FI$Cal
Financial Information System for California

DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Statewide Procurement

Support Workshop

For Wave 4, Deferred, and Exempt Departments

February 2015

DGS/FI$CAL

Jim Butler

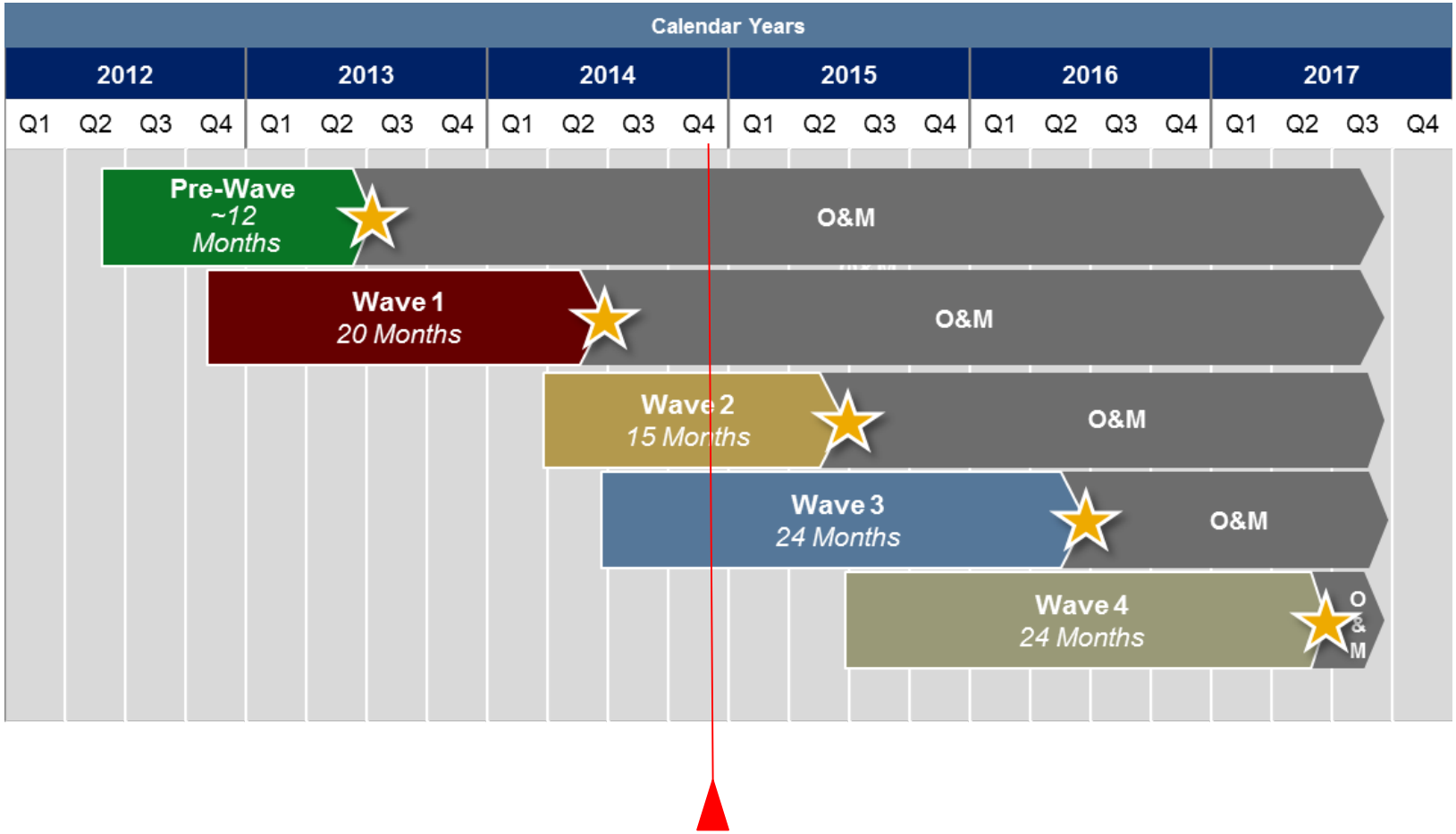
Chief Procurement Officer

FI$CAL

Barbara Taylor

Project Executive

FI$Cal Wave Timeline



Agenda

- BidSync to FI$Cal – Business Process Updates
- Role Assignment
- Statewide Training Approach
- Department Liaison
- Next Steps
- FI$Cal SCPRS and Progress Payments Uploads

BidSync to FI$Cal – Business Process Updates

- Wave 2 Go Live July 2015
- BidSync Retiring – functionality replaced by FI$Cal
- DGS Procurement Policies, Statutes and Regulations still apply
- Vendors and Bidder will access FI$Cal via the Procurement Portal

What You Need to Know – CSCR

- With FI$Cal Wave 2, the California State Contracts Register (CSCR) will be hosted under FI$Cal for advertising State solicitation to maximize competition through advertising State purchasing and contracting opportunities
- In FI$Cal, a solicitation is called an “Event”
- Wave 4, Deferred, and Exempt departments will use the FI$Cal CSCR application to enter information to post a Event advertisement
- Key processes include:
  - Create, Approve, and Post Event Advertisement
  - Vendor Functions

CSCR – Create and Post Event Advertisement

- Wave 4, Deferred, and Exempt departments will create solicitations outside of FI$Cal
- To create an advertisement, users will enter summary information and use attachments to provide details to a FI$Cal event
  - Once a user creates an event, it will go through a workflow approval process prior to posting to the CSCR
  - The approval process will be initiated when the user clicks the "Post" button
  - This is a one-step approval process with ability to insert ad hoc approver(s)
- Once approved, the event will be posted in FI$Cal CSCR for the public to view

CSCR – Create and Post Event Advertisement

Create an Event

Event Summary

Business Unit: 3980 **Event ID:** NEXT **Round:** 1 **Version:** 1 **Event Format:** Buy

Event Type: RFx Change to Auction

Event Status: Open

Time Zone: PDT

***Event Name:**

Description:

Preview Date: 05/20/2014 **Time:** 11:25AM

Start Date: 05/20/2014 **Time:** 11:25AM

End Date: 05/20/2014 **Time:** 11:25AM

Copy From: Go

Required fields reside on pages marked with an asterisk (*) -- you may not save your event until all required fields are filled.

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

* Event Settings and Options
Event Comments and Attachments
Event Header Bid Factors
Payment Terms and Contact Info
Event Constraints

Step 2: Configure Line Items

Create line listings for this event.

* Line Items
Item Line Defaults

CSCR – Vendor Functions

Vendor can:

- Search for events that have been advertised
- View and download details of the advertised event
- Create/post a vendor ad
  - This process includes ads for *"Prime Seeking Sub"* and *"Sub Seeking Prime"*
- View vendor ads posted by other Vendors

CSCR – Search and View Events

View Events and Place Bids

Welcome, Strategic Sourcing
User: Strategic Sourcing

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Event ID:
Event Name:
Event Type:
Event Status:
☑ Include Declined Invitations?

