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## FI\$Cal End-User Summary Role Description Handbook

*(For use by 2016, 2017, and 2018 Release Departments only)*

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FI\$Cal End-User Summary Role Description Handbook

**Revision History**

Date	Revision	Change
01/10/2017	1.0	Initial version for 2017 Release departments

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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 the 2017 Release. The FI\$Cal end-user roles are organized by FI\$Cal business process area. For additional information on the 2017 Release business processes and functionality, refer to the 2017 Release 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/release\\_2017-2018\\_resources/index.html](http://www.fiscal.ca.gov/release_2017-2018_resources/index.html)

For the 2017 Release, the business process areas are:

- Accounts Payable
- Asset Management
- Billing/Accounts Receivable
- Bond Accounting
- Budgeting
- Cash Management
- Customer Contracts
- General Ledger
- Grants Management
- Loan Accounting
- Procurement
- Project Costing
- Viewer Only

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 name
- Description of role
- List of role responsibilities
- List of related FI\$Cal business processes
- Description of how the role works with other roles, and where applicable, specifically categorized as the following:

- Automatically Assigned Roles
- Separation of Duty Requirements
- Hard Stop Requirements
- Suggested Role Combinations
- Required Role Combinations

Note: For definitions, see Appendix C Glossary.

## **2. Accounts Payable (AP)**

### **2.1 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.

### **2.2 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 Process
- Role Responsibilities
- Relationships with Other Roles

**Table 1: Accounts Payable Roles**

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>AP Approver 1</b>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- approves vouchers through workflow</li> <li>- can be added as part of the accounts payable workflow for approving vouchers</li> <li>- runs payable reports</li> <li>- views voucher and payment information</li> <li>- views vendor information</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> <li>• Enter and Maintain Vendors</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> <li>• Run Voucher-Related Reports</li> <li>• View Voucher Information</li> <li>• View Payment Information</li> <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>• Reviews and approves vouchers created by the AP Processor</li> <li>• Creates and runs reports that may be shared with other department end users</li> <li>• Can view vouchers entered by the AP Processor</li> <li>• Can view vendors entered by the AP Supplier Processor or the Central Vendor Processor</li> <li>• Vendor-related attachments are not visible</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• If combined with AP Processor, this user cannot approve vouchers that they created</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential accounts payable information</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, GL Viewer, Appropriation Viewer, Department P-Card Reviewer, and Operating Budget Viewer roles</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>AP Approver 2</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- understands the departmental AP Approver's position and approves vouchers through workflow</li> <li>- can be added as part of the accounts payable workflow for approving vouchers</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> <li>• Enter and Maintain Vendors</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> <li>• Run Voucher-Related Reports</li> <li>• View Voucher Information</li> <li>• View Payment Information</li> <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>• Will require penalty of perjury certification</li> <li>• Reviews and approves vouchers created by the AP Processor</li> <li>• Creates and runs reports that may be shared with other department end users</li> <li>• Can view vouchers entered by the Departmental AP Processor</li> <li>• Can view vendors entered by the AP Supplier Processor or the Central Vendor Processor</li> <li>• Vendor-related attachments are not visible</li> </ul> <p><b>Separation of Duty Requirement:</b></p> <ul style="list-style-type: none"> <li>• Cannot be combined with the AP Payment Processor or PO Approver</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• If combined with AP Processor, this user cannot approve vouchers that they created</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential accounts payable information</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, GL Viewer, Appropriation Viewer, Department P-Card Reviewer, and Operating Budget Viewer roles</li> </ul>



Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>AP Ad Hoc Approver</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- can be added as part of the accounts payable workflow for approving vouchers</li> <li>- runs payable reports</li> <li>- views voucher and payment information</li> <li>- views vendor information</li> </ul>	<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> <li>• Run Voucher-Related Reports</li> <li>• View Voucher Information</li> <li>• View Payment Information</li> <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>• Creates and runs reports that may be shared with other department end users</li> <li>• Can view vouchers entered by the AP Processor</li> <li>• Can view vendors entered by the AP Supplier Processor or the Central Vendor Processor</li> <li>• Vendor-related attachments are not visible</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Recommended role for AP Approvers 1-2 and SCO AT Approvers 1-3</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, GL Viewer, Appropriation Viewer, Department P-Card Reviewer, and Operating Budget Viewer roles</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>AP Confidential User</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- accesses 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.</li> <li>- views confidential data fields on vendor and voucher records as well as voucher approval pages</li> <li>- views voucher and payment information</li> <li>- views vendor information</li> </ul>	<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> <li>• Enter and Process Vouchers</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>• Enter and Review Confidential Vendor and Voucher Information</li> <li>• View Voucher Information</li> <li>• View Payment Information</li> <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>• Adds/Updates confidential vendor information when combined with AP Supplier Processor, Central Vendor Processor, Central Vendor Approver, and Vendor Viewer</li> <li>• Adds/Updates confidential accounts payable information when combined with the AP Processor, AP Approvers 1-2, Department AP Maintainer, AP Manager, SCO AT Approvers 1-3, 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> <li>• Can view confidential vendor alternate names, confidential voucher attachments, and confidential single payment voucher information</li> <li>• Can view vouchers entered by the AP Processor</li> <li>• Can view vendors entered by the AP Supplier Processor or the Central Vendor Processor</li> <li>• Vendor-related attachments are not visible</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>AP Maintainer</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- maintains departmental AP configuration items by business unit</li> <li>- runs payable reports</li> <li>- views voucher and payment information</li> <li>- views vendor information</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> <li>• Enter and Maintain Vendors</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain AP Configuration Items</li> <li>• Run Voucher-Related Reports</li> <li>• View Voucher Information</li> <li>• View Payment Information</li> <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>• Enters and updates the AP configuration items maintained by the department</li> <li>• AP roles use these items to process AP transactions</li> <li>• Creates and runs reports that may be shared with other department end users</li> <li>• Can view vouchers entered by the AP Processor</li> <li>• Can view vendors entered by the AP Supplier Processor or the Central Vendor Processor</li> <li>• Vendor-related attachments are not visible</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential accounts payable information</li> <li>• Can be combined with Confidential User to view confidential vendor information</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>AP Payment Processor</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- is responsible for running Pay Cycle, and cancelling and posting payments (checks only)</li> <li>- is responsible for cancelling, posting, and escheating payments (checks only)</li> <li>- runs payable reports</li> <li>- views voucher and payment information</li> <li>- views vendor information</li> </ul>	<ul style="list-style-type: none"> <li>• Process Payments</li> <li>• Create and Maintain Invoices</li> <li>• Enter and Maintain Vendors</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> <li>• Post Payments</li> <li>• Escheat Payments</li> <li>• Run Voucher-Related Reports</li> <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>• Voids, stops, or escheats payments through cancellation requests by the AP Processor</li> <li>• Creates and runs reports that may be shared with other department end users</li> <li>• Can view vouchers entered by the AP Processor</li> <li>• Can view vendors entered by the AP Supplier Processor or the Central Vendor Processor</li> <li>• Attachments are not visible</li> <li>• Vendor-related attachments are not visible</li> </ul> <p><b>Separation of Duty Requirement:</b></p> <ul style="list-style-type: none"> <li>• Cannot be combined with the PO Approver or AP Approver 2</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential accounts payable information</li> <li>• Can be combined with Confidential User to view confidential vendor information</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>AP Processor</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- enters, researches, deletes, and corrects vouchers. Will also be responsible for creating and maintaining control groups</li> <li>- 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. Further, the AP Supervisor will be responsible for releasing the hold status on vouchers and creating and maintaining control groups</li> <li>- 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</li> <li>- runs payable reports</li> <li>- views voucher and payment information</li> <li>- views vendor information</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Maintain Invoices</li> <li>• Enter and Maintain Vendors</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> <li>• Enter Adjustment or Journal Vouchers</li> <li>• Inquire on AP Journal Entries</li> <li>• Release Voucher Hold Status</li> <li>• Manage Control Groups</li> <li>• Close Voucher</li> <li>• Manage Matching</li> <li>• Manage SpeedCharts</li> <li>• Run Voucher-Related Reports</li> <li>• View Voucher Information</li> <li>• View Payment Information</li> <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>• Processing manual payments will require a separate User ID. This User ID will be able to run budget checking and matching</li> <li>• Creates vouchers for review and approval by AP Approvers and SCO Approvers</li> <li>• Can view vendors entered by the AP Supplier Processor or the Central Vendor Processor</li> <li>• Vendor-related attachments are not visible</li> <li>• Creates and runs reports that may be shared with other department end users</li> </ul> <p><b>Hard Stop:</b></p> <ul style="list-style-type: none"> <li>• If combined with AP Approver, this user cannot approve vouchers that they created</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential accounts payable information</li> <li>• Can be combined with Confidential User to view confidential vendor information</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>AP Supplier Processor</b>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- creates a new vendor or adds/modifies vendor address and contact information</li> <li>- maintains 1099 departmental data, running 1099 reports, and processes 1099 adjustments</li> <li>- views voucher and payment information</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and Maintain Vendors</li> <li>• 1099 Withholding</li> <li>• Create and Maintain Invoices</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> <li>• Maintain Withholding</li> <li>• Run Withholding Reports</li> <li>• Process Withholding Adjustments</li> <li>• View Voucher Information</li> <li>• View Payment Information</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and updates vendors for review and approval by Central Vendor Approvers</li> <li>• Can view vouchers entered by the AP Processor</li> </ul> <p><b>Suggested Role Combination:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential vendor information</li> <li>• Can be combined with Confidential User to add/update confidential accounts payable information</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only and Vendor Viewer roles</li> </ul>

### 3. Asset Management (AM)

#### 3.1 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

### 3.2 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 Process
- Role Responsibilities
- Relationships with Other Roles

Table 2: Asset Management Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>AM Approver 1</b>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- approves Inter-Unit transfer requests. This is a workflow only role</li> <li>- approves the receipt of the Inter-Unit transfer</li> <li>- views both financial and physical asset information.</li> </ul> <p>Department end users will only view assets within their business unit.</p>	<ul style="list-style-type: none"> <li>• Transfer Assets</li> <li>• Maintain Assets</li> </ul>	<ul style="list-style-type: none"> <li>• Approve Inter-Unit Transfer Requests</li> <li>• Approves Receipt of Inter-Unit Transfers</li> <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>• Approves transfers initiated by the AM Manager</li> <li>• Approves the transfer after it is approved by the DGS AM Approver</li> <li>• Can view information entered by the AM Manager, AM Maintainer, and AM Processor</li> </ul>



Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>AM Approver 2</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- performs a second-level review/approval for Inter-Unit transfer requests. This is a workflow only role.</li> <li>- approves the receipt of the Inter-Unit transfer</li> <li>- views both financial and physical asset information.</li> </ul> <p>Department end users will only view assets within their business unit.</p>	<ul style="list-style-type: none"> <li>• Transfer Assets</li> <li>• Maintain Assets</li> </ul>	<ul style="list-style-type: none"> <li>• Approve Inter-Unit Transfer Requests</li> <li>• Approves Receipt of Inter-Unit Transfers</li> <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>• Approves transfers initiated by the AM Manager</li> <li>• Approves the transfer after it is approved by the DGS AM Approver</li> <li>• Can view information entered by the AM Manager, AM Maintainer, and AM Processor</li> </ul>
<p><b>AM Confidential User</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- enters and updates confidential information associated with assets, such as vehicle identification number (VIN) and Asset Class</li> <li>- views the confidential asset information on the AM confidential report. Department end users will only be able to run the report within their business unit</li> <li>- views both financial and physical asset information.</li> </ul> <p>Department end users will only view assets within their business unit.</p>	<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> <li>• View Confidential Information on the AM Confidential Report (VIN and Asset Class)</li> <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>• Maintains confidential information on assets entered by the AM Processor, AM Manager, or Central Asset Processor</li> <li>• Can view confidential information on the AM Confidential report</li> <li>• Can view information entered by the AM Manager, AM Maintainer, and AM Processor</li> </ul>



Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>AM Maintainer</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- 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)</li> <li>- updates and maintains configuration values that are designated as being maintained by departments</li> <li>- views both financial and physical asset information.</li> </ul> <p>Department end users will only view assets within their business unit.</p>	<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> <li>• Maintain Department-Maintained Asset Configuration Items</li> <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>• Maintains all physical information (change in location) on assets entered by the AM Processor or AM Manager</li> <li>• Department end users can only maintain configuration values for the AM Processor, AM Maintainer, and AM Manager within their business unit</li> <li>• Can view information entered by the AM Manager, AM Maintainer, and AM Processor</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>AM Manager</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- enters additions/ adjustments to an asset, performs IntraUnit/ InterUnit transfers for an asset, and processes retirements/ reinstatements for an asset</li> <li>- reviews and validates the depreciation calculations for their department, including changing the depreciation attributes, as needed, and running depreciation on an ad hoc basis</li> <li>- executes and validates month-end processes for Asset Management</li> <li>- processes physical inventory</li> <li>- views both financial and physical asset information. Department end users will only view assets within their business unit.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain Assets</li> <li>• Transfer Assets</li> <li>• Retire/ Reinstatement Assets</li> <li>• Asset Depreciation</li> <li>• Asset Month-End Processing</li> <li>• Asset Stocktaking</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> <li>• Manage Depreciation Attributes</li> <li>• Run Depreciation Process</li> <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> <li>• Process Physical Inventory</li> <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>• Manages assets entered by an AM Processor</li> <li>• Depreciates assets to be processed and managed by other department asset end users</li> <li>• Runs month-end processes for assets processed and managed by other department asset end users</li> <li>• Can view information entered by the AM Manager, AM Maintainer, and AM Processor</li> </ul> <p><b>Automatically Assigned Roles:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the AM Reporter role to review PI related reports</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>AM Processor</b>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- processes assets originating from Purchasing, Accounts Payable, and/or Project Costing, as well as enters assets directly in the Asset Management module</li> <li>- processes leased assets</li> <li>- views both financial and physical asset information. Department end users will only view assets within their business unit.</li> </ul>	<ul style="list-style-type: none"> <li>• Acquire Assets</li> <li>• Leased Assets</li> <li>• Maintain 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> <li>• Process Leased Assets</li> <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>• Adds assets to be managed by AM Maintainer and AM Manager</li> <li>• Can view information entered by the AM Manager, AM Maintainer, and AM Processor</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, AP Viewer, and PC Viewer roles</li> </ul>

## 4. Billing / Accounts Receivable (BI/AR)

### 4.1 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.

## 4.2 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 Process
- Role Responsibilities
- Relationships with Other Roles

Table 3: Billing / Accounts Receivable Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>AR Confidential Reporter</b>	The department end user who runs reports with confidential information.	<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 which contain confidential information that may be shared with other central or department end users</li> </ul>
<b>AR Configuration Maintainer</b>	The department end user who configures the FTB Offset page and collection codes.	<ul style="list-style-type: none"> <li>• Process Payments</li> </ul>	<ul style="list-style-type: none"> <li>• Configure FTB Offset Page</li> <li>• Configure Collection Codes</li> </ul>	N/A

<p><b>AR Item Processor</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- 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</li> <li>- runs reports on receivable and customer payment data for a business unit</li> <li>- runs inquiries on receivable and customer payment data for a business unit</li> <li>- runs inquiries and reports on customer data for a SetID. This end user will not have access to confidential data</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and Maintain Receivables</li> <li>• Collect Receivables</li> <li>• Set Up and Maintain Customers</li> <li>• Process Payments</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> <li>• Generate Dunning Letters</li> <li>• Manage Customer Conversations</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> <li>• Create Customer Reports</li> <li>• Create Payment Reports</li> <li>• Create Aging Reports</li> <li>• Generate AR extract files</li> <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> <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>• Creates and updates receivables for review and approval by the BI/AR Approver</li> <li>• Generates worksheets, initiates refund transactions, and initiates write-off requests for review and approval by the BI/AR Approver</li> <li>• Able to view data maintained by other AR roles</li> <li>• Creates and runs reports that may be shared with other department end users</li> <li>• Cannot view confidential information entered by the BI/AR Confidential User</li> </ul> <p><b>Separation of Duty Requirement:</b></p> <ul style="list-style-type: none"> <li>• Cannot be combined with the AR Item Requestor, BI Processor, or AR Payment Processor</li> </ul> <p><b>Suggested Role Combination:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to report on confidential accounts receivable information</li> </ul>
<p><b>AR Item Requestor</b></p>	<p>The department end user who requests</p>	<ul style="list-style-type: none"> <li>• Enter and Maintain</li> </ul>	<ul style="list-style-type: none"> <li>• Request Receivable</li> </ul>	<p><b>Separation of Duty Requirement:</b></p> <ul style="list-style-type: none"> <li>• Cannot be combined with the AR</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
	creation of receivables.	Receivables	Creation	Item Processor
<b>AR Payment Processor</b>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- 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)</li> <li>- runs inquiries and reports on receivable and customer payment data for a business unit</li> <li>- runs inquiries and reports on customer data for a SetID. This end user will not have access to confidential data.</li> </ul>	<ul style="list-style-type: none"> <li>• Process Payments</li> <li>• Set Up and Maintain Customers</li> <li>• Enter and Maintain Receivables</li> <li>• Collect Receivables</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> <li>• Create Customer Reports</li> <li>• Create Payment Reports</li> <li>• Create Aging Reports</li> <li>• Generate AR Extract Files</li> <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> <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>• Enters payment data from Cashiering Unit that will be sent to Department BI/AR Approver, who will set it to post</li> <li>• Able to view data maintained by other AR roles</li> <li>• Creates and runs reports that may be shared with other department end users</li> <li>• Cannot view confidential information entered by the BI/AR Confidential User</li> </ul> <p><b>Separation of Duty Requirement:</b></p> <ul style="list-style-type: none"> <li>• Cannot be combined with the AR Item Processor or BI Processor</li> </ul> <p><b>Suggested Role Combination:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to report on confidential accounts receivable information</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>BI Processor</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- 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</li> <li>- 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</li> <li>- runs inquiries and reports on billing data for a business unit</li> <li>- runs inquiries and reports on customer data for a SetID. This end user will not have access to confidential data</li> </ul>	<ul style="list-style-type: none"> <li>• Set Up and Maintain Customers</li> <li>• Generate and Adjust Invoices</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> <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> <li>• Adjust Invoices</li> <li>• Create and View Billing Reports</li> <li>• Generate Interagency Billing Extract Files</li> <li>• View Billing Data</li> <li>• Reprint Invoices</li> <li>• View Printed Bills</li> <li>• View Bill Summaries</li> <li>• View Billing Errors</li> <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>• Creates and updates bills for review and approval by BI/AR Approver</li> <li>• Adjusts finalized invoices created by BI Processor and finalized by BI/AR Approver</li> <li>• Able to view data created and maintained by other Billing roles</li> <li>• Creates and runs reports that may be shared with other department end users</li> <li>• Cannot view confidential information entered by the BI/AR Confidential User</li> </ul> <p><b>Separation of Duty Requirement:</b></p> <ul style="list-style-type: none"> <li>• Cannot be combined with the AR Item Processor or AR Payment Processor</li> </ul>



<p><b>BI/AR Approver</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- runs the Finalize and Print Invoice PeopleSoft Job for bills set to Ready status</li> <li>- updates receivable items and sets them to post. This end user may also correct posting errors for receivable items</li> <li>- 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</li> <li>- 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</li> <li>- runs reports on receivable and customer payment data for a business unit</li> <li>- runs inquiries on receivable and customer payment data for a business unit</li> <li>- runs inquiries and reports on customer data for a SetID. This end user will not have access to confidential data.</li> </ul>	<ul style="list-style-type: none"> <li>• Generate and Adjust Invoices</li> <li>• Enter and Maintain Receivables</li> <li>• Collect Receivables</li> <li>• Process Payments</li> <li>• Set Up and Maintain Customers</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize and Print Invoices</li> <li>• View Billing Information</li> <li>• Correct Billing Errors</li> <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>• View and Correct Posting Errors</li> <li>• View Customer Information</li> <li>• Approve Write-off Requests</li> <li>• Set Worksheets to Post</li> <li>• Set Payments to Post</li> <li>• Code Miscellaneous Receipt Payments</li> <li>• Create Customer Reports</li> <li>• Create Payment Reports</li> <li>• Create Aging Reports</li> <li>• Generate AR Extract Files</li> <li>• View Dunning Letters and Overdue Charges</li> <li>• View Payments</li> <li>• View Pending Receivables</li> <li>• View Worksheets</li> <li>• View Posted Payments</li> <li>• View Customer Conversations</li> <li>• Create and View Reports</li> <li>• Generate Customer Extract</li> </ul>	<ul style="list-style-type: none"> <li>• Approves and finalizes invoices made ready by the BI Processor</li> <li>• Approves receivables from AR Item Processor and sets them to post</li> <li>• Reviews and determines the approval action for worksheets created by a AR Item processor</li> <li>• Reviews and approves payment data entered by the AR Payment Processor</li> <li>• Able to view data maintained by other AR roles</li> <li>• Creates and runs reports that may be shared with other department end users</li> <li>• Cannot view confidential information entered by the BI/AR Confidential User</li> </ul> <p><b>Suggested Role Combination:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to report on confidential accounts receivable information</li> </ul>
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Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
			Files	
<b>BI/AR Confidential User</b>	The department end user who: - performs Department Customer Processor responsibilities - adds, updates, and views customer Social Security Numbers (SSNs) or customer Taxpayer Identification Numbers (TINs) - runs inquiries on receivable and customer payment data for a business unit - runs inquiries on billing 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> <li>• Generate and Adjust Invoices</li> <li>• Create and Approve Requisitions</li> <li>• Manage Purchase Orders</li> <li>• Process Procurement Card Transactions</li> <li>• Enter and Maintain Vendors</li> <li>• Enter and Process Vouchers</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> <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> <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>• Manages customer confidential information not viewable by the BI Processor</li> <li>• Able to view data maintained by other AR roles</li> <li>• Able to view data created and maintained by other Billing roles</li> </ul>
<b>Deposit Slip Processor</b>	The department end user in the department's cashiering unit who processes deposit slips.	<ul style="list-style-type: none"> <li>• Process Payments</li> </ul>	<ul style="list-style-type: none"> <li>• Enter Deposits</li> <li>• Print Deposit Slips</li> <li>• Run Deposit-Related Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Provides payment details to the Department AR Payment Processor</li> </ul>

## 5. Bond Accounting (BA)

### 5.1 Bond Accounting Process Overview

The Bond Accounting process manages the lifecycle of a bond, including the authorization and issuance of the bond, and the distribution and tracking of bond funds and debt service. Once bond information is available from the State Treasurer's Office (STO) or any other ancillary sources or systems, the bond will be interfaced into FI\$Cal with the appropriate bond information. This process also includes the accounting of bond outstanding balances and future debt service requirements.

