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
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

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

- **Pre-Wave ~12 Months**
- **Wave 1 20 Months**
- **Wave 2 15 Months**
- **Wave 3 24 Months**
- **Wave 4 24 Months**

O&M

October 7, 2014

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

**Conduct Wave 2 Working Sessions**

- **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

**Conduct Wave 1 Solution Walkthroughs**

- **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

**Conduct Wave 2 Conference Room Pilots**

- **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

**Validate and Approve Process Designs**

- **Objective**
  - Validate and document final business process designs
  - Confirm how requirements are met
- **Audience**
  - Project team with department input
- **Key Outputs**
  - Final Business Process Designs
  - Update Requirements Traceability Matrix
  - RICEF Inventory
- **Tools / Methods**
  - Conduct follow-up meetings / validation sessions as necessary
  - Resolve open issues / outstanding decisions

**Department Participation and Input**

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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 Accounting Solution

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

- Project Mgmt
- Asset Mgmt
- ePro / PO
- Accounts Payable
- General Ledger / Commitment Control
- Billing Status Updates
- Project Details
- Capital Assets
- Project Data
- Award Data
- Billable Transactions
- Unbilled AR, Revenue
- Revenue, AR
- Customer Invoices
- Loan Data
- GL Journals
- GL
- GL Journals

- Billing
- Contracts
- Grants
- Deal Mgmt
- Cash Mgmt
- Accounts Receivable

- Encumbrances
- Goods Received
- Purchase Orders
- Expenditures, Payables
- Vouchers
- Expenditures
- Journals, F&A, Budgets
- Encumbrances
- Invoices
- Billable Transactions
- Customer Invoices
- Revenue, AR, Cash
- GL Journals

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FI$Cal Procurement Solution

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

VMF Vendors ➔ VMF Bidders ➔ VMF SB/DVBE ➔ Item Master ➔ eProcurement (Requisitions) ➔ Strat. Sourcing (RFX Solicitation) ➔ Contract Management ➔ Purchasing (Purchase Order) ➔ Receipts ➔ Encumbrances ➔ PO Qty/Amt ➔ Asset Mgmt ➔ Project Costing ➔ Accounts Payable ➔ General Ledger / Commitment Control

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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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>- Requisition Data (Optional)</td>
</tr>
<tr>
<td></td>
<td>- Purchase Order Entry</td>
</tr>
<tr>
<td></td>
<td>- Receiving/Returning Goods</td>
</tr>
<tr>
<td></td>
<td>- Voucher Entry</td>
</tr>
<tr>
<td></td>
<td>- Payments for Goods/Services Purchased</td>
</tr>
<tr>
<td></td>
<td>- 1099 Reporting</td>
</tr>
</tbody>
</table>
Create Vendor

**Department Vendor Processor (DVP)**

- **Receive Invoice/Vendor Request Form**
  - Department receives STD 204

- **Search for Vendor**
  - Search for vendor in FI$Cal
  - If vendor exists, proceed to enter and process voucher or manage PO

- **Enter New Vendor**
  - Add a new vendor and 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 Name
- **Legal Name**
- **Doing Business As (DBA)**
- **Vendor ID**
- **Classification**

### Vendor Classification
- Corporation
- Estate or Trust
- Individual/Sole Proprietor
- Partnership
- Attorney
- Employee

### Tax Identification Number
- FEIN
- SSN

### Address
- **Street**
- **City**
- **State**

### Contact
- **Phone**
- **Email**
- **Description**
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

Key Points:

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

Address
- Street
- City
- State

Contact
- Phone
- Email
- Contact Location

Location
- Procurement Information
- Withholding Information
Address Information

Key Points:

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

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

Vendor Contact

- **Effective Date:** 07/02/2013
- **Effective Status:** Active
- **Type:** General
- **Name:** Sher Sutherland
- **Title:** Assistant Business Mgr
- **Address:**
- **Internet:** [http://](http://)
- **Email ID:** CALCOURT@COMCAST.NET

Phone Information

- **Type:** Business Phone
- **Prefix:**
- **Telephone:** 916/345-2752
- **Extension:**
Location Information

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
# Vendor Department Roles

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

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

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

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

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

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

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

- Search for PO and/or receipt, if required
- If PO and/or receipt are available, copy lines into voucher

**Attach Invoice**

- Attach supporting documentation (for example, a scanned invoice)

**Run Budget Checking**

- FI$Cal checks for duplicates, confirms that the gross amount and the invoice lines are the same
- Voucher is assigned a unique voucher ID

**Key Impacts**

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

- The Matching process compares a voucher with the purchase orders and/or receiving documents and inspection confirming that payments are only made for goods and services that have been ordered, received and inspected.

