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
- Requisition
  - Business Process Overview, Key Terms
  - Process Flows, Screenshots
  - End-User Roles
- Purchase Order
  - Business Process Overview, Key Terms
  - Process Flows, Screenshots
  - End-User Roles

Agenda

- P-card Transaction
  - Business Process Overview, Key Terms
  - Process Flows, Screenshots
  - End-User Roles
- Receiving
  - Business Process Overview, Key Terms
  - Process Flows, Screenshots
  - End-User Roles
- Technology Considerations
- Change Impact Activity
- Business Process Workshop 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

Calendar Years

<table>
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<th>2014</th>
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</tbody>
</table>

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

O&M
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 1 end-user roles to be used by Wave 2 departments
  - A template to capture department-specific changes and impacts
  - An opportunity to begin thinking about updates to internal department processes
FI$Cal Design Approach

**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

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**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

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**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

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**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

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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 Comes Next?

- **Role Mapping Working Session** – Working Session 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
What You Should Take Away

- Process overview level understanding of the Wave 1 FI$Cal business processes that will be applicable to Wave 2 departments. For this session, the business processes are:
  - ePro 3 Create and Approve Requisitions
  - PO 2 Manage Purchase Orders
  - PO 3 Process P-Card Transactions
  - PO 4 Receive and Inspect Goods and Services
- BPW Change Impact Tool for your department used to identify and manage department-specific impacts
- Understanding of the FI$Cal end-user roles for participation in the Wave 2 Role Mapping Working Session
FI$Cal Solution Overview

September 30, 2014
FI$Cal Procurement Solution

September 30, 2014
FI$Cal Budgeting Solution

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

Other Sources (Spreadsheet Templates)

SCO Payroll

Statistical Data

HR Data

Smart View for Office

View/Update Data

Hyperion Public Sector Planning & Budgeting

Actuals and Budget Data

Budget Books

Final Budget Data

PDF

HTML

General Ledger / Commitment Control

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Requisition Overview

- 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 Purchase Order (PO).

- This includes the following sub-processes:
  - Create, Approve, and Maintain Requisition including Requisition Change Orders.
FI$Cal Procurement Solution

Legend
- Pre-Wave
- Wave 1
- Wave 2

- VMF Vendors
- VMF Bidders
- VMF SB/DVBE
- Item Master
- eProcurement (Requisitions)
- Strat. Sourcing (RFX Solicitation)
- Contract Management
- Purchasing (Purchase Order)
- P-Card (Cal-Card)
- General Ledger / Commitment Control
- PO Qty/Amt
- Receipts
- Encumbrances
- Vendors/Bidders
- Asset Mgmt
- Project Costing
- Accounts Payable
- VMF Vendors
- VMF Bidders
- VMF SB/DVBE
- Item Master
- eProcurement (Requisitions)
- General Ledger / Commitment Control
- September 30, 2014
Requisition Data Hierarchy

- **Requisition Header**
  - Req Name, Requester, Req Date, Acq Type/Method

- **Requisition Line**
  - Description, Quantity, Unit of Measure, Category (USNSPC Code)

- **Requisition Schedule**
  - Ship To Location, Due Date, Price, Sales Tax, Freight Costs

- **Requisition Distribution**
  - Accounting Information
What is included in Requisitions for Wave 1

- Requisitions are created in FI$Cal
- New Chart of Accounts (COA) are deployed
- Funding information is validated and fund availability is tracked in FI$Cal
- Users have the ability to assign an item as an asset when creating a requisition
- Acquisition Type and Method is captured in requisitions
- State Agency Buy Recycled Campaign (SABRC) and Environmentally Preferable Purchasing (EPP) compliance information are entered in FI$Cal
What is included in Requisitions for Wave 2

