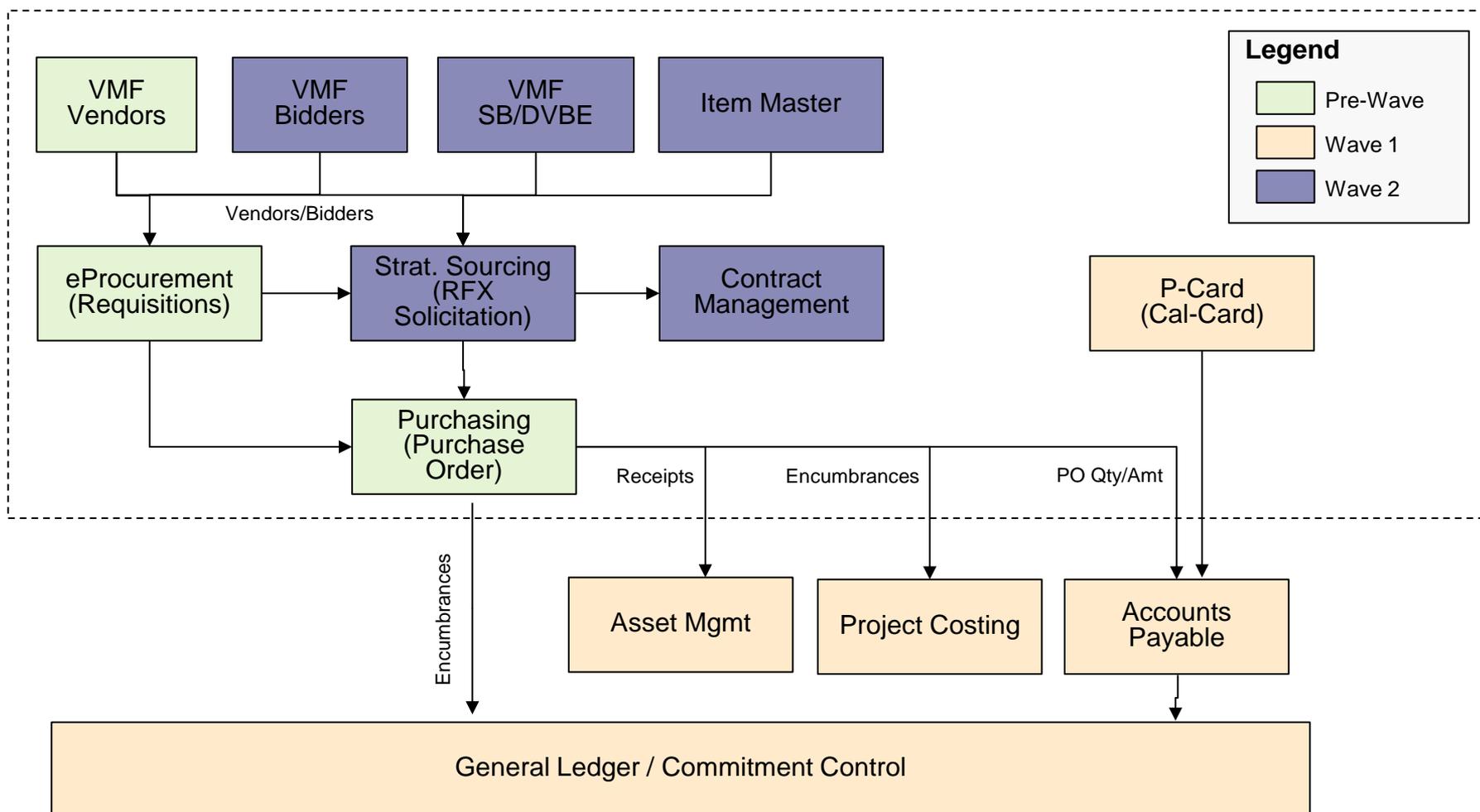
# FI\$Cal Solution Overview



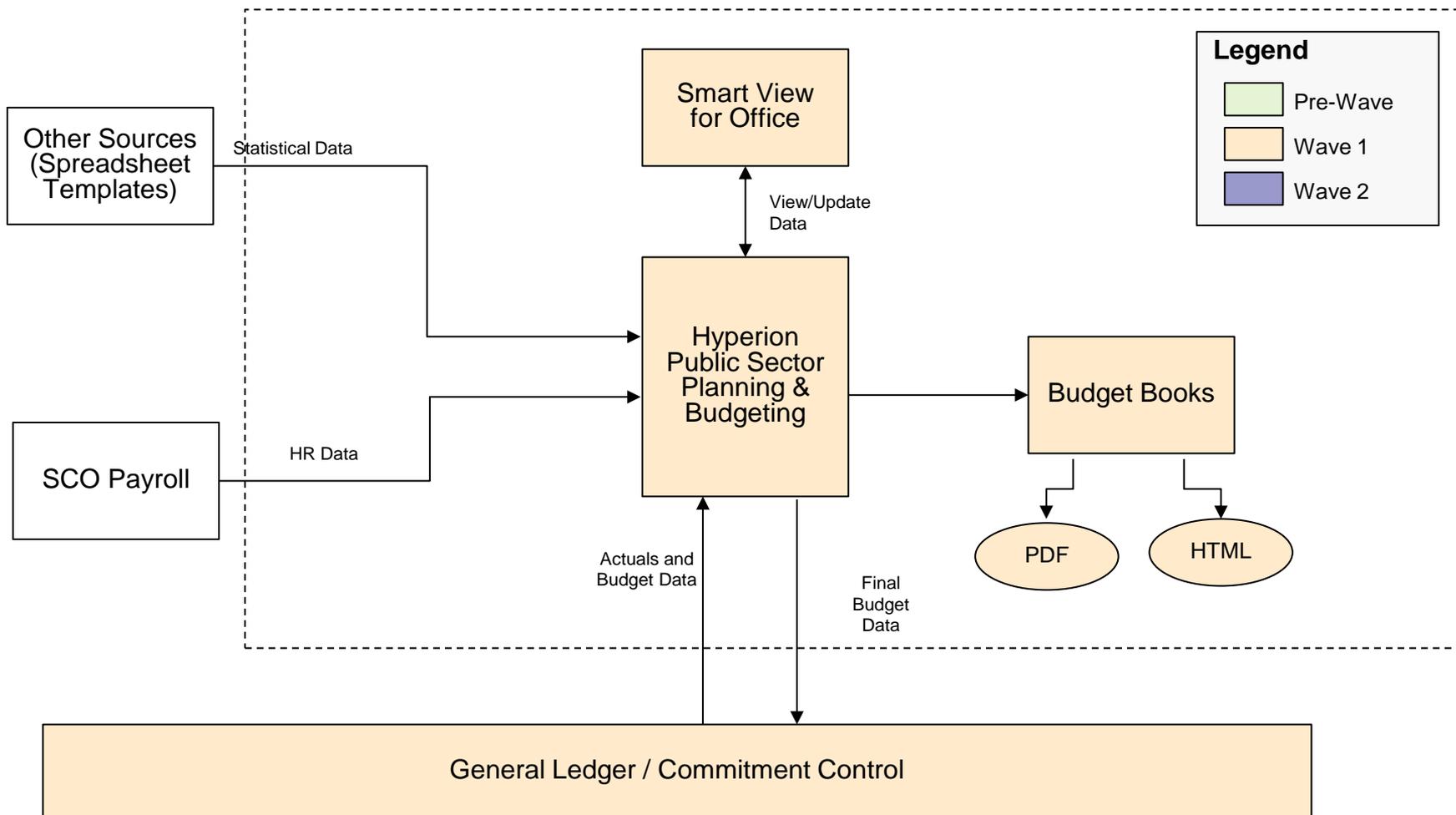
# FI\$Cal Accounting Solution



# FI\$Cal Procurement Solution



# FI\$Cal Budgeting Solution



# PO1 – Maintain Items for Purchase

## Overview

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Item IDs will be utilized in conjunction with Leveraged Procurement Agreements (LPAs) starting in Wave 2

