

2016 Release Role Mapping Workshop

March 10, 2016

Roles and Workflow

Asset Management (AM)	2
Accounts Payable (AP)	3
General Ledger (GL)	4
Procurement	5
Solicitations and Contracts (RFx)	9
Procurement Card (P-Card).....	11
Billing and Accounts Receivable (BI/AR)	12
Cash Management (CM)	12
Budgeting (BU)	12
Grant Management (GM)	13
Customer Contracts (CA).....	13
Project Costing (PC).....	13

Asset Management (AM)				
AM Processor	AM Manager	AM Approver	AM Maintainer	AM Confidential User
<p>If your department tracks and manages your reportable assets, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - add and update assets and asset data, including leased assets 	<p>If your department tracks and manages your reportable assets, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - add/adjust, - transfer - retires/ reinstates - depreciates - manages physical inventory 	<p>If your department tracks and manages your reportable assets, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - approve asset transfers <p>REQUIRES ADDITIONAL USER INFORMATION > See AM Approver Workflow Tab</p>	<p>If your department tracks and manages your reportable assets, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - maintains asset physical information (e.g. location, Tag #, custodian, etc. - setup and maintain Asset Class values 	<p>If your department has confidential assets, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - maintains confidential asset information (e.g. VIN and asset class) - run reports with the confidential detail available

Definitions		
<ul style="list-style-type: none"> - <i>AM Approver 1</i>: The department end user who is responsible for approving inter-unit transfer requests through workflow. - <i>AM Approver 2</i>: The department end user who is responsible for performing a second-level review/approval for inter-unit transfer requests through workflow. 		
Notes / Explanations / Helpful Hints		
<ul style="list-style-type: none"> - All end users with an "X" in Column P on the Role Mapping worksheet must be listed below - Each AM Approver must be assigned either AM Approver 1 or Approver 2; they cannot be assigned both 		
Row	Email Address of AM Approver (Department-provided email)*	AM Approver Level*
Ex. 1	<i>john.smith@fiscal.ca.gov</i>	<i>AM Approver 1</i>
Ex. 2	<i>jane.jackson@fiscal.ca.gov</i>	<i>AM Approver 2</i>

Accounts Payable (AP)					
AP Supplier Processor	AP Processor	AP Approver	AP Maintainer	AP Payment Processor	AP Confidential User
<p>If your department has vendors, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - create new vendors - add/modify vendor address and contact information - manage 1099 processing. 	<p>If your department enters invoices, mark with an "X" the end users who will :</p> <ul style="list-style-type: none"> - create vouchers for the payment of invoices - manage the vouchers through budget checking, hold, and matching activities 	<p>If your department is responsible for approving vouchers, mark with an "X" the end users who will approve the vouchers for payment.</p> <p>REQUIRES ADDITIONAL USER INFORMATION > See AP Approver Workflow Tab</p>	<p>If your department maintains your own payables configuration values, mark with an "X" the end users who will maintain department configuration items for Accounts Payable.</p>	<p>If your department creates payments, mark with an "X" the end users who will run the department's Pay Cycle and manage the payments, including canceling, posting, and escheating departmental checks.</p>	<p>If your department has confidential data as part of your transactions, mark with an "X" the end users who will have access to confidential data (this is typically limited to a very small group of people).</p>

Row	Email Address of AP Approver (Department-provided email)	AP Approver Level*	Cash Type
Ex. 1	<i>john.smith@fiscal.ca.gov</i>	<i>AP Approver 1</i>	<i>Warrant</i>
Ex. 2	<i>jane.jackson@fiscal.ca.gov</i>	<i>AP Approver 2</i>	<i>Non-Warrant</i>
Ex. 3	<i>jacob.edwards@fiscal.ca.gov</i>	<i>AP Approver 2</i>	<i>Both</i>

