



**FI\$Cal**

*Financial Information System for California*

# Accounts Payable Business Process Workshop (BPW)

***October 7, 2014***

# Agenda

---

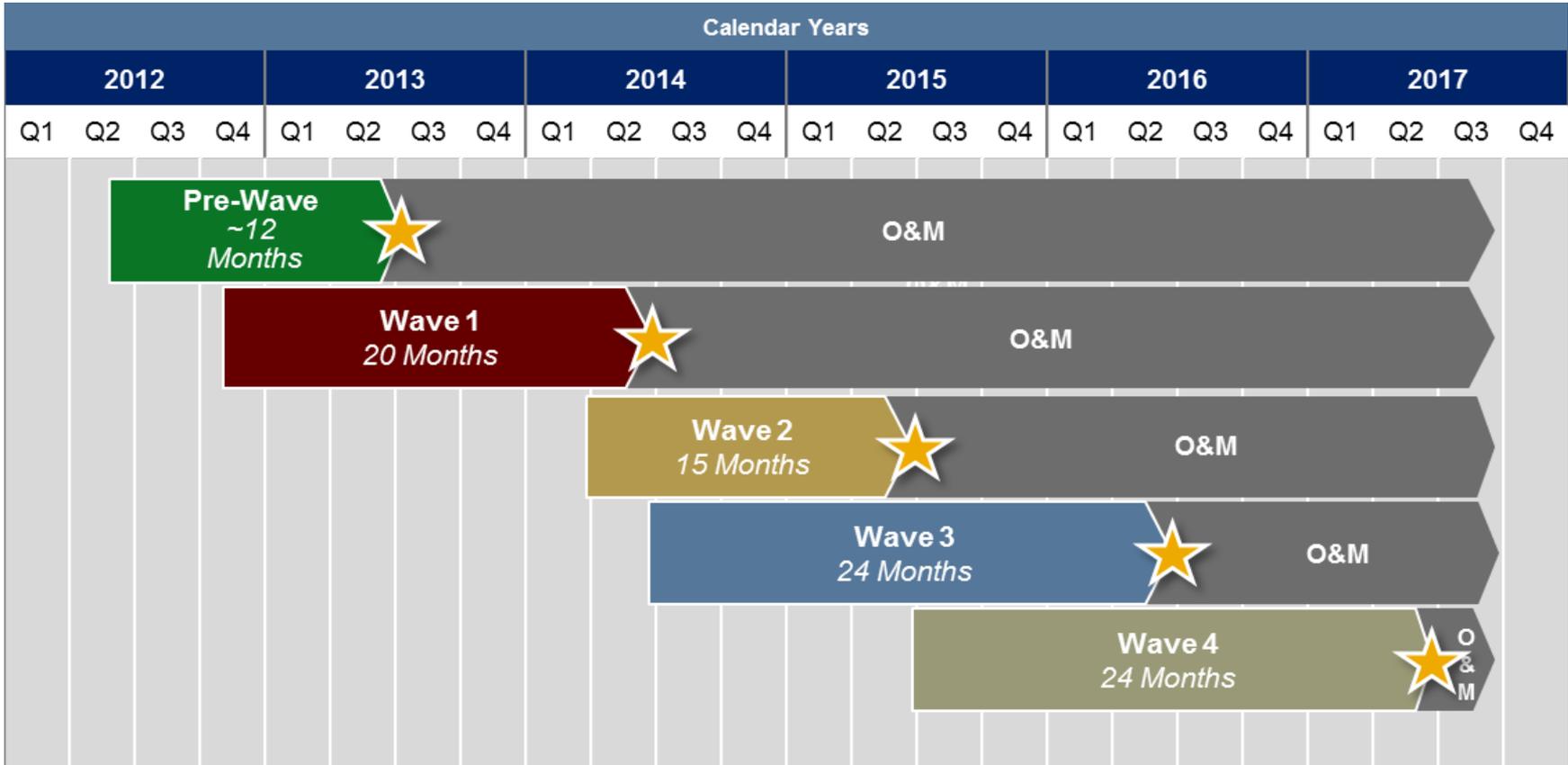
- FI\$Cal Project Overview
- Business Process Workshop Objectives and Approach
- FI\$Cal Solution Overview
- Business Process Area—what is included, not included, in future waves
- Vendor
  - Business Process Overview and Key Terms
  - Process Flows, Screenshots
  - End-User Roles
- Accounts Payable
- Technology Considerations
- Change Impact Activity
- Business Process Working Session Next Steps

# 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.
  
- 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)

# FI\$Cal Wave Timeline

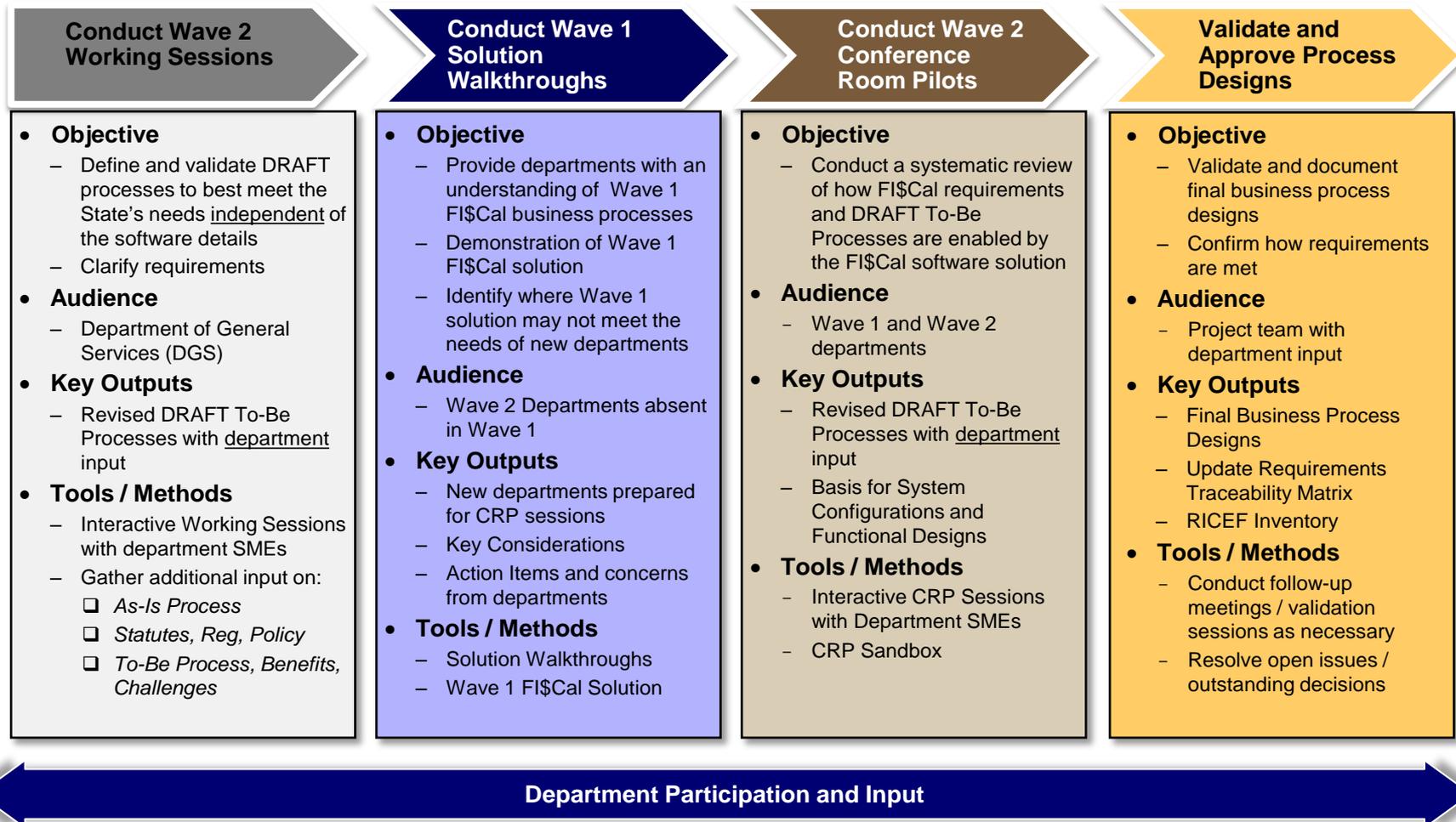


# BPW Objectives

---

- The Business Process Workshops will provide:
  - An overview of the business process, including key terms and functionality being implemented
  - A list of changes with the “To-Be” business process
  - An opportunity to discuss and begin identifying department-specific changes and impacts
  - An explanation of Wave 2 end-user roles
  - A template to capture department-specific changes and impacts
  - An opportunity to begin thinking about updates to internal department processes

# FI\$Cal Design Approach



# What Comes Next?

- **Role Mapping Working Session** – Workshop to review the FI\$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles for Wave 2.
- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI\$Cal business processes and their FI\$Cal end-user roles
- **End-User Training** – Training for department end users that will need to use the System in their assigned FI\$Cal end-user roles



# Ground Rules & Guiding Principles

---

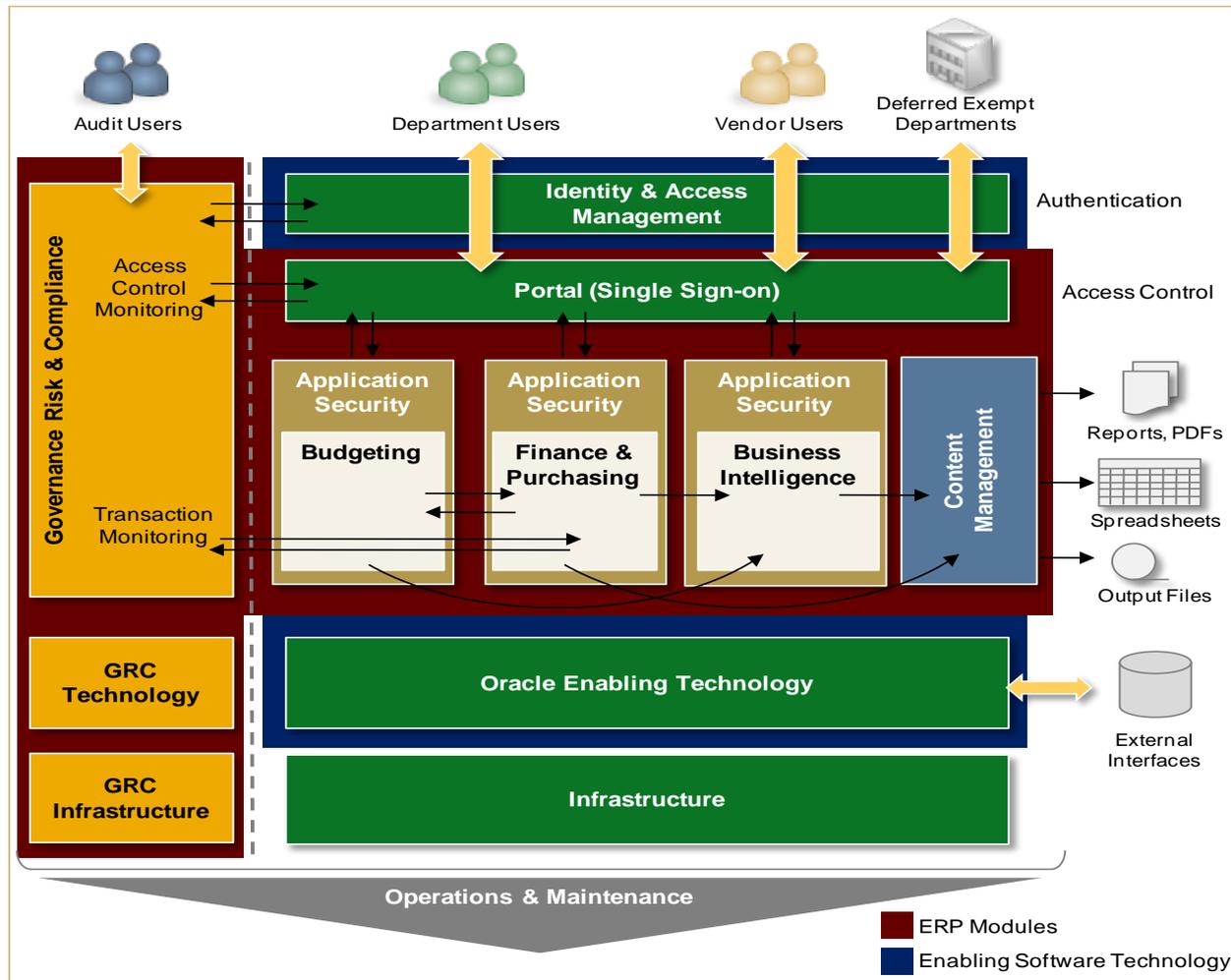
- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, then assume
- **Consider Best Practices** and business process changes
- **Think of the data**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

# What You Should Take Away

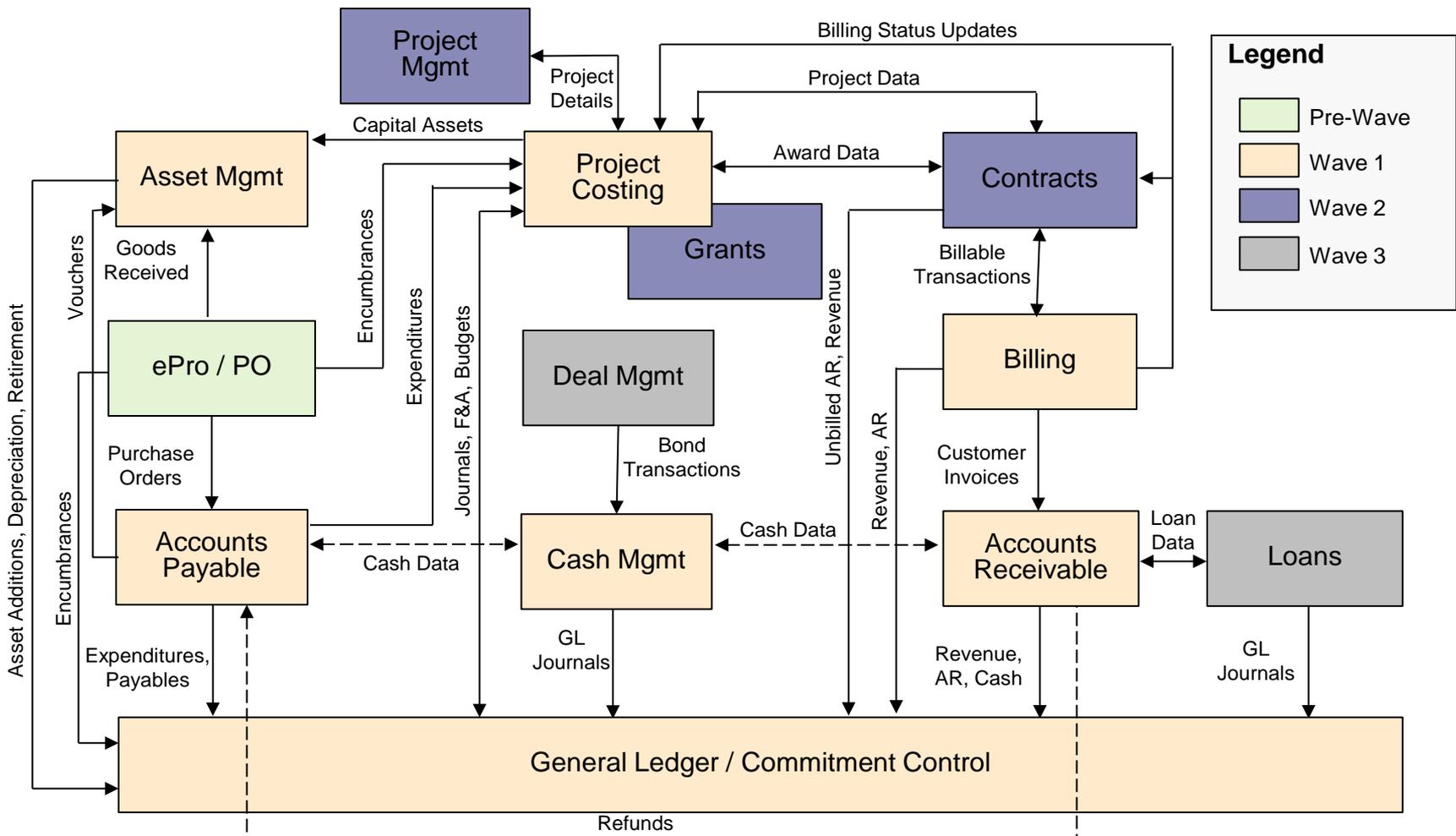
---

- Process overview level understanding of the Wave 2 FI\$Cal business processes. For this session, the business processes are:
  - Vendor
  - Accounts Payable
- BPW Change Impact Tool for your department used to identify and manage department-specific impacts
- Understanding of the FI\$Cal end-user roles for participation in the Wave 2 Role Mapping Workshop

