Wave 2 – User Acceptance Testing (UAT) Scenario Workshop – Accounts Payable (AP)

February 10, 2015
Agenda

- Purpose and Expected Outcome
- Wave 1 UAT Scenarios
  - Functionality Introduction
  - Review Related UAT Scenarios
  - Collect Additional UAT Scenarios
- Wave 2 UAT Scenarios
  - Functionality Introduction
  - Review Related UAT Scenarios
  - Collect Additional UAT Scenarios
- Next Steps
Purpose and Expected Outcome

- **Purpose:**
  - Purpose of this workshop is to assist Departments with task BUSN242 by reviewing the UAT Scenarios for Wave 1 and Wave 2 functionality

- **Expected Outcome:**
  - Conduct workshops and capture feedback for additional departmental UAT Scenarios
Enter and Maintain Vendors
Enter and Process Vouchers

Start

Receive electronic Invoices/Payment Requests

Related to a Purchase Order?

Yes

Oracle IPM

No

Enter/Update Voucher Online

Voucher Header, Line, and Distribution Information

Attach scanned invoices and receipts

Check for duplicate invoice, matching, valid and required values

Online edits passed?

Yes

Assign Voucher ID

No

Make corrections as required in order to save

A

B

C

D

E

F

G

Enter PO Voucher AP

Save and Edit Voucher
Enter and Process Vouchers

Voucher Processor

- Run Budget Processor Application Engine (FS_BP)
- Run Budget Checking Process
  - Errors?
    - Yes → Resolve Budget Errors
    - No

Departmental Approver

- Departmental Approval Voucher
  - Voucher Approved?
    - Yes → B
    - No → C

- Approvers have the ability to approve, deny, or push back approvals.

SCO Approval

- SCO Approval
  - Voucher Approved?
    - Yes → Run Voucher Post Process
    - No → B

- Approvers have the ability to approve, deny, or push back approvals by line.

- Process Payments AP
  - Run Voucher Post Application Engine (AP_PSTVCHR)
  - Create and Process Journals GL

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Enter and Process Vouchers
Enter and Process Vouchers

D → Enter Adjustment Voucher → F

Voucher Processor selects Adjustments Voucher style and enters adjustment lines as appropriate.

E → Enter Journal Voucher → F

Voucher Processor selects Journal Voucher style, enters voucher header information, enters new distribution lines, and links to related voucher. A journal voucher is used to correct accounting distribution (chartfields).
Process Payments

Start
Run Pay Cycle Payment Selection
Review and Resolve Pay Cycle Exceptions

Exceptions?
No → Execute Payment Selection
Yes → Clear Exceptions

Yes → Offset Payment Processing Required

Offsite Payment Processing Required
Sufficient Cash Approval
PayCycle Approval
PayCycle Confirmation

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

Inbound Payment Offset Placeholder

Departmental Payments (ORF and Genesys)
Electronic funds transfer (EFT), Payments issued to ODFI

Warrant Payment with Remittance Advice Statements
Run Payment Output Process
Run Payment Post Process
Create and Process Journals GL
Maintain Payments

AP Payment Processor can receive Pulls, Stop, Void, or Undo Cancel for a selected payment.

- Receive Cancellation Request
- Select Type of Cancel Action
- Void
- Mark for Re-Issue
- A
- Stop Payment
- PO Voucher Related?
- Yes → Restore Encumbrance
- No → Run Payment Post Process
- PO is reopened and encumbrance is restored
- FS$Cal only liquidated the liability
- Create and Process Journals GL
- Run Voucher Post Process
- Run the Payment Post process to create accounting entries for the cancelled payment.
- Run the Voucher Post process to create accounting entries for the related vouchers.
Maintain Payments

Start → Select pay date range for escheated payments → Escheat Payment → Run Payment Post Process → Create and Process Journals GL → End

- The AP Payment Processor can Escheat or Undo Escheatment for a selected payment.
- Run the Payment Post process to create accounting entries for the escheated payment.
Matching - Enter Purchase Order (PO)

Match

Voucher Processor

Start -> Enter Voucher: A PO voucher is created using the Regular Voucher style.

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

Create Purchase Order PO

Source Document Found?