Results Should Include:
☑ Sell Event
☑ Purchase Event
☑ Request For Information

Start Date: From: Through:
End Date: From: 05/20/2014 Through:
Item Description:

Categories — Personalize | Find | First 1-2 of 2 Last

Category	Description
ACCESSORIES	Accessories
ACCESSORIES	Accessories

Add Additional Category
Remove Selected Category

Search | Clear Criteria

Manage Saved Searches | Save Search Criteria | Basic Search Criteria

Search Results

Personalize | First 1 of 1 Last

Event ID	Event Name	Format	Type	End Date	
US001-0000000093	DBA Service	Sell	RFx	23 hrs, 57 mins, 24 secs	Discuss

Return to Bidding Homepage

CSCR – View Event Details

Event Details

Welcome, Strategic Sourcing
User: Strategic Sourcing

Information On Inquiry Options

Bidding Shortcuts: View Event Activity

Event Name:	test	
Event ID:	US001-0000000091	
Event Format/Type:	Sell Event	RFx
Event Round:	1	
Event Version:	1	
Event Start Date:	05/19/2014 9:26PM PDT	
Event End Date:	Event Completed	

View Vendor Ad

Post Vendor Ad

Event Description:

test

Contact:	Vikas Lad	Payment Terms:	
Phone:		My Bids:	0
Email:	Email ID	Edits to Submitted Bids:	Allowed
Online Discussion:	Discuss Event in Forum	Multiple Bids:	Allowed
Live Chat Help:			

CSCR – Post Vendor Ad

Post Vendor Ad

Contact Details

Name

Email ID

Phone

Advertisement Details

Title

Date

Type ○ Prime Seeking Sub ○ Sub Seeking Prime

Description

Hide Advertisement

☑ Hide Advertisement

OK Cancel

CSCR – View Vendor Ad

View Vendor Ad

Sub Seeking Prime

Find | View All First 1 of 6 Last

Description	Contact Information	Dates	
Cleaning Solicitation	Vikas Lad	Response Deadline	05/25/14 12:00AM
	vikas.lad@fiscal.ca.gov	Ad Created	05/25/2014 12:00AM
	333/333-3333	Ad Updated	05/25/2014 12:00AM

OK Cancel

What You Need to Know – Progress Payments

- Wave 4, Deferred, and Exempt departments will use the FI$Cal ***Progress Payment*** page to enter progress payment details
- Progress payment information will be available on the ***Procurement*** portal
  - On this portal, users can view the progress payment reported by all the departments
- Key Processes
  - Progress Payment Entry
  - Progress Payment Search
    - Including payment details

Progress Payment – Entry

Progress Payment

Progress Payment Information

*Business Unit: 0840 State Controller

*PO Number: 0000000001

*Progress Payment Reference Number: PYMT000001

*Total Purchase Amount:

*Payment Amount:

*Payment Date: 01/23/2015

*Buyer:

*Vendor ID:

☐ Final Payment

Save | Add | Update/Display

Progress Payment – Search

View Progress Payment

Progress Payments Search

Vendor / Supplier Name:

FEIN:

Business Unit:

PO Number:

Progress Payment Reference #:

*Payment Date Range: 01/01/1901 *To: 01/23/2015

Search | Clear

Personalize | Find | View All | First 1-5 of 11 Last

	Detail View	Vendor / Supplier Name	Business Unit	Description	PO Number	Amount	Payment Date
1		COLUMBIA BUSINESS FORMS INC	0820	Department of Justice	000000,010	2654.760	08/12/2014
2		RTZ ASSOCIATES INC	0820	Department of Justice	0000000011	1257.040	09/12/2014

Progress Payment – Information

Progress Payment

Progress Payment Information

Business Unit:	0820	Department of Justice
PO Number:	0000000011	
Progress Payment Reference #:	80587	
Total Purchase Amount:	2061.000	
Payment Amount:	1257.040	
Payment Date:	09/12/2014	
Buyer:	10000120	Karen E Anderson
Vendor ID:	0000000114	RTZ ASSOCIATES INC

☑ **Final Payment**

Return

What You Need to Know – SCPRS

- With FI$Cal Wave 2, the State Contract and Procurement Registration System (SCPRS) will reside in FI$Cal for collecting contract and expenditure information from agencies
- Wave 4, Deferred, and Exempt departments will manually enter required transactions or use the SCPRS upload to record purchase order and contract information in FI$Cal
- Key processes include:
  - FI$Cal SCPRS Data Entry
  - FI$Cal SCPRS Entry Modifications
  - FI$Cal SCPRS Search
  - FI$Cal Vendor Entry

SCPRS – Data Entry

SCPRS Entry

New SCPRS Entry Order

Business Unit: 0840 Purchase Order Date: 01/22/2015 *DGS Billing Code:

Purchase Document #: 00000003 Change Order Reason

CalCard: Blanket PO: Grand Total: Sub-Total:

*Acquisition Type:

*Acquisition Method:

Department: Controller, State

IBond:

BuyerContact:

Comments:

Funding:

Vendor ID: SB/DVBE Contracting

LPA Contracts

LPAContractNumber:

*Start Date: Start Year:

*End Date: End Year:

Fiscal Year Total

2015-2016	
2016-2017	
2017-2018	
2018-2019	

Personalize | Find | View All | First 1 of 1 Last

Item Description | Account Codes | SABRC/EPP

	*Line Number	Item Description	Unit of Measure To	Quantity	Amount	UNSPSC	Description	Line Amount
1								

SCPRS-Entry

Modifications

SCPRS Entry

New SCPRS Entry Order

Business Unit: 0840 Purchase Order Date: 12/19/2014 *DGS Billing Code: 015020 Change Order: 1

Purchase Document #: 1234 Change Order Reason ADJ

CalCard: Blanket PO: Grand Total: 10.000 Sub-Total: 5.000

*Acquisition Type: NON-IT Services

*Acquisition Sub -Type: Consulting Services

*Acquisition Method: NCB

*Acquisition Sub-Method: A single firm services a geogr

Department: Controller, State

IBond: Prop 1B

The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act

BuyerContact: 10000005

Comments: Testing Pass1

Funding: Financed

Vendor ID: 0000000014 DISCOVERY OFFICE SYSTEMS SB/DVBE Contracting

Consulting Service Justification

*Number of Offers: 2

*Purpose: Testing

*Potential Beneficiaries: Business Community

*Low Bid Not Accepted Reason: Best value criteria meets nee

*Justification: Emergency acquisition for the

LPA Contracts

LPAContractNumber:

*Start Date: 10/01/2014 Start Year: 2014

*End Date: 12/31/2014 End Year: 2014

Fiscal Year Total

2014-2015	
2015-2016	
2016-2017	
2017-2018	

Personalize | Find | View All | First 1 of 1 Last

Item Description | Account Codes | SABRC/EPP

	*Line Number	Item Description	Unit of Measure To	Quantity	Amount	UNSPSC	Description	Line Amount
1	1	Test123	EA	1.0000	5.00000	30102200	Testing	5.000

SCPRS – Search

- The FI$Cal SCPRS ***Search*** page will allow users to enter search parameters and search for Purchase Orders and/or Contracts entered into FI$Cal SCPRS
- Users will click the Search button to display the search results in the search grid
  - Clicking on Search results will allow the user to view transactional information

SCPRS – Search

FI$Cal SCPRS Search - Windows Internet Explorer

https://ua3.financials.fiscal.ca.gov/psp/psfua3/EMPLOYEE/PS

Oracle | PeopleSoft Enterprise S... | FI$Cal SCPRS Search | Configuration Build Work Units ...

File Edit View Favorites Tools Help

Favorites Main Menu › FI$Cal SCPRS › FI$Cal SCPRS Search

FI$Cal

Home | Worklist | Add to Favorites | Sign out

New Window | Personalize Page

FI$cal SCPRS Search

Business Unit:

Purchase Document #:

Vendor ID:

Acquisition Type:

Acquisition Method:

LPAContractNumber:

BillCode:

Buyer:

PA Number:

Status:

Date Range

*From Date: 01/01/2015

*To Date: 01/22/2015

Total Amount Range

From:

To:

Search | Clear Button

SCPRS Search | Additional information

Personalize | Find | View 100 | First 1-50 of 105 Last

	Department ID	Department Name	Contract/Purchase Order	Creation Date	Purchase Order Date	Fiscal Year Start Date	Fiscal Year End Date	Grand Total	Acquisition Type	Acquisition Sub -Type	Acquisition Method	Acquisition Sub-Method
1	0820	Department of Justice	0000000000000000000000025	01/08/2015	01/08/2015	07/01/2015	06/30/2016		IT Services		NCB	Only goods and services that meet needs of the State
2	0820	Department of Justice	0000002373	01/07/2015	01/07/2015	07/01/2015	06/30/2016	52.000	IT Goods		Software License Program	
3	0820	Department of Justice	0000002374	01/14/2015	01/14/2015	07/01/2015	06/30/2016	9000.000	IT Goods		Formal Competitive	
4	0840	State Controller	0000000000000000000000022	01/06/2015	01/06/2015	07/01/2015	06/30/2016		NON-IT Services	Services are specifically exempt by statute	NCB	Other
5	0840	State Controller	0000000000000000000000038	01/09/2015	01/09/2015	07/01/2015	06/30/2016		NON-IT Goods		NCB	A single firm services a geographic region
6	0840	State Controller	0000000000000000000000041	01/10/2015	01/10/2015	07/01/2015	06/30/2016		NON-IT Services	Contracts with Local Governments	NCB	Only goods and services that meet needs of the State
7	0840	State Controller	0000000000000000000000044	01/11/2015	01/11/2015	07/01/2015	06/30/2016		IT Services		NCB	Contract with other government agency
8	0840	State Controller	0000000000000000000000052	01/12/2015	01/12/2015	07/01/2015	06/30/2016		NON-IT Goods		NCB	A single firm services a geographic region
9	0840	State Controller	0000000000000000000000053	01/12/2015	01/12/2015	07/01/2015	06/30/2016		NON-IT Services	Agreements with other governmental entities and public universities	Master Service Agreement	

SCPRS – Add a Vendor

Identifying Information | Address | Contacts | Location | Custom

SetID: STATE

Vendor ID: NEXT

*Vendor Short Name:

*Classification: Corporation

HCM Class:

*Persistence: Regular

*Vendor Status: Unapproved

Check for Duplicate

*Vendor Name 1:

Vendor Name 2:

☐ Withholding

☑ Open For Ordering

Confidential

Attachments (0)

Expand All | Collapse All

Vendor Relationships

☐ Corporate Vendor

Corporate SetID: STATE

Corporate Vendor ID: NEXT

☐ InterUnit Vendor

InterUnit Vendor ID:

Create Bill-To Customer

☐ Create Bill To Customer

▷ Additional ID Numbers

What You Need to Know – LPA Search

- Wave 4, Deferred and Exempt departments will use a search page to find LPAs
- Public inquiry will be provided to search for LPAs
- Inquiry results downloadable to Excel
- Key Processes:
  - Search for LPAs by specific contract
  - Search for LPAs by various criteria
  - View LPA details

LPA Search

FI$cal SCPRS Search

Business Unit:

Purchase Document #:

Vendor ID:

Acquisition Type:

Acquisition Method:

☐ Small Business ☐ Disabled Veteran Business Enterprise

☐ Non-Profit ☐ Non-Profit Veteran Service Agency

LPAContractNumber:

BillCode:

Buyer:

PA Number:

Status:

Contract Type:

Date Range

*From Date:

*To Date:

Total Amount Range

From:

To:

Search | Clear Button

LPA Search Result

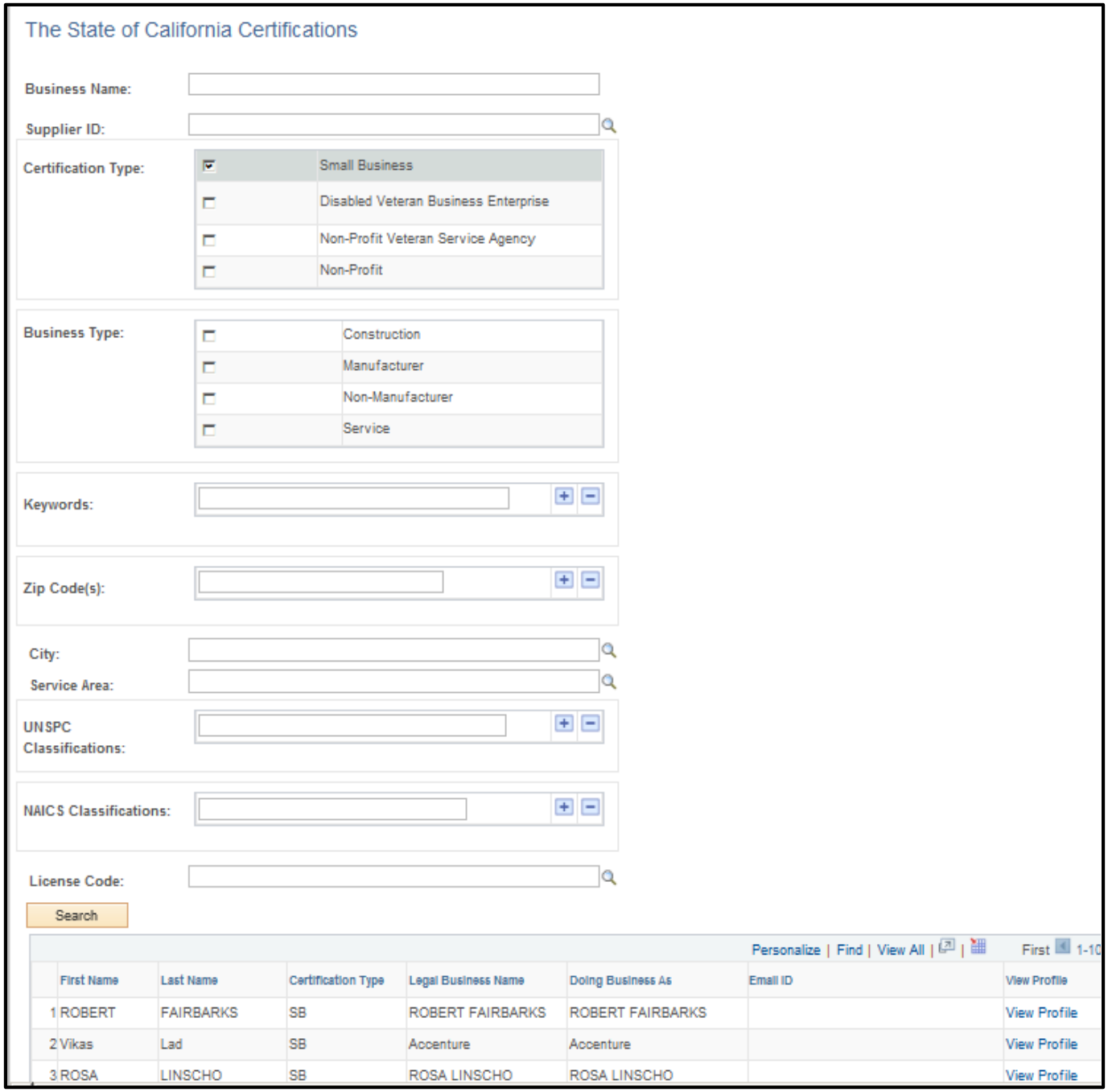
SCPRS Search | Additional information

	Department ID	Department Name	Contract/Purchase Order	Creation Date	Purchase Order Date	Fiscal Year Start Date	Fiscal Year End Date	Grand Total	Acquisition Type
1	0820	Department of Justice	0000000000000000000000025	01/08/2015	01/08/2015	07/01/2015	06/30/2016		IT Services
2	0820	Department of Justice	0000000003	07/08/2014	01/14/2013	07/01/2014	06/30/2015	0.010	NON-IT Goods
3	0820	Department of Justice	0000000024	07/08/2014	07/01/2012	07/01/2014	06/30/2015	2513.180	NON-IT Goods
4	0820	Department of Justice	0000000024	07/08/2014	07/01/2012	07/01/2014	06/30/2015	2513.180	NON-IT Goods
5	0820	Department of Justice	0000000085	07/08/2014	04/01/2013	07/01/2014	06/30/2015	3151.300	NON-IT Goods

What You Need to Know – SB/DVBE Search

- Wave 4, Deferred, and Exempt departments will use a search page to look for suppliers and determine SB/DVBE certification status
- Public inquiry will be provided to search for certification status
- Inquiry results downloadable to Excel
- Key Processes:
  - Search for SB/DVBE certification status for specific vendor
  - View detail of certification status
  - Search for potential certified vendors based on specific criteria
  - Download results to Excel

SB/DVBE Search



SB/DVBE Search – Vendor details

Supplier Profile

Supplier Name:	ROBERT FAIRBARKS	Bidder ID:	
Legal Business Name:	ROBERT FAIRBARKS	DBA Business Name:	ROBERT FAIRBARKS
Address:	925 L ST STE 325	Phone:	916/443-6883
Email:		Fax:	
No. of Employees:	58	Vendor ID:	0000000009
Business Types:	Service		
Service Areas			
Keywords:	View Keywords		
Classifications:	View Classifications		
Notification Preference:			
View Options:	View Approval View Change History View Application History View Mail Log View Notes		
Edit Options:	View/Edit Application Renew Certification		

Active Certifications — Personalize | Find | View All | First 1 of 1

	Certifcation Type	Application Date	Status	Status Date/Time	From	To	Cancel
1							Cancel

Certification History — Personalize | Find | First 1 of 1

	Application Date	Status	Status Date/Time	From	To	Manage Cert.
1						Manage Cert.

Return to Search

SB/DVBE Search – Download results to Excel

	A	B	C	D	E	F	G
1	First Name	Last Name	Certification Type	Legal Business Name	Doing Business As	Email ID	View Profile
2	Alice M.	Clayton	DVBE & SB	Alice M. Clayton	Alice M. Clayton		View Profile
3	PAMELA	ROGERS	SB	PAMELA ROGERS	PAMELA ROGERS	PROGERS@HORIZONCOMPUTERS.COM	View Profile
4	ARUN	KUMAR	DVBE & SB	ARUN KUMAR	ARUN KUMAR	arun.u.kum@accenture.com	View Profile
5	RICK	DORRIS	SB	RICK DORRIS	RICK DORRIS	rdorris@waveware.com	View Profile
6	Imran	Yunus	SB	Imran Yunus	Imran Yunus		View Profile
7	ROSA	LINSCHO	SB	ROSA LINSCHO	ROSA LINSCHO		View Profile
8	SEAN	WATSON	SB	SEAN WATSON	SEAN WATSON	sean@24connect.net	View Profile
9	Vikas	Lad	SB	Accenture	Accenture	vikas.lad@fiscal.ca.gov	View Profile
10	Tim	cook	SB	Tim	tim cook		View Profile
11	BRUCE	CAMPBELL	SB	BRUCE CAMPBELL	BRUCE CAMPBELL	bruce@canpenq.com	View Profile
12	Vikas	Lad	DVBE & SB	aCCENTURE	aCCENTURE		View Profile
13	CHINWEANI	GBOGU	SB	CHINWEANI GBOGU	CHINWEANI GBOGU		View Profile

FI$Cal End-User Roles

FI$Cal End-User Role	Responsibilities
Department SCPRS Processor	Wave 4, Deferred, and Exempt department user who can record FI$Cal SCPRS transactions
Department Vendor Processor	The department end user who creates a new vendor or adds/modifies vendor address and contact information.
Non-FI$Cal Department CSCR Processor	Wave 4, Deferred, and Exempt department user who will post solicitations and progress payments in CSCR
Non-FI$Cal Department CSCR Approver	Wave 4, Deferred, and Exempt department user who can approve entries prior to posting solicitations in CSCR
Non-FI$Cal CSCR Ad Hoc Approver	Wave 4, Deferred, and Exempt department user who can approve entries prior to posting solicitations in CSCR on an ad hoc basis