- Matching functionality is not utilized for non-PO invoices.

- FI$Cal requires purchase orders for goods and services provided.

- The system will automatically perform matching based on the purchase order.

- Match Exceptions can be overridden with proper authorization, when applicable.

**Two Way Matching**
- Purchase Order
- Vouchers

**Three Way Matching**
- Purchase Order
- Receipts
- Vouchers

**Four Way Matching**
- Purchase Order
- Receipts
- Inspections
- Vouchers
Upload Voucher

Key Impacts

- FI$Cal creates vouchers from P-Card transactions and interfaced systems
- Approvals are electronic and based on workflow configured in FI$Cal
Voucher Approval Hierarchy

Departmental Approver Level 1
- Review and approve within agency
- Typically a supervisor or manager

Departmental Approver Level 2
- 2\textsuperscript{nd}-Level department approver
- Accounting Officer/Director

SCO AP Approvers
- Final Approval
Approve and Process Voucher

Department AP Approver

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

SCO AP Approver

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

SCO Approval

Voucher Posted

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

Key Impacts

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

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

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

Determine Required Maintenance
- Departments are able to delete, close, or unpost voucher, if needed
- SCO is able to unpost vouchers, if needed

Delete, Close, or Unpost Voucher
- Use Delete if voucher is not: posted, in process, selected for payment, paid, or matched
- Use Close or Unpost if voucher is posted and not selected for payment or paid

Run Voucher Post Process
- If Voucher is to be Unposted, this process creates the reversal accounting entries
- For PO vouchers, the PO is updated

Process Journal
- Voucher accounting entry data is posted to the General Ledger (GL)
Process 1099 Withholding

Department 1099 Processor

- Adjust Vendor Payments
  - Enter and save adjustments to withholding records

Run Withholding Posting

- Create withholding record in the withholding table

Generate and Review Report and Inquiries

- Run Withholding Mismatch Report to identify mismatched voucher lines and vendors
- Make adjustments

Central 1099 Processor

- Create 1099 File and Send to FTB
  - Create electronic file to be sent to FTB
  - Central 1099 Processor selects type of file for FI$Cal to create

Key Impacts

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

Key Points:

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

Invoice Information – Non PO Voucher

Key Points:

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

<table>
<thead>
<tr>
<th>Status:</th>
<th>Approved</th>
<th>Approval History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persistence:</td>
<td>Single Payment Vendor</td>
<td></td>
</tr>
</tbody>
</table>

**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’.

**Summary**
- **SetID:** STATE
- **Vendor ID:** 0000000014
- **Vendor Short Name:** SINGLEPAY
- **Vendor Name:** DOJ SINGLEPAYMENT VENDOR
- **Vendor ID:** SINGLEPAY-001

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

**Last Modified By:** HEpps
- **Last modified date:** 11/14/2012 12:25PM
- **Created By:** HEpps
- **Created Date/time:** 11/09/2012 10:42AM
- **Last Activity Date:** 11/14/2012
Approving Vouchers

Key Points:

• When Voucher is created the approval workflow does not initiate automatically. User has to initiate the workflow through Approval Framework Page.
• User can click on Submit button to initiate the approval workflow for the voucher.
FI$Cal Confidential Processing

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.
FI$Cal ORF Process

1. **Start**
   - Create a Prepaid voucher to initiate a travel advance payment (AP)
   - Travel Advances (+) Accounts Payable (+)

2. **Issue a department check to pay the Prepaid voucher**
   - Withdrawal
   - CTS Account
   - Accounts Payable (-) ORF Cash (-)

3. **Create a regular voucher to record actual travel expenses (AP)**
   - Travel expenses (+) ORF Cash (+)
   - Travel Advances (-) Accounts Payable (+)

4. **Offset the regular voucher against the Prepaid voucher (automated)**
   - Deposit Withdrawal
   - Warrant Account
   - Accounts Payable (-)
   - Travel Advances (-)
   - ORF Cash (+)

