



FI\$Cal

Financial Information System for California

Wave 2 UAT – Procurement Business Process Overview

April 2015

Overview

- Welcome & Introductions – Pat Valencia-Carlson
- Module Overview – Pat Valencia-Carlson
- ePro 3: Create and Approve Requisitions – Patti Moore/Jon Tugade
- ePro 1: Manage Solicitations – Patti Moore/Jon Tugade
- ePro 2: Administer Vendor Contracts– Patti Moore/Jon Tugade
- PO 2: Manage Purchase Order – Patti Moore/Jon Tugade
- PO 3: Receive and Inspect Goods and Services – Patti Moore/Jon Tugade
- PO 4: Process P-Card Transactions – Patti Moore/Jon Tugade
- Wrap Up & Next Steps – Patti Moore/Jon Tugade

Today's Presenters

- Patti Moore – State Module Lead
- Pat Valencia-Carlson – State Functional Lead
- Jon Tugade – Accenture Functional Lead

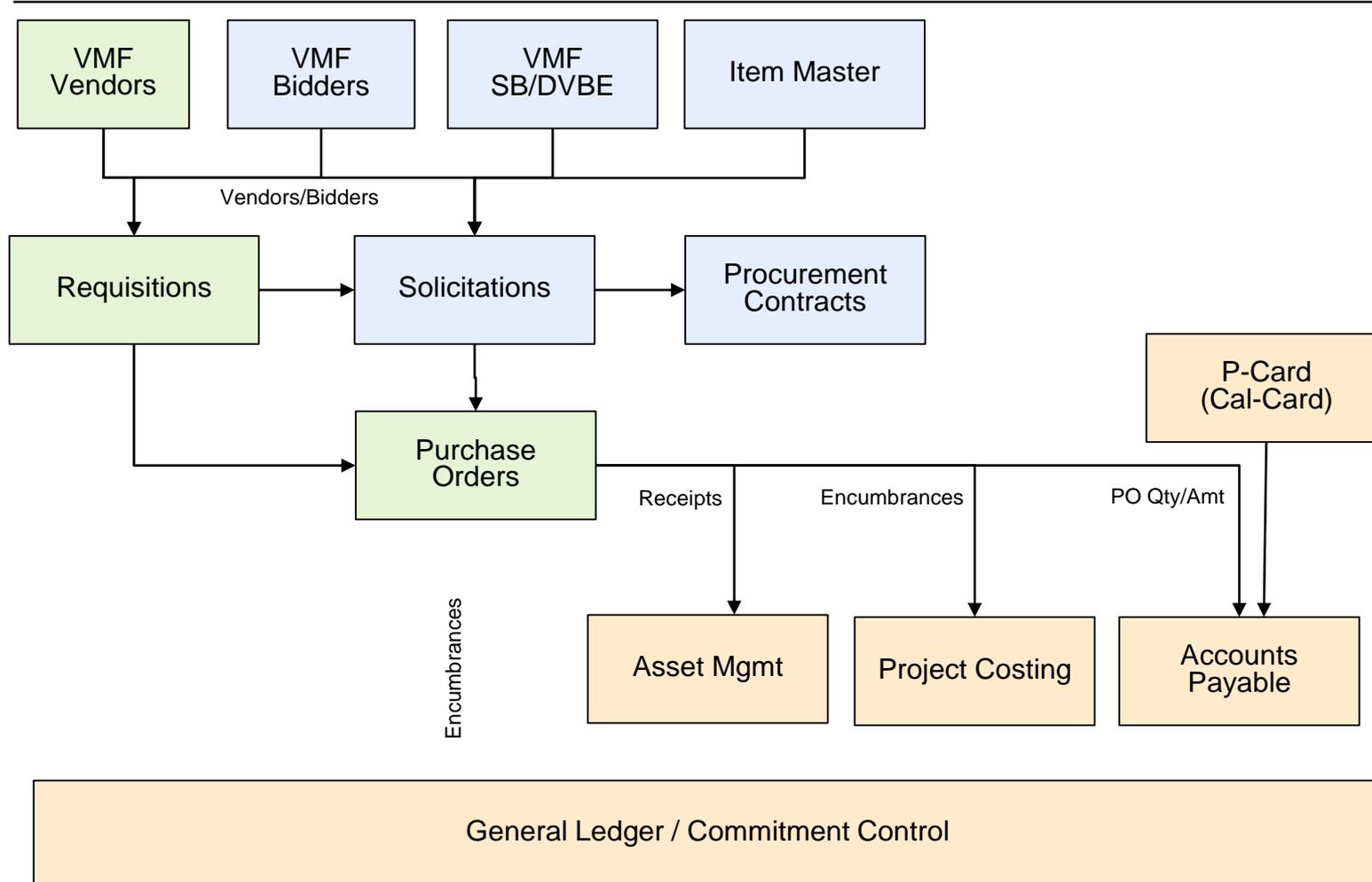
Welcome!