Role Assignment

- Activity
  - Assigning staff to FI$Cal end-user roles provides access to necessary FI$Cal functionality
  - Staff can be assigned to multiple roles
- Timeline
  - Role assignment task will be distributed 2/9/15
  - Role assignment task will be due by 3/27/15
- Submission Requirements
  - Departments must also identify a Department Authority or Designee (DAD)
  - Only a DAD can submit the departmental role assignment

Role Assignment Documents

- FI$Cal Departmental Authority and Designee (DAD) Form
  - Used by Department Director / Executive Director / Chief Deputy /Agency Secretary
  - All required signatures must be handwritten in blue-colored ink
  - Submitted to FI$Cal CMO, fiscal.cmo@fiscal.ca.gov, by the DAD from their email address
  - Required before user access requests (Role Assignment Worksheet), can be submitted
- FI$Cal Role Assignment Worksheet, for assigning roles to users
- User Access Request Form (UARF) for role changes after go-live

Note: All role assignment worksheets must be populated electronically and submitted to FI$Cal by the DAD from their email address

Role Assignment Process

- Department completes and submits FI$Cal Departmental Authority or Designee (DAD) Form
- Department completes and submits FI$Cal Role Assignment Worksheet
  - Must be sent to FI$Cal CMO from a DAD's email address.
- FI$Cal reviews submission
  - If there are questions, FI$Cal will reach out to departments for clarification
  - If there are no questions, FI$Cal proceeds with the request
- FI$Cal creates user accounts and communicates log-in credentials to users

Statewide Training

- Based on roles assigned in the system, users will be responsible for accessing training topics online
- Web Based Training (WBT): a short topic that can be accessed online of how to perform activity
  - Job Aid: A Job Aid is a simple step by step guide of how to perform an activity
  - Simulations: A video simulation that demonstrates how to perform an activity
- Training will be deployed in May 2015

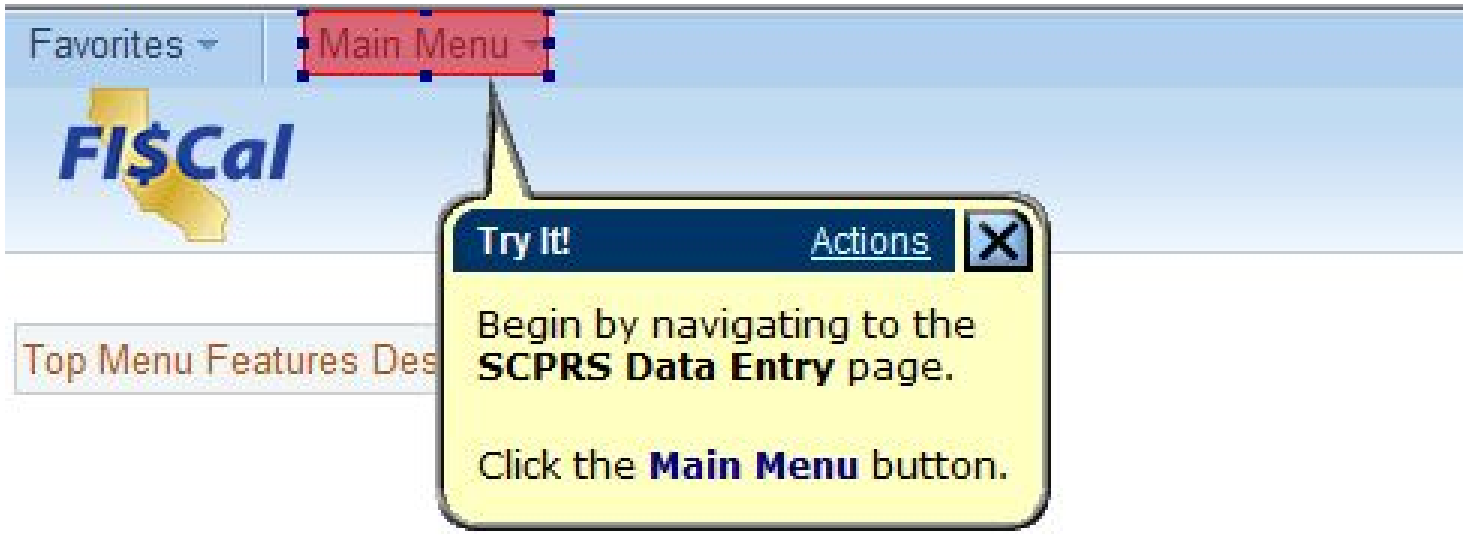
Planned Training Courses by Topic

Course	Course Name	Topic
PO381	Introduction to FI$Cal	Introduction to FI$Cal for non-FI$Cal departments
PO382	SCPRS Processing	Creating a SCPRS entry
		Uploading SCPRS entries
		Creating a SCPRS amendment
		Adding a SCPRS supplier
		Requesting a new buyer for SCPRS entry
PO383	CSCR Processing	Creating a CSCR entry
		Approving a CSCR entry
		Modifying a CSCR entry
		Posting progress payments
		Uploading progress payments
		Modifying progress payments

Planned Training Courses by Topic

Course	Course Name	Topic
AP102	Managing Vendor Information	Entering a new vendor request
		Creating an employee vendor
		Entering a new DBA as a parent or child vendor
		Searching for a vendor
		Updating a vendor record
PO393	Public Searches	Searching for Small Business and Disabled Veterans Business Enterprise (SB/DVBE)
		Searching for Leveraged Procurement Agreements (LPAs)

Training: Navigation



Training: Navigation

Favorites | Main Menu > FI$Cal SCPRS > FI$Cal SCPRS Data Entry

Home | Worklist

Try It! Actions

The **SCPRS Entry** page displays.

This page collects all information required by SCPRS to record your department's purchase order. This begins with the SCPRS header information.

Press [Enter] to **continue**.

