FI$Cal

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2016 Upgrade Release

Delta Workshop: Req to Check

May 2016

Agenda

- Delta Workshop Objectives and Approach
- FI$Cal system changes
- Asset Management
  - Concepts/Updated Features/New Features
- Accounts Payable
  - Concept/Updated Features/New Features
- Procurement
  - Concept/Updated Features/New Features
- Delta Workshop Next Steps

Objectives and Approach

- The Delta Workshop will provide:
  - An overview of new or updated features included in the 2016 Upgrade Release
  - An opportunity to identify if changes impact department business processes

- This requisition to check session will identify:
  - System-wide Upgrade features
  - Asset Management Upgrade features
  - Accounts Payable Upgrade features
  - Procurement Upgrade features

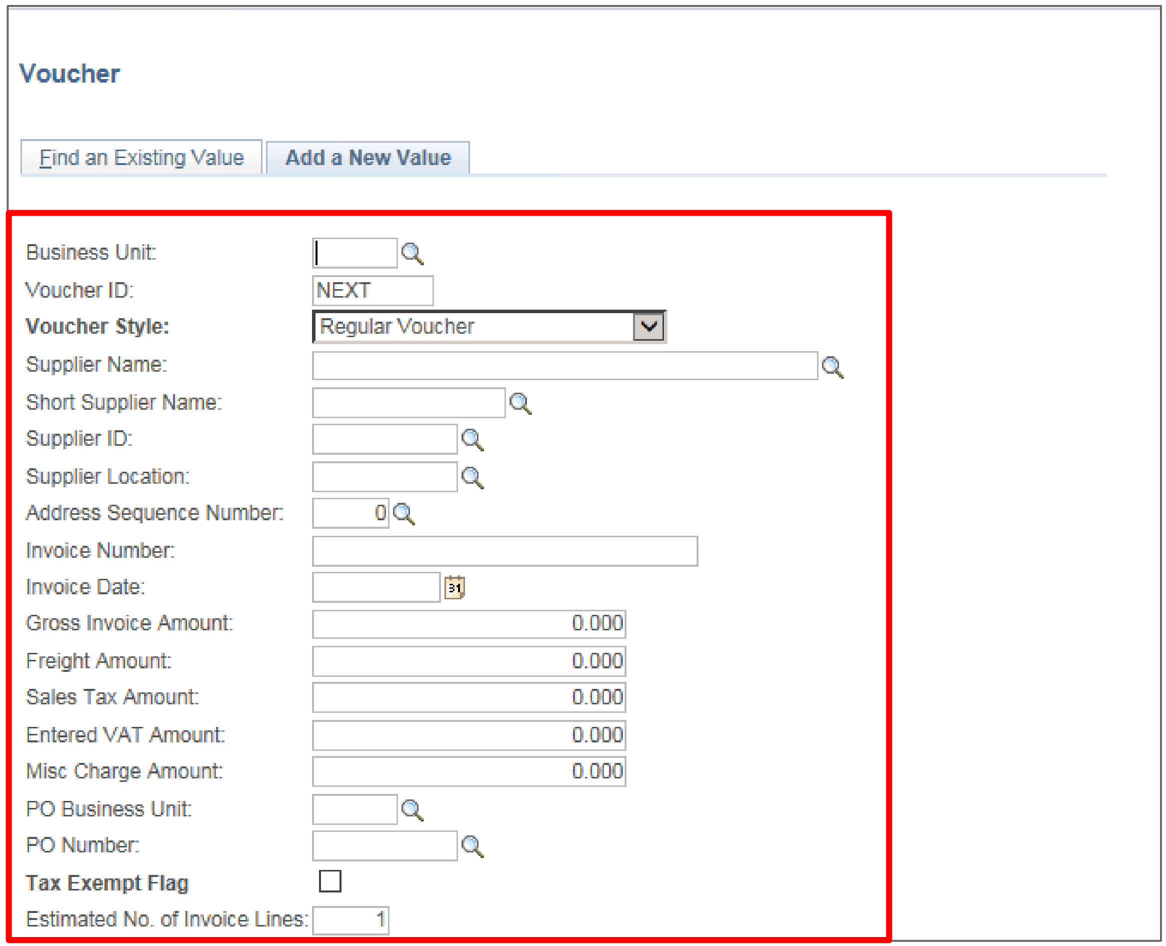
FI$Cal System

Alignment, Order, and Positioning

- Alignment
  - In PeopleSoft 9.1, all of the search and transaction fields were aligned to the left side of the page
  - In PeopleSoft 9.2, all of the search and transaction field labels will be right aligned to the fields
- Order and Positioning
  - Order and position of fields on the page may have changed
  - Function is not impacted or changed as a result
- Updated Course
  - FS102: FI$Cal Navigation

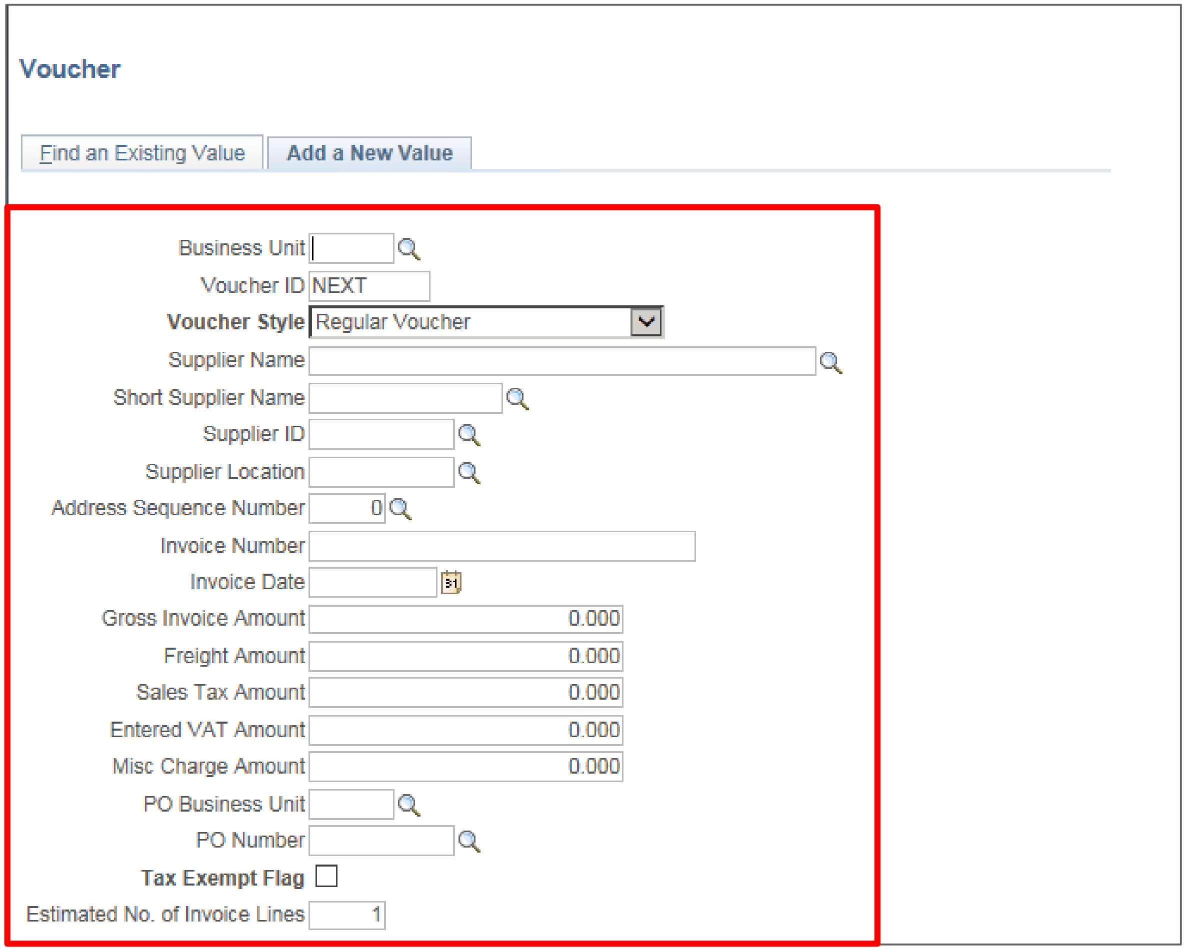
Alignment, Order, and Positioning

- PeopleSoft 9.1



Alignment, Order, and Positioning

- PeopleSoft 9.2


Voucher

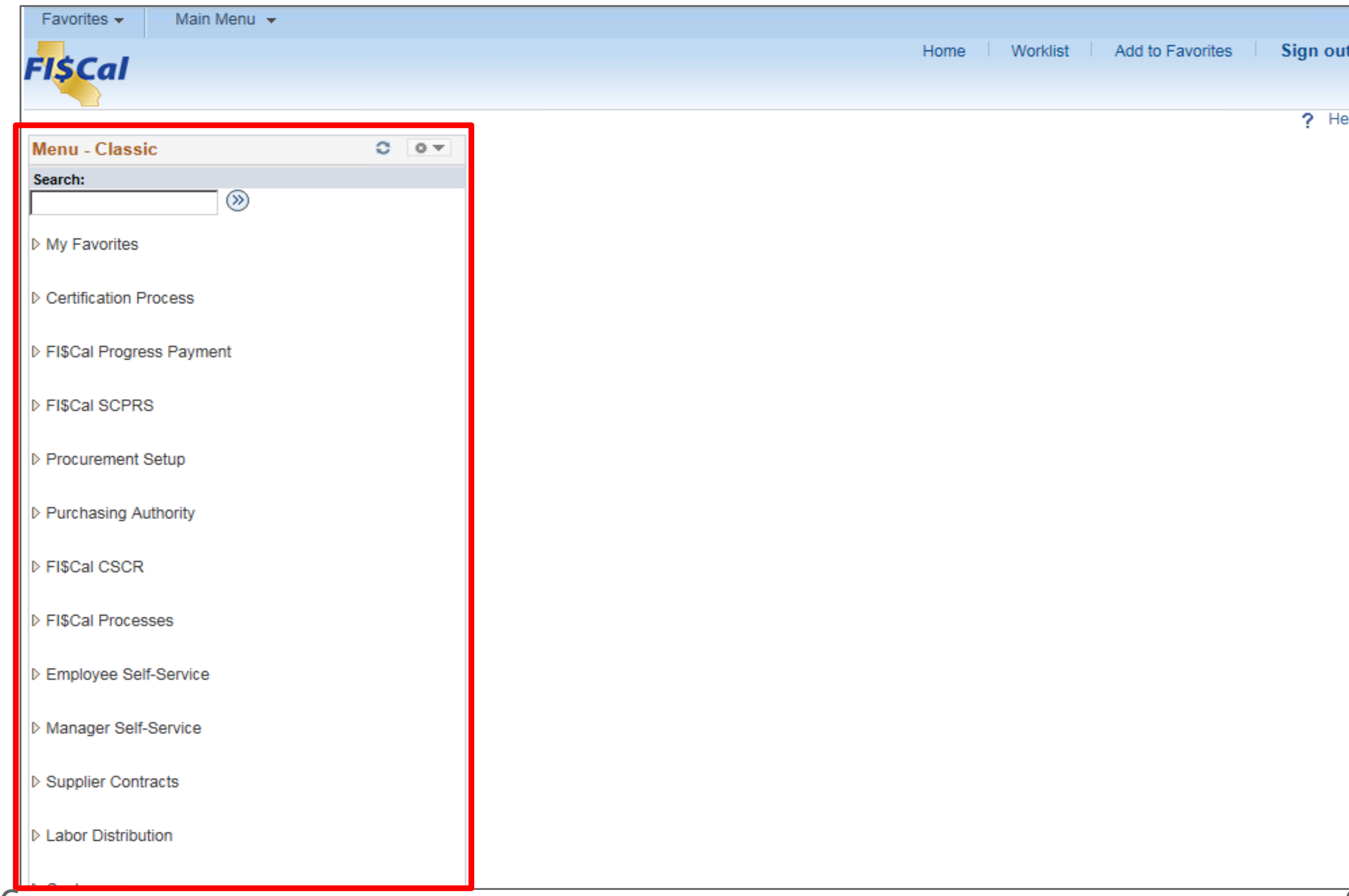
Find an Existing Value | Add a New Value

Business Unit
Voucher ID NEXT
Voucher Style Regular Voucher
Supplier Name
Short Supplier Name
Supplier ID
Supplier Location
Address Sequence Number 0
Invoice Number
Invoice Date
Gross Invoice Amount 0.000
Freight Amount 0.000
Sales Tax Amount 0.000
Entered VAT Amount 0.000
Misc Charge Amount 0.000
PO Business Unit
PO Number
Tax Exempt Flag
Estimated No. of Invoice Lines 1