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

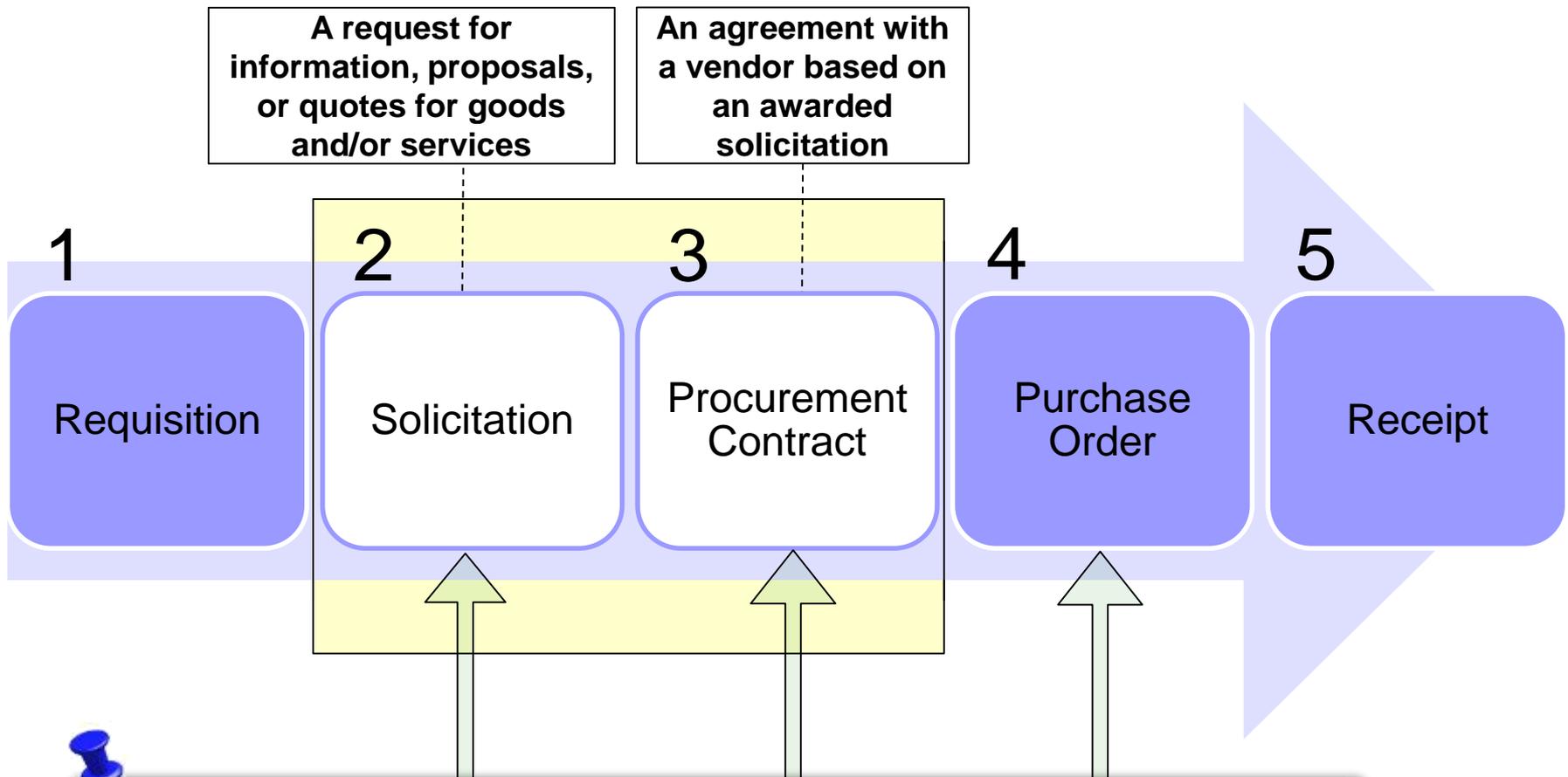
Procurement Module Overview

- Introduction
- Process Overview

FI\$Cal Integrated Procurement Solution



End-to-End Process for Purchasing



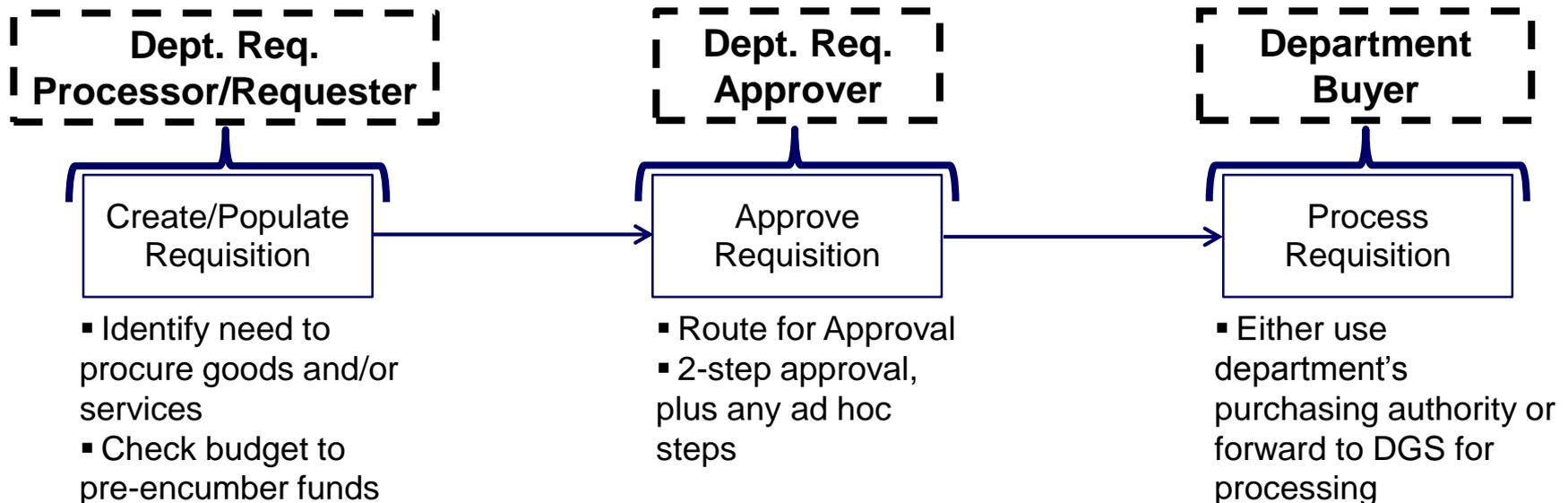
Note: A purchase of goods and/or services may begin the process at any of these points by direct entry. Here we will describe the complete “Req to Receipt” process.