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

No -> Create Receipts/Inspections PO

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

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

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

<table>
<thead>
<tr>
<th>Voucher Processor</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
</tr>
<tr>
<td>Batch Process</td>
</tr>
<tr>
<td>Match Exception?</td>
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<tr>
<td>Yes</td>
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<tr>
<td>View/Correct Match Exceptions</td>
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<tr>
<td>The Match Exceptions Manager views match exceptions using Match Workbench. Actions taken to resolve the exceptions depend upon security access and situation.</td>
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<tr>
<td>No</td>
</tr>
<tr>
<td>Enter and Process Voucher Process Voucher AP</td>
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<tr>
<td>Process Payments Run PayCycle AP</td>
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<td>End</td>
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</tbody>
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Wave 1 UAT Scenarios

- Review Related UAT Scenarios

<table>
<thead>
<tr>
<th>Business Process</th>
<th>UAT Scenario</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP1 - Enter and Maintain Vendors</td>
<td>Create a Basic Vendor and Approve the Vendor</td>
<td>Create and approve a basic vendor that will be used for creating vouchers.</td>
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<tr>
<td></td>
<td>Update an Existing Vendor</td>
<td>Create a vendor change request form for an existing approved vendor in FI$Cal, approve the vendor change, make the requested changes to the vendor record, and confirm the changes were completed.</td>
</tr>
<tr>
<td>AP2 - Enter and Process Vouchers</td>
<td>Create a Regular Voucher and Run Voucher Status Reports</td>
<td>Create a voucher against a supplier invoice for payment to the vendor. Generate a report displaying the status of vouchers.</td>
</tr>
<tr>
<td></td>
<td>Create a Single Payment Voucher</td>
<td>Create a voucher in which the vendor will not be set up in FI$Cal.</td>
</tr>
<tr>
<td>AP2 - Enter and Process Vouchers</td>
<td>Create and Process an ORF Voucher and Run the ORF Reconciliation Report</td>
<td>Create an Office Revolving Fund (ORF) voucher for travel advances and expense reports. Generate a report for Office Revolving Fund Reconciliation.</td>
</tr>
<tr>
<td>AP4 - Matching (Integration with</td>
<td>Create a PO Voucher</td>
<td>Create a warrant voucher against the full amount of an open Purchase Order.</td>
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<td>Procurement)</td>
<td></td>
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Wave 1 UAT Scenarios

- Collect Additional UAT Scenarios
  - Open dialogue to solicit additional UAT Scenarios for usage during UAT
    - AP1 Enter and Maintain Vendors
    - AP2 Enter and Process Vouchers
    - AP3 Process and Maintain Payments
    - AP4 Matching (integration with Purchasing)
Wave 2 UAT Scenarios

- Review Related UAT Scenarios

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>AP1 - Enter and Maintain Vendors</td>
<td>Create a Confidential Vendor and View the Confidential Warning Message</td>
<td>Create and save a Vendor with Payment/Withholding Alt Names masked. After the Vendor ID is generated, unmask the Payment/Withholding Alt Names information and save the Vendor.</td>
</tr>
<tr>
<td>AP2 - Enter and Process Vouchers</td>
<td>Create a Confidential Voucher and View the Confidential Warning Message</td>
<td>Create and save a Single Payment Voucher with the Single Payment Vendor information masked. After the Voucher ID is generated, unmask the Single Payment Vendor information and save the Voucher.</td>
</tr>
</tbody>
</table>
Bidder Registration

Bidder

1. Bidder login to register in Fi$Cal
2. Supplier completes Fi$Cal registration
3. Duplicate Tax ID?
   - No
     - Completes registration, including CSCR UNSPSC codes
   - Yes
     - Existing Vendor desires to add/update CSCR or UNSPSC code information
4. Applying for SB, DBE, NP, or NVSA certification?
   - Yes
     - A
   - No
     - End
5. Bidder is referred to Fi$Cal VMF Service Center for assistance

VMF Group

1. Bidder request Fi$Cal VMF Service Center to register as a bidder
2. Fi$Cal VMF service center enters registration information on bidder’s behalf
3. Duplicate Tax ID?
   - No
     - Completes registration, including CSCR UNSPSC codes
   - Yes
     - Applying for SB, DBE, NP, or NVSA certification?
       - Yes
         - A
       - No
         - Contacts bidder to resolve issue
4. End
Convert Bidder to Vendor

Buyer

1. Buyer Award
2. Contract / PO to Bidder

VMF Group

3. Un-approved Vendor
4. Vendor is created. System converts Bidder details into vendor details
5. Enforce CA specific standard for all the data fields, e.g. naming standard

Bidder

6. Review Vendor Created
7. Update Vendor payment information
8. Approve?
9. Approve vendor in FI$Cal
10. Send email notification to the buyer who is awarding the contract/PO
11. Request additional payment information
12. Send documentation
13. End
Wave 2 UAT Scenarios

- Collect Additional UAT Scenarios
  - Open dialogue to solicit additional UAT Scenarios for usage during UAT
    - AP1 Enter and Maintain Vendors
      - Bidder Registration Process
Next Steps

- Provide any additional UAT Scenarios (BUSN242) prior to due date
- Review and Complete the AP Scenarios as part of the BUSN242 Response Template due **Friday, February 27, 2015**
Question and Answer

FI$Cal Project Information:
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