



## Wave 2 FI\$Cal End-User Role Description Handbook

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## Revision History

Date	Version	Change
11/20/2014	1.0	Initial Wave 2 version
02/02/2015	1.1	Added Primavera Roles

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## **1 Introduction**

The FI\$Cal End-User Role Description Handbook describes and documents the new and updated FI\$Cal end-user roles related to the new FI\$Cal business processes and technologies implemented with the FI\$Cal Project for Wave 2. The FI\$Cal end-user roles are organized by FI\$Cal business process area. For additional information on the Wave 2 business processes and functionality, refer to the Wave 2 Business Process Workshop materials. These materials are available from your Department Liaison and posted to the FI\$Cal website at <http://www.fiscal.ca.gov/archive/Wave2Resources.html>.

For Wave 2, the business process areas are:

- Budgeting
- Purchasing
- Accounts Payable
- Asset Management
- Grant Management
- Customer Contracts
- Project Costing
- Billing/Accounts Receivable
- Cash Management/Treasury
- General Ledger

This FI\$Cal End-User Role Description Handbook is designed to assist departments in completing the role-mapping task and ongoing maintenance of role assignments. Role mapping is the process of mapping end users to the appropriate FI\$Cal end-user roles required to complete their daily work activities for FI\$Cal. The Handbook also helps departments understand the FI\$Cal access that each role provides. For each FI\$Cal end-user role, this Handbook provides a:

- Role description and role responsibilities
- List of related FI\$Cal business processes
- Description of the relation to other roles

## 2 Budgeting

### Budgeting Process Overview

The Budgeting process covers all activities for developing and administering the State budget. California's incremental budget methodology provides for the development of incremental budget changes over and above their baseline budgets. The budget development process is iterative at both the department and Department of Finance (DOF) levels; individual budget requests may be changed and modified many times throughout the process before being approved. It takes a full year to develop the State's budget, generally beginning in July and ending the following June after enactment of the Budget Act. The Budgeting process includes:

- *Initiate Budget Development Process* – The baseline budget is developed by initializing the budget system for the upcoming budget cycle, loading base values to calculate department baseline budgets, and providing guidance to departments to facilitate completion of upcoming budget activities. This process includes:
  - Initiating budget development process
  - Providing ongoing budget guidance
- *Prepare Departmental Budget Submission* – Incremental budget changes over and above the baseline budget are made by identification, calculation, approval, and submission of changes and supporting documentation to the DOF. These changes include baseline changes; policy changes; enrollment, caseload, and population changes; revenue estimate changes; and capital outlay changes. Budget changes may be for appropriation (dollar) changes or position authority changes. This process includes:
  - Conducting budget drills
  - Preparing trailer bill language
  - Briefing management and approvers
- *Develop the Governor's Budget* – DOF analyzes the department budget submissions and makes adjustments, as necessary. This process is iterative and may result in sending the budget request back to departments for additional information or clarification. This process is conducted in the Fall prior to publishing the Governor's Budget, and in the Spring prior to publishing the May Revision. This process includes:
  - Analyzing and adjusting departmental budget submissions
  - Conducting budget drills to collect additional information
  - Preparing cash flow projections
  - Preparing trailer bill language

- Briefing management and approvers
- Publishing budget documents throughout the cycle—Governor’s Budget, May Revision, Budget Act, Final Change Book, etc.
- *Manage Budget Legislation* – The legislative process begins after the publication of the Governor’s Budget on January 10. Each house of the Legislature owns its budget bill during the legislative process, but the DOF and departments have the responsibility to attend legislative hearings and record the impact of legislative actions in the budget system. Once both houses successfully pass the same bill, the Governor will have the opportunity to apply vetoes to the bill before signing it. The final enacted authorized budgets and positions are transferred to the relevant systems for monitoring and control. This process includes:
  - Recording legislative actions
  - Supporting reconciliation from the California State Assembly and the California State Senate budget bills
  - Supporting the Governor’s veto process
  - Transferring the authorized budget to the accounting system
  - Establishing authorized positions through the Standard 607 or comparable processes
- *Administer the Budget* – After the budget is enacted, departments and the DOF administer the budget by analyzing, forecasting, changing, and managing it throughout the year. Budget administration also includes requests for adjustments to appropriations to accommodate unforeseen circumstances that require changing the department’s appropriation. This process includes:
  - Preparing appropriation adjustments
  - Analyzing and approving appropriation adjustments

## **Budgeting Roles**

This section provides details for each FI\$Cal end-user role related to the Budgeting process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

**Table 1. Budgeting Roles**

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Department Budget Processor	The department end user who enters and submits budget plan data for approval, including budget requests. The Department Budget Processor will be able to view and use reports, documents, task lists, and department budgeting content.	<ul style="list-style-type: none"> <li>• Initiate Budget Development Process</li> <li>• Prepare Departmental Budget Submission</li> <li>• Prepare Appropriation Adjustment</li> </ul>	<ul style="list-style-type: none"> <li>• Enter/Delete Budget Plan Data</li> <li>• Update/Manage Budget Plan Data</li> <li>• Submit Budget Plan Data</li> <li>• View Reports and Documents</li> <li>• View and Use Task List</li> <li>• View Department Budgeting Content</li> </ul>	<ul style="list-style-type: none"> <li>• Enters and submits budget plan data for review and approval by Department Budget Approvers</li> </ul>
Department Budget Approver	The department end user who is responsible for approval of the budget submission. The Department Budget Approver can edit, add, or remove data in planning units to which they have received permissions, and then can approve or reject the budget plan submission.	<ul style="list-style-type: none"> <li>• Prepare Departmental Budget Submission</li> <li>• Prepare Appropriation Adjustment</li> </ul>	<ul style="list-style-type: none"> <li>• Edit Budget Plan Data</li> <li>• Approve Budget Plan Data</li> <li>• View Reports and Documents</li> <li>• Submit Budget Plan Data</li> </ul>	<ul style="list-style-type: none"> <li>• Edits and determines the approval action for budget plan data submitted by a Department Budget Processor</li> <li>• Can be inserted in the budget plan data approval process as an ad hoc approver at any point in the approval process</li> </ul>
Budget Viewer	The department or central end user who can view budget requests, budget reports, and budget documents.	<ul style="list-style-type: none"> <li>• Initiate Budget Development Process</li> <li>• Provide Ongoing Budget Guidance</li> <li>• Develop the Governor's Budget (all)</li> <li>• Manage Budget Legislation (all)</li> <li>• Analyze and Approve Appropriation Adjustment</li> </ul>	<ul style="list-style-type: none"> <li>• View Budget Requests</li> <li>• View Reports and Documents</li> <li>• View Task List</li> <li>• Run Reports</li> </ul>	<ul style="list-style-type: none"> <li>• View budget requests submitted by Department Budget Processors or Department Budget Approvers</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Budget System Maintainer	The department end user who is responsible for managing department workflow, and making changes for assigned approvers.	<ul style="list-style-type: none"> <li>• Initiate Budget Development Process</li> <li>• Prepare Departmental Budget Submission</li> <li>• Prepare Appropriation Adjustment</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Department Workflow</li> <li>• Edit Assigned Approvers</li> </ul>	<ul style="list-style-type: none"> <li>• Can only change workflow for department-level approvals</li> <li>• May reassign Department Budget Approvers and Department Budget View Only Approver to workflows</li> <li>• May make changes to workflows</li> </ul>
DOF Budget Processor	The Department of Finance (DOF) end user who reviews, modifies, and submits budget requests. The DOF Processor also prepares reports and summaries supporting the budget deliberations process, and creates supporting information for the Governor's Budget and the final enacted budget.	<ul style="list-style-type: none"> <li>• Initiate Budget Development Process</li> <li>• Provide Ongoing Budget Guidance</li> <li>• Develop the Governor's Budget (all)</li> <li>• Manage Budget Legislation (all)</li> <li>• Analyze and Adjust Appropriation Adjustment</li> </ul>	<ul style="list-style-type: none"> <li>• View Reports and Documents</li> <li>• View and Use Task List</li> <li>• View Department Budgeting Content</li> <li>• Edit, Add, and Remove Budget Requests</li> </ul>	<ul style="list-style-type: none"> <li>• Enters and submits budget requests for review and approval by DOF Budget Approvers</li> </ul>
DOF Budget Approver	The DOF end user who can edit, add, or remove data in planning units to which they have received permissions, and then can approve or reject the budget request.	<ul style="list-style-type: none"> <li>• Initiate Budget Development Process</li> <li>• Provide Ongoing Budget Guidance</li> <li>• Develop the Governor's Budget (all)</li> <li>• Manage Budget Legislation (all)</li> <li>• Analyze and Adjust Appropriation Adjustment</li> </ul>	<ul style="list-style-type: none"> <li>• Edit, Add, and Remove Budget Requests</li> <li>• Approve Budget Requests</li> <li>• View Reports and Documents</li> <li>• View and Use Task List</li> </ul>	<ul style="list-style-type: none"> <li>• Edits and determines the approval action for budget requests submitted by a DOF Budget Processor</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
DOF Budget System Maintainer	The DOF end user who initiates and controls statewide processes, such as publishing documents and managing workflow for DOF.	<ul style="list-style-type: none"> <li>• Initiate Budget Development Process</li> <li>• Provide Ongoing Budget Guidance</li> <li>• Develop the Governor's Budget (all)</li> <li>• Manage Budget Legislation (all)</li> <li>• Analyze and Adjust Appropriation Adjustment</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate and Control Statewide Processes</li> <li>• Manage DOF Workflow</li> </ul>	<ul style="list-style-type: none"> <li>• Can only change workflow for DOF Budget Processor and DOF Budget Approver roles</li> </ul>
SCO Budget Processor	The State Controller's Office (SCO) end user who reviews appropriation-level budget data, validates the authority for appropriations and adjustments, and approves appropriations and appropriation adjustments for posting to PeopleSoft Commitment Control. This user may also edit appropriation-level data so that it posts correctly to Commitment Control.	<ul style="list-style-type: none"> <li>• Transfer Budget to the Accounting System</li> <li>• Analyze and Adjust Appropriation Adjustment</li> </ul>	<ul style="list-style-type: none"> <li>• View Reports and Documents</li> <li>• View and Use Task List</li> <li>• View Department Budgeting Content</li> <li>• Edit, Add, and Remove Budget Requests</li> <li>• Approve Budget Requests</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews, validates, and edits appropriation-level budget requests</li> <li>• Determines the approval action for appropriation-level budget requests approved by DOF and posted to the SCO Budget Version</li> <li>• Creates and approves other budgets (for example, labor distribution budgets)</li> <li>• Cannot be assigned any role designated for department end users, DOF end users, or Legislative end users</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
SCO Budget Approver	The SCO end user who can edit, add, or remove data in the SCO version of the budget. This end user also approves the readiness of the SCO version of the budget to be posted to Commitment Control.	<ul style="list-style-type: none"> <li>Transfer Budget to the Accounting System</li> <li>Analyze and Adjust Appropriation Adjustment</li> </ul>	<ul style="list-style-type: none"> <li>Edit, Add, and Remove Budget Records from SCO Version for Transfer to Commitment Control</li> <li>View Reports and Documents as needed for Review/Transfer Responsibilities</li> <li>View and Use Task List</li> <li>Execute Transfer of Records to Commitment Control</li> </ul>	<ul style="list-style-type: none"> <li>Receives notification from SCO Budget Processor that budget records are ready for transfer to Commitment Control</li> <li>Notifies DOF of any changes made to enacted budget records</li> <li>Cannot be assigned any role designated for department end users, DOF end users, or Legislative end users</li> </ul>
SCO Budget System Maintainer	The SCO end user who initiates and controls statewide processes, such as initiating the interface of appropriation and adjustment budget transactions to Commitment Control. This end user also manages workflow for SCO.	<ul style="list-style-type: none"> <li>Transfer Budget to the Accounting System</li> <li>Analyze and Adjust Appropriation Adjustment</li> </ul>	<ul style="list-style-type: none"> <li>Initiate and Control Statewide Processes</li> <li>Manage SCO Workflow</li> </ul>	<ul style="list-style-type: none"> <li>Can only change workflow for SCO roles</li> <li>Cannot be assigned any role designated for department end users, DOF end users, or Legislative end users</li> </ul>
Legislative Budget Processor	The legislative end user who can view budgeting information or edit the "what if" version.	<ul style="list-style-type: none"> <li>Review Legislative Actions</li> <li>Support Reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>View Budget Information</li> <li>View Reports and Documents</li> <li>Enter/Update/Delete Budget Plan data for "what if" analysis</li> </ul>	<ul style="list-style-type: none"> <li>Cannot modify budgeting information entered by other Budget roles</li> </ul>
Legislative Budget System Maintainer	The legislative end user who will be responsible for managing workflow for legislative staff.	<ul style="list-style-type: none"> <li>Review Legislative Actions</li> <li>Support Reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>Manage Legislature Workflow</li> </ul>	<ul style="list-style-type: none"> <li>Can only change workflow for Legislative Budget Processor</li> </ul>

### **3 Purchasing**

#### **Purchasing Process Overview**

Purchasing is the process of acquiring goods and/or services from vendors. This process includes vendor contracts, solicitations, requisitions, purchase orders (POs), and receipts. It also includes the procurement card (P-Card, formerly known as CAL-Card) process for purchasing.

The process begins when a requisition is created and approved, and passes the budget check (soft pre-encumbrance). The requisition is sourced to a PO. After the PO is approved and passes a budget check (encumbrance), it is dispatched to support State/department procurement activity. The PO can have change orders (amendments).

When the goods and/or services are delivered, the receipts are recorded in FI\$Cal. The State verifies that the goods and/or services are acceptable and conform to the PO. FI\$Cal receipt transactions, together with the PO, are copied over to vouchers in the payables area, and are used for automated matching performed in Accounts Payable (AP).

P-Cards can be used to pay for the goods and/or services directly at the merchant. The purchasing process can be done prior to obtaining the goods and/or services with P-Card as the payment mechanism. State rules govern the use of P-Cards requiring POs before purchase, after purchase, or where requisitions or POs are not required.

#### **Purchasing Roles**

This section provides details for each FI\$Cal end-user role related to the Purchasing process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