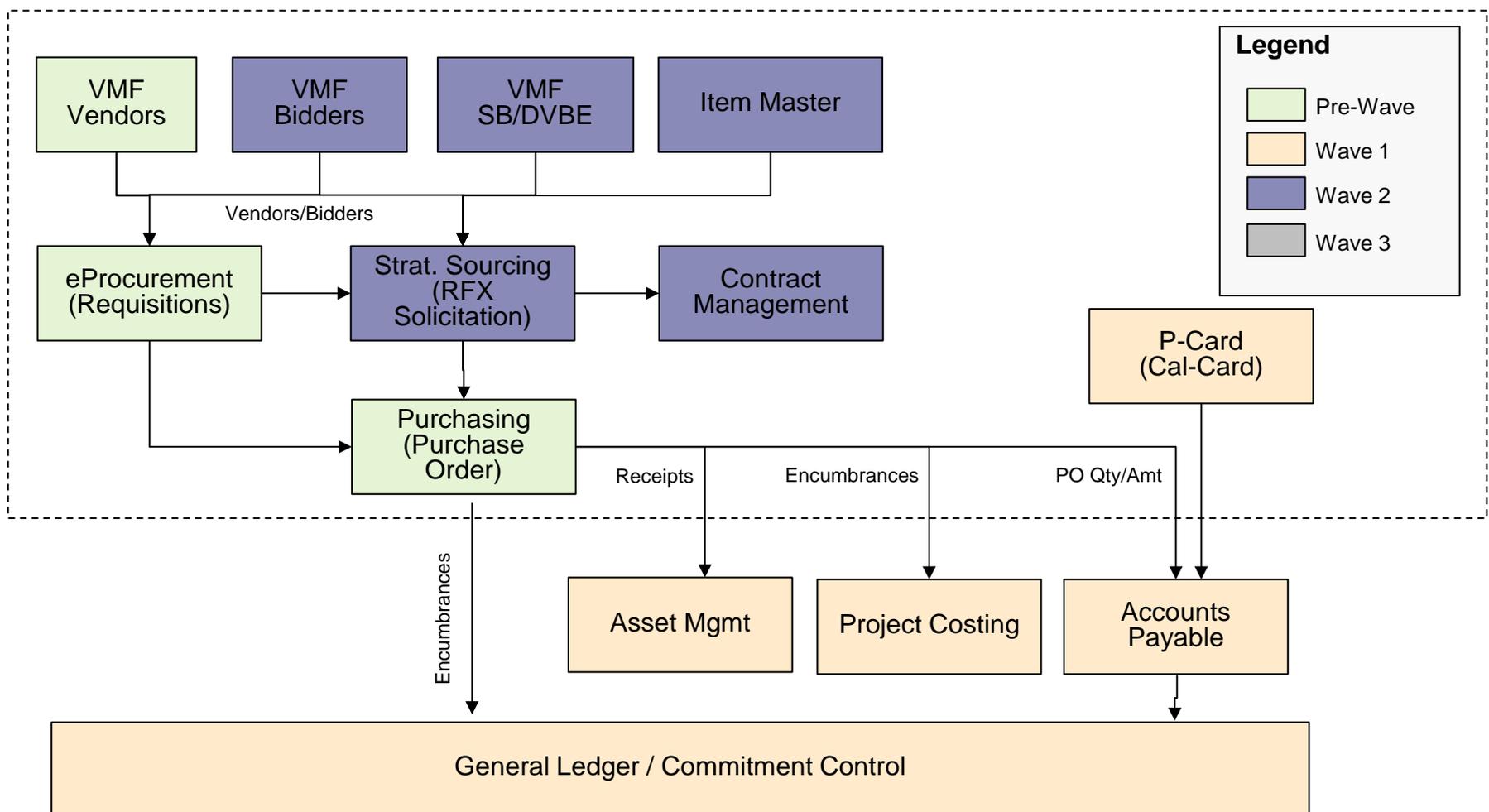
# FI\$Cal Solution Overview



# FI\$Cal Accounting Solution



# FI\$Cal Procurement Solution



# 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

# 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, or create a voucher
- Departments submit changes to the vendor record using the online Vendor Update Request Form (VURF) in FI\$Cal
- 1099 reportable vendors will be identified in FI\$Cal
- The Vendor File will also contain Employees
- Vendor and employee SSNs will be masked in FI\$Cal

# What is included in Wave 2

---

- These features were included in the Procurement Sessions:
  - For Wave 2:
    - Bidder registration
    - SB/DVBE certification
    - Vendor self-service functionality

# Vendor Key Terms

Term	Definition
<b>Vendor</b>	<p>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:</p> <ul style="list-style-type: none"> <li>▪ Requisition Data (Optional)</li> <li>▪ Purchase Order Entry</li> <li>▪ Receiving/Returning Goods</li> <li>▪ Voucher Entry</li> <li>▪ Payments for Goods/Services Purchased</li> <li>▪ 1099 Reporting</li> </ul>

# Create Vendor

## Department Vendor Processor (DVP)



## 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 attach documentation (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

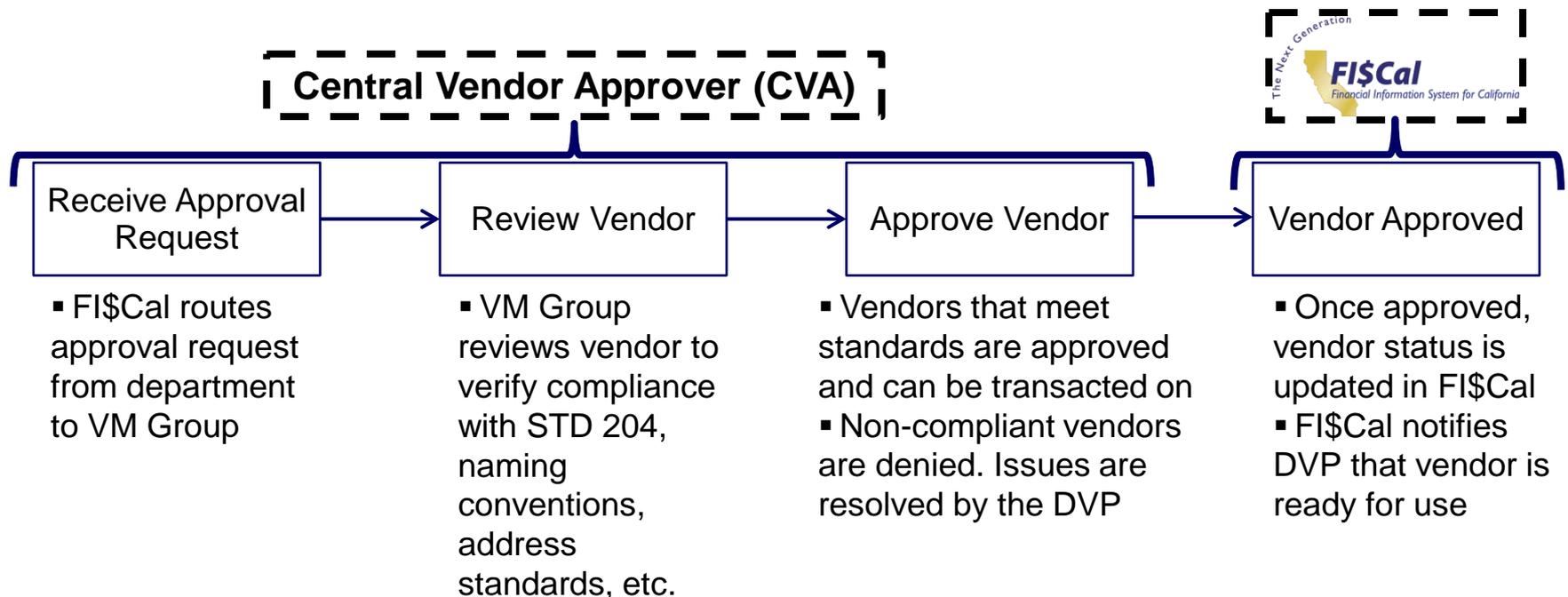
Save Vendor Information

- The new vendor record is saved in an unapproved status

## 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

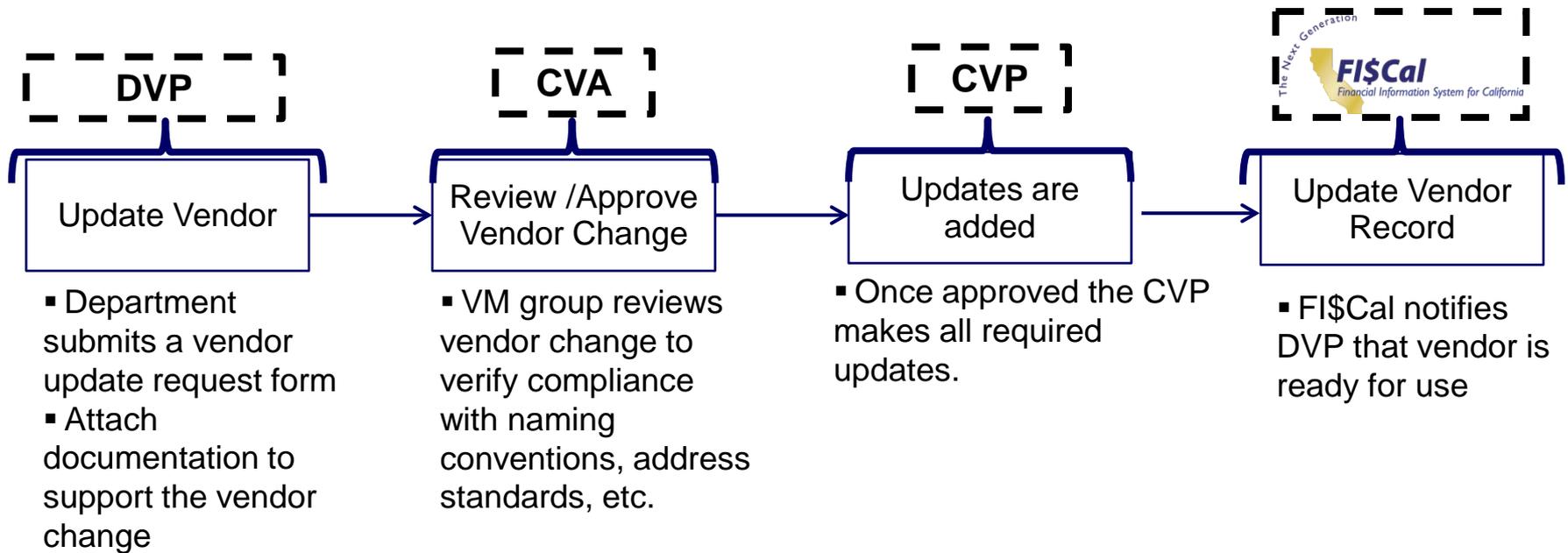
# Approve Vendor



## 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

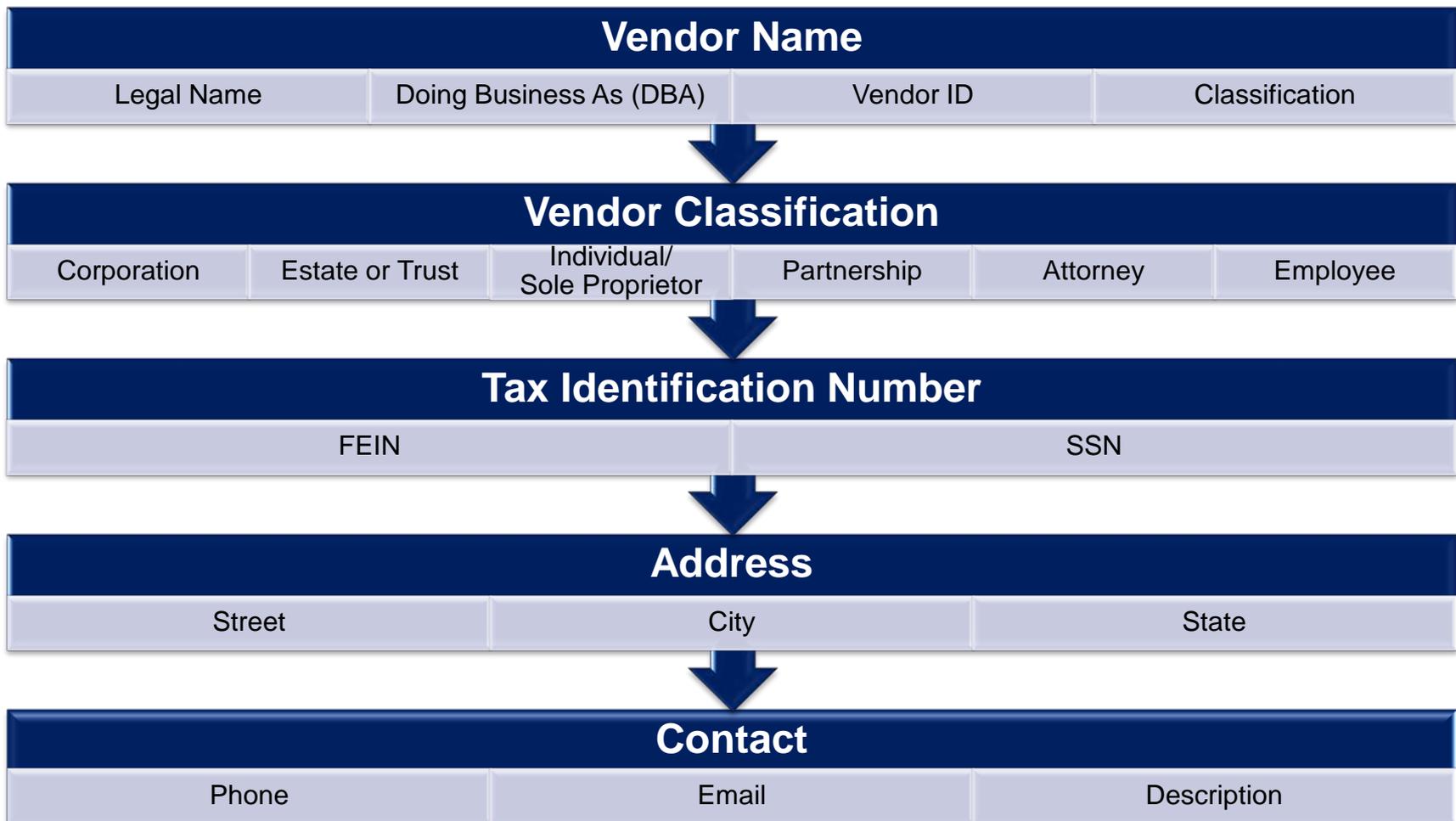
# Maintain Vendor



## 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

# Vendor Record Structure



# 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 Information

[New Window](#) | [Help](#) | [Pe](#)

Summary | Identifying Information | Address | Contacts | Location | Custom

**SetID:** STATE

**Vendor ID:** 0000000001

**\*Vendor Short Name:**  CACOURTCLE-001

**\*Classification:**

**HCM Class:**

**\*Persistence:**

**\*Vendor Status:**

**\*Vendor Name 1:**

**Vendor Name 2:**

**Withholding**

**Open For Ordering**

Check for Duplicate

[Approval History](#)  
[Attachments \(1\)](#)

**Vendor Relationships**

**Corporate Vendor**

**Corporate SetID:**

**Corporate Vendor ID:**  CA COURT A

## 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

Vendor Address
Find | View All    First 1 of 2 Last

Address ID:  + -

Description:

Details
Find | View All    First 1 of 1 Last

Effective Date:  Effective Status:

Country:  United States

Address 1:

Address 2:

Address 3:

City:

County:  Postal:

State:  California

Email ID:

▶ Payment/Withholding Alt Names

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

*Type	Location	Prefix	Telephone	Extension
<input type="text" value="Business Phone"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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

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

Contact ID:  + -  
 Description:

**Details** Find | View

Effective Date:    
 Effective Status:    
 Type:    
 Name:   
 Title:   
 Address:    
 Internet:    
 Email ID:

**Phone Information** Personalize | Find |  First 1 of 1 Last

*Type	Prefix	Telephone	Extension
<input type="text" value="Business Phone"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text" value="916/345-2752"/>	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

**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

**SetID:** STATE  
**Vendor ID:** 0000000001  
**Short Vendor Name:** CACOURTCLE CACOURTCLE-001  
**Name:** CA COURT ASSN INC

**Key Points:**

- Locations are default sets of rules or attributes to be used on PO's or vouchers
- 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

## Ordering

**Vendor:** 0000000001 CA COURT ASSN INC  
**\*Address:**   
Search PO BOX 1082  
SACRAMENTO, CA 95812-1082  
**Location:** MAIN Main

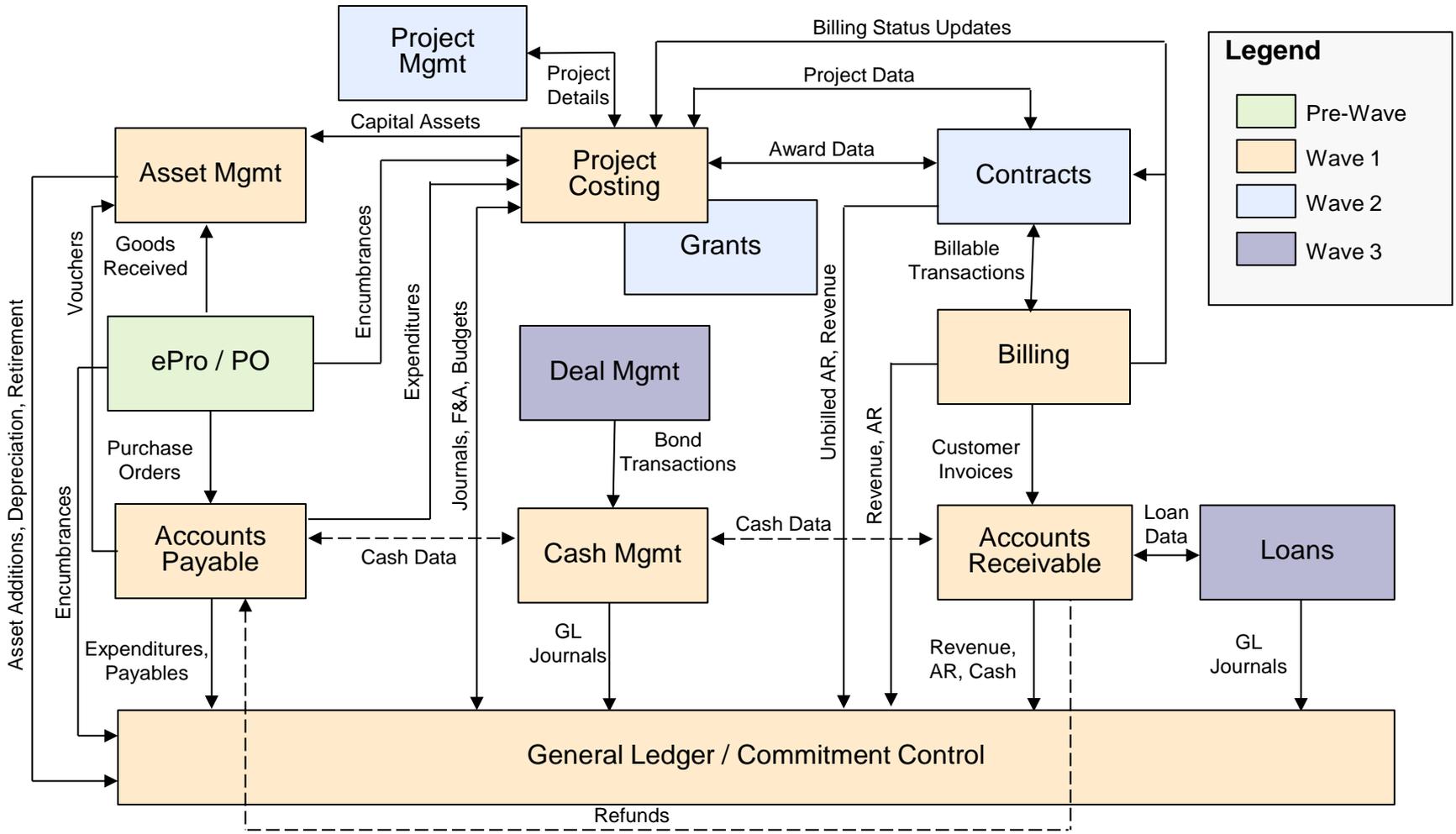
## Pricing

**Vendor:** 0000000001 CA COURT ASSN INC  
**\*Location:**   Main

# Vendor Department Roles

<b>FI\$Cal End-User Role</b>	<b>Responsibilities</b>
Department Vendor Processor	The department end user who creates a new vendor or adds/modifies vendor address and contact information
Vendor Reporter	The central and department end user who will be able to run vendor reports
Vendor Viewer	The central and department end user who will be able to view vendor information

# FI\$Cal Accounting Solution



# 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
- FI\$Cal creates a journal entry to replenish departmental cash in the ORF or Agency Trust Fund

# What is included in Wave 1

---

- Departments will use FI\$Cal to:
  - Create and approve vouchers
  - Attach invoices to vouchers
  - Run budget check
  - Run matching process to compare vouchers to POs, receipts, and/or inspection of goods or services received
  - Create payments
  - 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 on deposits for salary advance recovery payments.
- Departments will create regular vouchers to offset prepaid vouchers and record the expenditures

# 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 on FI\$Cal approved check stock

# Voucher Key Terms

---

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

# Voucher Key Terms

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

# Voucher Key Terms

Term	Definition
<b>Matching</b>	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
<b>Budget Checking</b>	The process of comparing expenditure or revenue transactions against a defined budget

# ORF Key Terms

Term	Definition
<b>Office Revolving Fund (ORF)</b>	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.
<b>Open Item Account</b>	A ChartField value used for open item accounting, such as Salary Advances
<b>Open Item</b>	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.