- Item ID is a unique identifier of a good or service
- Item ID contains numerous attributes such as Description, Unit of Measure, Category (UNSPSC), Price, Vendor, Default Account, Hazard Code, Recycle information, Contract, etc.
- Includes administrative activities necessary to create items, or to review and approve item attributes, such as price, UNSPSC code, or description
- When a user selects an item on a requisition, solicitation, PO, or contract, the system will automatically populate item attributes

# PO1 – Maintain Items for Purchase

## Overview

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- Need to establish a framework that encompasses best practices around responsibilities, processes, and controls to manage items
- Need to establish centralized group to manage items

# Items Key Terms

<b>Term</b>	<b>Definition</b>
<b>Item</b>	An item represents a good and/or service for purchase by the State of California; multiple vendors can be associated with one item and items will typically be related to LPAs
<b>Item ID</b>	A unique system identifier for an item
<b>Item Category</b>	A means of classifying an item. Every line item must be assigned to an Item Category. The item category code used by the State of California is UNSPSC code
<b>Item Catalog</b>	An Item Catalog maintained internally by the state to facilitate the ordering and tracking of purchases

# Scenario 1: Create Item

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- Item ID created for Goods
- Specify General Attributes (Description, Unit of Measure, Categories, Price, Recycle information), Inventory Attributes (Serial Control), Purchasing Attributes (Standard Price, Asset Profile, Default Account, Vendor-Item ID, Vendor Item Price, Purchasing Kit, Manufacturing Item Id, etc.)
- Item is pre-approved
- Item has expiration date
- Use item in a Requisition and Purchase Order

# Scenario 1: Create Item

ID		Requirement Description
PD	8.00	The System shall establish a correlation between UNSPSC codes and the Accounting Classification, and for certain situations automatically populate one or more items based on the selected UNSPSC.
PD	10.00	The System shall allow an authorized user to maintain (e.g., create, modify, discontinue use of) an item/identifier contained in a code system.
PD	14.00	The reference library shall associate specifications with various goods and/or UNSPSC codes.
PD	65.00	The System shall identify if an item on a requisition must be acquired from a mandatory source (e.g., the System identifies the specific source), or is available from an existing source (e.g., Prison Industry Authority, Leveraged Procurement Agreement).
PD	140.00	The System shall identify and process receipt of hazardous materials and materials requiring special handling (e.g., where the item will be located, handling of bill of lading, capture/view Material Safety Data Sheets).

# Scenario 1: Create Item

**Key Points:**

- General Attributes for the Item

Favorites ▾ Main Menu ▾ > Items ▾ > Define Items and Attributes ▾ > Define Item

**ORACLE**

General | Inventory | Substitutes | Configuration | Custom | Audit

Common      Classifications      Dimensions      Usage

SetID: SHARE      Item ID: 10000

\*Description: Long Sleeve Biking Jersey, Men's

**Item Status**

Current Status Date: 04/15/2000      \*Current Status: Active ▾

Future Status Date:      Future Status:      Copy Item Status

\*Standard UOM: EA Each      Default Category: CYCLING Categories

\*Physical Nature: Goods ▾

Item Group: APPAREL Apparel

Family: COMMON Common

Demand Priority:

Cost Profile Group: 1003 Buy Items

Promise Option: Perform ATP Reservations ▾

Item Image      Manufacturers      Purchasing Item Attributes      Units of Measure

# Scenario 1: Create Item

Favorites ▾ Main Menu ▾ > Items ▾ > Define Items and Attributes ▾ > Define Item

**ORACLE**

Purchasing Attributes | Purchasing Controls | Item Vendor

SetID: SHARE Item ID: 10000 Standard Unit of Measure: EA

Description: Long Sleeve Biking Jersey, Men's

PO Available Date: 01/06/2003  
 Unavailable:   
 Standard Price: 20.00000 EA  
 Last PO Price: 20.00000  
 \*Currency: USD Dollar  
 Lead Time Days: 10

\*Item Descr: Long Sleeve Biking Jersey, Men Long Sleeve  
 Category: CYCLING  
 Model:   
 Asset Profile ID:   
 Ultimate Use Code: RESALE  
 Physical Nature: Goods  
 Primary Buyer: VP1 Kenneth Schumacher

\*Long Description: Long Sleeve Biking Jersey, Men's

Associated Picture  
 File Name:   
 File Extension:

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

*Account	Alt Acct	Product
131000		

Item Specifications | Packing Details  
 VAT Default | VAT Service Treatment Setup

OK Cancel Apply

Purchasing Attributes | Purchasing Controls | Item Vendor

## Key Points:

- Purchasing Item Attributes

# Scenario 1: Create Item

[Favorites](#) > [Main Menu](#) > [Items](#) > [Define Items and Attributes](#) > [Define Item](#)

**ORACLE**

[Purchasing Attributes](#) | [Purchasing Controls](#) | [Item Vendor](#)

SetID: SHARE    Item ID: 10000    Standard Unit of Measure: EA  
 Description: Long Sleeve Biking Jersey, Men's

[Vendor Priorities](#)

**Item Vendor**    Find | View All    First 1 of 4 Last

\*Vendor SetID: SHARE    Vendor Lookup    \*Status: Active  
 \*Vendor ID: SCM0000001    BIKE SHOP    \*Priority: 1  
 Allocation %: 0     Include in Planning  
 Vendor's Catalog:   
 Vendor Item ID:   
 Item Extension:   
 Description:

[Associated Picture](#)

**Vendor Attributes**    Find | View All    First 1 of 2 Last

\*Price Loc: MAIN     Accept Any UOM  
 \*Price Date: PO     Accept Any Ship To  
 \*Price Qty: Line Quantity  
 Origin Country:   
 Region of Origin:   
 Price Can Be Changed on Order  
 Use Item Standard Lead Time  
 Lead Time Days:

**Order Multiples**  
 Check Order Multiples  
**Rounding Rule**  
 Natural Round  
 Round Up

[Item Vendor UOM](#)    [Vendor Item MFG](#)  
[Return to Vendor Fees](#)    [Item Vendor Contracts](#)

## Key Points:

- Item-Vendor Attributes

# Scenario 1: Create Item

Favorites ▾ Main Menu ▾ > Items ▾ > Define Items and Attributes ▾ > Define Item

ORACLE

General | Inventory | Substitutes | Configuration | Custom | Audit

Common Classifications Dimensions Usage

SetID: SHARE Item ID: 10000 Standard Unit of Measure: EA  
Long Sleeve Biking Jersey, Men's

Item Details Find | View All First 1 of 1 Last

*Effective Date:	<input type="text" value="04/15/2000"/>		
Template ID:	<input type="text"/>		Grade: <input type="text"/>
Item Type:	<input type="text" value="INV"/>	Inventory	Potency Code: <input type="text"/>
UPC Code:	<input type="text" value="UPC_CODE_001"/>		Stock Type: <input type="text"/>
Commodity Code:	<input type="text" value="850.00"/>	Class: 805 Sport and Athletic	
EU Commodity Code:	<input type="text"/>		
Hazard Code:	<input type="text"/>		
Intl Hazard ID:	<input type="text"/>		

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

General | Inventory | Substitutes | Configuration | Custom | Audit

**Key Points:**

- Item Classification

# Scenario 2: Use Internal Catalog

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- Internal Item Catalog to be used from FI\$Cal's eProcurement requisition, Catalog Tab
- Compare several items in the catalog
- Set up a kit / template consisting of several items that are used in combination

# Scenario 2: Use Internal Catalog

ID		Requirement Description
PD	180.00	The System shall allow users to have self-service catalogs (e.g., supplier, manufacturer, property reutilization catalogs), shopping lists, and shopping carts with various capability (e.g., ability to define whether catalog data can be edited once it has populated an order).
PD	182.00	The System shall allow users to search multiple catalogs using various means (e.g., using an item description, make/model, part number).
PD	183.00	The System shall allow users to browse/locate/extract information from catalog(s) allowing various capability (e.g., compare prices from various sources, use data to create a requisition/order, populate data such as discounts and shipping charges in applicable areas of the document).
PD	184.00	The System shall support the use of catalog configuration tools (e.g., which allow the user to build a kit or system, products which are comprised of components such as personal computer requiring memory/hard drive/monitor).
PD	185.00	Subsequent to populating a requisition with catalog data, the System shall provide the ability to edit the data.
PD	186.00	The System shall allow a method for vendors to upload and update their product information as often as required to ensure an accurate catalog, based on state need (e.g., ensure that only data which meets format/content criteria is stored in the System, ability to accept product information in text and image format, review/approval of data prior to update).