BP Overview #1 – Requisitions

- The **Create and Approve Requisition** process covers all activities related to a requisition starting with creation, approval, and budget check, and ending with creation of a Solicitation or Purchase Order (PO)
 - This includes the following sub-processes:
 - **Create Requisition**
 - **Approve Requisition**
 - **Maintain Requisition including Requisition Change Orders**
- **Purchasing Authority Delegation & Enforcement**
 - Requests for New or revised delegation authority
 - Enforcement: Warnings at Requisition Save and Solicitation Event Save; Error/Hard Stop at Solicitation Post, Contract Save and PO Save

BP Overview #1 – Requisitions

Process Overview

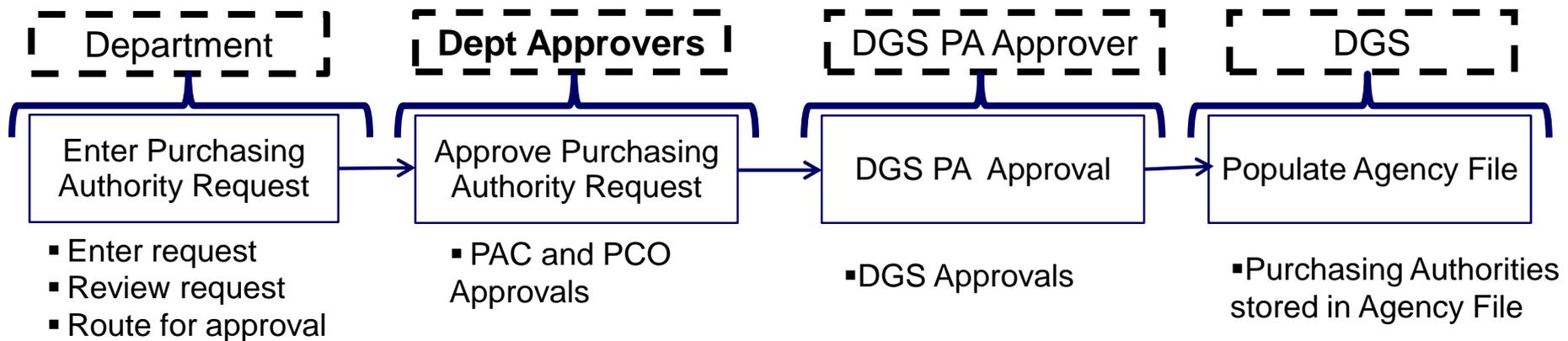


Key Impacts

- Acquisition type and reporting structure will be used to determine workflow routing
- Requisitions may include ad hoc departmental approvers as well as external (DGS) approvers

BP Overview #1 – Purchasing Authority

Process Overview



Key Impacts

- Purchase Authority Requests will be entered, submitted for approval, and routed in FI\$Cal
- Users with PAC/PCO roles will approve requests
- DGS-PAU will receive, review and approve the requests
- Once approved, the dollar authorities will be stored in the agency authority files in FI\$Cal

BP Overview #1 – Requisitions

- Review Related UAT Scenarios

Business Process	UAT Scenario	Brief Description
UAT.ePro3.01	Create a requisition with two lines, comments, and attachments.	Create a requisition with two lines, comments, and attachments.
UAT.ePro3.02	Approve requisition through all levels, push back at level 2, and budget check requisition.	Approve requisition through all levels, push back at level 2, and budget check requisition.
UAT.ePro3.03	Create and Approve Requisition created using Cal PIA Items	Create and Approve Requisition created using Cal PIA Items
UAT.ePro3.04	Create and Approve Requisition created for Service	Create and Approve Requisition created for Service
UAT.ePro3.05	Update, Cancel and Re-Open Requisition	Update, Cancel and Re-Open Requisition
UAT.ePro3.06	Run Requisition Reports	Run Requisition Reports
UAT.ePro3.08	Update Purchasing Authority and Approve the Purchasing Authority	Update Purchasing Authority and Approve the Purchasing Authority

BP Overview #1 – Requisitions

- Review Related UAT Scenarios

Business Process	UAT Scenario	Brief Description
UAT.ePro3.09	Update PAC/PCO	Update PAC/PCO
UAT.ePro3.10	DGS Purchasing Authority and PAC/PCO Approval	DGS Purchasing Authority and PAC/PCO Approval