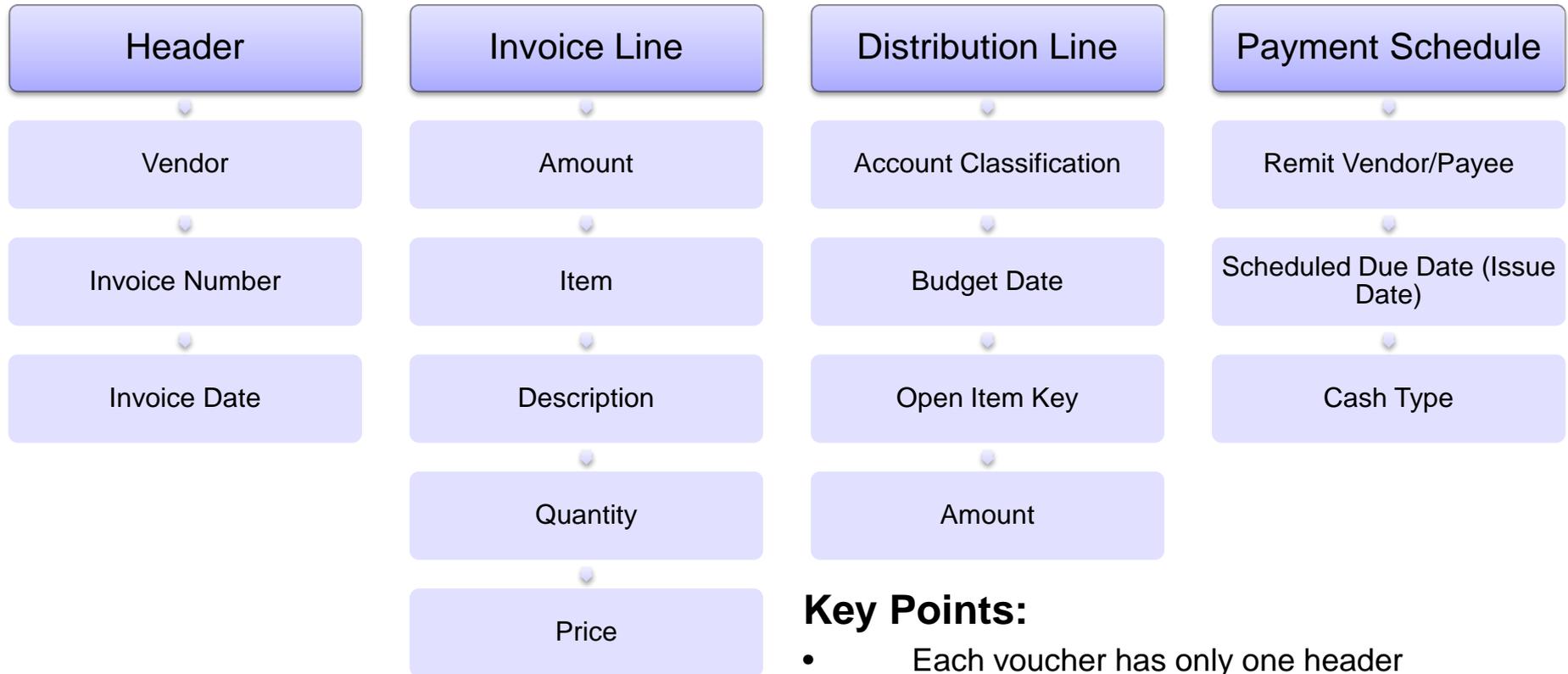
# Payment Key Terms

Term	Definition
<b>Warrant</b>	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
<b>Check</b>	An instrument issued by State departments from their Office Revolving Fund (ORF) or Agency Trust checking accounts
<b>Departmental Bank Reconciliation</b>	Involves comparing and matching recorded business transactions with the bank's corresponding transactions
<b>Pay Cycle</b>	Generates a payment output file for departmental printing. Each payment is assigned a unique payment reference ID number searchable in FI\$Cal

# Withholding Key Terms

Term	Definition
<b>Types of withholding vendors</b>	<ul style="list-style-type: none"> <li>▪ Attorney</li> <li>▪ Corporation (Medical)</li> <li>▪ Estate or Trust</li> <li>▪ Individual/Sole Proprietor</li> <li>▪ Partnership</li> </ul>
<b>Withholding Type</b>	<ul style="list-style-type: none"> <li>▪ 1099-G (government payments) report</li> <li>▪ 1099-I (interest income) report</li> <li>▪ 1099-MISC (miscellaneous) report</li> </ul>
<b>Backup Withholding</b>	<p>FTB and IRS Regulations require agencies to initiate backup withholding of income taxes for payments made to vendors that have not provided TIN information</p>

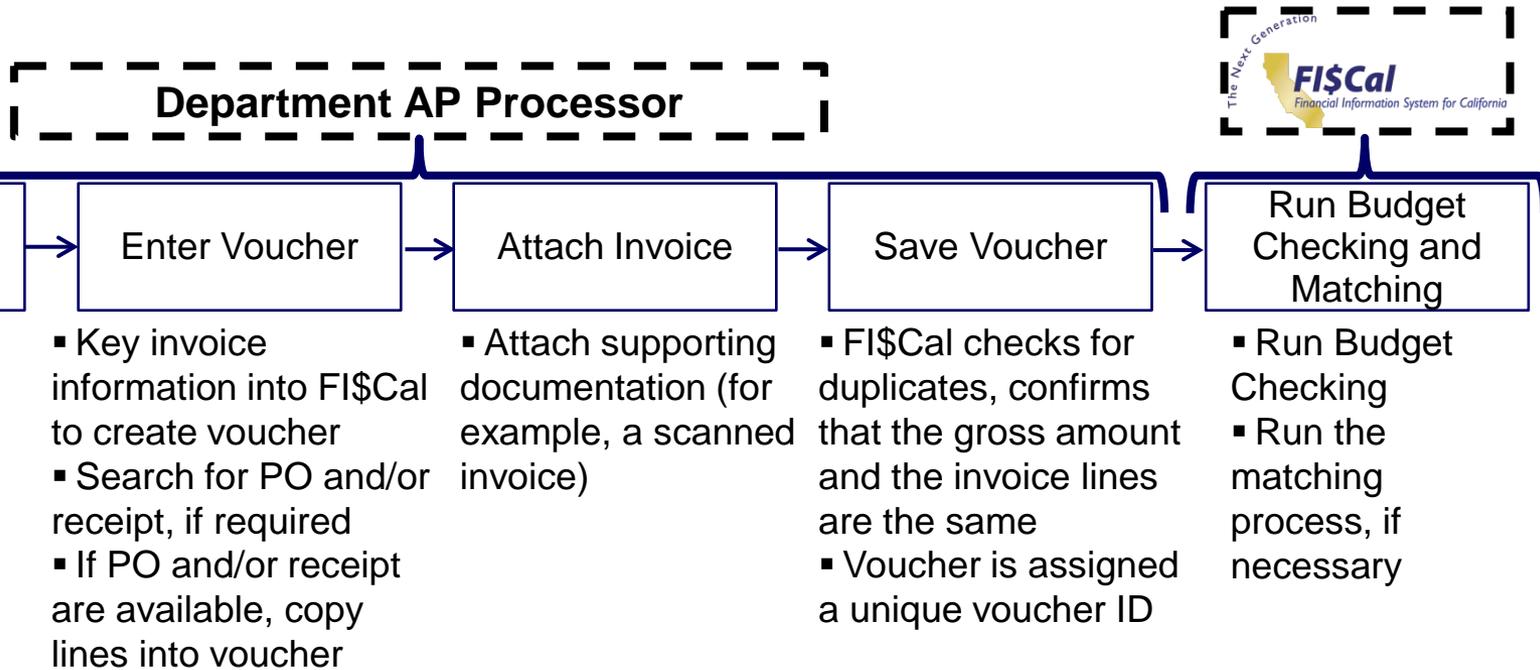
# Voucher Structure



## 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

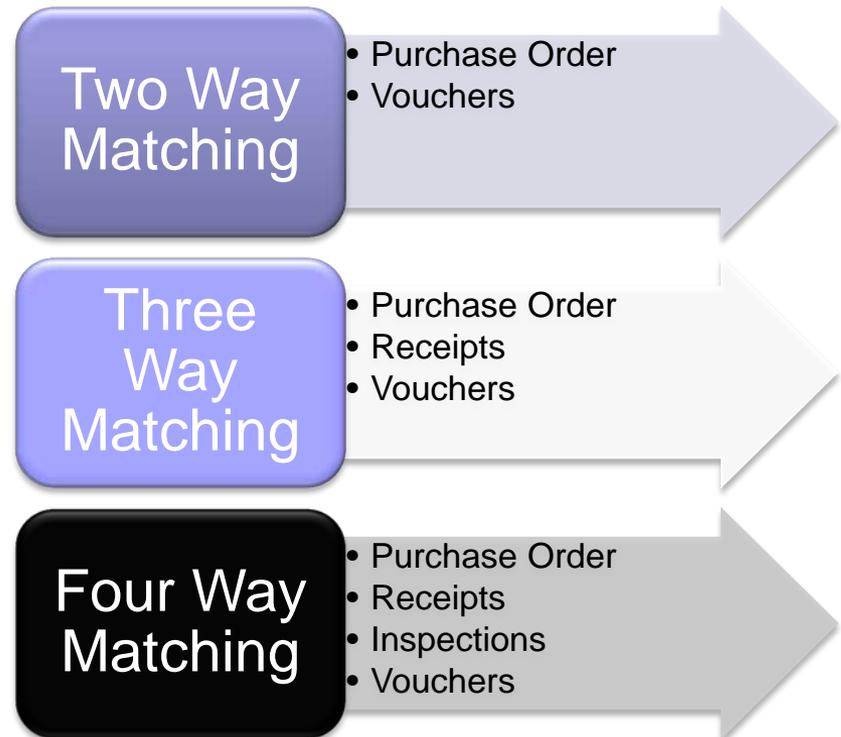


## Key Impacts

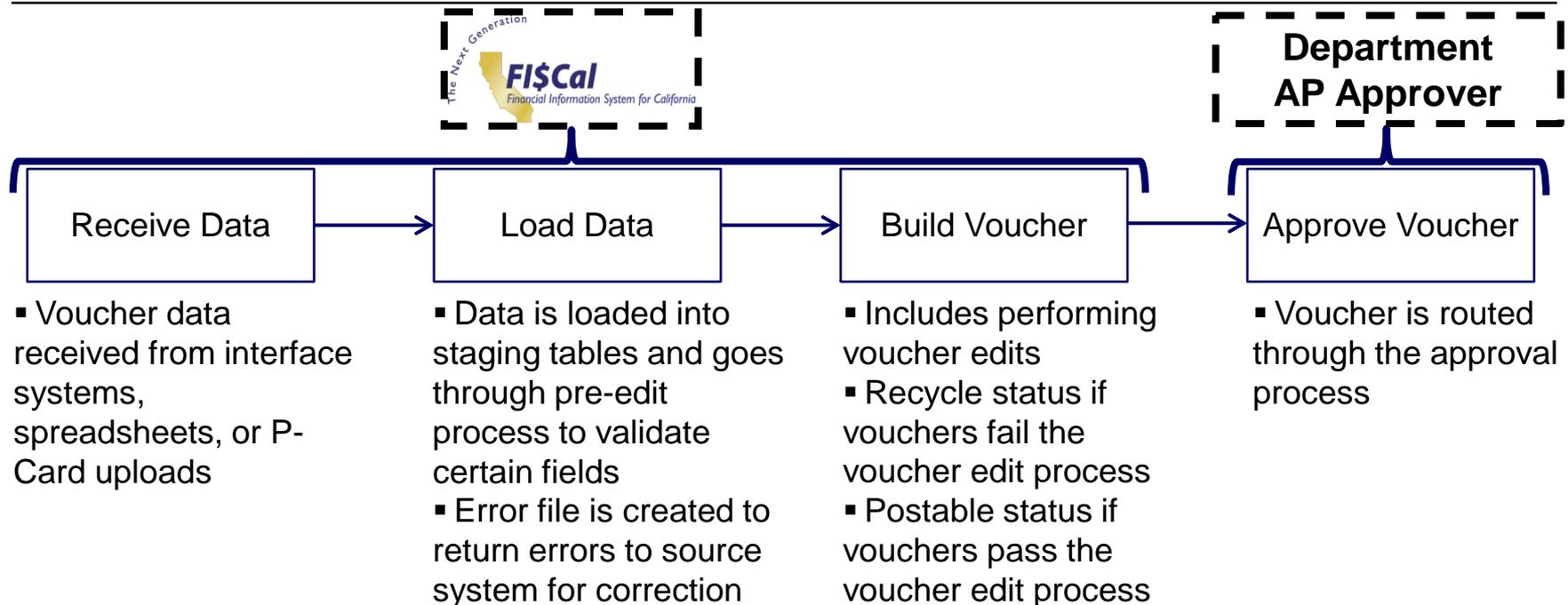
- FI\$Cal replaces paper claims
- Electronic approvals replace wet signatures on the claim schedule
- Multiple funds/appropriations can be associated with one voucher and multiple distribution lines

# 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



# 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

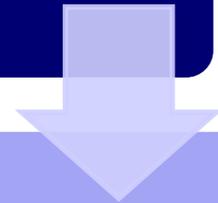
## Departmental Approver Level 1

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



## Departmental Approver Level 2

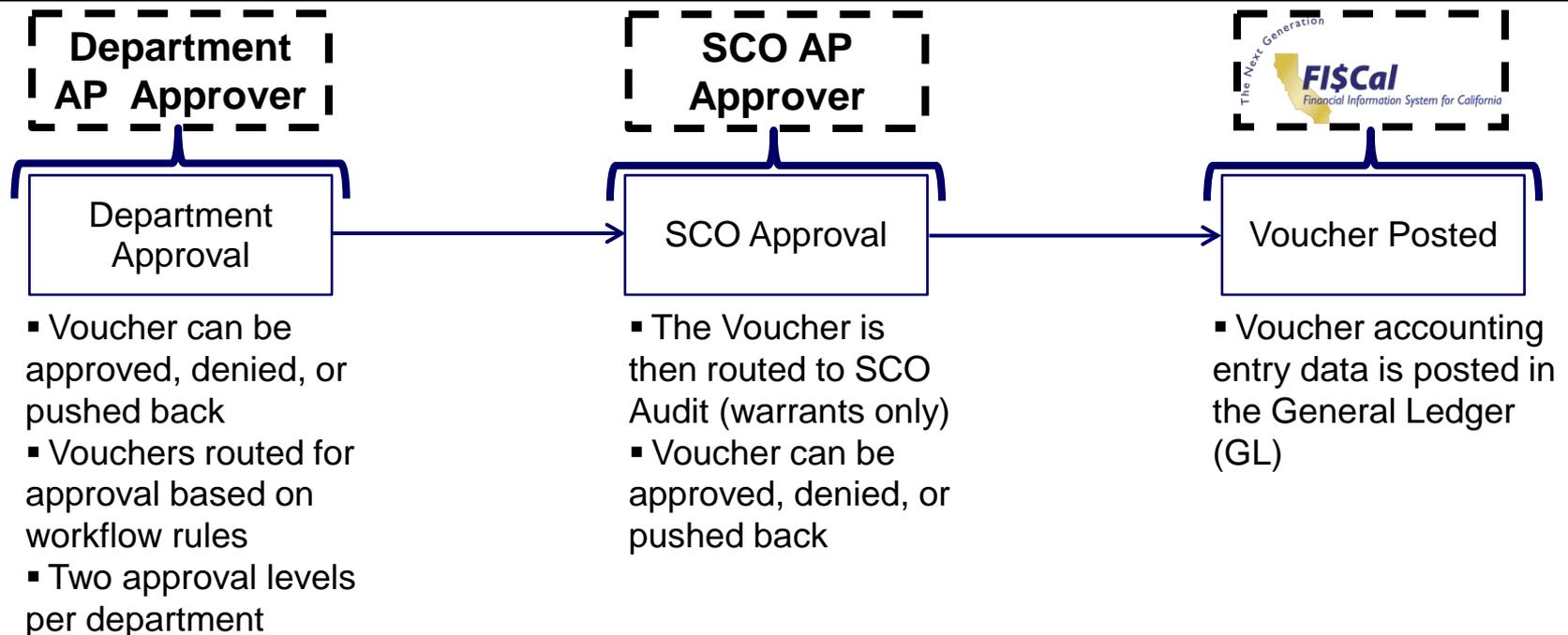
- 2<sup>nd</sup>-Level department approver
- Accounting Officer/Director