# Scenario 2: Use Internal Catalog

## Create Requisition

1. Define Requisition
 2. Add Items and Services
 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog Favorites Templates Forms Web Special Request

Browse Catalog ?

\*Select a catalog:

Hardware
 

Hardware Catalog  
 All Purchase Items  
 Computer Equipment  
Hardware Catalog  
 Outdoor Supplies

- Choose from available catalogs in the dropdown list
- Navigate categories by clicking folders
- View items in a category by clicking the category name
- Use the checkboxes to select categories to search below

Search Catalog ?

Search contains all of the following search fields entered:

Description:	<input style="width: 250px;" type="text" value="%"/>	<input type="button" value="Search"/> <a href="#">Search Settings</a>
Manufacturer:	<input style="width: 250px;" type="text"/>	
Manufacturer's Item ID:	<input style="width: 250px;" type="text"/>	
Vendor:	<input style="width: 250px;" type="text"/>	
Vendor Item ID:	<input style="width: 250px;" type="text"/>	
Item ID:	<input style="width: 250px;" type="text"/>	
UPN ID:	<input style="width: 250px;" type="text"/>	

Include Images

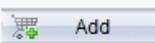
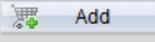
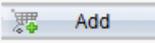
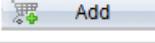
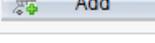
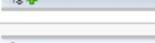
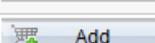
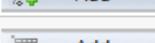
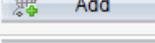
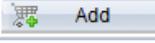
### Key Points:

- Select the Catalog
- Hit Search button to search for the Items

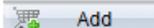
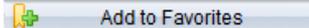
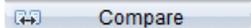
# Scenario 2: Use Internal Catalog

Item Detail Personalize | Find | View All |  

Details  

	Item Description	Vendor	Manufacturer	Price	UOM	Quantity	
<input checked="" type="checkbox"/>	2 Piece Freshwater Fly Rod	CAMPER'S WAREHOUSE		100.00000 USD	Each	<input type="text" value="1.0000"/>	
<input checked="" type="checkbox"/>	3 Season Mummy Bag, Regular	CAMPER'S WAREHOUSE		120.00000 USD	Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	3 Season Mummy Bag, Regular	CAMPER'S WAREHOUSE		120.00000 USD	Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	Alkaline Battery, AA	CAMPER'S WAREHOUSE		1.50000 USD	Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	Back Packer Cook Set, Solo	CAMPER'S WAREHOUSE		50.00000 USD	Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	Back Packer Cook Set, Solo	CAMPER'S WAREHOUSE		50.00000 USD	Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	Bass Leaders, 9 Feet	CAMPER'S WAREHOUSE		1.00000 USD	Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	Bass Leaders, 9 Feet	TRAILBLAZERS		1.00000 USD	Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	Bonefish Leaders, 12 Feet	TRAILBLAZERS		1.00000 USD	Each	<input type="text" value="1.0000"/>	
<input type="checkbox"/>	Bugaboo Piton	TRAILBLAZERS		5.00000 USD	Each	<input type="text" value="1.0000"/>	

Select All / Deselect All

## Key Points:

- Select the Catalog
- Hit Search button to search for the Items

# Scenario 2: Use Internal Catalog

## Side by Side Comparison for 2 Items

	No image for this item	No image for this item
Item ID:	10087	10036
Description:	2 Piece Freshwater Fly Rod	3 Season Mummy Bag, Regular
Standard Price:	100.000	120.000
Standard UOM:	EA	EA
Vendor Name:	CAMPER'S WAREHOUSE	CAMPER'S WAREHOUSE
Unit of Measure:	EA	EA
Vendor Price:	100.000	120.000
Currency Code:	USD	USD
Qty to Add:	<input type="text" value="0"/> 	<input type="text" value="0"/> 

[Back To Top](#)

### Key Points:

- Hit Compare and system will compare the Items selected to compare

# Scenario 2: Use Internal Catalog

**Create 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:  Office of Environmental Health      \*Currency:

\*Requester:  Aaron Brown      Priority:

Requisition Name:

Requisition Lines ?

Item	Description	Quantity	Unit	Price	Total
<input checked="" type="checkbox"/>	2 Piece Freshwater Fly Rod	1.0000	Each	100.00000	100.00
<input checked="" type="checkbox"/>	3 Season Mummy Bag, Regular	1.0000	Each	120.00000	120.00

Select All / Deselect All      Total Amount: 220.00 USD

Comments ?

Send to Vendor       Show at Receipt

## Key Points:

- Select Items to be added to Template and Click Add to Template button
- Enter Template Name and Description

**Add Selected Items to Template(s)**

You have no Personal Template(s).

**Add a new template**

Template Name:

Description:

# Scenario 2: Use Internal Catalog

**Create Requisition**

1. Define Requisition    2. Add Items and Services    3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Templates ?

Description	Quantity	
Basic Camper's Kit	<input type="text"/>	<input type="button" value="Add"/>
Complete Set of Software	<input type="text"/>	<input type="button" value="Add"/>
Sport Kit	<input type="text"/>	<input type="button" value="Add"/>
USA02-HARDWARE	<input type="text"/>	<input type="button" value="Add"/>
Hardware	<input type="text"/>	<input type="button" value="Add"/>

Template Items Personalize | Find | View All | First 1-2 of 2 Last

Description	Vendor Name	Status	Price	Quantity	UOM
1 2 Piece Freshwater Fly Rod	CAMPER'S WAREHOUSE	Active	100.00000 USD	1.0000	Each
2 3 Season Mummy Bag, Regular	CAMPER'S WAREHOUSE	Active	120.00000 USD	1.0000	Each

[Review and Submit](#)

**Key Points:**

- New Template is created.

# Items – Key Gaps

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- None identified

# ePro3 - Create and Approve Requisitions: Punchouts Overview

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Punchout (Direct Connect) will be implemented in Wave 2 for selected vendors (TBD)

- User will be able to access a Punchout vendor's web site from a link in the FI\$Cal requisition
- User is presented with custom vendor catalog content with items and pricing specific to the state's LPA with the vendor
- User checks out and transfers the shopping cart items from the vendor's site to the FI\$Cal requisition
- Electronic PO Dispatching (EDX) is available
- Pending decision for using Punchout functionality

# Punchout Key Terms

Term	Definition
<b>Punchout</b>	An e-procurement software application that makes it possible for a buyer to access a supplier's web site from within the buyer's own procurement application; Uses cXML (commerce eXtensible Markup Language) as the protocol for data exchange between applications
<b>Direct Connect</b>	PeopleSoft's implementation of eCommerce punchout
<b>Punchout Catalog</b>	A vendor catalog that is enhanced for the punchout process. The catalog is hosted and maintained by the vendor

# Scenario 1: Enter Punchout Transaction

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- From FI\$Cal requisition, punchout to vendor web site
- Shop for items and add to shopping cart
- Check out and return items to FI\$Cal requisition
- Budget check and submit requisition to workflow for approval

# Scenario 1: Enter Punchout Transaction

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ID		Requirement Description
<b>PD</b>	181.00	The System shall include “punchout” capability so that web-shopping can be accomplished without leaving the System.