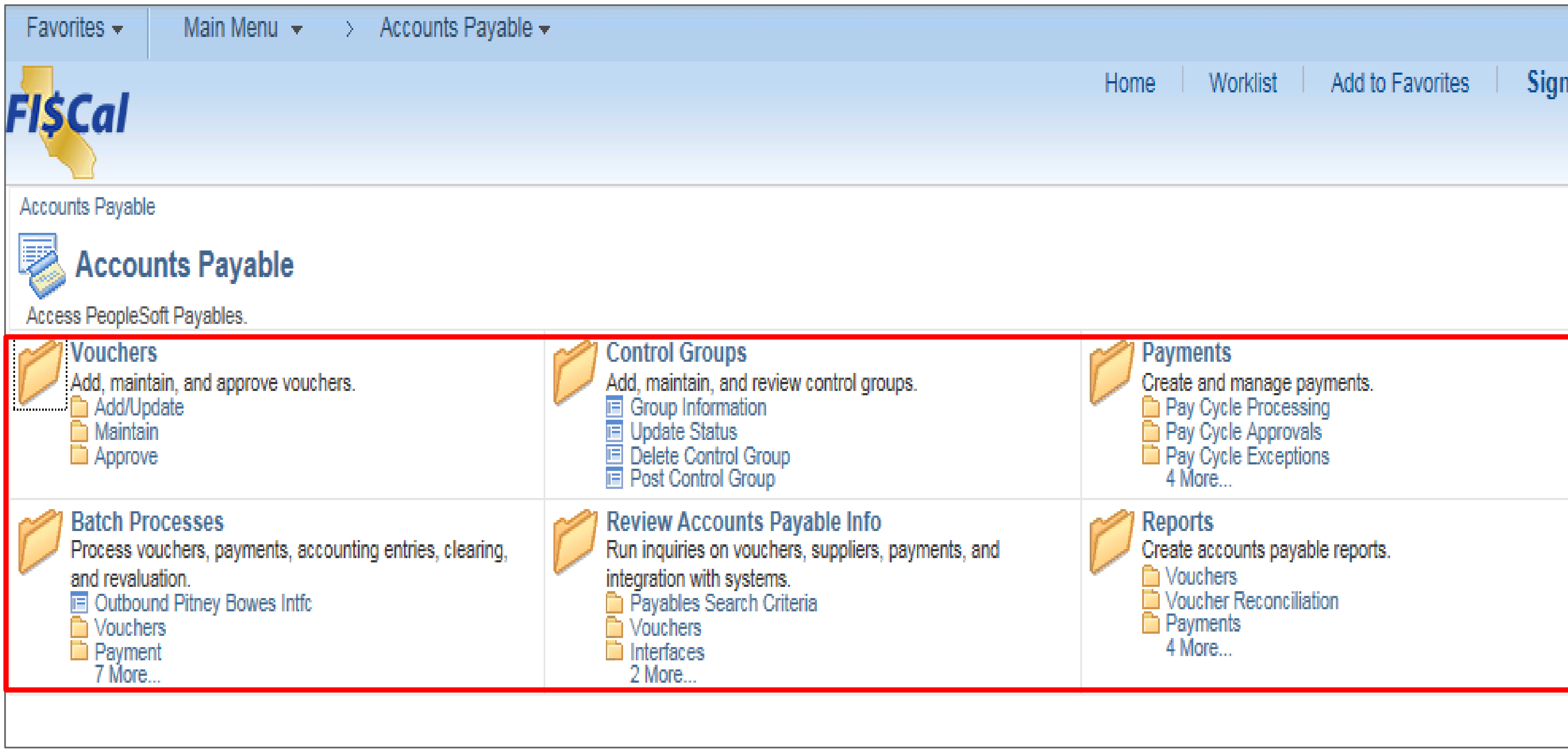
Menu Options

- The “Classic” menu on the home page contains:
  - Module page links
  - Personal Preference links
  - Administrative links
- The “Classic” menu provides:
  - An additional way to navigate in FI$Cal compared to the drop-down menus at the top of the page
  - Provides a visual list of the components and page links
- Updated Course
  - FS102: FI$Cal Navigation

Menu Option


Favorites
Main Menu
FI$Cal
Home
Worklist
Add to Favorites
Sign out
Help
Menu - Classic
Search:
My Favorites
Certification Process
FI$Cal Progress Payment
FI$Cal SCPRS
Procurement Setup
Purchasing Authority
FI$Cal CSCR
FI$Cal Processes
Employee Self-Service
Manager Self-Service
Supplier Contracts
Labor Distribution

Menu Option


Favorites
Main Menu
Accounts Payable
Home
Worklist
Add to Favorites
Sign
FI$Cal
Accounts Payable
Accounts Payable
Access PeopleSoft Payables.
Vouchers
Add, maintain, and approve vouchers.
Add/Update
Maintain
Approve
Control Groups
Add, maintain, and review control groups.
Group Information
Update Status
Delete Control Group
Post Control Group
Payments
Create and manage payments.
Pay Cycle Processing
Pay Cycle Approvals
Pay Cycle Exceptions
4 More...
Batch Processes
Process vouchers, payments, accounting entries, clearing, and revaluation.
Outbound Pitney Bowes Intfc
Vouchers
Payment
7 More...
Review Accounts Payable Info
Run inquiries on vouchers, suppliers, payments, and integration with systems.
Payables Search Criteria
Vouchers
Interfaces
2 More...
Reports
Create accounts payable reports.
Vouchers
Voucher Reconciliation
Payments
4 More...

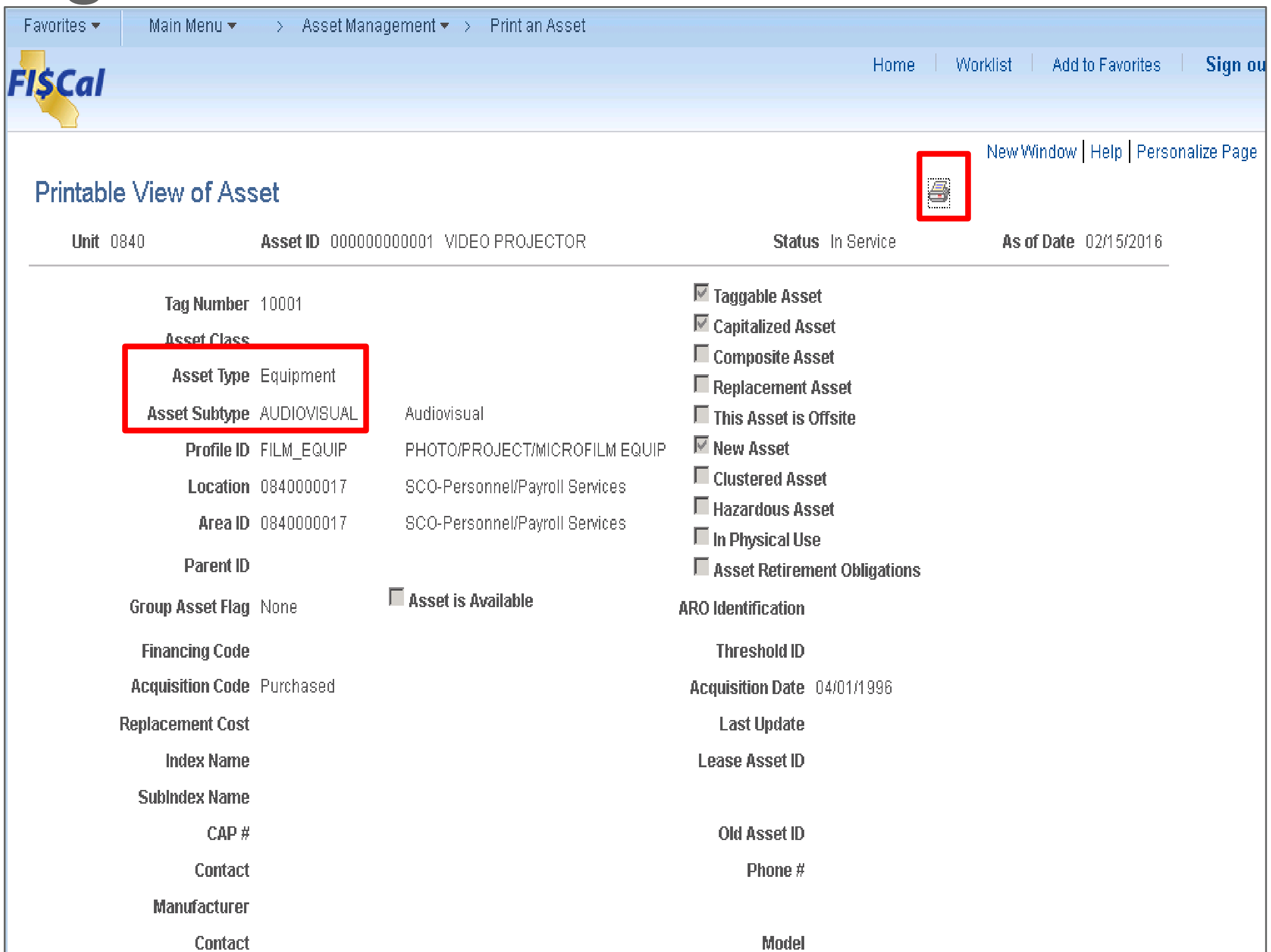
Asset Management

Printing an Asset

- The Printable View of Asset page contains additional asset information fields:
  - Asset Type
  - Asset Subtype

- Users can now include additional asset information when printing an asset. Users also have the option of printing in PDF format.

Printing an Asset



Related Content Functionality

- Addition of the Related Content link on each basic add page that displays the Asset Cost History information in the Related Content section.

- Users can view the Asset Cost History information from any page of the Basic Add component

- Topic affected
  - AM 112: Adding an asset using basic add

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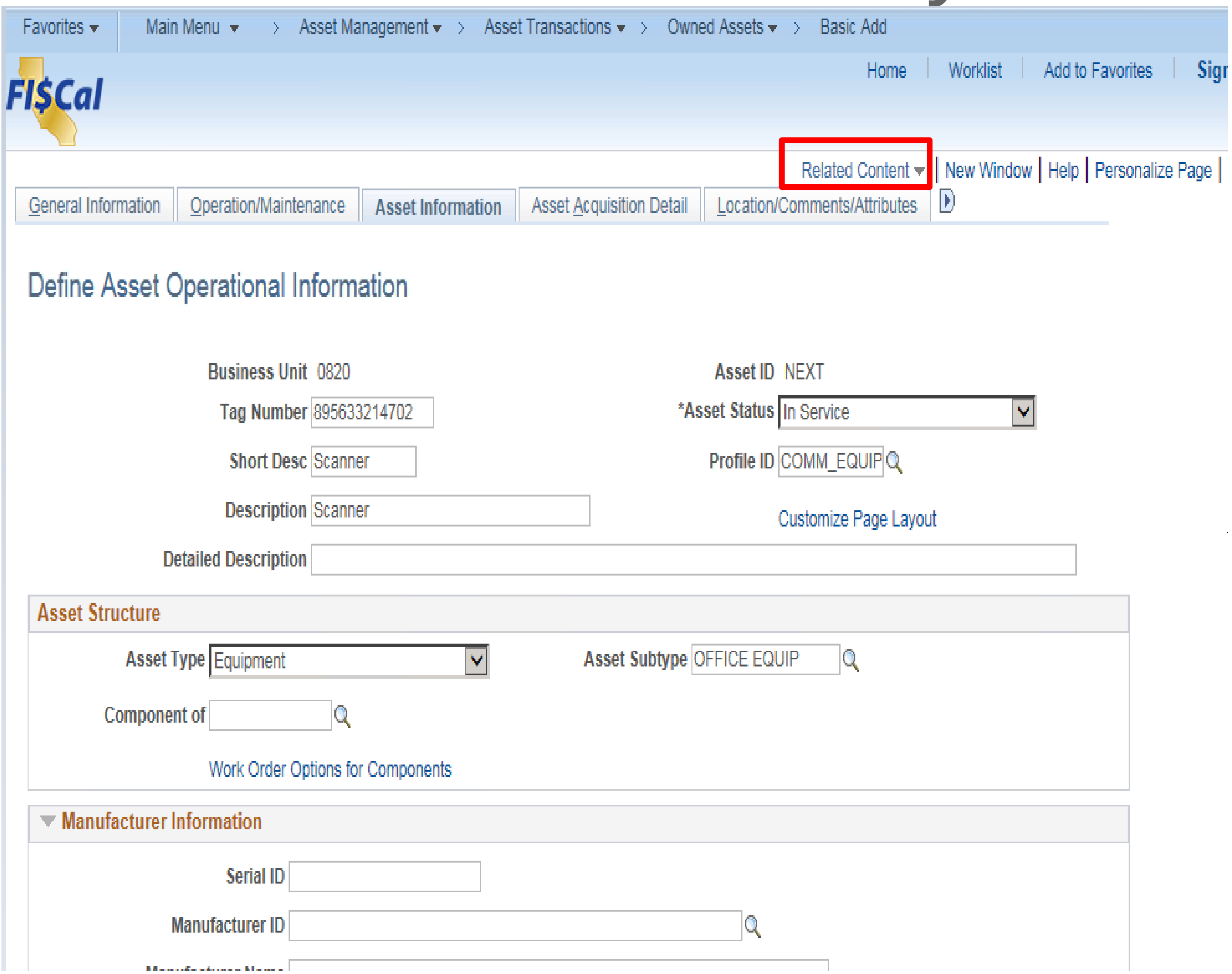
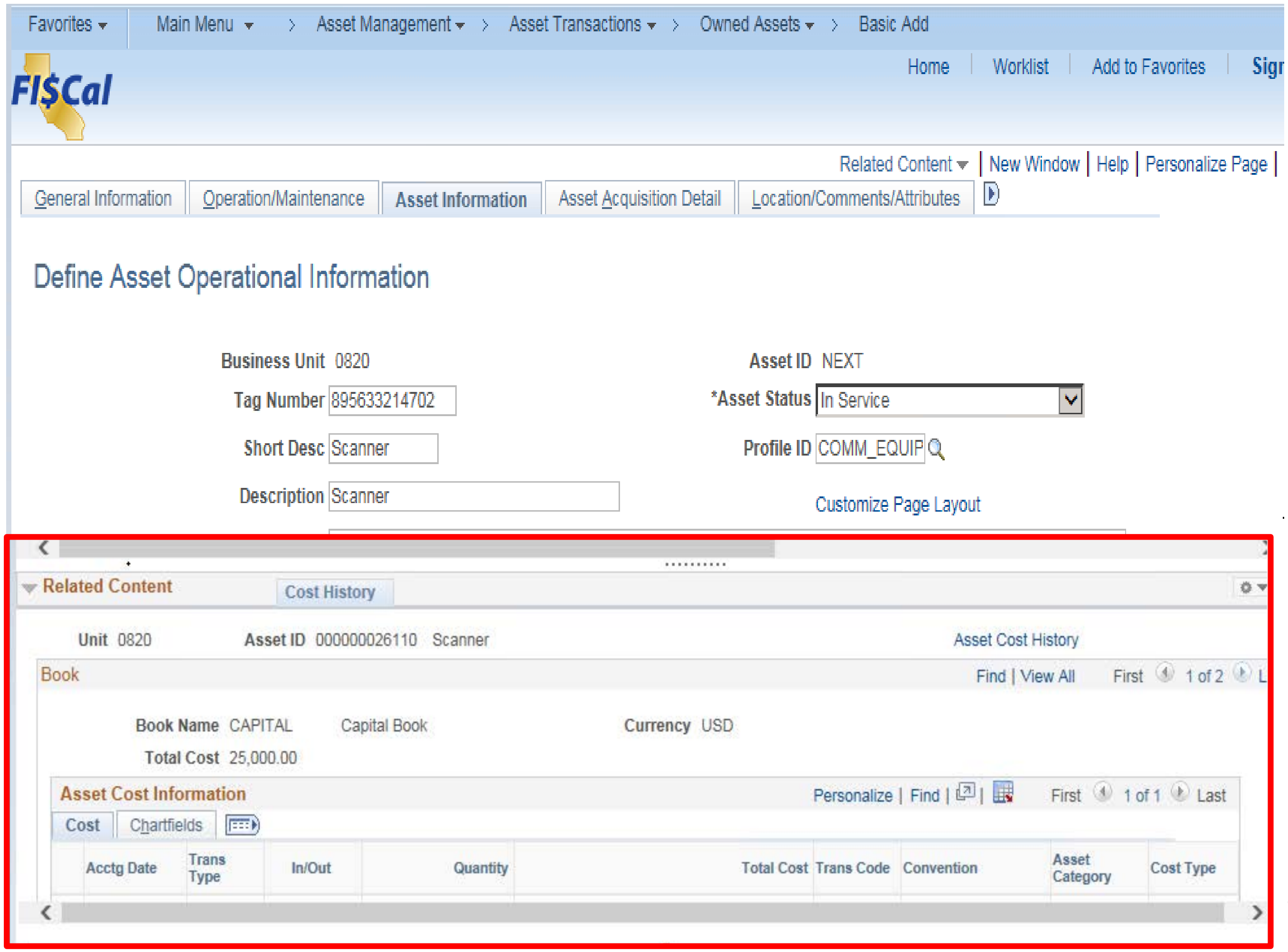
Related Content Functionality