## SCO AP Approvers

- Final Approval

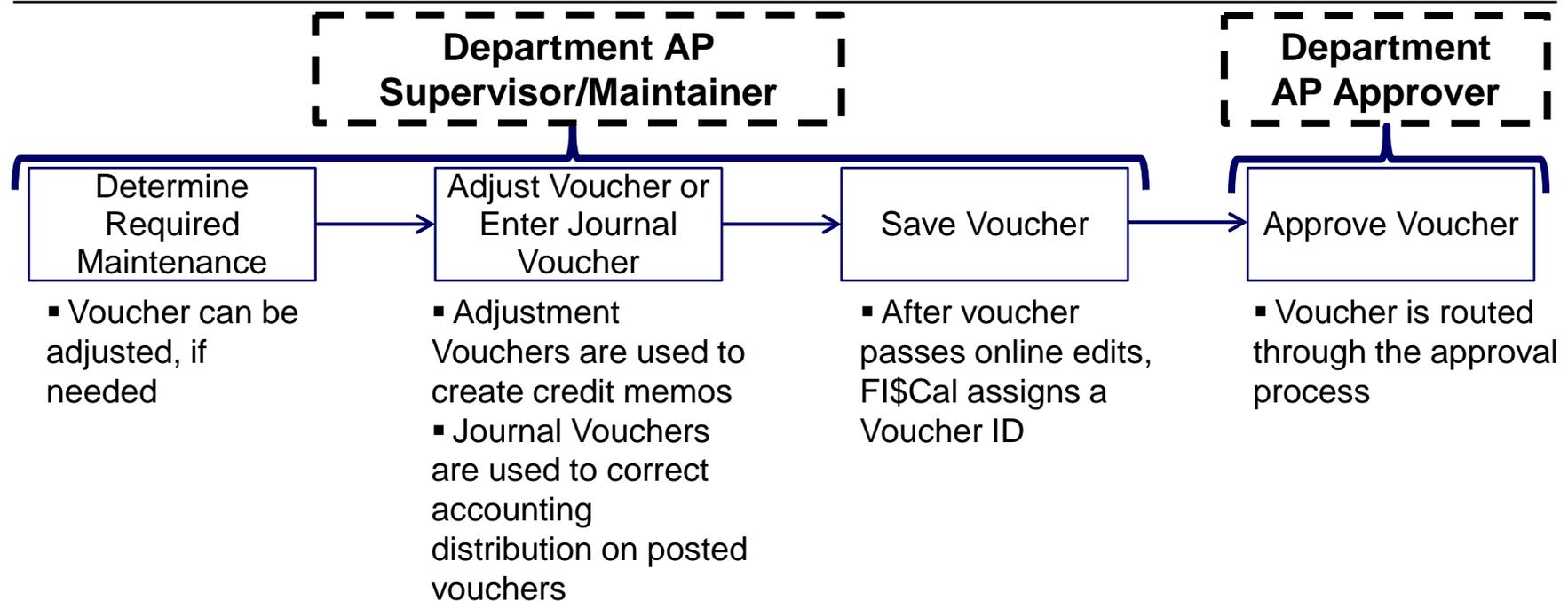
# Approve and Process Voucher



## 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

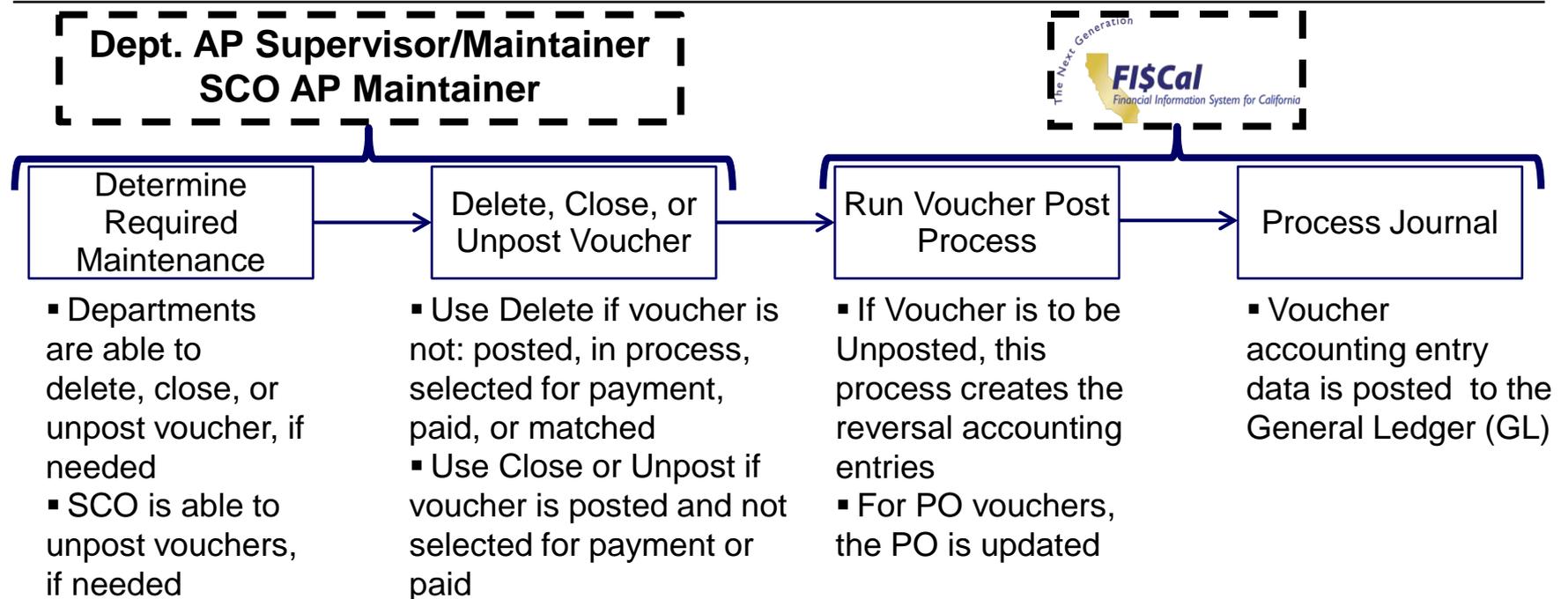
# Maintain Voucher – Adjust/Journal



## Key Impacts

- The Maintain Voucher process is completed in FI\$Cal
- FI\$Cal routes vouchers for approval

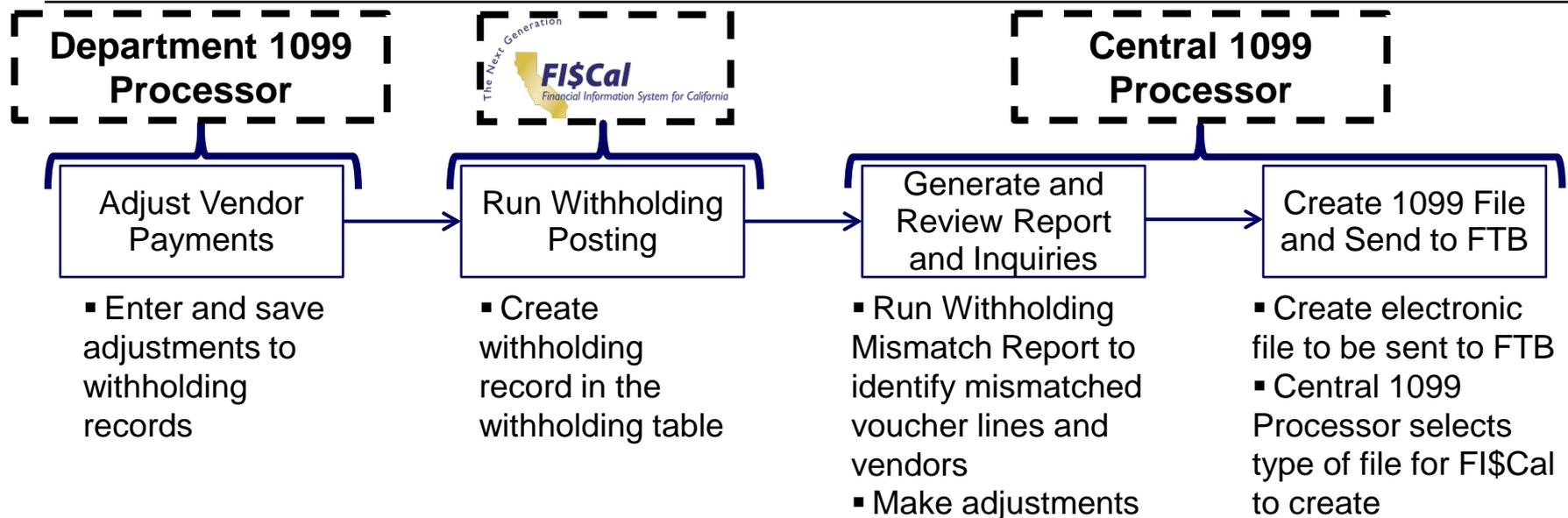
# Maintain Voucher – Delete/Close/Unpost



## Key Impacts

- The Maintain Voucher process is completed in FI\$Cal
- FI\$Cal updates the PO (if applicable)

# Process 1099 Withholding



## 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

Invoice Information | Payments | Voucher Attributes

Business Unit: 08200  
 Voucher ID: NEXT  
 Voucher Style: Regular Voucher

Invoice No: Invoice 123 NOV2012  
 Invoice Date: 11/26/2012   
 Accounting Date: 11/26/2012   Tax Exempt

Vendor ID: 0000000006   
 ShortName: STAPLES-001   
 Location: CORP   
 \*Address: 1 

Staples inc.  
 2000 Staples Drive  
 FRAMINGHAM, MA 98765

[Advanced Vendor Search](#)

Control Group:    
 Invoice Lines: 0.00  
 \*Currency: USD   
 Miscellaneous:    
 Freight:    
 Sales Tax:    
 Use Tax: 0.00   
 Total: 18,980.00  
 Difference: 0.00

\*Pay Terms:  045 

Basis Date Type: Inv Date  
[Non Merchandise Summary](#)  
[Sales/Use Tax Summary](#)

Copy From Source Document

PO Unit:    
 PO Number:    
 Copy From: None

- 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

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

**Line:** 1      **Item:**   **UOM:**    
**\*Distribute by:** Amount      **Unit Price:**  **Quantity:**   
**Ship To:** CA005      **Line Amount:** 10,000.00  
**SpeedChart:** DEPTS      **Description:**

One Asset

Calculate

**Distribution Lines** Personalize | Find | View 1 | First 1-3 of 3 Last

GL Chart | Exchange Rate | Statistics | Assets

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Alt Acct	Fund	Rept Structure	Program	Ref Code
<input type="checkbox"/>	<input type="checkbox"/>	1	3,000.00		41700	1030000	0000000000	00010	1001010		4900
<input type="checkbox"/>	<input type="checkbox"/>	2	3,000.00		41700	5311225	0000000000	00010	1001010		9010
<input type="checkbox"/>	<input type="checkbox"/>										9010

### 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

Summary
Single Payment Vendor

SetID:	STATE		
Vendor ID:	0000000014		
Vendor Short Name:	SINGLEPAY	SINGLEPAY-001	
Vendor Name:	DOJ SINGLEPAYMENT VENDOR		
	SINGLEPAY-001		
Status:	Approved	<a href="#">Approval History</a>	Last Modified By: HEpps
Persistence:	Single Payment Vendor		Last modified date: 11/14/2012 12:25PM
Classification:			Created By: HEpps
Open for Ordering:	No	Created Date/time: 11/09/2012 10:42AM	
Withholding:	No	Last Activity Date: 11/14/2012	
VAT:	No		

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

**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'.

# 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.

Favorites Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers

Approval Line Information Charge Information

Business Unit: 08200 Invoice Number: Approval\_Scenario\_1  
 Voucher: 00000016 Vendor: Office Depot  
 Invoice Date: 11/16/2012 ID: 0000000004

**Voucher Details**

Transaction Currency: USD Terms: Due in 45 Days  
 Total: 20.00 Approval Status: Pending  
 Misc Amt: 0.00 Added By: AP1  
 Freight: 0.00 AP Processor 1  
 Sales Tax: 0.00 Attachments (0)  
 Use Tax: 0.00  
 Entered VAT: 0.00

**Details** Personalize Find View All First 1 of 1 Last

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000000004	<a href="#">Remitting Address</a>	12/31/2012	20.00	USD	Office Depot

Submit Approve Deny Pushback Add Comments

# FI\$Cal Confidential Processing

Business Unit: 0820

Transaction Id: 00000424

## Confidential Information

Confidential 1:

Confidential 2:

Confidential Notes:

### 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.

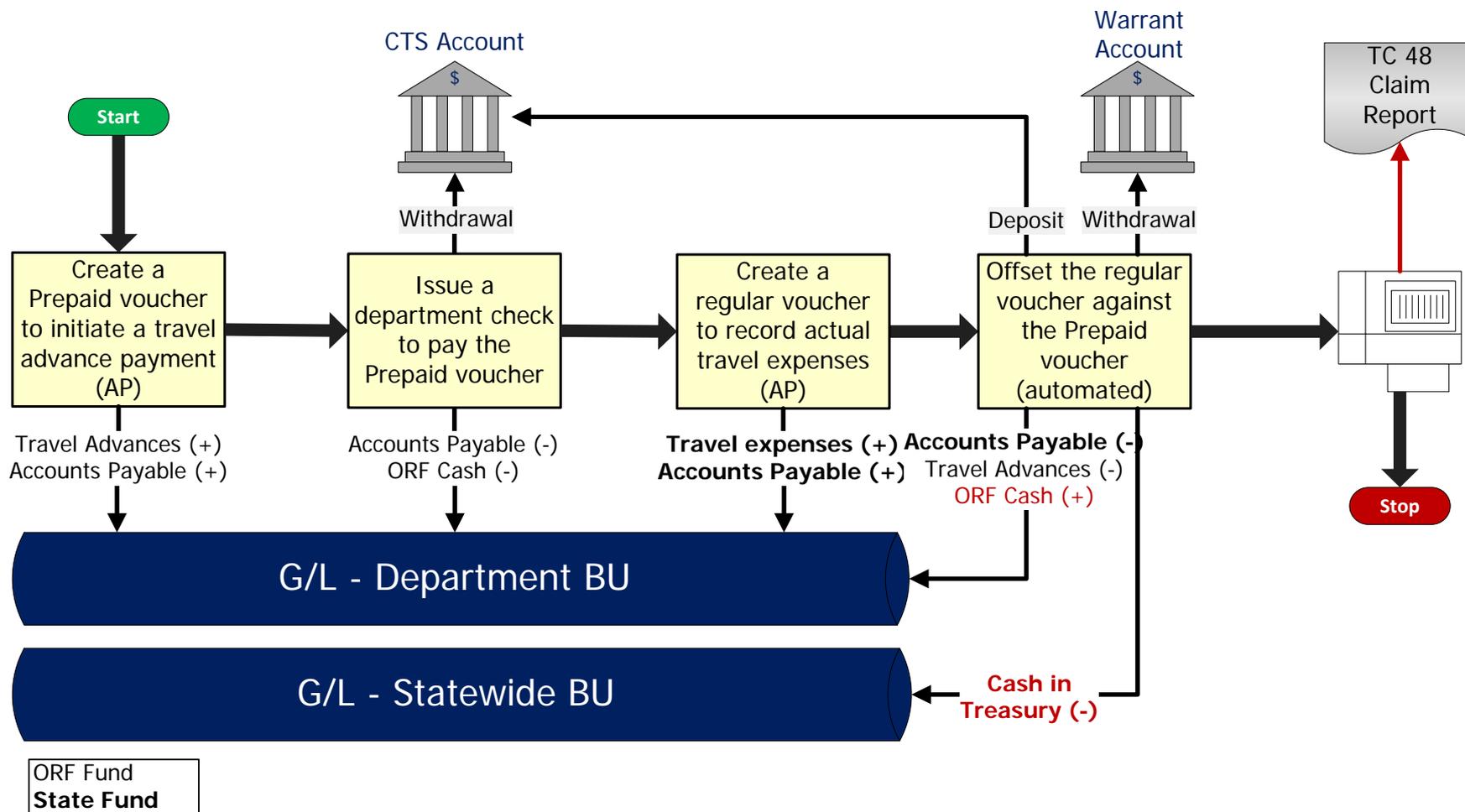
## Confidential Attachments

Upload your attachments

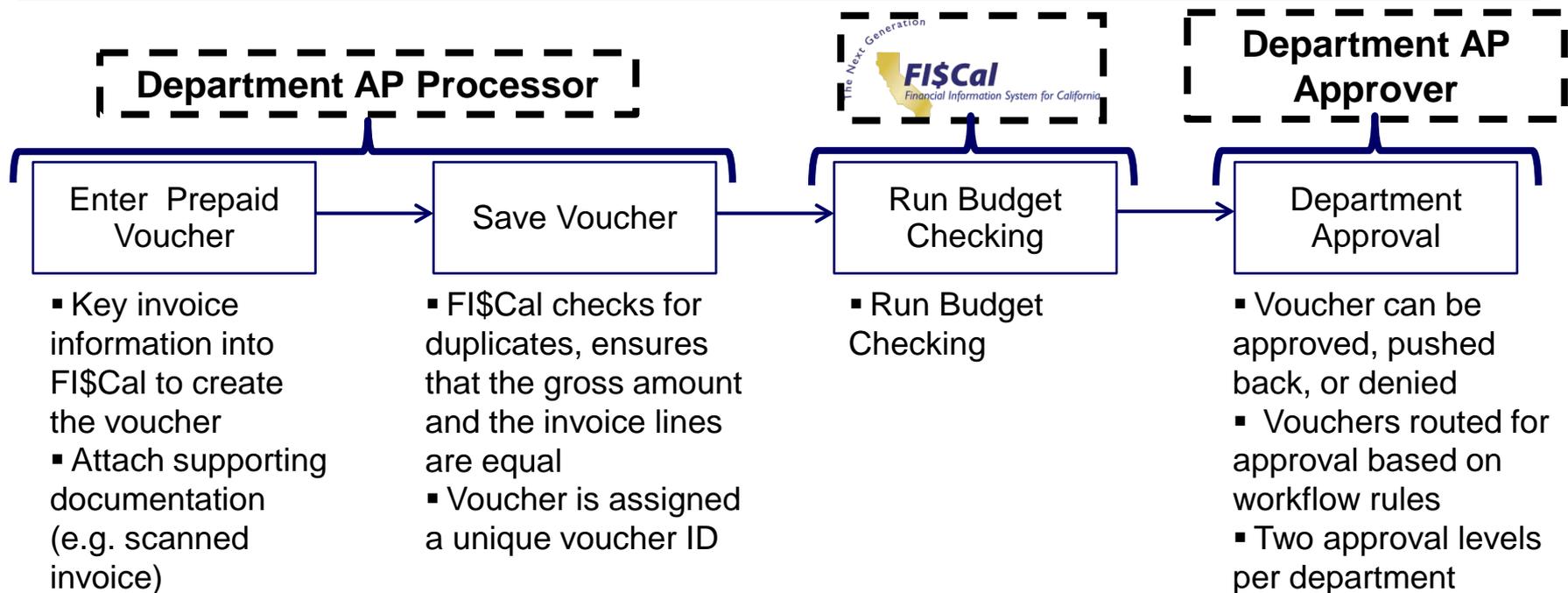
Personalize | Find |  |  First  1 of 1  Last

