FI$Cal

One state. One system.

Account Payable Business Process Workshop (BPW)

July 2017 Departmental Release

Agenda

- Business Process Workshop Objectives
- Future Activities
- Accounts Payable Overview
- Accounts Payable Department User Roles Summary
- User Role Details
  - Process Overview
  - Detailed End-User Role Description
  - Demonstration
- Change Impact Activity
- STO/SCO Accounts Payable Module Impact
- Next Steps

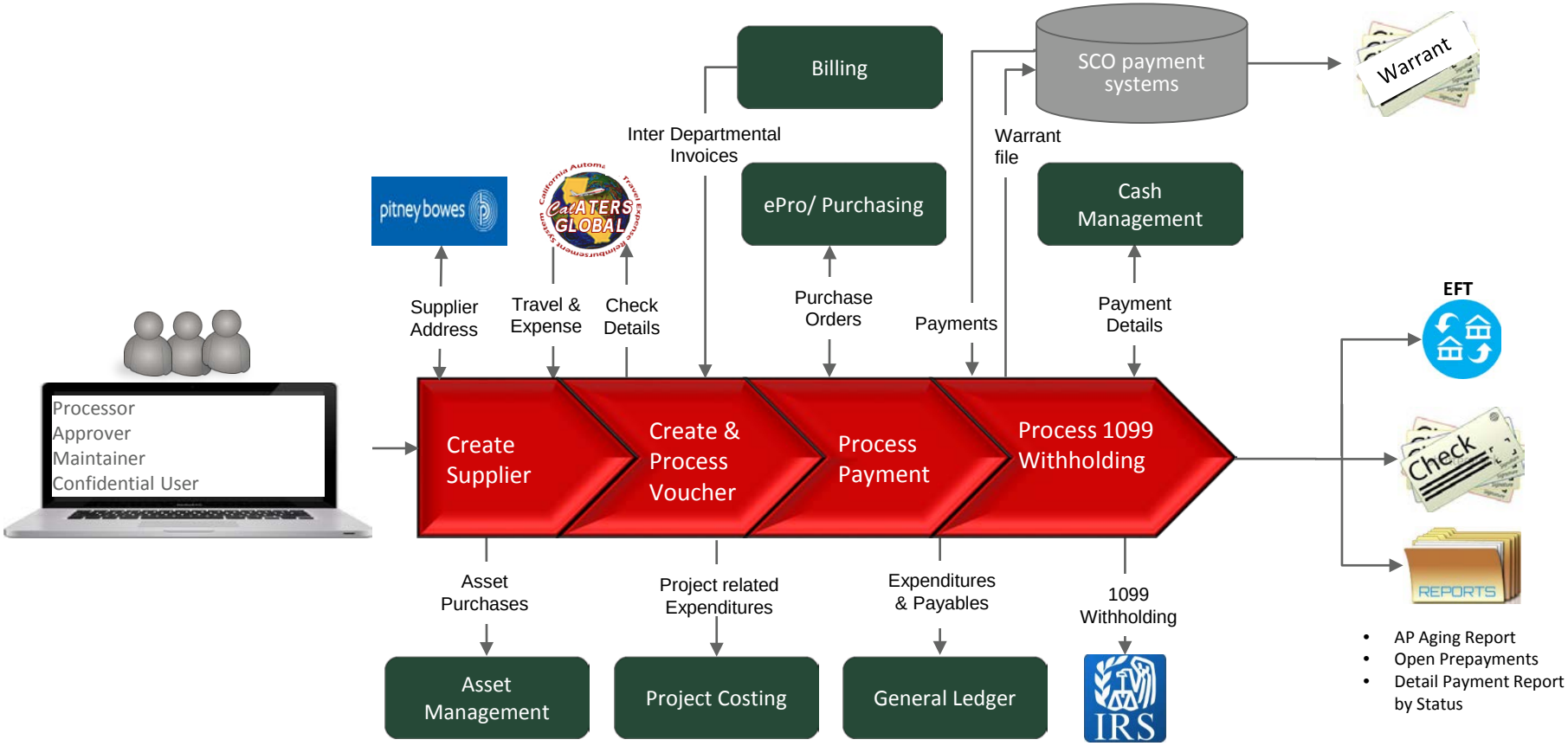
BPW Objectives

- The Business Process Workshops will provide:
  - An overview of the Accounts Payable business process, including key terms and functionality being implemented.
  - Understand the next steps in the implementation phase.
  - Know how to get assistance from FI$Cal.