General Ledger (GL)			
GL Processor	LD Processor	GL Approver	GL Maintainer
<p>If your department manages your own fund accounting and complete your financial statements, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - creates journal entries in the Modified Accrual ledger - processes allocations 	<p>If your department manages your own Labor Distribution, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - loads and updates Activity Sheets - runs the Labor Distribution Process and Labor Distribution Reports 	<p>If your department requires approval of journal entries, mark with an "X" the end users who will approve department journal entries.</p> <p>REQUIRES ADDITIONAL USER INFORMATION > See GL Approver Workflow Tab</p>	<p>If your department maintain your own Labor Distribution and COA configuration values, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - maintains all department-level configuration for Labor Distribution - maintain department COA values, including SpeedTypes and SpeedCharts

Row	Email Address of AP Approver (Department-provided email)*	GL Approver Level*
Ex. 1	john.smith@fiscal.ca.gov	GL Approver 1
Ex. 2	jane.jackson@fiscal.ca.gov	GL Approver 2

Procurement					
Requisition Processor	Requisition Approver	PO Buyer	PO Approver	PO Receiving Processor	PO Confidential User
<p>If your department uses requisitions, mark with an "X" the end users who will create requisitions.</p> <p>REQUIRES ADDITIONAL USER INFORMATION > See Req Processor Defaults AND Ship To Location Tabs</p>	<p>If your department uses requisitions, mark with an "X" the end users who will be Requisition approvers.</p> <p>REQUIRES ADDITIONAL USER INFORMATION > See Req Approver Workflow Tab</p>	<p>If your department creates purchase orders, mark with an "X" the end users who will create purchase orders.</p> <p>REQUIRES ADDITIONAL USER INFORMATION > See PO Processor Defaults AND Ship To Location Tabs</p>	<p>If your department approves purchase orders including contracts, mark with an "X" the end users who will be purchase order approvers including contract managers.</p> <p>REQUIRES ADDITIONAL USER INFORMATION > See PO Approver Workflow Tab</p>	<p>If your department receives goods and/or services (including recognition of services received), mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - Receive goods, perform inspections, return items to vendors - Receive services (including recognition of services received, e.g., approving invoices for services received) 	<p>If your department has confidential data as part of your transactions, mark with an "X" the end users who will have access to confidential data (this is typically limited to a very small group of people).</p>

The default values below will automatically pre-populate on requisitions in FI\$Cal, although they may be edited by the Requisition Processor

Notes / Explanations / Helpful Hints

- All end users with an "X" in Column AS on the Role Mapping worksheet must be listed below
- Refer to the Ship To Locations tab to identify the Ship To Location ID in Column D
- Refer to Task BUSN609 to identify Default Reporting Structure, Fund, Account, and Program fields in Columns E through J

Defaults for Requisition Processor									
Row	Email Address* (Department-provided email)	Fax Number XXX-XXX-XXXX	Ship To Location ID*	Default Reporting Structure* (choose from the department's Reporting Structure values)	Fund*	Account*	Program*	Year of Enactment*	Appropriation Reference*
Ex. 1	john.smith@fiscal.ca.gov	916-555-5555	9970000001	9970100000	9999999999	5370600	99999999	2014	011
Ex. 2	jane.jackson@fiscal.ca.gov	916-555-5555	9970000001	9970200000					
Ex. 3	jacob.edwards@fiscal.ca.gov	916-555-5555	9970000001	9970300000					

Transactions entered by the Requisition Processor will route to the Requisition Approver based on the Acquisition Type and Reporting Structure provided below

Definitions

- *Requisition Ad Hoc Approver*: The department end user who can be added as part of the requisition workflow for approving department requisitions
- *Requisition Approver 1*: The department end user who is responsible for approving department requisitions; this approval step is intended as a first-level review by a program approver
- *Requisition Approver 2*: The department end user who is responsible for the second-level approval of department requisitions

Notes / Explanations / Helpful Hints

- All end users with an "X" in Column AT on the Role Mapping worksheet must be listed below
- Each Requisition Approver must be assigned at least one approver level; they may be assigned more than one
 - If an end user is assigned only Requisition Ad Hoc Approver, no other information is required (i.e., Acquisition Type and Reporting Structure)
 - End users may be assigned both Requisition Approver 1 and Requisition Approver 2
- Refer to Task BUSN609 to identify Default Reporting Structure
- At least one Requisition Approver must be assigned for each combination of Acquisition Type and Reporting Structure, although two are recommended in order to provide a back up