	Description	Attached File	Attach	Open		
1	<input type="text"/>		<input type="button" value="Attach"/>	Open	<input type="button" value="+"/>	<input type="button" value="-"/>

# FI\$Cal ORF Process



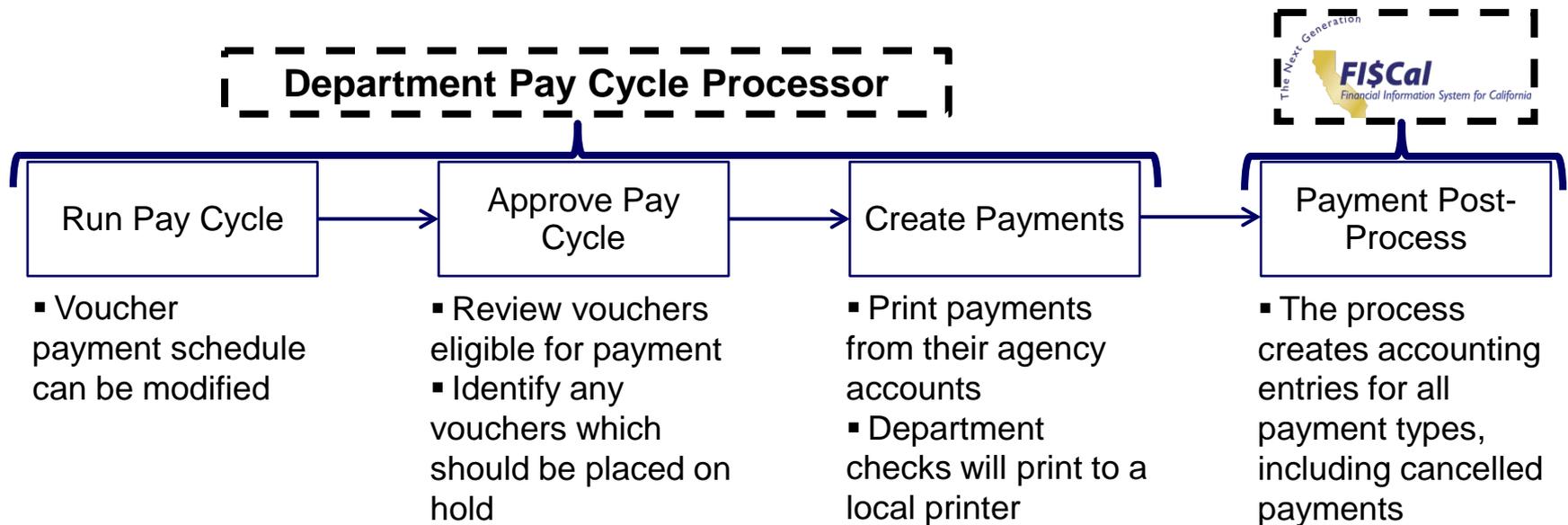
# Enter Prepaid Voucher



## 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

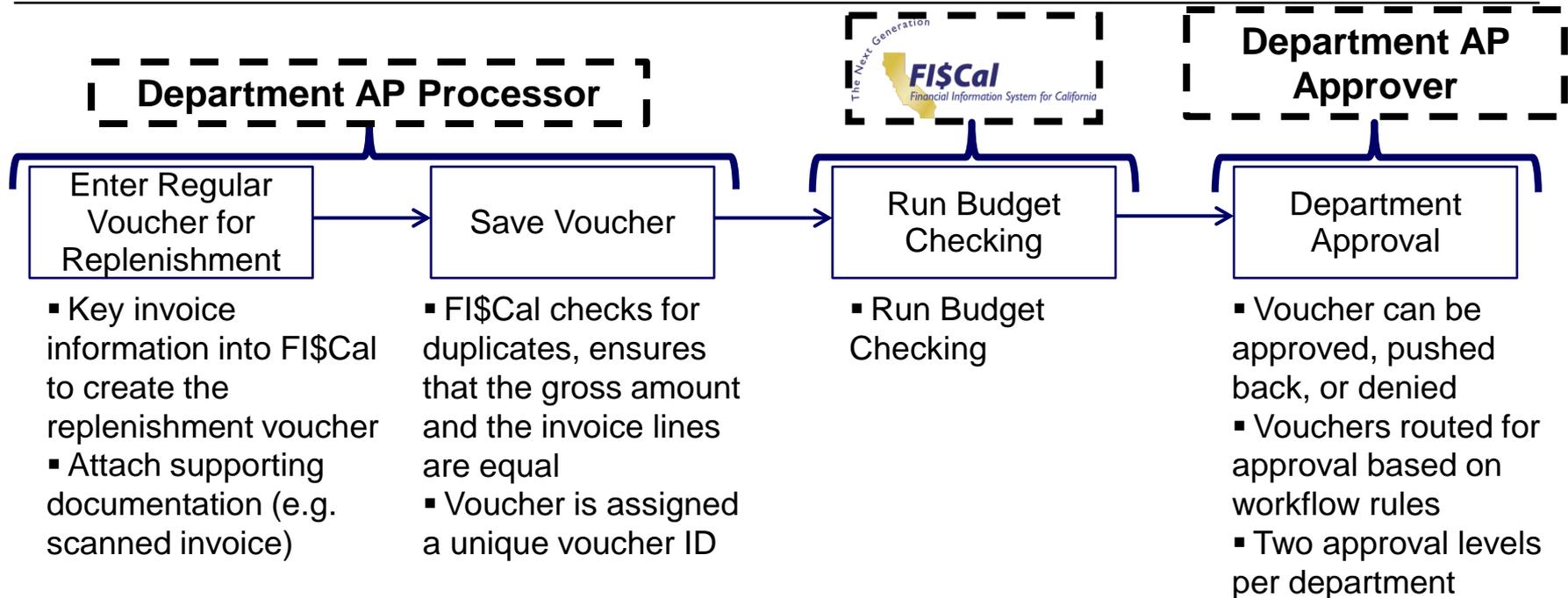
# Run Pay Cycle



## Key Impacts

- FI\$Cal departments will have the ability to run pay cycle for departmental checks
- Payments from ORF are made within FI\$Cal

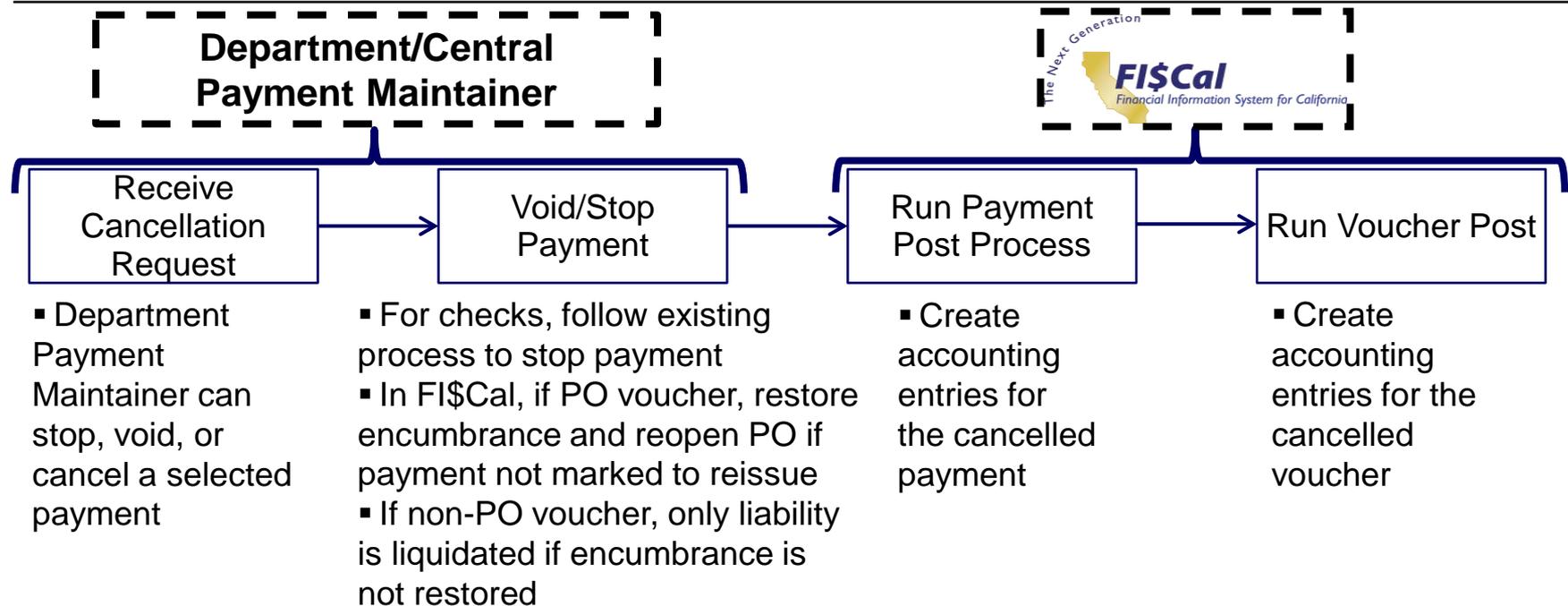
# Enter Regular Voucher



## 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

Invoice Information | Payments | **Voucher Attributes**

Business Unit: 08200 Invoice No: PrepaidVoucherExample  
 Voucher ID: NEXT Invoice Date: 11/16/2012  
**Voucher Style: Prepaid Voucher** Accounting Date: 11/16/2012

Vendor ID: 0000000003 AT&T  
 ShortName: AT&T-001 PO BOX 515188  
 Location: MAIN Los Angeles, CA 90051  
 \*Address: 1  
 \*Pay Terms: NXTM Next Month  
 Basis Date Type: Inv Date  
 Control Group: Invoice Lines: 0.00  
 \*Currency: USD  
 Total: 10.00  
 Difference: 0.00  
 Calculate

Invoice Lines

Line: 1 Item: UOM: Quantity: 10.00  
 \*Distribute by: Amount Unit Price: Line Amount: 10.00  
 Ship To: CA005 Description: One Asset

Calculate

Distribution Lines

Line	Merchandise Amt	Quantity	*GL Unit	Account	Alt Acct	Fund	Rept Structure	Program	Ref Code	YOB	Serv Loc
1	10.00		08200	1001000	0000000000						

**Key Points:**

- Prepaid Voucher is used to generate Payments from the ORF to the Vendors for goods or services received.
- Prepaid Voucher will be used to create travel advance payments to employees.
- Regular vouchers will offset the prepaid and replenish the ORF.
- Department users can apply multiple regular vouchers to one prepayment, as well as one regular voucher to multiple prepayments.

# Voucher Department Roles

<b>FI\$Cal End-User Role</b>	<b>Responsibilities</b>
Department AP Processor	The department end user who enters, researches, deletes, and corrects vouchers. Will also be responsible for creating and maintaining control groups.
Department AP Approver 1	The department end user who is responsible for approving vouchers through workflow
Department AP Approver 2	The department end user who is responsible for understanding the Department AP Approver's position and approving vouchers through workflow

# Voucher Department Roles

<b>FI\$Cal End-User Role</b>	<b>Responsibilities</b>
Department AP Supervisor	The department end user who is responsible for understanding the task of the AP Processor. This will include posting and un-posting vouchers with a payment method of check, deleting and closing vouchers. Furthermore, the AP Supervisor will be responsible for releasing the hold status on vouchers and creating and maintaining control groups.
Department AP Maintainer	The department end user who is responsible for Department AP Supervisor tasks and managing the matching process and SpeedCharts. The end user will also be responsible for commitment control activities.

# Pay Cycle Department Roles

<b>FI\$Cal End-User Role</b>	<b>Responsibilities</b>
Department Pay Cycle Processor	The department end user is responsible for running Pay Cycle, cancelling, and posting payments (checks only)
Department Payment Maintainer	The department end user who is responsible for cancelling, posting, and escheating payments (checks only)

# Pay Cycle Department Roles

<b>FI\$Cal End-User Role</b>	<b>Responsibilities</b>
Department 1099 Processor	The department end user who is responsible for maintaining 1099 departmental data, running 1099 reports and processing 1099 adjustments

# Pay Cycle Department Roles

<b>FI\$Cal End-User Role</b>	<b>Responsibilities</b>
AP Viewer	The central and department end user who is able to view voucher and payment information
AP Reporter	The central and department end user who runs payable reports
AP Confidential Viewer	The central and department end user who is able to view confidential attachments
Department AP Configuration Maintainer	The department end user who is responsible for maintaining departmental AP configuration items by business unit

# Technology Considerations – Conversions

Conversion	Definition
<b>Vendors</b>	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.
<b>Unreconciled AP Payments</b>	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.

# Technology Considerations – Conversions

Conversion	Definition
<b>1099 Balances</b>	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.
<b>Outstanding Items</b>	Any outstanding Travel Advances and Salary Advances as of year-end will be manually entered into FI\$Cal via vouchers and GL journals.

# Technology Considerations – Interfaces

Interface	Definition
<b>Pitney Bowes</b>	<p>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.</p>
<b>TIN Matching</b>	<p>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.</p>

# Technology Considerations – Interfaces

Interface	Definition
<b>Inbound Vouchers</b>	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.
<b>Outbound Claim Schedule Interface to SCO</b>	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.
<b>Inbound DEX Interface from SCO</b>	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.

# Technology Considerations – Interfaces

Interface	Definition
<b>Inbound CalATERS Travel Advance Detail</b>	<p>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.</p>
<b>Outbound CalATERS Check Detail</b>	<p>This outbound interface captures payment information to maintain ORF data in the CalATERS system. The file contains check information issued from department ORF funds that map to CalATERS travel advances.</p>
<b>Inbound CalATERS Expenditure and Payment Detail</b>	<p>Inbound interface that sends CalATERS expenditure data, recovered travel advance data, and payment information for uploading and reconciliation in FI\$Cal.</p>

# Technology Considerations – Interfaces

Interface	Definition
<b>Positive Pay Checks Interface to STO</b>	<p>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.</p>
<b>Franchise Tax Board (FTB) 1099</b>	<p>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.</p>

# Next Steps

---

- Share BPW materials at your department
- Complete the BPW Change Impact Tool
- Review with your FI\$Cal CMO Department Readiness Coordinator
  - Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
  - Role Mapping Working Session – November 2014
  - Change Workshop – February 2015

# Role Mapping Working Session

---

- 2-hour facilitation session Intended for Wave 1 and Wave 2 Department Implementation Team (DIT) members
- FI\$Cal will provide DITs with detailed instructions on how to fill out the Role Mapping Tool for their department
  - “Do’s and Don’ts” of the Role Mapping Template
  - To take place at:

**FI\$Cal Project site**  
**2000 Evergreen Street**  
**Jade Auditorium**  
**Thursday, November 6, 2014**  
**9:00 a.m. – 11:00 a.m.**

\*Remote Dial-In will be available to those geographically dispersed

# Accounts Payable Change Impact Activity

---

- Description:
  - FI\$Cal walk through one example change impact
  - At your table, discuss how the FI\$Cal business processes and related change impacts may affect your department
  - Document **three impacts** in your BPW Change Impact Tool
- Roles:
  - **Facilitator** – Helps lead the discussion with your department on the FI\$Cal business processes and change impacts
  - **Recorder(s)** – Captures the department-specific impacts from the activity in your BPW Change Impact Tool
- Time:
  - You will have 30 minutes for this activity.