# Scenario 1: Enter Punchout Transaction

## Create Requisition

1. Define Requisition
2. Add Items and Services
3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

[Catalog](#)
[Favorites](#)
[Templates](#)
[Services](#)
[Forms](#)
[Web](#)
[Special Request](#)

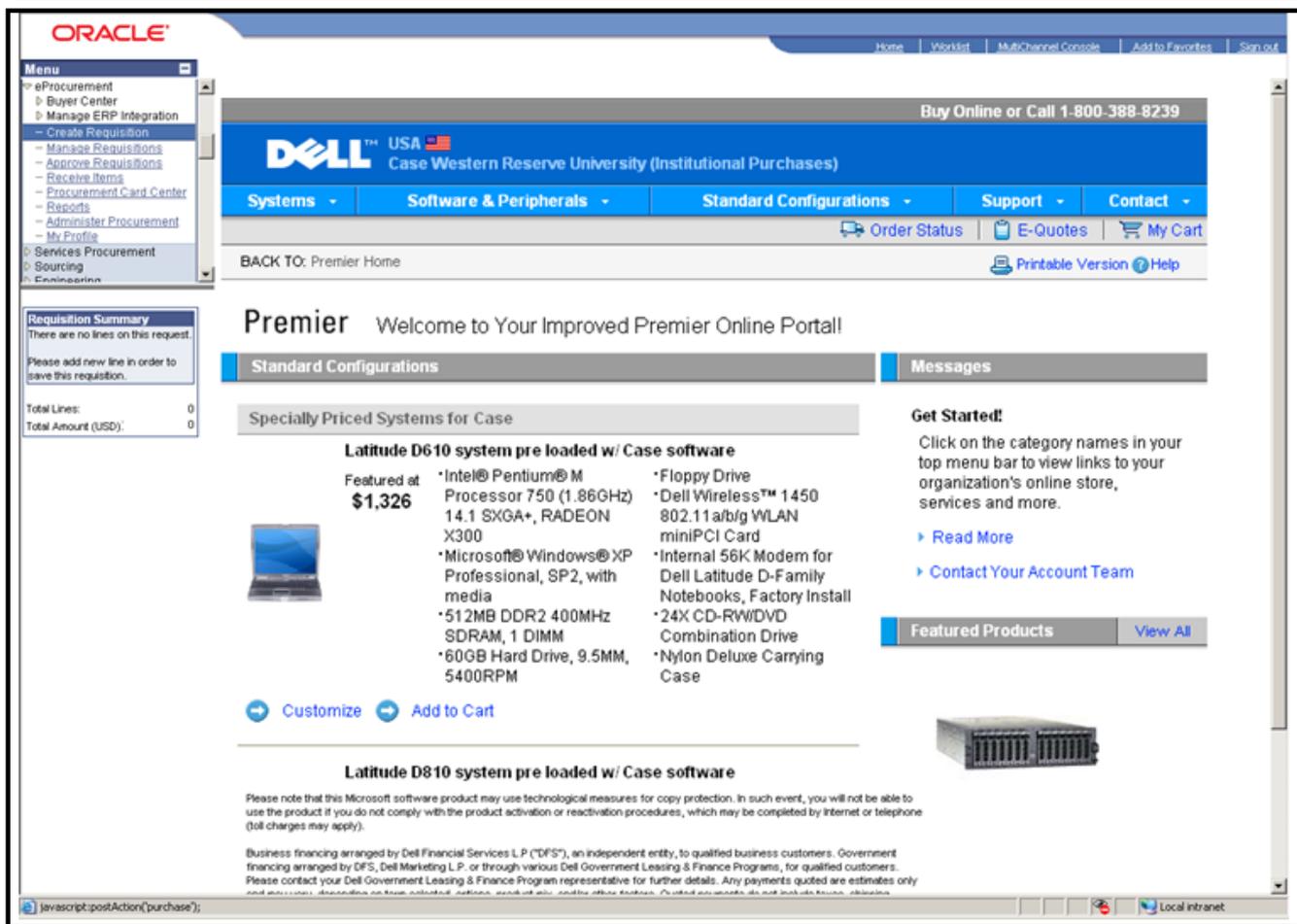
Direct Merchants		
Logo	Merchant	Description
	<a href="#">OFFICE DEPOT</a>	
	<a href="#">Oracle Exchange</a>	Use the Oracle Exchange to browse and shop multiple supplier catalogs.
	<a href="#">CDW</a>	Computer Discount Warehouse
	<a href="#">DELL</a>	Dell Computers

[Review and Submit](#)

### Key Points:

- List of Suppliers configured for Punchout

# Scenario 1: Enter Punchout Transaction



**ORACLE**

Home | Worklist | My Channel Console | Add to Favorites | Sign out

Buy Online or Call 1-800-388-8239

**DELL™ USA**  
Case Western Reserve University (Institutional Purchases)

Systems | Software & Peripherals | Standard Configurations | Support | Contact

Order Status | E-Quotes | My Cart

Printable Version | Help

BACK TO: Premier Home

**Premier** Welcome to Your Improved Premier Online Portal

Standard Configurations | Messages

Specially Priced Systems for Case

**Latitude D610 system pre loaded w/ Case software**

Featured at **\$1,326**

- Intel® Pentium® M Processor 750 (1.86GHz) 14.1 SXGA+, RADEON X300
- Microsoft® Windows® XP Professional, SP2, with media
- 512MB DDR2 400MHz SDRAM, 1 DIMM
- 60GB Hard Drive, 9.5MM, 5400RPM
- Floppy Drive
- Dell Wireless™ 1450 802.11 a/b/g WLAN miniPCI Card
- Internal 56K Modem for Dell Latitude D-Family Notebooks, Factory Install
- 24X CD-RW/DVD Combination Drive
- Nylon Deluxe Carrying Case

Customize | Add to Cart

**Latitude D810 system pre loaded w/ Case software**

Please note that this Microsoft software product may use technological measures for copy protection. In such event, you will not be able to use the product if you do not comply with the product activation or reactivation procedures, which may be completed by Internet or telephone (toll charges may apply).

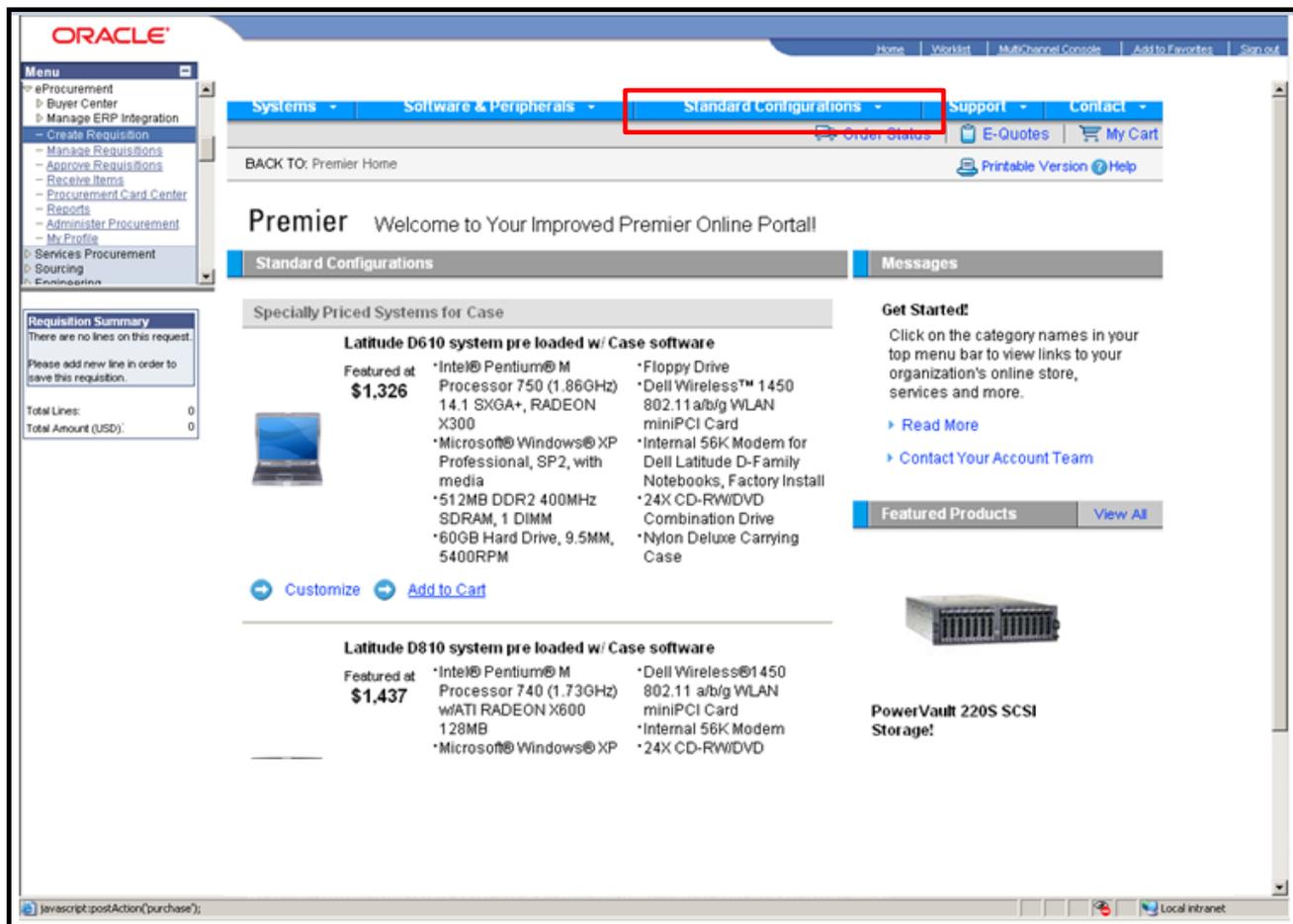
Business financing arranged by Dell Financial Services L.P. ("DFS"), an independent entity, to qualified business customers. Government financing arranged by DFS, Dell Marketing L.P. or through various Dell Government Leasing & Finance Programs, for qualified customers. Please contact your Dell Government Leasing & Finance Program representative for further details. Any payments quoted are estimates only and are subject to change without notice. Credit approval is not guaranteed.