BP Overview #1 – Requisitions

- System Demo



BP Overview #1 – Requisitions



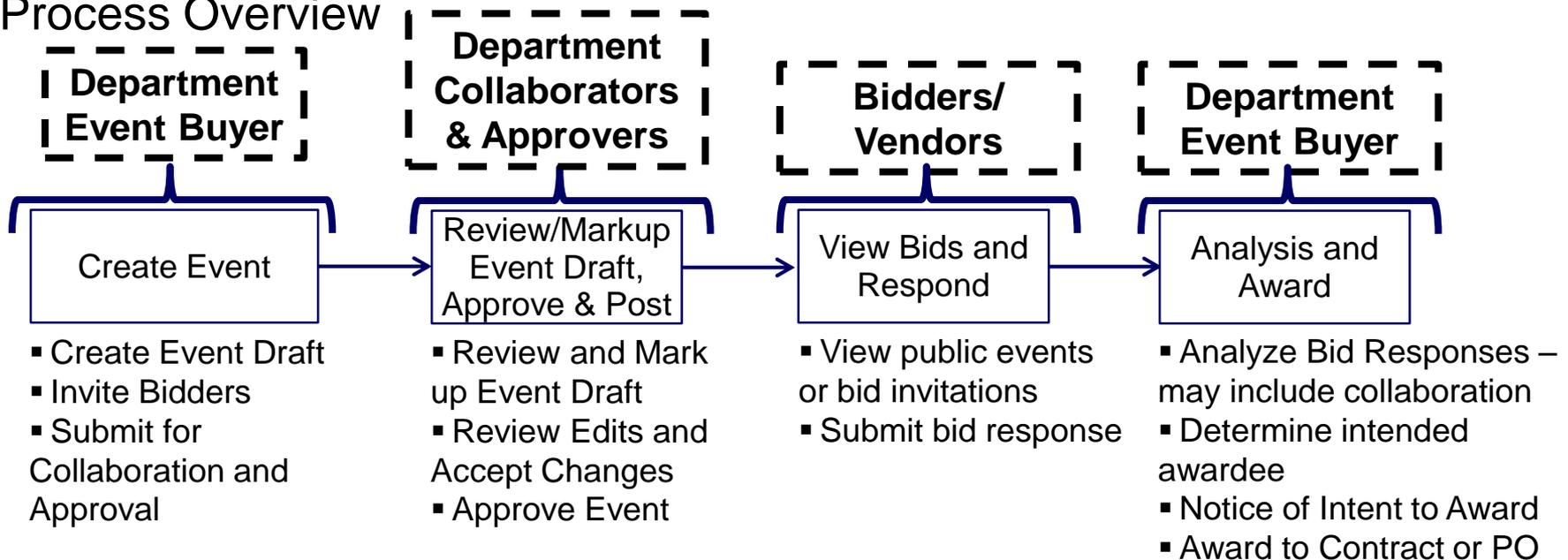
BP Overview #2 – Solicitations

Introduction

- Manage Sourcing process starts when the department identifies need to purchase goods and/or services or to create a new contract
- Buyer creates solicitation or addenda to an existing solicitation
- Solicitation can be created by direct entry or by copying from a requisition
- Bidder / vendor submits bid response
- Buyer analyzes bid responses
- Where applicable, create Notice of Intent to Award
 - If there is no protest, award purchase order or contract
 - If there is a protest, follow protest resolution process
- Solicitation is awarded to a contract or a PO

BP Overview #2 – Solicitations

Process Overview



Key Impacts

- Solicitation Events may be entered directly or may originate from a requisition
- Collaborators will be selected by the event buyer to provide edits; collaboration routing uses approver worklists; Event Buyer decides which edits to accept
- The event will be posted in the portal and email invitations sent after event approval
- Online tabulation may be exported to excel for further analysis & processing

BP Overview #2 – Solicitations

- Review Related UAT Scenarios

Business Process	UAT Scenario	Brief Description
UAT.ePro1.01	Create Online Buy Solicitation Event above PA, with Exemption Code (Public and also invite Bidder)	Create Online Buy Solicitation Event above PA, with Exemption Code (Public and also invite Bidder)
UAT.ePro1.02	Create Online RFI, include Bid Factor creation (Private Event)	Create Online RFI, include Bid Factor creation (Private Event)
UAT.ePro1.03	Create Buy Solicitation Event from Requisition, Two Envelope, with Intent to Award (Public)	Create Buy Solicitation Event from Requisition, Two Envelope, with Intent to Award (Public)
UAT.ePro1.04	Award Solicitation Event to PO and Contract	Award Solicitation Event to PO and Contract
UAT.ePro1.05	Collaborate, Post and Approve Solicitation Event	Collaborate, Post and Approve Solicitation Event
UAT.ePro1.06	Create Bidder Profile on Behalf of Bidder and Enter Bid Response on Behalf of Bidder	Create Bidder Profile on Behalf of Bidder and Enter Bid Response on Behalf of Bidder

BP Overview #2 – Solicitations

- Review Related UAT Scenarios

Business Process	UAT Scenario	Brief Description
UAT.ePro1.07	Analyze with Collaboration	Analyze with Collaboration
UAT.ePro1.08	Analyze without Collaboration (Export and Import Analysis)	Analyze without Collaboration (Export and Import Analysis)
UAT.ePro1.09	Award Solicitation to multiple Vendor / Bidder	Award Solicitation to multiple Vendor / Bidder
UAT.ePro1.10	Inquiries and Reports	Inquiries and Reports
UAT.ePro1.11	Create a new Version with Amendment and QA document attached	Create a new Version with Amendment and QA document attached

