



**FI\$Cal**

*Financial Information System for California*

# Wave 2 UAT – Accounts Payable Business Process Overview

April 2015

# Overview

---

- Welcome & Introductions – Becky Metz
- Module Overview – Becky Metz/Liz Peralta
- BP Overview #1: Establish and Maintain Vendor – Becky Metz/Liz Peralta/Biju Thomas
- BP Overview #2: Enter and Process Vouchers – Becky Metz/Liz Peralta/Biju Thomas
- BP Overview #3: Matching – Becky Metz/Liz Peralta/Biju Thomas
- Wrap Up & Next Steps – Becky Metz/Liz Peralta/Biju Thomas

# Welcome!

---

- Welcome to the Business Process Overview for Accounts Payable
- Objectives for today's session:
  - Introduce (or re-introduce) you to the Accounts Payable functionality in scope for Wave 2
  - Provide an overview of the business processes for Accounts Payable
  - Review UAT scenarios for the Accounts Payable functionality, including scenarios for each business process
  - Perform a brief system demonstration to further explain core functions of the Accounts Payable functionality

# Today's Presenters

---

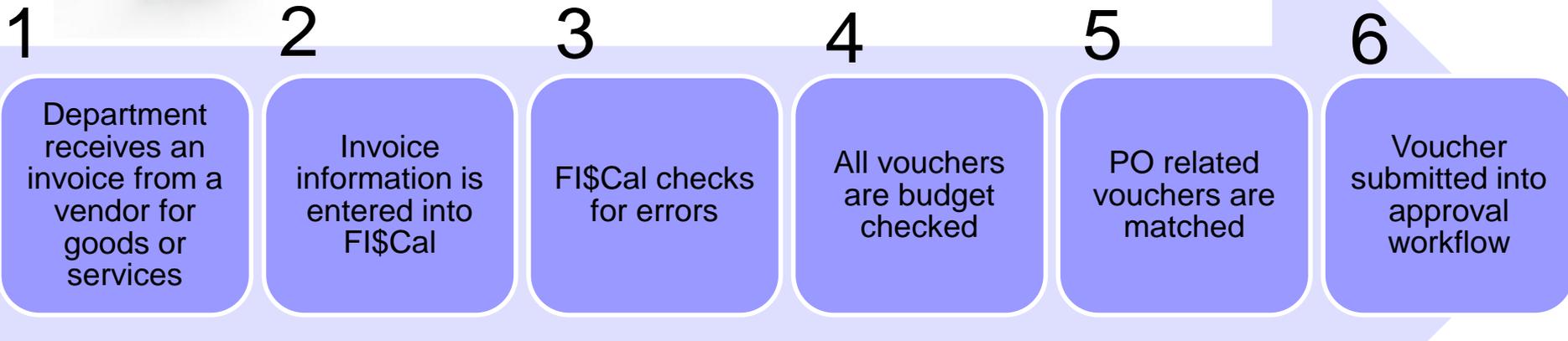
- Becky Metz – State Module Lead
- Liz Peralta – State Module Lead
- Biju Thomas – Accenture Module Lead