**Table 2. Purchasing Roles**

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Requester	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 FI\$Cal. The Department Requester's name is on the requisition as the person requesting the goods or services.	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> </ul>	<ul style="list-style-type: none"> <li>• Create Requisition</li> <li>• Update/Manage Requisition</li> <li>• Cancel Requisition</li> <li>• Reopen Requisition</li> <li>• View Purchase Orders</li> <li>• View Worklist</li> <li>• Receive Notifications of Approved Requisitions</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Vendor Viewer role</li> <li>• Requests the Department Requisition Processor to enter a requisition, or self enters the requisition</li> <li>• Can Update Requisition if denied by Department Requisition Approver, Department Buyer, or Department Advanced Buyer</li> <li>• May add an Ad Hoc Approver to the requisition approval process</li> <li>• Can be assigned a Department Requisition Approver 1, Department Requisition Approver 2, Department Buyer, Department Advanced Buyer, Requisition Ad Hoc Approver, but cannot self-approve</li> <li>• May be given a P-Card Req User role to charge a requisition to a P-Card</li> <li>• Receives notification after requisition is approved</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Requisition Processor	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.	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> </ul>	<ul style="list-style-type: none"> <li>• Enter Requisition</li> <li>• Update/Manage Requisition</li> <li>• View Purchase Orders</li> <li>• View Worklist</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Vendor Viewer role</li> <li>• Creates and updates own requisitions, or requisitions on behalf of a Department Requester, for review and approval by Department Requisition Approvers, Department Buyer, Department Advanced Buyer, and Requisition Ad Hoc Approvers, as needed</li> <li>• May add a Requisition Ad Hoc Approver to the requisition approval process</li> <li>• Can be assigned the Department Buyer, Department Advanced Buyer, Department Requisition Approver 1, and Department Requisition Approver 2 roles</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Requisition Approver 1	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.	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> </ul>	<ul style="list-style-type: none"> <li>• View Requisitions</li> <li>• Approve, Deny, Push Back, Assign an Ad Hoc, or Hold Requisitions</li> <li>• View Worklist</li> <li>• Enter Approval Comments</li> <li>• Review Requisitions</li> <li>• Designate Alternate Approver</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the PO Requisition Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer roles</li> <li>• Reviews and determines the approval action for requisitions submitted by a Department Requisition Processor</li> <li>• May add a Requisition Ad Hoc Approver to the requisition approval process</li> <li>• Can be assigned the Department Requisition Approver 2, Department Buyer, Department Advanced Buyer, but the assigned Department Requester will not be able to self-approve</li> <li>• Should not be assigned Department Requisition Processor</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
<p>Department Requisition Approver 2</p>	<p>The department end user who performs a second-level review/approval for a user who will distribute/assign requisitions to a Department Buyer or Department Advanced Buyer (worklist distributor). For smaller departments that do not have distributors, these users are also assigned a Department Buyer or Department Advanced Buyer role.</p>	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> </ul>	<ul style="list-style-type: none"> <li>• View Requisitions</li> <li>• Approve, Deny, Push Back, Assign an Ad Hoc, or Hold Requisitions</li> <li>• View Worklist</li> <li>• Enter Approval Comments</li> <li>• Review Requisitions</li> <li>• Designate Alternate Approver</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the PO Requisition Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer roles</li> <li>• Reviews and determines the approval action for requisitions submitted by a Department Requisition Approver 1</li> <li>• May add a Requisition Ad Hoc Approver to the requisition approval process</li> <li>• Can be assigned the Department Requisition Approver 1, Department Buyer, Department Advanced Buyer, Requisition Ad Hoc Approver, but the assigned Department Requester will not be able to self-approve</li> <li>• Should not be assigned Department Requisition Processor</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Requisition Ad Hoc Approver	The department or central end user who can be added as part of the requisition workflow for approving department requisitions.	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> </ul>	<ul style="list-style-type: none"> <li>• View Requisitions</li> <li>• Approve, Deny, Push Back, Assign an Ad Hoc, or Hold Requisitions</li> <li>• View Worklist</li> <li>• Enter Approval Comments</li> <li>• Designate Alternate Approver</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and determines the approval action for requisitions when added into the requisition workflow</li> <li>• Can be assigned the Department Requisition Processor, Department Requisition Approver, Department Buyer, or Department Advanced Buyer, but the assigned Department Requester will not be able to self-approve</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>
Department PAA Processor	The department end user that enters requests for a Purchasing Authority Application (PAA).	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> </ul>	<ul style="list-style-type: none"> <li>• Create PAA Online Requests</li> <li>• Receive Denied Requests</li> <li>• Revise PAA Requests</li> </ul>	<ul style="list-style-type: none"> <li>• Processor can update PAAs denied by the Department IT PAC Approver and Department Non-IT PAC Approver</li> <li>• May add an Ad Hoc Approver to the approval process</li> </ul>
Department IT PAC Approver	The department end user that approves requests for IT PAAs. This user is a Purchasing Authority Contact (PAC) for IT goods and services.	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> </ul>	<ul style="list-style-type: none"> <li>• Review PAA Requests</li> <li>• View Worklist</li> <li>• Approve, Deny, Push Back, or Hold PAA Requests</li> <li>• Enter Approval Comments</li> <li>• Designate Alternate Approver</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and determines the approval action for PAAs submitted by the Department PAA Processor</li> <li>• May add an Ad Hoc Approver to the approval process</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Non-IT PAC Approver	The department end user that approves requests for non-IT PAAs. This user is a Purchasing Authority Contact (PAC) for Non-IT goods and services.	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> </ul>	<ul style="list-style-type: none"> <li>• Review PAA requests</li> <li>• View Worklist</li> <li>• Approve, Deny, Push Back, or Hold PAA Requests</li> <li>• Enter Approval Comments</li> <li>• Designate Alternate Approver</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and determines the approval action for PAAs submitted by the Department PAA Processor</li> <li>• May add an Ad Hoc Approver to the approval process</li> </ul>
Department PCO Approver	The department end user who approves requests for purchasing authority. This user functions as a second-level approver and is intended for the Procurement and Contracting Officer (PCO).	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> </ul>	<ul style="list-style-type: none"> <li>• Review PAA Requests</li> <li>• View Worklist</li> <li>• Approve, Deny, Push Back, or Hold PAA requests</li> <li>• Enter Approval Comments</li> <li>• Designate Alternate Approver</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and determines the approval action for PAAs submitted by the Department PAA Processor</li> <li>• May add an Ad Hoc Approver to the approval process</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Buyer	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.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Add or Update POs (create POs by copying from requisitions or by direct PO entry)</li> <li>• Dispatch POs and Manage POs (create change orders and cancel, close, and reopen POs)</li> <li>• Approve, Deny, Push Back, Assign an Ad Hoc, or Hold Requisitions</li> <li>• Designate Alternate User</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Department State Contract and Procurement Registration System (SCPRS) Processor, Department Vendor Processor, Vendor Viewer, GL Viewer, Appropriation Viewer, and AP Viewer roles</li> <li>• Reviews and determines the approval action for requisitions submitted by a Department Requisition Processor or prior approval level</li> <li>• May add a Requisition Ad Hoc Approver to the requisition approval process</li> <li>• Can be assigned the Department Requisition Processor, Department Approver, Requisition Ad Hoc Approver, but will not be able to approve a PO where the user is the buyer on the same transaction</li> <li>• Some buyers may be assigned to be a P-Card PO user (allowed to use P-Card to pay POs)</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
<p>Department Advanced Buyer</p>	<p>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.</p>	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Add or Update POs (create POs by copying from requisitions or by direct PO entry)</li> <li>• Dispatch POs and Manage POs (create change orders and cancel, close, and reopen POs)</li> <li>• Approve, Deny, Push Back, Assign an Ad Hoc, or Hold Requisitions</li> <li>• Designate Alternate User</li> <li>• Create PO Reservations</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Department PO Buyer, Department SCPRS Processor, Department Vendor Processor, Vendor Viewer, GL Viewer, Appropriation Viewer, and AP Viewer roles</li> <li>• Reviews and determines the approval action for requisitions submitted by a Department Requisition Processor or prior approval level</li> <li>• May add a Requisition Ad Hoc Approver/ Reviewer to the requisition approval process</li> <li>• Can be assigned the Department Requisition Processor, Department Approver, or Requisition Ad Hoc Approver role, but will not be able to approve a PO where the user is the Department Buyer or Department Advanced Buyer on the same transaction</li> <li>• Some buyers may be assigned to be a P-Card PO user (allowed to use P-Card to pay POs)</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department PO Processor	The department end user who creates POs and updates open POs.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Enter POs</li> <li>• Update Open POs</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Vendor Viewer role</li> <li>• Creates POs and updates open POs for review and approval for Department Buyer, Department Advanced Buyer, and/or Approvers</li> <li>• May add a PO Ad Hoc Approver to the PO process</li> <li>• Should not be assigned a Department PO Approver role or a PO Ad Hoc Approver role</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department PO Approver 1	The department end user who approves department POs. This approval step is intended as a first-level/program approval.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Approve POs</li> <li>• Deny POs</li> <li>• Hold POs</li> <li>• Designate Alternate Approver</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the PO Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer roles</li> <li>• Reviews and takes approval action for POs submitted by a Department PO Processor, Department Buyer, or Department Advanced Buyer</li> <li>• May add a PO Ad Hoc Approver to the PO process</li> <li>• Can be assigned the Department PO Processor, additional Department PO Approver, Department Buyer, Department Advanced Buyer, or Department PO Ad Hoc Approver role, but will not be able to approve a PO where the user is the Department Buyer or Department Advanced Buyer on the same transaction</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department PO Approver 2	The department end user who approves department POs. This approval step is intended as a second-level approval and accounting/budget review.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Approve POs</li> <li>• Deny POs</li> <li>• Push Back POs</li> <li>• Hold POs</li> <li>• Designate Alternate Approver</li> <li>• Cancel and Amend Requisition Actions</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the PO Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer roles</li> <li>• Reviews and takes approval action for POs submitted by a Department PO Processor, Department Buyer, or Department Advanced Buyer</li> <li>• May add a PO Ad Hoc Approver to the PO process</li> <li>• Can be assigned the Department PO Processor, additional Department PO Approver, Department Buyer, Department Advanced Buyer, or PO Ad Hoc Approver role, but will not be able to approve a PO where the user is the Department Buyer or Department Advanced Buyer on the same transaction</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department PO Approver 3	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.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Approve POs</li> <li>• Deny POs</li> <li>• Push Back POs</li> <li>• Hold POs</li> <li>• Designate Alternate Approver</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the PO Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer roles</li> <li>• Reviews and takes approval action for POs submitted by a Department PO Processor, Department Buyer, or Department Advanced Buyer</li> <li>• May add a PO Ad Hoc Approver to the PO process</li> <li>• Can be assigned the Department PO Processor, additional Department PO Approver, Department Buyer, Department Advanced Buyer, or PO Ad Hoc Approver roles, but will not be able to approve a PO where the user is the Department Buyer or Department Advanced Buyer on the same transaction</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department PO Approver 4	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.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Approve POs</li> <li>• Deny POs</li> <li>• Push Back POs</li> <li>• Hold POs</li> <li>• Designate Alternate Approver</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the PO Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer roles</li> <li>• Reviews and takes approval action for POs submitted by a Department PO Processor, Department Buyer, or Department Advanced Buyer</li> <li>• May add a PO Ad Hoc Approver to the PO process</li> <li>• Can be assigned the Department PO Processor, additional Department PO Approver, Department Buyer, Department Advanced Buyer, or PO Ad Hoc Approver role, but will not be able to approve a PO where user is the Department Buyer or Department Advanced Buyer on the same transaction</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
PO Ad Hoc Approver	The department or central end user who can be added as part of the PO workflow for approving department POs.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Approve POs</li> <li>• Deny POs</li> <li>• Push Back POs</li> <li>• Hold POs</li> <li>• Designate Alternate Approver</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and determines the approval action for POs when added into the PO workflow by a Department PO Processor, Department PO Approver 1-4, PO Ad Hoc Approver, Department Buyer, or Department Advanced Buyer</li> <li>• Can be assigned the Department PO Processor, additional Department PO Approver, Department Buyer, Department Advanced Buyer, but will not be able to approve a PO where the user is the Department Buyer or Department Advanced Buyer on the same transaction</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>
Department PO Reporter	The department end user who has access to run procurement reports for their department.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Requisition Reports</li> <li>• Manage Purchase Order Reports</li> <li>• Manage Receiving Reports</li> <li>• Manage P-Card Reports</li> <li>• Manage Encumbrance Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and runs reports that may be shared with department end users</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department PO Configuration Maintainer	The department end user who maintains procurement configuration items.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>Manage Procurement Configuration Items specific to department</li> <li>View Procurement Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>Views procurement configuration and updates department-specific configuration to be used by all procurement roles</li> </ul>
PO Configuration View Only	The department or central end user who can only view procurement configuration items.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>View Procurement Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>Views procurement configuration items to be used by all procurement roles</li> <li>Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>
Department Receiving Processor	The department end user who manages the receipt of goods and services.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>Create Receipt</li> <li>Update Receipt</li> <li>Cancel or Close Receipts or Receipt Lines</li> <li>View Receipts</li> </ul>	<ul style="list-style-type: none"> <li>Enters receipt information for goods and services dispatched by a Department Buyer or Department Advanced Buyer</li> </ul>
Department Receiving Inspector	The department end user who enters receiving inspection results, including acceptance testing.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>View Receipts</li> <li>Inspect Stock Received</li> <li>Enter Inspection Transaction</li> <li>View Inspection</li> </ul>	<ul style="list-style-type: none"> <li>Inspects goods and services entered by the Department Receiving Processor</li> </ul>
Department RTV Processor	The department end user who enters a Return To Vendor (RTV) transaction.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>Create RTV</li> <li>Dispatch RTV to Vendor</li> <li>Update RTV</li> <li>View Receipts</li> </ul>	<ul style="list-style-type: none"> <li>Processes RTV transactions for goods and services that are originally accepted by the Department Receiving Processor, but need to be returned</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
PO View Only	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.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• View POs</li> <li>• View Requisitions</li> <li>• View Receipts</li> </ul>	<ul style="list-style-type: none"> <li>• Can only view procurement transaction information entered by other procurement roles, including the Department Requester, Department Requisition Processor, Department Buyer, Department Advanced Buyer, Department PO Processor, Department Receiving Processor, and Department RTV Processor</li> <li>• Recommended role for Department AP Processor, Department AP Approvers 1-2, Department AP Supervisor, Department AP Maintainer, and SCO AP Approvers 1-4</li> </ul>
Department P-Card Req User	The department end user who can assign P-Card as a recommended payment mechanism on a requisition.	<ul style="list-style-type: none"> <li>• Process Procurement Card Transactions</li> </ul>	<ul style="list-style-type: none"> <li>• Assign P-Card to Requisitions</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Department PO Requester</li> </ul>
Department P-Card PO User	The department end user who reviews P-Card requisition and determines if P-card is the appropriate payment mechanism for a PO.	<ul style="list-style-type: none"> <li>• Process Procurement Card Transactions</li> </ul>	<ul style="list-style-type: none"> <li>• Review and Approve P-Card Requisition</li> <li>• Use P-Card on POs</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Department PO Buyer</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department P-Card Reconciler	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.	<ul style="list-style-type: none"> <li>Process Procurement Card Transactions</li> </ul>	<ul style="list-style-type: none"> <li>View P-Card Statement Transactions</li> <li>Reconcile P-Card Transactions</li> <li>Add Detail to Statement Transaction Lines (such as United Nations Standard Product and Service Codes (UNSPSC), Small Business/Disabled Veteran Business Enterprise (SB/DVBE), Recycle, etc.)</li> <li>Split/Add Transaction Lines</li> <li>Scan and Attach Receipts</li> </ul>	<ul style="list-style-type: none"> <li>When a requisition or PO is used, may reconcile and update on behalf of a Department P-Card Req User and/or a Department P-Card PO User</li> <li>Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>
Department P-Card Approver	The department end user who reviews and approves P-card transaction lines that have been verified by the card holder/reconciler.	<ul style="list-style-type: none"> <li>Process Procurement Card Transactions</li> </ul>	<ul style="list-style-type: none"> <li>View P-Card Transactions</li> <li>Approve P-Card Transactions</li> </ul>	<ul style="list-style-type: none"> <li>When a requisition or PO is used, reviews transactions of Department P-Card Req User, Department P-Card PO User, and Department P-Card Reconciler</li> <li>Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>
Department P-Card Reviewer	The department end user who reviews P-Card statements and accesses P-Card reports for the department.	<ul style="list-style-type: none"> <li>Process Procurement Card Transactions</li> </ul>	<ul style="list-style-type: none"> <li>View P-Card Statements</li> <li>Run P-Card Reports</li> </ul>	<ul style="list-style-type: none"> <li>Reviews statements of Department P-Card users and runs reports for department end users</li> <li>Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
SCO PO Reporter	Creates queries and runs procurement reports for all departments.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Requisition Reports</li> <li>• Manage Purchase Order Reports</li> <li>• Manage Receiving Reports</li> <li>• Manage P-Card Reports</li> <li>• Manage Encumbrance Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Creates queries and runs reports and queries that may be shared with other central and/or department end users</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>
DGS PO Reporter	Creates queries and runs procurement reports for all departments.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Requisition Reports</li> <li>• Manage Purchase Order Reports</li> <li>• Manage Receiving Reports</li> <li>• Manage P-Card Reports</li> <li>• Manage Encumbrance Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Creates queries and runs reports and queries that may be shared with other central and/or department end users</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>
DGS PAA Reviewer	The Department of General Services (DGS) end user who receives and reviews Purchasing Authority Application (PAA) requests from the departments.	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> </ul>	<ul style="list-style-type: none"> <li>• Review PAA Requests</li> <li>• View Worklist</li> <li>• Approve, Deny, Push Back, or Hold PAA Requests</li> <li>• Enter Approval Comments</li> <li>• Designate Alternate Approver</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and determines the approval action for PAAs submitted by the Department PAA Processor</li> <li>• May add an Ad Hoc Approver to the approval process</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Confidential User	The central and department end user who has access to confidential purchasing, accounts payable, and vendor information. This user will also have access to accounts receivable reports with confidential information. The Confidential User role is shared by Purchasing, Accounts Payable, and Billing/Accounts Receivable. This role only needs to be assigned once.	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> <li>• Manage Purchase Orders</li> <li>• Process P-Card Transactions</li> <li>• Enter and Maintain Vendors</li> <li>• Create and Maintain Invoices</li> <li>• Set Up and Maintain Customers</li> <li>• Collect Receivables</li> </ul>	<ul style="list-style-type: none"> <li>• Add/Update Confidential Purchasing Information</li> <li>• Add/Update Confidential Accounts Payable Information</li> <li>• Add/Update Confidential Vendor Information</li> </ul>	<ul style="list-style-type: none"> <li>• Adds/Updates confidential purchasing information when combined with Department Requester, Department Requisition Approvers, Requisition Ad Hoc Approver, Department Buyer, Department Advanced Buyer, Department PO Approver, PO Ad Hoc Approver, Department P-Card Reconciler, Department P-Card Approver, Department P-Card Reviewer, Department PO Reporter, Department PO View Only, and Central PO Reporter</li> <li>• Adds/Updates/Views confidential information when combined with select AP and AR roles (refer to this role under Accounts Payable Roles and Billing/Accounts Receivable Roles)</li> </ul>
Department SCPRS Processor	Future Wave, Deferred, and Exempt department user from a department not in FI\$Cal who can record FI\$Cal SCPRS transactions.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Enter order and contract information in FI\$Cal SCPRS</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Vendor Viewer role</li> <li>• Department Vendor Processor role may be requested for the SCPRS Processor</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
DGS SB/DVBE Cert Processor	DGS user that has access to review and process certification applications, including entering applications submitted by hard copy.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>Review SB/DVBE applications</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Vendor Viewer role and the DGS Reporter role</li> </ul>
DGS SB/DVBE Cert Viewer	DGS user that has access to view certification applications and information.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>Review SB/DVBE applications</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Vendor Viewer role</li> </ul>
DGS SB/DVBE Cert Approver	DGS user that reviews and approves SB/DVBE certification application.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>Approve SB/DVBE applications</li> <li>Insert Ad Hoc approvers/reviewers</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Vendor Viewer, DGS Reporter, and DGS SB/DVBE Cert Ad Hoc Approver</li> <li>This user may insert ad hoc approvers</li> <li>May send applications back to applicant for changes to the application</li> </ul>
DGS SB/DVBE Cert Officer	DGS user that reviews and updates SB/DVBE certification application.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>Update SB/DVBE applications</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Vendor Viewer and DGS Reporter</li> <li>May send applications back to applicant for changes to the application</li> </ul>
DGS SB/DVBE Cert Ad Hoc Approver	DGS user that reviews and approves SB/DVBE certification application when added to the approvals.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>Approve SB/DVBE applications when added to the approval workflow</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Vendor Viewer role and DGS Reporter role</li> <li>This user may insert ad hoc approvers</li> <li>May send applications back to applicant for changes to the application</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
DGS Certification Configuration Maintainer	DGS user that enters and modifies certification configuration.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>Enter and/or update certification configuration</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Vendor Viewer role and DGS Reporter role</li> <li>Enters configuration information, e.g. eligibility questions, that the system and SB/DVBE Cert Approvers use in their review/approval of applications</li> </ul>
Non-FI\$Cal Department CSCR Processor	Future Wave, Deferred, and Exempt department users who will post solicitations and progress payments in California State Contracts Register CSCR.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>Enter solicitations for posting to CSCR</li> <li>Enter progress payments for posting in CSCR</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Vendor Viewer role and Department Reporter role</li> <li>Creates entries for CSCR that are sent for approval by the CSCR approver prior to posting</li> <li>Receives denied transactions from Approvers that may need modification and resubmission prior to posting</li> </ul>
Non-FI\$Cal Department CSCR Approver	Future Wave, Deferred, and Exempt department users who will approve entries prior to posting solicitations in CSCR.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>Approve solicitations for posting in CSCR</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Vendor Viewer role and Non-FI\$Cal CSCR Ad Hoc Approver</li> <li>Approves entries submitted by CSCR processor</li> <li>May deny items for posting that will go back to the CSCR processor</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Non-FI\$Cal CSCR Ad Hoc Approver	Future Wave, Deferred, and Exempt department users who will approve entries prior to posting solicitations in CSCR on an ad hoc basis.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>Approve solicitation for posting in CSCR on an ad hoc basis</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Vendor Viewer role</li> <li>Approves entries submitted by CSCR Processor</li> <li>May deny items for posting that will go back to the CSCR Processor</li> </ul>
DGS Item Processor	DGS user that creates and maintains the Item Master.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>Create and update Item IDs in FI\$Cal</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Vendor Viewer role, Department PO View, Department Contract View, and DGS PO Reporter</li> <li>Creates and updates items for Leveraged Procurement Agreements (LPAs)</li> </ul>
Department Item Upload Processor	Department user that uploads item files.	<ul style="list-style-type: none"> <li>Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>Uploads items to the item master using file upload</li> </ul>	<ul style="list-style-type: none"> <li>Creates or updates items by doing a file upload as requested by Department Contract Buyers</li> </ul>
Department P-Card Maintainer	The end user who manages P-Card administration activities for the department.	<ul style="list-style-type: none"> <li>Process P-Card Transactions</li> </ul>	<ul style="list-style-type: none"> <li>Add or Update Cardholder Profiles</li> <li>Modify Approved Transactions</li> <li>Maintain Proxy</li> <li>Maintain Cardholder Distribution</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Department P-Card Reporter</li> <li>Provides administration for all Department P-Card roles</li> </ul>
Department Item Viewer	Department user who views item information.	<ul style="list-style-type: none"> <li>Maintain Items</li> </ul>	<ul style="list-style-type: none"> <li>View items</li> </ul>	<ul style="list-style-type: none"> <li>Views items uploaded by the DGS, Central, and Department Item Processors</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Event Buyer	Department user that create/modifies solicitation events.	<ul style="list-style-type: none"> <li>• Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>• Enter or modify solicitation events</li> <li>• Select collaborators and send events for collaboration</li> <li>• Review collaboration edits and select ones to accept and reject</li> <li>• Send event for approval</li> <li>• Enter bid responses on behalf of bidders</li> <li>• Review/analyze bid response tabulation</li> <li>• Export bid analysis/ tabulation</li> <li>• Select notice of intent to award</li> <li>• Mark Protest flags as needed</li> <li>• Post award in FI\$Cal</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Vendor Viewer, Department Requisition View, Department PO View, Department Contract View, and Department PO Reporter</li> <li>• Selects Event Collaborators to review the event draft</li> <li>• Receives edits from collaborators and accepts or reject them</li> <li>• Submits event for approval of the Event Approvers</li> <li>• May receive event approval denials from approvers for edits and resubmission back to the approvers</li> </ul>
Department Event Collaborator	Department user that reviews and provides suggested markups to events prior to approval and posting.	<ul style="list-style-type: none"> <li>• Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>• Review and mark up event draft</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Department Reporter role</li> <li>• Receives collaborations drafts from the Event Buyer</li> <li>• Sends markups back to the Event Buyer</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Event Approver	Department user that approves solicitation events.	<ul style="list-style-type: none"> <li>• Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>• Approve sourcing event prior to posting</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Department Event Ad Hoc Approver</li> <li>• Receives events for approval from the Event Buyer</li> <li>• Denies events that go back to the Event Buyer for modification and resubmission</li> <li>• Inserts Ad Hoc Approver as needed</li> </ul>
Department Event Ad Hoc Approver	Department user that can be inserted as an approver as needed.	<ul style="list-style-type: none"> <li>• Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>• Approve sourcing event prior to posting on an ad hoc basis</li> </ul>	<ul style="list-style-type: none"> <li>• Receives events for approval from the Event Buyer</li> <li>• Denies events that go back to the Event Buyer for modification and resubmission</li> </ul>
Event Bidder	External user that has registered to be a bidder with State of CA and can receive and submit bids online, and does self-service maintenance of their address, contacts, and commodity registrations. This user can apply for certification. If certified, this user can view and maintain their certification profile.	<ul style="list-style-type: none"> <li>• Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>• View bid opportunities from the portal or by email invitation</li> <li>• Submit bids online or by paper</li> <li>• Review and modify via self-service contact/address/commodity registration</li> <li>• Maintain certification profile</li> <li>• View contracts/POs that identified the vendor as a sub-contractor</li> <li>• View/Post contractor ads in FI\$Cal CSCR</li> </ul>	<ul style="list-style-type: none"> <li>• View bid invitations from the Event Buyer by email or by looking up the portal</li> <li>• Submits bid responses that Event Buyer will open after bid end date is reached</li> <li>• Submits paper responses that Event Buyer will key on their behalf</li> </ul>
Department Solicitation Viewer	Department user that can view solicitation information.	<ul style="list-style-type: none"> <li>• Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>• View solicitation user</li> </ul>	<ul style="list-style-type: none"> <li>• Views solicitations created by Department Event Buyers, including approved solicitations</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Plan Owner	Department user that creates Sourcing Project Plan.	<ul style="list-style-type: none"> <li>Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>Create solicitation plan</li> <li>Submit solicitation plan for approval</li> </ul>	<ul style="list-style-type: none"> <li>Creates solicitation plans for approval by the Department Plan Approver</li> <li>Assigns Department Task Owners to solicitation plans</li> </ul>
Department Plan Approver	Department user that approves Sourcing Project Plan.	<ul style="list-style-type: none"> <li>Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>Approve solicitation plan</li> </ul>	<ul style="list-style-type: none"> <li>Approve solicitation plans created by the Department Plan Owner</li> </ul>
Department Task Owner	Department user that is assigned tasks in the project plan.	<ul style="list-style-type: none"> <li>Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>Complete assigned solicitation plan tasks and mark for completion</li> </ul>	<ul style="list-style-type: none"> <li>Complete tasks assigned by the Department Plan Owner</li> </ul>
DGS Event Administrator	DGS user that can maintain event configuration.	<ul style="list-style-type: none"> <li>Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>Manages solicitation event configuration</li> </ul>	<ul style="list-style-type: none"> <li>Maintains configuration items used by Department Event Buyer, Department Event Collaborator, Department Event Approver, Department Event Ad Hoc Approver, Event Bidder, Department Solicitation Viewer, and eSupplier roles</li> </ul>
eSupplier	External user that is already a vendor in FI\$Cal that has registered and obtained credentials to do online self-service maintenance and inquiries.	<ul style="list-style-type: none"> <li>Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>View bid opportunities from the portal or by email invitation</li> <li>Submit bids online or by paper</li> <li>Review and modify via self-service contact/address/commodity registration</li> <li>Self-service inquiry of PO, Contract, Receipt, Voucher, and Payment Information</li> <li>View/Post contractors ads in FI\$Cal CSCR</li> </ul>	<ul style="list-style-type: none"> <li>View bid invitations by email or by looking up on the portal</li> <li>Submits bid responses that Event Buyer will open after bid end date is reached</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Contract Buyer	Department user that creates/modifies transactional contracts.	<ul style="list-style-type: none"> <li>Administer Vendor Contract</li> </ul>	<ul style="list-style-type: none"> <li>Create/modify transactional contracts and contract documents</li> <li>Create scheduled contract releases</li> <li>Insert ad hoc contract approvers</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Department Solicitation Viewer, Department PO Viewer, Department Item Viewer, Vendor Viewer, and Department Document Library Viewer</li> <li>Submit for approval to the Contract Approver</li> <li>Dispatch to the Vendor</li> </ul>
DGS Contract Buyer	DGS user that creates/modifies leveraged procurement agreements.	<ul style="list-style-type: none"> <li>Administer Vendor Contract</li> </ul>	<ul style="list-style-type: none"> <li>Create/modify leveraged procurement agreements</li> <li>Mark Statewide box in the Contract header to denote a contract to be an LPA</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Department Solicitation Viewer, Department PO Viewer, Department Item Viewer, Vendor Viewer, and Department Document Library Viewer</li> <li>Create leveraged procurement agreements that are submitted for approval to the Contract Approvers</li> </ul>
Department Document Collaborator	Department user that reviews and provides suggested markups to requisitions, purchase orders, contracts, and solicitation event documents prior to approval and/or posting.	<ul style="list-style-type: none"> <li>Administer Vendor Contract</li> </ul>	<ul style="list-style-type: none"> <li>Review and edit documents sent for collaboration</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Department Solicitation Viewer role</li> <li>Receives documents routed for review/edits by Department Contract Buyer</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
DGS Document Collaborator	DGS user that reviews and provides suggested markups to requisitions, purchase orders, contracts, and solicitation event documents prior to approval and/or posting.	<ul style="list-style-type: none"> <li>Administer Vendor Contract</li> </ul>	<ul style="list-style-type: none"> <li>Review and edit documents sent for collaboration</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Department Solicitation Viewer role</li> <li>Receive contract documents routed for review/edits by Department Contract Buyer</li> </ul>
Department Contract Approver 1	Department user that approves transactional contracts and contract documents at the first level.	<ul style="list-style-type: none"> <li>Administer Vendor Contract</li> </ul>	<ul style="list-style-type: none"> <li>Approve/Deny transactional contracts</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Department Solicitation Viewer, Department Contract Viewer, and Department Contract Ad Hoc Approver roles</li> <li>Approves contracts coming from Contract Buyers</li> <li>May deny contracts and send the document back to the Contract buyer for modification</li> </ul>
Department Contract Approver 2	Department user that approves transactional contracts and contract documents intended for a budget reviewer/approver.	<ul style="list-style-type: none"> <li>Administer Vendor Contract</li> </ul>	<ul style="list-style-type: none"> <li>Approve/Deny transactional contracts</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Department Solicitation Viewer, Department Contract Viewer, and Department Contract Ad Hoc Approver</li> <li>Approves contracts coming from Contract Buyers</li> <li>May deny contracts and send the document back to the Contract buyer for modification</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department Contract Approver 3	Department user that approves transactional contracts and contract documents for contract amounts less than \$50K.	<ul style="list-style-type: none"> <li>Administer Vendor Contract</li> </ul>	<ul style="list-style-type: none"> <li>Approve/Deny transactional contracts</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Department Solicitation Viewer, Department Contract Viewer, and Department Contract Ad Hoc Approver</li> <li>Approves contracts coming from Contract Buyers</li> <li>May deny contracts and send the document back to the Contract buyer for modification</li> </ul>
Department Contract Approver 4	Department user that approves transactional contracts and contract documents for contract amounts equal to or greater than \$50K.	<ul style="list-style-type: none"> <li>Administer Vendor Contract</li> </ul>	<ul style="list-style-type: none"> <li>Approve/Deny transactional contracts</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Department Solicitation Viewer, Department Contract Viewer, and Department Contract Ad Hoc Approver</li> <li>Approves contracts coming from Contract Buyers</li> <li>May deny contracts and send the document back to the Contract buyer for modification</li> </ul>
Contract Ad Hoc Approver	Department or central user that approves transactional contracts when added ad hoc to the approval as needed.	<ul style="list-style-type: none"> <li>Administer Vendor Contract</li> </ul>	<ul style="list-style-type: none"> <li>Approve/Deny contracts when added as an ad hoc approver</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Department Solicitation Viewer and Department Contract Viewer</li> <li>Approves contracts coming from Contract Buyers or other Contract Approvers</li> <li>May deny contracts and send the document back to the Contract Buyer for modification</li> </ul>