Related Content Functionality



Accounts Payable

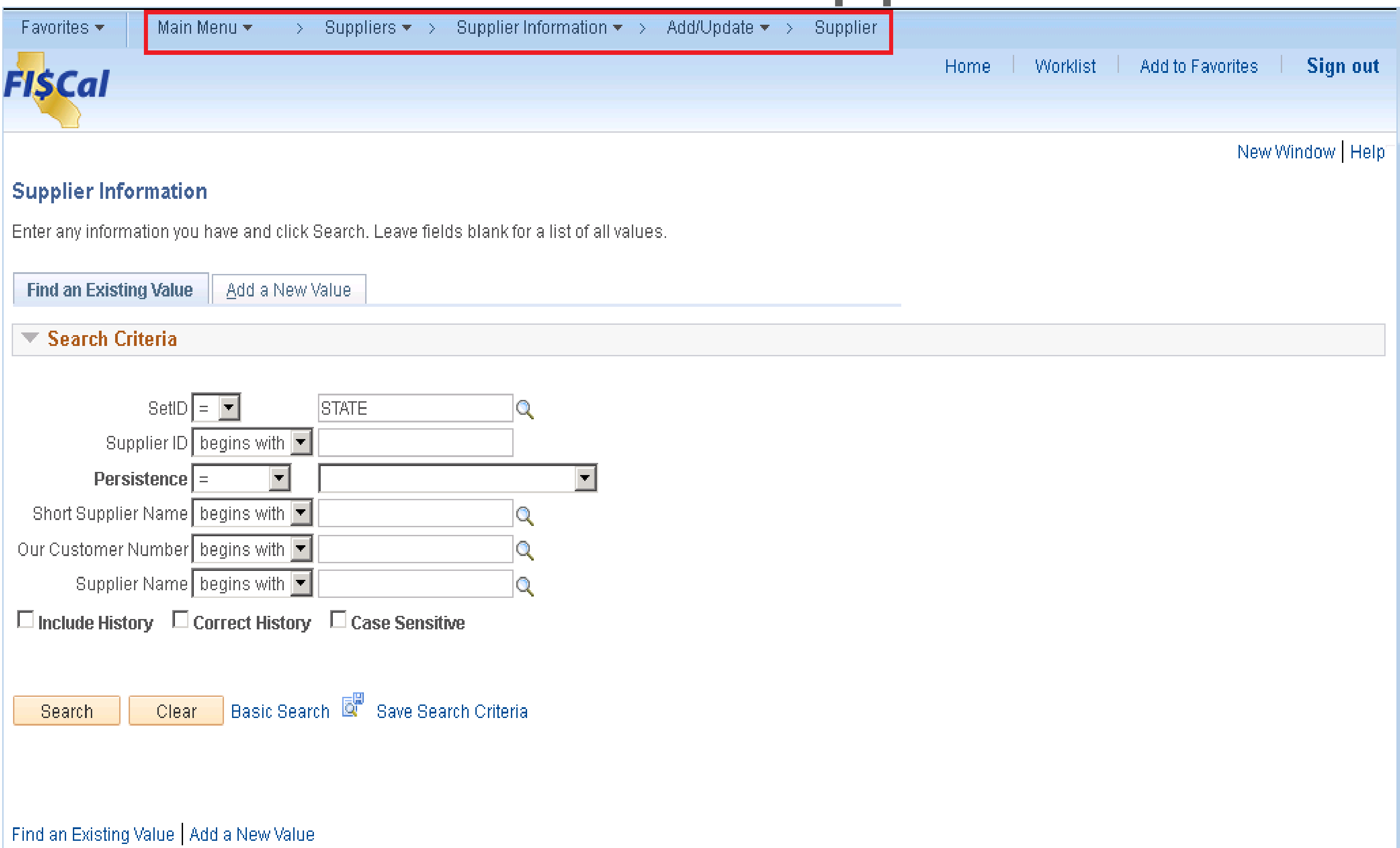
Vendor Renamed to Supplier

- The Vendor terminology around navigation has been changed to Supplier

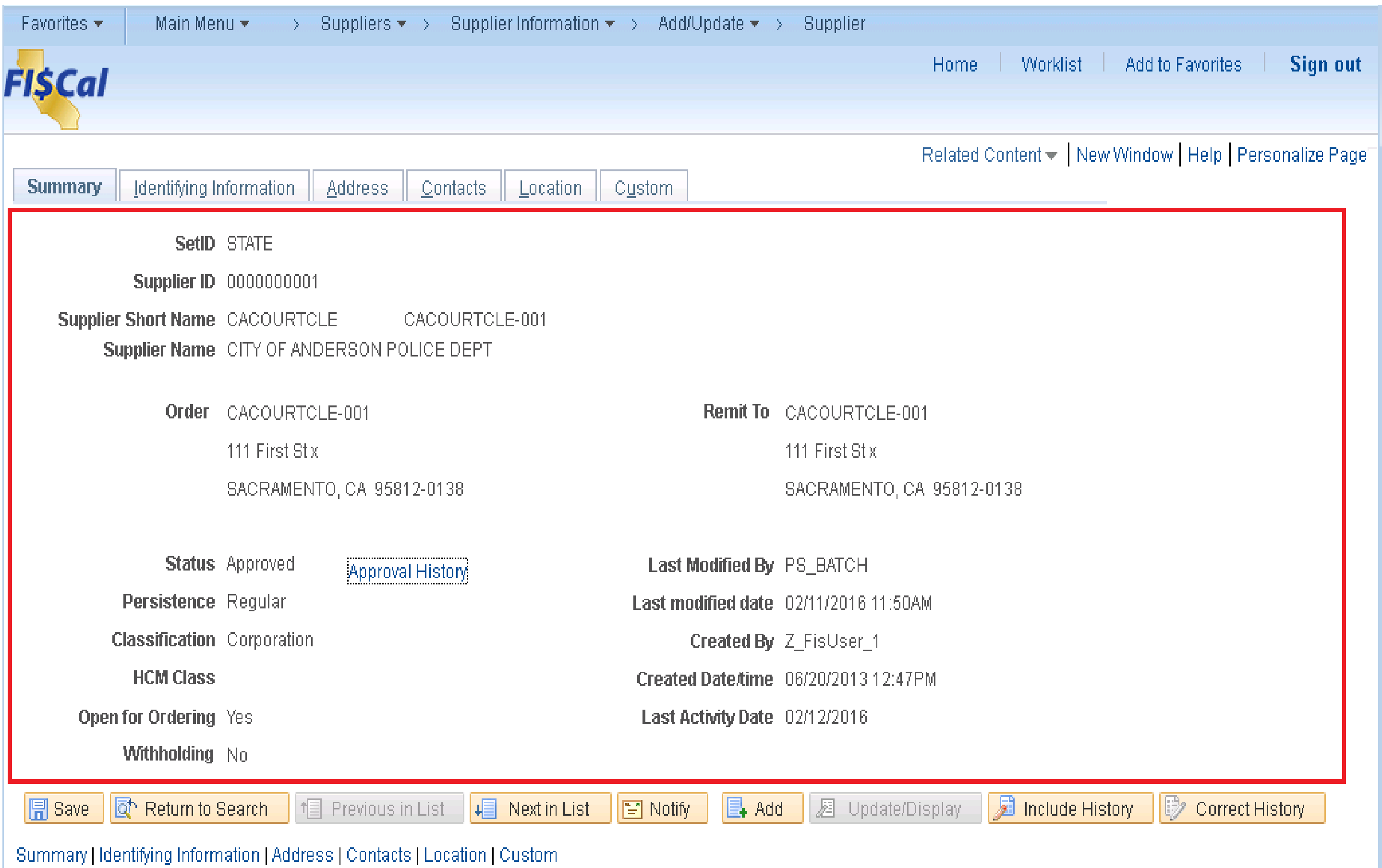
- This change affects field names and reports. Not all of the FI$Cal vendor terminology has been updated to say supplier. In some cases you might still see vendor.

- Course affected
  - AP102: Managing Vendor Information

Vendor Renamed to Supplier



Vendor Renamed to Supplier



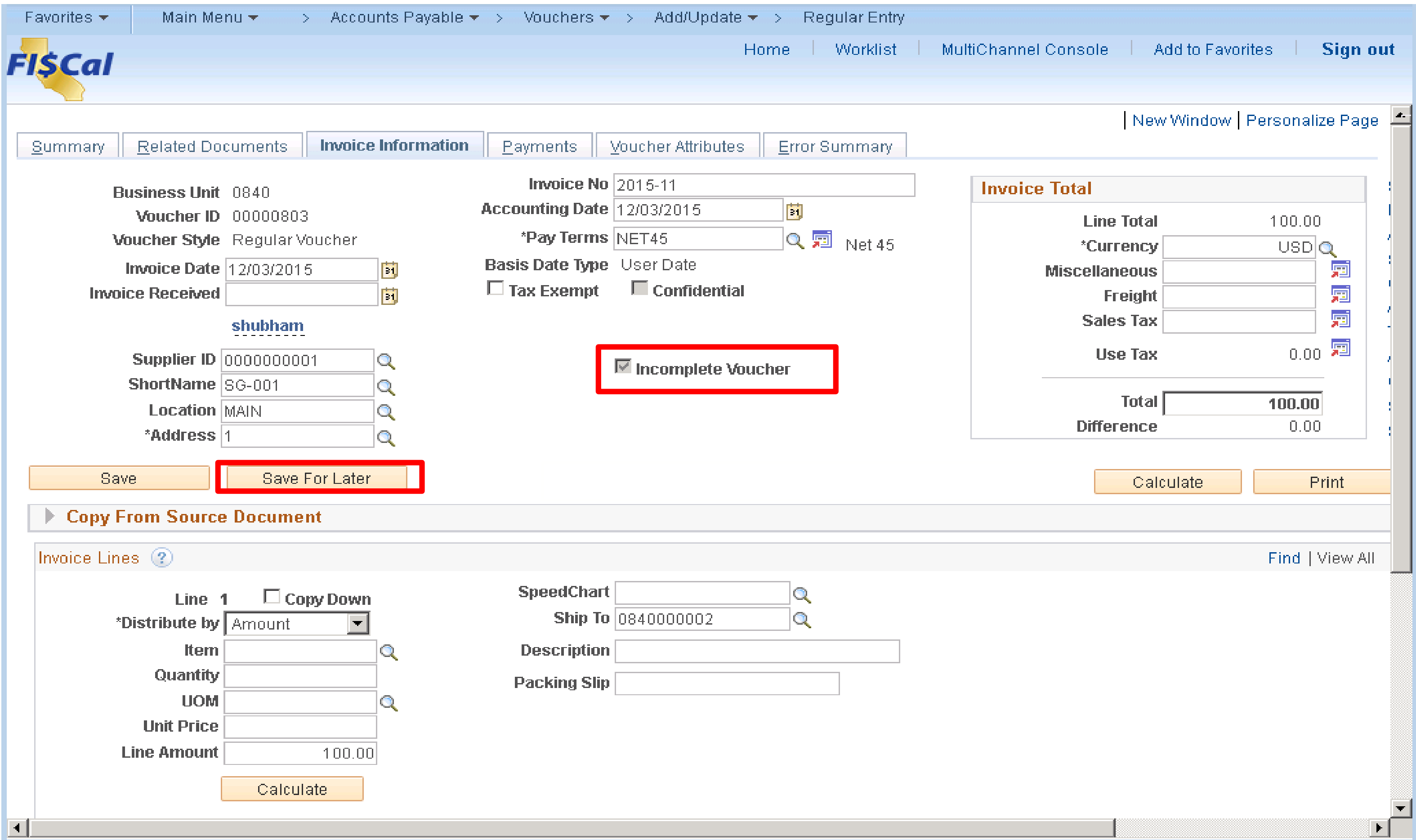
Saving an Incomplete Voucher

- A new Save for Later button has been added to the Invoice Information page when creating a voucher. When an incomplete voucher is saved, the voucher will not go through budget checking, matching, or sent to workflow for approval.