- Additional Features in Requisitions for Wave 2; These features will be discussed in the Wave 2 BPW
- Delegated Purchase Authority thresholds enforced in system
  - Automated PAA processing and workflow approval for departments and DGS
  - Auto flow of Acquisition Type and Method other key fields throughout the transaction cycle (from Requisition to Solicitation to Contract, and/or PO)
  - Electronic form for attaching and tracking of Waivers, Justifications, and other procurement/contracting documents
  - CALPIA catalog available in FI$Cal, with system alerts for CALPIA products
  - Enhanced EPP/SABRC tracking and reporting
# Requisition Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Header</strong></td>
<td>General information pertaining to the entire requisition. This includes data such as Business Unit, Requester, and Currency Code. Informational fields include requisition status and whether the requisition has been approved and budget checked.</td>
</tr>
<tr>
<td><strong>Lines</strong></td>
<td>Item description, Unit of Measure (UOM), Category, and Quantity for each item on the requisition</td>
</tr>
<tr>
<td><strong>Schedule</strong></td>
<td>Due date, Ship-to address, and Unit Price are stored on the requisition for each item line</td>
</tr>
<tr>
<td><strong>Distribution</strong></td>
<td>Accounting information (the General Ledger ChartField string) is entered. The ChartField string includes Account, Fund, Department ID, Class, Program, and Project.</td>
</tr>
</tbody>
</table>
# Requisition Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>An organizational entity that has a balanced set of books and by which General Ledger (GL) reports and processing can be segregated. In FI$Cal, a GL Business Unit will be defined for each Organization Code (&quot;Org&quot;) that receives appropriations.</td>
</tr>
<tr>
<td>ChartField</td>
<td>An accounting classification segment (for example, Fund or Program)</td>
</tr>
<tr>
<td>Budget Check/Pre-encumbrance/Commitment Control</td>
<td>The process of budgetary accounting which enables the tracking or controlling of expenses against budgets, and revenues against estimates</td>
</tr>
<tr>
<td>Reporting Structure</td>
<td>An agency defined ChartField that identifies the organizational entity associated with a transaction. Similar in purpose to the UCM Organization Code at Level 2 and below</td>
</tr>
</tbody>
</table>

September 30, 2014
## Requisition Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Acquisition Type</strong></td>
<td>State purchasing activities divided into categories: Non-IT Goods, Non-IT Services, and IT Goods and Services, Encumbrance Only</td>
</tr>
<tr>
<td><strong>Acquisition Method</strong></td>
<td>Method of procurement including, but not limited to: ▪ Competitive ▪ Non-competitive bids (NCB) ▪ SB/DVBE Option ▪ Leveraged Procurement Agreements (LPA) ▪ Emergency</td>
</tr>
<tr>
<td><strong>United Nations Standard Products and Services Code (UNSPSC)</strong></td>
<td>Code used to classify goods and/or services in FI$Cal. Should be entered during the reconciliation process</td>
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</table>
## Requisition Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Hoc Approver</td>
<td>Approvers or reviewers that are added to the standard approval process. Inserted Ad Hoc approvers apply only to the current requisition or PO being approved.</td>
</tr>
</tbody>
</table>
Pre Encumbrance/Encumbrance

Pre Encumbrance
(Requisitions) → Encumbrance
(POs) → Expenditure
(Vouchers)

Budget: $1,000,000
Expenses 400,000
Encumbrance 500,000
Pre Encumbrance 50,000*
Available Budget: $100,000

* Note: Pre Encumbrance does not reduce available budget
Create and Approve Requisition

Dept. Req. Processor/Requester

- Create/Populate Requisition
  - Identify need to procure goods and/or services

Dept. Req. Approver

- Approve Requisition
  - Route for Approval
  - 2-step approval plus ad hoc steps

Dept. Buyer/PO Processor

- Process Requisition
  - Either use department’s purchasing authority or forward to DGS for processing

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
Workflow – Requisition

- Additional approvals (dollar thresholds, commodity approvals, etc.) can be handled by inserting ad hoc approvers or reviewers.
- Routing an approval to the Department Buyer is a manual step performed by the worklist distributor.
  - Departments have the option to route directly to the buyer as well by assigning the Department Buyers the distributor role.
Ad Hoc Workflow – Requisition

- Additional approvals (dollar thresholds, commodity approvals, etc.) can be handled by inserting ad hoc approvers or reviewers
- Routing an approval to the Department Buyer is a manual step performed by the worklist distributor
  - Departments have the option to route directly to the buyer as well by assigning the Department Buyers the distributor role
Wave 1 Illustration - Requisition

- Create Requisition
  - Special Request
  - Favorites
  - Copy from Existing Requisition
- Requisition Budget Check
- Requisition Approvals
- Manage Requisitions
  - Search for Requisitions
  - Cancel, Check Budget, Copy, Edit, Requisition Lifecycle, View Approvals, View Printable Version
Wave 1 Illustration – Requisition Approval Process Map

Business Unit: 3980
Requisition ID: 0000000224
Requisition Name: 0000000224
Requester: Department PO Requester
Entered on: 03/25/2014
Status: Pending
Priority: Medium
Budget Status: Not Checked
Requester's Justification:

No justification entered by requester.