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
DGS Doc Library Administrator	DGS user that manages (adds, removes, or changes components) the document library.	<ul style="list-style-type: none"> <li>Administer Vendor Contract</li> </ul>	<ul style="list-style-type: none"> <li>Create document library components</li> <li>Modify/remove or delete components</li> </ul>	<ul style="list-style-type: none"> <li>Creates library components that will be submitted to approvers for review and approval</li> </ul>
Department Contracts Viewer	Department user that views contract information.	<ul style="list-style-type: none"> <li>Administer Vendor Contract</li> </ul>	<ul style="list-style-type: none"> <li>View contract information</li> </ul>	<ul style="list-style-type: none"> <li>Views contracts entered in FI\$Cal by the department or DGS</li> </ul>

## **4 Accounts Payable**

### **Accounts Payable Process Overview**

Accounts Payable is the process of vouchering and paying money owed to vendors and employees. This includes the sub-processes of Vendors, Vouchers, Payments, and 1099 Withholding.

The purpose of the Vendor process is to create a single statewide Vendor Management File (VMF) that records vendors, bidders, and SB/DVBE certification data. Unique vendor IDs are created centrally in FI\$Cal for each vendor and shared by all departments. Each vendor is validated by FI\$Cal and approved centrally to prevent duplicate entry. Prior to using a vendor to source a requisition or create a PO, a vendor requires approval.

The Voucher process encompasses activities required to capture invoice data; generate a voucher; and attach related documents, approvals, budget checking, and voucher posting. Matching also occurs in the Voucher process when POs and receipts are matched with the voucher, thereby integrating the voucher to the Purchasing business process.

The Payment process begins with the need to generate a payment from the approved voucher and includes activities needed to capture invoice-specific information. It ends when the voucher is approved for payment.

The 1099 Withholding process uses vendor payment data and creates withholding detail records used to report to the Internal Revenue Service (IRS). Vendor Payment Transactions that are flagged for 1099 reporting are posted into the withholding tables and used to create calendar year reports in FI\$Cal.

### **Accounts Payable Roles**

This section provides details for each FI\$Cal end-user role related to the Accounts Payable process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

**Table 3. Accounts Payable Roles**

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Department Vendor Processor	The department end user who creates a new vendor or adds/modifies vendor address and contact information.	<ul style="list-style-type: none"> <li>• Enter and Maintain Vendors</li> </ul>	<ul style="list-style-type: none"> <li>• Create New Vendor</li> <li>• Search For Vendor</li> <li>• Update Vendor Information</li> <li>• Receive Notification of Approval</li> <li>• Receive Notification of Update to Vendor Record</li> <li>• View Vendor History</li> <li>• Add and view Attachments</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and updates vendors for review and approval by Central Vendor Approvers</li> <li>• Includes additional access associated with the Vendor Viewer role</li> <li>• Can be combined with Confidential User to add/update confidential vendor information</li> </ul>
Vendor Viewer	The central and department end user who will be able to view vendor information.	<ul style="list-style-type: none"> <li>• Enter and Maintain Vendors</li> </ul>	<ul style="list-style-type: none"> <li>• View Vendor Information</li> <li>• Search for Vendor</li> <li>• View Vendor History</li> <li>• View Vendor Conversations</li> </ul>	<ul style="list-style-type: none"> <li>• Can view vendors entered by the Department Vendor Processor or the Central Vendor Processor</li> <li>• Can be combined with Confidential User to view confidential vendor information</li> <li>• Attachments are not visible</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department AP Processor	The department end user who enters, researches, deletes, and corrects vouchers. Will also be responsible for creating and maintaining control groups.	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Enter Voucher</li> <li>• Research Voucher</li> <li>• Delete Voucher</li> <li>• Inquire on Journal</li> <li>• Enter Vouchers Using Control Groups</li> <li>• Process Manual Payments</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles</li> <li>• Creates vouchers for review and approval by Department AP Approvers and State Controller's Office (SCO) Approvers</li> <li>• Can be combined with Confidential User to add/update confidential accounts payable information</li> <li>• If combined with Department AP Approver, this user can only act in one capacity on the voucher</li> <li>• Processing manual payments will require a separate User ID. This User ID will be able to run budget checking and matching</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department AP Approver 1	The department end user who is responsible for approving vouchers through workflow.	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Review Voucher</li> <li>• Approve Voucher</li> <li>• Push Back Voucher</li> <li>• Deny Voucher</li> <li>• Send Workflow Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, AP Ad Hoc Approver, Department P-Card Reviewer, and Operating Budget Viewer roles</li> <li>• Reviews and approves vouchers created by the Department AP Processor</li> <li>• Can be combined with Confidential User to add/update confidential accounts payable information</li> <li>• If combined with Department AP Processor, this user can only act in one capacity on the voucher</li> </ul>
Department AP Approver 2	The department end user who is responsible for understanding the Departmental AP Approver's position and approving vouchers through workflow.	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Review Voucher</li> <li>• Approve Voucher</li> <li>• Push Back Voucher</li> <li>• Deny Voucher</li> <li>• Send Workflow Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, AP Ad Hoc Approver, Department P-Card Reviewer, and Operating Budget Viewer roles</li> <li>• Reviews and approves vouchers created by the Department AP Processor</li> <li>• Can be combined with Confidential User to add/update confidential accounts payable information</li> <li>• If combined with Department AP Processor, this user can only act in one capacity on the voucher</li> <li>• Will require penalty of perjury certification</li> </ul>

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Department AP Configuration Maintainer	The department end user who is responsible for maintaining departmental AP configuration items by business unit.	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain AP Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>• Enters and updates the AP configuration items maintained by the department</li> <li>• AP roles use these items to process AP transactions</li> </ul>
Department AP Supervisor	The department end user who is responsible for understanding the task of the AP Processor. This will include posting and unposting vouchers with a payment method of check, deleting vouchers, and closing vouchers. Furthermore, the AP Supervisor will be responsible for releasing the hold status on vouchers and creating and maintaining control groups.	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Enter Adjustment or Journal Vouchers</li> <li>• Research Voucher</li> <li>• Inquire on AP Journal Entries</li> <li>• Release Voucher Hold Status</li> <li>• Manage Control Groups</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles</li> <li>• Familiar with the Department AP Processor's responsibilities</li> <li>• Can be combined with Confidential User to add/update confidential accounts payable information</li> </ul>
Department AP Maintainer	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.	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Research Voucher Information</li> <li>• Close Voucher</li> <li>• Delete Voucher</li> <li>• Release Voucher Hold Status</li> <li>• Inquire on AP Journal Entries</li> <li>• Manage Matching</li> <li>• Manage SpeedCharts</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles</li> <li>• Responsible for Department AP Supervisor tasks</li> <li>• Can be combined with Confidential User to add/update confidential accounts payable information</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
AP Reporter	The central and department end user who runs payable reports.	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Run Voucher-related reports</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and runs reports that may be shared with other department end users</li> <li>• Can be combined with Confidential User to add/update confidential accounts payable information</li> </ul>
AP Viewer	The central and department end user who is able to view voucher and payment information.	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• View Voucher Information</li> <li>• View Payment Information</li> </ul>	<ul style="list-style-type: none"> <li>• Can view vouchers entered by the Departmental AP Processor</li> <li>• Can be combined with Confidential User to add/update confidential accounts payable information</li> </ul>
Department Pay Cycle Processor	The department end user who is responsible for running Pay Cycle, and cancelling and posting payments (checks only).	<ul style="list-style-type: none"> <li>• Process Payments</li> </ul>	<ul style="list-style-type: none"> <li>• Run Pay Cycle</li> <li>• View Voucher Information</li> <li>• View Payment Information</li> <li>• Cancel Payments</li> <li>• Post Payments</li> </ul>	<ul style="list-style-type: none"> <li>• Approves the Pay Cycle run by the Department AP Payment Processor</li> </ul>
Department Payment Maintainer	The department end user who is responsible for cancelling, posting, and escheating payments (checks only).	<ul style="list-style-type: none"> <li>• Process Payments</li> </ul>	<ul style="list-style-type: none"> <li>• View Voucher Information</li> <li>• View Payment Information</li> <li>• Cancel Payments</li> <li>• Post Payments</li> <li>• Escheat Payments</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles</li> <li>• Voids, stops, or escheats payments through cancellation requests by the Department AP Processor, the Department Pay Cycle Processor, or the Department Payment Processor</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department 1099 Processor	The department end user who is responsible for maintaining 1099 departmental data, running 1099 reports, and processing 1099 adjustments.	<ul style="list-style-type: none"> <li>• 1099 Withholding</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain Withholding</li> <li>• Run Withholding Reports</li> <li>• Process Withholding Adjustments</li> </ul>	<ul style="list-style-type: none"> <li>• Uses vendor withholding information captured by the Department Vendor Processor</li> </ul>
AP Confidential Reporter	The user that can view confidential data fields on vendor and voucher records as well as voucher approval pages.	<ul style="list-style-type: none"> <li>• Enter and Maintain Vendors</li> <li>• Enter and Process Vouchers</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and Review Confidential Vendor and Voucher Information</li> </ul>	<ul style="list-style-type: none"> <li>• Can view confidential vendor alternate names, confidential voucher attachments, and confidential single payment voucher information</li> </ul>
Confidential User	The central and department end user who has access to confidential purchasing, accounts payable, and vendor information. This user will also have access to accounts receivable reports with confidential information. The Confidential User role is shared by Purchasing, Accounts Payable, and Billing/Accounts Receivable. This role only needs to be assigned once.	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> <li>• Manage Purchase Orders</li> <li>• Process Procurement Card Transactions</li> <li>• Enter and Maintain Vendors</li> <li>• Create and Maintain Invoices</li> <li>• Set Up and Maintain Customers</li> <li>• Collect Receivables</li> </ul>	<ul style="list-style-type: none"> <li>• Add/Update Confidential Purchasing Information</li> <li>• Add/Update Confidential Accounts Payable Information</li> <li>• Add/Update Confidential Vendor Information</li> </ul>	<ul style="list-style-type: none"> <li>• Adds/Updates confidential vendor information when combined with Department/Central Vendor Processor, Central Vendor Approver, and Vendor Viewer</li> <li>• Adds/Updates confidential accounts payable information when combined Department AP Processor, Department AP Approvers 1-2, Department AP Supervisor, Department AP Maintainer, SCO AP Approvers 1-4, AP Reporter, and AP Viewer</li> <li>• Adds/Updates/Views confidential information when combined with select PO and AR roles (refer to this role under Purchasing Roles and Billing/Accounts Receivable Roles)</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
SCO AP Approvers 1-4	<p>The SCO end users who are responsible for approving vouchers through workflow and will have ad hoc ability. Will be pooled-defined by the role configuration. The SCO AP Approver 1 gives first approval, the SCO AP Approver 2 gives the second approval, and the SCO AP Approver 3 gives the third approval.</p> <p>SCO AP Approver 4 gives approval for direct transfer vouchers only.</p>	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• View Vendor Information, History, and Conversations</li> <li>• Review Voucher</li> <li>• Approve Voucher</li> <li>• Pushback Voucher</li> <li>• Deny Voucher</li> <li>• Send Notifications</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, AP Ad Hoc Approver, Department P-Card Reviewer, and Operating Budget Viewer roles</li> <li>• Reviews and approves vouchers created by the Central and Department Vendor Processor</li> <li>• Reviews and approves vouchers after the Department AP Approver 2</li> <li>• Can be combined with Confidential User to add/update confidential accounts payable information</li> </ul>
SCO AP Maintainer	<p>The SCO end user who is responsible for posting vouchers.</p>	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• View Vendor Information</li> <li>• Post Voucher</li> <li>• Un-post Voucher</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Department P-Card Reviewer role</li> <li>• Posts vouchers created by the Departmental AP Processor and approved by SCO AP Approvers</li> </ul>