- Users are able to save an incomplete voucher that can be opened and completed at a later date/time. Users can search for a voucher by the incomplete status.

- Topics affected
  - AP113: Creating a regular voucher online

Saving an Incomplete Voucher



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Purchasing

Buyer/Requester Workbench

- Additional functionality has been added to the Buyer and Requester Workbench:
  - Ability to access the approver details
  - Ability to send notifications to approvers pending their review and action.
- Enables a purchasing user to check approval details of a purchase order or requisition directly from the Buyer's/Requester's Workbench instead of navigating to the respective transaction component. Users can review the approval details and send notification to approvers.
- New topics
  - PO113: Accessing the Approver Details using the Requester Workbench
  - PO123: Accessing the Approver Details using the Buyer's Workbench

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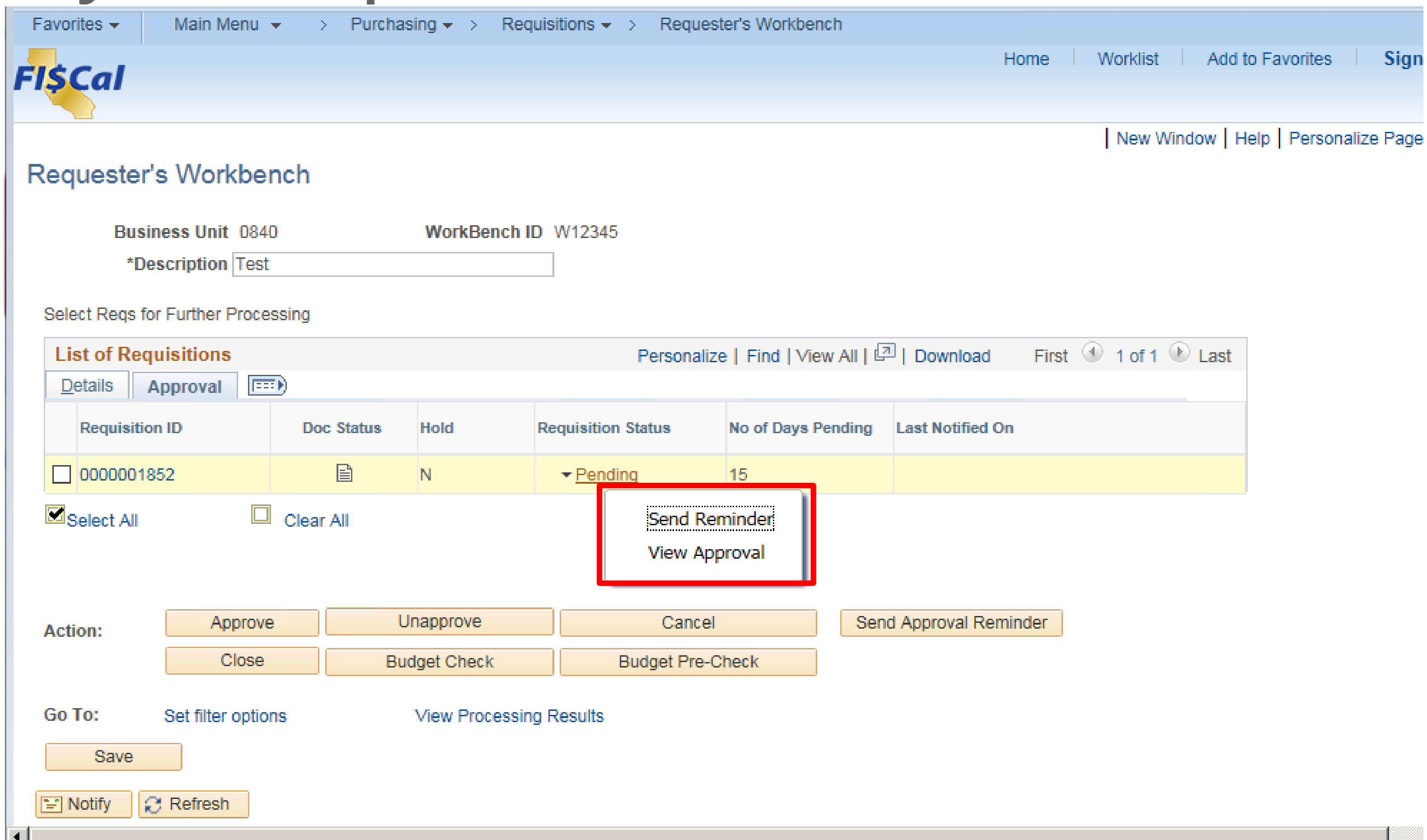
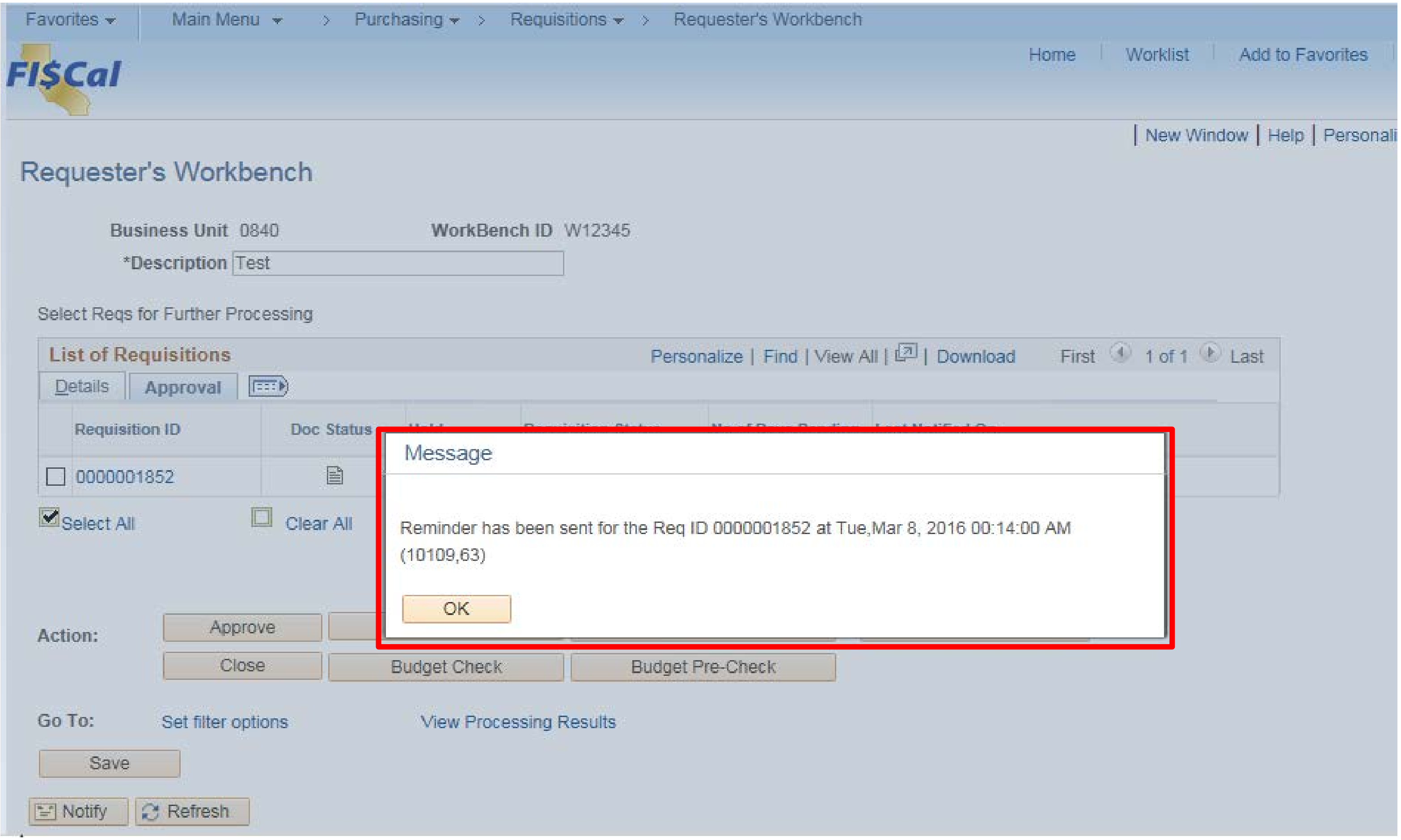
Buyer/Requester Workbench



Buyer/Requester Workbench



Split Distributions for Serialized Line Items

- Enhanced online receiving functionality to support split distribution for serialized line items.

- Users will be able to receive serialized line items that have a split funding distribution

- New Topic
  - PO132: Receiving items for Split Distributions for Serialized Items

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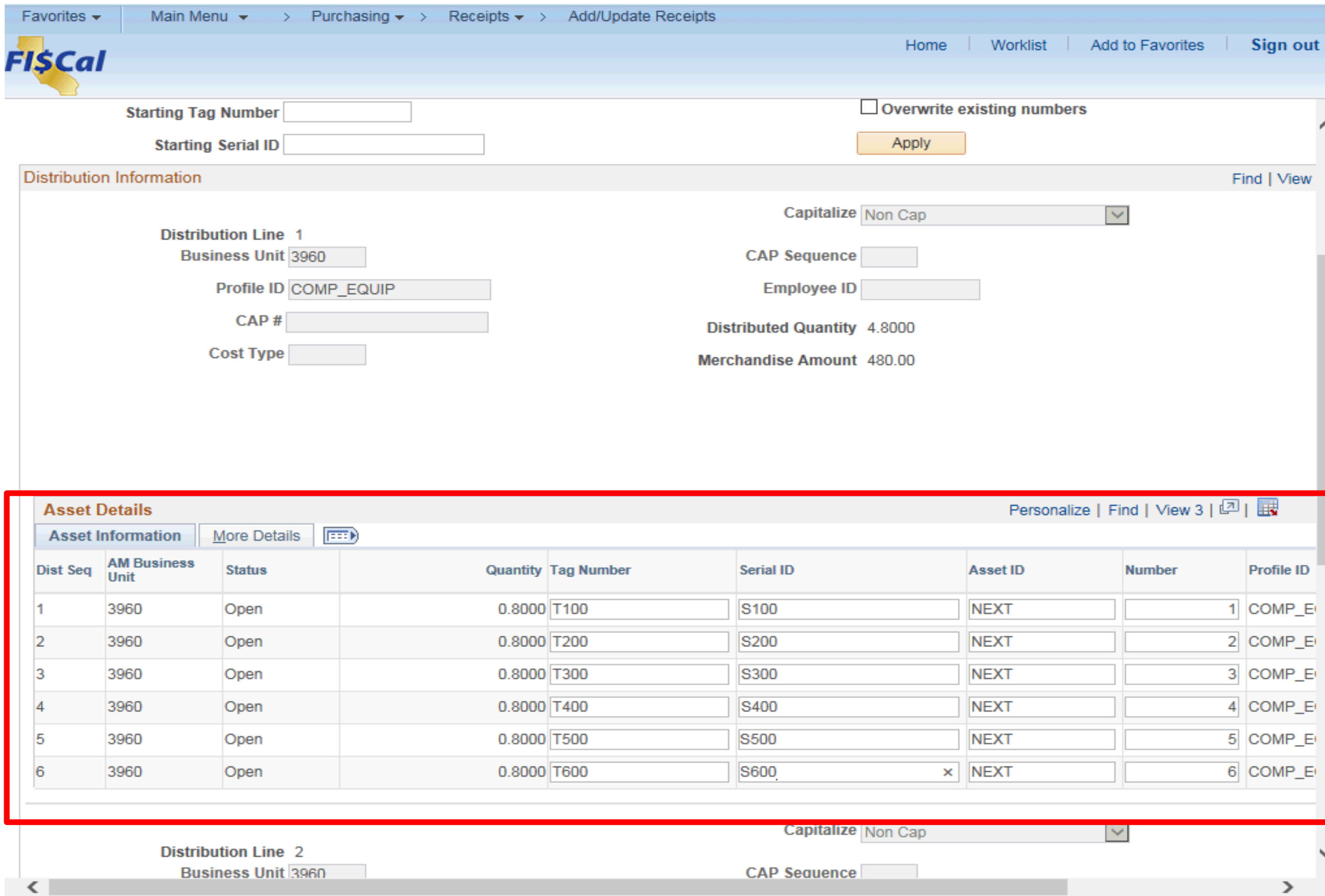
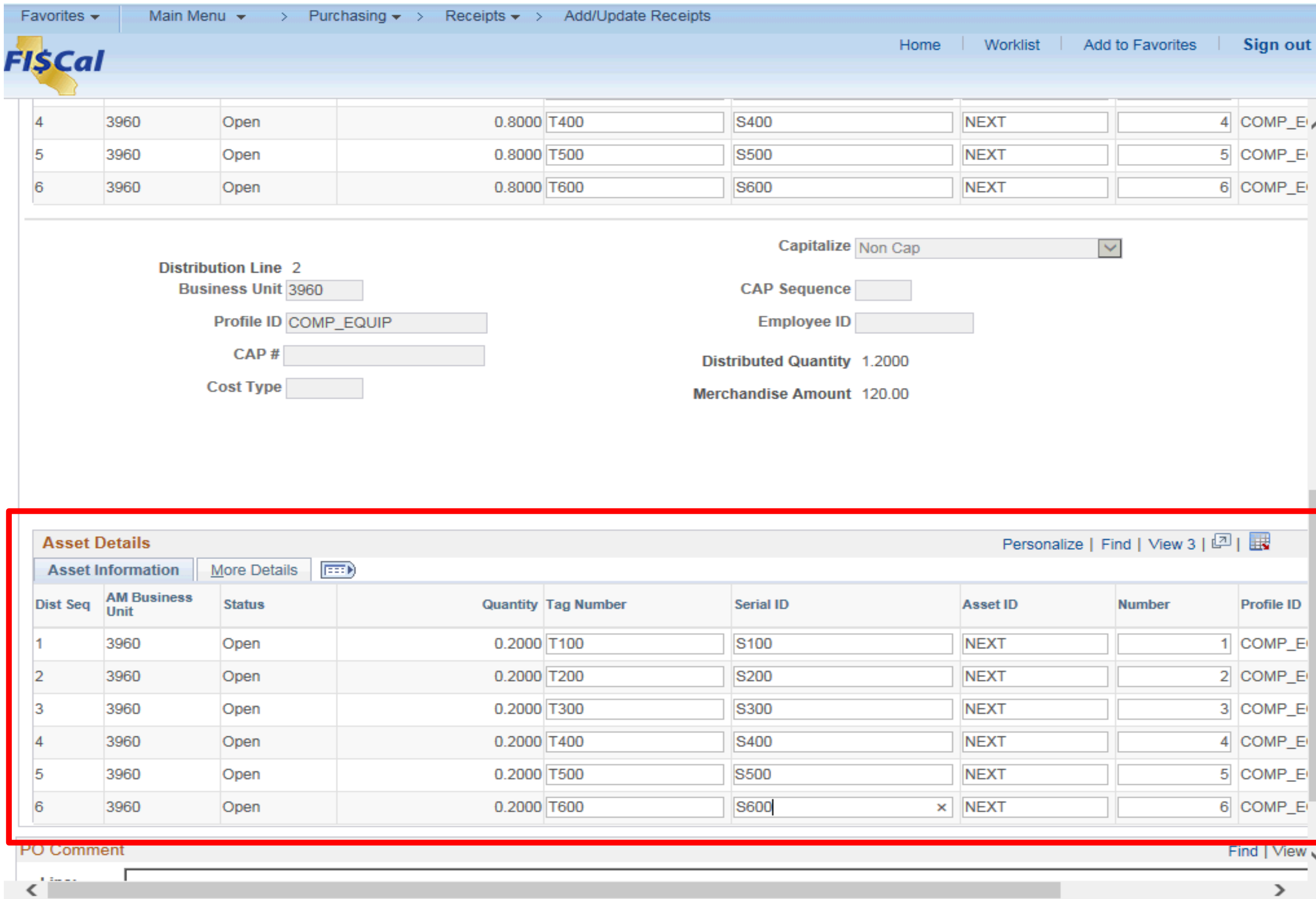
Split Distributions for Serialized Line Items