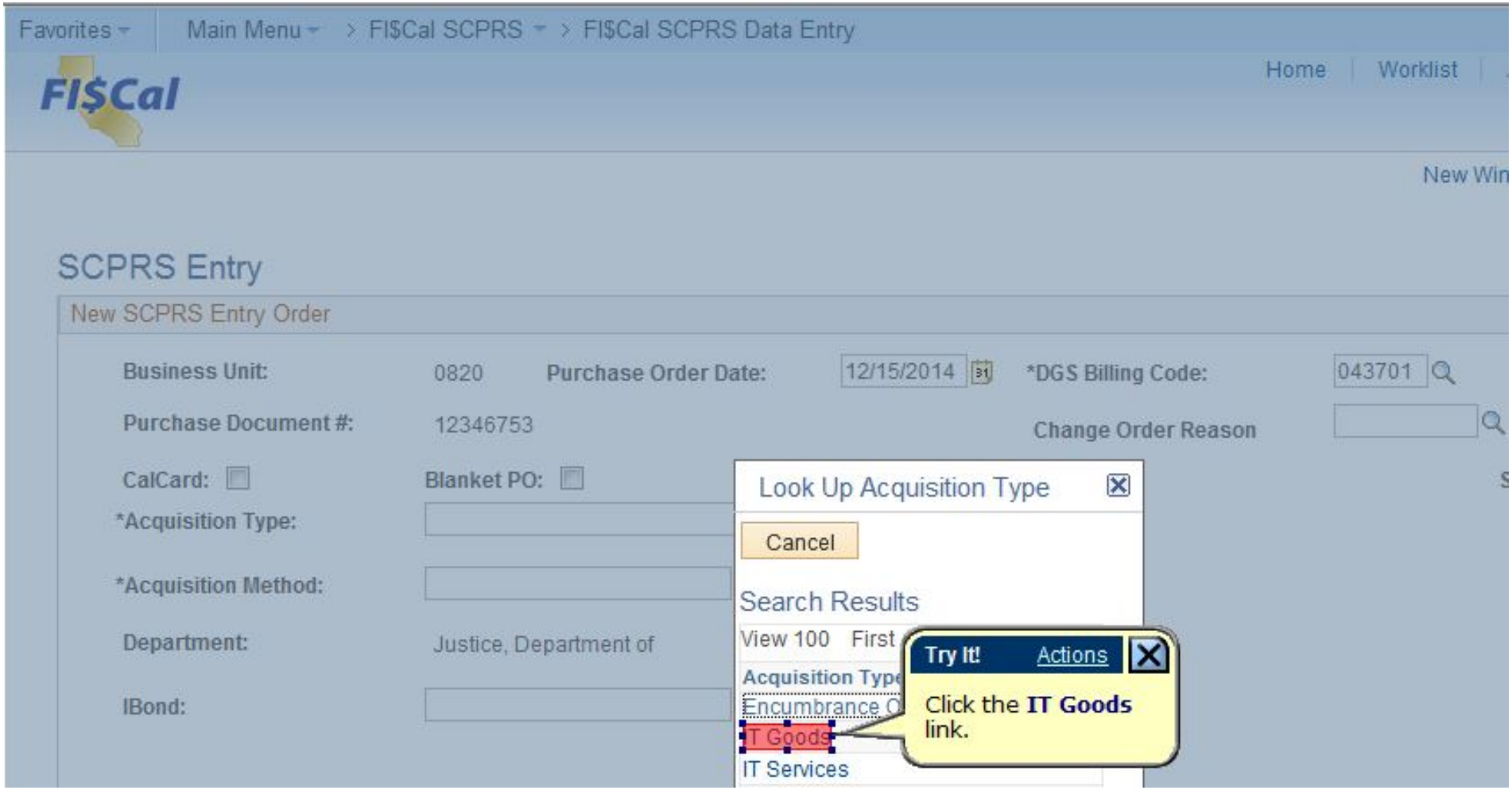
New Wir

SCPRS Entry

New SCPRS Entry Order

Business Unit:	0820	Purchase Order Date:	12/18/2014	*DGS Billing Code:	
Purchase Document #:	12346753			Change Order Reason	
CalCard: ☐	Blanket PO: ☐			Grand Total:	
*Acquisition Type:					
*Acquisition Method:					
Department:	Justice, Department of				
IBond:					

Training: SCPRS Entry



Training: SCPRS Entry

*End Date: 12/15/2015 End Year: 2015

Fiscal Year Total

2015-2016	220.000
2016-2017	120.000
2017-2018	
2018-2019	

Personalize | Find |

Item Description | Account Codes | SABRC/EPP

	*Line Number	Item Description	Unit of Measure To	Quantity	Amount	UNSPSC	Descript
1	1	Equipment	EA	1			

Additional Fields

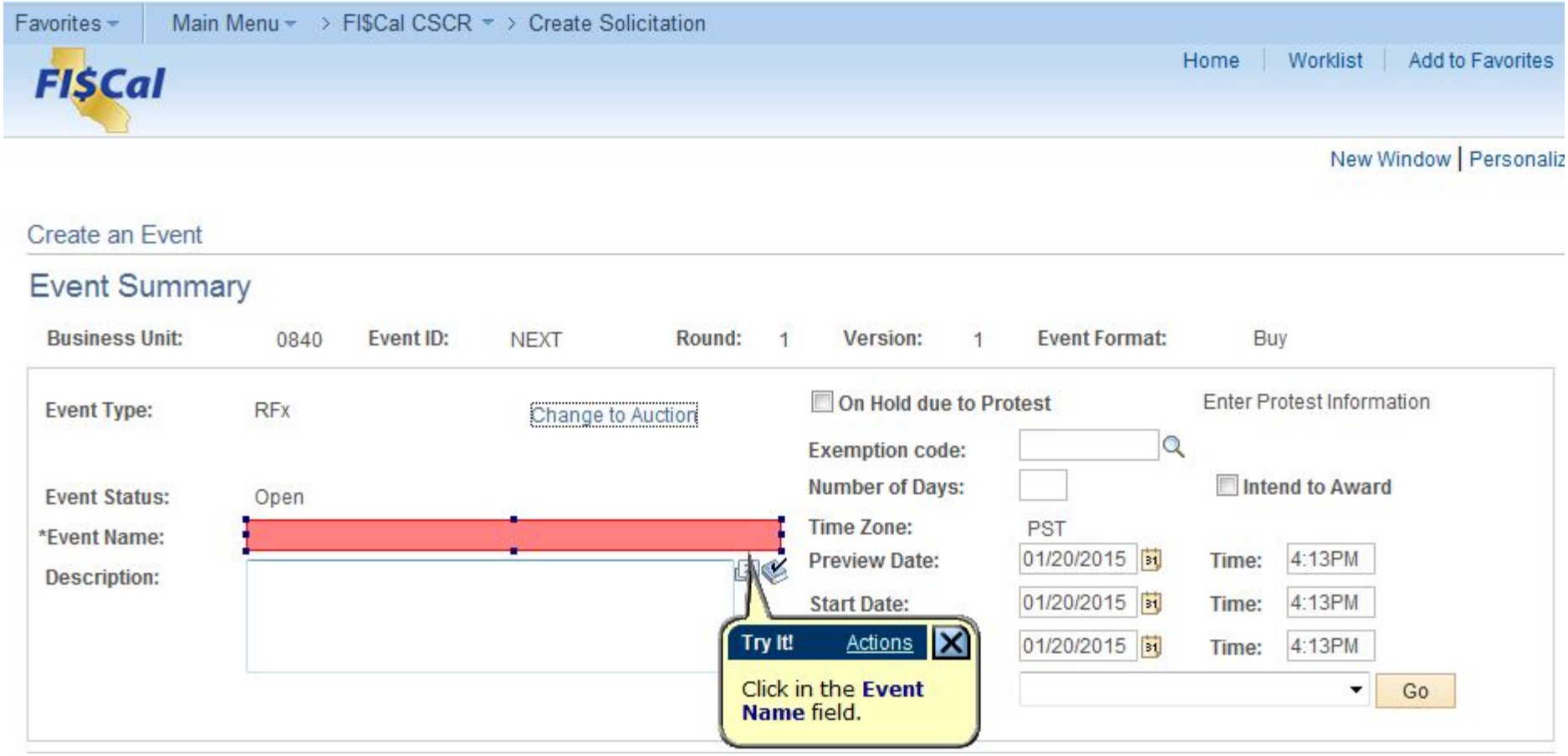
Installation:	0.000
Flat Fee:	0.000
Taxable Items Sales Tax:	0.000
Misc Fuel Tax:	0.000
Shipping/Handling:	0.000