# Accounts Payable Overview

---

- Introduction
- Process Overview

# Accounts Payable Overview



# Accounts Payable Overview



7

Vouchers approved by Department AP Approvers 1 and 2 and SCO Approver

8

Vouchers are posted

9

Pay cycle runs, checks or warrants are created and printed

10

Payments are posted

11

Payments can be canceled

12

AP/GL accounting processes run

# BP Overview #1

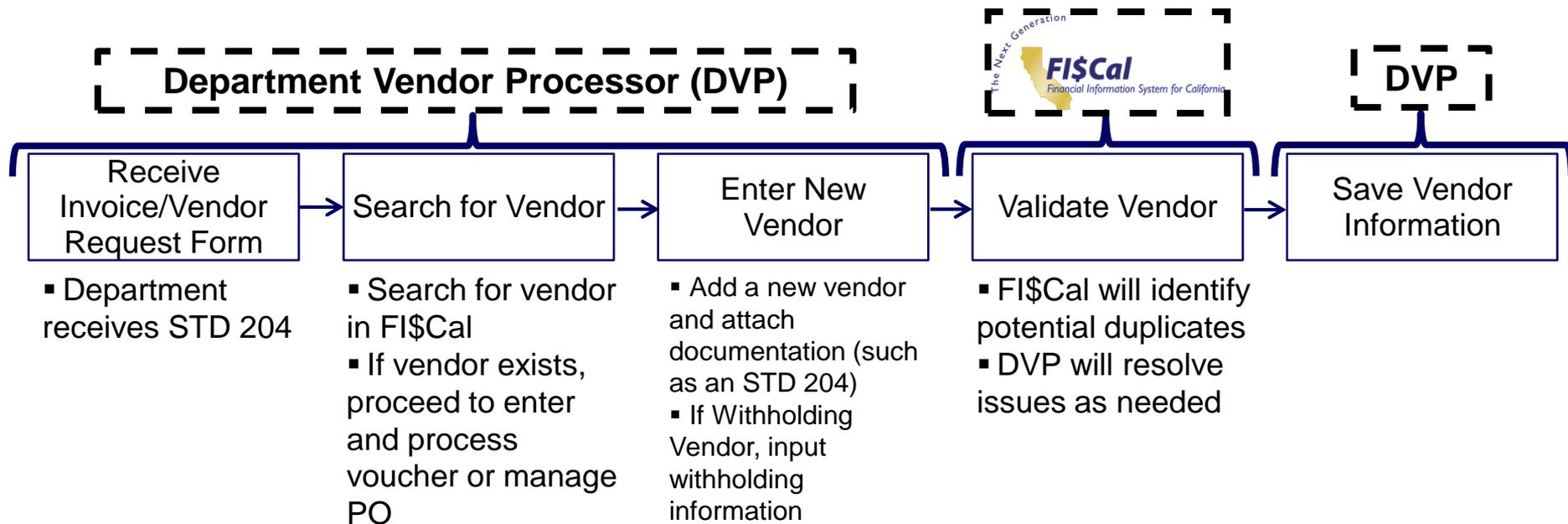
## AP1 – Establish and Maintain Vendor

---

- Introduction
- Process Overview
- UAT Scenario Review
- System Demo
- Q&A

# BP Overview #1

## AP1 – Establish and Maintain Vendor



### 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

# BP Overview #1

## AP1 – Establish and Maintain Vendor

- Review Related UAT Scenarios

Business Process	UAT Scenario	Brief Description
AP1 - Enter and Maintain Vendors	Create a Basic Vendor	Create a basic vendor that will be used for creating vouchers.
AP1 - Enter and Maintain Vendors	Update an Existing Vendor	Create a vendor change request form for an existing approved vendor in FI\$Cal.
AP1 - Enter and Maintain Vendors	Create a Confidential Vendor	Create and save a Vendor with Payment/Withholding Alt Names masked.