BP Overview #2 – Solicitations

- System Demo



BP Overview #2 – Solicitations

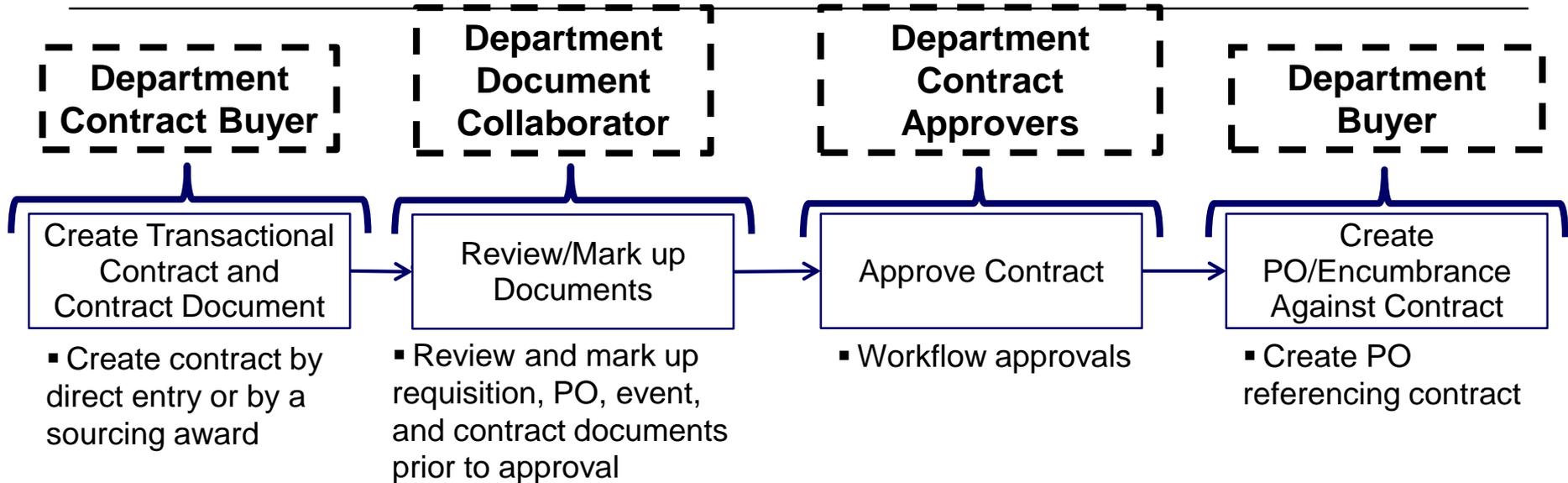


BP Overview #3–Procurement Contracts

Introduction

- Contract process starts upon notification of award to vendor (the last step of Manage Solicitations Process) or at direct entry of a contract.
- Contracts include departmental and Leveraged Procurement Contracts (LPA)
- Includes ongoing activities necessary to create/amend contract, build contract document, approve contract and contract document, evaluate for extension, rebid or retire contract
- Process also includes administration of contract (tracking of contract usage, enforcement of maximum amount(s), and contract effective dates)
- Process ends when contract is available to departments for procurement of goods and/or services.

BP Overview #3–Procurement Contracts



Key Impacts

- Contracts may be created by award from solicitation, direct entry, or copying from an existing contract
- Contract will be either an LPA or a departmental contract
- Contract library is available to create contract documents
- Wet signatures on contracts still needed from vendors
- Purchase Orders are the release mechanism for ordering against a contract
- Procurement contracts are managed and maintained in FI\$Cal

BP Overview #3–Procurement Contracts

- Review Related UAT Scenarios

Business Process	UAT Scenario	Brief Description
UAT.ePro2.01	Create a Multi-Year Contract with multi-line, Above PA, Open Item, Item Category, Item Description, Add Contract Document	Create a Multi-Year Contract with multi-line, Above PA, Open Item, Item Category, Item Description, Add Contract Document
UAT.ePro2.02	Copy Contract and Update, within PA, Add Agreement Summary and Sub Contracting Information	Copy Contract and Update, within PA, Add Agreement Summary and Sub Contracting Information
UAT.ePro2.03	Approve Contract and Ad Hoc OLS Approver	Approve Contract and Ad Hoc OLS Approver
UAT.ePro2.04	Dispatch Contract	Dispatch Contract
UAT.ePro2.05	Add Contract Document	Add Contract Document
UAT.ePro2.06	Create Contract PO Release	Create Contract PO Release

BP Overview #3–Procurement Contracts

- Review Related UAT Scenarios

Business Process	UAT Scenario	Brief Description
UAT.ePro2.07	Contract Change Order (Amendment)	Contract Change Order (Amendment)
UAT.ePro2.08	Inquiries and Report	Inquiries and Report