Total Amount: 374,987.50 USD

View printable version

Line Information

Review/Edit Approvers

Stage 1

Requisition 0000000224: Pending View/Hide Comments

Path 1

Skipped

Department PO Requester
Requisition Approver 1
03/20/14 - 4:27 PM

Not Routen

Multiple Approvers
Requisition Approver 2

Comment History

Return to Manage Requisitions Approval History
### Manage Requisitions

#### Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

- **Business Unit:** 3980
- **Requisition ID:**
- **Date From:**
- **Requester:** Z_DEPT_PO_REQ
- **Requisition Name:**
- **Request Status:** All but Complete
- **Date To:** 04/07/2014
- **Entered By:**
- **Budget Status:**
- **PO ID:**

#### Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon.

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<thead>
<tr>
<th>Req ID</th>
<th>Requisition Name</th>
<th>BU</th>
<th>Date</th>
<th>Status</th>
<th>Budget</th>
<th>Acq Type</th>
<th>Acq Sub-Type</th>
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<tr>
<td>0000000229</td>
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<td>Valid</td>
<td>IT Goods</td>
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<td>0000000226</td>
<td>New Office Supplies Mar...</td>
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<tr>
<td>0000000225</td>
<td>1000 laptops for DGS</td>
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<td>IT Goods</td>
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Wave 1 Illustration – Requisition Lifecycle

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<th>Requisition Name</th>
<th>BU</th>
<th>Date</th>
<th>Status</th>
<th>Budget Type</th>
<th>Budget Details</th>
<th>Acq Type</th>
<th>Acq Sub-Type</th>
<th>Acq Method</th>
<th>Acq Sub-Method</th>
<th>Total</th>
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<td>0000000219</td>
<td>Extended Testing Staged...</td>
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## Requisition Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Department Requester</td>
<td>The department end user who orders the goods and/or services. The user assigned to this role may or may not be the one who enters the requisition into the system.</td>
</tr>
<tr>
<td>Department Requisition Processor</td>
<td>The department end user who can enter and update requisitions. The end user assigned to this role may or may not be the requester of the requisition.</td>
</tr>
<tr>
<td>Department Requisition Approver 1</td>
<td>The department end user who is responsible for approving department requisitions. This approval step is intended as a first-level review/ approval by a program approver.</td>
</tr>
</tbody>
</table>
## Requisition Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Requisition Approver 2</td>
<td>The department end user who performs a second-level review/approval for a user who will distribute/assign requisitions to department buyers (worklist distributor). For smaller departments that do not have distributors, these users are also assigned the buyer roles.</td>
</tr>
<tr>
<td>Department Buyer</td>
<td>The department end user who verifies the requisition is ready to move forward in the procurement process, creates and updates POs, or sources a PO from a requisition or change orders and dispatch</td>
</tr>
<tr>
<td>Department Advanced Buyer</td>
<td>The department end user who receives all capabilities of the Department Buyer. This user gets the additional functionality of reserving PO numbers, reopening closed requisitions and purchase orders, and additional views and inquiries of the system.</td>
</tr>
</tbody>
</table>
# Requisition Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Ad Hoc Approver</td>
<td>The department or central end user who can be added as part of the requisition workflow for approving department requisitions</td>
</tr>
</tbody>
</table>
Purchase Order Overview

- 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 Purchase Orders
  - Run Budget Check
  - Dispatch Purchase Orders
FI$Cal Procurement Solution

Legend
- Pre-Wave
- Wave 1
- Wave 2

VMF Vendors → VMF Bidders → VMF SB/DVBE → Item Master

Vendors/Bidders

eProcurement (Requisitions) → Strat. Sourcing (RFX Solicitation) → Contract Management

Purchasing (Purchase Order) → Receipts → Encumbrances → PO Qty/Amt

P-Card (Cal-Card) → Accounts Payable → Project Costing → Asset Mgmt

Encumbrances

General Ledger / Commitment Control

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Purchase Order Hierarchy
What is included in POs for Wave 1

- POs will be created, encumbered, approved, and dispatched in FI$Cal
- New Chart of Accounts will be deployed.
- Budget Check (encumbrance) including chartfield validation and checking of funds availability will be performed
- Users will have the ability to designate an item as an asset on the PO
- Email and print dispatch methods for POs will be configured
- The following information will be captured in POs:
  - SABRC Recycle and EPP categories
  - SB/DVBE participation for prime and subcontractors
  - Acquisition Type and Method
What is included in POs for Wave 1

- State Contract and Procurement Registration System (SCPRS) data entry will be handled through an upload from FI$Cal to BidSync
- DGS Billing Code is entered on the PO and sent as part of the SCPRS upload
What is included in POs for Wave 2