Split Distributions for Serialized Line Items



Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

FI$Cal — Home | Worklist | Add to Favorites | Sign out

4	3960	Open	0.8000	T400	S400	NEXT	4	COMP_E
5	3960	Open	0.8000	T500	S500	NEXT	5	COMP_E
6	3960	Open	0.8000	T600	S600	NEXT	6	COMP_E

Distribution Line 2
Business Unit 3960
Profile ID COMP_EQUIP
CAP #
Cost Type

Capitalize Non Cap
CAP Sequence
Employee ID
Distributed Quantity 1.2000
Merchandise Amount 120.00

Asset Details — Personalize | Find | View 3

Asset Information | More Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Number	Profile ID
1	3960	Open	0.2000	T100	S100	NEXT	1	COMP_E
2	3960	Open	0.2000	T200	S200	NEXT	2	COMP_E
3	3960	Open	0.2000	T300	S300	NEXT	3	COMP_E
4	3960	Open	0.2000	T400	S400	NEXT	4	COMP_E
5	3960	Open	0.2000	T500	S500	NEXT	5	COMP_E
6	3960	Open	0.2000	T600	S600	NEXT	6	COMP_E

PO Comment — Find | View

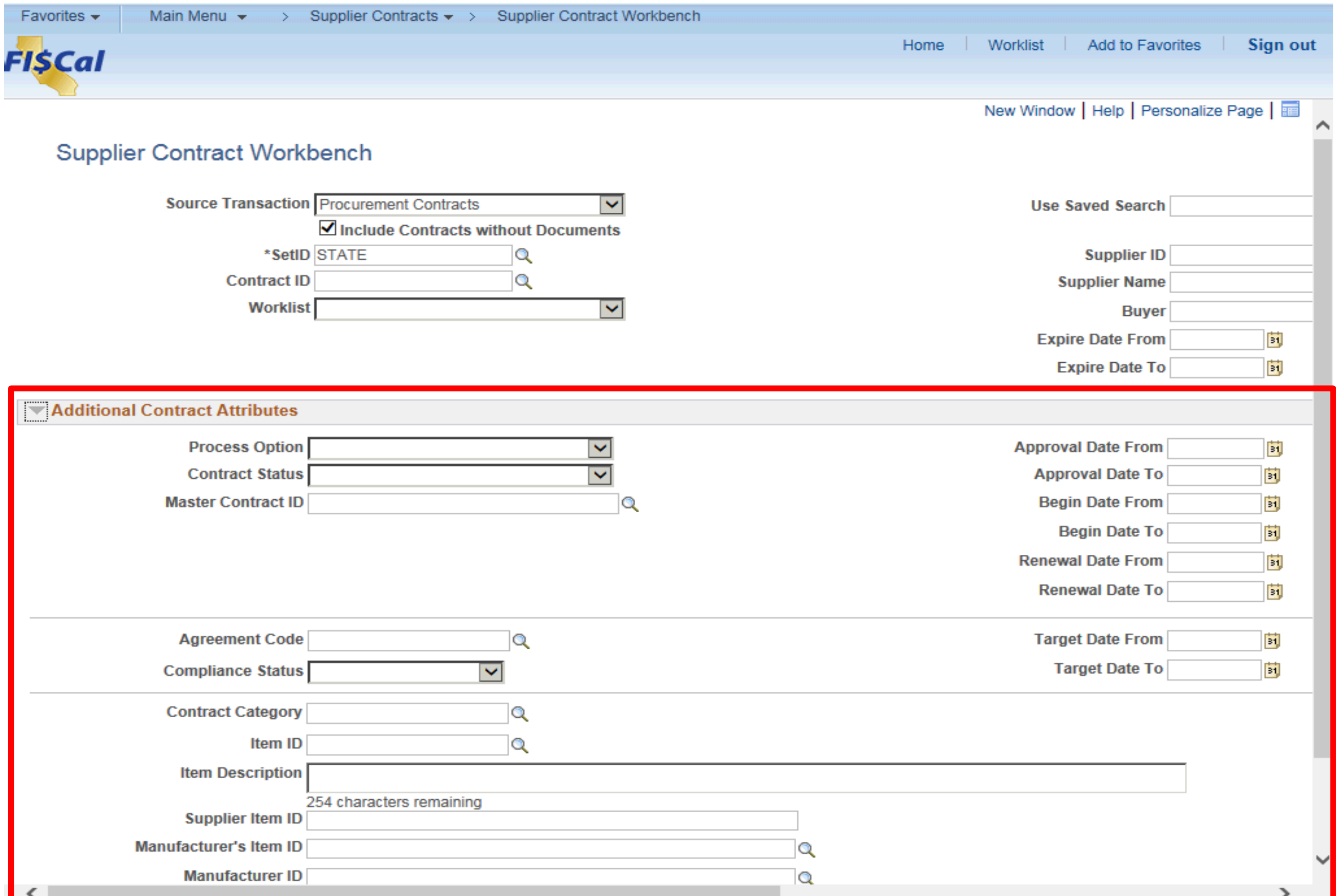
Supplier Contract Workbench

- Addition of a Supplier Contract Workbench

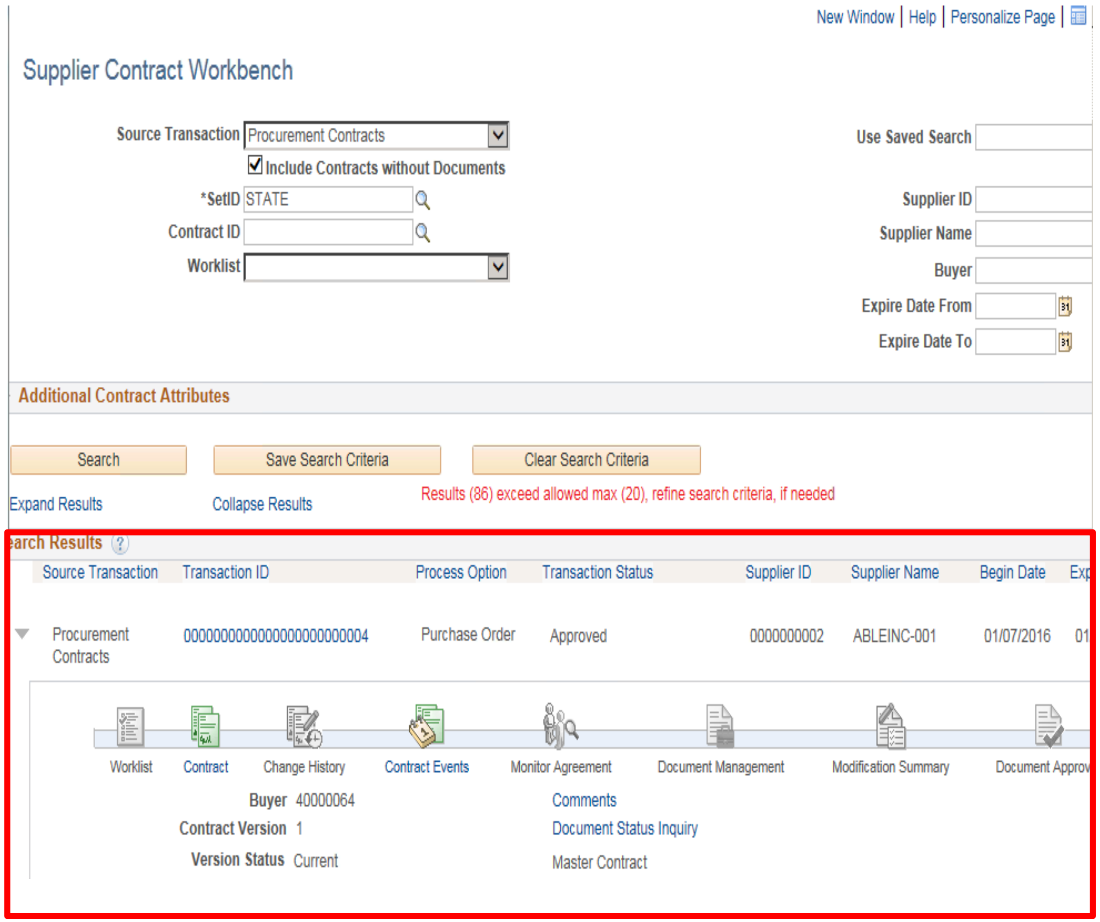
- The workbench is a centralized location from which users can manage contract-related transactions such as accessing source transactions. Contract users can manage exceptions and take actions based on notifications, worklist items, and alerts.

- New Topic
  - PO153: Using the Supplier Contract Workbench

Supplier Contract Workbench



Supplier Contract Workbench



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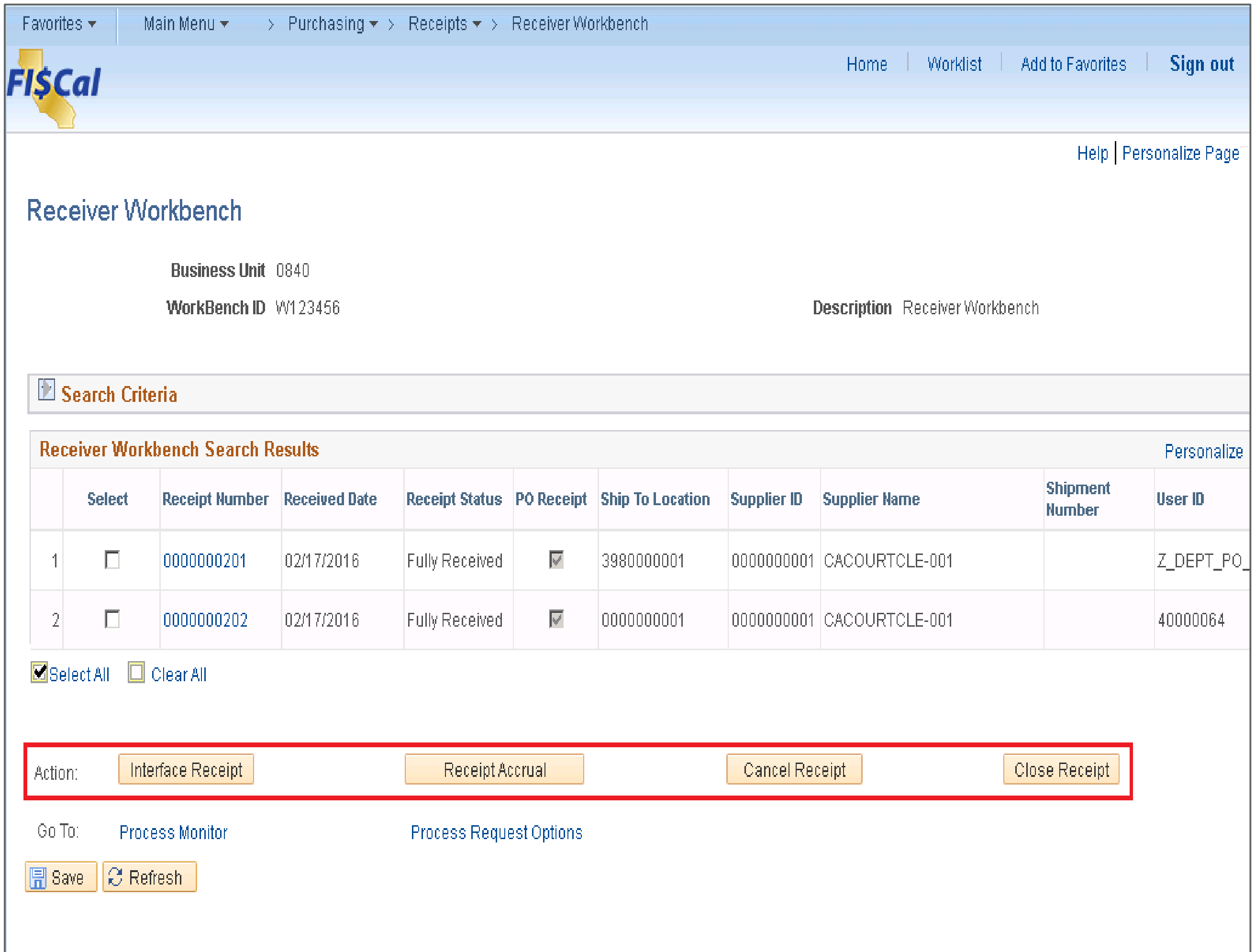
Using the New Receiving Workbench

- Addition of a Receiving Workbench provides the ability to:
  - Cancel receipts
  - Close receipts
  - Reopen receipts

- Users are able to analyze and manage receipts in a single location. Users will have the ability cancel, close, and reopen receipts through the workbench.