# 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

---

# FI\$Cal Match Rules

---

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

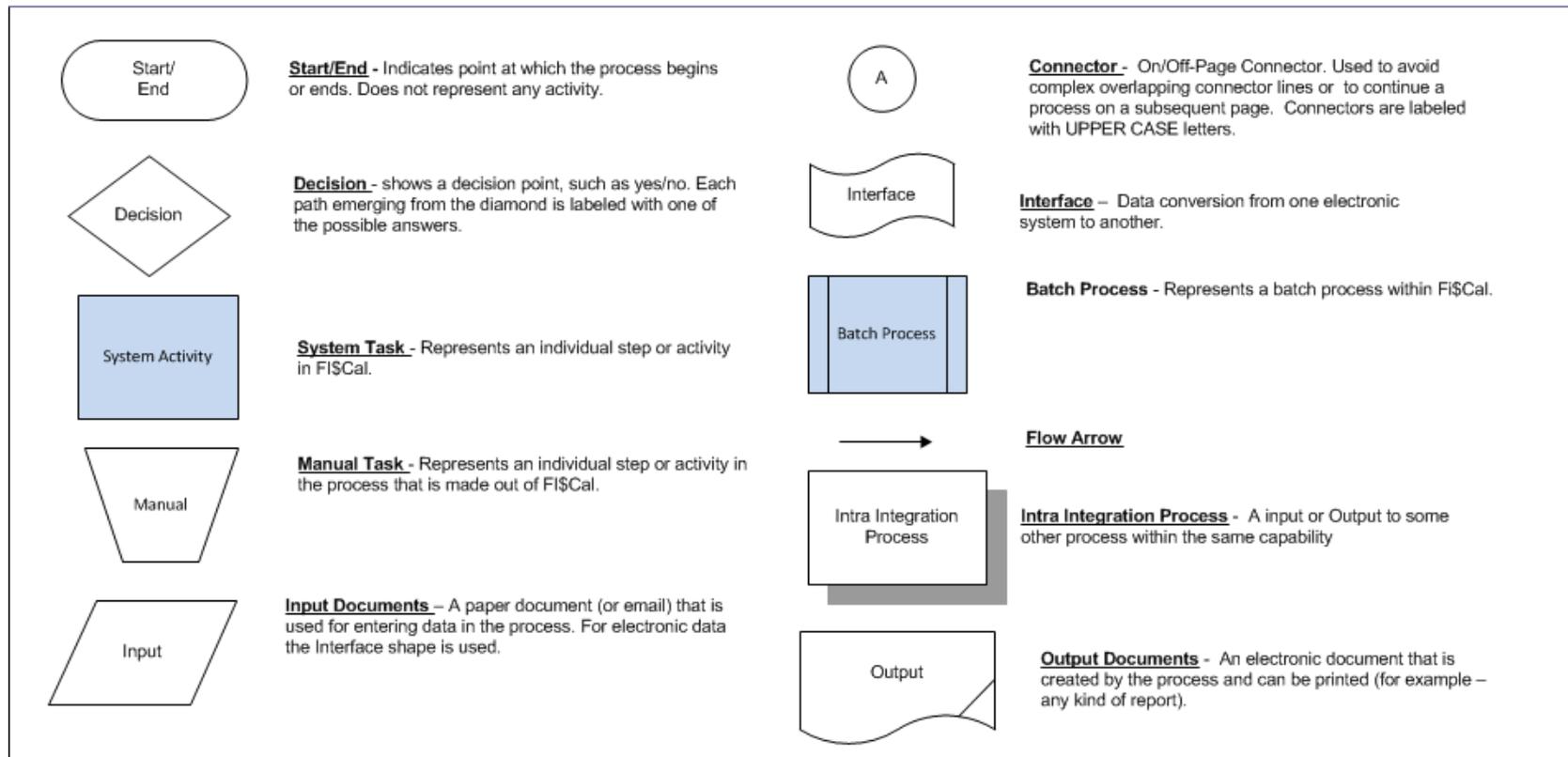
# FI\$Cal Match Rules

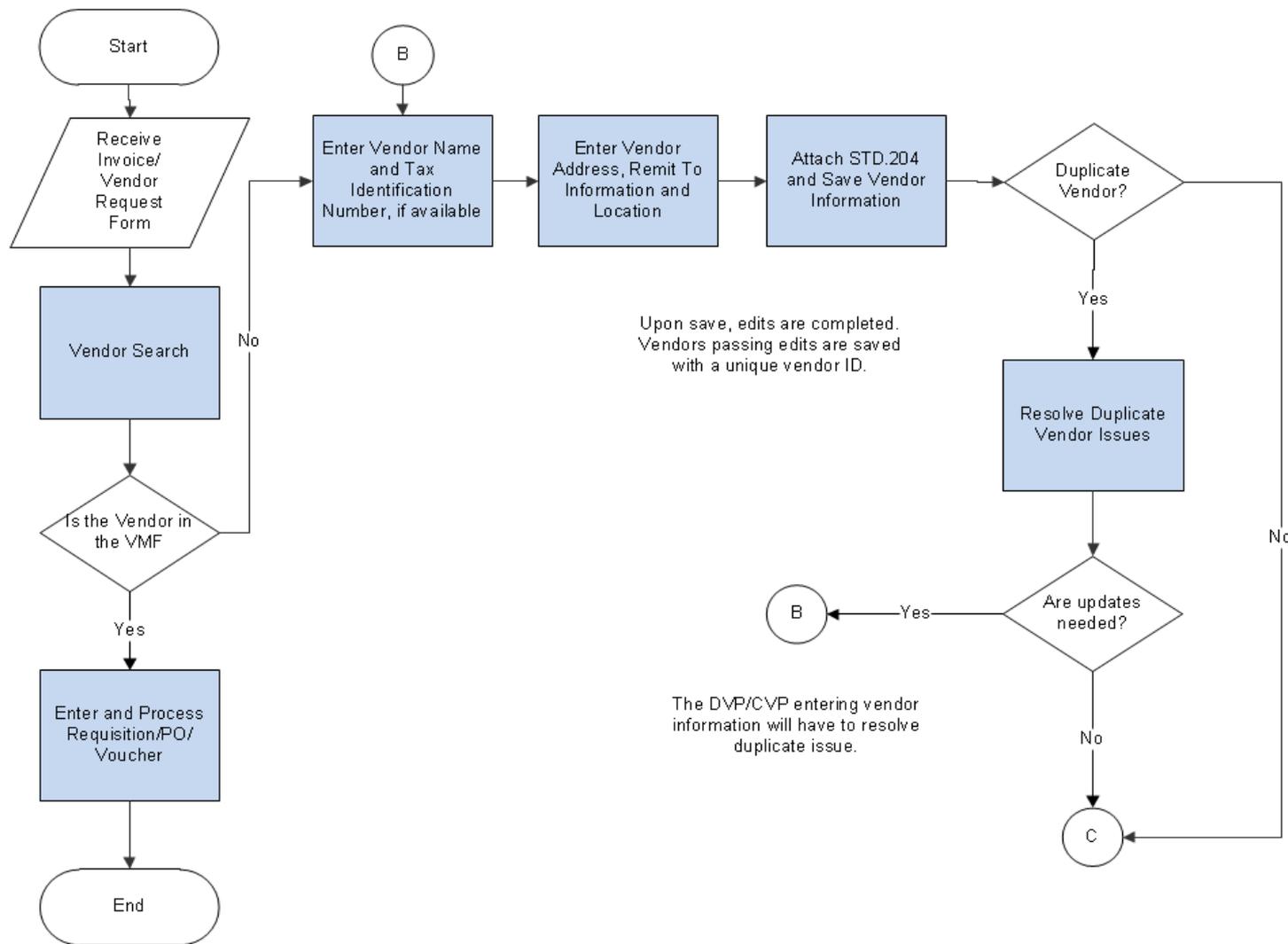
Rule ID	Description	Long Description
<b>240</b>	Merch amount not = PO merch amt with rule amt tol.	Compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the POs less any previously matched amounts. Include amount tolerance from the rule and create an exception when the difference exceeds the tolerance.
<b>250</b>	Line amount not = PO line amt with PO amt tol.	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.
<b>340</b>	LTD vchr amt greater than PO amt with PO amt tol.	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.

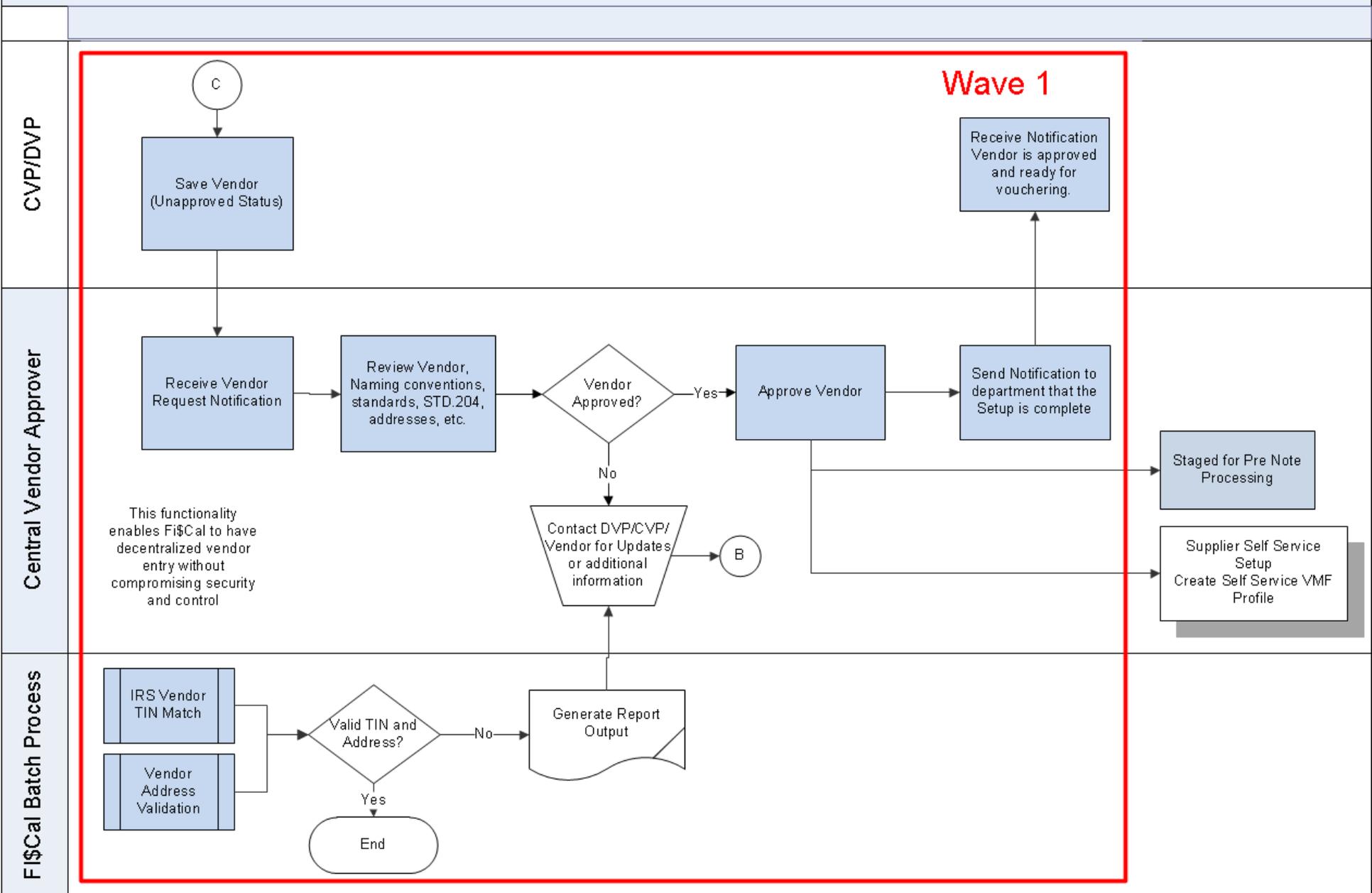
# FI\$Cal Match Rules

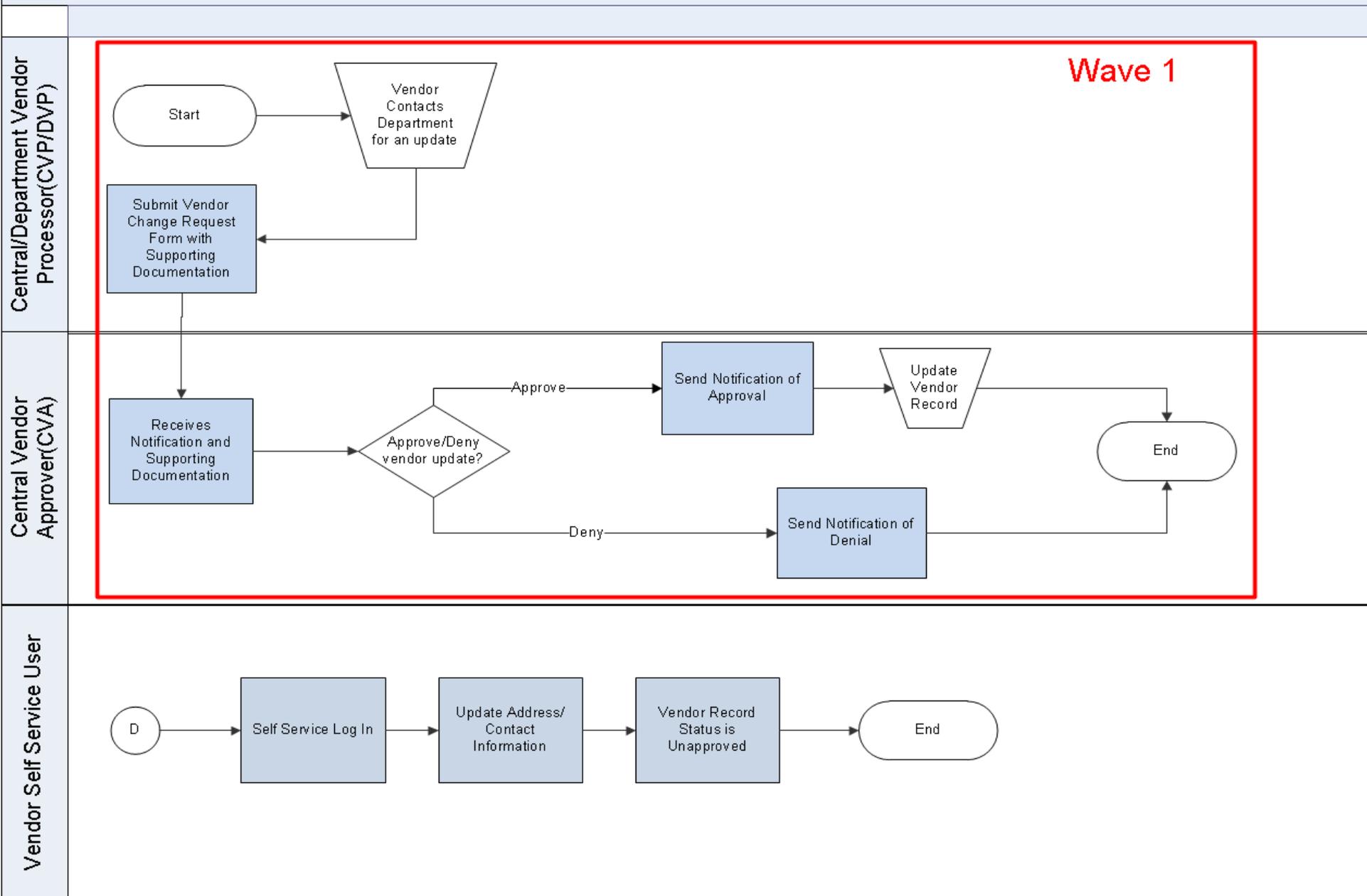
Rule ID	Description	Long Description
<b>470</b>	Line price not = PO price with PO price amt tol.	Compare voucher price with PO price. Include price amount tolerances, if any, from the PO when comparing the values.
<b>480</b>	Line price not = PO price with PO price % tol.	Compare voucher price with PO price. Include price percent tolerances, if any, from the PO when comparing the values.
<b>700</b>	Freight not allowed.	PO freight terms = paid by seller but voucher includes freight cost.
<b>R650</b>	Voucher line amt > Sum of received amount	Voucher line amt > Sum of associated receiver line amt (Amount Only Matching)
<b>V300</b>	Life to Date Voucher Amount > PO Amount	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.