- Additional PO Functionality to be Implemented in Wave 2; These features will discussed in the Wave 2 BPW
  - Direct PO Fax Dispatch
  - SB/DVBE information on the PO will be auto-populated from the certification module in FI$Cal
  - Contract information linked to the PO in FI$Cal
  - Auto flow of key fields such as Acquisition Type and Method to the PO
  - Enhanced SABRC/EPP Tracking and Reporting
  - SCPRS data resides in FI$Cal; FI$Cal departments do not have to record purchase order and contract information
## Purchase Order Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header</td>
<td>General information pertaining to the entire order. This includes the PO Date, Vendor, Buyer, PO Type, and PO Reference. The Buyer can also place the order on hold and initiate the approval and budget checking functions. Informational fields include order status and whether the order has been budget checked and dispatched.</td>
</tr>
<tr>
<td>Lines</td>
<td>Item description, Unit of Measure (UOM), Category, and Quantity for each item you are ordering</td>
</tr>
<tr>
<td>Schedule</td>
<td>Due Date, Ship-To Address, and Unit Price are stored on the Purchase Order (PO) for each item line</td>
</tr>
<tr>
<td>Distribution</td>
<td>Accounting information (the GL ChartField string) is entered. The ChartField string includes Account, Fund, Reporting Structure, Program, Appropriation Reference, and Year of Enactment.</td>
</tr>
</tbody>
</table>
## Manage Purchase Order

### Key Impacts
- Only users with the role of Department Buyer or Department PO Processor are allowed to create POs
- Electronic routing and approvals for POs
- Automated budget check/encumbrance

### Destination Approvers
- Source PO from requisition
- Create new PO without requisition
- Add Line, Shipping, and Funding Information
- Add comments
- Workflow approval per department rules
- Review ChartFields
- Create encumbrance for PO
- Pass budget check or route to Budget Officer for resolution
- Print and manually mail/fax or automatically email to vendor

### Diagram

```
+-----------------+               +-----------------+               +-----------------+               +-----------------+
| Initiate PO     |               | Populate PO     |               | Approve PO       |               | Run Budget Check |
|-----------------|               |-----------------|               |-----------------|               |-----------------|
| - Source PO from |               | - Add Line,     |               | - Workflow       |               | - Review        |
| requisition      |               | Shipping, and   |               | approval per     |               | ChartFields     |
| - Create new PO |               | Funding         |               | department rules |               | - Create        |
| without requisition |           | Information    |               |                  |               | encumbrance for |
|                  |               | Add comments    |               |                  |               | PO              |
|-----------------|               |-----------------|               |-----------------|               |-----------------|
| Approve PO       |               | Dispatch PO     |               |-----------------|               |-----------------|
| - Workflow       |               | - Workflow       |               | - Print and      |               |-----------------|
| approval per     |               | approval per     |               | manually mail/fax|               |-----------------|
| department rules |               | department rules |               | or automatically |               |-----------------|
|                  |               |                  |               | email to vendor  |               |-----------------|
|-----------------|               |-----------------|               |-----------------|               |-----------------|
```

---

*September 30, 2014*
Additional approvals (dollar thresholds, acquisition type approvals, etc.) will be handled by inserting ad hoc approvers or reviewers.

Either PO Approver 3 or 4 will approve, depending on the amount of the PO.
Additional approvals (dollar thresholds, acquisition type approvals, etc.) will be handled by inserting ad hoc approvers or reviewers.

Either PO Approver 3 or 4 will approve, depending on the amount of the PO.
Manage PO Change Order

**Department Buyer**
- Change PO
  - Enter/modify/delete PO lines or update existing PO information, as needed
  - Add comments to explain changes, as needed

**Department Approvers**
- Approve PO (if needed)
  - Only if changes by the Buyer need re-approval as per defined approval rules

**Dept. Approver 2 (Accounting)**
- Run Budget Check
  - Verify ChartFields
  - FI$Cal confirms adequate funds are available for the change request

**Department Buyer**
- Dispatch PO
  - Print and manually mail/fax or automatically email to vendor

**Key Impacts**
- PO numbers remain the same following a Change Order because the revision number is incremented and tracked by FI$Cal
- When a Change Order is triggered, the PO may need to be re-approved
Wave 1 Illustration - PO

- Create Purchase Order
- PO Approvals
- PO Budget Check / Encumbrance
- PO Dispatch
- PO Inquiries
  - Document Status
  - PO Activity Summary Dodson
- Direct PO Entry
Wave 1 Illustration – PO Header and Line Page
Wave 1 Illustration – PO Approval Process Map
Wave 1 Illustration – PO Document Status Inquiry

### Document Status

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Document Date</th>
<th>Currency</th>
<th>Buyer</th>
<th>PO ID</th>
<th>Status</th>
<th>Document Type</th>
<th>Merchandise Amt</th>
<th>Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3980</td>
<td>04/01/2014</td>
<td>USD</td>
<td>Department Buyer</td>
<td>0000000587</td>
<td>Dispatched</td>
<td>Purchase Order</td>
<td>18,300.00</td>
<td>Valid</td>
</tr>
</tbody>
</table>