Row	Email Address of Requisition Approver* (Department-provided email)	Requisitio n Ad Hoc Approver	Requisitio n Approver 1	Requisitio n Approver 2	Acquisition Type* (select from drop-down)	Default Reporting Structure* (enter only 1 value per row)
Ex. 1	jane.jackson@fiscal.ca.gov		x		IT Goods	1111111111
	jane.jackson@fiscal.ca.gov		x		IT Goods	2222222222
	jane.jackson@fiscal.ca.gov		x		IT Goods	3333333333
	jane.jackson@fiscal.ca.gov		x		IT Services	1111111111
	jane.jackson@fiscal.ca.gov		x		IT Services	2222222222
	jane.jackson@fiscal.ca.gov		x		IT Services	3333333333
Ex. 2	john.smith@fiscal.ca.gov			x	IT Goods	All Reporting Structures
	john.smith@fiscal.ca.gov			x	IT Services	All Reporting Structures
	john.smith@fiscal.ca.gov			x	Telecom	All Reporting Structures
Ex. 3	jacob.edwards@fiscal.ca.gov		x	x	IT Goods	2222222222
	jacob.edwards@fiscal.ca.gov		x	x	Non-IT Goods	All Reporting Structures
	jacob.edwards@fiscal.ca.gov		x	x	Non-IT Services	All Reporting Structures
Ex. 4	mary.monroe@fiscal.ca.gov		x		Encumbrance Only	2222222222
	mary.monroe@fiscal.ca.gov		x		Encumbrance Only	3333333333
Ex. 5	beth.manning@fiscal.ca.gov	x				

The default values below will automatically pre-populate on purchase orders in FI\$Cal, although they may be edited by the PO Buyer

Notes / Explanations / Helpful Hints

- All end users with an "X" in Column AU on the Role Mapping worksheet must be listed below
- Refer to the Ship To Locations tab to identify the Ship To Location ID in Column D
- Refer to Task BUSN609 to identify Default Reporting Structure

Row	Defaults for PO Buyer			
	Email Address* (Department-provided email)	Fax Number XXX-XXX-XXXX	Ship To Location ID*	Default Reporting Structure* (choose from the department's Reporting Structure values)
Ex. 1	<i>john.smith@fiscal.ca.gov</i>	<i>916-555-5555</i>	<i>9970000001</i>	<i>9970100000</i>
Ex. 2	<i>jane.jackson@fiscal.ca.gov</i>	<i>916-555-5555</i>	<i>9970000001</i>	<i>9970200000</i>
Ex. 3	<i>jacob.edwards@fiscal.ca.gov</i>	<i>916-555-5555</i>	<i>9970000001</i>	<i>9970300000</i>

Definitions

- *PO Ad Hoc Approver*: The department end user who can be added as part of the PO workflow for approving department POs
- *PO Approver 1*: The department end user who is responsible for approving department purchase orders; this approval step is intended as a first-level program approval
- *PO Approver 2*: The department end user who is responsible for approving department purchase orders and running the budget check process; this approval step is intended as a second-level approval and budget/accounting review
- *PO Approver 3*: The department end user who is responsible for approving department purchase orders; this approval step is intended as a third-level approval (authorizing signature) for orders less than \$50,000
- *PO Approver 4*: The department end user who is responsible for approving department purchase orders; this approval step is intended as a third-level approval (authorizing signature) for orders greater than or equal to \$50,000

Notes / Explanations / Helpful Hints

- All end users with an "X" in Column AV on the Role Mapping worksheet must be listed below
- Each PO Approver must be assigned at least one approver level; they may be assigned more than one
 - If an end user is assigned only PO Ad Hoc Approver, no other information is required (i.e., Acquisition Type and Reporting Structure)
 - End users may be assigned more than one approver level
- Encumbrance Only Acquisition Type should only be assigned to accounting staff; these end users should be assigned all approver levels so that it is a streamlined, one-step approval
- At least one PO Approver must be assigned for each combination of Acquisition Type and Reporting Structure, although two are recommended in order to provide a back up