5. **Stop**
   - Cash in Treasury (-)
   - G/L - Department BU
   - G/L - Statewide BU

**Accounting Entries**
- ORF Fund
- State Fund
- TC 48 Claim Report

**Key Accounts**
- G/L - Department BU
- G/L - Statewide BU
- ORF Cash
- Warrant Account
- CTS Account
- Travel Advances
- Accounts Payable
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

Enter Prepaid Voucher

- Key invoice information into FI$Cal to create the voucher
- Attach supporting documentation (e.g. scanned invoice)

Save Voucher

- FI$Cal checks for duplicates, ensures that the gross amount and the invoice lines are equal
- Voucher is assigned a unique voucher ID

Run Budget Checking

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

Department AP Processor

Department Approver
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

**Enter Regular Voucher**

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

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

**Key Points:**

- Prepaid Voucher is used to generate Payments 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

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

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<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>Department AP Supervisor</td>
<td>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.</td>
</tr>
<tr>
<td>Department AP Maintainer</td>
<td>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.</td>
</tr>
</tbody>
</table>
# Pay Cycle Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Pay Cycle Processor</td>
<td>The department end user is responsible for running Pay Cycle, cancelling, and posting payments (checks only)</td>
</tr>
<tr>
<td>Department Payment Maintainer</td>
<td>The department end user who is responsible for cancelling, posting, and escheating payments (checks only)</td>
</tr>
</tbody>
</table>
## Pay Cycle Department Roles

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<thead>
<tr>
<th>FI$Cal End-User Role</th>
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</thead>
<tbody>
<tr>
<td>Department 1099 Processor</td>
<td>The department end user who is responsible for maintaining 1099 departmental data, running 1099 reports and processing 1099 adjustments</td>
</tr>
</tbody>
</table>
## Pay Cycle Department Roles

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<thead>
<tr>
<th>FI$Cal End-User Role</th>
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<tbody>
<tr>
<td>AP Viewer</td>
<td>The central and department end user who is able to view voucher and payment information</td>
</tr>
<tr>
<td>AP Reporter</td>
<td>The central and department end user who runs payable reports</td>
</tr>
<tr>
<td>AP Confidential Viewer</td>
<td>The central and department end user who is able to view confidential attachments</td>
</tr>
<tr>
<td>Department AP Configuration Maintainer</td>
<td>The department end user who is responsible for maintaining departmental AP configuration items by business unit</td>
</tr>
</tbody>
</table>
## Technology Considerations – Conversions

<table>
<thead>
<tr>
<th>Conversion</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors</td>
<td>FI$Cal will convert data records of active vendors from department Legacy Systems into FI$Cal’s vendor database tables. Active vendors are defined as vendors that have produced transactions, such as Purchase Orders or Vouchers, in the systems during the current and prior fiscal years.</td>
</tr>
<tr>
<td>Unreconciled AP Payments</td>
<td>Unreconciled Accounts Payable Agency Payment data will be converted from Legacy Systems into PeopleSoft database. Only the payments which are paid but unreconciled with the bank at the time of conversion should be sent for conversion; all other payments should not be converted. This conversion will only apply to Unreconciled checks (i.e. ORF, General Cash, Agency Revolving) and not claims/warrants.</td>
</tr>
</tbody>
</table>
Technology Considerations – Conversions

<table>
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<tr>
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<tbody>
<tr>
<td>1099 Balances</td>
<td>The Reportable Payment detail from January - June of the 2015 calendar year will be converted into FI$Cal's database for year end 1099 processing.</td>
</tr>
<tr>
<td>Outstanding Items</td>
<td>Any outstanding Travel Advances and Salary Advances as of year-end will be manually entered into FI$Cal via vouchers and GL journals.</td>
</tr>
</tbody>
</table>
## Technology Considerations – Interfaces

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

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

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Inbound CalATERS Travel Advance Detail</td>
<td>This inbound interface processes travel advances and loads the travel advances data into FI$Cal staging tables. The voucher build process takes the data and creates Approved pre-paid vouchers for payment processing in FI$Cal. The ORF checks will be generated in FI$Cal and delivered to employees.</td>
</tr>
<tr>
<td>Outbound CalATERS Check Detail</td>
<td>This outbound interface captures payment information to maintain ORF data in the CalATERS system. The file contains check information issued from department ORF funds that map to CalATERS travel advances.</td>
</tr>
<tr>
<td>Inbound CalATERS Expenditure and Payment Detail</td>
<td>Inbound interface that sends CalATERS expenditure data, recovered travel advance data, and payment information for uploading and reconciliation in FI$Cal.</td>
</tr>
</tbody>
</table>
## Technology Considerations – Interfaces