# Guide to Symbols in Flows



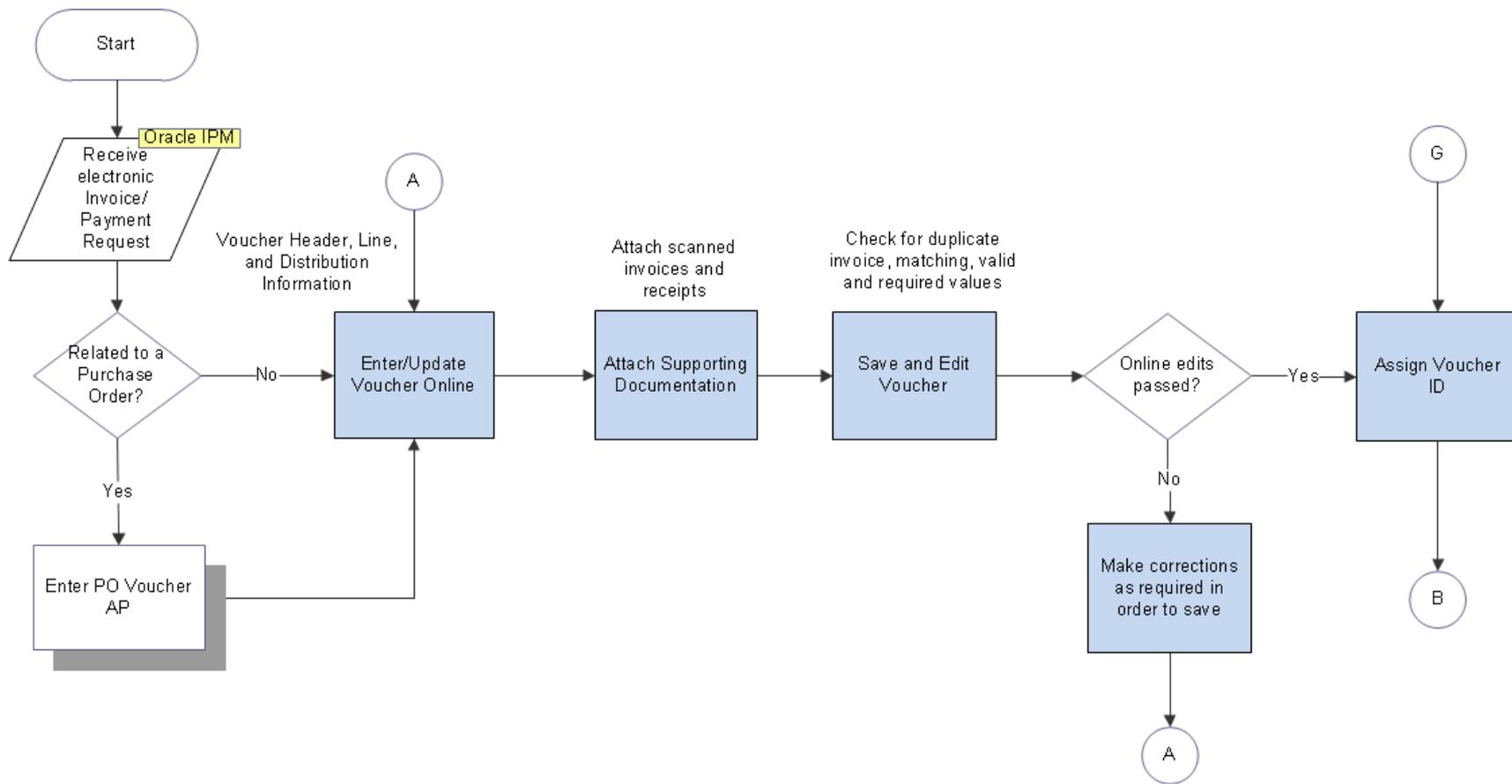




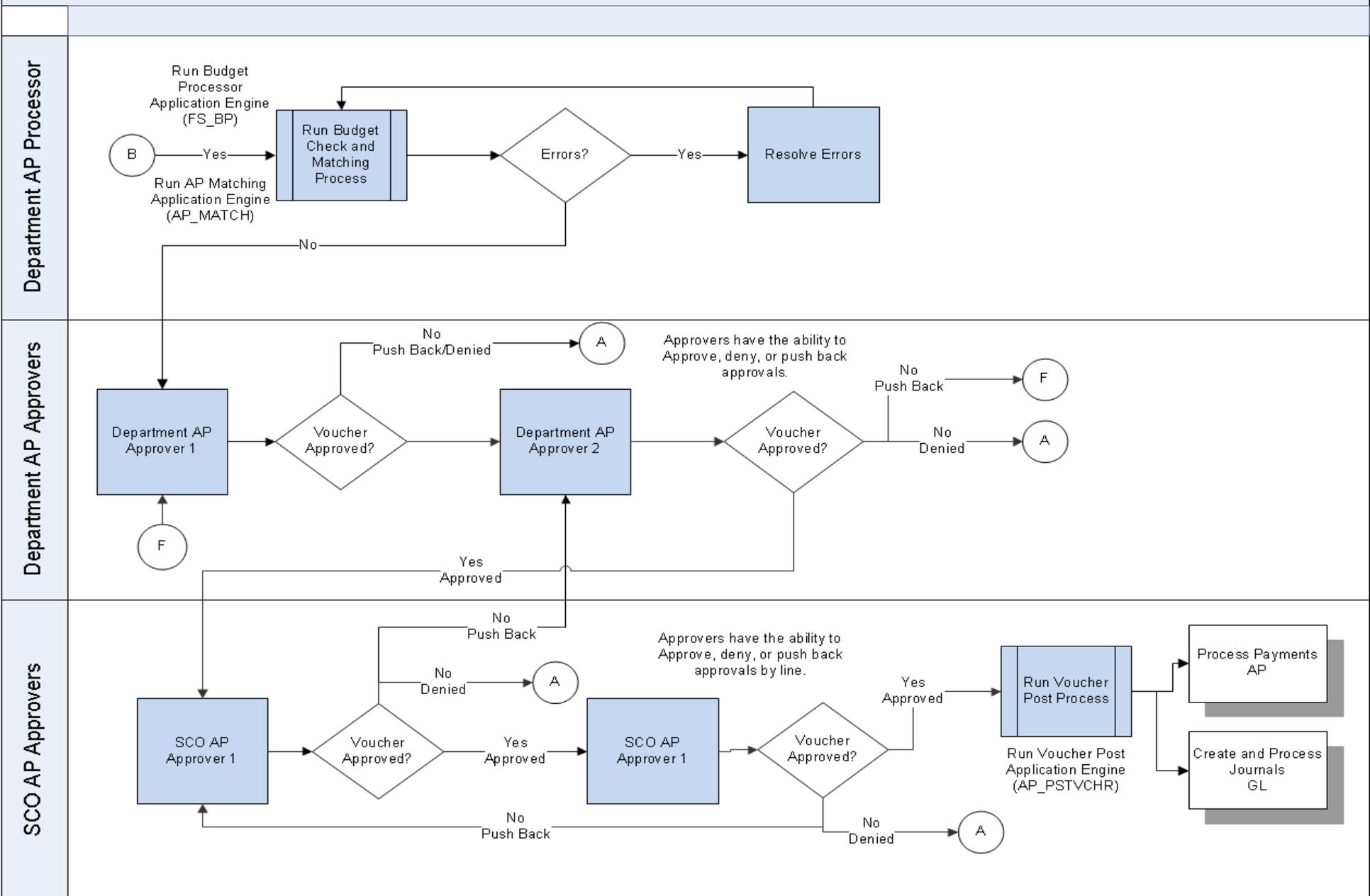


# AP Enter and Process Vouchers – Enter Voucher

Department AP Processor

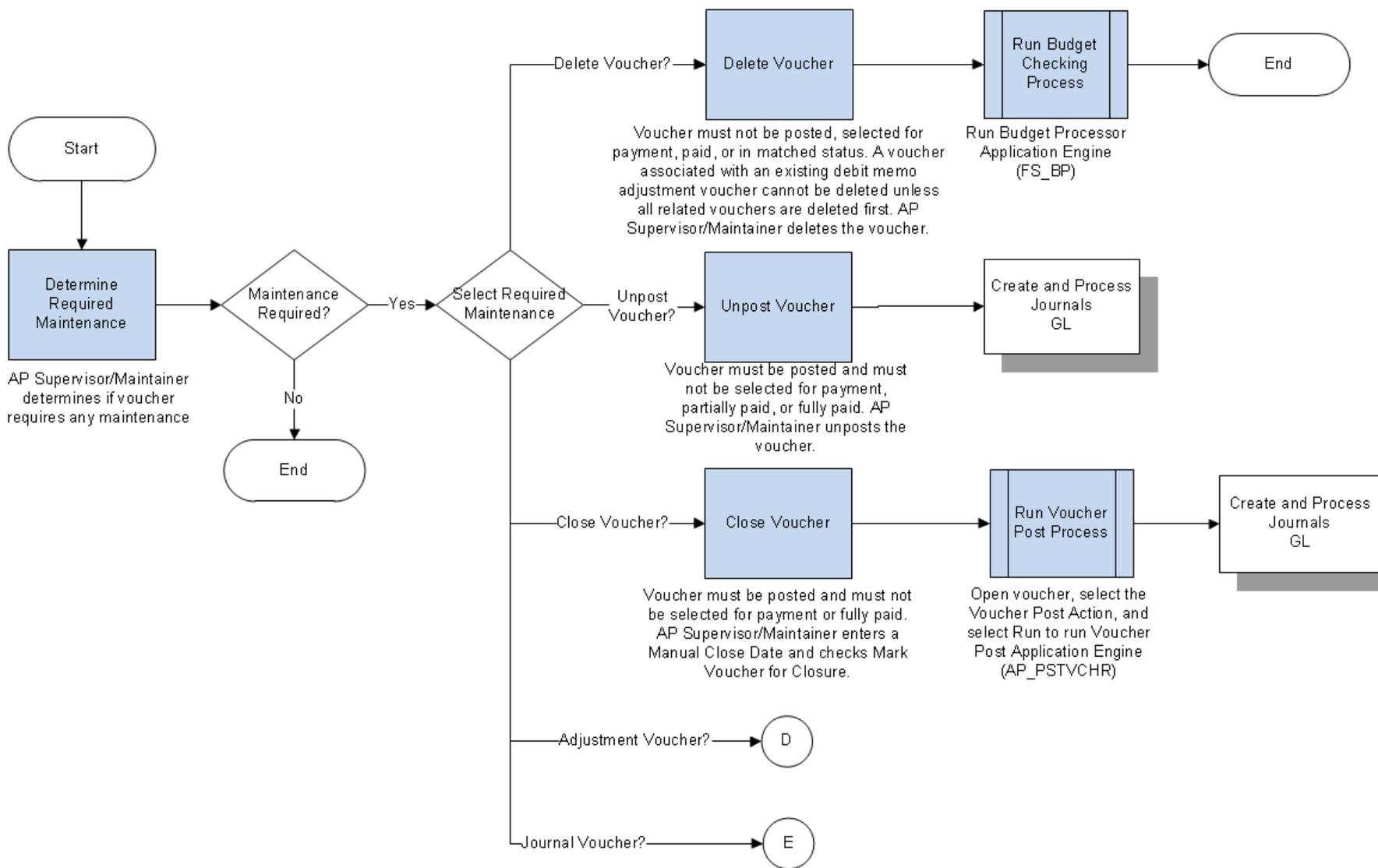


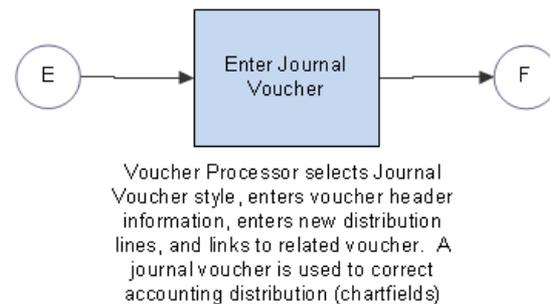
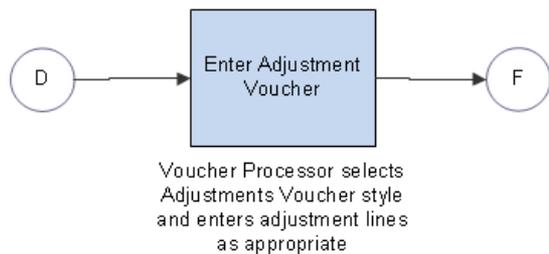
# AP Enter and Process Voucher – Process Voucher



# AP Enter and Process Voucher – Maintain Voucher

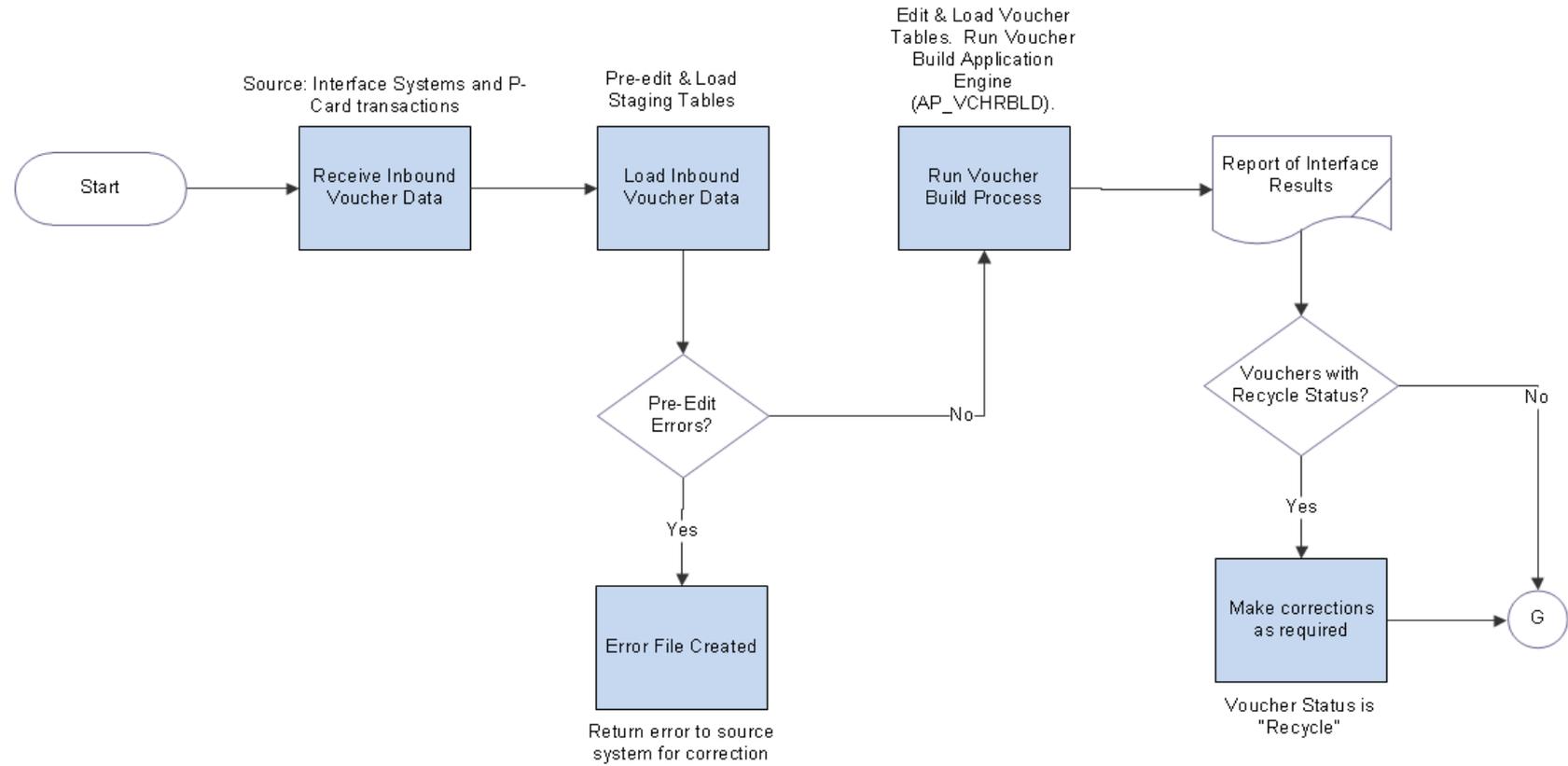
Department AP Supervisor/Maintainer  
SCO AP Maintainer

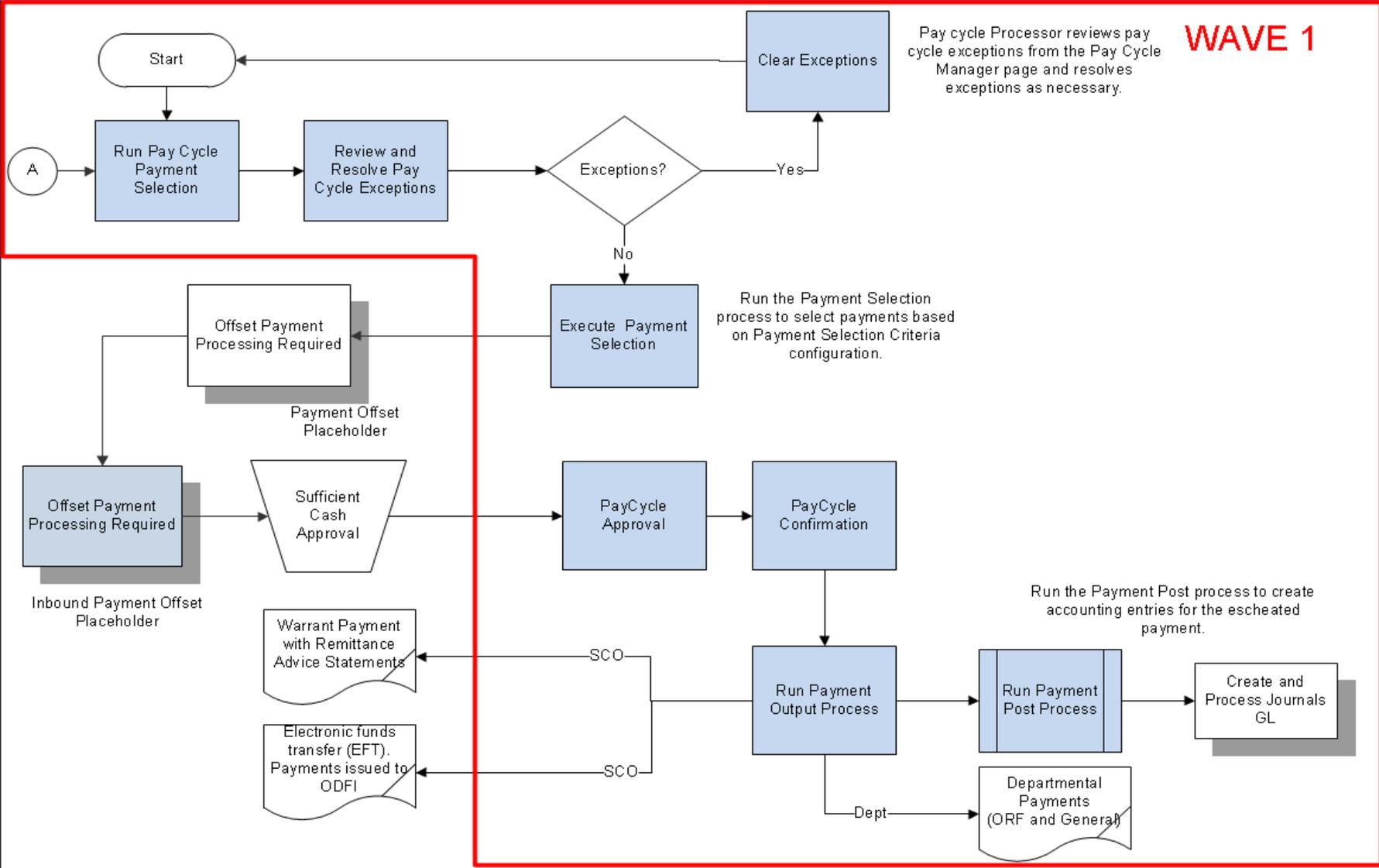


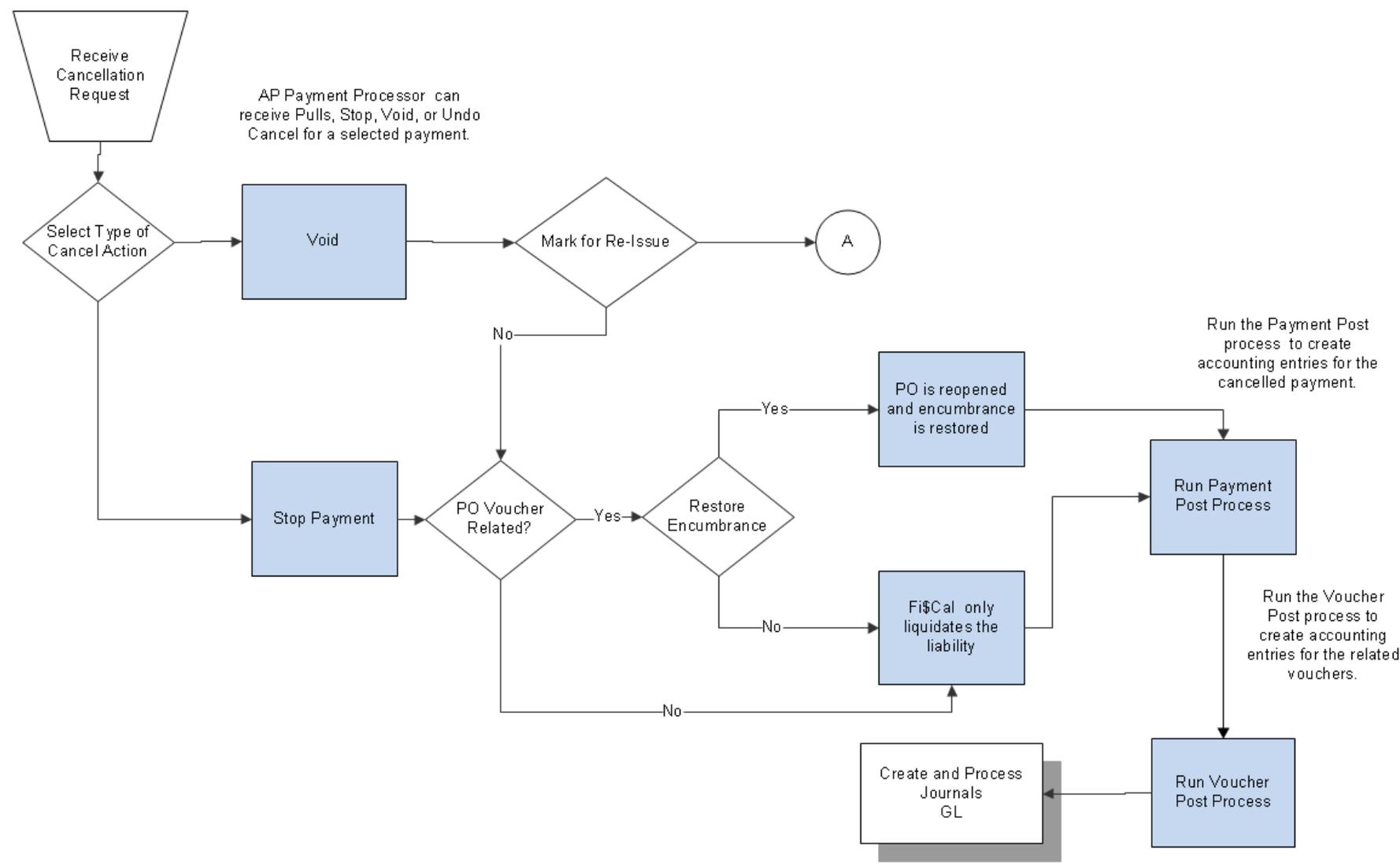


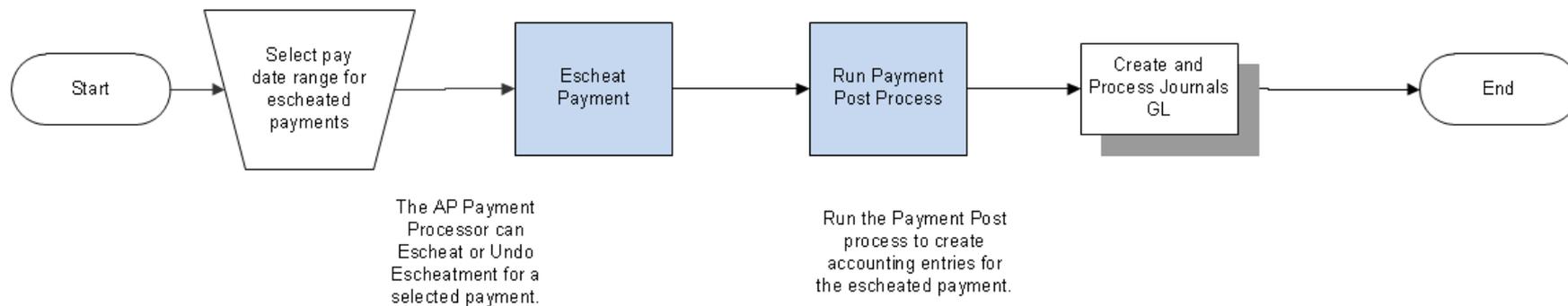
# AP Enter and Process Voucher - Upload Vouchers(Import and Build)