The Bond Accounting process also includes the accounting of all types of bonds and/or related investments. Bond Accounting records all accounting entries generated by activities associated with the life cycle of a bond, including bond authorization, interim financing, bond issuance, distribution of bond funds, and tracking and debt service.

## 5.2 Bond Accounting Roles

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

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 4: Bond Accounting Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>DM Processor</b>	The department end user who: - processes debt issuance not administered by the STO - runs inquiries on bonds.	<ul style="list-style-type: none"> <li>• Create and Manage Bond</li> <li>• Authorize Bond</li> <li>• Issue Bond</li> <li>• Track Funds</li> </ul>	<ul style="list-style-type: none"> <li>• Record/Update Debt Issuance</li> <li>• View Debt Information</li> <li>• View Bond Information</li> </ul>	<p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with PC Processor to create debt projects in Project Costing</li> <li>• Can be combined with AR Payment Processor to record debt proceeds in Accounts Receivable</li> <li>• Can be combined with AP Processor to create vouchers to fulfill debt service in Accounts Payable</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the Bond Viewer role</li> </ul> <p><i>Note: AP Processor and AR Processor cannot be combined</i></p>

## 6. Budgeting (BU)

### 6.1 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

## 6.2 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 Process
- Role Responsibilities
- Relationships with Other Roles

Table 5: Budgeting Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>BU Approver</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- views department-level budgets using online inquiry screens</li> <li>- runs reports and distributes to the Department GL Report Viewer as required</li> <li>- accesses General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages</li> <li>- receives nightly batch distributed reports and have access to Report Manager</li> <li>- views Statewide Controlling budget information</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and Process Budget Journals</li> <li>• Process Financial Statements</li> <li>• Enter and Process 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>• Enter, Update, and Post Departmental Budget Journals</li> <li>• Override Budget Exceptions</li> <li>• Update Journals</li> <li>• Run Department-Specific Budget Inquiries</li> <li>• View Override Budget Date Exceptions</li> <li>• Run COA Values Reports</li> <li>• View General Ledger Reports</li> <li>• View Commitment Control Reports</li> <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> <li>• Receive General Ledger Reports</li> <li>• Receive Labor Distribution Reports</li> <li>• Run Statewide Budget Inquiries</li> <li>• View Override Budget Date Exceptions</li> </ul>	<ul style="list-style-type: none"> <li>• Posts department-level budget journals created by the BU Processor</li> <li>• Overrides budget exceptions after budget check run by the GL Processor</li> </ul> <p><b>Hard Stop</b></p> <ul style="list-style-type: none"> <li>• Cannot assign both the BU Approver and BU Processor to the same end user. Only assign an end user one of these roles</li> </ul> <p><b>Suggested Role Combination:</b></p> <ul style="list-style-type: none"> <li>• Recommended role for GL Processor, GL Approvers 1-2, AP Processor, AP Approvers 1-2, AP Maintainer, AP Manager, and SCO AT Approvers 1-3</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>BU Processor</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- can enter, but not post, department-level budget journals. This user cannot enter or post statewide budget journals</li> <li>- views department-level budgets using online inquiry screens</li> <li>- runs reports and distributes to the Department GL Report Viewer as required</li> <li>- accesses General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages</li> <li>- receives nightly batch distributed reports and have access to Report Manager</li> <li>- views Statewide Controlling budget information</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and Process Budget Journals</li> <li>• Process Financial Statements</li> <li>• Enter and Process 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>• Enter and Update Departmental Budget Journals</li> <li>• Run Department-Specific Budget Inquiries</li> <li>• View Override Budget Date Exceptions</li> <li>• Run COA Values Reports</li> <li>• View General Ledger Reports</li> <li>• View Commitment Control Reports</li> <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> <li>• Receive General Ledger Reports</li> <li>• Receive Labor Distribution Reports</li> <li>• Run Statewide Budget Inquiries</li> <li>• View Override Budget Date Exceptions</li> </ul>	<ul style="list-style-type: none"> <li>• Enters and updates department-level budget journals to be approved and posted by the BU Approver</li> </ul> <p><b>Hard Stop</b></p> <ul style="list-style-type: none"> <li>• Cannot assign both the BU Approver and BU Processor to the same end user. Only assign an end user one of these roles</li> </ul> <p><b>Suggested Role Combination:</b></p> <ul style="list-style-type: none"> <li>• Recommended role for GL Processor, GL Approvers 1-2, AP Processor, AP Approvers 1-2, AP Maintainer, AP Manager, and SCO AT Approvers 1-3</li> </ul>

## 7. Cash Management (CM)

### 7.1 Cash Management 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.

### 7.2 Cash Management 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 Process
- Role Responsibilities
- Relationships with Other Roles

Table 6: Cash Management Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>CM Approver</b>	The department end user who: - reviews and approves all department requests for transfers between CTS Bank Accounts associated with their business unit security - 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>• Approve CTS Bank Account Transfers</li> <li>• Run Cash Management Reports</li> <li>• View Cash Management Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and approves transfers submitted by a CM Processor</li> <li>• Runs reports that may be shared with other department end users</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the AP Reporter, AP Viewer, AR Reporter, and AR Viewer roles</li> </ul>



Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>CM Processor</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- creates and submits requests for Bank Account Transfers between Centralized Treasury System (CTS) Bank accounts</li> <li>- reviews and updates the journal entries within the Cash Management module and submits them to SCO for review and approval</li> <li>- 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</li> <li>- records bank account details in the Accounts Outside CTS page</li> <li>- imports bank statements for bank accounts that are primarily outside of CTS. The imported bank transactions are used to reconcile with imported legacy transactions in the External Transactions table</li> <li>- runs reports for Bank Statements, Reconciliation, and Cash Management processing</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Cash</li> <li>• Reconcile Statements</li> <li>• Bank Account Management</li> <li>• Bank Reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Submit CTS Bank Account Transfers</li> <li>• Manage Cash Management Journals</li> <li>• Review Bank Statements</li> <li>• Reconcile Bank Statements</li> <li>• Analyze Reconciliation Exceptions</li> <li>• Record Bank Account Details</li> <li>• Record Ending Balances</li> <li>• Attach Copies of Bank Statements</li> <li>• Import Bank Statements</li> <li>• Run Cash Management Reports</li> <li>• View Cash Management Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and submits transfers for review and approval by the CM Approver</li> <li>• Reconciles transactions created by the AP Payment Processor and AR Payment Processor into bank statements</li> <li>• Records bank account details to be approved by the Confidential Bank Account Approver and STO Confidential Bank Account Approver</li> <li>• Runs reports that may be shared with other department end users</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the AP Reporter, AP Viewer, AR Reporter, and AR Viewer roles</li> </ul>



Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>Confidential Bank Account Approver</b>	The department end user who reviews and approves bank account details recorded in the Accounts Outside CTS page.	<ul style="list-style-type: none"> <li>Bank Account Management</li> </ul>	<ul style="list-style-type: none"> <li>Approve Bank Account Details</li> <li>Push Back Bank Account Details</li> </ul>	<ul style="list-style-type: none"> <li>Approves bank account details recorded by the CM Processor</li> </ul>

## 8. Customer Contracts (CA)

### 8.1 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.

### 8.2 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 Process
- Role Responsibilities
- Relationships with Other Roles

Table 7: Customer Contracts Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>CA Approver</b>	The department end user who: <ul style="list-style-type: none"> <li>- maintains, amends, and activates customer contracts</li> <li>- has view access to all contract reports and inquiries</li> <li>- has display access to all contract information</li> </ul>	<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> <li>• Run All Customer Contract Reports and Queries</li> </ul>	<ul style="list-style-type: none"> <li>• Same access as CA Processor, except cannot add transactions</li> <li>• Has access to activate (approve) contract by selecting “Active” Contract Status on Contract – General page</li> <li>• CA Processor will have same page access, but will not be able to select “Active” status</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the Appropriation Viewer, Operating Budget Viewer, GL Report Viewer, AR Viewer, Customer Viewer, BI Viewer, PO View Only, AP Viewer, GL Viewer, PC Viewer, and Grant Viewer roles</li> </ul>
<b>CA Processor</b>	That department end user who: <ul style="list-style-type: none"> <li>- creates and maintains contracts</li> <li>- has view access to all contract reports and inquiries</li> <li>- has display access to all contract information</li> </ul>	<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> <li>• Run All Customer Contract Reports and Queries</li> </ul>	<ul style="list-style-type: none"> <li>• Same access as CA Approver, but can add or activate contracts</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the Appropriation Viewer, Operating Budget Viewer, GL Report Viewer, AR Viewer, Customer Viewer, BI Viewer, PO View Only, AP Viewer, GL Viewer, PC Viewer, Grant Viewer roles</li> </ul>

## 9. General Ledger (GL)

### 9.1 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.

## 9.2 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 Process
- Role Responsibilities
- Relationships with Other Roles