- New Topic
  - PO132: Using the Receiving Workbench

Using the New Receiving Workbench



eProcurement User Interface

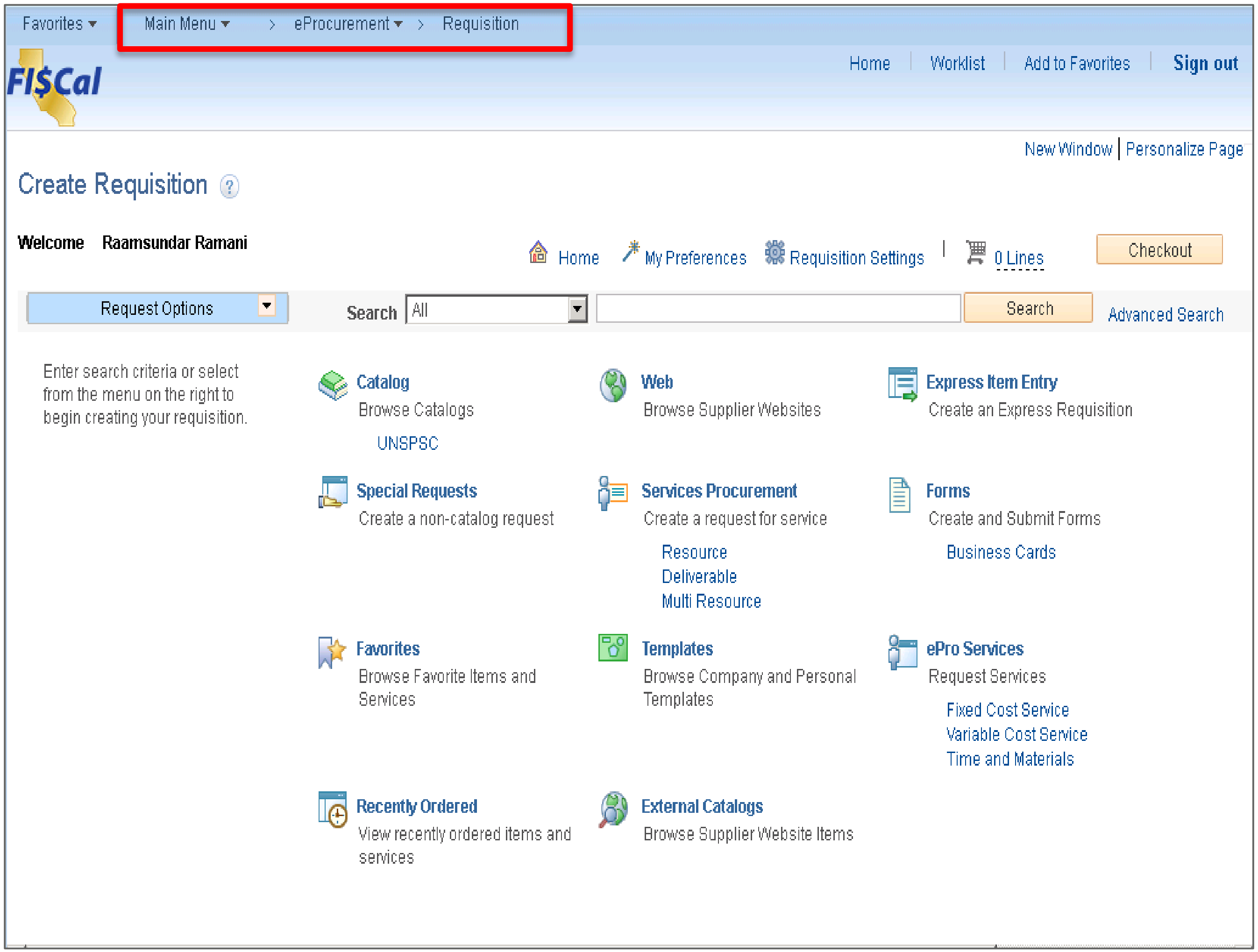
- The eProcurement user interface has been redesigned. Configuration capabilities have been added to provide a simple consumer-like shopping experience.

- Users will see a cleaner look and feel to the system but still have access to the same information that was provided before.

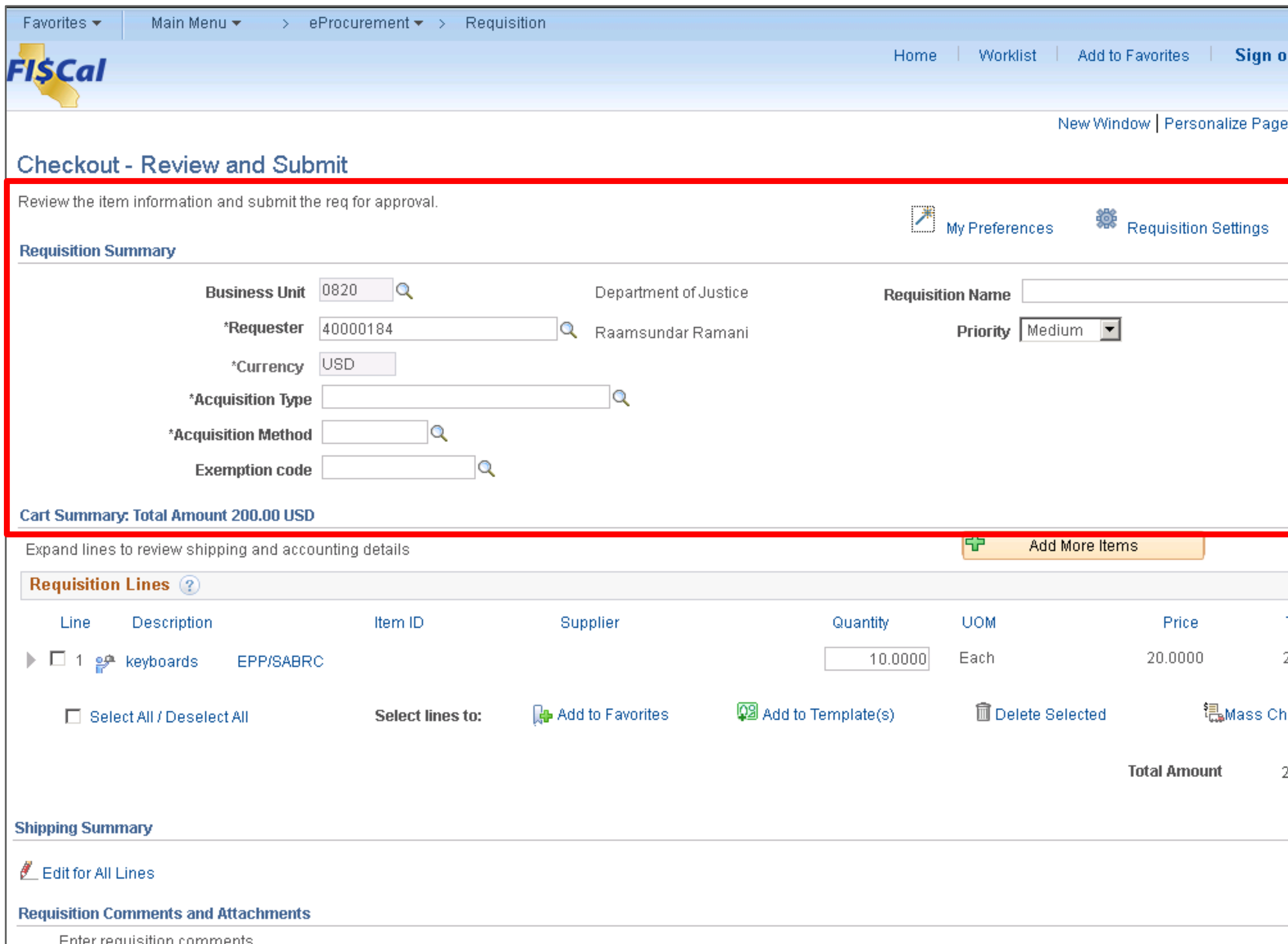
- Users will only see the header information at the checkout page and not while creating the individual requisition lines.

- Updated Course
  - PO112: Processing Requisitions

eProcurement User Interface



eProcurement User Interface



Enhanced the Ability to Include Requisition Lines

- Additional ability to include requisition lines with a contract on the same purchase orders as those requisitions without a specified contract. Line items can now be identified by their associated contracts.

- Users are able to create a purchase order by copying over line items that are associated with a contract and those that are not

- Updated Topic
  - PO122: Creating a PO by Copying a Requisition

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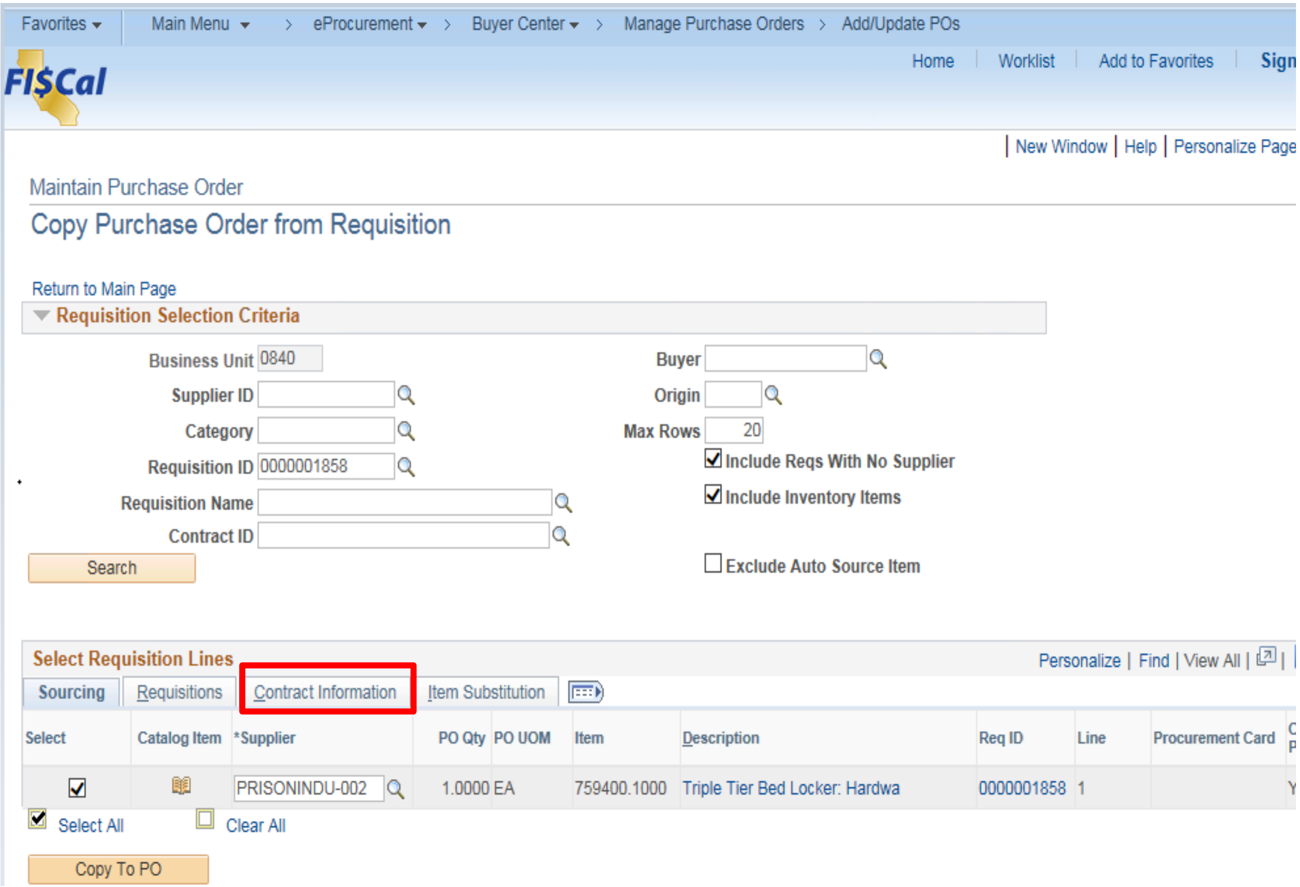
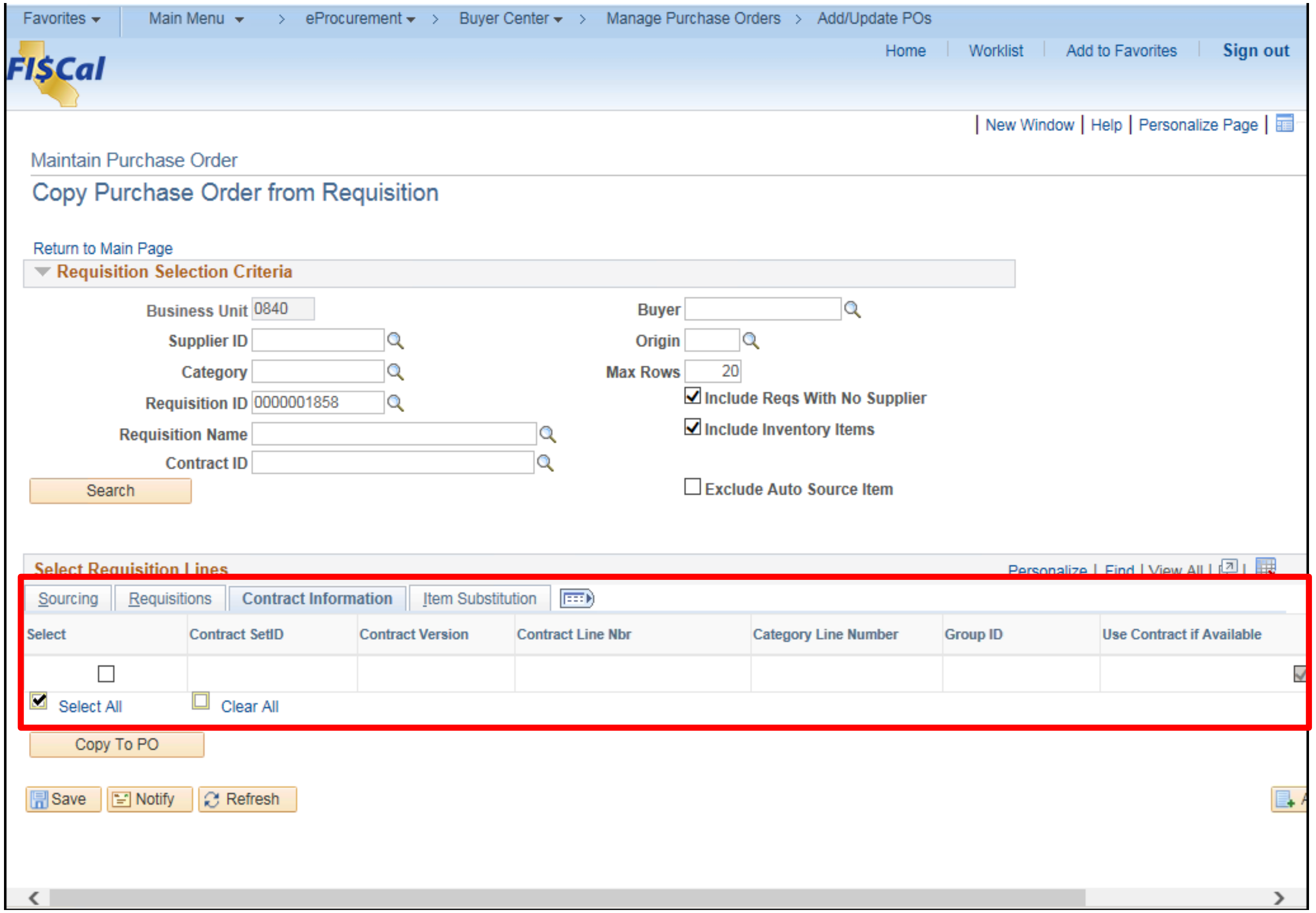
Enhanced the Ability to Include Requisition Lines