### Associated Document

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Document Type</th>
<th>DOC ID</th>
<th>Status</th>
<th>Document Date</th>
<th>Vendor ID</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3980</td>
<td>Receipt</td>
<td>00000000125</td>
<td>Canceled</td>
<td>04/02/2014</td>
<td>0000000001</td>
<td>MAIN</td>
</tr>
<tr>
<td>3980</td>
<td>Receipt</td>
<td>0000000126</td>
<td>Received</td>
<td>04/02/2014</td>
<td>0000000001</td>
<td>MAIN</td>
</tr>
<tr>
<td>3980</td>
<td>Voucher</td>
<td>000000227</td>
<td>Posted</td>
<td>04/02/2014</td>
<td>0000000001</td>
<td>MAIN</td>
</tr>
</tbody>
</table>
## Purchase Order Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Buyer</td>
<td>The department end user who verifies the requisition is ready to move forward in the procurement process, creates and updates POs, or sources a PO from a requisition or change orders and dispatch.</td>
</tr>
<tr>
<td>Department Advanced Buyer</td>
<td>The department end user who verifies the requisition is ready to move forward in the procurement process, creates and updates POs, or sources a PO from a requisition or change orders and dispatch. The user gets additional functions over a regular Department Buyer such as reserving PO numbers in FI$Cal and reviewing the PO information using Document Status pages.</td>
</tr>
<tr>
<td>Department PO Processor</td>
<td>The department end user who creates POs and updates open POs.</td>
</tr>
</tbody>
</table>
# Purchase Order Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department PO Approver 1</td>
<td>The department end user who approves department POs. This approval step is intended as a first-level/program approval.</td>
</tr>
<tr>
<td>Department PO Approver 2</td>
<td>The department end user who approves department POs. This approval step is intended as a second-level approval and accounting/budget review.</td>
</tr>
<tr>
<td>Department PO Approver 3</td>
<td>The department end user who approves department POs. This approval step is intended as a third-level approval (authorizing signature) for orders less than $50K.</td>
</tr>
<tr>
<td>Department PO Approver 4</td>
<td>The department end user who approves department POs. This approval step is intended as a third-level approval (authorizing signature) for orders greater than or equal to $50K.</td>
</tr>
</tbody>
</table>
## Purchase Order Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Ad Hoc Approver</td>
<td>The department or central end user who can be added as part of the PO workflow for approving department POs</td>
</tr>
</tbody>
</table>
## Additional Purchase Order Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department PO Reporter</td>
<td>The department end user who has access to run procurement reports for their department</td>
</tr>
<tr>
<td>Department PO Configuration Maintainer</td>
<td>The department end user who maintains procurement configuration items</td>
</tr>
<tr>
<td>PO Configuration View Only</td>
<td>The department or central end user who can only view procurement configuration items</td>
</tr>
<tr>
<td>PO View Only</td>
<td>The department or central end user who can only view procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions.</td>
</tr>
</tbody>
</table>
Process P-Card Transactions Overview

- 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
FI$Cal Procurement Solution

Legend
- Pre-Wave
- Wave 1
- Wave 2

VMF Vendors
VMF Bidders
VMF SB/DVBE
Item Master

Vendors/Bidders

eProcurement (Requisitions) ➔ Strat. Sourcing (RFX Solicitation) ➔ Contract Management

Purchasing (Purchase Order)

Receipts ➔ Encumbrances ➔ PO Qty/Amt

Vendors/Bidders

P-Card (Cal-Card)

Asset Mgmt
Project Costing
Accounts Payable

Encumbrances

General Ledger / Commitment Control
What is included in P-Cards for Wave 1

Full procurement card functionality will be deployed, including:

- P-Card billing statements interfaced into FI$Cal on a monthly cycle
- P-Card transaction reconciliation will be done online in FI$Cal
- Proxy users may be designated to reconcile, approve, or administer profiles on behalf of the cardholder
- Approved transactions will be picked up for payment processing
- If transactions are tied to a PO, the encumbrance is released upon budget check of the voucher payment
What is included in P-Cards for Wave 1

- Procurement information, such as UNSPSC, itemized line description, SB/DVBE, SABRC Recycle, and Acquisition Type and Method, will be entered during P-Card Reconciliation if PO was not created.