Table 8: General Ledger Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>Department Employee Maintainer</b>	The department end user who determines if an employee has a Labor Distribution Employee ID number, or creates a new LD Employee ID number.	<ul style="list-style-type: none"> <li>• Enter and Process Labor Distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Retrieve Existing or Create New Employee ID Numbers</li> </ul>	<ul style="list-style-type: none"> <li>• Determines Employee ID numbers for employees to be added to FI\$Cal by the LD Processor</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>GL Approver 1</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- is responsible for the first-level approval of department journals from a pooled worklist</li> <li>- has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages</li> <li>- allows users access to view Statewide Controlling budget information</li> <li>- has access to view department-level budgets using online inquiry screens</li> <li>- runs reports and distribute to the GL Report Viewer as required</li> <li>- receives nightly batch distributed reports and have access to Report Manager</li> </ul>	<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>• Update Journals</li> <li>• Approve Journals</li> <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> <li>• Run Statewide Budget Inquiries</li> <li>• View Override Budget Date Exceptions</li> <li>• Run Department-Specific Budget Inquiries</li> <li>• Run COA Values Reports</li> <li>• View General Ledger Reports</li> <li>• View Commitment Control Reports</li> <li>• Receive General Ledger Reports</li> <li>• Receive Labor Distribution Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and determines the approval action for journals submitted by a GL Processor</li> </ul> <p><b>Hard Stop</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the GL Processor, but the end user cannot approve journals they created</li> </ul> <p><b>Additional View Access</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the AP Viewer, PO View Only, and AR Viewer roles</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>GL Approver 2</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- is responsible for the second-level approval of department journals from a pooled worklist</li> <li>- has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages</li> <li>- allows users access to view Statewide Controlling budget information</li> <li>- has access to view department-level budgets using online inquiry screens</li> <li>- runs reports and distribute to the GL Report Viewer as required</li> <li>- receives nightly batch distributed reports and have access to Report Manager</li> </ul>	<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>• Update Journals</li> <li>• Approve Journals</li> <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> <li>• Run Statewide Budget Inquiries</li> <li>• View Override Budget Date Exceptions</li> <li>• Run Department-Specific Budget Inquiries</li> <li>• Run COA Values Reports</li> <li>• View General Ledger Reports</li> <li>• View Commitment Control Reports</li> <li>• Receive General Ledger Reports</li> <li>• Receive Labor Distribution Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and determines the approval action for journals submitted by a GL Processor and approved by a GL Approver 1</li> </ul> <p><b>Hard Stop</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the GL Processor, but the end user cannot approve journals they created</li> </ul> <p><b>Additional View Access</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the AP Viewer, PO View Only, and AR Viewer roles</li> </ul>

<p><b>GL Maintainer</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- maintains all department-level configuration for Labor Distribution</li> <li>- 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</li> <li>- has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages</li> <li>- allows users access to view Statewide Controlling budget information</li> <li>- has access to view department-level budgets using online inquiry screens</li> <li>- runs reports and distribute to the Department GL Report Viewer as required</li> <li>- receives nightly batch distributed reports and have access to Report Manager</li> <li>- processes Allocation Groups and verifies the allocation results. Departments will be given the ability to execute the General Ledger Allocation processes when required</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and Process Labor Distribution</li> <li>• Maintain Chart of Accounts</li> <li>• Enter and Process Journals</li> <li>• Enter and Process Budget Journals</li> <li>• Process Allocations</li> <li>• Process Financial Statements</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Labor Distribution Department Configuration Items</li> <li>• View Labor Distribution Central Configuration Items</li> <li>• Update COA Department Values</li> <li>• Manage SpeedTypes</li> <li>• Manage SpeedCharts</li> <li>• Update Budget Trees</li> <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> <li>• Run Statewide Budget Inquiries</li> <li>• View Override Budget Date Exceptions</li> <li>• Run Department-Specific Budget Inquiries</li> <li>• Run COA Values Reports</li> <li>• View General Ledger Reports</li> <li>• View Commitment</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains configuration to be used by the LD Processor</li> <li>• Uses configuration managed by the Central LD Maintainer and Central Employee Maintainer</li> <li>• Manages COA configuration to be used by GL end users</li> <li>• Processes allocations so other GL end users can begin reporting other GL transactions</li> </ul>
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Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
			Control Reports <ul style="list-style-type: none"> <li>• Receive General Ledger Reports</li> <li>• Receive Labor Distribution Reports</li> <li>• Process Allocation</li> <li>• Create Allocation Calculation Log Report</li> </ul>	



<p><b>GL Processor</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- creates journals in the Modified Accrual ledger, runs online Edit Check, runs online Budget Check, and submits to the journal approval process</li> <li>- reviews and updates the journal entries within the Cash Management module and submits them to SCO for review and approval</li> <li>- has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages</li> <li>- allows users access to view Statewide Controlling budget information</li> <li>- views department-level budgets using online inquiry screens</li> <li>- runs reports and distribute to the Department GL Report Viewer as required</li> <li>- receive nightly batch distributed reports and have access to Report Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and Process Journals</li> <li>• Manage Cash</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>• 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> <li>• Manage Cash Management Journals</li> <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> <li>• Run Statewide Budget Inquiries</li> <li>• View Override Budget Date Exceptions</li> <li>• Run Department-Specific Budget Inquiries</li> <li>• Run COA Values Reports</li> <li>• View General Ledger Reports</li> <li>• View Commitment Control Reports</li> <li>• Receive General Ledger Reports</li> <li>• Receive Labor Distribution Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Journals submitted will be routed to the GL Approver 1 within own approval pool</li> <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> <p><b>Hard Stop</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the GL Approver, but the end user cannot approve journals they created</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the AP Viewer, PO View Only, and AR Viewer roles</li> </ul>
<p><b>GL Reporter</b></p>	<p>The department end</p>	<ul style="list-style-type: none"> <li>• Process</li> </ul>	<ul style="list-style-type: none"> <li>• Run Outbound</li> </ul>	<p>N/A</p>



Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
	user who has access to run the Fund Activity and Agency Reconciliation Interface processes.	Financial Statements	Fund Activity Interface <ul style="list-style-type: none"> <li>• Run Outbound Agency Reconciliation Interface</li> </ul>	

<p><b>LD Processor</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- 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)</li> <li>- runs the Labor Distribution Process and Labor Distribution Reports</li> <li>- has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages</li> <li>- allows users access to view Statewide Controlling budget information</li> <li>- views department-level budgets using online inquiry screens</li> <li>- runs reports and distribute to the Department GL Report Viewer as required</li> <li>- receives nightly batch distributed reports and have access to Report Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and Process Labor Distribution</li> <li>• Enter and Process Journals</li> <li>• Enter and Process Budget Journals</li> <li>• Process Allocations</li> <li>• Process Financial Statements</li> <li>• Maintain Chart of Accounts</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> <li>• Run Labor Distribution Process</li> <li>• Run Labor Distribution Reports</li> <li>• View LD and Activity Sheet Reports</li> <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> <li>• Run Statewide Budget Inquiries</li> <li>• Run Department-Specific Budget Inquiries</li> <li>• View Override Budget Date Exceptions</li> <li>• Run COA Values Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Runs the Labor Distribution process after Activity Sheets (if applicable) are loaded</li> <li>• Uses configuration managed by the Central LD Maintainer and Central Employee Maintainer</li> </ul>
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Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
			<ul style="list-style-type: none"> <li>• View General Ledger Reports</li> <li>• View Commitment Control Reports</li> <li>• Receive General Ledger Reports</li> <li>• Receive Labor Distribution Reports</li> </ul>	

## 10. Grants Management (GM)

### 10.1 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.

### 10.2 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 Process
- Role Responsibilities
- Relationships with Other Roles

Table 9: Grants Management Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>GM Approver</b>	The department end user who: - maintains proposals and awards and submits grants proposal - runs all grant reports and run grants queries - has display 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>• Maintain Grant Proposals and Awards</li> <li>• Submit Grant Proposals</li> <li>• Run All Grant Reports and Run Grant Queries</li> </ul>	<ul style="list-style-type: none"> <li>• Approves (submit) proposals created by the GM Processor role</li> <li>• Includes additional access associated with the GM Processor, except cannot add proposals or awards and cannot run Generate Award Process</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the GL Viewer, Appropriation Viewer, Operating Budget Viewer, GL Report Viewer, AR Viewer, Customer Viewer, BI Viewer, PO View Only, AP Viewer, PC Viewer, and Customer Contract Viewer roles</li> </ul>
<b>GM Processor</b>	The department end user who: - creates and maintains grant proposals and awards - runs all grant reports and run grants queries has display 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>• Add and Maintain Grant Proposals and Awards</li> <li>• Finalize Grant Budgets</li> <li>• Run All Grant Reports and Run Grant Queries</li> </ul>	<ul style="list-style-type: none"> <li>• Generates Award for proposals approved by the GM Approver role</li> <li>• Includes additional access associated with the GM Approver with the addition of add and Generate Award capability; cannot submit proposals</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the GL Viewer, Appropriation Viewer, Operating Budget Viewer, GL Report Viewer, AR Viewer, Customer Viewer, BI Viewer, PO View Only, AP Viewer, GL Viewer, PC Viewer, and Customer Contract Viewer roles</li> </ul>

## 11. Loan Accounting (LA)

### 11.1 Loan Accounting Process Overview

Loan Accounting is the configuration, maintenance, borrowing, repayment, and tracking of loans. This method includes establishing, processing, and approving a configured loan in

FI\$Cal. State departments and control agencies track key elements such as loan eligibility, requirements, and terms.

Loan Maintenance is the process by which loan terms will be updated. Potential updates include maturity date, interest rate, and repayment schedule.

Loan Repayment is the method of processing a payment for a loan, both full and partial.

### 11.2 Loan Accounting Roles

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

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 10: Loan Accounting Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>Loan Approver</b>	The department or control end user who approves loans and loan transactions.	<ul style="list-style-type: none"> <li>• Establish Loans</li> </ul>	<ul style="list-style-type: none"> <li>• Review Loans</li> <li>• Approve Loans</li> </ul>	<ul style="list-style-type: none"> <li>• Approves loan transactions prepared by the Loan Processor</li> </ul>
<b>Loan Processor</b>	The department or control end user who: <ul style="list-style-type: none"> <li>- enters and maintains loan transactions while being responsible for any loan interface processing</li> <li>- prepares, maintains, and repays loans</li> <li>- runs inquiries and reports on loans and loan transactions.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish Loans</li> <li>• Maintain Loans</li> <li>• Repay Loans</li> </ul>	<ul style="list-style-type: none"> <li>• Create Loan Transactions</li> <li>• Update Loan Transactions</li> <li>• Post Loan Transactions</li> <li>• Upload Loan Transactions Using Excel to CI</li> <li>• Configure Loan Details</li> <li>• Update Loans</li> <li>• Create Repayment Transactions</li> <li>• Inactivate/Close Loans</li> <li>• Post Loans</li> <li>• Inquire Loans</li> <li>• Run Loan-Related Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Processed loan transactions are routed to the Loan Approver</li> <li>• Receives loan approvals from the Loan Approver</li> </ul>

**12.1 Procurement Process Overview**

Procurement 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.