Enhanced the Ability to Include Requisition Lines



Shipping and Accounting Information

- Additional capability to determine whether the initial click will expand just the shipping information or both the shipping and the accounting information

- Users can determine how they want to view the shipping and accounting information

- Updated Course
  - PO112: Processing Requisitions

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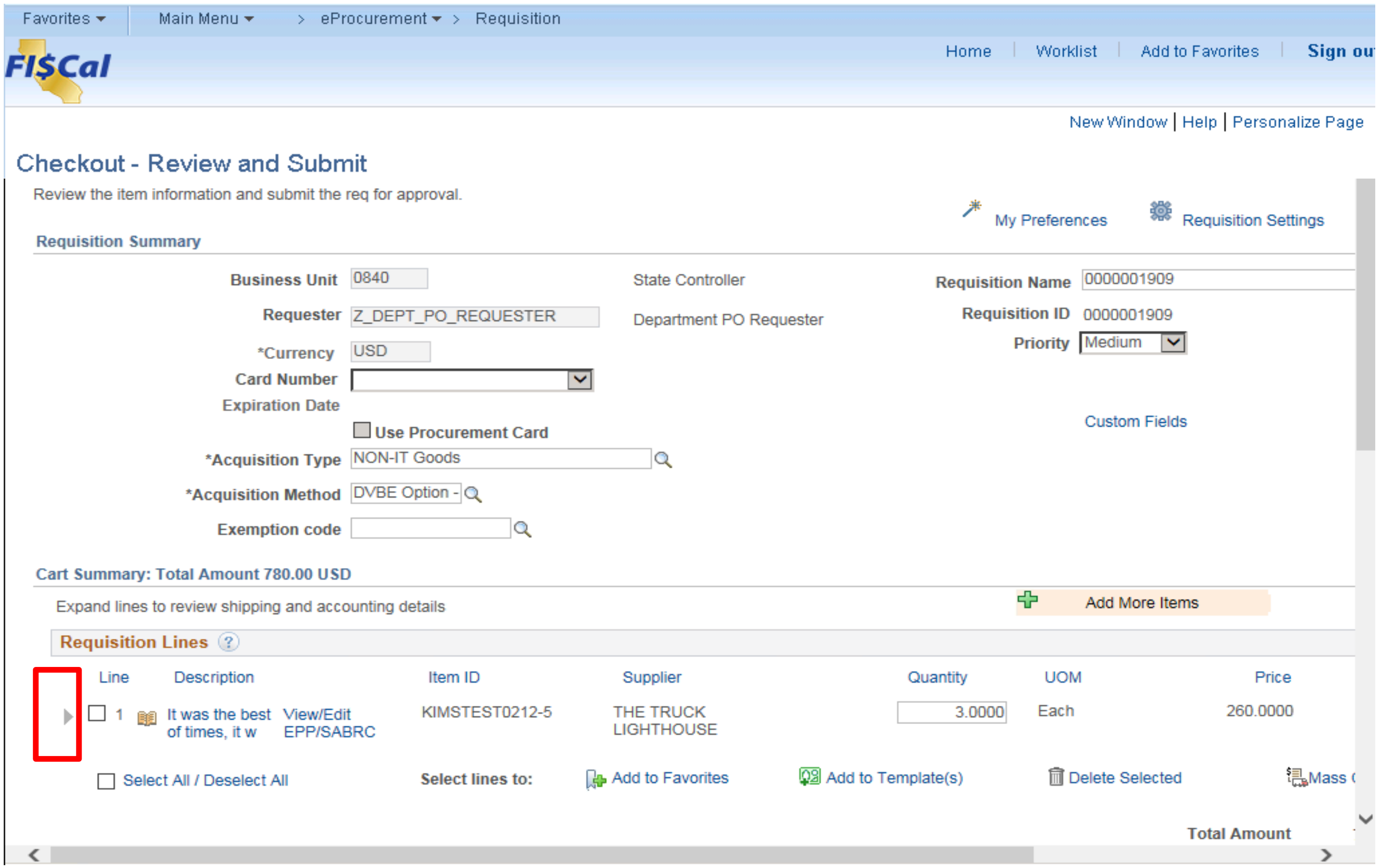
Shipping and Accounting Information



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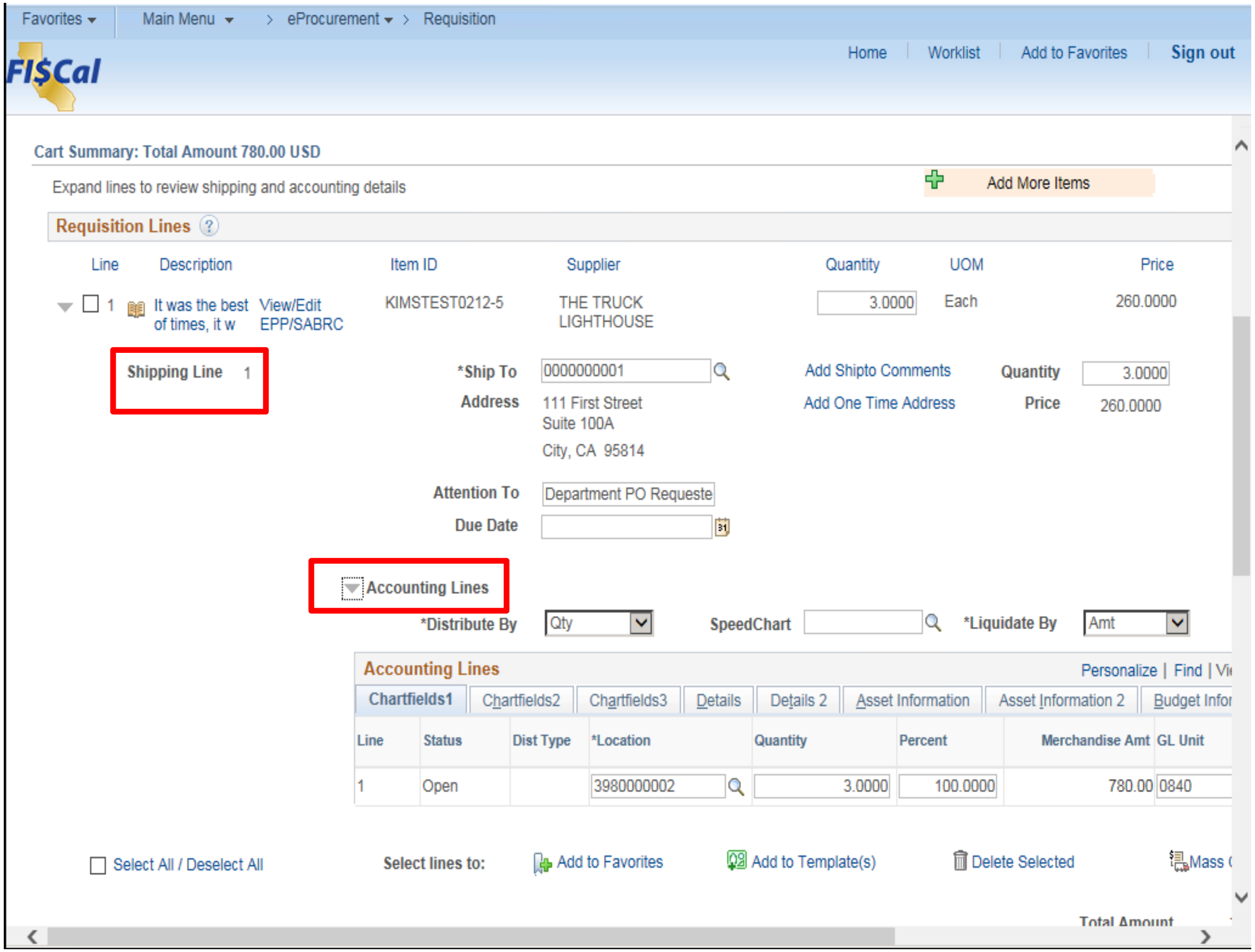
Shipping and Accounting Information



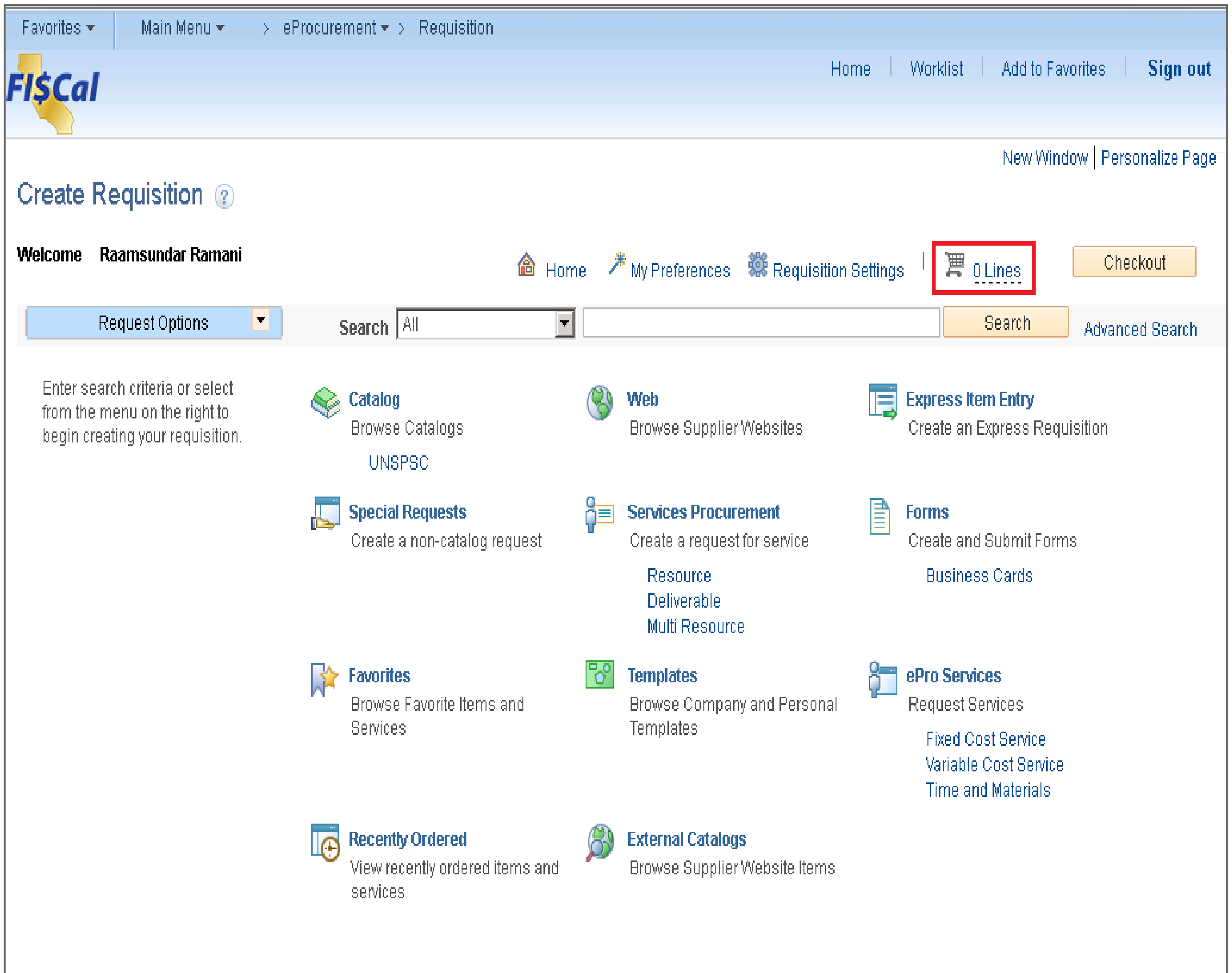
Floating Cart

- A floating cart page has been added that contains description, quantity, UOM of all the line items selected in an easy to view format

