Conference Room Pilot (CRP) – Items, Reqs, PO, Receipt for Wave 1 and Wave 2 Departments

April 22, 2014
Agenda

- 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

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

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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<tbody>
<tr>
<td>Q1</td>
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<td>Q2</td>
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<td>Q3</td>
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<td>Q4</td>
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</tr>
</tbody>
</table>

Pre-Wave
~12 Months

Wave 1
20 Months

Wave 2
15 Months

Wave 3
24 Months

Wave 4
24 Months

O&M

May 2, 2014

CRP Objectives

- 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

- **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

**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

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**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

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**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

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**Objective**
- Conduct Wave 2 Working Sessions

**Audience**
- Wave 2Departments 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**
- 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

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**FI$Cal: Transparency. Accuracy. Integrity.**
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 Procurement Solution

Legend
- Pre-Wave
- Wave 1
- Wave 2

VMF Vendors -> VMF Bidders -> VMF SB/DVBE -> Item Master

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

Purchasing (Purchase Order)

Receipts -> Encumbrances

PO Qty/Amnt

Asset Mgmt

Project Costing

Accounts Payable

General Ledger / Commitment Control

Pre-Wave

Wave 1

Wave 2

May 2, 2014
FI$Cal Budgeting Solution

Legend
- Pre-Wave
- Wave 1
- Wave 2

Other Sources (Spreadsheet Templates)
- Statistical Data
- HR Data

SCO Payroll
- HR Data

Hyperion Public Sector Planning & Budgeting
- View/Update Data
- Actuals and Budget Data
- Final Budget Data

Smart View for Office
- View/Update Data

Budget Books
- PDF
- HTML

General Ledger / Commitment Control

May 2, 2014
PO1 – Maintain Items for Purchase

Overview

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

- 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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>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</td>
</tr>
<tr>
<td>Item ID</td>
<td>A unique system identifier for an item</td>
</tr>
<tr>
<td>Item Category</td>
<td>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</td>
</tr>
<tr>
<td>Item Catalog</td>
<td>An Item Catalog maintained internally by the state to facilitate the ordering and tracking of purchases</td>
</tr>
</tbody>
</table>
Scenario 1: Create Item

- 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**

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD</td>
<td>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.</td>
</tr>
<tr>
<td>PD</td>
<td>The System shall allow an authorized user to maintain (e.g., create, modify, discontinue use of) an item/identifier contained in a code system.</td>
</tr>
<tr>
<td>PD</td>
<td>The reference library shall associate specifications with various goods and/or UNSPSC codes.</td>
</tr>
<tr>
<td>PD</td>
<td>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).</td>
</tr>
<tr>
<td>PD</td>
<td>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).</td>
</tr>
</tbody>
</table>
### Scenario 1: Create Item

**Key Points:**

- General Attributes for the Item

![Image of Oracle interface for creating an item]

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

**Set ID:** SHARE
**Item ID:** 10000

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

**Standard UOM:** EA
**Default Category:** CYCLING

**Item Type:**
- Inventory Item
- Non-Owned Item
- Consigned Purchase

**Item Group:** APPAREL
**Family:** COMMON

**Cost Profile Group:** 1003
**Promise Option:** Perform ATP Reservations

**Manufacturers**
- Unit Of Measure
Scenario 1: Create Item

Key Points:
- Purchasing Item Attributes
Scenario 1: Create Item

Key Points:
- Item-Vendor Attributes
Scenario 1: Create Item

Key Points:
- Item Classification
Scenario 2: Use Internal Catalog

• 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

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD</td>
<td>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).</td>
</tr>
<tr>
<td>PD</td>
<td>182.00 The System shall allow users to search multiple catalogs using various means (e.g., using an item description, make/model, part number).</td>
</tr>
<tr>
<td>PD</td>
<td>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).</td>
</tr>
<tr>
<td>PD</td>
<td>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).</td>
</tr>
<tr>
<td>PD</td>
<td>185.00 Subsequent to populating a requisition with catalog data, the System shall provide the ability to edit the data.</td>
</tr>
<tr>
<td>PD</td>
<td>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).</td>
</tr>
</tbody>
</table>
Scenario 2: Use Internal Catalog

Key Points:
- Select the Catalog
- Hit Search button to search for the Items
Scenario 2: Use Internal Catalog

Key Points:
- Select the Catalog
- Hit Search button to search for the Items
Scenario 2: Use Internal Catalog

Key Points:

- Hit Compare and system will compare the items selected to compare
Scenario 2: Use Internal Catalog

Key Points:
- Select Items to be added to Template and Click Add to Template button
- Enter Template Name and Description
Scenario 2: Use Internal Catalog