**12.2 Procurement Roles**

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

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 11: Procurement Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>PO Approver 1</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- approves department POs. This approval step is intended as a first-level/program approval</li> <li>- can be added as part of the PO workflow for approving department POs</li> <li>- runs procurement reports for their department</li> <li>- views procurement configuration items</li> <li>- views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions</li> <li>- views item information</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> <li>• Maintain Items</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>• 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> <li>• View Procurement Configuration Items</li> <li>• View POs</li> <li>• View Requisitions</li> <li>• View Receipts</li> <li>• View items</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and takes approval action for POs submitted by a PO Processor or PO Buyer</li> <li>• May add a PO Ad Hoc Approver to the PO process</li> <li>• Creates and runs reports that may be shared with department end users</li> <li>• Views procurement configuration items to be used by all procurement roles</li> <li>• Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO Buyer, and PO Receiving Processor</li> <li>• Views items uploaded by the DGS, Central, and Department Item Processors</li> </ul> <p><b>Separation of Duty Requirement:</b></p> <ul style="list-style-type: none"> <li>• Cannot be combined with the AP Payment Processor or AP Approver 2</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the PO Processor, additional PO Approver, or PO Buyer, but will not be able to approve a PO they created or where they are the buyer</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> <li>• Recommended role for AP Processor, AP Maintainer, AP Manager, and SCO AT Approvers 1-3</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the GL Viewer, Appropriation Viewer, Vendor Viewer, and AP Viewer roles</li> </ul>



Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>PO Approver 2</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- approves department POs. This approval step is intended as a second-level approval and accounting/budget review</li> <li>- can be added as part of the PO workflow for approving department POs</li> <li>- runs procurement reports for their department</li> <li>- views procurement configuration items</li> <li>- views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions</li> <li>- views item information</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> <li>• Maintain Items</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>• 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> <li>• View Procurement Configuration Items</li> <li>• View POs</li> <li>• View Requisitions</li> <li>• View Receipts</li> <li>• View items</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and takes approval action for POs submitted by a PO Processor or PO Buyer</li> <li>• May add a PO Ad Hoc Approver to the PO process</li> <li>• Creates and runs reports that may be shared with department end users</li> <li>• Views procurement configuration items to be used by all procurement roles</li> <li>• Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO Buyer, and PO Receiving Processor</li> <li>• Views items uploaded by the DGS, Central, and Department Item Processors</li> </ul> <p><b>Separation of Duty Requirement:</b></p> <ul style="list-style-type: none"> <li>• Cannot be combined with the AP Payment Processor or AP Approver 2</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the PO Processor, additional PO Approver, or PO Buyer, but will not be able to approve a PO they created or where they are the buyer</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> <li>• Recommended role for AP Processor, AP Maintainer, AP Manager, and SCO AT Approvers 1-3</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the GL Viewer, Appropriation Viewer, Vendor Viewer, and AP Viewer roles</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>PO Approver 3</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- approves department POs. This approval step is intended as a third-level approval (authorizing signature) for orders less than \$50K</li> <li>- can be added as part of the PO workflow for approving department POs</li> <li>- runs procurement reports for their department</li> <li>- views procurement configuration items</li> <li>- views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions</li> <li>- views item information</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> <li>• Maintain Items</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>• 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> <li>• View Procurement Configuration Items</li> <li>• View POs</li> <li>• View Requisitions</li> <li>• View Receipts</li> <li>• View items</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and takes approval action for POs submitted by a PO Processor or PO Buyer</li> <li>• May add a PO Ad Hoc Approver to the PO process</li> <li>• Creates and runs reports that may be shared with department end users</li> <li>• Views procurement configuration items to be used by all procurement roles</li> <li>• Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO Buyer, and PO Receiving Processor</li> <li>• Views items uploaded by the DGS, Central, and Department Item Processors</li> </ul> <p><b>Separation of Duty Requirement:</b></p> <ul style="list-style-type: none"> <li>• Cannot be combined with the AP Payment Processor or AP Approver 2</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the PO Processor, additional PO Approver, or PO Buyer, but will not be able to approve a PO they created or where they are the buyer</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> <li>• Recommended role for AP Processor, AP Maintainer, AP Manager, and SCO AT Approvers 1-3</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the GL Viewer, Appropriation Viewer, Vendor Viewer, and AP Viewer roles</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>PO Approver 4</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- approves department POs. This approval step is intended as a third-level approval (authorizing signature) for orders greater than or equal to \$50K</li> <li>- can be added as part of the PO workflow for approving department POs</li> <li>- runs procurement reports for their department</li> <li>- views procurement configuration items</li> <li>- views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions</li> <li>- views item information</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> <li>• Maintain Items</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>• 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> <li>• View Procurement Configuration Items</li> <li>• View POs</li> <li>• View Requisitions</li> <li>• View Receipts</li> <li>• View items</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and takes approval action for POs submitted by a PO Processor or PO Buyer</li> <li>• May add a PO Ad Hoc Approver to the PO process</li> <li>• Creates and runs reports that may be shared with department end users</li> <li>• Views procurement configuration items to be used by all procurement roles</li> <li>• Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO Buyer, and PO Receiving Processor</li> <li>• Views items uploaded by the DGS, Central, and Department Item Processors</li> </ul> <p><b>Separation of Duty Requirement:</b></p> <ul style="list-style-type: none"> <li>• Cannot be combined with the AP Payment Processor or AP Approver 2</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the PO Processor, additional PO Approver, or PO Buyer, but will not be able to approve a PO they created or where they are the buyer</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> <li>• Recommended role for AP Processor, AP Maintainer, AP Manager, and SCO AT Approvers 1-3</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the GL Viewer, Appropriation Viewer, Vendor Viewer, and AP Viewer roles</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>PO Ad Hoc Approver</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- can be added as part of the PO workflow for approving department POs</li> <li>- runs procurement reports for their department</li> <li>- views procurement configuration items</li> <li>- views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions</li> <li>- views item information</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> <li>• Maintain Items</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>• 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> <li>• View Procurement Configuration Items</li> <li>• View POs</li> <li>• View Requisitions</li> <li>• View Receipts</li> <li>• View items</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 PO Processor, PO Approver 1-4, or PO Buyer</li> <li>• Creates and runs reports that may be shared with department end users</li> <li>• Views procurement configuration items to be used by all procurement roles</li> <li>• Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO Buyer, and PO Receiving Processor</li> <li>• Views items uploaded by the DGS, Central, and Department Item Processors</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the PO Processor, additional PO Approver, or PO Buyer, but will not be able to approve a PO they created or where they are the buyer</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> <li>• Recommended role for AP Processor, AP Maintainer, AP Manager, and SCO AT Approvers 1-3</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the GL Viewer, Appropriation Viewer, Vendor Viewer, and AP Viewer roles</li> </ul>

<p><b>PO Buyer</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- creates POs and updates open POs</li> <li>- 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</li> <li>- 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</li> <li>- reviews P-Card requisition and determines if P-card is the appropriate payment mechanism for a PO</li> <li>- maintains procurement configuration items</li> <li>- runs procurement reports for their department</li> <li>- views procurement configuration items</li> <li>- views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions</li> <li>- views item information</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Purchase Orders</li> <li>• Process Procurement Card Transactions</li> <li>• Maintain Items</li> </ul>	<ul style="list-style-type: none"> <li>• Enter POs</li> <li>• Update Open POs</li> <li>• Add or Update POs (create POs by copying from requisitions or by direct PO entry)</li> <li>• Create Encumbrance Only POs (AP Staff)</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> <li>• Review and Approve P-Card Requisition</li> <li>• Use P-Card on POs</li> <li>• Manage Procurement Configuration Items specific to department</li> <li>• View Procurement Configuration Items</li> <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> <li>• View Procurement Configuration Items</li> </ul>	<ul style="list-style-type: none"> <li>• Creates POs and updates open POs for review and approval for the PO Buyer and/or PO Approvers</li> <li>• May add a PO Ad Hoc Approver to the PO process</li> <li>• Reviews and determines the approval action for requisitions submitted by a Requisition Processor or prior approval level</li> <li>• May add a Requisition Ad Hoc Approver to the requisition approval process</li> <li>• Some buyers may be assigned to be a P-Card PO user (allowed to use P-Card to pay POs)</li> <li>• Views procurement configuration and updates department-specific configuration to be used by all procurement roles</li> <li>• Creates and runs reports that may be shared with department end users</li> <li>• Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO Buyer, and PO Receiving Processor</li> <li>• Views items uploaded by the DGS, Central, and Department Item Processors</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the PO Processor, additional PO Approver, or PO Buyer, but will not be able to approve a PO they created or where they are the buyer</li> <li>• Can be assigned a PO Approver or PO Ad Hoc Approver role, but will not be able to approve a PO where they are the buyer on the same transaction</li> <li>• Can be assigned the Requisition Processor, Requisition Approver, or Requisition Ad Hoc Approver role, but will not be able to approve a PO where they are the buyer on the same transaction</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update</li> </ul>
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Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
			<ul style="list-style-type: none"> <li>• View POs</li> <li>• View Requisitions</li> <li>• View Receipts</li> <li>• View Items</li> </ul>	<p>confidential purchasing information</p> <ul style="list-style-type: none"> <li>• Recommended role for AP Processor, AP Approvers 1-2, AP Maintainer, and SCO AT Approvers 1-3</li> </ul> <p><b>Additional Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the Department Vendor Processor, Vendor Viewer, GL Viewer, Appropriation Viewer, and AP Viewer roles</li> <li>• Includes additional access associated with the Department State Contract and Procurement Registration System (SCPRS) Processor</li> </ul>
<p><b>PO Confidential User</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- accesses 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</li> <li>- views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions</li> </ul>	<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 POs</li> <li>• View Requisitions</li> <li>• View Receipts</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 AP Processor, AP Approvers 1-2, AP Maintainer, SCO AT Approvers 1-3, 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> <li>• Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO Buyer, and PO Receiving Processor</li> </ul>



Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>PO Receiving Processor</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- manages the receipt of goods and services</li> <li>- enters receiving inspection results, including acceptance testing</li> <li>- enters a Return to Vendor (RTV) transaction</li> </ul>	<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> <li>• Inspect Stock Received</li> <li>• Enter Inspection Transaction</li> <li>• View Inspection</li> <li>• Create RTV</li> <li>• Dispatch RTV to Vendor</li> <li>• Update RTV</li> </ul>	<ul style="list-style-type: none"> <li>• Enters receipt information for goods and services dispatched by a PO Buyer</li> <li>• Processes RTV transactions for goods and services that are originally but need to be returned</li> </ul>



Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>Requisition Approver 1</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- is responsible for approving department requisitions. This approval step is intended as a first-level review/ approval by a program approver</li> <li>- can be added as part of the requisition workflow for approving department requisitions</li> <li>- views procurement configuration items</li> <li>- views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions</li> <li>- views item information</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> <li>• Manage Purchase Orders</li> <li>• Maintain Items</li> </ul>	<ul style="list-style-type: none"> <li>• View Requisitions</li> <li>• Approve Requisitions</li> <li>• Deny Requisitions</li> <li>• Push Back Requisitions</li> <li>• Assign an Ad Hoc Requisition</li> <li>• Hold Requisitions</li> <li>• View Worklist</li> <li>• Enter Approval Comments</li> <li>• Designate Alternate Approver</li> <li>• View Procurement Configuration Items</li> <li>• View POs</li> <li>• View Requisitions</li> <li>• View Receipts</li> <li>• View Items</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and determines the approval action for requisitions submitted by a Requisition Processor</li> <li>• May add a Requisition Ad Hoc Approver to the requisition approval process</li> <li>• Views procurement configuration items to be used by all procurement roles</li> <li>• Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO Buyer, and PO Receiving Processor</li> <li>• Views items uploaded by the DGS, Central, and Department Item Processors</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the Requisition Approver 2 or Requisition Processor, but the end user will not be able to self-approve</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> <li>• Recommended role for AP Processor, AP Approvers 1-2, AP Maintainer, and SCO AT Approvers 1-3</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the GL Viewer, Appropriation Viewer, Vendor Viewer, and AP Viewer roles</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>Requisition Approver 2</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- who performs a second-level review/approval for a user who will distribute/assign requisitions to a PO Buyer (worklist distributor). For smaller departments that do not have distributors, these users are also assigned a PO Buyer role</li> <li>- can be added as part of the requisition workflow for approving department requisitions</li> <li>- views procurement configuration items</li> <li>- views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions</li> <li>- views item information</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> <li>• Manage Purchase Orders</li> <li>• Maintain Items</li> </ul>	<ul style="list-style-type: none"> <li>• View Requisitions</li> <li>• Approve Requisitions</li> <li>• Deny Requisitions</li> <li>• Push Back Requisitions</li> <li>• Assign an Ad Hoc Requisition</li> <li>• Hold Requisitions</li> <li>• View Worklist</li> <li>• Enter Approval Comments</li> <li>• Designate Alternate Approver</li> <li>• View Procurement Configuration Items</li> <li>• View POs</li> <li>• View Requisitions</li> <li>• View Receipts</li> <li>• View Items</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews and determines the approval action for requisitions submitted by a Requisition Approver 1</li> <li>• May add a Requisition Ad Hoc Approver to the requisition approval process</li> <li>• Views procurement configuration items to be used by all procurement roles</li> <li>• Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO Buyer, and PO Receiving Processor</li> <li>• Views items uploaded by the DGS, Central, and Department Item Processors</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the Requisition Approver 1 or Requisition Processor, but the end user will not be able to self-approve</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> <li>• Recommended role for AP Processor, AP Approvers 1-2, AP Maintainer, and SCO AT Approvers 1-3</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the GL Viewer, Appropriation Viewer, Vendor Viewer, and AP Viewer roles</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>Requisition Ad Hoc Approver</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- can be added as part of the requisition workflow for approving department requisitions</li> <li>- views procurement configuration items</li> <li>- views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions</li> <li>- views item information</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> <li>• Manage Purchase Orders</li> <li>• Maintain Items</li> </ul>	<ul style="list-style-type: none"> <li>• View Requisitions</li> <li>• Approve Requisitions</li> <li>• Deny Requisitions</li> <li>• Push Back Requisitions</li> <li>• Assign an Ad Hoc Requisition</li> <li>• Hold Requisitions</li> <li>• View Worklist</li> <li>• Enter Approval Comments</li> <li>• Designate Alternate Approver</li> <li>• View Procurement Configuration Items</li> <li>• View POs</li> <li>• View Requisitions</li> <li>• View Receipts</li> <li>• View Items</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>• Views procurement configuration items to be used by all procurement roles</li> <li>• Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO Buyer, and PO Receiving Processor</li> <li>• Views items uploaded by the DGS, Central, and Department Item Processors</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the Requisition Approvers or Requisition Processor, but the end user will not be able to self-approve</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> <li>• Recommended role for AP Processor, AP Approvers 1-2, AP Maintainer, and SCO AT Approvers 1-3</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the GL Viewer, Appropriation Viewer, Vendor Viewer, and AP Viewer roles</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>Requisition Processor</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- 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. This person's name is on the requisition as the person requesting the goods or services.</li> <li>- enters and updates requisitions</li> <li>- assigns P-Card as a recommended payment mechanism on a requisition</li> <li>- views procurement configuration items</li> <li>- views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions</li> <li>- views item information</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Approve Requisitions</li> <li>• Process Procurement Card Transactions</li> <li>• Manage Purchase Orders</li> <li>• Maintain Items</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> <li>• Enter Requisition</li> <li>• Assign P-Card to Requisitions</li> <li>• View Procurement Configuration Items</li> <li>• View POs</li> <li>• View Requisitions</li> <li>• View Receipts</li> <li>• View Items</li> </ul>	<ul style="list-style-type: none"> <li>• Creates and updates requisitions for review and approval by Requisition Approvers, PO Buyer, and Requisition Ad Hoc Approvers, as needed</li> <li>• Receives notification after requisition is approved</li> <li>• Can Update Requisition if denied by Requisition Approvers or PO Buyer</li> <li>• May add an Ad Hoc Approver to the requisition approval process</li> <li>• Views procurement configuration items to be used by all procurement roles</li> <li>• Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO Buyer, and PO Receiving Processor</li> <li>• Views items uploaded by the DGS, Central, and Department Item Processors</li> </ul> <p><b>Hard Stop:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the Requisition Approvers or Requisition Ad Hoc Approver, but the end user will not be able to self-approve</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> <li>• Recommended role for AP Processor, AP Approvers 1-2, AP Maintainer, and SCO AT Approvers 1-3</li> </ul> <p><b>Additional Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the Vendor Viewer, GL Viewer, Appropriation Viewer, and AP Viewer roles</li> <li>• Includes additional access associated with the Department PO Requester</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>P-Card Approver</b>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- reviews and approves P-card transaction lines that have been verified by the card holder / reconciler</li> <li>- reviews P-Card statements and accesses P-Card reports for the department</li> </ul>	<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> <li>• View P-Card Statements</li> <li>• Run P-Card Reports</li> </ul>	<ul style="list-style-type: none"> <li>• When a requisition or PO is used, reviews transactions of the Requisition Processor, PO Buyer, and P-Card Reconciler</li> <li>• Reviews statements of Department P-Card users and runs reports for department end users</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> </ul>
<b>P-Card Maintainer</b>	<p>The department end user who manages P-Card administration activities for the department.</p>	<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 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>
<b>P-Card Reconciler</b>	<p>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.</p>	<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 Requisition Processor and/or a PO Buyer</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <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><b>Contract Approver 1</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- approves transactional contracts and contract documents at the first level</li> <li>- approves transactional contracts when added ad hoc to the approval as needed</li> <li>- views contract information</li> <li>- views solicitation information</li> </ul>	<ul style="list-style-type: none"> <li>• Administer Vendor Contract</li> <li>• Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>• Approve/Deny Transactional Contracts</li> <li>• Approve/Deny Contracts When Added as an Ad Hoc Approver</li> <li>• View Contract Information</li> <li>• View Solicitation User</li> </ul>	<ul style="list-style-type: none"> <li>• Approves contracts coming from Solicitation and Contract Buyers or other Contract Approvers</li> <li>• May deny contracts and send the document back to the Solicitation and Contract Buyer for modification</li> <li>• Views contracts entered in FI\$Cal by the department or DGS</li> <li>• Views solicitations created by Solicitation and Contact Buyers, including approved solicitations</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the Solicitation and Contract Buyer, but the end user cannot approve contracts they created</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the Vendor Viewer, Department PO Reporter, PO View Only, and Department Item Viewer roles</li> </ul>
<p><b>Contract Approver 2</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- approves transactional contracts when added ad hoc to the approval as needed</li> <li>- views contract information</li> <li>- views solicitation information</li> </ul>	<ul style="list-style-type: none"> <li>• Administer Vendor Contract</li> <li>• Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>• Approve/Deny Contracts When Added as an Ad Hoc Approver</li> <li>• View Contract Information</li> <li>• View Solicitation User</li> </ul>	<ul style="list-style-type: none"> <li>• Approves contracts coming from Solicitation and Contract Buyers or other Contract Approvers</li> <li>• May deny contracts and send the document back to the Solicitation and Contract Buyer for modification</li> <li>• Views contracts entered in FI\$Cal by the department or DGS</li> <li>• Views solicitations created by Solicitation and Contact Buyers, including approved solicitations</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the Solicitation and Contract Buyer, but the end user cannot approve contracts they created</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the Vendor Viewer, Department PO Reporter, PO View Only, and Department Item Viewer roles</li> </ul>



Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>Contract Approver 3</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- approves transactional contracts when added ad hoc to the approval as needed</li> <li>- views contract information</li> <li>- views solicitation information</li> </ul>	<ul style="list-style-type: none"> <li>• Administer Vendor Contract</li> <li>• Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>• Approve/Deny Contracts When Added as an Ad Hoc Approver</li> <li>• View Contract Information</li> <li>• View Solicitation User</li> </ul>	<ul style="list-style-type: none"> <li>• Approves contracts coming from Solicitation and Contract Buyers or other Contract Approvers</li> <li>• May deny contracts and send the document back to the Solicitation and Contract Buyer for modification</li> <li>• Views contracts entered in FI\$Cal by the department or DGS</li> <li>• Views solicitations created by Solicitation and Contact Buyers, including approved solicitations</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the Solicitation and Contract Buyer, but the end user cannot approve contracts they created</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the Vendor Viewer, Department PO Reporter, PO View Only, and Department Item Viewer roles</li> </ul>
<p><b>Contract Approver 4</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- approves transactional contracts when added ad hoc to the approval as needed</li> <li>- views contract information</li> <li>- views solicitation information</li> </ul>	<ul style="list-style-type: none"> <li>• Administer Vendor Contract</li> <li>• Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>• Approve/Deny Contracts When Added as an Ad Hoc Approver</li> <li>• View Contract Information</li> <li>• View Solicitation User</li> </ul>	<ul style="list-style-type: none"> <li>• Approves contracts coming from Solicitation and Contract Buyers or other Contract Approvers</li> <li>• May deny contracts and send the document back to the Solicitation and Contract Buyer for modification</li> <li>• Views contracts entered in FI\$Cal by the department or DGS</li> <li>• Views solicitations created by Solicitation and Contact Buyers, including approved solicitations</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the Solicitation and Contract Buyer, but the end user cannot approve contracts they created</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the Vendor Viewer, Department PO Reporter, PO View Only, and Department Item Viewer roles</li> </ul>



Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>Contract Ad Hoc Approver</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- approves transactional contracts when added ad hoc to the approval as needed</li> <li>- views contract information</li> <li>- views solicitation information</li> </ul>	<ul style="list-style-type: none"> <li>• Administer Vendor Contract</li> <li>• Manage Sourcing</li> </ul>	<ul style="list-style-type: none"> <li>• Approve/Deny Contracts When Added as an Ad Hoc Approver</li> <li>• View Contract Information</li> <li>• View Solicitation User</li> </ul>	<ul style="list-style-type: none"> <li>• Approves contracts coming from Solicitation and Contract Buyers or other Contract Approvers</li> <li>• May deny contracts and send the document back to the Solicitation and Contract Buyer for modification</li> <li>• Views contracts entered in FI\$Cal by the department or DGS</li> <li>• Views solicitations created by Solicitation and Contact Buyers, including approved solicitations</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the Solicitation and Contract Buyer, but the end user cannot approve contracts they created</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the Vendor Viewer, Department PO Reporter, PO View Only, and Department Item Viewer roles</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>Solicitation Approver</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- approves solicitation events</li> <li>- can be inserted as an approver as needed</li> <li>- approves Sourcing Project Plan</li> <li>- views solicitation information</li> <li>- views contract information</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Sourcing</li> <li>• Administer Vendor Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Approve Sourcing Event Prior to Posting or on an Ad Hoc Basis</li> <li>• Approve Solicitation Plan</li> <li>• View Solicitation User</li> <li>• View Contract Information</li> </ul>	<ul style="list-style-type: none"> <li>• Receives events for approval from the Solicitation and Contract Buyer</li> <li>• Denies events that go back to the Solicitation and Contract Buyer for modification and resubmission</li> <li>• Approves solicitation plans created by the Solicitation and Contract Buyer</li> <li>• Inserts Ad Hoc Approver as needed</li> <li>• Views solicitations created by the Solicitation and Contract Buyer, including approves solicitations</li> <li>• Views contracts entered in FI\$Cal by the department or DGS</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the Solicitation and Contract Buyer, but the end user cannot approve solicitations they created</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the Vendor Viewer, Department PO Reporter, PO View Only, Department Item Processor</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>Solicitation Ad Hoc Approver</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- can be inserted as an approver as needed</li> <li>- approves Sourcing Project Plan</li> <li>- views solicitation information</li> <li>- views contract information</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Sourcing</li> <li>• Administer Vendor Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Approve Sourcing Event Prior to Posting on an Ad Hoc Basis</li> <li>• Approve Solicitation Plan</li> <li>• View Solicitation User</li> <li>• View Contract Information</li> </ul>	<ul style="list-style-type: none"> <li>• Receives events for approval from the Solicitation and Contract Buyer</li> <li>• Denies events that go back to the Solicitation and Contract Buyer for modification and resubmission</li> <li>• Approve solicitation plans created by the Solicitation and Contract Buyer</li> <li>• Views solicitations created by the Solicitation and Contract Buyer, including approves solicitations</li> <li>• Views contracts entered in FI\$Cal by the department or DGS</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the Solicitation and Contract Buyer, but the end user cannot approve solicitations they created</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the Vendor Viewer, Department PO Reporter, PO View Only, Department Item Processor</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>Solicitation and Contract Buyer</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- creates/modifies solicitation events</li> <li>- reviews and provides suggested markups to events prior to approval and posting</li> <li>- views solicitation information</li> <li>- creates Sourcing Project Plan</li> <li>- creates/modifies transactional contracts</li> <li>- reviews and provides suggested markups to requisitions, purchase orders, contracts, and solicitation event documents prior to approval and/or posting</li> <li>- views contract information</li> </ul>	<ul style="list-style-type: none"> <li>• Manage Sourcing</li> <li>• Administer Vendor Contract</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 Events 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> <li>• Review and Mark up Event Draft</li> <li>• View Solicitation User</li> <li>• Create Solicitation Plan</li> <li>• Submit Solicitation Plan for Approval</li> <li>• Create/Modify Transactional Contracts and Contract Documents</li> <li>• Create Scheduled Contract Releases</li> <li>• Insert Ad Hoc Contract Approvers</li> <li>• View Contract Information</li> </ul>	<ul style="list-style-type: none"> <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 Solicitation Approvers</li> <li>• May receive event approval denials from approvers for edits and resubmission back to the Solicitation Approvers</li> <li>• Creates solicitation plans for approval by the Solicitation Approver</li> <li>• Assigns Department Task Owners to solicitation plans</li> <li>• Submits for approval to the Contract Approvers</li> <li>• Dispatches to the Vendor</li> <li>• Receives documents routed for review/edits by the Solicitation and Contract Buyer</li> <li>• Views contracts entered in FI\$Cal by the department or DGS</li> </ul> <p><b>Hard Stops:</b></p> <ul style="list-style-type: none"> <li>• Can be assigned the Contract Approvers 1-4, Contract Ad Hoc Approver, Solicitation Approver, or Solicitation Ad Hoc Approver, but the end user cannot approve contracts or solicitations they created</li> </ul> <p><b>Additional Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the Vendor Viewer, Department PO Reporter, PO View Only, Department Buyer, Department Advanced Buyer, Department Item Viewer, Department Vendor Processor</li> </ul>

### **13.1 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.

### **13.2 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 Process
- Role Responsibilities
- Relationships with Other Roles

Table 12: Project Costing Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>PC Maintainer</b>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- is responsible for updates to department PC configuration values</li> <li>- has inquiry access to all project information. This end user typically submits the Project request form.</li> </ul>	<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> <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 update department PC configuration items to be used by the PC Processor</li> <li>• Can view all project information entered by the PC Processor</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, AP Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer, AR Viewer, BI Viewer, Customer Viewer, Grant Viewer, and Customer Contracts Viewer roles</li> </ul>
<b>PC Processor</b>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- is responsible for additions and updates to the Project, Activity, and Team Definitions</li> <li>- has access to all PC batch reports and PeopleSoft Query Viewer</li> <li>- has inquiry access to all project information. This end user typically submits the Project request form.</li> </ul>	<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>• 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 Assets</li> <li>• View Project Reports</li> <li>• Run Queries</li> <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>• Creates and maintains all project information to be processed by the PC Job Processor and Central PC Batch Processor</li> <li>• Can view reports of all project activities of the PC Job Processor</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the PO View Only, AP Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer, AR Viewer, BI Viewer, Customer Viewer, Asset Viewer, Grant Viewer, and Customer Contract Viewer roles</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>PC Job Processor</b>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- has access to all PC batch processes needed to run on an ad hoc basis</li> <li>- processes project and contract billing and project process (milestones)</li> <li>- processes project and contract revenue</li> <li>- has inquiry access to all project information. This end user typically submits the Project request form</li> </ul>	<ul style="list-style-type: none"> <li>• Collect, Distribute, and Price Costs</li> <li>• Project Capitalization</li> <li>• Process Billings and Revenue</li> <li>• Create and Maintain Project</li> </ul>	<ul style="list-style-type: none"> <li>• Upload Project, Activity, Team, and non-financial data</li> <li>• Run Batch Process, as required</li> <li>• Processes Contract Billing Milestones and Contract Billing</li> <li>• Processes Contract Revenue Milestones and Contract Revenue</li> <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>• Has similar abilities to the Central PC Batch Processor, without centrally maintained Project Utilities</li> <li>• Can view all project information entered by the Department Project Processor</li> </ul> <p><b>Additional View Access:</b></p> <ul style="list-style-type: none"> <li>• Includes additional access associated with the Grant Viewer and Customer Contracts Viewer roles</li> </ul>

## 14. Viewer Only Roles

### 14.1 Viewer Only Roles

This section provides details for each FI\$Cal end-user roles that provide view access to the System, including:

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 13: Viewer Only Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>BU, DM, GL, and LA Viewer</b>	<p>The department or control end user who:</p> <ul style="list-style-type: none"> <li>- views department-level budgets using online inquiry screens</li> <li>- runs inquiries on bonds</li> <li>- has access to General Ledger and Commitment Control online inquiry screens and read-only access to Create Journal Entry pages</li> <li>- receives nightly batch distributed reports and has access to Report Manager</li> <li>- allows users access to view Statewide Controlling budget information</li> <li>- runs inquiries on loans and loan transactions.</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and Process Budget Journals Track Funds</li> <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> <li>• Process Financial Statements</li> <li>• Enter and Process Budget Journals</li> <li>• Establish Loans</li> <li>• Maintain loans</li> <li>• Repay Loans</li> </ul>	<ul style="list-style-type: none"> <li>• Run Department-Specific Budget Inquiries</li> <li>• View Override Budget Date Exceptions View Bond Information</li> <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> <li>• Receive General Ledger Reports</li> <li>• Receive Labor Distribution Reports</li> <li>• Run Statewide Budget Inquiries</li> <li>• View Override Budget Date Exceptions</li> <li>• View Loan Balances, Loan and Transaction Inquiry, Posted Transactions, and Loan Payoff Projections</li> </ul>	<p><b>Suggest Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Recommended role for GL Processor, GL Approvers 1-2, AP Processor, AP Approvers 1-2, and SCO AT Approvers 1-3</li> </ul> <p><b>Required Role Combinations:</b></p> <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>



Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<b>GM, CA, and PC Viewer</b>	The department end user who: - has display-only access to all grant information - has display access to all contract information - 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 Grants</li> <li>• Create and Amend Contracts</li> <li>• Create and Maintain Project</li> </ul>	<ul style="list-style-type: none"> <li>• View Only Access to Grant Pages</li> <li>• View only access to Contracts transaction pages</li> <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>• Same access as the GM Processor role, except display only</li> <li>• Same access as CA Processor role, except display only</li> <li>• Can view all project information entered by the PC Processor</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>Order to Cash Viewer</b></p>	<p>The department end user who:</p> <ul style="list-style-type: none"> <li>- runs inquiries and reports on customer data for a SetID. This end user will not have access to confidential data</li> <li>- runs inquiries on billing data for a business unit</li> <li>- runs inquiries on receivable and customer payment data for a business unit</li> <li>- runs reports for Bank Statements, Reconciliation, and Cash Management processing</li> <li>- views the FTB Offset page and collection codes.</li> </ul>	<ul style="list-style-type: none"> <li>• Set Up and Maintain Customers Generate and Adjust Invoices</li> <li>• Enter and Maintain Receivables</li> <li>• Process Payments</li> <li>• Collect Receivables</li> <li>• Manage Cash</li> <li>• Process Payments</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 View Billing Data</li> <li>• Reprint Invoices</li> <li>• View Printed Bills</li> <li>• View Bill Summaries</li> <li>• View Billing Errors</li> <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> <li>• Run Cash Management Reports</li> <li>• View Cash Management Reports</li> <li>• View FTB Offset Page</li> <li>• View Collection Codes</li> </ul>	<ul style="list-style-type: none"> <li>• Cannot view confidential information entered by BI/AR Confidential User</li> <li>• Creates and runs reports that may be shared with other department end users</li> <li>• Able to view data created and maintained by other Billing roles</li> <li>• Able to view data maintained by other AR roles</li> <li>• Runs reports that may be shared with other department end users</li> </ul>

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
<p><b>Req to Check Viewer</b></p>	<p>The department or control end user who:</p> <ul style="list-style-type: none"> <li>- views both financial and physical asset information. Department end users will only view assets within their business unit</li> <li>- views vendor information</li> <li>- views voucher and payment information</li> <li>- views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions</li> <li>- views procurement configuration items</li> <li>- views item information</li> <li>- views solicitation information</li> <li>- views contract information</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain Assets</li> <li>• Enter and Maintain Vendors</li> <li>• Create and Maintain Invoices</li> <li>• Manage Purchase Orders</li> <li>• Maintain Items</li> <li>• Manage Sourcing</li> <li>• Administer Vendor Contract</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> <li>• View Vendor Information</li> <li>• Search for Vendor</li> <li>• View Vendor History</li> <li>• View Vendor Conversations</li> <li>• View Voucher Information</li> <li>• View Payment Information</li> <li>• View POs</li> <li>• View Requisitions</li> <li>• View Receipts</li> <li>• View Procurement Configuration Items</li> <li>• View Items</li> <li>• View Solicitation User</li> <li>• View Contract Information</li> </ul>	<ul style="list-style-type: none"> <li>• Can view information entered by AM Maintainer, AM Manager, and AM Processor</li> <li>• Can view vendors entered by the AP Supplier Processor</li> <li>• Vendor-related attachments are not visible</li> <li>• Can view vouchers entered by the AP Processor</li> <li>• Can only view procurement transaction information entered by other Procurement roles</li> <li>• Views procurement configuration items to be used by all procurement roles</li> <li>• Views items uploaded by the DGS, Central, and Department Item Processors</li> <li>• Views solicitations created by Solicitation and Contract Buyers, including approved solicitations</li> <li>• Views contracts entered in FI\$Cal by the department or DGS</li> </ul> <p><b>Suggested Role Combinations:</b></p> <ul style="list-style-type: none"> <li>• Recommended role for AP Processor, AP Approvers 1-2, and SCO AT Approvers 1-3</li> <li>• Can be combined with Confidential User to add/update confidential accounts payable information</li> <li>• Can be combined with Confidential User to add/update confidential purchasing information</li> <li>• Can be combined with Confidential User to view confidential vendor information</li> </ul>

## Appendix B – Role to Business Process Matrix

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.