BP Overview #3—Procurement Contracts

- System Demo



BP Overview #3—Procurement Contracts



BP Overview #4 – Purchase Orders

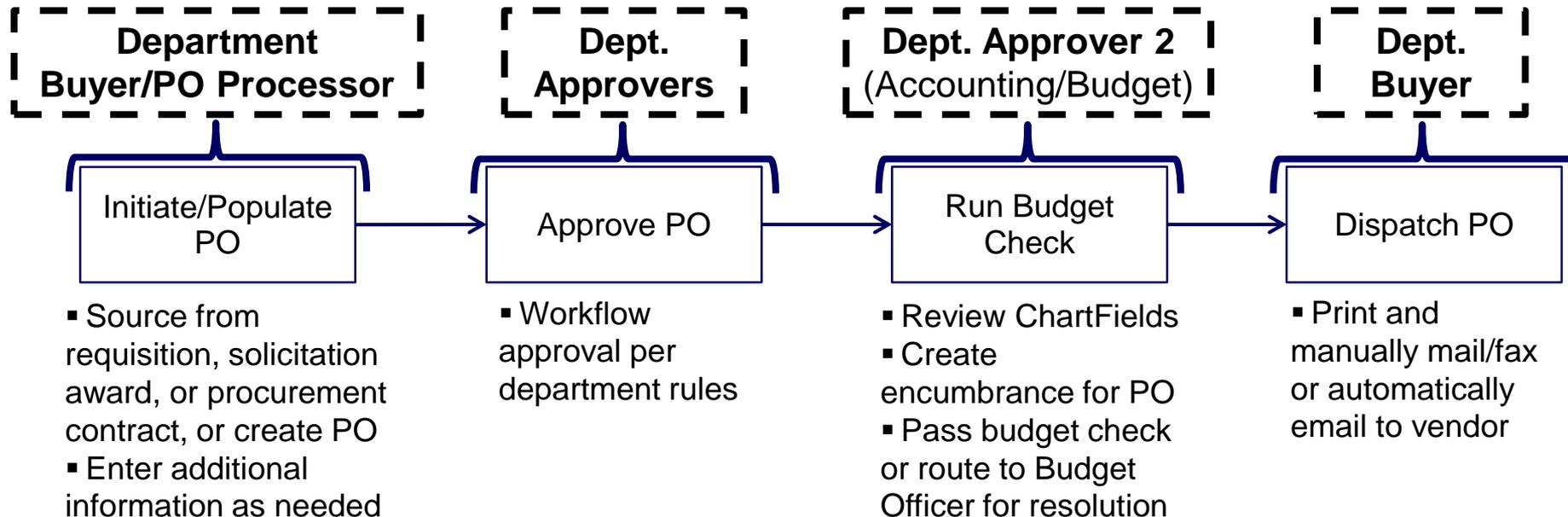
Introduction

- The **Manage Purchase Order** process is used to create purchase orders (POs) and change orders (amendments) for existing POs. This includes activities necessary to create POs, approve POs, budget check (encumbrance), and dispatch POs to support State/Department procurement activity
 - This includes the following sub-processes:
 - **Create Purchase Orders**
 - **Approve POs**
 - **Run Budget Check**
 - **Dispatch POs**

BP Overview #4 – Purchase Orders

Process Overview

The purchase order process can begin either with a requisition or from direct entry:



BP Overview #4 – Purchase Orders

- Review Related UAT Scenarios

Business Process	UAT Scenario	Brief Description
UAT.PO2.01	Create PO from a requisition, and enter SB/DVBE information on PO.	Create PO from a requisition, and enter SB/DVBE information on PO.
UAT.PO2.03	Review, approve, and budget check a PO.	Review, approve, and budget check a PO.
UAT.PO2.04	Create Online PO without SABRC with Sub Contracting information within PA (Service + Goods - 2 lines)	Create Online PO without SABRC with Sub Contracting information within PA (Service + Goods - 2 lines)
UAT.PO2.05	Create a PO from Requisition with SABRC and above PA (Goods - Single Line)	Create a PO from Requisition with SABRC and above PA (Goods - Single Line)
UAT.PO2.06	Create PO from Contract, Split Schedule, Split Distribution	Create PO from Contract, Split Schedule, Split Distribution
UAT.PO2.07	Create PO Change Order, Update PO without Change Order	Create PO Change Order, Update PO without Change Order

BP Overview #4 – Purchase Orders

- Review Related UAT Scenarios

Business Process	UAT Scenario	Brief Description
UAT.PO2.08	Enter data (Acquisition Type/Sub-Type/Method/Sub-Method, LPA contracts), run interface, upload for 3 POs (with single/multiple line items) to FI\$Cal.	Enter data (Acquisition Type/Sub-Type/Method/Sub-Method, LPA contracts), run interface, upload for 3 POs (with single/multiple line items) to FI\$Cal.
UAT.PO2.09	PO Reconciliation, Cancel, Re-open	PO Reconciliation, Cancel, Re-open
UAT.PO2.11	Inquiries and Reports	Inquiries and Reports