## **5 Asset Management**

### **Asset Management Process Overview**

The Asset Management process involves the acquiring and maintaining of assets owned and leased by the State of California. This process includes acquiring, maintaining, stocktaking, depreciating, transferring, and retiring of assets and leases.

The Asset Management process includes:

- **Acquire and Maintain Assets:** Purchase assets and enter/maintain assets in FI\$Cal
- **Acquire and Maintain Leased Assets:** Lease assets and enter/maintain leased assets in FI\$Cal
- **Asset Stocktaking:** Confirm through visual inspection the physical count of all assets and the reconciliation of the count with the assets in FI\$Cal
- **Asset Depreciation:** Expense an asset's depreciable cost based on the estimated useful life of the asset
- **Transfer Assets:** Initiate a physical (e.g., change in a location) or financial (e.g., a change to the funding) change to an asset within a department or between departments
- **Retire Assets:** Remove an asset physically and financially from a department's possession

### **Asset Management Roles**

This section provides details for each FI\$Cal end-user role related to the Asset Management process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

**Table 4. Asset Management Roles**

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Department Asset Processor	The department end user who processes assets originating from Purchasing, Accounts Payable, and/or Project Costing, as well as enters assets directly in the Asset Management module.	<ul style="list-style-type: none"> <li>• Acquire Assets</li> </ul>	<ul style="list-style-type: none"> <li>• Add Owned Asset</li> <li>• Integrate Physical information from the Purchase Order and Receipt</li> <li>• Integrate Financial Information from the Voucher</li> <li>• View Asset Information</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, AP Viewer, and PC Viewer roles</li> <li>• Adds assets to be managed by Department Asset Manager and Department Asset Maintainer</li> </ul>
Department Asset Manager	The department end user who enters additions/ adjustments to an asset, performs IntraUnit/ InterUnit transfers for an asset, and processes retirements/ reinstatements for an asset.	<ul style="list-style-type: none"> <li>• Maintain Assets</li> <li>• Transfer Assets</li> <li>• Retire/ Reinstatement Assets</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Asset Information</li> <li>• Transfer Asset</li> <li>• Retire Asset</li> <li>• Reinstatement Asset</li> <li>• View Asset Information</li> </ul>	<ul style="list-style-type: none"> <li>• Manages assets entered by a Department Asset Processor</li> </ul>
Department Asset Maintainer	The department end user who manages the physical information associated with assets under their control (Locations, Tag Numbers, Custodians, etc.). This user is not responsible for the recording of any financial information (change in funding).	<ul style="list-style-type: none"> <li>• Maintain Assets</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Asset Physical Information</li> <li>• Manage Asset Physical Inventory</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains all physical information (change in location) on assets entered by Department Asset Processor and Department Asset Manager</li> </ul>

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Confidential Asset Maintainer	The central and department end user who enters and updates confidential information associated with assets, such as vehicle identification number (VIN) and Asset Class.	<ul style="list-style-type: none"> <li>• Maintain Assets</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Asset Confidential Information</li> <li>• View Asset Information</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains confidential information on assets entered by Department Asset Processor, Central Asset Processor, and Department Asset Manager</li> </ul>
Department Asset Depreciation Processor	The department end user who reviews and validates the depreciation calculations for their department, including changing the depreciation attributes, as needed, and running depreciation on an ad hoc basis.	<ul style="list-style-type: none"> <li>• Asset Depreciation</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Depreciation Attributes</li> <li>• Run Depreciation Process</li> </ul>	<ul style="list-style-type: none"> <li>• Depreciates assets to be processed and managed by other department asset end users</li> </ul>
Department Asset Month-End Processor	The department end user who executes and validates month-end processes for Asset Management.	<ul style="list-style-type: none"> <li>• Asset Month-End Processing</li> </ul>	<ul style="list-style-type: none"> <li>• Run Month-End Asset Management Processes</li> <li>• Execute Depreciation Close</li> <li>• Create Accounting Entries</li> <li>• Review and Validate GL Entries</li> </ul>	<ul style="list-style-type: none"> <li>• Runs month-end processes for assets processed and managed by other department asset end users</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Asset Viewer	The central and department end user who can view both financial and physical asset information. Department end users will only view assets within their business unit.	<ul style="list-style-type: none"> <li>Maintain Assets</li> </ul>	<ul style="list-style-type: none"> <li>View Asset Physical Information</li> <li>View Asset Financial Information</li> <li>View Owned Assets</li> <li>View Transferred Assets</li> <li>View Retired Assets</li> <li>View Reinstated Assets</li> <li>View Depreciation Information</li> <li>Run Asset Reports</li> </ul>	<ul style="list-style-type: none"> <li>Can view information entered by Department Asset Processor, Department Asset Manager, Department Asset Maintainer, and Department Asset Depreciation Processor</li> </ul>
Department Asset Configuration Maintainer	The department end user who updates and maintains configuration values that are designated as being maintained by departments.	<ul style="list-style-type: none"> <li>Maintain Assets</li> </ul>	<ul style="list-style-type: none"> <li>Maintain Department-Maintained Asset Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>Department end users can only maintain configuration values for the Department Asset Processor, Department Asset Manager, Department Asset Maintainer, and Department Asset and Depreciation Processor within their business unit</li> </ul>
Department Asset Confidential Reporter	The department end user who can view the confidential asset information on the AM confidential report. Department end users will only be able to run the report within their business unit.	<ul style="list-style-type: none"> <li>Maintain Assets</li> </ul>	<ul style="list-style-type: none"> <li>View Confidential Information on the AM Confidential Report (VIN and Asset Class)</li> </ul>	<ul style="list-style-type: none"> <li>Can view confidential information on the AM Confidential report, which got the information entered by Confidential Department Asset Processor</li> </ul>
Department AM Lease Processor	Department user that processes leased assets.	<ul style="list-style-type: none"> <li>Leased Assets</li> </ul>	<ul style="list-style-type: none"> <li>Process leased assets</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the AP Viewer role</li> </ul>
Department AM Physical Inventory Processor	Department user that processes physical inventory.	<ul style="list-style-type: none"> <li>Stocktaking</li> </ul>	<ul style="list-style-type: none"> <li>Process physical inventory</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the AM reporter role to review PI related reports</li> </ul>

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Department AM Approver 1	Department user that approves Inter-Unit transfer requests. This is a workflow only role.	<ul style="list-style-type: none"> <li>• Transfer Assets</li> </ul>	<ul style="list-style-type: none"> <li>• Approve Inter-Unit transfers requests</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Department Asset Viewer to see asset information</li> <li>• Approves of transfers initiated by the Department Asset Manager</li> </ul>
DGS AM Approver 1	DGS user that approves Inter-Unit transfer requests. This is a workflow only role.	<ul style="list-style-type: none"> <li>• Transfer Assets</li> </ul>	<ul style="list-style-type: none"> <li>• Approves Inter-Unit transfer requests.</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Department Asset Viewer to see asset information</li> <li>• Approves the transfer after it is approved by the Department AM Approver 1</li> </ul>
DGS AM Approver 2	DGS user that approves Inter-Unit transfer requests. This is a workflow only role.	<ul style="list-style-type: none"> <li>• Transfer Assets</li> </ul>	<ul style="list-style-type: none"> <li>• Approves Inter-Unit transfer requests.</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Department Asset Viewer to see asset information and will be the approver after the DGS AM Approver 1</li> </ul>
DGS Asset Processor	DGS user that approves and processes Inter-Unit Transfers.	<ul style="list-style-type: none"> <li>• Transfer Assets</li> </ul>	<ul style="list-style-type: none"> <li>• Approves and Processes Inter-Unit Transfers</li> </ul>	<ul style="list-style-type: none"> <li>• Similar to the DGS AM Approver roles, but will also be able to process transfers</li> </ul>

## **6 Grants Management**

### **Grants Management Process Overview**

The Grants Management system provides functionality to help FI\$Cal departments manage and track grant activities, including:

- Capturing profile data about departments requesting the award, sponsors, grant managers, and sub recipients.
- Tracking proposal negotiation details.
- Capturing grant details in proposals, which, once awarded, can be generated into awards in the system. Once awards exist, they can be updated with award details.
- Printing accurate and complete proposals for sponsors.
- Entering and posting budgets to Commitment Control and Project Costing.
- Managing billing and revenue processes within the Contracts module.
- Running billing processes to generate either invoices or Letter of Credit draws for Project-related transactions.
- Processing revenue and indirect cost accounting entries, which can be journal generated to the General Ledger.

### **Grants Management Roles**

This section provides details for each FI\$Cal end-user role related to the Grants Management process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

**Table 5. Grants Management Roles**

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationship to other Roles</b>
Grant Approver	Departmental or Central user that maintains proposals and awards and submits grants proposal.	<ul style="list-style-type: none"> <li>• Create and Maintain Grants</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain grant proposals and awards and submit grant proposals</li> </ul>	<ul style="list-style-type: none"> <li>• Approves (submit) proposals created by Grants Processor role</li> <li>• Includes additional access associated with the Grants Processor, except cannot add proposals or awards and cannot run Generate Award Process</li> </ul>
Grant Processor	Departmental or Central user that creates and maintains grant proposals and awards.	<ul style="list-style-type: none"> <li>• Create and Maintain Grants</li> </ul>	<ul style="list-style-type: none"> <li>• Adds and maintains grants proposals and awards</li> </ul>	<ul style="list-style-type: none"> <li>• Generates Award for proposals approved by Grants Approver role</li> <li>• Includes additional access associated with the Grants Approver with the addition of add and Generate Award capability; cannot submit proposals</li> </ul>
Grant Viewer	Departmental or Central user with display only access to all grant information.	<ul style="list-style-type: none"> <li>• Create and Maintain Grants</li> </ul>	<ul style="list-style-type: none"> <li>• Display only access to Grants pages.</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Grants Processor role except display only</li> </ul>
Grant Reporter	Departmental or Central user with access to run all grant reports and develop and run grants queries.	<ul style="list-style-type: none"> <li>• Create and Maintain Grants</li> </ul>	<ul style="list-style-type: none"> <li>• Has access to run all grant reports and develop and run grant queries</li> </ul>	<ul style="list-style-type: none"> <li>• No overlap with other Grant roles</li> </ul>

## **7 Customer Contracts**

### **Customer Contracts Process Overview**

The Customer Contracts system provides functionality to help FI\$Cal departments manage and process billing and revenue for a variety of goods and services, including:

- Ability to bill/recognize revenue for goods or services that are fixed-priced, rate-based, percentage based, or recurring. Rate-based goods and services will be attached to projects; however, other types of goods and services can be attached to projects as well.
- Recording terms that are used for controlling billing and revenue recognition.
- Delivered functionality for recording Prepays (advances), billing Prepays, processing transactions against Prepays, and tracking utilization of transactions against Prepays.
- Running billing processes to generate either invoices or Letter of Credit draws.
- Processing revenue and indirect cost accounting entries, which can be journal-generated to the General Ledger.

### **Customer Contracts Roles**

This section provides details for each FI\$Cal end-user role related to the Customer Contracts process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

**Table 6. Customer Contacts Roles**

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationship to other Roles</b>
Customer Contracts Processor	Departmental user that creates and maintains contracts.	<ul style="list-style-type: none"> <li>• Create and Amend Contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Adds and maintains contracts transactions.</li> </ul>	<ul style="list-style-type: none"> <li>• Same access as Contracts Approver, but can add or activate contracts</li> </ul>
Customer Contracts Approver	Departmental user that maintains, amends, and activates contracts.	<ul style="list-style-type: none"> <li>• Create and Amend Contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain and approves contracts transactions.</li> </ul>	<ul style="list-style-type: none"> <li>• Same access as Contracts Processor, except cannot add transactions</li> <li>• Has access to activate (approve) contract by selecting “Active” Contract Status on Contract – General page</li> <li>• Contracts Processor will have same page access, but will not be able to select “Active” status</li> </ul>
Customer Contracts Billing Job Processor	Departmental user that processes project and contract billing and project process (milestones).	<ul style="list-style-type: none"> <li>• Process Billings and Revenue</li> </ul>	<ul style="list-style-type: none"> <li>• Processes contract billing milestones and contract billing</li> </ul>	<ul style="list-style-type: none"> <li>• The Central Batch Processor role includes additional access associated with this Customer Contracts Billing Job Processor role</li> </ul>
Customer Contracts Revenue Job Processor	Departmental user that processes project and contract revenue.	<ul style="list-style-type: none"> <li>• Process Billings and Revenue</li> </ul>	<ul style="list-style-type: none"> <li>• Processes contract revenue milestones and contract revenue</li> </ul>	<ul style="list-style-type: none"> <li>• The Central Batch Processor role includes additional access associated with this Customer Contracts Revenue Job Processor role</li> </ul>
Customer Contracts Viewer	Departmental or central user with display access to all contract information.	<ul style="list-style-type: none"> <li>• Create and Amend Contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Display only access to Contracts transaction pages</li> </ul>	<ul style="list-style-type: none"> <li>• Same access as Customer Contracts Processor role, except display only</li> </ul>
Customer Contracts Reporter	Departmental or central user with display access to all contract reports and inquiries.	<ul style="list-style-type: none"> <li>• Create and Amend Contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Has access to run all customer contract reports and queries</li> </ul>	<ul style="list-style-type: none"> <li>• No overlap with other Contracts roles</li> </ul>

## **8 Project Costing**

### **Project Costing Process Overview**

Project Costing is the financial tracking of projects. This involves the processes of projects, project budgets, project costs, and project capitalization. Create and Maintain Projects involves the creation of new projects in FI\$Cal and from supporting systems. Project Budgets will be received from supporting business processes occurring in the Budgets and Commitment Control modules, which will enforce or monitor project budgets at the point of transaction entry. All project-related transactions are captured by Project Costing from FI\$Cal modules, including Procurement, Accounts Payable, General Ledger, Grant Management, Customer Contracts, and Labor Distribution, as well as external systems.

Project Capitalization involves sending expenditures identified as applicable to be capitalized to the Asset Management module where asset accounting functionality and In-Service/Depreciation journal entries are initiated.

### **Project Costing Roles**

This section provides details for each FI\$Cal end-user role related to the Project Costing process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

**Table 7. Project Costing Roles**

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Department Project Processor	The department end user who is responsible for additions and updates to the Project, Activity, and Team Definitions.	<ul style="list-style-type: none"> <li>• Create and Maintain Project</li> <li>• Create and Maintain Project Budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Create Projects</li> <li>• Create Project Budgets</li> <li>• Manage Projects</li> <li>• Manage Activities</li> <li>• Close Projects</li> <li>• Manage Project Grants</li> <li>• Manage Project Contracts</li> <li>• Manage Project Assets</li> <li>• View Project Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, AP Viewer, PC Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles</li> <li>• Creates and maintains all project information to be processed by Department PC Job Processor and Central PC Batch Processor</li> </ul>
Department PC Job Processor	The department end user who has access to all PC batch processes needed to run on an ad hoc basis.	<ul style="list-style-type: none"> <li>• Collect, Distribute, and Price Costs</li> <li>• Project Capitalization</li> </ul>	<ul style="list-style-type: none"> <li>• Upload Project, Activity, Team, and non-financial data</li> </ul>	<ul style="list-style-type: none"> <li>• Has similar abilities to the Central PC Batch Processor, without centrally maintained Project Utilities</li> </ul>
PC Reporter	The central and department end user who has access to all PC batch reports and PeopleSoft Query Viewer.	<ul style="list-style-type: none"> <li>• Create and Maintain Project</li> <li>• Create and Maintain Project Budgets</li> <li>• Collect, Distribute, and Price Costs</li> <li>• Project Capitalization</li> </ul>	<ul style="list-style-type: none"> <li>• View Project Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Can view reports of all project activities of Department Project Processor and Department PC Job Processor</li> </ul>
PC Viewer	The central and department end user who has inquiry access to all project information. This end user typically submits the Project request form.	<ul style="list-style-type: none"> <li>• Create and Maintain Project</li> </ul>	<ul style="list-style-type: none"> <li>• View Projects</li> <li>• View Activities</li> <li>• View Project Grants</li> <li>• View Project Contracts</li> <li>• View Project Assets</li> <li>• View Project Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Can view all project information entered by the Department Project Processor</li> </ul>

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Department PC Configuration Maintainer	The department end user who is responsible for updates to department PC configuration values.	<ul style="list-style-type: none"> <li>• Create and Maintain Project</li> <li>• Collect, Distribute, and Price Costs</li> <li>• Project Capitalization</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Project Configuration Items</li> <li>• View Centrally Maintained Project Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>• Can update department PC configuration items to be used by the Department Project Processor</li> </ul>
DOF Project Processor	Responsible for additions and updates to the Project, Activity, and Team Definitions.	<ul style="list-style-type: none"> <li>• Create and Maintain Project</li> <li>• Create and Maintain Project Budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Create Projects (mostly Capital Outlay)</li> <li>• Create Project Budgets</li> <li>• Manage Projects</li> <li>• Manage Activities</li> <li>• Close Projects</li> <li>• Manage Project Grants</li> <li>• Manage Project Contracts</li> <li>• Manage Project Assets</li> <li>• View Project Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and maintains all project information to be processed by Department PC Job Processor and Central PC Batch Processor</li> </ul>

## **9 Primavera**

### **Primavera Process Overview**

Primavera is an enhanced Statewide project management solution for managing projects within FI\$Cal. FI\$Cal will deliver a streamlined custom integration to link Primavera to Project Costing. The integration will permit a two-way exchange of information between Primavera P6 (P6) and a one-way exchange of information to Primavera Contract Management (PCM).