Note: For acronym definitions, see Appendix C Glossary

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 the 2017 Release in the corresponding column.

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

**Table 14: Accounts Payable End-User Role to Business Process Map**

<b>FI\$Cal End-User Role</b>	<b>Enter and Maintain Vendors</b>	<b>Create and Maintain Invoices</b>	<b>Process Payments</b>	<b>1099 Withholding</b>	<b>Enter and Maintain Vendors</b>	<b>Create and Approve Requisitions</b>	<b>Manage Purchase Orders</b>	<b>Process Procurement Card Transactions</b>	<b>Set Up and Maintain Customers</b>	<b>Collect Receivables</b>	<b>Enter and Process Vouchers</b>
<b>AP Approver 1</b>	X	X									
<b>AP Approver 2</b>	X	X									
<b>AP Ad Hoc Approver</b>		X									
<b>AP Confidential User</b>	X	X				X	X	X	X	X	X
<b>AP Maintainer</b>		X			X						
<b>AP Payment Processor</b>		X	X		X						
<b>AP Processor</b>		X			X						
<b>AP Supplier Processor</b>		X		X	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 the 2017 Release in the corresponding column.

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

Asset Management End-User Role to Business Process Map

FI\$Cal End-User Role	Acquire Assets	Leased Assets	Maintain Assets	Transfer Assets	Retire/Reinstate Assets	Asset Month-End Processing	Asset Depreciation	Asset Stocktaking	Run Asset Reports
AM Approver 1			X	X					
AM Approver 2			X	X					
AM Confidential User			X						
AM Maintainer			X						
AM Manager			X	X	X	X	X	X	
AM Processor	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 the 2017 Release in the corresponding column.

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

Table 16: Billing/Accounts Receivable End-User Role to Business Process Map

FI\$Cal End-User Role	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	Enter and Process Vouchers
AR Confidential Reporter	X		X	X	X					
AR Configuration Maintainer				X						
AR Item Processor	X		X	X	X					

FI\$Cal End-User Role	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	Enter and Process Vouchers
<b>AR Item Requestor</b>			X							
<b>AR Payment Processor</b>	X		X	X	X					
<b>BI Processor</b>	X	X								
<b>BI/AR Approver</b>	X	X	X	X	X					
<b>BI/AR Confidential User</b>	X	X	X	X	X	X	X	X	X	X
<b>Deposit Slip Processor</b>				X						

**Bond Accounting**

This appendix provides a matrix mapping the Bond Accounting FI\$Cal end-user roles to the Bond Accounting FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Bond Accounting FI\$Cal business process for the 2017 Release in the corresponding column.

Note: Only FI\$Cal end-user roles related to one or more of the FI\$Cal departmental Bond Accounting business processes are included.

Table 16: Bond Accounting End-User Role to Business Process Map

FI\$Cal End-User Role	Create and Manage Bond	Authorize Bond	Issue Bond	Distribute Funds	Track Funds
<b>DM Processor</b>	X	X	X		X

**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 the 2017 Release in the corresponding column.

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

Table 17: Budgeting End-User Role to Business Process Map

FI\$Cal End-User Role	Enter and Process Journals	Enter and Process Budget Journals	Process Financial Statements	Enter and Process Labor Distribution	Process Allocations	Process Financial Statements	Maintain Chart of Accounts
<b>BU Approver</b>	X	X	X	X	X	X	X
<b>BU Processor</b>							

### Cash Management

This appendix provides a matrix mapping the Cash Management 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 FI\$Cal business process for the 2017 Release in the corresponding column.

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



Table 18: Cash Management End-User Role to Business Process Map

FI\$Cal End-User Role	Manage Cash	Reconcile Statements	Bank Account Management	Bank Reconciliation
CM Approver	X			
CM Processor	X	X	X	X
Confidential Bank Account Approver			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 the 2017 Release in the corresponding column.

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

Table 16: Customer Contracts End-User Role to Business Process Map

FI\$Cal End-User Role	Create and Amend Contracts	Process Billing and Revenue
CA Approver	X	
CA Processor	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 the 2017 Release in the corresponding column.

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

Table 17: General Ledger End-User Role to Business Process Map

FI\$Cal End-User Role	Enter and Process Journals	Enter and Process Budget Journals	Enter and Process Labor Distribution	Process Allocations	Process Financial Statements	Maintain Chart of Accounts
Department Employee Maintainer			X			
GL Approver 1	X	X	X	X	X	X
GL Approver 2	X	X	X	X	X	X
GL Maintainer	X	X	X	X	X	X
GL Processor	X	X	X	X	X	X
GL Reporter					X	
LD Processor	X	X	X	X	X	X

### Grants Management

This appendix provides a matrix mapping the Grants Management FI\$Cal end-user roles to the Grants 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 Grants Management FI\$Cal business process for the 2017 Release in the corresponding column.

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

Table 16: Grants Management End-User Role to Business Process Map

FI\$Cal End-User Role	Create and Maintain Grants
GM Approver	X
GM Processor	X

**Loan Accounting**

This appendix provides a matrix mapping the Loan Accounting FI\$Cal end-user roles to the Loan Accounting FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Loan Accounting FI\$Cal business process for the 2017 Release in the corresponding column.

Note: Only FI\$Cal end-user roles related to one or more of the FI\$Cal departmental Loan Accounting business processes are included.

Table 16: Loan Accounting End-User Role to Business Process Map

FI\$Cal End-User Role	Establish Loans	Maintain Loans	Repay Loans
Loan Approver	X		
Loan Processor	X	X	X

**Procurement**

This appendix provides a matrix mapping the Procurement 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 Procurement FI\$Cal business process for the 2017 Release in the corresponding column.

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

Table 17: Procurement End-User Role to Business Process Map

FI\$Cal End-User Role	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 Approver 1		X								X
PO Approver 2		X								X
PO Approver 3		X								X
PO Approver 4		X								X
PO Ad Hoc Approver		X								X
PO Buyer		X	X							X
PO Confidential User	X	X	X			X	X	X	X	
PO Receiving Processor		X								
Requisition Approver 1	X	X								X
Requisition Approver 2	X	X								X
Requisition Ad Hoc Approver	X	X								X
Requisition Processor	X	X	X							X
P-Card Approver			X							
P-Card Maintainer			X							
P-Card Reconciler			X							
Contract Approver 1				X	X					
Contract Approver 2				X	X					
Contract Approver 3				X	X					
Contract Approver 4				X	X					
Contract Ad Hoc Approver				X	X					
Solicitation Approver				X	X					
Solicitation Ad Hoc Approver				X	X					
Solicitation and Contract Buyer				X	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 the 2017 Release in the corresponding column.

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

Table 18: Project Costing End-User Role to Business Process Map

FI\$Cal End-User Role	Create and Maintain Project	Create and Maintain Project Budgets	Collect, Distribute, and Price Costs	Project Capitalization
<b>PC Maintainer</b>	X		X	X
<b>PC Processor</b>	X	X	X	X
<b>PC Job Processor</b>	X	X	X	X

## Appendix C – Glossary

Abbreviations, Acronyms, and Terms	Definition
Ad Hoc	The department end user who can be added as an approver during the workflow process
AP	Accounts Payable
AR	Accounts Receivable
AT	Audit Tool
Automatically Assigned Roles	Supplemental roles that are automatically assigned by FI\$Cal when a department assigns the listed role to an end user. The additional roles provide the end user with the full functionality intended for the listed role
BA	Bond Accounting
BI	Billing
BI	Billing
Budget Checking	The process of comparing expenditure or revenue transactions against a defined budget
Business Process Workshops (BPWs)	Workshops to provide departments with an overview of the business processes, including key terms and the functionality being implemented.
CA	Customer Contracts
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

Abbreviations, Acronyms, and Terms	Definition
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
ChartField(s)	An accounting classification code (Fund, Program, etc.) Similar in usage to existing UCM codes
CM	Cash Management
CM	Cash Management
CMF	Customer Master File
COA	Chart of Accounts
COA	Chart of Accounts
Configurations	Allows departments to define values for specific items in FI\$Cal
CTS	Centralized State Treasury System
DAR	Division of Accounting and Reporting
Deal Management	Essential to liquidity management, improving investment returns, reducing interest expenses, streamlining deal initiation, administration, settlement accounting and position monitoring
Demand Accounts	The eight accounts at the depository banks that contain all the banking activity for State of California Centralized Treasury System deposits and disbursements
Department	State of California organization involved in the implementation of FI\$Cal
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 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 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
Department Role	A FI\$Cal end-user role designated specifically for performing a departmental function.
Deposit Slip	A deposit slip is a small form that is used to deposit funds into a bank account. In FI\$Cal a Deposit Slip indicates the account, amount, and location of the deposit
Disbursements	A division within SCO responsible for disbursing payments
DM	Deal Management
DMS	Debt Management System

Abbreviations, Acronyms, and Terms	Definition
DOF	Department of Finance
ERP <i>i</i>	Enterprise Resource Planning Integrator
FDM	Financial Data Quality Management
FI\$Cal	Financial Information System for California
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	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
FI\$Cal End-User Role	A group of tasks that defines the access and responsibilities provided to an assigned FI\$Cal end user.
FTB	Franchise Tax Board
GAAP	Generally Accepted Accounting Principles
GL	General Ledger
GM	Grants Management
Hard Stop Requirements	Roles that can be assigned in conjunction with the listed role; however, the end user cannot perform the actions associated with the multiple roles within the same transaction
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.
PAA	Purchasing Authority Application
PAC	Purchasing Authority Contact
PC	Project Costing
P-Card	Procurement Card
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
Separation of Duty Requirements	Roles that CANNOT be assigned in conjunction with the listed role in order to maintain an adequate system of internal control within a department



Abbreviations, Acronyms, and Terms	Definition
SS	Strategic Sourcing
Suggested Role Combinations	Roles that FI\$Cal recommends are assigned or not assigned in conjunction with the listed role. Some additional roles are recommended to provide the end user with additional functionality typically associated with the listed role. Some roles are not recommended to be combined as the functionality of one role will override the functionality of the other role
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