Row	Email Address of PO Approver* (Department-provided email)	PO Ad Hoc Approver	PO Approver 1	PO Approver 2	PO Approver 3	PO Approver 4	Acquisition Type* (select from drop-down)	Reporting Structure* (enter only 1 value per row)
Ex. 1	jane.jackson@fiscal.ca.gov		x				Non-IT Goods	1111111111
	jane.jackson@fiscal.ca.gov		x				Non-IT Goods	2222222222
	jane.jackson@fiscal.ca.gov		x	x			Non-IT Goods	3333333333
	jane.jackson@fiscal.ca.gov			x			Non-IT Services	1111111111
	jane.jackson@fiscal.ca.gov				x		IT Services	2222222222
	jane.jackson@fiscal.ca.gov				x	x	IT Services	3333333333
Ex. 2	john.smith@fiscal.ca.gov	x					IT Goods	All Reporting Structures
	john.smith@fiscal.ca.gov	x					IT Services	All Reporting Structures
Ex. 3	jacob.edwards@fiscal.ca.gov					x	IT Goods	2222222222
	jacob.edwards@fiscal.ca.gov					x	Non-IT Goods	All Reporting Structures
	jacob.edwards@fiscal.ca.gov					x	Non-IT Services	All Reporting Structures
Ex. 4	mary.monroe@fiscal.ca.gov		x	x	x	x	Encumbrance Only	2222222222
Ex. 5	sara.jane@fiscal.ca.gov	x						

Solicitations and Contracts (RFx)		
Solicitation and Contract Buyer	Solicitation Approver	Contract Approver
If your department performs solicitations and executes contracts, mark with an "X" the end users who will: - create, modify and post advertisements for solicitation events - create and modify transactional procurement contracts	If your department performs solicitation approval, mark with an "X" the end users who will approve solicitation. REQUIRES ADDITIONAL USER INFORMATION > See Solicitation Approver Workflow Tab	If your department performs procurement contract approval, mark with an "X" the end users who will approve procurement contract. REQUIRES ADDITIONAL USER INFORMATION > See Contract Approver Workflow Tab

Definitions				
<ul style="list-style-type: none"> ▪ <i>Solicitation Ad Hoc Approver</i>: The department end user who can be added as an approver as needed for approving solicitation events ▪ <i>Solicitation Approver</i>: The department end user who can be added as an approver as needed for approving solicitation events 				
Notes / Explanations / Helpful Hints				
<ul style="list-style-type: none"> ▪ All end users with an "X" in Column U on the Role Mapping worksheet must be listed below ▪ Each end user listed below must be assigned as either a Solicitation Ad Hoc Approver and/or Solicitation Approver ▪ At least one Solicitation Approver must be assigned for each Acquisition Type, although two are recommended in order to provide a back up 				
Row	Email Address of Solicitation Approver (Department-provided email)	Solicitation Ad Hoc Approver	Solicitation Approver	Acquisition Type* (select from drop-down)
Ex. 1	<i>john.smith@fiscal.ca.gov</i>		x	<i>Non-IT Goods</i>
Ex. 2	<i>jacob.edwards@fiscal.ca.gov</i>		x	<i>IT Services</i>
	<i>jacob.edwards@fiscal.ca.gov</i>	x		<i>Non-IT Services</i>

Definitions

- *Contract Approver 1:* The department end user who can be added to the contract workflow as needed for approving contracts
- *Contract Approver 1:* The department end user who is responsible for approving transactional contracts and contract documents at the first-level
- *Contract Approver 2:* The department end user who is responsible for approving transactional contracts and contract documents intended for a budget reviewer/ approver
- *Contract Approver 3:* The department end user who is responsible for approving transactional contracts and contract documents for contract amounts less than \$50,000
- *Contract Approver 4:* The department end user who is responsible for approving transactional contracts and contract documents for contract amounts equal to or greater than \$50,000

Notes / Explanations / Helpful Hints

- All end users with an "X" in Column BD on the Role Mapping worksheet must be listed below
- Each Contract Approver must be assigned at least one approver level; they may be assigned more than one
 - If an end user is assigned only Contract Ad Hoc Approver, no other information is required (i.e., Acquisition Type)
 - End users may be assigned more than one approver level
- At least one Contract Approver must be assigned for each Acquisition Type, although two are recommended in order to provide a back up