BP Overview #4 – Purchase Orders

- System Demo



BP Overview #4 – Purchase Orders

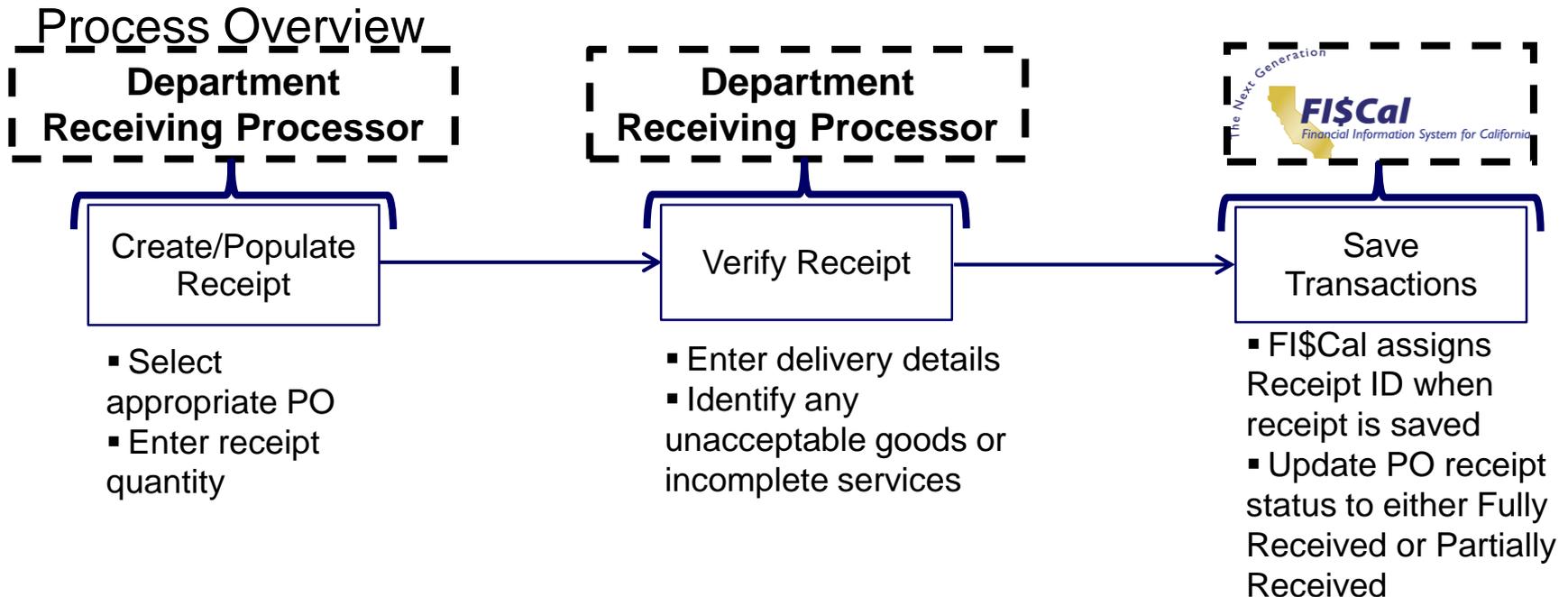


BP Overview #5 – Receiving

Introduction

- The **Receive Goods and/or Services** process records the receipt of goods and/or services by the State and verifies conformance to shipping documents and PO requirements
 - Reject quantities, reject reason and disposition are recorded in the system for full traceability
 - Full receipt or partial receipt(s) may be performed
 - Receiving may be performed in dollars (amount) rather than quantity commonly used in Services POs
 - This includes the following sub-processes:
 - **Create Receipt**
 - **Inspection**
 - **Create Return to Vendor (RTV)**

BP Overview #5 – Receiving



Key Impacts

- Receipt delivery, accrual, summary, ship to, and account details are captured in FI\$Cal
- Blind receiving will be implemented
- Inspection of receipts is recorded in FI\$Cal
- Automated update of PO status when a receipt is saved, also affecting payment date
- Asset physical information (for example, serial number) is sent to asset management

BP Overview #5 – Receiving

- Review Related UAT Scenarios

Business Process	UAT Scenario	Brief Description
UAT.PO3.01	Receive a PO.	Receive a PO.
UAT.PO3.02	Receive Goods	Receive Goods
UAT.PO3.03	Receive Services	Receive Services
UAT.PO3.04	Cancel Receipt	Cancel Receipt
UAT.PO3.05	RTV Transaction	RTV Transaction
UAT.PO3.06	Receipt Inspection	Receipt Inspection
UAT.PO3.08	Pre-Wave Receipt Inquiry	Pre-Wave Receipt Inquiry
UAT.PO3.09	Run Receiving Reports	Run Receiving Reports