javascript:postAction('purchase');

## Key Points:

- Custom Vendor Website

# Scenario 1: Enter Punchout Transaction



The screenshot shows the Oracle Premier Online Portal interface. The 'Standard Configurations' menu item is highlighted with a red box. The page displays a 'Premier' welcome message and a 'Standard Configurations' section with two product listings:

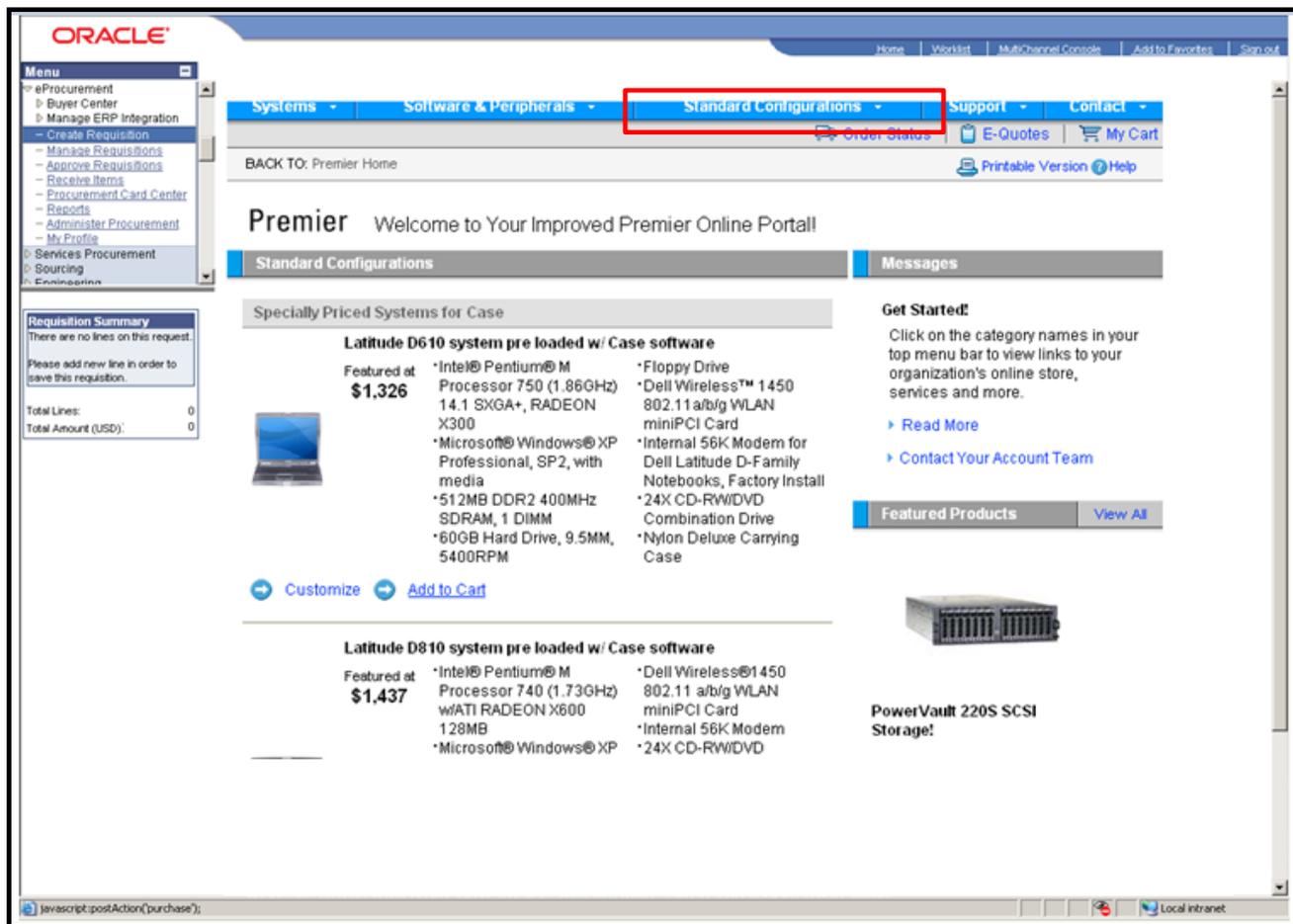
- Latitude D610 system pre loaded w/ Case software**
  - Featured at **\$1,326**
  - Specifications: Intel® Pentium® M Processor 750 (1.86GHz), 14.1 SXGA+, RADEON X300, Microsoft® Windows® XP Professional, SP2, with media, 512MB DDR2 400MHz SDRAM, 1 DIMM, 60GB Hard Drive, 9.5MM, 5400RPM, Floppy Drive, Dell Wireless™ 1450 802.11 a/b/g WLAN miniPCI Card, Internal 56K Modem for Dell Latitude D-Family Notebooks, Factory Install, 24X CD-RW/DVD Combination Drive, Nylon Deluxe Carrying Case.
  - Buttons: [Customize](#), [Add to Cart](#)
- Latitude D810 system pre loaded w/ Case software**
  - Featured at **\$1,437**
  - Specifications: Intel® Pentium® M Processor 740 (1.73GHz) w/ATI RADEON X600, 128MB, Microsoft® Windows® XP, Dell Wireless® 1450 802.11 a/b/g WLAN miniPCI Card, Internal 56K Modem, 24X CD-RW/DVD.

Other visible elements include a 'Requisition Summary' sidebar, a 'Get Started!' section with links to 'Read More' and 'Contact Your Account Team', and a 'Featured Products' section with a 'View All' link.

## Key Points:

- Select Standard Configuration for the laptop.