- Automated notifications will be sent to cardholders/proxies when the bank statements are loaded and ready for reconciliation, and for unreconciled transactions after the deadline.
What is included in P-Cards for Wave 2

- P-Card Functionality Deployed in Wave 2; This feature will be part of the Wave 2 BPW

  - Administration of P-Card accounts will be decentralized to the departments
# P-Card Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-Card</td>
<td>A payment mechanism (Visa payment card) that can be used in conjunction with a department's delegated purchasing authority. Referred to currently as CAL-Card. The P-Card procurement mechanism can be used with or without a PO, following State rules.</td>
</tr>
<tr>
<td>Lines</td>
<td>Individual transaction lines from the P-Card statement to be reconciled and approved within FI$Cal</td>
</tr>
<tr>
<td>Reconciliation</td>
<td>The task of checking validity of Bank P-Card charges, comparing and attaching scanned receipt, entering procurement information (UNSPSC code, vendor, etc.)</td>
</tr>
<tr>
<td>Proxy</td>
<td>A user designated to perform online reconciliation on behalf of a cardholder, and approve and/or review a cardholder’s P-Card transactions</td>
</tr>
</tbody>
</table>
Process P-Card Transactions

Department Buyer
- Create PO (if needed)
  - Create PO per State rules

P-Card Holder
- Purchase Items
  - Obtain receipts
  - Receive goods and/or services

Central P-Card Maintainer
- Load and Review Statements
  - Correct any errors in loading before sending to P-Card tables

Dept. P-Card Reconciler
- Reconcile Transaction
  - Reconciler (cardholder or proxy) checks charges against receipts and attaches a scanned copy of receipt to transaction line

Create Voucher (AP)
- Load approved transactions into Accounts Payable module

Key Impacts
- Bank Statements will be loaded and P-Card reconciliation will be performed in FI$Cal
- Reconciliation includes adding UNSPSC 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
Process P-Card Transactions – Use P-Card

P-Card Holder

- Some transactions may be originate from requisitions
- From PO2 Create Items – Create & Approve Requisitions

- Obtain Item / Swipe Card
- Obtain Receipts / Documentation
- PO Created?

Buyer

- Create Direct Purchase Order / Enter Card Information
- Review / Update Line, Shipping, Funding Information
- Add Comments / Attachment as required
- Route PO for Workflow Approval per SRP and Departments Rules
- Approved?

- Order may be against an LPA
- End
- Budget Issue Resolved?
- Budget Process / Encumbrance for PO
- Contact Budget Officer to resolve
- Pass Budget Check?
- Dispatch PO
- Receive Goods and Services
Process Procurement Card – Load Statement

1. RECEIVE PCARD FILE
2. LOAD PROCUREMENT CARD STATEMENTS TO STAGING TABLES
3. STAGING ERRORS?
   - No: LOAD PROCUREMENT CARD STATEMENTS TO TRANSACTION TABLES
   - Yes: REVIEW & CORRECT STAGING ERRORS
4. Reconcile Statement
# Procurement Card Reconcile Transactions

## P-CARD HOLDER

- **Step 1:** Receive email notification that transactions are available to review
- **Step 2:** Verify transactions against receipts
- **Step 3:** Enter UNSPC code
- **Decision:** Transactions match?
  - **Yes:** Set transaction to verified
  - **No:** Place dispute

## SUPERVISOR/P-CARD APPROVER

- **Decision:** Disputed amounts?
  - **Yes:** Take corrective action
  - **No:** Approve?

## P-CARD ADMINISTRATOR

- **Step 1:** Load statement to voucher staging tables
- **Decision:** Track or resolve disputed procurement card charges?
  - **Yes:** Load statement to voucher staging tables
  - **No:** To AP upload vouchers (import and build)
Wave 1 Illustration P-Card

Transaction Reconciliation

- Reconcile
  - Enter Procurement Information (Acquisition Type/Method, SB/DVBE, UNSPSC Code, Recycle Category, etc.)
  - Attach Receipt
  - Dispute a Charge
  - Split Line
  - Set to Verified
- Approve Transactions
# Wave 1 Illustration P-Card