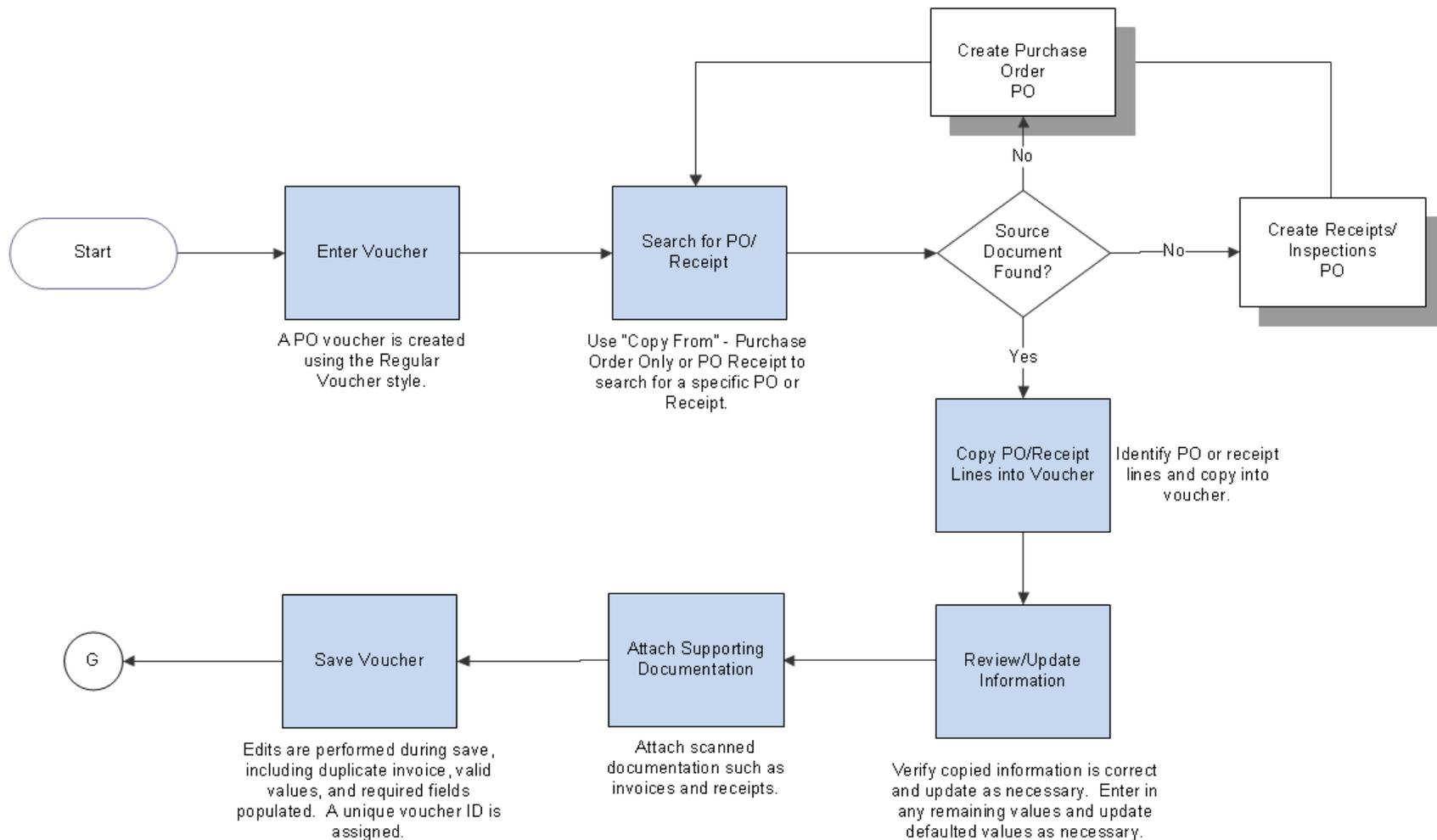
FI\$Cal AP Maintainer

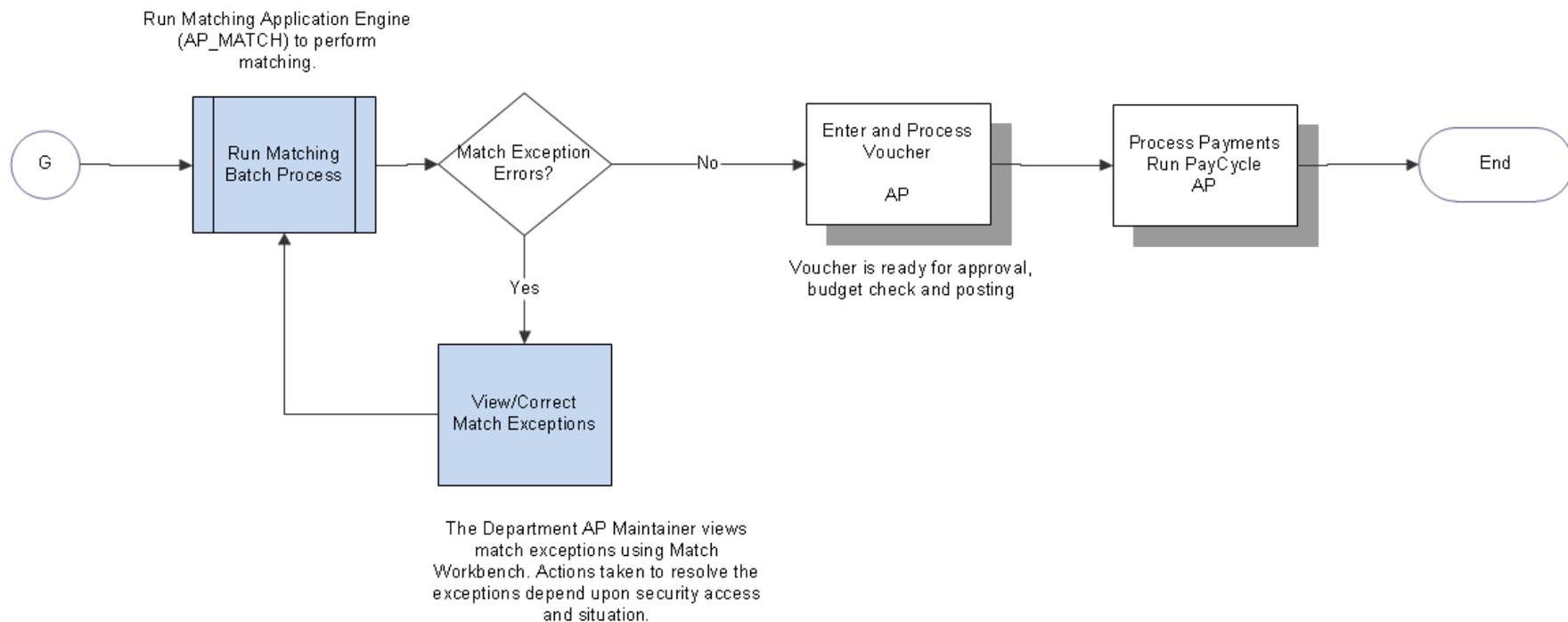


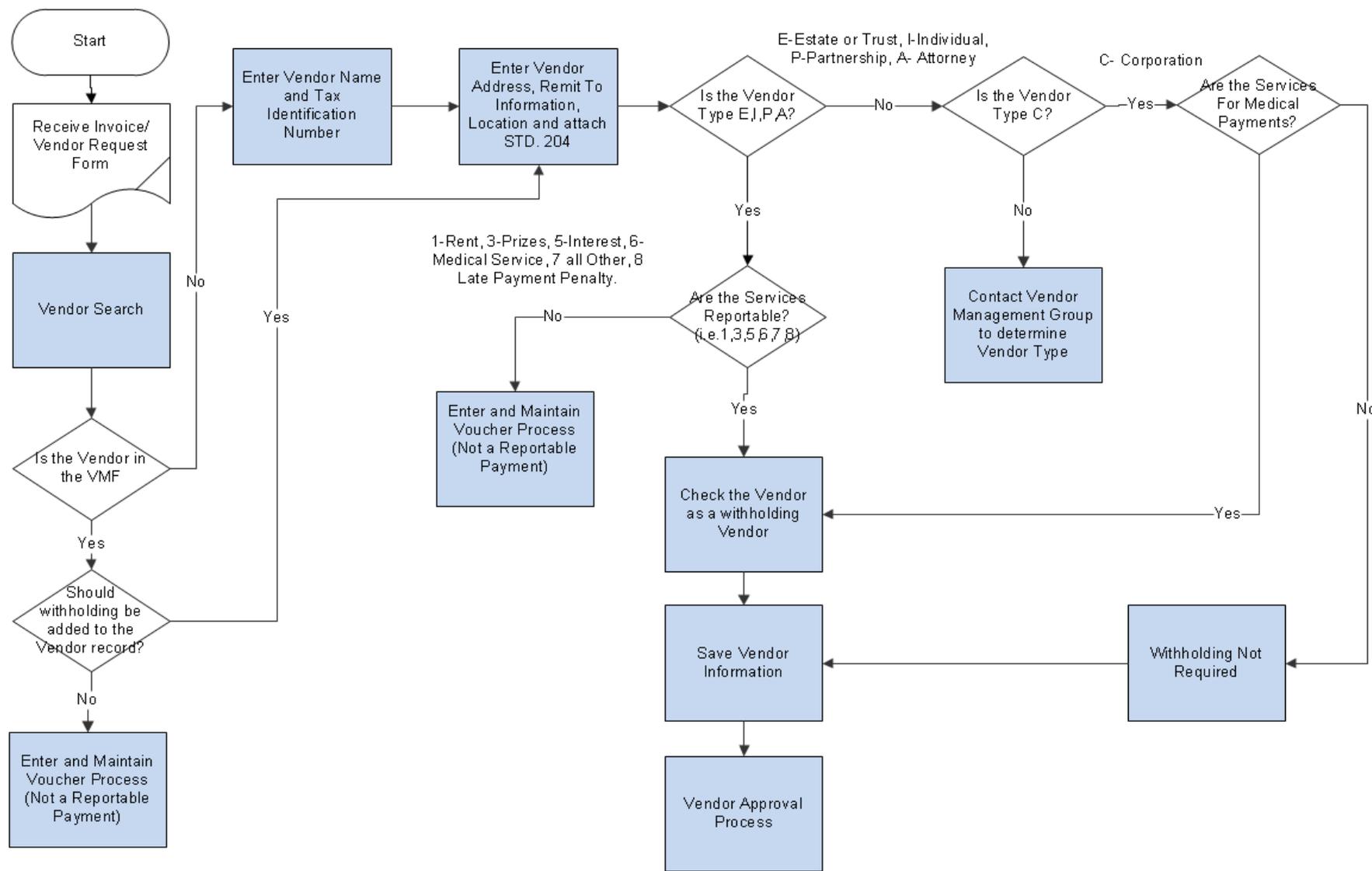






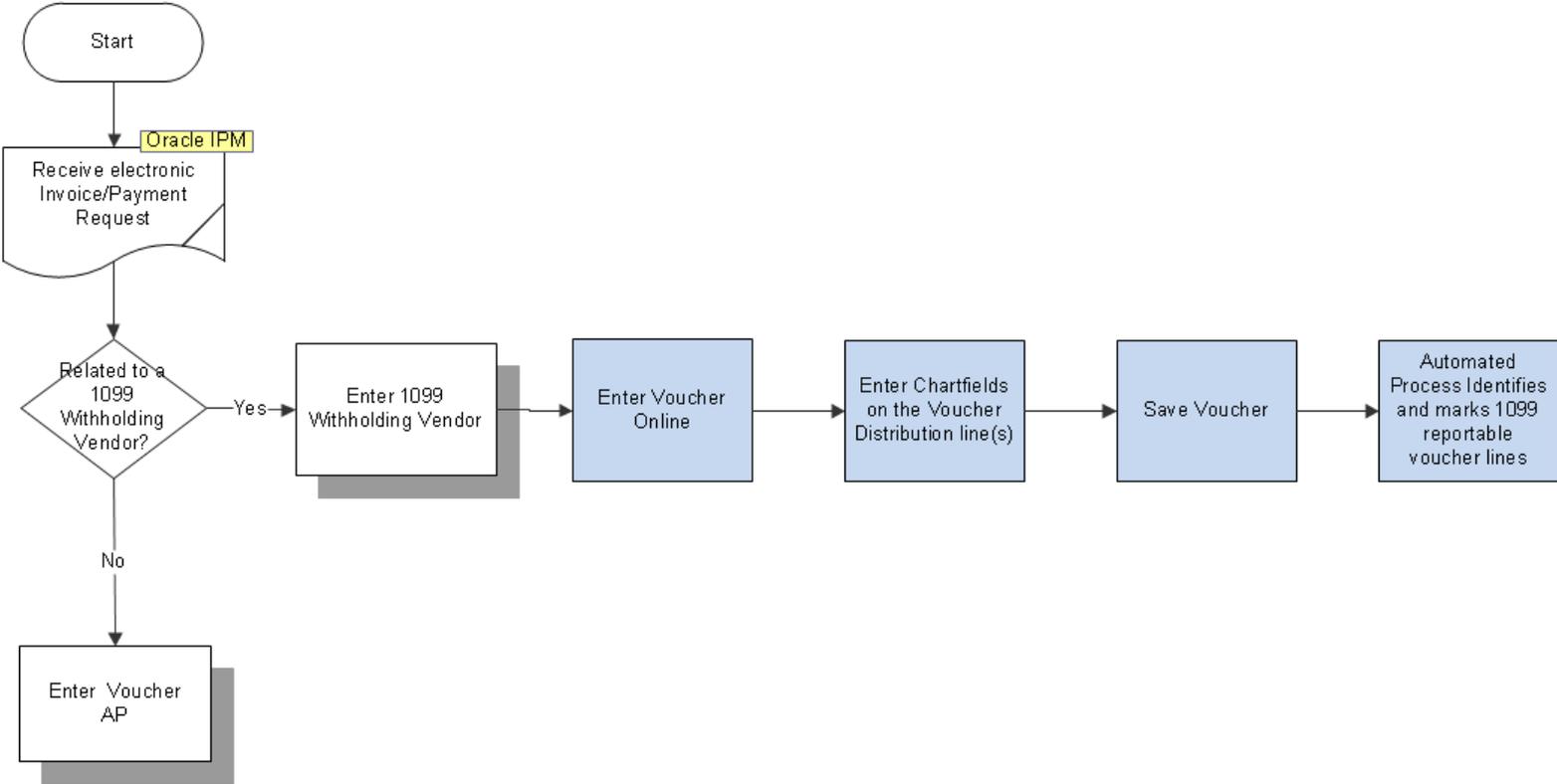




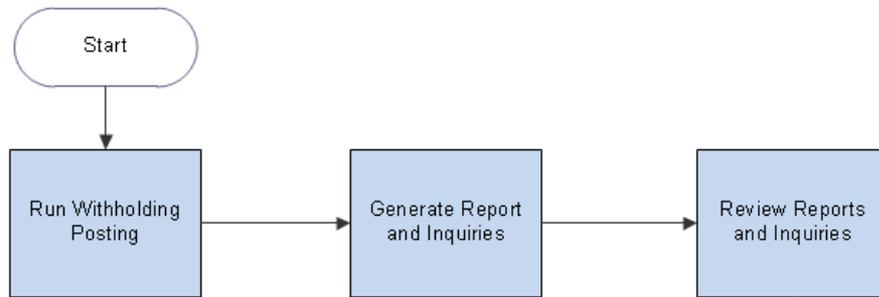


# AP Enter and Process Vouchers – Enter 1099 Voucher

Department AP Processor

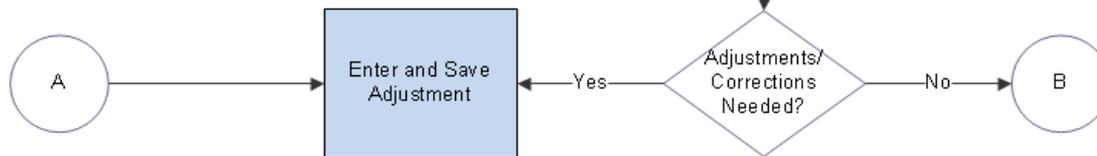


Central 1099 Processor



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

Department/Central Vendor Processor



# ChartField / UCM Codes Cross-reference