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</tr>
</thead>
<tbody>
<tr>
<td>Positive Pay Checks</td>
<td>This outbound interface provides STO with a file that lists the payments that are authorized for processing by STO. At the end of the day, payment information containing all outstanding checks and stop payments is generated and transmitted to STO.</td>
</tr>
<tr>
<td>Interface to STO</td>
<td></td>
</tr>
<tr>
<td>Franchise Tax Board (FTB) 1099</td>
<td>An outbound interface to send the FTB 1099-MISC, 1099-I, and 1099-G information based on an IRS-provided layout. 1099 balances will be sent to the FTB from FI$Cal.</td>
</tr>
</tbody>
</table>
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$Cal Project Team at:
fiscal.cmo@fiscal.ca.gov
Appendix
# FI$Cal Match Rules

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

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

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

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

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

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

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

- **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 UPPERCASE letters.

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

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

- **Flow Arrow**

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

- **Output Documents** - An electronic document that is created by the process and can be printed (for example – any kind of report).
AP Enter and Process Voucher – Maintain Voucher cont.

D: Enter Adjustment Voucher
- Voucher Processor selects Adjustments Voucher style and enters adjustment lines as appropriate.

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

Start

Source Interface Systems and P-Card transactions

Receive Inbound Voucher Data

Load Inbound Voucher Data

Pre-edit & Load Staging Tables

Run Voucher Build Process

Report of Interface Results

Vouchers with Recycle Status?

Yes

Make corrections as required

Voucher Status is "Recycle"

No

Pro Edit Errors?

Yes

Error File Created

No

Return error to source system for correction
AP Process Payments – Maintain Payments

1. Receive Cancellation Request
2. AP Payment Processor can receive Pull, Stop, Void, or Undo Cancel for a selected payment.
3. Select Type of Cancel Action
4. Void
5. Mark for Re-Issue
6. A
7. No
8. Stop Payment
9. PO Voucher Related?
10. Yes
11. Restore Encumbrance
12. Yes
13. PO is reopened and encumbrance is restored
14. No
15. PO is liquidated
16. No
17. FISCAL only liquidates the liability
18. No
19. Create and Process Journals GL
20. No
21. Run Voucher Post Process
22. Run the Voucher Post process to create accounting entries for the related vouchers.
23. Run Payment Post process to create accounting entries for the cancelled payment.
24. Run Payment Post Process
25. October 7, 2014
AP Process Payments – Maintain Payments (contd.)

Start → Select payment range for escheated payments → Escheat Payment

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

Run Payment Post Process → Create and Process Journals SL → End

Run the Payment Post process to create accounting entries for the escheated payment.
AP - Matching – Match Exceptions

1. Run Matching Batch Process
2. Match Exception Errors?
   - Yes: View/Correct Match Exceptions
   - No: Enter and Process Voucher AP
     - Voucher is ready for approval, budget check and posting
3. Process Payments Run PayCycle AP
4. End

The Department AP Maintainer views match exceptions using Match Workbench. Actions taken to resolve the exceptions depend upon security access and situation.
<table>
<thead>
<tr>
<th>Legacy Organization Codes</th>
<th>Index</th>
<th>Fund</th>
<th>Subfund</th>
<th>Program</th>
<th>Element</th>
<th>Component</th>
<th>Task</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td></td>
<td></td>
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<td>All Other</td>
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<td></td>
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<tr>
<td>Business Unit</td>
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<tr>
<td>Reporting Structure</td>
<td></td>
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<tr>
<td>Service Location</td>
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<tr>
<td>Account</td>
<td></td>
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<tr>
<td>Alternate Account</td>
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<tr>
<td>Agency Use</td>
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<td></td>
<td></td>
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<tr>
<td>Statistics Code</td>
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<tr>
<td>Budget Period</td>
<td></td>
<td></td>
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<tr>
<td>Enactment Year</td>
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<tr>
<td>Appropriation Reference</td>
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