The process starts when a project is created in Global Cruise or added directly in FI\$Cal. Upon project creation in FI\$Cal, the project can be selected for optional integration with Primavera. Projects selected for optional integration will be auto-created in both Primavera applications (P6 and PCM), offering enhanced project management options for that project.

Within Primavera, project management is completed through schedule management, resource management, and project planning.

### **Primavera Roles**

This section provides details for each FI\$Cal end-user role related to the Primavera process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

**Table 8 Primavera Roles**

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
PCM State Team Member	The department end user who is involved in the contribution of PCM project management documents, including but not limited to: RFIs, Field Directives, Transmittals, and Submittals.	<ul style="list-style-type: none"> <li>• PC1 – Create and Maintain Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Add, edit and view documents to most modules</li> <li>• View various module log layouts</li> <li>• View change management module</li> <li>• Act as approver for non-cost related modules</li> </ul>	<ul style="list-style-type: none"> <li>• May be assigned multiple roles within PCM but can only hold one role per project</li> </ul>
PCM Project Manager	The department end user with full rights to all modules within a project, excluding administration rights and project settings.	<ul style="list-style-type: none"> <li>• PC1 – Create and Maintain Projects</li> </ul>	<ul style="list-style-type: none"> <li>• View, add, edit and export documents</li> <li>• View, add, edit and export change management module</li> <li>• Set Access for modules</li> <li>• Set approval limits</li> </ul>	<ul style="list-style-type: none"> <li>• May be assigned multiple roles within PCM but can only hold one role per project</li> </ul>
PCM Construction Manager	The department end user with Project Manager rights excluding change order approval.	<ul style="list-style-type: none"> <li>• PC1 – Create and Maintain Projects</li> </ul>	<ul style="list-style-type: none"> <li>• View, add, edit and export documents</li> <li>• View, add, edit and export change management module</li> <li>• Set Access for modules</li> </ul>	<ul style="list-style-type: none"> <li>• May be assigned multiple roles within PCM but can only hold one role per project</li> </ul>
PCM Consultant	External user, such as an Architect or Engineer, whose PCM rights are restricted. Rights include but are not limited to RFI, Submittal, and Drawings.	<ul style="list-style-type: none"> <li>• PC1 – Create and Maintain Projects</li> </ul>	<ul style="list-style-type: none"> <li>• View, add and edit drawing areas, drawings</li> <li>• View, add and edit meeting minutes and notices</li> <li>• Apply and view markups</li> </ul>	<ul style="list-style-type: none"> <li>• May be assigned multiple roles within PCM but can only hold one role per project</li> </ul>
PCM Contractor	External user involved with constructing the project. They have limited PCM access and view only rights to modules where access is given.	<ul style="list-style-type: none"> <li>• PC1 – Create and Maintain Projects</li> </ul>	<ul style="list-style-type: none"> <li>• View non-compliance notices</li> <li>• View RFIs</li> <li>• View submittals</li> </ul>	<ul style="list-style-type: none"> <li>• May be assigned multiple roles within PCM but can only hold one role per project</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
PCM Contracts Admin	The department end user with restricted PCM rights to the correspondence, contracting, and insurance areas.	<ul style="list-style-type: none"> <li>• PC1 – Create and Maintain Projects</li> </ul>	<ul style="list-style-type: none"> <li>• View, add and edit to correspondence and insurance</li> </ul>	<ul style="list-style-type: none"> <li>• May be assigned multiple roles within PCM but can only hold one role per project</li> </ul>
PCM Inspector	The department end user with restricted PCM rights to correspondence RFI's, Submittals, Daily Reports and Notifications.	<ul style="list-style-type: none"> <li>• PC1 – Create and Maintain Projects</li> </ul>	<ul style="list-style-type: none"> <li>• View, add and edit to most modules</li> <li>• View to change management module</li> <li>• Apply/view markups</li> <li>• Approve daily reports</li> </ul>	<ul style="list-style-type: none"> <li>• May be assigned multiple roles within PCM but can only hold one role per project</li> </ul>
PCM Insurance Admin	The department end user with restricted PCM rights to the correspondence and insurance areas.	<ul style="list-style-type: none"> <li>• PC1 – Create and Maintain Projects</li> </ul>	<ul style="list-style-type: none"> <li>• View, add and edit, correspondence, transmittals and proposals</li> </ul>	<ul style="list-style-type: none"> <li>• May be assigned multiple roles within PCM but can only hold one role per project</li> </ul>
P6 Project Manager	The department end user with expanded range of P6 rights, to exclude resource planning.	<ul style="list-style-type: none"> <li>• PC1 – Create and Maintain Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Add/edit/delete activity data</li> <li>• Run schedule/ summarize services</li> </ul>	<ul style="list-style-type: none"> <li>• May be assigned multiple roles within P6 but can only hold one role per project</li> </ul>
P6 Construction Manager	External user with a subset of P6 Project Manager rights.	<ul style="list-style-type: none"> <li>• PC1 – Create and Maintain Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Add/edit/delete activity data except resource assignment</li> <li>• Run schedule/ summarize services</li> </ul>	<ul style="list-style-type: none"> <li>• May be assigned multiple roles within P6 but can only hold one role per project</li> </ul>
P6 Scheduler	The department end user with scheduling and resource assignment rights in P6.	<ul style="list-style-type: none"> <li>• PC1 – Create and Maintain Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Add/edit/delete activity data</li> <li>• Run schedule/s ummarize services</li> <li>• Expanded scheduling capabilities</li> </ul>	<ul style="list-style-type: none"> <li>• May be assigned multiple roles within P6 but can only hold one role per project</li> </ul>
P6 Resource Planner	The department end user with resource planning rights in P6.	<ul style="list-style-type: none"> <li>• PC1 – Create and Maintain Projects</li> </ul>	<ul style="list-style-type: none"> <li>• Add resource assignments</li> </ul>	<ul style="list-style-type: none"> <li>• May be assigned multiple roles within P6 but can only hold one role per project</li> </ul>
P6 State Team Member	The department end user who is a team support member with view rights in P6.	<ul style="list-style-type: none"> <li>• PC1 – Create and Maintain Projects</li> </ul>	<ul style="list-style-type: none"> <li>• View Project data excluding cost</li> </ul>	<ul style="list-style-type: none"> <li>• May be assigned multiple roles within P6 but can only hold one role per project</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
P6 Department Team Member	The department end user who is a department support member with limited attributes in P6.	<ul style="list-style-type: none"> <li>PC1 – Create and Maintain Projects</li> </ul>	<ul style="list-style-type: none"> <li>View Project data including cost</li> </ul>	<ul style="list-style-type: none"> <li>May be assigned multiple roles within P6 but can only hold one role per project</li> </ul>

## **10 Billing/Accounts Receivable**

### **Billing/Accounts Receivable Process Overview**

The Billing/Accounts Receivable process provides functionality in FI\$Cal for establishing a department-specific customer file, generating invoices, entering and collecting receivables, and processing customer payments (both miscellaneous receipt payments and customer receivable payments).

The process begins when customer information (e.g., departments, private entities, and employees) is added or updated in a department-specific customer file. Customers are required for generating invoices, recording employee receivables, and recording and applying receipts for invoices/receivables. Customer information is not required for recording miscellaneous receipts; however, customers may be associated with miscellaneous receipt transactions. Once an invoice or a receivable is established for a customer, the department may perform and track collection activities (e.g. sending dunning/collection letters, recording customer interactions, and recording collection actions) for the receivable within FI\$Cal.

### **Billing/Accounts Receivable Roles**

This section provides details for each FI\$Cal end-user role related to the Billing/Accounts Receivable process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

**Table 9. Billing/Accounts Receivable Roles**

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Department Customer Processor	The department end user who adds, updates, and inactivates customer data for SetIDs that the Department Customer Processor has access to. This end user will not have access to confidential customer data.	<ul style="list-style-type: none"> <li>• Set Up and Maintain Customers</li> </ul>	<ul style="list-style-type: none"> <li>• Create Customer</li> <li>• Maintain Customers</li> <li>• Manage Customer Conversations</li> <li>• Inactivate Customer</li> </ul>	<ul style="list-style-type: none"> <li>• Cannot view confidential information entered by Department Confidential Customer Processor</li> </ul>
Department Confidential Customer Processor	The department end user who performs Department Customer Processor responsibilities, as well as adds, updates, and views customer Social Security Numbers (SSNs) or customer Taxpayer Identification Numbers (TINs).	<ul style="list-style-type: none"> <li>• Set Up and Maintain Customers</li> </ul>	<ul style="list-style-type: none"> <li>• Create Customer</li> <li>• Maintain Customer</li> <li>• Manage Customer Conversations</li> <li>• Inactivate Customer</li> <li>• Manage Customer Confidential Data</li> </ul>	<ul style="list-style-type: none"> <li>• Manages customer confidential information not viewable by Department Customer Processor</li> </ul>
Customer Viewer	The central and department end user who runs inquiries and reports on customer data for a SetID. This end user will not have access to confidential data.	<ul style="list-style-type: none"> <li>• Set Up and Maintain Customers</li> </ul>	<ul style="list-style-type: none"> <li>• View Customer Information</li> <li>• View Customer Conversations</li> <li>• Create and View Reports</li> <li>• Generate Customer Extract Files</li> </ul>	<ul style="list-style-type: none"> <li>• Cannot view confidential information entered by Department Confidential Customer Processor</li> <li>• Creates and runs reports that may be shared with other department end users</li> </ul>
Department BI Processor	The department end user who creates external bills, interagency bills, recurring bills, and Pro Forma (draft) invoices of the bills. The end user will also update billing data, set bills to Ready status, and correct billing interface errors.	<ul style="list-style-type: none"> <li>• Generate and Adjust Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Create External Bills</li> <li>• Create Interagency Bills</li> <li>• Create Recurring Bills</li> <li>• Print Pro Forma Invoices</li> <li>• Update Billing Data</li> <li>• Correct Billing Interface Errors</li> <li>• Process bills from Customer Contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the BI Reporter and Customer Viewer roles</li> <li>• Creates and updates bills for review and approval by Department BI Approver</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department BI Approver	The department end user who runs the Finalize and Print Invoice PeopleSoft Job for bills set to Ready status.	<ul style="list-style-type: none"> <li>• Generate and Adjust Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize and Print Invoices</li> <li>• View Billing Information</li> <li>• Correct Billing Errors</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the BI Reporter and Customer Viewer roles</li> <li>• Approves and finalizes invoices made ready by Department BI Processor</li> </ul>
Department BI Adjustment Processor	The department end user who adjusts a finalized invoice within the Billing Module. This includes adjusting the entire bill through the credit/rebill process or adjusting select lines within a bill.	<ul style="list-style-type: none"> <li>• Generate and Adjust Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Adjust Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the BI Reporter and Customer Viewer roles</li> <li>• Adjusts finalized invoices created by Department BI Processor and finalized by Department BI Approver</li> </ul>
BI Viewer	The central and department end user who runs inquiries on billing data for a business unit.	<ul style="list-style-type: none"> <li>• Generate and Adjust Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• View Billing Data</li> <li>• Reprint Invoices</li> <li>• View Printed Bills</li> <li>• View Bill Summaries</li> <li>• View Billing Errors</li> </ul>	<ul style="list-style-type: none"> <li>• Able to view data created and maintained by other Billing roles</li> </ul>
BI Reporter	The central and department end user who runs reports on billing data for a business unit.	<ul style="list-style-type: none"> <li>• Generate and Adjust Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Create and View Billing Reports</li> <li>• Generate interagency billing extract files</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and runs reports that may be shared with other central or department end users</li> </ul>
Department AR Item Processor	The department end user who creates a receivable item inside the AR module. This end user will be able to update receivable items, but will not be able to set them to post.	<ul style="list-style-type: none"> <li>• Enter and Maintain Receivables</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Update Receivables</li> <li>• View Customer Receivable Information</li> <li>• Manage Item Details</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the AR Reporter and Customer Viewer roles</li> <li>• Creates and updates receivables for review and approval by Department AR Item Approver</li> </ul>

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Department AR Item Approver	The department end user who updates receivable items and sets them to post. This end user may also correct posting errors for receivable items.	<ul style="list-style-type: none"> <li>• Enter and Maintain Receivables</li> </ul>	<ul style="list-style-type: none"> <li>• View Receivable Items</li> <li>• View Customer Receivable Information</li> <li>• Update Status for Posted Receivable Items</li> <li>• Set Receivable Items to Post</li> <li>• Correct Posting Errors</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the AR Reporter and Customer Viewer roles</li> <li>• Approves receivables from Department Item AR Processor and sets them to post</li> </ul>
Department AR Payment Processor	The department end user who enters deposit and payment data based on information from the Department's Cashiering Unit. This end user applies payments to invoices (through worksheets or Payment Predictor).	<ul style="list-style-type: none"> <li>• Process Payments</li> </ul>	<ul style="list-style-type: none"> <li>• Enter Deposits and Payments</li> <li>• Apply Payments to Invoices</li> <li>• View Customer Receivable Information</li> <li>• Enter Customer Conversations</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the AR Reporter and Customer Viewer roles</li> <li>• Enters payment data from Cashiering Unit that will be sent to Department AR Payment Approver, who will set it to post</li> </ul>
Department AR Payment Approver	The department end user who reviews deposit and payment data. This user is able to update accounting information for payments and set the payments to post. This end user will enter the accounting distribution prior to posting miscellaneous receipt payments.	<ul style="list-style-type: none"> <li>• Process Payments</li> </ul>	<ul style="list-style-type: none"> <li>• Set Payments to Post</li> <li>• Code Miscellaneous Receipt Payments</li> <li>• Correct Posting Errors</li> <li>• View Customer Receivable Information</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the AR Reporter and Customer Viewer roles</li> <li>• Reviews and approves payment data entered by the Department AR Payment Processor</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Department AR Collections Processor	The department end user who generates customer interactions including dunning letters and customer conversations, updates the status of posted receivables, applies adjustments to receivables, reclassifies receivables, and writes off receivable balances. This end user will not be able to set worksheets to post.	<ul style="list-style-type: none"> <li>• Collect Receivables</li> </ul>	<ul style="list-style-type: none"> <li>• Generate Dunning Letters</li> <li>• Manage Customer Conversations</li> <li>• View Customer Receivable Information</li> <li>• Update the Collection Status of Posted Receivables</li> <li>• Apply Adjustments to Receivables</li> <li>• Reclassify Receivables</li> <li>• Write Off Balances</li> <li>• View Posting Errors</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the AR Reporter and Customer Viewer roles</li> <li>• Generates worksheets, initiates refund transactions, and initiates write-off requests for review and approval by Department AR Collections Approver</li> </ul>
Department AR Collections Approver	The department end user who reviews and approves or denies write-off requests and posts refund transactions. This end user sets worksheets to post, such as Maintenance Worksheets and Transfer Worksheets.	<ul style="list-style-type: none"> <li>• Collect Receivables</li> </ul>	<ul style="list-style-type: none"> <li>• View Customer Information</li> <li>• Approve Write-off Requests</li> <li>• Set Worksheets to Post</li> <li>• Correct Posting Errors</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the AR Reporter and Customer Viewer roles</li> <li>• Reviews and determines the approval action for worksheets created by a Department AR Collections Processor</li> </ul>
AR Viewer	The central and department end user who runs inquiries on receivable and customer payment data for a business unit.	<ul style="list-style-type: none"> <li>• Enter and Maintain Receivables</li> <li>• Process Payments</li> <li>• Collect Receivables</li> </ul>	<ul style="list-style-type: none"> <li>• View Customer Information</li> <li>• View Dunning Letters and Overdue Charges</li> <li>• View Payments</li> <li>• View Pending Receivables</li> <li>• View Worksheets</li> <li>• View Posting Errors</li> <li>• View Posted Payments</li> </ul>	<ul style="list-style-type: none"> <li>• Able to view data maintained by other AR roles</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
AR Reporter	The central and department end user who runs reports on receivable and customer payment data for a business unit.	<ul style="list-style-type: none"> <li>• Set Up and Maintain Customers</li> <li>• Enter and Maintain Receivables</li> <li>• Process Payments</li> <li>• Collect Receivables</li> </ul>	<ul style="list-style-type: none"> <li>• Create Customer Reports</li> <li>• Create Payment Reports</li> <li>• Create Aging Reports</li> <li>• Generate AR extract files</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and runs reports that may be shared with other central or department end users</li> <li>• Can be combined with Confidential User to report on confidential accounts receivable information</li> </ul>
Confidential User	The central and department end user who has access to confidential purchasing, accounts payable, and vendor information. This user will also have access to accounts receivable reports with confidential information. The Confidential User role is shared by Purchasing, Accounts Payable, and Billing/Accounts Receivable. This role only needs to be assigned once.	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> <li>• Manage Purchase Orders</li> <li>• Process Procurement Card Transactions</li> <li>• Enter and Maintain Vendors</li> <li>• Create and Maintain Invoices</li> <li>• Set Up and Maintain Customers</li> <li>• Collect Receivables</li> </ul>	<ul style="list-style-type: none"> <li>• Add/Update Confidential Purchasing Information</li> <li>• Add/Update Confidential Accounts Payable Information</li> <li>• Add/Update Confidential Vendor Information</li> <li>• View Confidential Accounts Receivable Information</li> </ul>	<ul style="list-style-type: none"> <li>• Views confidential Accounts Receivable information when combined with AR Reporter role</li> <li>• Adds/Updates confidential information when combined with select PO and AP roles (refer to this role under Purchasing Roles and Accounts Payable Roles)</li> </ul>

## **11 Cash Management/Treasury**

### **Cash Management/Treasury Process Overview**

Cash Management is the use and management of cash, including bank account management, bank statement reconciliation, cash position management, and cash forecasting. The creating and maintaining of the bank accounts process involves the configuration setup of the FI\$Cal Bank (State Treasurer's Office (STO) Bank), the Centralized Treasury System (CTS) Accounts, and the Warrant Account. The bank statement reconciliation process will be used to reconcile system transactions to bank statements and will give the control agencies and departments the ability to manage reconciliation.