# Scenario 1: Enter Punchout Transaction



**ORACLE**

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Systems | Software & Peripherals | **Standard Configurations** | Support | Contact

Order Status | E-Quotes | My Cart

BACK TO: Premier Home | Printable Version | Help

**Premier** Welcome to Your Improved Premier Online Portal!

**Standard Configurations** | Messages

**Specially Priced Systems for Case**

**Latitude D610 system pre loaded w/ Case software**  
 Featured at **\$1,326**

- \*Intel® Pentium® M Processor 750 (1.86GHz)
- \*14.1 SXGA+, RADEON X300
- \*Microsoft® Windows® XP Professional, SP2, with media
- \*512MB DDR2 400MHz SDRAM, 1 DIMM
- \*60GB Hard Drive, 9.5MM, 5400RPM
- \*Floppy Drive
- \*Dell Wireless™ 1450 802.11 a/b/g WLAN miniPCI Card
- \*Internal 56K Modem for Dell Latitude D-Family Notebooks, Factory Install
- \*24X CD-RW/DVD Combination Drive
- \*Nylon Deluxe Carrying Case

[Customize](#) [Add to Cart](#)

**Latitude D810 system pre loaded w/ Case software**  
 Featured at **\$1,437**

- \*Intel® Pentium® M Processor 740 (1.73GHz) w/ATI RADEON X600
- \*128MB
- \*Microsoft® Windows® XP
- \*Dell Wireless® 1450 802.11 a/b/g WLAN miniPCI Card
- \*Internal 56K Modem
- \*24X CD-RW/DVD

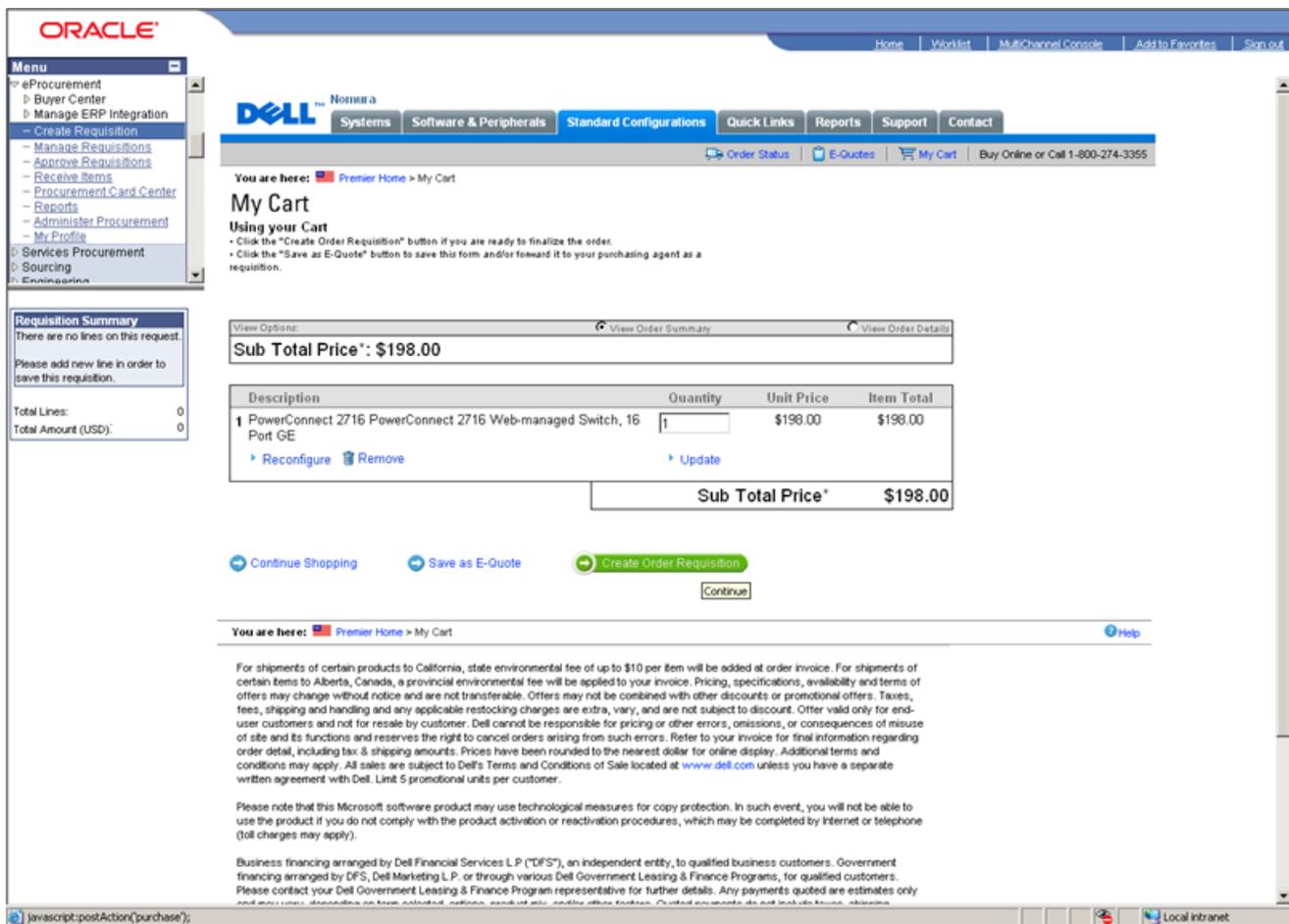
**PowerVault 220S SCSI Storage!**

Requisition Summary: There are no lines on this request. Please add new line in order to save this requisition. Total Lines: 0, Total Amount (USD): 0.

## Key Points:

- Select Standard Configuration for the laptop.

# Scenario 1: Enter Punchout Transaction



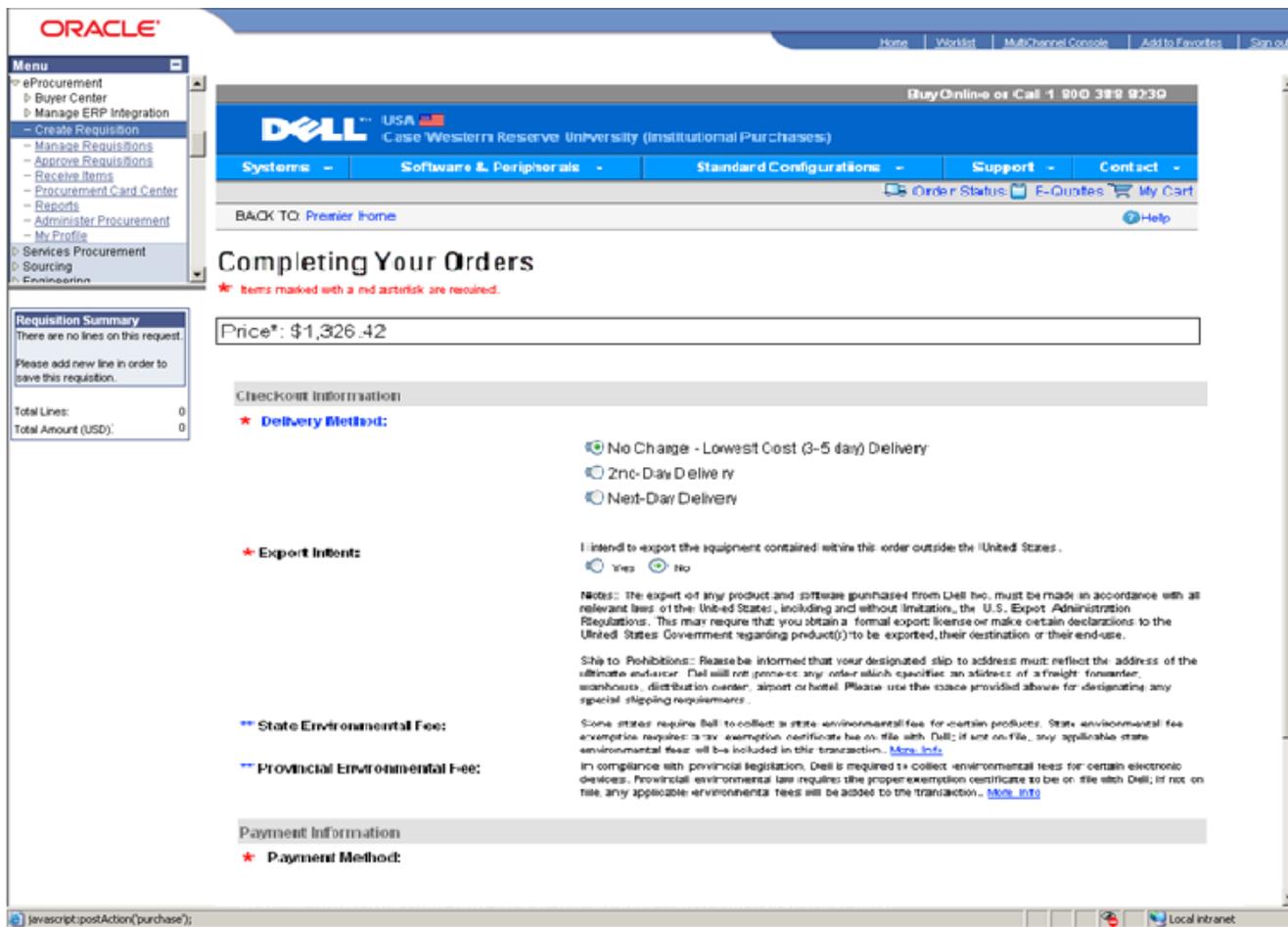
The screenshot shows the Oracle eProcurement interface. The top navigation bar includes 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The left sidebar contains a 'Menu' with options like 'eProcurement', 'Buyer Center', and 'Manage ERP Integration'. The main content area is titled 'My Cart' and shows a 'Sub Total Price\*': \$198.00. Below this is a table with one item: 'PowerConnect 2716 PowerConnect 2716 Web-managed Switch, 16 Port GE'. The table has columns for 'Description', 'Quantity', 'Unit Price', and 'Item Total'. At the bottom of the cart, there are buttons for 'Continue Shopping', 'Save as E-Quote', and 'Create Order Requisition'.