What You Should Take Away

- Materials from today's session:
  - Business Process Workshop Presentation
  - Change Impact Tool
- Understanding of the new FI$Cal processes, the next steps, and the support available from FI$Cal.

Account Payable Overview



AP End-User Roles

FI$Cal End-User Role	Responsibilities
AP Supplier Processor	• Create a new supplier • Edit supplier information • Request updates to existing supplier • Maintain 1099 Department data • Process 1099 adjustments • Run 1099 Reports
AP Processor	• Create vouchers • Research or voucher Inquiry • Maintain vouchers • Run AP Reports

AP End-User Roles (continued)

FI$Cal End-User Role	Responsibilities
AP Approver	• AP Approver I • AP Approver 2Pay Cycle • Review/Approve vouchers in workflow
AP Maintainer	• Manage Match Workbench • Maintain Voucher Build Errors • SpeedCharts • Commitment Control activities
Confidential User	• AP Confidential Reporter • Has access to Confidential Purchasing, AP, AR and Supplier information

Processor: Create & Maintain Supplier Employee

AP Supplier Processor

FI$Cal

Receive Invoice/Supplier Request Form	Search for Supplier	Enter New Supplier	Save Supplier Information	SMG Validates Supplier
▪ Department receives STD 204 ▪ Department receives address change	▪ Search for Supplier/Employee in FI$Cal ▪ If not found, Add Supplier/Employee ▪ Supplier/Employee found, add/change address	▪ Add a new Supplier/Employee and Attachments (such as STD 204) ▪ If Withholding supplier, input withholding information	▪ The new Supplier/Employee record is saved in an Unapproved status	▪ FI$Cal will Approve or Deny ▪ FI$Cal will identify potential duplicates ▪ Department will resolve issues as needed

Key Impacts

- FI$Cal flags duplicate suppliers, assigns a unique Supplier ID, and accommodates multiple supplier remit address and contact information.
- Statewide tracking of purchasing by supplier (flagged by Open for Ordering).
- System checks for duplicate entry of Suppliers/Employees across departments.

Create/Maintain Supplier Screenshot

Favorites > Main Menu > Suppliers > Supplier Information > Add/Update > Supplier

FI$Cal

Identifying Information | Address | Contacts | Location | Custom

SetID STATE
Supplier ID NEXT
*Supplier Short Name
*Classification (Invalid Value)
HCM Class
*Persistence Regular
*Supplier Status Unapproved

Check for Duplicate

Expand All | Collapse All

*Supplier Name
Additional Name
☐ Withholding
☑ Open For Ordering
*Supplier Audit Default
Supplier Audit

Confidential
Attachments (0)

Supplier Relationships
☐ Corporate Supplier
Corporate SetID STATE
Corporate Supplier ID NEXT
☐ InterUnit Supplier
InterUnit Supplier ID
Supplier Hierarchy

Create Bill-To Customer
☐ Create Bill To Customer

Supplier Rating
Supplier Logo
Additional ID Numbers
Duplicate Invoice Settings
Government Classifications
Standard Industry Codes
Additional Reporting Elements

Supplier Update Request Form Screenshot

Favorites > Main Menu > Vendors > Vendor Information > Add/Update > Vendor Update Request Form

FI$Cal

Form | Instructions | Attachments

Vendor Update Request Form

*Subject:

Priority: 3-Standard

Due Date:

Status: Initial

Part 1: Vendor Information

BidSync SupplierID:

*SetID:

Vendor Status:

*Vendor ID:

Vendor Name:

Reasons/Comments:

Part 2: Vendor Address Information

*Select Add/Change:

Select Address ID:

AddressDescription:

Address Line 1:

Address Line 2:

City:

Country:

State:

Postal Code:

Reason/Comment:

Part 3: Vendor Contact Information

Select Add/ Change:

Processor: Create Online Voucher

AP Processor

FI$Cal

Receive Invoice	Enter Voucher	Attach Invoice	Save Voucher	Budget Check and Match
▪ Agency receives invoice from supplier ▪ Invoices are date stamped	▪ Key invoice information into FI$Cal to create voucher ▪ Search for PO and/or receipt, if required ▪ Copy PO and/or receipt into voucher	▪ Attach supporting documentation ▪ (for example, a scanned invoice or receipts)	▪ FI$Cal checks for duplicates ▪ Confirms Gross Amount matches Invoice Line amounts ▪ Unique Voucher ID assigned to voucher	▪ Runs on system Batch Process ▪ Budget Check process ▪ Matching (required for PO Vouchers)

Key Impacts

- FI$Cal replaces paper claims.
- Electronic approvals replace wet signatures on the claim schedule.
- One voucher can be associated with multiple funds/appropriations and distribution lines.
- Create standard invoices and/or invoices associated with a Purchase Order.