The managing cash positions process will enable partner agencies and departments to view the position of cash in the appropriate bank account.

### **Cash Management/Treasury Roles**

This section provides details for each FI\$Cal end-user role related to the Cash Management/Treasury process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

**Table 10. Cash Management/Treasury Roles**

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Cash Transfer Processor	The central and department end user who creates and submits requests for Bank Account Transfers between Centralized Treasury System (CTS) Bank accounts.	<ul style="list-style-type: none"> <li>• Manage Cash</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Submit CTS Bank Account Transfers</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and submits transfers for review and approval by Cash Transfer Approver</li> </ul>
Cash Transfer Approver	The central and department end user who will review and approve all department requests for transfers between CTS Bank Accounts associated with their business unit security.	<ul style="list-style-type: none"> <li>• Manage Cash</li> </ul>	<ul style="list-style-type: none"> <li>• Approve CTS Bank Account Transfers</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and approves transfers submitted by a Cash Transfer Processor</li> </ul>
Department CM Journal Processor	The department end user who reviews and updates the journal entries within the Cash Management module and submits them to SCO for review and approval.	<ul style="list-style-type: none"> <li>• Manage Cash</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Cash Management Journals</li> </ul>	<ul style="list-style-type: none"> <li>• The department end user who reviews and updates the journal entries within the Cash Management module and submits them to SCO for review and approval</li> </ul>
Department CM Report Viewer	The department end user who runs reports for Bank Statements, Reconciliation, and Cash Management processing.	<ul style="list-style-type: none"> <li>• Manage Cash</li> </ul>	<ul style="list-style-type: none"> <li>• Run Cash Management Reports</li> <li>• View Cash Management Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Runs reports that may be shared with other department end users</li> </ul>
Bank Statement Reconciliation Processor	The central and department end user who reconciles the Bank Statements for each Departmental Bank Account by reconciling transactions via Automatic, Semi-Manual, or Manual Reconciliation and analyzes exceptions to the reconciliation process.	<ul style="list-style-type: none"> <li>• Reconcile Statements</li> </ul>	<ul style="list-style-type: none"> <li>• Review Bank Statements</li> <li>• Reconcile Bank Statements</li> <li>• Analyze Reconciliation Exceptions</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Department CM Report Viewer Role, AP Reporter, AP Viewer, AR Reporter, and AR Viewer roles</li> <li>• Reconcile transactions created by the Department Pay Cycle Processor and Department AR Payment Processor to Bank statements</li> </ul>

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
STO Cash Position Processor	The STO end user who creates and maintains the configuration for Cash Positions, time spans, and cash position Structured Query Language (SQL) for department cash positions.	<ul style="list-style-type: none"> <li>• Manage Cash</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Cash Positions</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains Cash Position configuration used by Cash Management end users</li> </ul>
STO Bank Account Maintainer	The STO end user who creates and maintains Bank, Bank Branches, and External Account configuration.	<ul style="list-style-type: none"> <li>• Create Maintain Banks</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain Bank, Bank Branches, and External Account Information</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains banking information to be used by the Department Pay Cycle Processor, Department AR Payment Processor, and the Bank Statement Reconciliation Processor</li> </ul>
STO CM Report Viewer	The STO end user who creates and maintains queries from the Bank Account and Bank Statement tables, and who can run delivered Cash Management reports.	<ul style="list-style-type: none"> <li>• Manage Cash</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Cash Management Reports</li> <li>• Run delivered Cash Management Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and runs reports based on the activity recorded by the Department Pay Cycle Processor and Department AR Payment Processor</li> </ul>

## 12 General Ledger

### General Ledger Process Overview

General Ledger is the central repository for all financial transactions recorded across all modules. Enter and Process Journals is the primary General Ledger business process for daily, month-end, and year-end adjustments and corrections in the General Ledger (GL). This process includes the entering, validating, and budget checking of journals, as well as posting journals to a ledger. This process is used to post both financial and statistical transactions to the GL. Journal entries can be created directly in the GL, via the subsystem Journal Generation process, from external systems, or uploaded using the Spreadsheet Journal Import tool.

The Create and Process Budget Transactions business process provides for the recording of budgeted revenue and expenditure amounts against which transactions in all FI\$Cal modules are validated. The budget structures that control budget validation will be defined prior to posting budget transactions. Key functions of this business process include recording budget transactions in FI\$Cal, either online or via an interface process from the Hyperion Planning, Budgeting, and Forecasting system ("Hyperion"), then posting those journals to budget ledgers.

The Labor Distribution process creates accounting entries to record the State's payroll transactions. The process initially classifies each department's payroll costs to a single, department-specific default accounting classification, and then distributes those costs to employee-specific accounting classifications based on business rules defined by the departments. The Allocations process creates GL journals that reclassify, or "distribute," monetary or statistical ledger balances within a business unit or across business units. The Process Financial Statements process provides department reports and year-end close procedures. The Maintain Chart of Accounts (COA) process supports the maintenance of ChartField values and their associated system configuration, including trees and ChartField Attributes.

### General Ledger Roles

This section provides details for each FI\$Cal end-user role related to the General Ledger process, including:

- Role Name
- Role Description
- Related Business Processes
- Role Responsibilities
- Relationships with other Roles

**Table 11. General Ledger Roles**

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Department GL Journal Processor	The department end user who will create journals in the Modified Accrual ledger, run online Edit Check, run online Budget Check, and submit to the journal approval process.	<ul style="list-style-type: none"> <li>• Enter and Process Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Create Journals</li> <li>• Import Journals</li> <li>• Edit Check Journals</li> <li>• Budget Check Journals</li> <li>• Submit Journals</li> <li>• Correct Suspense Entries</li> </ul>	<ul style="list-style-type: none"> <li>• Journals submitted will be routed to the Department GL Journal Approver 1 within own approval pool</li> </ul>
Department GL Journal Approver 1	The department end user who is responsible for the first-level approval of department journals from a pooled worklist.	<ul style="list-style-type: none"> <li>• Enter and Process Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Update Journals</li> <li>• Approve Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and determines the approval action for journals submitted by a Department GL Journal Processor</li> </ul>
Department GL Journal Approver 2	The department end user who is responsible for the second-level approval of department journals from a pooled worklist.	<ul style="list-style-type: none"> <li>• Enter and Process Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Update Journals</li> <li>• Approve Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and determines the approval action for journals submitted by a Department GL Journal Processor and approved by a Department GL Journal Approver 1</li> </ul>
Department Operating Budget Processor	The department end user who can enter, but cannot post, department-level budget journals. This user cannot enter or post statewide budget journals.	<ul style="list-style-type: none"> <li>• Enter and Process Budget Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and Update Departmental Budget Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Enters and updates department-level budget journals to be approved and posted by the Department Operating Budget Approver</li> </ul>
Department Operating Budget Approver	The department end user who can enter and post department-level budget journals, and override department budget exceptions. This user cannot enter or post statewide budget journals or override a statewide controlling budget exception.	<ul style="list-style-type: none"> <li>• Enter and Process Budget Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Enter, Update, and Post Departmental Budget Journals</li> <li>• Override Budget Exceptions</li> <li>• Update Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Posts department-level budget journals created by the Department Operating Budget Processor</li> <li>• Overrides budget exceptions after budget check run by Department GL Journal Processor</li> </ul>

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Department Activity Sheet Processor	The department end user who loads and updates Activity Sheets using the online Activity Sheet page or the Excel Activity Sheet upload process, and runs the monthly Inbound Activity Sheet Interface (if applicable).	<ul style="list-style-type: none"> <li>• Enter and Process Labor Distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Load Activity Sheets</li> <li>• Upload Activity Sheets</li> <li>• Run Inbound Activity Sheet Interface</li> <li>• View Activity Sheet Reports</li> <li>• View Labor Distribution Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>• Loads Activity Sheets to be processed by the Department LD Processor</li> </ul>
Department LD Processor	The department end user who runs the Labor Distribution Process and Labor Distribution Reports.	<ul style="list-style-type: none"> <li>• Enter and Process Labor Distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Run Labor Distribution Process</li> <li>• Run Labor Distribution Reports</li> <li>• View LD and Activity Sheet Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Runs the Labor Distribution process after loading by the Department Activity Sheet Processor</li> </ul>
Department LD Maintainer	The department end user who maintains all department-level configuration for Labor Distribution.	<ul style="list-style-type: none"> <li>• Enter and Process Labor Distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Labor Distribution Department Configuration Items</li> <li>• View Labor Distribution Central Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains configuration to be used by Department LD Processor</li> </ul>
Allocation Processor	The central and department end user who processes Allocation Groups and verifies the allocation results. Departments will be given the ability to execute the General Ledger Allocation processes when required.	<ul style="list-style-type: none"> <li>• Process Allocations</li> </ul>	<ul style="list-style-type: none"> <li>• Process Allocation</li> <li>• Create Allocation Calculation Log Report</li> </ul>	<ul style="list-style-type: none"> <li>• Processes allocations so other GL end users can begin reporting other GL transactions</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
GL Viewer	The central and department end user who has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages.	<ul style="list-style-type: none"> <li>• Enter and Process Journals</li> <li>• Enter and Process Budget Journals</li> <li>• Enter and Process Labor Distribution</li> <li>• Process Allocations</li> <li>• Process Financial Statements</li> <li>• Maintain Chart of Accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Inquire General Ledger Financial Data</li> <li>• View Commitment Control</li> <li>• View Journals</li> <li>• View Budget Journals</li> <li>• View Budget Check Exceptions</li> <li>• View Allocations</li> <li>• View COA Values</li> <li>• View Budget and Reporting Trees</li> <li>• View Closed Budgets</li> <li>• View General Ledger Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>• This role is a prerequisite role for Appropriation Viewer, Operating Budget Viewer, GL Reporter, and Department GL Report Viewer</li> </ul>
Appropriation Viewer	The central and department end user who will allow users access to view Statewide Controlling budget information.	<ul style="list-style-type: none"> <li>• Enter and Process Budget Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Run Statewide Budget Inquiries</li> <li>• View Override Budget Date Exceptions</li> </ul>	<ul style="list-style-type: none"> <li>• Recommended role for Department GL Journal Processor, Department GL Journal Approvers 1-2, Department AP Processor, Department AP Approvers 1-2, Department AP Supervisor, Department AP Maintainer, and SCO AP Approvers 1-4</li> </ul>
Operating Budget Viewer	The central and department end user who will have access to view department-level budgets using online inquiry screens.	<ul style="list-style-type: none"> <li>• Enter and Process Budget Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Run Department-Specific Budget Inquiries</li> <li>• View Override Budget Date Exceptions</li> </ul>	<ul style="list-style-type: none"> <li>• Recommended role for Department GL Journal Processor, Department GL Journal Approvers 1-2, Department AP Processor, Department AP Approvers 1-2, Department AP Supervisor, Department AP Maintainer, and SCO AP Approvers 1-4</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
GL Reporter	The central and department end user who will run reports and distribute to the Department GL Report Viewer as required.	<ul style="list-style-type: none"> <li>Process Financial Statements</li> </ul>	<ul style="list-style-type: none"> <li>Run COA Values Reports</li> <li>View General Ledger Reports</li> <li>View Commitment Control Reports</li> </ul>	N/A
Department GL Report Viewer	The department end user who will receive nightly batch distributed reports and have access to Report Manager.	<ul style="list-style-type: none"> <li>Process Financial Statements</li> </ul>	<ul style="list-style-type: none"> <li>Receive General Ledger Reports</li> </ul>	N/A
Department GL Configuration Maintainer	The department end user who controls department General Ledger configuration work units.	<ul style="list-style-type: none"> <li>Maintain Chart of Accounts</li> </ul>	<ul style="list-style-type: none"> <li>Manage Journals Configuration</li> </ul>	<ul style="list-style-type: none"> <li>Manages departmentally maintained configuration to be used by GL end users</li> </ul>
Department COA Maintainer	The department end user who sets up department-owned COA values and maintains SpeedTypes and SpeedCharts. This end user also sets up department default values on the COA translation process.	<ul style="list-style-type: none"> <li>Maintain Chart of Accounts</li> </ul>	<ul style="list-style-type: none"> <li>Update COA Department Values</li> <li>Manage SpeedTypes</li> <li>Manage SpeedCharts</li> <li>Update Budget Trees</li> </ul>	<ul style="list-style-type: none"> <li>Manages COA configuration to be used by GL end users</li> </ul>
SCO GL Journal Processor	The SCO end user who creates journals in the Modified Accrual, Cash Adjustment, and Full Accrual Adjustment ledgers. This end user can also run online edit and budget check, and submit to the journal approval process.	<ul style="list-style-type: none"> <li>Enter and Process Journals</li> </ul>	<ul style="list-style-type: none"> <li>Create Journals</li> <li>Create Cash Adjustments</li> <li>Create Full Accrual Adjustments</li> <li>Import Journals</li> <li>Edit Check Journals</li> <li>Budget Check Journals</li> <li>Execute Journal Generator</li> <li>Submit Journals</li> <li>Correct Suspense Entries</li> </ul>	<ul style="list-style-type: none"> <li>Submits journals to be approved by GL end users</li> </ul>

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
SCO Appropriation Processor	The SCO end user who has access to create a statewide controlling budget journal and view Appropriation transactions interfaced from Hyperion.	<ul style="list-style-type: none"> <li>• Enter and Process Budget Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Enter Budget Journals</li> </ul>	<ul style="list-style-type: none"> <li>• The SCO Appropriation Approver will be notified outside of FI\$Cal by the SCO Appropriation Processor if a budget journal is created</li> </ul>
SCO Appropriation Approver	The SCO end user who has access to create and post statewide controlling budget journals and post Appropriation transactions interfaced from Hyperion.	<ul style="list-style-type: none"> <li>• Enter and Process Budget Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Enter Budget Journals</li> <li>• Approve Budget Journals</li> <li>• View Budget Check Exceptions</li> <li>• View Override Budget Exceptions</li> </ul>	<ul style="list-style-type: none"> <li>• The SCO Appropriation Approver is notified outside of FI\$Cal by the SCO Appropriation Processor if a budget journal is created</li> </ul>
SCO GL Budget Definition Maintainer	The SCO end user who maintains the Commitment Control Budget Definition for statewide and department budgets.	<ul style="list-style-type: none"> <li>• Enter and Process Budget Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Commitment Control Budget Definition</li> </ul>	<ul style="list-style-type: none"> <li>• Manages Commitment Control Budget Definition for GL end users</li> </ul>

## Appendix A – Central Roles

This appendix provides supporting information for each FI\$Cal end-user role designated for central end users.

### Central Budgeting Roles

This section provides details for each Central Budgeting role.

Table 12. Central Budgeting Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central Budget System Administrator	The central end user who oversees and manages all functional/ application changes to the budget system, such as system modifications, creation of new functionality, or development of new features requested by users.	<ul style="list-style-type: none"> <li>• Initiate Budget Development Process</li> <li>• Prepare Departmental Budget Submission</li> <li>• Develop the Governor's Budget</li> <li>• Manage Budget Legislation</li> <li>• Administer the Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Budget System Changes</li> <li>• Manage New Feature Development</li> <li>• Manage Security and User Permissions</li> </ul>	<ul style="list-style-type: none"> <li>• Makes revisions to the Budget System, which may create infrastructure-related changes for the Central Budget Infrastructure Administrator</li> <li>• Makes revisions to the Budget System, which may create interface-related changes for the Central Budget FDM/ERP Administrator</li> </ul>
Central Budget Infrastructure Administrator	The central end user who manages Hyperion servers, applications, and configurations, as well as has copy data rights.	<ul style="list-style-type: none"> <li>• Initiate Budget Development Process</li> <li>• Prepare Departmental Budget Submission</li> <li>• Develop the Governor's Budget</li> <li>• Manage Budget Legislation</li> <li>• Administer the Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Copy Data</li> <li>• Manage Hyperion Servers, Applications, and Configurations</li> </ul>	<ul style="list-style-type: none"> <li>• Manages infrastructure-related changes based on revisions made by the Central Budget System Administrator</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central Budget FDM/ERP Administrator	The central end user who manages and develops all interfaces or integration with systems other than the Budget System.	<ul style="list-style-type: none"> <li>• Initiate Budget Development Process</li> <li>• Prepare Departmental Budget Submission</li> <li>• Develop the Governor's Budget</li> <li>• Manage Budget Legislation</li> <li>• Administer the Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Create Department-Specific Reports</li> <li>• Run Department-Specific Reports</li> <li>• View Vendor History</li> </ul>	<ul style="list-style-type: none"> <li>• Manages interface-related changes based on revisions made by the Central Budget System Administrator</li> </ul>

## Central Purchasing Roles

This section provides details for each Central Purchasing role.

Table 13. Central Purchasing Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central PO Reporter	The central end user who creates queries and runs procurement reports for all departments.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Requisition Reports</li> <li>• Manage Purchase Order Reports</li> <li>• Manage Receiving Reports</li> <li>• Manage P-Card Reports</li> <li>• Manage Encumbrance Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Creates queries and runs reports and queries that may be shared with other central and/or department end users</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>
Central PO Configuration Maintainer	The central end user who maintains procurement configuration items.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Procurement Configuration Items for all departments</li> </ul>	<ul style="list-style-type: none"> <li>• Manages procurement configuration and updates configuration to be used by all procurement roles</li> </ul>
Central P-Card Maintainer	The end user who manages P-Card administration activities.	<ul style="list-style-type: none"> <li>• Process Procurement Card Transactions</li> </ul>	<ul style="list-style-type: none"> <li>• Add or Update Cardholder Profiles</li> <li>• Modify Error Transactions</li> <li>• Modify Approved Transactions</li> <li>• Maintain Proxy</li> <li>• Maintain Cardholder Distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Provides administration for all Department P-Card roles</li> </ul>
Central PO Workflow Administrator	The central end user who manages workflow routings.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Receive Workflow Error Notifications</li> <li>• Reroute Worklists</li> <li>• Reset, Restart, and Reassign Requisition and Purchase Order Workflows</li> </ul>	<ul style="list-style-type: none"> <li>• Manages the workflow routings of requisitions and POs for all department requisition and PO approver roles</li> </ul>

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Central Item Processor	Central FI\$Cal Service Center (FSC) user that creates and maintains the Item Master.	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> </ul>	<ul style="list-style-type: none"> <li>• Create and update Item IDs in FI\$Cal</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Vendor Viewer, Department PO Viewer, Department Contract Viewer, and DGS PO Reporter roles</li> <li>• Creates and updates items as requested</li> </ul>
Central Doc Library Administrator	FSC user that manages (adds, removes, or changes components) the document library.	<ul style="list-style-type: none"> <li>• Administer Vendor Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Create document library components</li> <li>• Modify/remove or delete components</li> </ul>	<ul style="list-style-type: none"> <li>• Creates library components that will be submitted to approvers for review and approval</li> </ul>

## Central Accounts Payable Roles

This section provides details for each Central Accounts Payable role.