## Procurement Card Transactions

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Billig</th>
<th>Run Budget Validation on Save</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Statement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Card Issuer</th>
<th>Card Number</th>
<th>Trans Date</th>
<th>Merchant</th>
<th>Status</th>
<th>Transaction Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lax, Vikas</td>
<td>USBK1</td>
<td>************2913</td>
<td>04/23/2005</td>
<td>APPLETON PAPERS INC.</td>
<td>Staged</td>
<td>-2,101.16 USD</td>
<td>USD</td>
</tr>
<tr>
<td>Lax, Vikas</td>
<td>USBK1</td>
<td>************2913</td>
<td>04/23/2005</td>
<td>APPLETON PAPERS INC.</td>
<td>Staged</td>
<td>-890.00 USD</td>
<td>USD</td>
</tr>
<tr>
<td>Lax, Vikas</td>
<td>USBK1</td>
<td>************2913</td>
<td>05/12/2005</td>
<td>APPLETON PAPERS INC.</td>
<td>Staged</td>
<td>67,269.31 USD</td>
<td>USD</td>
</tr>
<tr>
<td>Lax, Vikas</td>
<td>USBK1</td>
<td>************2913</td>
<td>04/23/2005</td>
<td>APPLETON PAPERS INC.</td>
<td>Staged</td>
<td>0.02 USD</td>
<td>USD</td>
</tr>
<tr>
<td>Lax, Vikas</td>
<td>USBK1</td>
<td>************2913</td>
<td>05/12/2005</td>
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<td>Staged</td>
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<td>USD</td>
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<td>Verified</td>
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<td>USD</td>
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<td>************2913</td>
<td>05/12/2005</td>
<td>APPLETON PAPERS INC.</td>
<td>Verified</td>
<td>67,269.31 USD</td>
<td>USD</td>
</tr>
<tr>
<td>Lax, Vikas</td>
<td>USBNK</td>
<td>************2913</td>
<td>04/28/2005</td>
<td>APPLETON PAPERS INC.</td>
<td>Verified</td>
<td>-890.00 USD</td>
<td>USD</td>
</tr>
<tr>
<td>Lax, Vikas</td>
<td>USBNK</td>
<td>************2913</td>
<td>05/12/2005</td>
<td>APPLETON PAPERS INC.</td>
<td>Verified</td>
<td>67,269.31 USD</td>
<td>USD</td>
</tr>
</tbody>
</table>
Wave 1 Illustration P-Card

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>3980</td>
</tr>
<tr>
<td>Vendor ID</td>
<td>00000000011</td>
</tr>
<tr>
<td>Location</td>
<td>SOMEPLACE</td>
</tr>
<tr>
<td>Category</td>
<td>ERP or database applications programming services</td>
</tr>
<tr>
<td>Quantity</td>
<td>1.0000</td>
</tr>
<tr>
<td>UOM</td>
<td>EA</td>
</tr>
<tr>
<td>Unit Price</td>
<td>67,269.3100 USD</td>
</tr>
<tr>
<td>Transaction Amount</td>
<td>672,000.00 USD</td>
</tr>
<tr>
<td>Include Tax if Applied</td>
<td>Yes</td>
</tr>
<tr>
<td>Tax Paid</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Notes:**
- The image shows a purchase order screen with various fields filled out.
- The image includes a screenshot of a form with details such as business unit, vendor ID, location, category, quantity, unit price, and transaction amount.
- The form includes options for including tax and selecting the UOM (unit of measure).
Wave 1 Illustration P-Card

### Split Transaction

<table>
<thead>
<tr>
<th>Line:</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trans Date:</td>
<td>05/12/2005</td>
</tr>
<tr>
<td>Billing Amount:</td>
<td>67,269.31 USD</td>
</tr>
<tr>
<td>Posted Date:</td>
<td>05/15/2005</td>
</tr>
<tr>
<td>Reference:</td>
<td></td>
</tr>
<tr>
<td>Merchant:</td>
<td>APPLETON PAPERS INC.</td>
</tr>
<tr>
<td>Description:</td>
<td>90353588/90353621</td>
</tr>
</tbody>
</table>

#### Split Rules

<table>
<thead>
<tr>
<th>Description</th>
<th>Transaction Amount</th>
<th>Billing Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>90353588/90353621</td>
<td>67269.31</td>
<td>67,269.31</td>
<td>100.000000</td>
</tr>
<tr>
<td>90353588/90353621 - 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90353588/90353621 - 3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[OK] [Cancel]
# P-Card Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department P-Card Req User</td>
<td>The department end user who can assign P-Card as a recommended payment mechanism on a requisition</td>
</tr>
<tr>
<td>Department P-Card PO User</td>
<td>The department end user who reviews P-Card requisition and determines if P-card is the appropriate payment mechanism for a PO</td>
</tr>
<tr>
<td>Department P-Card Reconciler</td>
<td>The department end user who reconciles P-Card transactions and updates distributions. This user can be the cardholder or a proxy user who reconciles on behalf of the cardholder.</td>
</tr>
<tr>
<td>Department P-Card Approver</td>
<td>The department end user who reviews and approves P-card transaction lines that have been verified by the card holder/reconciler</td>
</tr>
<tr>
<td>Department P-Card Reviewer</td>
<td>The department end user who reviews P-Card statements and accesses P-Card reports for the department</td>
</tr>
</tbody>
</table>
Receiving Overview