Description	Quantity	Unit Price	Item Total
1 PowerConnect 2716 PowerConnect 2716 Web-managed Switch, 16 Port GE	1	\$198.00	\$198.00
<b>Sub Total Price*</b>			<b>\$198.00</b>

## Key Points:

- Add Item to cart on Vendor Website

# Scenario 1: Enter Punchout Transaction



**ORACLE**

Home | Worklist | MailChannel Console | Add to Favorites | Sign out

Buy Online or Call 1 800 388 9230

**DELL** USA  
Case Western Reserve University (Institutional Purchases)

Systems - Software & Peripherals - Standard Configurations - Support - Contact -

Order Status E-Quotes My Cart

BACK TO Premier Home

Help

## Completing Your Orders

\* Items marked with a red asterisk are required.

Price\*: \$1,326.42

**Checkout Information**

\* **Delivery Method:**

- No Charge - Lowest Cost (3-5 Day) Delivery
- Two-Day Delivery
- Next-Day Delivery

\* **Export Intent:**

I intend to export the equipment contained within this order outside the United States.

Yes  No

**Notes:** The export of any product and software purchased from Dell Inc. must be made in accordance with all relevant laws of the United States, including and without limitation, the U.S. Export Administration Regulations. This may require that you obtain a formal export license or make certain declarations to the United States Government regarding product(s) to be exported, their destination or their end-use.

**Ship to Prohibitions:** Please be informed that your designated ship to address must reflect the address of the ultimate receiver. Dell will not process any order which specifies an address of a freight forwarder, warehouse, distribution center, airport or hotel. Please use the space provided above for designating any special shipping requirements.

\*\* **State Environmental Fee:**

Some states require Dell to collect a state environmental fee for certain products. State environmental fee exemption requires a tax exemption certificate be on file with Dell; if not on file, any applicable state environmental fee will be included in this transaction. [More Info](#)

\*\* **Provincial Environmental Fee:**

In compliance with provincial legislation, Dell is required to collect environmental fees for certain electronic devices. Provincial environmental law requires the proper exemption certificate to be on file with Dell; if not on file, any applicable environmental fees will be added to the transaction. [More Info](#)

**Payment Information**

\* **Payment Method:**

javascript.postAction('purchase');

Local Intranet

### Key Points:

- Complete Order on Vendor website

# Punchout – Key Gaps

---

- None identified

# PO2 Manage Purchase Order: Direct Faxing Overview

---

Direct Fax dispatching of purchase orders will be deployed in Wave 2

- Purchase Orders are faxed directly to the vendor when the PO Dispatch process is run without any manual intervention
- Buyer will receive email notification for successful or failed fax transmission

# Scenario 1: Dispatch by Fax

---

- Dispatch PO by Fax
- Receive email notification of fax transmission status

# PO2 Manage Purch Order: Direct Fax Scenario 1 Covered Requirements

ID		Requirement Description
PD	200.00	The System shall automatically perform various steps in the workflow (e.g., send an executed purchase document to the contractor using their specified method such as via fax or e-mail).

# Scenario 1: Dispatch by Fax Screenshots

Maintain Purchase Order

## Purchase Order

Business Unit: 3980 PO ID: 0000000639 PO Status: Approved Budget Status: Not Chk'd

Copy From: [Dropdown]  Hold From Further Processing

**Header**

\*PO Date: 04/17/2014 Vendor Search  
 \*Vendor: 01EMPTST-001 Vendor Details  
 \*Vendor ID: 0000000147 01EmpTst  
 \*Buyer: Z\_DEPT\_PO\_BUYER Department Buyer

PO Reference: Online Src From Req 0000000227

Header Details: Activity Summary  
 PO Defaults: Document Status  
 Requisitions: Edit Comments  
 PO Activities: Add ShipTo Comments  
 SB/DVBE Contracting: Confidential

Doc Tol Status: Valid

\*Acquisition Type: [Dropdown] Acquisition Sub-Type: [Dropdown]  
 \*Acquisition Method: [Dropdown] Acquisition Sub-Method: [Dropdown]  
 DGS Billing Code: [Dropdown]

Receipt Status: Not Recvd  
 \*Dispatch Method: [Dropdown] **Dispatch**

**Amount Summary**

Merchandise: [Dropdown] **Calculate**

Freight/Tax/Misc.: 0.00  
 Total Amount: 1,210.00 USD  
 Encumbrance Balance:

Add Items From: Purchasing Kit Catalog Item Search

Select Lines To Display: Line: [Dropdown] To: [Dropdown] **Retrieve**

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

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	[Dropdown]	Test Item	11.0000	EA	10100000	110.00000	1,210.00	Approved

View Printable Version Close Short All Lines \*Go to: ... More ...

**Key Points:**

- PO Dispatch Method- Fax

# Scenario 1: Dispatch by Fax Screenshots

**FAX VBAA0000 Success**

[Redacted]

**i** You forwarded this message on 1/5/2012 9:40 AM.

Sent: Wed 1/4/2012 2:34 PM

To:  Lad, Vikas Ravindra

Retention Policy: Voice Mail Deletion (30 days) Expires: Never

---

To : [Redacted]

Subject : Purchase Order NHQT000249

Subject : KOMINENI,MADHUSUDHANRAO (VDSL)

Fax Id : VBAA0000

Fax Number : 19086962163

Pages : 5

Server Used : [Redacted]

Status : \*\*\* Transmitted ok to 19086962163 on 01/04/12 at 17:34

### Key Points:

- Fax transmitted successfully.

# Scenario 1: Dispatch by Fax Screenshots

**FAX SBAA0000 Unsuccessful Transmission**

[Redacted]

Sent: Wed 1/4/2012 12:50 PM  
 To:  Lad, Vikas Ravindra  
 Retention Policy: Voice Mail Deletion (30 days) Expires: Never

---

To: [Redacted]  
 Subject : Purchase Order NHQT000249  
 Subject : KOMINENI,MADHUSUDHANRAO (VDSL)

Fax Id : SBAA0000  
 Fax Number : 19086300346  
 Pages : 5

Server Used : [Redacted]

Status : \*\*\* Transmission Error \*\*\* Fax failed after 7 tries; last 5:  
 RING,RING,RING,RING,RING. (FXERR 447)

**Key Points:**

- Unsuccessful fax transmission.

# PO2 Manage Purchase Order: Direct Faxing Key Gaps

---

- None identified

# PO 3 Receive and Inspect Good and Services: Bar Code Overview

---

Bar Code functionality will be deployed in Receiving for Wave 2

- Hand-held scanners will be used to read bar code data from packing slip during receiving
- Third party integrated bar code product is High Jump software
- Decision to use bar coding is at the department level

# Bar Coding Key Terms

Term	Definition
<b>EDC</b>	Electronic Data Collection, using devices such as bar code scanners
<b>Transaction Code</b>	<p>Delivered transaction codes that identify different EDC functions. Examples are:</p> <ul style="list-style-type: none"> <li>▪ 0102 - Receipt Total PO : Select this transaction code to receive an entire purchase order.</li> <li>▪ 0103 - Receipt PO Lines : Select this transaction code to receive a purchase order line.</li> <li>▪ 0104 - Receipt PO Schedules : Select this transaction code to receive a purchase order schedule.</li> <li>▪ 0105 - Receipt PO End Tran: Select this transaction code to end the receiving transaction.</li> </ul>

# Scenario 1: Receiving using Bar Code Functionality

---

- Use hand-held scanner to read bar code in the packing slip
- Review staged data
- Run the process and view created receipt

# Scenario 1: Receiving using Bar Code Functionality

ID		Requirement Description
<b>PD</b>	137.00	The System shall allow various methods of receipt entry and system update (e.g., key entry, bar-coding, scanning technology).