# BP Overview #1

## AP1 – Establish and Maintain Vendor

---

- System Demo



# BP Overview #1

## AP1 – Establish and Maintain Vendor

---



# BP Overview #2

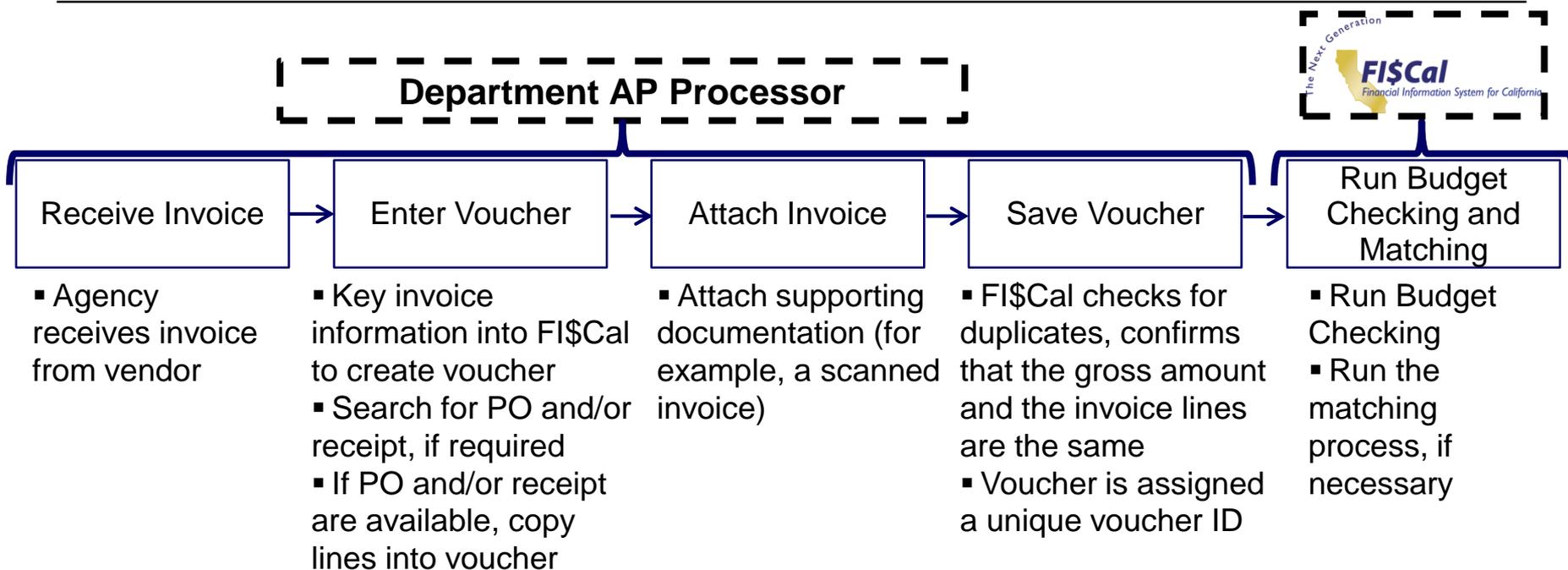
## AP2 – Enter and Process Vouchers

---

- Introduction
- Process Overview
- UAT Scenario Review
- System Demo
- Q&A

# BP Overview #2

## AP2 – Enter and Process Vouchers



### 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

# BP Overview #2

## AP2 – Enter and Process Vouchers

---

- Review Related UAT Scenarios

Business Process	UAT Scenario	Brief Description
AP2 - Enter and Process Vouchers	Create a Regular Voucher	Create a voucher against a supplier invoice for payment to the vendor..
AP2 - Enter and Process Vouchers	Create a Single Payment Voucher	Create a voucher in which the vendor will not be set up in FI\$Cal.
AP2 - Enter and Process Vouchers	Create a Confidential Voucher	Create and save a Single Payment Voucher with the Single Payment Vendor information masked.

# BP Overview #2

## AP2 – Enter and Process Vouchers

---

- System Demo



# BP Overview #2

## AP2 – Enter and Process Vouchers

---



# BP Overview #3

## AP4 – Matching

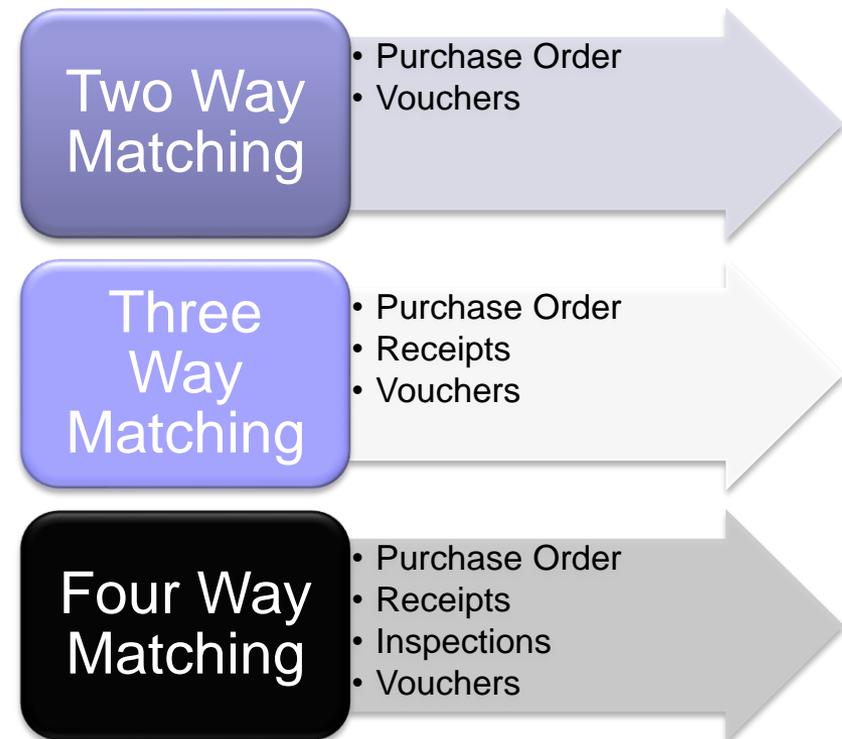
---

- Introduction
- Process Overview
- UAT Scenario Review
- System Demo
- Q&A

# BP Overview #3

## AP4 – 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



# BP Overview #3

## AP4 – Matching

---

- Review Related UAT Scenarios

Business Process	UAT Scenario	Brief Description
AP4 - Matching (Integration with Procurement)	Create a PO Voucher and verify Match Status	Create a voucher against the full amount of an open Purchase Order.

# BP Overview #3

## AP4 – Matching

---

- System Demo



# BP Overview #3

## AP4 – Matching

---



# Next Steps

---

- Re-watch the UAT Testing Process Webinar for more information
- Attend the UAT sessions for your planned scenarios
- Have fun!

# Questions?

---



FI\$Cal Project Information:

<http://www.fiscal.ca.gov/>

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

[UATTesting@Fiscal.ca.gov](mailto:UATTesting@Fiscal.ca.gov)