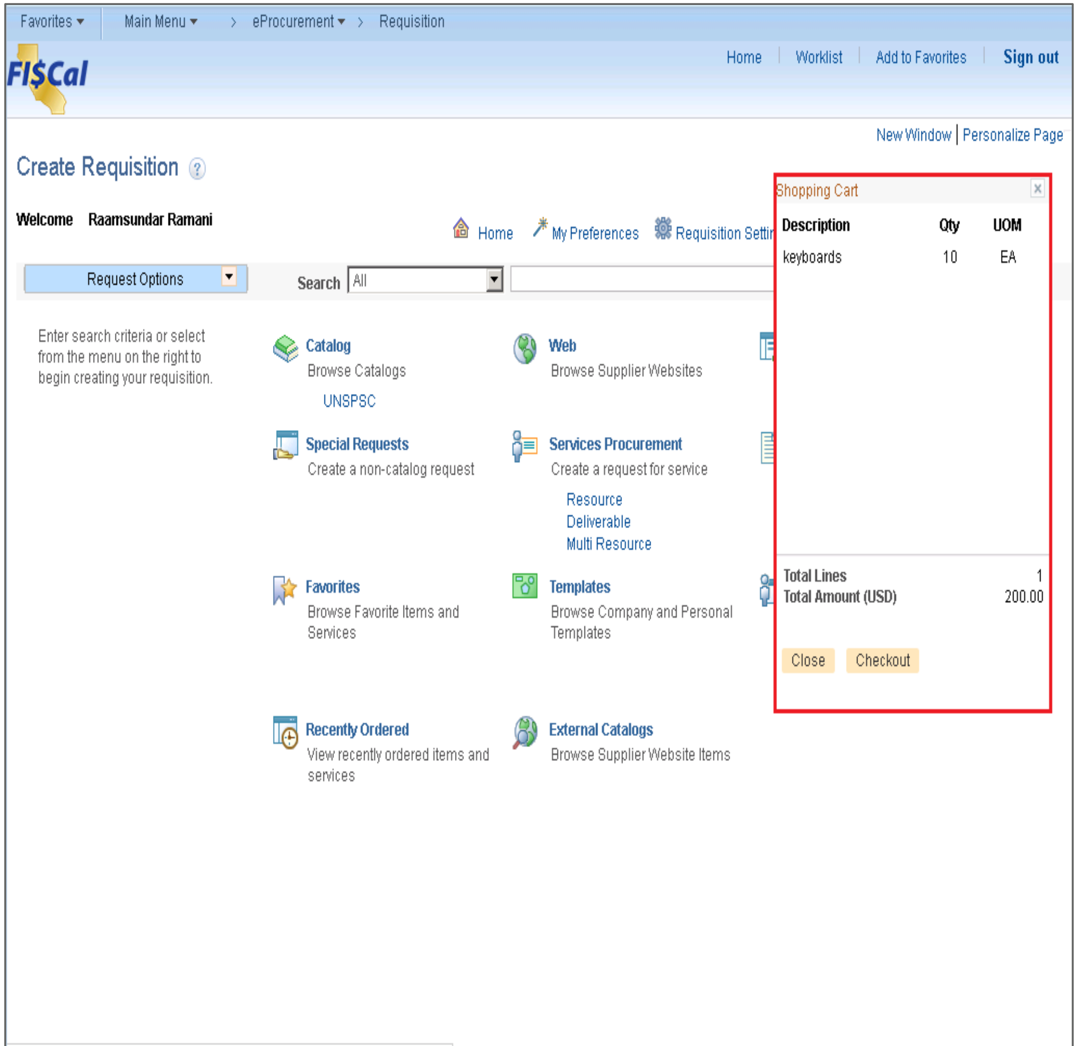
- The floating cart feature allows users to see the cart at all times (once clicked), when adding items and services to ensure the accuracy of the details they are adding.

- Updated Course
  - PO112: Processing Requisitions

Floating Cart



Floating Cart



Procurement Contracts for a Similar Supplier

- Additional ability to create procurement contracts for a supplier with similar characteristics such as begin dates, items, categories, and pricing.

- Users are able to copy over additional information (such as the begin dates, items, categories and pricing) to a procurement contract from an existing procurement contract of the same supplier

- Course Affected
  - PO142/152: Creating a procurement contract from an LPA

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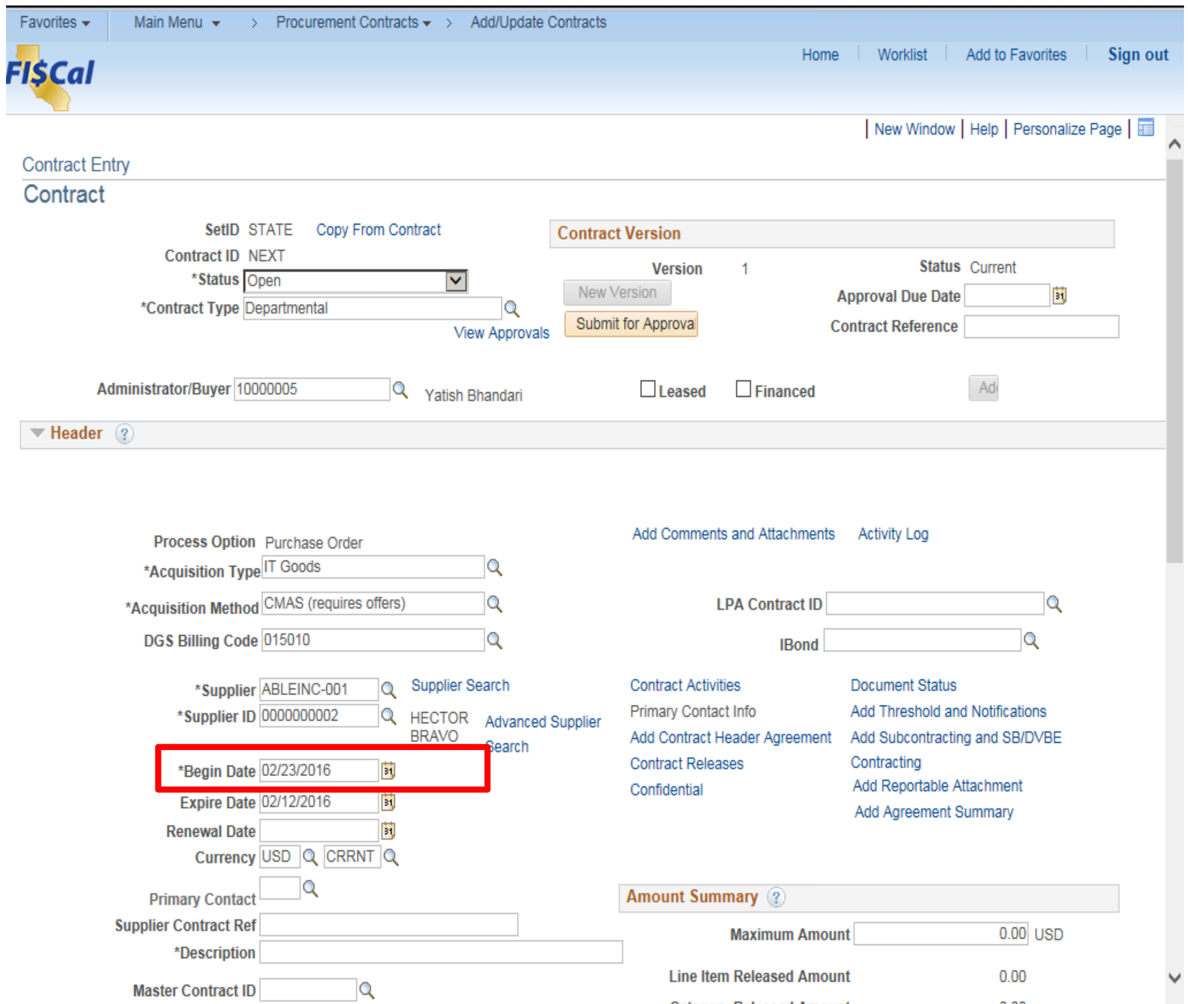
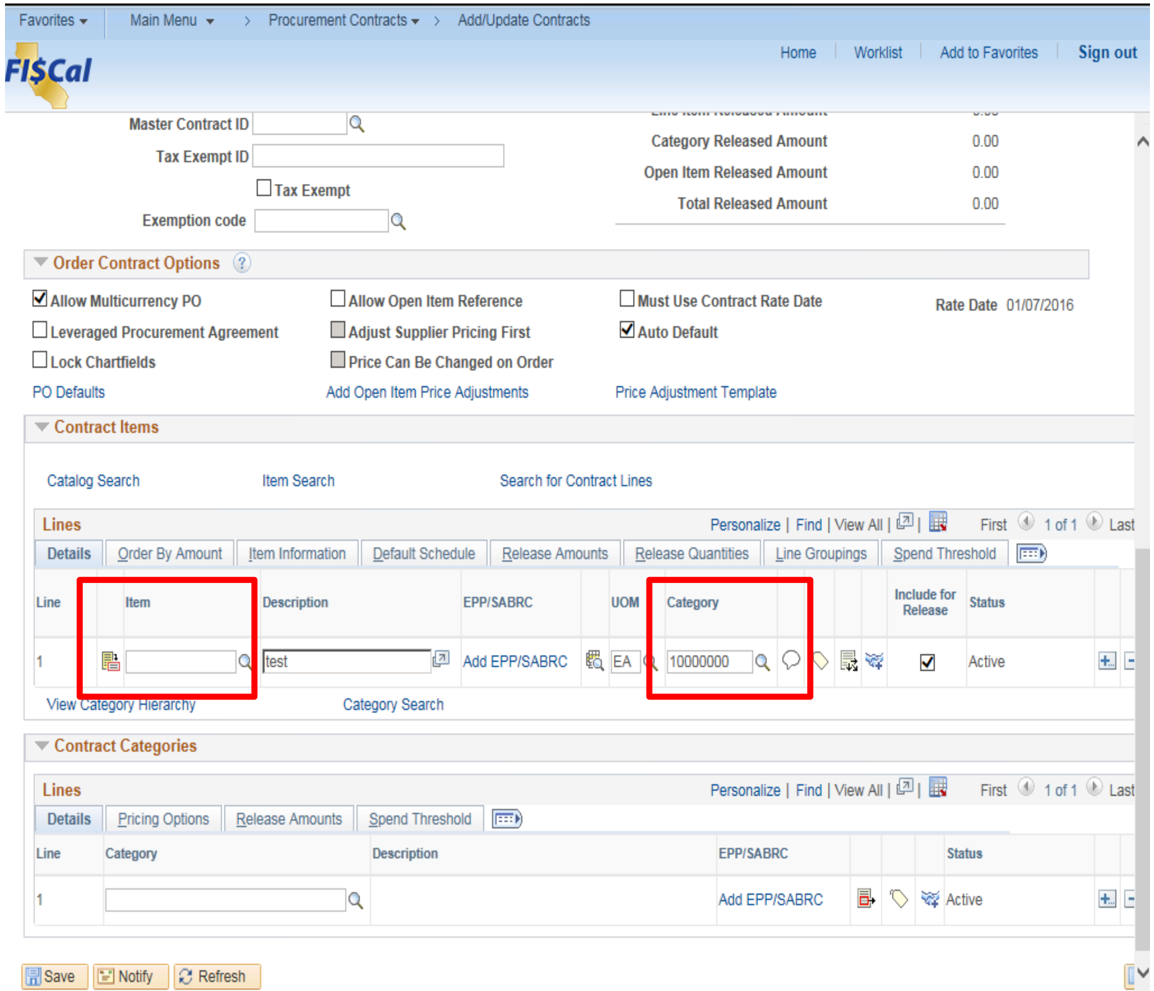
Procurement Contracts for a Similar Supplier



Procurement Contracts for a Similar Supplier



Next Steps – Deployment

- Each of the three Delta Workshop presentations will be available on the FI$Cal website: www.fiscal.ca.gov

- The new and updated and additional training material will be available in the FTA:
  - The training material is optional, but recommended, for end users who have already completed the UPK topics
  - A temporary course, UPG101, will be available during the 2016 Upgrade Release transition from PS 9.1 to PS 9.2
    - The course consolidates individual UPK topics that have been created or updated into a single course organized by module for quick reference
    - Three courses have been updated in their entirety, FS102, AP102, and PO112, and are therefore not included in UPG101

Next Steps – Communication

- FI$Cal will send communications to:
  - Department Liaisons – when the Delta Workshop presentations are available on the FI$Cal website
  - End users – when the new and updated training materials becomes available in the FTA, including links to the posted Delta Workshop presentations

- Departments need to coordinate communications for:
  - How the Upgrade Release affects your department’s end users, e.g. change in navigation or new feature
  - Completing new or updated UPK topics and courses in the FTA

Questions