Try It! Actions

Enter the desired information into the **Amount** field. Enter "**100.00**".

Typing Complete

Training: CSCR Entry



FI$Cal Uploads

- Wave 4, Deferred, and Exempt departments will have the ability to enter transactions manually and/or upload transactions from a department's central system to FI$Cal
- The following uploads have been built to support high volume transaction entry :
  - **INFPO105** – State Contract and Procurement Registration System (SCPRS) Upload
  - **INFPO106** – FI$Cal CSCR Progress Payment Upload

- Files can be submitted to FI$Cal through upload of an Excel based .CSV (Comma Separated Values) file

Department Liaison

Role Description:

- Coordinate and lead FI$Cal related tasks
- Act as focal point of communication and interaction between the FI$Cal Project and the department staff
- Attend applicable FI$Cal Project meetings and support sessions to represent the department
- Monitor project status
  - Explain activities and tasks to applicable staff and track their completion
  - Report status to FI$Cal Project

Next Steps

- Upload Participation
  - Confirm participation by 2/27/15
  - Submit test file(s) by 3/27/15

- Role Assignment
  - Receive role assignment instructions on 2/9/15
  - DAD submits completed role assignment by 3/27/15

- Upcoming Tasks
  - End-User Workstation Requirements – validate hardware and software of end-users are ready for FI$Cal (March/April 2015)
  - End-User Training – users assigned to roles complete required training (May 2015)

Break

FI$Cal Upload for SCPRS

- Upload Scope
  - Upload allows for Wave 4, Deferred, and Exempt department's SCPRS authorized users to extract Purchase Orders (PO) and Contracts data from their systems into Excel format upload the file to FI$Cal SCPRS
  - Excel Template will be provided which allows Departments to manually populate data into Excel to generate a .CSV (Comma Separated Values) file for processing purpose
  - Application will provide upload page where .CSV file, which is generated from the Excel template, can be attached and processed to load the data

Review Upload Layout, Template, and Upload Page

SCPRS Excel Template

	A	B	C	D	E	F	G	H
1	Agency Billing Code	Purchase Document No	Line Number	CALCARD	Blanket PO	Acquisition Type	Acquisition Sub Type	Number of Offers
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								

Insert data manually in the Excel Template

Provide details and click Generate CSV File button to generate .CSV file

Enter the Business Unit

Enter the FileName-->

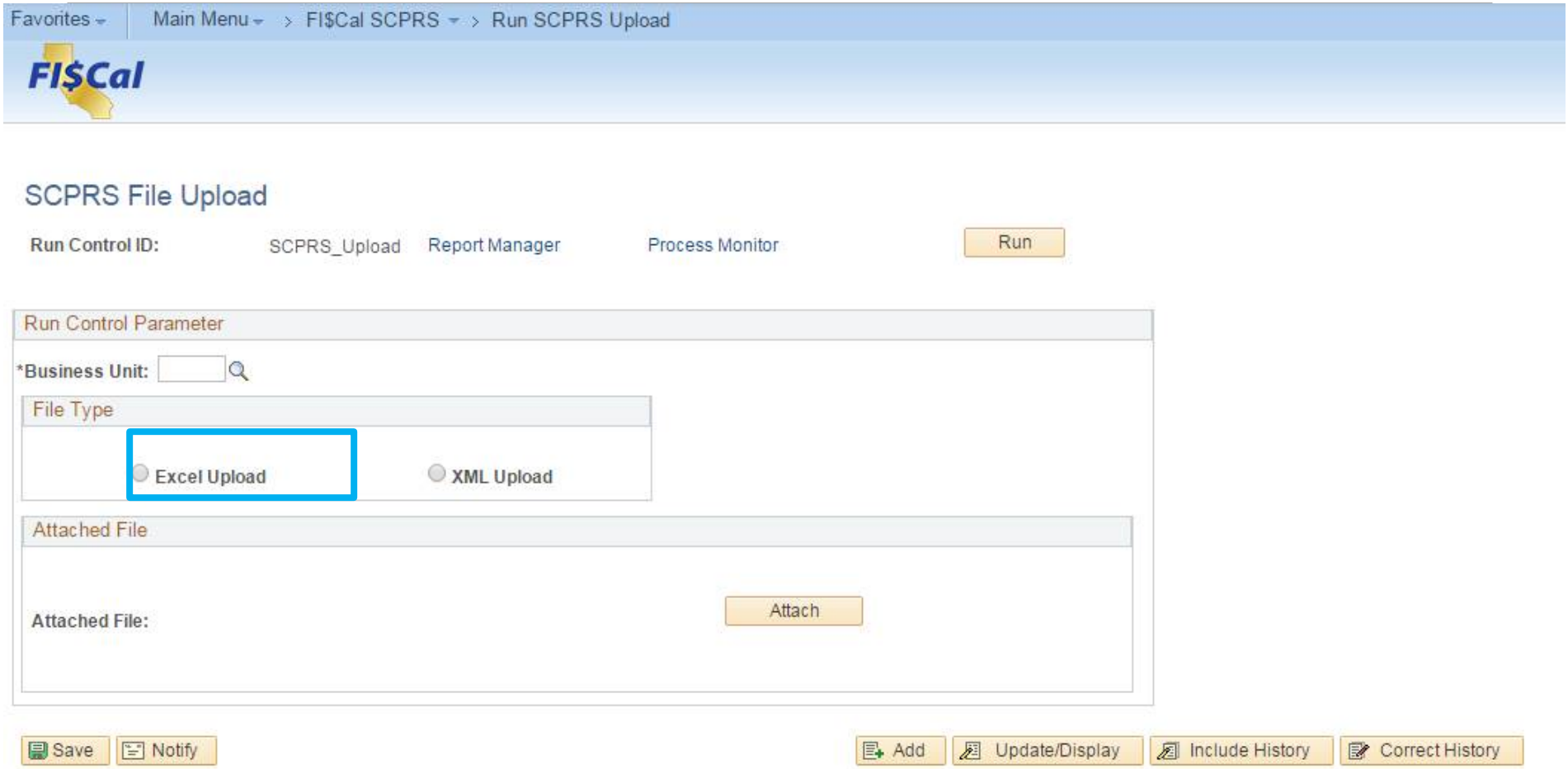
Click on below "Generate CSV File" Button to Generate CSV (Comma Separated File)