Table 14. Central Accounts Payable Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central Vendor Processor	The central end user who creates a new vendor or adds/modifies vendor address and contact information.	<ul style="list-style-type: none"> <li>Enter and Maintain Vendors</li> </ul>	<ul style="list-style-type: none"> <li>Create New Vendor</li> <li>Receive and Validate Vendor Request Form</li> <li>Manage Duplicate Vendor Issues</li> <li>Update Vendor Information</li> <li>Send Vendor Notifications</li> <li>View Vendor Information, History, and Conversations</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Vendor Viewer role</li> <li>Creates and updates vendors for review and approval by the Central Vendor Approver</li> <li>Can be assigned Central Vendor Approver, but will not be able to self-approve</li> <li>Can be combined with Confidential User to add/update confidential accounts payable information</li> </ul>
Central Vendor Approver	The central end user who is responsible for approving a new vendor or vendor data changes in FI\$Cal.	<ul style="list-style-type: none"> <li>Enter and Maintain Vendors</li> </ul>	<ul style="list-style-type: none"> <li>Review Vendor</li> <li>Approve Vendor</li> <li>Deny Vendor</li> <li>Send Notifications</li> <li>View Vendor Information, History, and Conversations</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Vendor Viewer role</li> <li>Reviews and approves vendors created by the Department Vendor Processor and Central Vendor Processor</li> <li>Can be assigned Central Vendor Processor, but will not be able to self-approve</li> <li>Can be combined with Confidential User to add/update confidential accounts payable information</li> </ul>
Central Vendor Workflow Administrator	The central end user who is responsible for reassigning worklist items as needed.	<ul style="list-style-type: none"> <li>Enter and Maintain Vendors</li> </ul>	<ul style="list-style-type: none"> <li>Reassigns Worklist Items</li> </ul>	<ul style="list-style-type: none"> <li>Reassigns worklist items, as needed, for other Vendor roles</li> </ul>
FI\$Cal AP Maintainer	The central end user who is responsible for any Interface processing (voucher build, voucher post, and State Controller's Office (SCO) Interfaces).	<ul style="list-style-type: none"> <li>Create and Maintain Invoices</li> <li>Process Payments</li> </ul>	<ul style="list-style-type: none"> <li>Define General Accounts Payable and Vendor Options</li> </ul>	<ul style="list-style-type: none"> <li>Runs processes that provide voucher information for AP end users</li> </ul>

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Central AP Workflow Administrator	The central end user who is responsible for reassigning worklist items as needed.	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Reassign Worklist Items</li> </ul>	<ul style="list-style-type: none"> <li>• Reassigns worklist items, as needed, for other Central and Department AP roles</li> </ul>
Central AP Configuration Maintainer	The central end user who is responsible for maintaining Accounts Payables configuration items statewide.	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain Statewide AP Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>• Enters and updates the AP configuration items maintained centrally</li> <li>• These items are used by AP roles in processing AP transactions</li> </ul>
Central Payment Maintainer	The central end user who is responsible for canceling, posting, and escheating payments (warrants only).	<ul style="list-style-type: none"> <li>• Process Payments</li> </ul>	<ul style="list-style-type: none"> <li>• Cancel Payments</li> <li>• Post Payments</li> <li>• Escheat Payments</li> <li>• View Vendor Information</li> <li>• View Voucher Information</li> <li>• View Payment Information</li> </ul>	<ul style="list-style-type: none"> <li>• Voids, stops, or escheats payments through cancellation requests by the Department AP Processor, Central or Department Pay Cycle Processor, or Central or Department Payment Processor</li> </ul>
Central 1099 Processor	The central end user who is responsible for maintaining 1099 tables and running 1099 reports.	<ul style="list-style-type: none"> <li>• 1099 Withholding</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Withholdings</li> <li>• Review Vendor Information</li> <li>• Enter Voucher Information</li> </ul>	<ul style="list-style-type: none"> <li>• Uses vendor withholding information captured by the Department Vendor Processor and Department AP Processor</li> </ul>

## Central Asset Management Roles

This section provides details for each Central Asset Management role.

Table 15. Central Asset Management Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central Asset Processor	The central end user who has access and ability to perform all department asset roles.	<ul style="list-style-type: none"> <li>• Acquire Assets</li> <li>• Maintain Assets</li> <li>• Transfer Assets</li> <li>• Retire/Reinstate Assets</li> <li>• Asset Depreciation</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate Managing Asset Information</li> <li>• Facilitate Adding Assets</li> <li>• Facilitate Transferring Assets</li> <li>• Facilitate Retiring/Reinstating Assets</li> <li>• Facilitate Depreciation Attributes</li> <li>• Facilitate Depreciation Process</li> <li>• Facilitate Month-End Asset Management</li> <li>• Run Asset Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Includes additional access associated with the Department Asset Processor, Department Asset Manager, Department Asset Maintainer, Department Asset Depreciation Processor, Department Asset Month-End Processor, Asset Viewer, and Department Asset Configuration Maintainer</li> </ul>
Central Asset Configuration Maintainer	The central end user who updates and maintains configuration values that are designated as being maintained centrally.	<ul style="list-style-type: none"> <li>• Maintain Assets</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Centrally Maintained Asset Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>• Updates centrally maintained Configuration Items to be used by Asset Management end users</li> </ul>

## Central Grant Management Roles

This section provides details for each Central Grant Management role.

Table 16. Central Grant Management Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central GM Config Maintainer	Central user that maintains statewide grants configuration.	<ul style="list-style-type: none"> <li>• Create and Maintain Grants</li> </ul>	<ul style="list-style-type: none"> <li>• Configures Grants module</li> <li>• Includes Grants departmental security configuration along with related tree(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Manages Grants configuration items used by department and central grant management end users</li> </ul>
Central GM Batch Processor	Central user that runs all Grants processes.	<ul style="list-style-type: none"> <li>• Create and Maintain Grants</li> </ul>	<ul style="list-style-type: none"> <li>• Runs all Grants processes where a Run Control ID is required</li> <li>• Add and maintain access to Run Controls</li> </ul>	<ul style="list-style-type: none"> <li>• Manages Grants processes run against transactions created by department Grants end users</li> </ul>

## Central Customer Contracts Roles

This section provides details for each Central Customer Contracts role.

Table 17. Central Customer Contracts Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central CA Batch Processor	Central user with access to all contracts batch processes.	<ul style="list-style-type: none"> <li>Process Billings and Revenue</li> </ul>	<ul style="list-style-type: none"> <li>Runs all Contracts processes where a Run Control ID is required</li> <li>Add and maintain access to Run Controls</li> </ul>	<ul style="list-style-type: none"> <li>Includes additional access associated with the Billing and Revenue Job Processor roles</li> </ul>
Central CA Config Maintainer	Central user that maintains statewide contracts configuration.	<ul style="list-style-type: none"> <li>Create and Amend Contracts</li> </ul>	<ul style="list-style-type: none"> <li>Configures Contracts module</li> </ul>	<ul style="list-style-type: none"> <li>Manages customer contract configuration items used by department and central customer contract end users</li> </ul>

## Central Project Costing Roles

This section provides details for each Central Project Costing role.

Table 18. Central Project Costing Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central Project Processor	The central end user who is responsible for additions and updates to the Project, Activity, and Team Definitions.	<ul style="list-style-type: none"> <li>• Create and Maintain Project</li> <li>• Create and Maintain Project Budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Create Projects</li> <li>• Create Project Budgets</li> <li>• Manage Projects</li> <li>• Manage Activities</li> <li>• Close Projects</li> <li>• Manage Project Grants</li> <li>• Manage Project Contracts</li> <li>• Manage Project Assets</li> <li>• View Project Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and maintains all project information to be processed by Department PC Job Processor and Central PC Batch Processor</li> </ul>
Central PC Batch Processor	The central end user who has access to all scheduled PC batch processes.	<ul style="list-style-type: none"> <li>• Collect, Distribute, and Price Costs</li> <li>• Project Capitalization</li> </ul>	<ul style="list-style-type: none"> <li>• Upload Project, Activity, Team and non-financial data</li> <li>• Run Centrally Maintained Project Utilities</li> </ul>	<ul style="list-style-type: none"> <li>• Has similar abilities to the Department PC Batch Processor, with additional Project Utilities to manage</li> </ul>
Central PC Configuration Maintainer	The central end user who is responsible for updates to system-wide and departmental PC configuration values.	<ul style="list-style-type: none"> <li>• Create and Maintain Project</li> <li>• Collect, Distribute, and Price Costs</li> <li>• Project Capitalization</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Project Configuration Items</li> <li>• Manage Centrally Maintained Project Configuration Items</li> <li>• Manage Department Project Installation</li> </ul>	<ul style="list-style-type: none"> <li>• Can update centrally maintained Configuration Items to be used by Department Project Processor</li> </ul>

## Central Billing/Accounts Receivable Roles

This section provides details for each Central Billing/Accounts Receivable role.

Table 19. Central Billing/Accounts Receivable Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central AR Workflow Administrator	The Central end user who determines the workflow routing for write-off transactions within the AR module.	<ul style="list-style-type: none"> <li>Collect Receivables</li> </ul>	<ul style="list-style-type: none"> <li>Create workflow routing for write-offs</li> </ul>	<ul style="list-style-type: none"> <li>Routes workflow for Department AR Collections Processor and Department AR Collections Approver</li> </ul>
Central AR Batch Processor	The central end user who runs all scheduled AR batch processes. Examples include the AR Update processes.	<ul style="list-style-type: none"> <li>Enter and Maintain Receivables</li> <li>Process Payments</li> <li>Collect Receivables</li> </ul>	<ul style="list-style-type: none"> <li>Run AR Update Process</li> <li>Run AR Aging Process</li> <li>Run Payment Predictor Process</li> <li>Run AR interface and extract file processes</li> </ul>	<ul style="list-style-type: none"> <li>Runs batch processes that affect receivables managed by other end users</li> </ul>
Central AR Configuration Maintainer	The central end user who adds and updates configuration elements for the Accounts Receivable module.	<ul style="list-style-type: none"> <li>Enter and Maintain Receivables</li> <li>Process Payments</li> <li>Collect Receivables</li> </ul>	<ul style="list-style-type: none"> <li>Manage AR Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>Manages configuration items used by department and central AR end users</li> </ul>
Central BI Batch Processor	The central end user who runs all scheduled Billing batch processes, such as the Billing Interface Process, and processes to move Billing data to other modules.	<ul style="list-style-type: none"> <li>Generate and Adjust Invoices</li> </ul>	<ul style="list-style-type: none"> <li>Run Billing Interface Process</li> <li>Run Load Invoices to AP and AR Processes</li> <li>Run Request Budget Check Process</li> <li>Run Convert Currency Amounts process</li> <li>Run Create Accounting Entries Process</li> <li>Run Pre-Load Process</li> <li>Run Billing interface and extract file processes</li> </ul>	<ul style="list-style-type: none"> <li>Runs batch processes that affect billing information used by other BI end users</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central BI Configuration Maintainer	The central end user who adds and updates configuration elements for the Billing module.	<ul style="list-style-type: none"> <li>• Generate and Adjust Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Manage BI Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>• Manages billing configuration items used by department and central BI end users</li> </ul>

## Central Cash Management/Treasury Roles

This section provides details for each Central Cash Management/Treasury role.

Table 20. Central Cash Management/Treasury Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central Bank Statement Import Processor	The central end user who maintains bank integration configuration and imports bank statements from the State Treasurer's Office (STO) and SCO into the system when the automated batch process has problems.	<ul style="list-style-type: none"> <li>Reconcile Statements</li> </ul>	<ul style="list-style-type: none"> <li>Import Bank Statements</li> <li>View Bank, Bank Branches, and External Account Information</li> <li>Accesses the Import Files from STO and SCO</li> </ul>	<ul style="list-style-type: none"> <li>Imports Statements to be used by Central Bank Statement Processor</li> </ul>
Central Bank Statement Processor	The central end user who maintains bank integration configuration and performs modifications to Bank Statements created by the Bank Statement Import process.	<ul style="list-style-type: none"> <li>Reconcile Statements</li> </ul>	<ul style="list-style-type: none"> <li>Review Bank Statements</li> <li>Update Bank Statements</li> <li>Update Bank Integration Configuration</li> </ul>	<ul style="list-style-type: none"> <li>Reviews statements created by the Central Bank Statement Import Processor</li> </ul>
Central Cash Tree Maintainer	The central end user who performs maintenance on Cash Position Trees that support the Cash Position Report.	<ul style="list-style-type: none"> <li>Manage Cash</li> </ul>	<ul style="list-style-type: none"> <li>Manage Cash Position Trees</li> </ul>	<ul style="list-style-type: none"> <li>Provides data for the STO CM Report Viewer</li> </ul>

## Central General Ledger Roles

This section provides details for each Central General Ledger role.

Table 21. Central General Ledger Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central GL Journal Processor	The central end user who creates journals in the Modified Accrual, Cash Adjustment, and Full Accrual Adjustment ledgers. A Central Journal Processor can run online Edit and Budget Check, and submit to the journal approval process.	<ul style="list-style-type: none"> <li>• Enter and Process Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Create Journals</li> <li>• Create Cash Adjustments</li> <li>• Create Full Accrual Adjustments</li> <li>• Import Journals</li> <li>• Edit Check Journals</li> <li>• Budget Check Journals</li> <li>• Execute Journal Generator</li> <li>• Submit Journals</li> <li>• Correct Suspense Entries</li> </ul>	<ul style="list-style-type: none"> <li>• Submits journals to be approved by GL end users</li> </ul>
Central GL Workflow Administrator	The central end user who configures and maintains the SCO and departmental journal workflow. A FI\$Cal central entity will be responsible for working with departments to confirm the required journal workflow is functioning properly.	<ul style="list-style-type: none"> <li>• Enter and Process Budget Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Journal Workflow</li> </ul>	<ul style="list-style-type: none"> <li>• Manages the workflow of Department GL Journal Processor, Department GL Journal Approvers 1-2, Central GL Journal Processor, SCO Appropriation Processor, and SCO Appropriation Approver</li> </ul>
Central GL Batch Processor	The central end user who runs all scheduled batch processes. Batch processes can be scheduled as a daily or night batch process. Examples of processes are journal generator and post.	<ul style="list-style-type: none"> <li>• Enter and Process Journals</li> <li>• Enter and Process Budget Journals</li> <li>• Enter and Process Labor Distribution</li> <li>• Process Allocations</li> <li>• Process Financial Statements</li> <li>• Maintain Chart of Accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Execute Journal Batch Processes</li> <li>• View Chart of Accounts (COA) Default Values</li> <li>• View General Ledger Reports</li> <li>• View Budget Reports</li> <li>• View General Ledger Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>• Runs batch processes so other GL end users can begin reporting and other GL transactions</li> </ul>

<b>Role Name</b>	<b>Role Description</b>	<b>Related Business Processes</b>	<b>Role Responsibilities</b>	<b>Relationships with other Roles</b>
Central LD Processor	The central end user who runs the monthly Inbound Payroll Interface.	<ul style="list-style-type: none"> <li>• Enter and Process Labor Distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Run Inbound Payroll Interface</li> <li>• Run Labor Distribution Process</li> <li>• View Labor Distribution Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Serves as a backup for the Department LD Processor</li> </ul>
Central LD Maintainer	The central end user who maintains all statewide configuration for Labor Distribution.	<ul style="list-style-type: none"> <li>• Enter and Process Labor Distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Labor Distribution Central Configuration Items</li> <li>• View Labor Distribution Department Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains configuration to be used by Department LD Processor</li> </ul>
Central Allocation Maintainer	The central end user who creates and maintains Allocation Rules and Groups.	<ul style="list-style-type: none"> <li>• Process Allocations</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Allocations</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains the allocation configuration to be used by Allocation Processor</li> </ul>
Central GL Close Processor	The central end user who runs close processes and closes accounting periods.	<ul style="list-style-type: none"> <li>• Process Financial Statements</li> </ul>	<ul style="list-style-type: none"> <li>• Run Close Processes</li> <li>• Run Budget Close</li> <li>• Close Accounting Period</li> </ul>	<ul style="list-style-type: none"> <li>• Closes periods so other GL end users can begin reporting and other GL transactions</li> </ul>
Central GL Configuration Maintainer	The central end user who controls centrally maintained configuration workunits. Examples are Ledger, GL Business Unit, TableSet Control definitions, and system-wide Installation Options.	<ul style="list-style-type: none"> <li>• Maintain Chart of Accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Manage General Ledger Configuration Items</li> <li>• Manage Journal Configuration Items</li> <li>• Manage Audit ChartFields</li> <li>• Manage Business Unit Configuration Items</li> <li>• Manage System-Wide Definitions</li> <li>• Manage Security Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>• Manages the centrally maintained configuration to be used by GL end users</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with other Roles
Central COA Maintainer	The central end user who sets up COA values and trees, and maintains the combination edit definitions and rules. This end user also maintains the COA translation tables and rules.	<ul style="list-style-type: none"> <li>• Maintain Chart of Accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Manage COA Values</li> <li>• Manage Budget Trees</li> <li>• Manage Combination Edits</li> <li>• Maintain COA Translation Tables</li> </ul>	<ul style="list-style-type: none"> <li>• Manages the COA configuration as a foundation to the configuration maintained by Department COA Maintainer and used by GL end users</li> </ul>

## Appendix B

This appendix provides a matrix mapping the FI\$Cal end-user roles (to also include future wave, exempt, and deferred roles) to the FI\$Cal business processes in which the role has responsibility.

### Budgeting

This appendix provides a matrix mapping the Budgeting FI\$Cal end-user roles to the Budgeting FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Budgeting FI\$Cal business process for Wave 2 in the corresponding column.

Note: Only FI\$Cal end-user roles related to one or more of the Wave 2 Budgeting FI\$Cal Budgeting business processes are included.