Row	Email Address of Contract Approver* (Department-provided email)	Contract Ad Hoc Approver	Contract Approver 1	Contract Approver 2	Contract Approver 3	Contract Approver 4	Acquisition Type* (select from drop-down)
Ex. 1	jane.jackson@fiscal.ca.gov					x	Non-IT Goods
	jane.jackson@fiscal.ca.gov					x	Non-IT Services
Ex. 2	john.smith@fiscal.ca.gov		x				IT Goods
	john.smith@fiscal.ca.gov			x			IT Services
	john.smith@fiscal.ca.gov				x		Telecom
Ex. 3	jacob.edwards@fiscal.ca.gov	x					

Procurement Card (P-Card)		
P-Card Reconciler	P-Card Approver	P-Card Maintainer
<p>If your department uses P-Cards, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - reconcile P-Card transactions for themselves and others in the department - update distributions (individuals and card proxies) - enter procurement data such as UNSPSC, Acquisition type and recycle information 	<p>If your department uses P-Cards, mark with an "X" the end users who will approve P-Card transactions.</p>	<p>If your department uses P-Cards, mark with an "X" the end users who will manage P-Card administration activities, including assigning and removing P-Cards, and managing proxies</p>

Billing and Accounts Receivable (BI/AR)				
BI Processor	AR Item Processor	AR Payment Processor	BI/AR Approver	BI/AR Confidential User
If your department create invoices, mark with an "X" the end users who will: - create and maintain customers - process bills, including generating invoices and making adjustments	If your department enters receivables, mark with an "X" the end users who will: - create and update receivable items - manage customer interactions including dunning letters and customer conversations	If your department enters receivables, mark with an "X" the end users who will enter deposit and payment data, including applying payments to invoices.	If your department enters receivables, mark with an "X" the end users who will review, update, and approve bills, receivable items, and deposit and payment data, including setting transactions to post.	If your department have confidential customers aenter receivables, mark with an "X" the end users who will be responsible for managing confidential BI/AR transactions

Cash Management (CM)	
CM Processor	CM Approver
If your department manages cash, mark with an "X" the end users who will: - create and submit requests for Bank Account Transfers between Centralized Treasury System (CTS) Bank accounts - review and update the Bank Account Transfers within the Cash Management module and submits them to CM Approver for review and approval - reconcile 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. - run reports for Bank Statements, Reconciliation, and Cash Management	If your department manages cash, mark with an "X" the end users who will: - review and approve all department requests for transfers between CTS Bank Accounts associated with their business unit security - run reports for Bank Statements, Reconciliation, and Cash Management

Budgeting (BU)	
<i>*Includes access to both PeopleSoft and Hyperion</i>	
BU Processor	BU Approver
If your department develops your appropriation requests and/or operating budget(s), mark with an "X" the end users who will develop, enter, and adjust appropriation requests and/or operating budgets.	If your department develops your appropriation requests and/or operating budget(s), mark with an "X" the end users who will approve appropriation requests and/or operating budgets.

Grant Management (GM)	
GM Processor	GM Approver
If your department creates proposals/awards, mark with an "X" the end users who will create and maintain grant proposals and awards.	If your department approves proposals/awards, mark with an "X" the end users who will submit/approve grant proposals and awards.

Customer Contracts (CA)	
CA Processor	CA Approver
If your department creates customer contracts, mark with an "X" the end users who will create customer contracts.	If your department amends/approve customer contracts, mark with an "X" the end users who will: <ul style="list-style-type: none"> - activate customer contracts - amend customer contracts - approve customer contracts - close customer contracts - cancel customer contracts

Project Costing (PC)		
PC Processor	PC Job Processor	PC Maintainer
If your department creates projects, mark with an "X" the end users who will: <ul style="list-style-type: none"> - create projects - maintain projects 	If your department creates customer contracts and/or projects, mark with an "X" the end users who will run batch processes for: <ul style="list-style-type: none"> -Project Costing -Customer Contracts Billing -Customer Contracts Revenue 	If your department is using Customer Contracts and/or Project Costing, mark with an "X" the end users who will maintain department configuration items for Project Costing (for example, e.g. source, category, and subcategory).