Key Points:
- New Template is created.
Items – Key Gaps

• None identified
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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punchout</td>
<td>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</td>
</tr>
<tr>
<td>Direct Connect</td>
<td>PeopleSoft's implementation of eCommerce punchout</td>
</tr>
<tr>
<td>Punchout Catalog</td>
<td>A vendor catalog that is enhanced for the punchout process. The catalog is hosted and maintained by the vendor</td>
</tr>
</tbody>
</table>
Scenario 1: Enter Punchout Transaction

- 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

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
</table>
| PD | 181.00  
The System shall include “punchout” capability so that web-shopping can be accomplished without leaving the System. |
Scenario 1: Enter Punchout Transaction

Key Points:
- List of Suppliers configured for Punchout
Scenario 1: Enter Punchout Transaction

Key Points:
- Custom Vendor Website
Scenario 1: Enter Punchout Transaction

Key Points:

- Select Standard Configuration for the laptop.
Scenario 1: Enter Punchout Transaction

Key Points:
- Select Standard Configuration for the laptop.
Scenario 1: Enter Punchout Transaction

Key Points:

- Add Item to cart on Vendor Website
Scenario 1: Enter Punchout Transaction

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

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
</table>
| 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

Key Points:
- PO Dispatch Method - Fax
Scenario 1: Dispatch by Fax

Screenshots

Key Points:
- Fax transmitted successfully.
Scenario 1: Dispatch by Fax

Screenshots

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td><strong>EDC</strong></td>
<td>Electronic Data Collection, using devices such as bar code scanners</td>
</tr>
<tr>
<td><strong>Transaction Code</strong></td>
<td>Delivered transaction codes that identify different EDC functions. Examples are:</td>
</tr>
<tr>
<td></td>
<td>▪ 0102 - Receipt Total PO : Select this transaction code to receive an entire purchase order.</td>
</tr>
<tr>
<td></td>
<td>▪ 0103 - Receipt PO Lines : Select this transaction code to receive a purchase order line.</td>
</tr>
<tr>
<td></td>
<td>▪ 0104 - Receipt PO Schedules : Select this transaction code to receive a purchase order schedule.</td>
</tr>
<tr>
<td></td>
<td>▪ 0105 - Receipt PO End Tran: Select this transaction code to end the receiving transaction.</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD 137.00</td>
<td>The System shall allow various methods of receipt entry and system update (e.g., key entry, bar-coding, scanning technology).</td>
</tr>
</tbody>
</table>
Scenario 1: Receiving using Bar Code Functionality

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-Card</td>
<td>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.</td>
</tr>
<tr>
<td>Card Issuer</td>
<td>The bank that issues the card</td>
</tr>
<tr>
<td>Card Number</td>
<td>The procurement card number</td>
</tr>
<tr>
<td>Proxy</td>
<td>A procurement card user who has access rights to transactions, e.g. proxy reconciler, approver, reviewer</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
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</thead>
<tbody>
<tr>
<td>PD</td>
<td>The System shall adhere to P-Card requirements (e.g., business rules, department(s) policies and procedures).</td>
</tr>
<tr>
<td>PD</td>
<td>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).</td>
</tr>
<tr>
<td>PD</td>
<td>The System shall allow for a department P-Card administrator to create/assign/cancel various user profiles/authority.</td>
</tr>
<tr>
<td>PD</td>
<td>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.</td>
</tr>
<tr>
<td>PD</td>
<td>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).</td>
</tr>
</tbody>
</table>
Scenario 1: Decentralized P-Card Administration Screenshots

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

- 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

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

**Procurement classified as Public with the exception of the fields highlighted to be Sensitive**
# Data Protection - Processes & Fields

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ePro3 - Create and Approve Requisitions</td>
<td>Procurement Card Number</td>
</tr>
<tr>
<td>ePro3 - Create and Approve Requisitions</td>
<td>Shipping Location</td>
</tr>
<tr>
<td>ePro3 - Create and Approve Requisitions</td>
<td>Location ID</td>
</tr>
<tr>
<td>ePro3 - Create and Approve Requisitions</td>
<td>Procurement Card Number</td>
</tr>
<tr>
<td>ePro3 - Create and Approve Requisitions</td>
<td>Requestor</td>
</tr>
<tr>
<td>PO2 - Manage Purchase Orders</td>
<td>Buyer ID</td>
</tr>
<tr>
<td>PO2 - Manage Purchase Orders</td>
<td>Buyer ID</td>
</tr>
<tr>
<td>PO2 - Manage Purchase Orders</td>
<td>Line Description</td>
</tr>
<tr>
<td>PO4 - Process Procurement Card</td>
<td>Merchant ID</td>
</tr>
<tr>
<td>PO2 - Manage Purchase Orders</td>
<td>Attachments</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).

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

• 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
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**: A graphical representation of the flow of data or process.

- **Intra Integration Process**: A process that takes an input or output from 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).