BP Overview #5 – Receiving

- System Demo



BP Overview #5 – Receiving

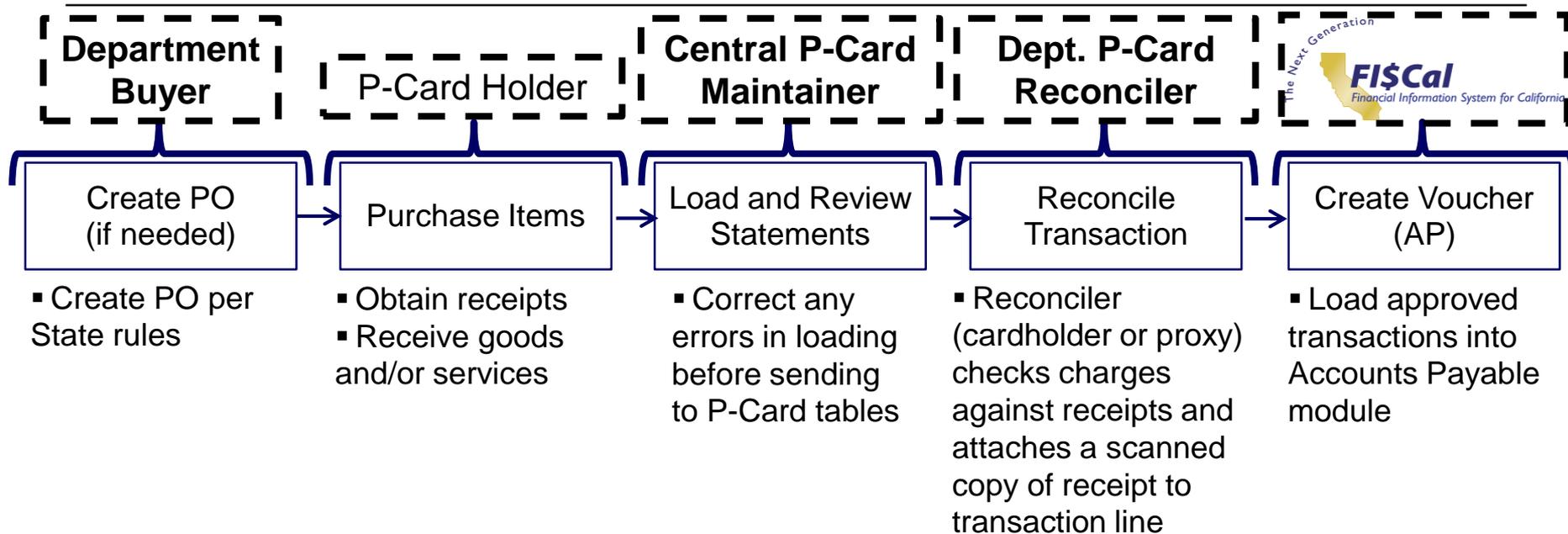


BP Overview #5–Procurement Cards

Introduction

- The **Procurement Card (P-Card)** Process includes: Creating and administering cardholder profiles, Loading, reconciling, and approving P-Card transactions, Generating payments to the bank
 - Transaction statements will be received from the bank electronically and loaded into FI\$Cal. Reconciliation by cardholders/proxies is performed in FI\$Cal.
 - The following are the two main scenarios in which the P-Card is used (per State procurement rules):
 - Requisition/PO created prior to obtaining goods/services via P-Card
 - Directly at Merchant

BP Overview – Procurement Cards



Key Impacts

- Bank Statements will be loaded and P-Card reconciliation will be performed in FI\$Cal
- Reconciliation includes adding UNSPC code, acquisition method type, SABRC recycle, EPP compliance, and identifying the vendor (including SB/DVBE participation) if a PO was not created
- Reconciled and approved transactions are pushed to AP for payment processing

BP Overview – Procurement Cards

- Review Related UAT Scenarios

Business Process	UAT Scenario	Brief Description
UAT.PO4.01	With PO, without PO, contract, SB/DVBE, SABRC/EPP, and splitting transaction lines.	With PO, without PO, contract, SB/DVBE, SABRC/EPP, and splitting transaction lines.
UAT.PO4.03	PW P-Card Inquiry	PW P-Card Inquiry
UAT.PO4.04	P-Card Reports	P-Card Reports
UAT.PO4.05	Administer P-Card	Administer P-Card

BP Overview – Procurement Cards

- System Demo



BP Overview – Procurement Cards



Wrap Up

The following Procurement functionality will be in FI\$Cal for Wave 2:

- Requisitions*
- Solicitations
- Procurement Contracts
- Purchase Orders*
- Receiving
- Procurement Cards*
- Items
- BidSync Replacement – SB/DVBE Certification, CSCCR, SCPRS
- EPP/SABRC Capture and Reporting
- Purchasing Authority Request and Enforcement

Note: Red – Workflow Approvals Available; * Funding Info Required

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

BP Overview – DGS Scripts

- Review Related UAT Scenarios

Business Process	UAT Scenario	Brief Description
UAT.PO1.01	Item Upload (Only Cal PIA and DGS)	Item Upload (Only Cal PIA and DGS)
UAT.ePro3.10	DGS Purchasing Authority and PAC/PCO Approval	DGS Purchasing Authority and PAC/PCO Approval
UAT.PO2.14	DGS Only: Online Apply for SB and DVBE Certification	DGS Only: Online Apply for SB and DVBE Certification
UAT.PO2.15	DGS Only: Paper based SB and DVBE Certification	DGS Only: Paper based SB and DVBE Certification
UAT.PO2.16	DGS Only: Manage Certification	DGS Only: Manage Certification
UAT.PO2.17	DGS Only: Edit and Approve Certification	DGS Only: Edit and Approve Certification
UAT.PO2.18	DGS Only: Certification Reports	DGS Only: Certification Reports

BP Overview – Non FI\$Cal Scripts

- Review Related UAT Scenarios

Business Process	UAT Scenario	Brief Description
UAT.PO2.12	Non-Wave 2: Online SCPRS Entry and Update SCPRS entry	Non-Wave 2: Online SCPRS Entry and Update SCPRS entry
UAT.PO2.13	Non-Wave 2: SCPRS Upload	Non-Wave 2: SCPRS Upload
UAT.ePro1.12	Non Wave 2: Online CSCR Entry and Approval	Non Wave 2: Online CSCR Entry and Approval
UAT.ePro1.13	Non Wave 2: Progress Payment	Non Wave 2: Progress Payment