# Scenario 1: Receiving using Bar Code Functionality

**Purchasing Receiving**

Business Unit:	US003	Transaction Code:	<input type="text" value="0103"/>	Receipt PO Lines w/Plan or BC	Trans Nbr:	
Device ID:		Device Date Time:			User ID:	VLad
Number:		SetID:	<input type="text" value="SHARE"/>			
Ship To:	<input type="text" value="US003"/>	Vendor ID:	<input type="text" value="0000000044"/>		IN Unit:	<input type="text"/>
Carrier ID:	<input type="text" value="DHL"/>	Lading:	<input type="text"/>			
PO Unit:	<input type="text" value="US003"/>	PO Number:	<input type="text" value="T850000000"/>		Item ID:	<input type="text"/>
Line Number:	<input type="text" value="1"/>				Quantity:	<input type="text" value="10"/> UOM: <input type="text" value="EA"/>
Vendor Lot:	<input type="text"/>	Lot ID:	<input type="text"/>		Serial ID:	<input type="text"/>
Tag Number:	<input type="text"/>	Storage Location:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Receipt No:	<input type="text"/>					

## Key Points:

- Scanned Receipt data

# Receiving with Bar Code Functionality – Key Gaps

---

- None Identified

# PO3 – Process P-Card Transactions: Decentralized Administration Overview

---

- Administration of P-Card accounts proposed to be decentralized to the departments

# Decentralized P-Card Administration

## Key Terms

Term	Definition
<b>P-Card</b>	A payment mechanism (Visa payment card) that can be used in conjunction with a department's delegated purchasing authority. Referred to currently as CAL-Card. The P-Card procurement mechanism can be used with or without a PO, following State rules.
<b>Card Issuer</b>	The bank that issues the card
<b>Card Number</b>	The procurement card number
<b>Proxy</b>	A procurement card user who has access rights to transactions, e.g. proxy reconciler, approver, reviewer

# Scenario 1: Decentralized P-Card Administration

---

- Customization to limit access of P-Card data by department
- Demonstrate mocked-up P-card maintenance page(s)

# Scenario 1: Decentralized P-Card Administration

ID		Requirement Description
PD	187.00	The System shall adhere to P-Card requirements (e.g., business rules, department(s) policies and procedures).
PD	188.00	The System shall identify/process payment using a P-Card (e.g., for catalog items, orders placed against agreements, purchase documents, when there is no purchase document).
PD	189.00	The System shall allow for a department P-Card administrator to create/assign/cancel various user profiles/authority.
PD	190.00	The System shall allow view-only access for auditing purposes to allow specified personnel above the approving official to monitor usage on P-Cards under their jurisdiction.
PD	199.00	The System shall establish authority to perform various functions (e.g., who can initiate a requisition, who should receive a requisition), based on state business rules (e.g., decentralized authority, processed at DGS).

# Scenario 1: Decentralized P-Card Administration Screenshots

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

**ORACLE**

**Cardholder Profile**

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

[Find an Existing Value](#)

**Business Unit:** =

**Employee ID:**

**Name:**

**Last Name:**

Case Sensitive

[Basic Search](#)

## Key Points:

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

# Decentralized P-Card Administration – Key Gaps

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- None Identified

# Technology Considerations

---

- Interfaces

- P-Card monthly statement interface - inbound
- US Bank to FI\$Cal Synchronization of cardholder data - inbound
- Punchout Integration with vendors catalogs – inbound
- Punchout Integration at PO Dispatch – outbound

- Conversions

- Proposed Open PO Conversion program to support split schedules and split funding
- P-Card cardholder profile conversion

- Data Protection

-

# 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 added, updated, deleted, and read
  - Role Based Access, such as Confidential User

# Data Protection – Key Terms

Conversion	Definition
<b>Public Information</b>	Information maintained by state agencies that is not exempt from disclosure under the provisions of state or federal laws.
<b>Confidential Information</b>	Information maintained by state agencies that is exempt from disclosure under the provisions of state or federal laws.
<b>Sensitive Information</b>	Information maintained <b>by state agencies</b> that requires special precautions to protect from unauthorized use, access, disclosure, modification, loss, or deletion. Sensitive information may be either public or confidential.
<b>Personally Identifiable Information</b>	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.

# Data Protection - Processes & Fields

Process Name	Field Description
Create and Approve Requisitions	Requisition ID
Create and Approve Requisitions	Shipping Location
Create and Approve Requisitions	Location ID
Create and Approve Requisitions	Requestor
Manage Purchase Orders	Buyer ID
Manage Purchase Orders	PO Reference
Manage Purchase Orders	Buyer ID
Manage Purchase Orders	PO Date
Manage Purchase Orders	PO Line Number
Manage Purchase Orders	Category Code / UNSPSC
Manage Purchase Orders	Line Description
Manage Purchase Orders	Unit Price
Manage Purchase Orders	Line Quantity
Manage Purchase Orders	Unit of Measure
Manage Purchase Orders	Vendor ID
Manage Purchase Orders	Tax Exempt ID
Manage Purchase Orders	Agency Billing Code
Manage Purchase Orders	Acquisition Type for Purchase
Manage Purchase Orders	Acquisition Sub-Type
Manage Purchase Orders	Acquisition Method
Manage Purchase Orders	Acquisition Sub-Method
Create and Approve Requisitions	Requisition Date
Create and Approve Requisitions	Requisition Line Number
Process Procurement Card	Merchant ID
Manage Purchase Orders	Attachments

**Public**

## 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).

<b>Public</b>	<b>Confidential</b>	<b>PII</b>	<b>Sensitive</b>
---------------	---------------------	------------	------------------

**Procurement classified as Public with the exception of the fields highlighted to be Sensitive**

# Data Protection - Processes & Fields

Process Name	Field Description
	<b>Sensitive</b>
ePro3 - Create and Approve Requisitions	Procurement Card Number
ePro3 - Create and Approve Requisitions	Shipping Location
ePro3 - Create and Approve Requisitions	Location ID
ePro3 - Create and Approve Requisitions	Procurement Card Number
ePro3 - Create and Approve Requisitions	Requestor
PO2 - Manage Purchase Orders	Buyer ID
PO2 - Manage Purchase Orders	Buyer ID
PO2 - Manage Purchase Orders	Line Description
PO4 - Process Procurement Card	Merchant ID
PO2 - Manage Purchase Orders	Attachments

**FI\$Cal Standard Protection Framework**

**Standard Data Protection level For:**  
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  - 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).

**Public**

**Confidential**

**PII**

**Sensitive**

**Procurement classified as Public with the exception of the fields highlighted to be Sensitive**

# 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

# Related CRPs

---

- Administer Vendor Contract CRP

# Session Recap

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- 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/>

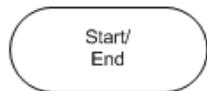
or e-mail the FI\$Cal Project Team at:

[fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov)

# Appendix

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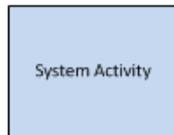
# Guide to Symbols in Flows



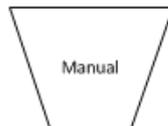
**Start/End** - Indicates point at which the process begins or ends. Does not represent any activity.



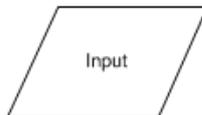
**Decision** - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.



**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.



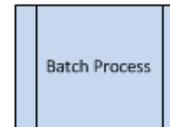
**Input Documents** - A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.



**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.



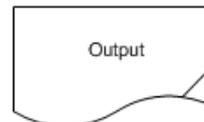
**Batch Process** - Represents a batch process within FI\$Cal.



**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).

# ChartField Cross Reference