Processor: Create Online Voucher

AP Processor

FI$Cal

Receive Invoice	Enter Voucher	Attach Invoice	Save Voucher	Budget Check and Match
▪ Agency receives invoice from vendor ▪ Invoices are date stamped	▪ Key invoice information into FI$Cal to create voucher ▪ Search for PO and/or receipt, if required ▪ Copy PO and/or receipt into voucher	▪ Attach supporting documentation ▪ (for example, a scanned invoice or receipts)	▪ FI$Cal checks for duplicates ▪ Confirms Gross Amount matches Invoice Line amounts ▪ Unique Voucher ID assigned to voucher	▪ Runs on system Batch Process ▪ Budget Check process ▪ Matching (required for PO Vouchers)

Key Impacts

- The maintain voucher process is completed in FI$Cal.
- FI$Cal routes vouchers for approval workflow process.
- Relates the two vouchers to each other.

Voucher Entry Screenshot

Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

FI$Cal

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
Misc Charge Amount:	0.000
PO Business Unit:	
PO Number:	
Tax Exempt Flag	☐
Estimated No. of Invoice Lines:	1

Add

Voucher Screenshot (Header Level)

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

FI$Cal

Invoice Information | Payments | Voucher Attributes

Business Unit 8880
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date
Invoice Received

Supplier ID
ShortName
Location
*Address

Invoice No
Accounting Date 08/15/2016
*Pay Terms NET45 Net 45
Basis Date Type Inv Date
☐ Tax Exempt ☐ Confidential

Control Group

Invoice Total
Line Total 0.00
*Currency USD
Miscellaneous
Freight
Sales Tax
Use Tax 0.00
Total 0.00
Difference 0.00

Sales/Use Tax Summary
Non Merchandise Summary
Audit Communications
Session Defaults
Comments(0)
Attachments (0)
Template List
Advanced Supplier Search
Confidential
Supplier Hierarchy
Supplier 360

☐ Incomplete Voucher

Save | Save For Later | Action | Run | Calculate | Print

Copy From Source Document

PO Unit | PO Number | LPA Contract ID | Copy PO | Copy From None | Go

Voucher Screenshot (Invoice Line & Distribution Lines Level)

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

FI$Cal

Invoice Lines | Find | View All | First 1 of 1 Last

Line 1 | Copy Down
*Distribute by: Amount
Item
Quantity
UOM
Unit Price
Line Amount: 0.00

Calculate

SpeedChart
Ship To: 8880000001
Description
Packing Slip

One Asset
Sales/Use Tax

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

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit	Project	Activ
☐	1	0.00		8880									

Save | Save For Later

Approver: Approve and Process Voucher

AP Approver 1
AP Approver 2

Department Approval

- Voucher can be approved, denied, or pushed back
- Vouchers are routed for approval based on workflow rules
- Two approval levels per department

SCO AP Approver

SCO Approval

- Warrants only
- Voucher can be approved, denied, or pushed back
- Audit communications

FI$Cal

Voucher Post

- Voucher accounting entry data is Posted in the General Ledger (GL)

Key Impacts

- Approvals are electronic and based on workflow configured in FI$Cal.
- Accounting entries are Debit: Expenditure and Credit: AP Liability.
- Accounting entries are automatically recorded in the GL after vouchers are Approved and Posted.
- Tracks Audit Communications from SCO AP Approver.
- Denied vouchers goes back to Originator. Pushed back goes back to Department Approver 2.