- 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)
What is included in Receipts for Wave 1

- Receipts and RTVs will be entered in FI$Cal
- Asset Management will be integrated with receiving in FI$Cal
- Receiving/Inspection will be integrated with the Accounts Payable module of FI$Cal for automated matching between:
  - PO
  - Voucher
  - Receipt
  - Inspection
What is included in Receipts for Wave 2

- Added Functionality Implemented in Wave 2; This features will not be part of the Wave 2 Solution BPW
  - Bar Code Scanning during Receiving
## Receiving Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving</td>
<td>The act of taking possession of goods or services in order to stage them for inspection, place them into inventory, or deploy them for immediate use</td>
</tr>
<tr>
<td>Inspecting</td>
<td>The act of examining products that have been delivered to determine conformance to the purchase specifications. Performing required “acceptance testing” on goods or services received as a condition for authorizing payments for the purchase</td>
</tr>
<tr>
<td>Acceptance</td>
<td>Acknowledging that the products and/or services conform to the requirements of the PO so that the vendor may be paid</td>
</tr>
<tr>
<td>Return to Vendor (RTV)</td>
<td>The process of returning goods and/or services that have been received and subsequently found unacceptable</td>
</tr>
</tbody>
</table>
Create Receipt

Department Receiving Processor

Create and Populate Receipt
- Select appropriate PO

Verify (as needed)
- Enter delivery details
- Verify goods received for counts and condition (damage, etc.)

Save Transactions
- FI$Cal assigns Receipt ID when receipt is saved
- Update PO receipt status to either Fully Received or Partially Received

Key Impacts
- Receipt delivery, accrual, summary Dodson, ship-to, and account details are captured in FI$Cal
- Blind receiving will be implemented
- Automated update of PO status when goods/services are received
Create Return to Vendor (RTV)

Key Impacts
- RTV instructions and reason codes are incorporated in creating an RTV
- A query is available to view overshipments
Create and Dispatch RTV

Department RTV Processor

1. Department needs to send Goods back to vendor
2. Select receipt for which goods was received
3. Enter Comments or add attachment if needed
4. Select action for Return line (Credit, Replace, Exchange etc.)
5. Enter Reason for Returning goods
6. Enter Quantity to be returned to vendor
7. Save RTV Component
8. Dispatch RTV to vendor
9. Enter shipping details on how the goods are returned
10. End
Wave 1 Illustration - Receipts

Receipt Transactions

- Full Receipt
- Partial Receipt
- Reject Damaged Goods
- Receive Amounts (Service Orders)
### Sample Receipt Transactions

- Full and Partial Receipt, Reject Damaged Goods, Receive Amounts (Service Orders)
Wave 1 Illustration - Receipts

- Entering Asset Information during Receiving (e.g. Asset ID, Tag Number)
# Receiving Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Receiving Processor</td>
<td>The department end user who manages the receipt of goods and services</td>
</tr>
<tr>
<td>Department Receiving Inspector</td>
<td>The department end user who enters receiving inspection results, including acceptance testing</td>
</tr>
<tr>
<td>Department RTV Processor</td>
<td>The department end user who enters a Return To Vendor (RTV) transaction</td>
</tr>
</tbody>
</table>
# Technology Considerations – Conversions

<table>
<thead>
<tr>
<th>Conversion</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Purchase Orders</td>
<td>Purchase Orders in FI$Cal are the mechanism for encumbrance; therefore both Contract and Purchase Order encumbrance information will need to be converted</td>
</tr>
<tr>
<td></td>
<td>• Purchase Orders or Contracts with funds encumbered in FY 14/15 and dispatched to the vendor, and</td>
</tr>
<tr>
<td></td>
<td>• Goods and services not yet received and not yet paid</td>
</tr>
<tr>
<td></td>
<td>• Convert only the balance/quantity of goods and services not yet received; not necessarily the entire Purchase Order or Contract</td>
</tr>
<tr>
<td>Vendor Conversion</td>
<td>Vendors utilized by Wave 1 departments were converted in the FI$Cal Vendor Management File (VMF)</td>
</tr>
</tbody>
</table>
## Technology Considerations – Interfaces

<table>
<thead>
<tr>
<th>Interface</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outbound EDD Independent Contractor</td>
<td>This Outbound interface will list independent contractors with over $600 transactions from two sources - Dispatched PO and Voucher/Payments (currently reported using Form DE 542 for non-CALSTARS departments)</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
Purchasing 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
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.

**Input Documents** - A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.

**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 UPPER CASE 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).
ChartField / UCM Codes Cross-reference