Table 22. Budgeting FI\$Cal End-User Role to Business Process Map

FI\$Cal End-User Role	FI\$Cal Budgeting Processes for Wave 2													
	Maintain Position Budget Cost Drivers	Reconcile Authorized Positions	Initiate Budget Development Process	Prepare Departmental Budget Submission	Allocate and Monitor Departmental Spending Plans	Prepare Appropriation Adjustment	Review Legislative Actions	Support Reconciliation	Provide Ongoing Budget Guidance	Develop Governor's Budget	Manage Budget Legislation	Analyze and Adjust Appropriation Adjustment	Administer the Budget	Transfer Budget to the Accounting System
Department Budget Processor			X	X		X								
Department Budget Approver				X		X								
Budget Viewer			X					X	X	X	X			
Department Budget System Maintainer			X	X		X								
DOF Budget Processor			X					X	X	X	X			
DOF Budget Approver			X					X	X	X	X			
DOF Budget System Maintainer			X					X	X	X	X			
SCO Budget Processor												X		X
SCO Budget Approver												X		X

<b>FI\$Cal Budgeting Processes for Wave 2</b>	
<b>FI\$Cal End-User Role</b>	
	Maintain Position Budget Cost Drivers
	Reconcile Authorized Positions
	Initiate Budget Development Process
	Prepare Departmental Budget Submission
	Allocate and Monitor Departmental Spending Plans
	Prepare Appropriation Adjustment
	Review Legislative Actions
	Support Reconciliation
	Provide Ongoing Budget Guidance
	Develop Governor's Budget
	Manage Budget Legislation
	Analyze and Adjust Appropriation Adjustment
	Administer the Budget
	Transfer Budget to the Accounting System
SCO Budget System Maintainer	X
Legislative Budget Processor	X X
Legislative Budget System Maintainer	X X
Central Budget System Administrator	X X
Central Budget Infrastructure Administrator	X X
Central Budget FDM/ERP Administrator	X X

## Purchasing

This appendix provides a matrix mapping the Purchasing FI\$Cal end-user roles to the Purchasing FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Purchasing FI\$Cal business process for Wave 2 in the corresponding column.

Note: Only FI\$Cal end-user roles related to one or more of the Wave 2 Purchasing FI\$Cal Purchasing business processes are included.

Table 23. Purchasing FI\$Cal End-User Role to Business Process Map

FI\$Cal End-User Role	FI\$Cal Purchasing Processes for Wave 2									
	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transactions	Manage Sourcing	Administer Vendor Contracts	Enter and Maintain Vendors	Set up and Maintain Customers	Collect Receivables	Create and Maintain Invoices	Maintain Items
Department Requester	X									
Department Requisition Processor	X									
Department Requisition Approver 1-2	X									
Requisition Ad Hoc Approver	X									
Department PAA Processor	X									
Department IT PAC Approver	X									
Department Non-IT PAC Approver	X									
Department PCO Approver	X									
Department Buyer		X								
Department Advanced Buyer		X								
Department PO Processor		X								
Department PO Approver 1-4		X								
PO Ad Hoc Approver		X								
Department PO Reporter		X								
Department PO Configuration Maintainer		X								
PO Configuration View Only		X								
Department Receiving Processor		X								
Department Receiving Inspector		X								
Department RTV Processor		X								

FI\$Cal End-User Role	FI\$Cal Purchasing Processes for Wave 2									
	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transactions	Manage Sourcing	Administer Vendor Contracts	Enter and Maintain Vendors	Set up and Maintain Customers	Collect Receivables	Create and Maintain Invoices	Maintain Items
PO View Only		X								
Department P-Card Req User			X							
Department P-Card PO User			X							
Department P-Card Reconciler			X							
Department P-Card Approver			X							
Department P-Card Reviewer			X							
SCO PO Reporter		X								
DGS PO Reporter		X								
DGS PAA Reviewer	X									
Confidential User	X	X	X			X	X	X	X	
Department SCPRS Processor		X								
DGS SB/DVBE Cert Processor		X								
DGS SB/DVBE Cert Viewer		X								
DGS SB/DVBE Cert Approver		X								
DGS SB/DVBE Cert Ad Hoc Approver		X								
DGS Certification Configuration Maintainer		X								
Non-FI\$Cal Department CSCR Processor		X								
Non-FI\$Cal Department CSCR Approver		X								
Non-FI\$Cal CSCR Ad Hoc Approver		X								
DGS Item Processor		X								
Department Item Upload Processor		X								
Department P-Card Maintainer			X							
Department Item Viewer										X
Department Event Buyer				X						
Department Event Collaborator				X						
Department Event Approver				X						
Department Event Ad Hoc Approver				X						
Event Bidder				X						
Department Solicitation Viewer				X						
Department Plan Owner				X						

FI\$Cal End-User Role	FI\$Cal Purchasing Processes for Wave 2									
	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transactions	Manage Sourcing	Administer Vendor Contracts	Enter and Maintain Vendors	Set up and Maintain Customers	Collect Receivables	Create and Maintain Invoices	Maintain Items
Department Plan Approver				X						
Department Task Owner				X						
DGS Event Administrator				X						
eSupplier				X						
Department Contract Buyer					X					
DGS Contract Buyer					X					
Department Contract Document Collaborator					X					
DGS Contract Document Collaborator					X					
Department Contract Approver 1					X					
Department Contract Approver 2					X					
Department Contract Approver 3					X					
Department Contract Approver 4					X					
Contract Ad Hoc Approver					X					
DGS Doc Library Administrator					X					
Department Contracts Viewer					X					
Central PO Reporter		X								
Central PO Configuration Maintainer		X								
Central P-Card Maintainer			X							
Central PO Workflow Administrator		X								
Central Item Processor		X								
Central Doc Library Administrator					X					

## Accounts Payable

This appendix provides a matrix mapping the Accounts Payable FI\$Cal end-user roles to the Accounts Payable FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Accounts Payable FI\$Cal business process for Wave 2 in the corresponding column.

Note: Only FI\$Cal end-user roles related to one or more of the Wave 2 Accounts Payable FI\$Cal Accounts Payable business processes are included.

Table 24. Accounts Payable FI\$Cal End-User Role to Business Process Map

FI\$Cal End-User Role	FI\$Cal Accounts Payable Processes for Wave 2									
	Enter and Maintain Vendors	Create and Maintain Invoices	Process Payments	1099 Withholding	Enter and Maintain Vendors	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transactions	Set Up and Maintain Customers	Collect Receivables
Department Vendor Processor	X									
Vendor Viewer	X									
Department AP Processor		X								
Department AP Approver 1 - 2		X								
Department AP Configuration Maintainer		X								
Department AP Supervisor		X								
Department AP Maintainer		X								
AP Reporter		X								
AP Viewer		X								
Department Pay Cycle Processor			X							
Department Payment Maintainer			X							
Department 1099 Processor				X						
AP Confidential Reporter	X				X					
Confidential User	X	X				X	X		X	X
SCO AP Approvers 1-4		X								
SCO AP Maintainer		X								
Central Vendor Processor	X									
Central Vendor Approver	X									
Central Vendor Workflow Administrator	X									

		<b>FI\$Cal Accounts Payable Processes for Wave 2</b>									
<b>FI\$Cal End-User Role</b>		Enter and Maintain Vendors	Create and Maintain Invoices	Process Payments	1099 Withholding	Enter and Maintain Vendors	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transactions	Set Up and Maintain Customers	Collect Receivables
FI\$Cal AP Maintainer			X	X							
Central AP Workflow Administrator			X								
Central AP Configuration Maintainer			X								
Central Payment Maintainer				X							
Central 1099 Processor					X						

## Asset Management

This appendix provides a matrix mapping the Asset Management FI\$Cal end-user roles to the Asset Management FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Asset Management FI\$Cal business process for Wave 2 in the corresponding column.

Note: Only FI\$Cal end-user roles related to one or more of the Wave 2 Asset Management FI\$Cal Asset Management business processes are included.

Table 25. Asset Management FI\$Cal End-User Role to Business Process Map

FI\$Cal End-User Role	FI\$Cal Asset Management Processes for Wave 2									
	Acquire Assets	Leased Assets	Maintain Assets	Transfer Assets	Retire/Reinstate Assets	Asset Month-End Processing	Asset Depreciation	Asset Stocktaking	Run Asset Reports	Stocktaking
Department Asset Processor	X									
Department Asset Manager			X	X	X					
Department Asset Maintainer			X							
Confidential Asset Maintainer			X							
Department Asset Depreciation Processor							X			
Department Asset Month-End Processor						X				
Asset Viewer			X							
Department Asset Configuration Maintainer			X							
Department Asset Confidential Reporter			X							
Department AM Lease Processor		X								
Department AM Physical Inventory Processor										X
Department AM Approver 1				X						
DGS Approver 1				X						
DGS Approver 2				X						
DGS Asset Processor				X						
Central Asset Processor	X		X	X	X		X			
Central Asset Configuration Maintainer			X							

## Grant Management

This appendix provides a matrix mapping the Grant Management FI\$Cal end-user roles to the Grant Management FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Grant Management FI\$Cal business process for Wave 2 in the corresponding column.

Note: Only FI\$Cal end-user roles related to one or more of the Wave 2 Project Costing FI\$Cal Project Costing business processes are included.

Table 26. Grant Management FI\$Cal End-User Role to Business Process Map

	FI\$Cal Grant Management Processes for Wave 2
	Create and Maintain Grants
FI\$Cal End-User Role	
Grant Approver	X
Grant Processor	X
Grant Viewer	X
Grant Reporter	X
Central GM Config Maintainer	X
Central GM Batch Processor	X

## Customer Contracts

This appendix provides a matrix mapping the Customer Contracts FI\$Cal end-user roles to the Customer Contracts FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Customer Contracts FI\$Cal business process for Wave 2 in the corresponding column.

Note: Only FI\$Cal end-user roles related to one or more of the Wave 2 Customer Contracts FI\$Cal Project Costing business processes are included.

Table 27. Customer Contracts FI\$Cal End-User Role to Business Process Map

FI\$Cal End-User Role	FI\$Cal Customer Contracts Processes for Wave 2	
	Create and Amend Contracts	Process Billing and Revenue
Customer Contracts Processor	X	
Customer Contracts Approver	X	
Customer Contracts Billing Job Processor		X
Customer Contracts Revenue Job Processor		X
Central CA Batch Processor		X
Customer Contracts Viewer	X	
Customer Contracts Reporter	X	
Central CA Batch Processor		X
Central CA Config Maintainer	X	

## Project Costing

This appendix provides a matrix mapping the Project Costing FI\$Cal end-user roles to the Project Costing FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Project Costing FI\$Cal business process for Wave 2 in the corresponding column.

Note: Only FI\$Cal end-user roles related to one or more of the Wave 2 Project Costing FI\$Cal Project Costing business processes are included.

Table 28. Project Costing FI\$Cal End-User Role to Business Process Map

FI\$Cal End-User Role	FI\$Cal Project Costing Processes for Wave 2			
	Create and Maintain Project	Create and Maintain Project Budgets	Collect, Distribute, and Price Costs	Project Capitalization
Department Project Processor	X	X		
Department PC Job Processor			X	X
PC Reporter	X	X	X	X
PC Viewer	X			
Department PC Configuration Maintainer	X		X	X
DOF Project Processor	X	X		
Central Project Processor	X	X		
Central PC Batch Processor			X	X
Central PC Configuration Maintainer	X		X	X

## Billing/Accounts Receivable

This appendix provides a matrix mapping the Billing/Accounts Receivable FI\$Cal end-user roles to the Billing/Accounts Receivable FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Billing/Accounts Receivable FI\$Cal business process for Wave 2 in the corresponding column.

Note: Only FI\$Cal end-user roles related to one or more of the Wave 2 Billing/Accounts Receivable FI\$Cal Billing/Accounts Receivable business processes are included.

Table 29. Billing/Accounts Receivable FI\$Cal End-User Role to Business Process Map

FI\$Cal End-User Role	FI\$Cal Billing/ Accounts Receivable Processes for Wave 2									
	Set Up and Maintain Customers	Generate and Adjust Invoices	Enter and Maintain Receivables	Process Payments	Collect Receivables	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transaction	Enter and Maintain Vendors	Create and Maintain Invoices
Department Customer Processor	X									
Department Confidential Customer Processor	X									
Customer Viewer	X									
Department BI Processor		X								
Department BI Approver		X								
Department BI Adjustment Processor		X								
BI Viewer		X								
BI Reporter		X								
Department AR Item Processor			X							
Department AR Item Approver			X							
Department AR Payment Processor				X						
Department AR Payment Approver				X						
Department AR Collections Processor					X					
Department AR Collections Approver					X					
AR Viewer			X	X	X					
AR Reporter	X		X	X	X					
Confidential User	X				X	X	X	X	X	X
Central AR Workflow Administrator					X					

FI\$Cal End-User Role	FI\$Cal Billing/ Accounts Receivable Processes for Wave 2									
	Set Up and Maintain Customers	Generate and Adjust Invoices	Enter and Maintain Receivables	Process Payments	Collect Receivables	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transaction	Enter and Maintain Vendors	Create and Maintain Invoices
Central AR Batch Processor			X	X	X					
Central AR Configuration Maintainer			X	X	X					
Central BI Batch Processor		X								
Central BI Configuration Maintainer		X								

## Cash Management/Treasury

This appendix provides a matrix mapping the Cash Management/Treasury FI\$Cal end-user roles to the Cash Management/Treasury FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Cash Management/Treasury FI\$Cal business process for Wave 2 in the corresponding column.

Note: Only FI\$Cal end-user roles related to one or more of the Wave 2 Cash Management/Treasury FI\$Cal Cash Management/Treasury business processes are included.

Table 30. Cash Management/Treasury FI\$Cal End-User Role to Business Process Map

FI\$Cal End-User Role	FI\$Cal Cash Management/ Treasury Processes for Wave 2		
	Manage Cash	Reconcile Statements	Create Maintain Banks
Cash Transfer Processor	X		
Cash Transfer Approver	X		
Department CM Journal Processor	X		
Department CM Report Viewer	X		
Bank Statement Reconciliation Processor		X	
STO Cash Position Processor	X		
STO Bank Account Maintainer			X
STO CM Report Viewer	X		
Central Bank Statement Import Processor		X	
Central Bank Statement Processor		X	
Central Cash Tree Maintainer	X		

## General Ledger

This appendix provides a matrix mapping the General Ledger FI\$Cal end-user roles to the General Ledger FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the General Ledger FI\$Cal business process for Wave 2 in the corresponding column.

Note: Only FI\$Cal end-user roles related to one or more of the Wave 2 General Ledger FI\$Cal General Ledger business processes are included.

Table 31. General Ledger FI\$Cal End-User Role to Business Process Map

FI\$Cal End-User Role	FI\$Cal General Ledger Processes for Wave 2					
	Enter and Process Journals	Enter and Process Budget Journals	Enter and Process Labor Distribution	Process Allocations	Process Financial Statements	Maintain Chart of Accounts
Department GL Journal Processor	X					
Department GL Journal Approver 1	X					
Department GL Journal Approver 2	X					
Department Operating Budget Processor		X				
Department Operating Budget Approver		X				
Department Activity Sheet Processor			X			
Department LD Processor			X			
Department LD Maintainer			X			
Allocation Processor				X		
GL Viewer	X	X	X	X	X	X
Appropriation Viewer		X				
Operating Budget Viewer		X				
GL Reporter					X	
Department GL Report Viewer					X	
Department GL Configuration Maintainer						X
Department COA Maintainer						X
SCO GL Journal Processor	X					
SCO Appropriation Processor		X				
SCO Appropriation Approver		X				
SCO GL Budget Definition Maintainer	X					

		<b>FI\$Cal General Ledger Processes for Wave 2</b>					
<b>FI\$Cal End-User Role</b>		Enter and Process Journals	Enter and Process Budget Journals	Enter and Process Labor Distribution	Process Allocations	Process Financial Statements	Maintain Chart of Accounts
Central GL Journal Processor		X					
Central GL Workflow Administrator		X					
Central GL Batch Processor		X	X	X	X	X	X
Central LD Processor				X			
Central LD Maintainer				X			
Central Allocation Maintainer					X		
Central GL Close Processor						X	
Central GL Configuration Maintainer							X
Central COA Maintainer							X

Note: For acronym definitions, see Appendix A Glossary.

## Appendix C – Glossary

This appendix provides a glossary of relevant abbreviations, acronyms, and terms used in this Deliverable.

Abbreviations, Acronyms, and Terms	Definition
AP	Accounts Payable
AR	Accounts Receivable
BI	Billing
Business Process Workshops (BPWs)	Workshops to provide departments with an overview of the business processes, including key terms and the functionality being implemented.
Central	Of or pertaining to the administration, configuration, or management of FI\$Cal from a central function.
Central End User	An individual at a department who is assigned one or more FI\$Cal central roles.
Central Role	A FI\$Cal end-user role designated specifically for performing a central function. These roles are generally performed by the FI\$Cal Service Center, but may be requested by partner agencies and/or departments.
Control Role	A FI\$Cal end-user role designated specifically for performing a control function. Partner agencies and/or departments generally perform these roles. Control roles are specific to an individual department/agency and include a prefix identifying that department/agency, e.g., DGS, DOF, Legislative, SCO, and STO.
CA	Customer Contracts
COA	Chart of Accounts
CM	Cash Management
CMF	Customer Master File
CTS	Centralized State Treasury System
Department	State of California organization involved in the implementation of FI\$Cal.
Department End User	An individual at a department who is assigned one or more FI\$Cal department roles.
Department Liaison	The individual assigned to serve as the focal point of communication and interaction between the FI\$Cal Project and department staff.
Department Role	A FI\$Cal end-user role designated specifically for performing a departmental function.
DGS	Department of General Services
DOF	Department of Finance
ERP <i>i</i>	Enterprise Resource Planning Integrator
FDM	Financial Data Quality Management
FI\$Cal End User	An individual who will use or be impacted by FI\$Cal or new FI\$Cal business processes, e.g. the change in a process from manual to automated.
FI\$Cal End-User Role	A group of tasks that defines the access and responsibilities provided to an assigned FI\$Cal end user.
GAAP	Generally Accepted Accounting Principles
GL	General Ledger

Abbreviations, Acronyms, and Terms	Definition
GM	Grants Management
IRS	Internal Revenue Service
LD	Labor Distribution
Maintain Configuration	The ability to update configurable options of FI\$Cal. These configuration options were either determined by the FI\$Cal Project or collected from departments. Details on maintaining configuration by departments or as a central activity will be communicated to departments prior to go live.
P-Card	Procurement card
PAA	Purchasing Authority Application
PAC	Purchasing Authority Contact
PC	Project Costing
PCO	Procurement and Contracting Officer
PO (business process)	Purchasing
PO (transaction)	Purchase Order
Role Mapping	The process of assigning one or more FI\$Cal end-user roles to department end users.
RTV	Return To Vendor
SB/DVBE	Small Business/Disabled Veteran Business Enterprise
SCO	State Controller's Office
SCPRS	State Contract and Procurement Registration System
SQL	Structured Query Language
SS	Strategic Sourcing
STO	State Treasurer's Office
UNSPSC	United Nations Standard Products and Services Code
Vendor Management File (VMF)	A statewide, central source of vendor information used by departments for procurement, receiving, and payment functions.
VMF	Vendor Management File
XML	Extensible Markup Language