Generate CSV File

* Screenshot for demonstration purpose only

Walkthrough SCPRS template

SCPRS Upload and Processing Page



FI$Cal Upload for Progress Payments

- Upload Scope
  - Upload allows for Wave 4, Deferred, and Exempt department's CSCR authorized users to extract Progress Payment data from their ERP system to manually populate the excel template and upload the file to FI$Cal CSCR
  - Excel Template will be provided which allows Departments to enter data into Excel to generate a Comma Separated Values (CSV) file for processing purpose
  - Application provides upload page where .CSV file, which is generated from the Excel template, can be attached and processed to load the data

Review Upload Layout, Template, and Upload Page

Progress Payment Excel Template

Business Unit	PO ID	Payment ID	Payment Date (MM/DD/YYYY)	Total PO Amount	Payment Amount	Buyer ID	Vendor ID	Final Payment (Y/N)

Insert data manually in the Excel Template

Provide details and click Generate CSV File button to generate .CSV file

Enter the Business Unit	
Enter the FileName-->	

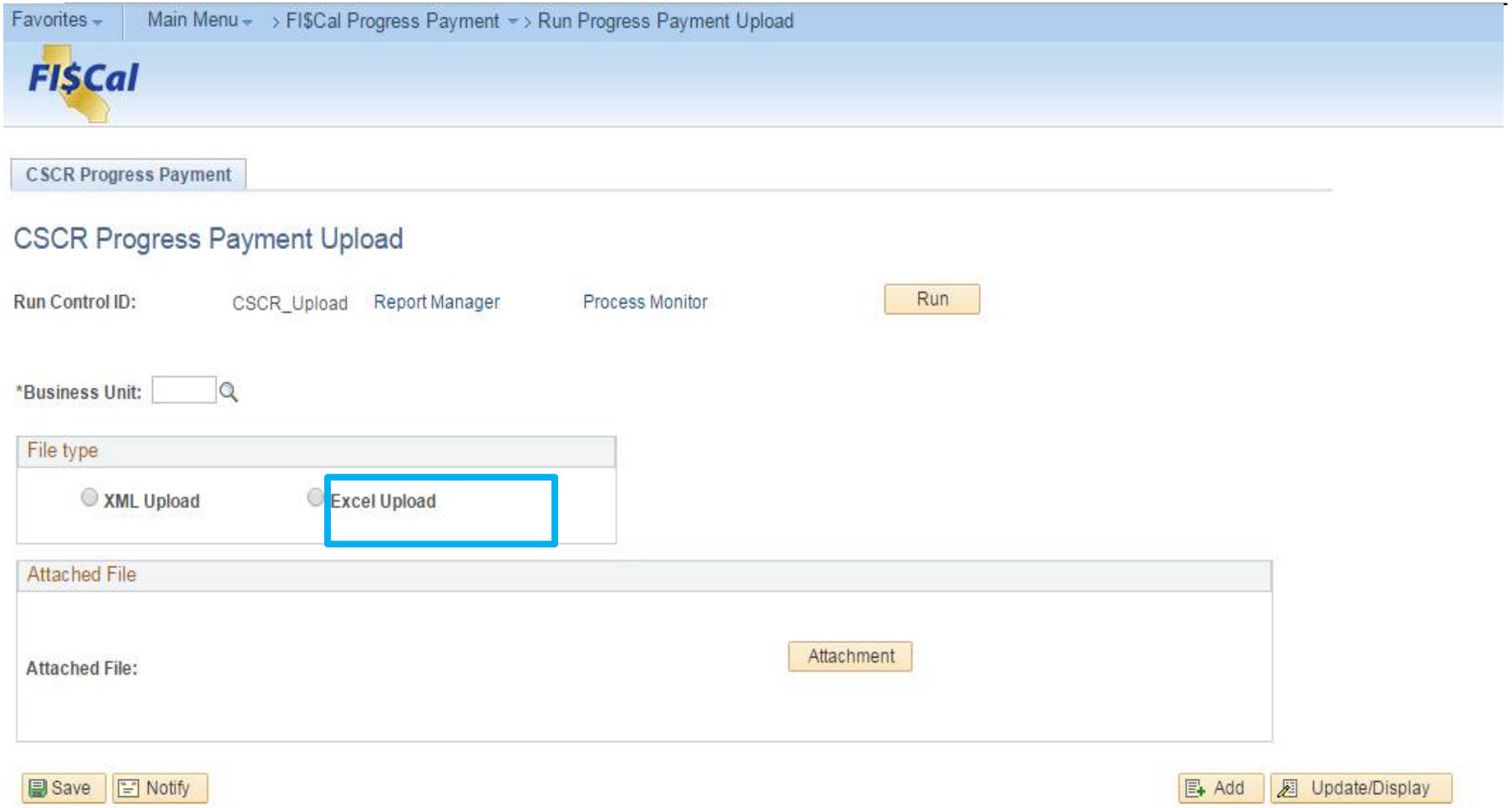
Click on below "Generate CSV File" Button to Generate CSV (Comma Separated File)

Generate CSV File

* Screenshot for demonstration purpose only

Walkthrough Progress Payment template

Progress Payment Upload & Processing Page



FI$Cal Upload – Testing

- FI$Cal Testing allows the departments to load the generated file into the FI$Cal environment and review Departmental data loaded within FI$Cal

- Testing timelines
  - First file submitted from 2/16/2015 to 3/27/2015
  - Decision to participate by 2/27/2015 (Original date 12/10/2014)
  - FI$Cal validation occurs 3/2/2015 to 4/30/2015

- Departments must email the FI$Cal CMO, fiscal.cmo@fiscal.ca.gov, to confirm their participation in the Excel uploads

- Testing file submission must be sent to fiscal.cmo@fiscal.ca.gov

Questions

FI$Cal Project Information:

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

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

fiscal.cmo@fiscal.ca.gov