Voucher Approval Screenshot

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Approve ▾ > Approval Framework - Vouchers

FI$Cal

Approval | Line Information | Charge Information | Audit Findings Page

Business Unit	0840	Invoice Number	9700083108
Voucher	00011550	Supplier	BELL & HOWELL LLC
Invoice Date	07/25/2016	ID	0000003645

Voucher Details

Transaction Currency	USD	Terms	Net 30
Total	10,333.34	Approval Status	Pending
Misc Amt	0.00	Added By	10009693
Freight	0.00		Andres Rosales
Sales Tax	0.00		
Use Tax	0.00	Audit Communications	Attachments (2)
Entered VAT	0.00	Cash Type	Warrant

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

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Nam
STATE	0000003645	Remitting Address	08/12/2016	10333.34	USD	BELL & HOV

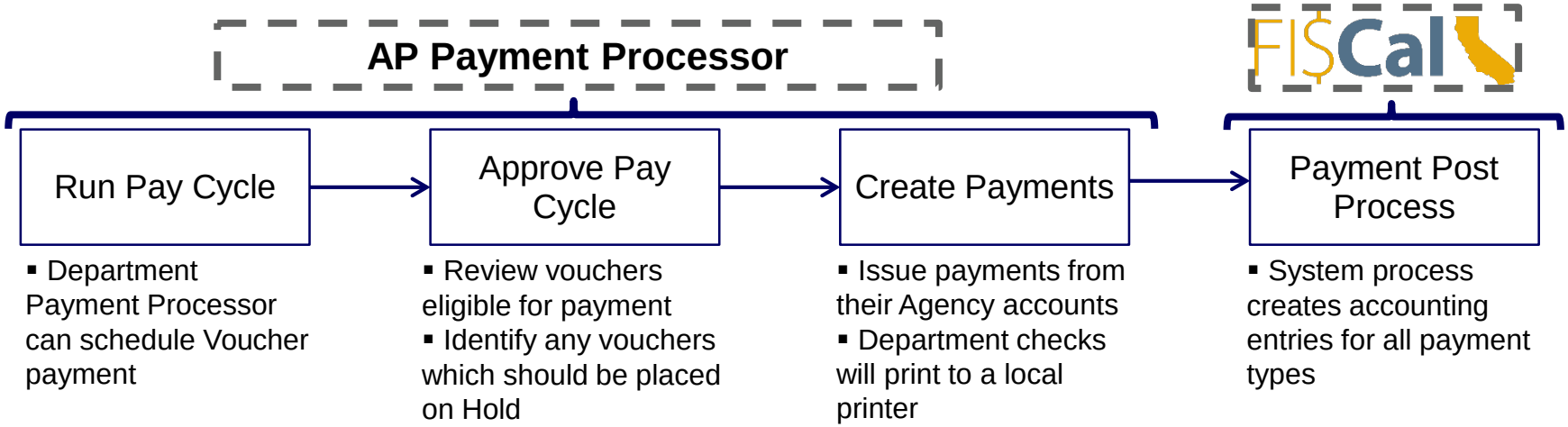
Voucher Approval :: Warrant

BUSINESS_UNIT=0840, VOUCHER_ID=00011550:Pending Start New Path

Voucher Approval :: Warrant

Approved	Pending	Not Routed
Virginia Brummels Department AP Approver 1 08/15/16 - 10:22 AM	Multiple Approvers Department AP Approver 2	Multiple Approvers SCO Common Pool

Payment Processor: Run Pay Cycle



Key Impacts

- Departments have the ability to run pay cycle for departmental checks in FI$Cal.
- Payments that generate a Warrant are initiated in FI$Cal and process/mailed by SCO.
- Pay Cycle details are entered through a Run Control, which is saved for future use.

Run Pay Cycle Screenshot

Favorites | Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria

FI$Cal

Payment Selection Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Pay Cycle: =

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Payment Processor: Void/Stop Payments

AP Payment Processor

FI$Cal

Receive Cancellation Request → Void/Stop Payment → Run Payment Post Process → Run Voucher Post Process

- Department Payment Processor can Void or Stop ORF payments

- Initiate the cancellation process to stop payment for checks
- The System restores encumbrance and reopen PO if payment is marked for Reissue

- Cancelled payments – the System process creates accounting entries

- Cancelled Voucher – the System process creates accounting entries

Key Impacts

- Department ORF checks can be cancelled, stopped or voided payments in FI$Cal.
- Departments will continue to stop payments on Warrants using Standard 435.
- FI$Cal restores encumbrance (if applicable) and updates accounting entries in the GL.

Void/Stop Payment Screenshot

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Payments ▾ > Cancel/Void Payments ▾ > Payment Cancellation

FI$Cal

Payment Cancellation

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Bank SetID:	=	STATE
Bank Code:	begins with	
Bank Account:	=	
Payment Reference:	begins with	
Payment Method:	=	

Search | Clear | Basic Search | Save Search Criteria

Supplier Processor: 1099 Reporting

1099 Withholding:

- Only applicable to United States-based suppliers
- 1099 files are created at the end of each calendar year

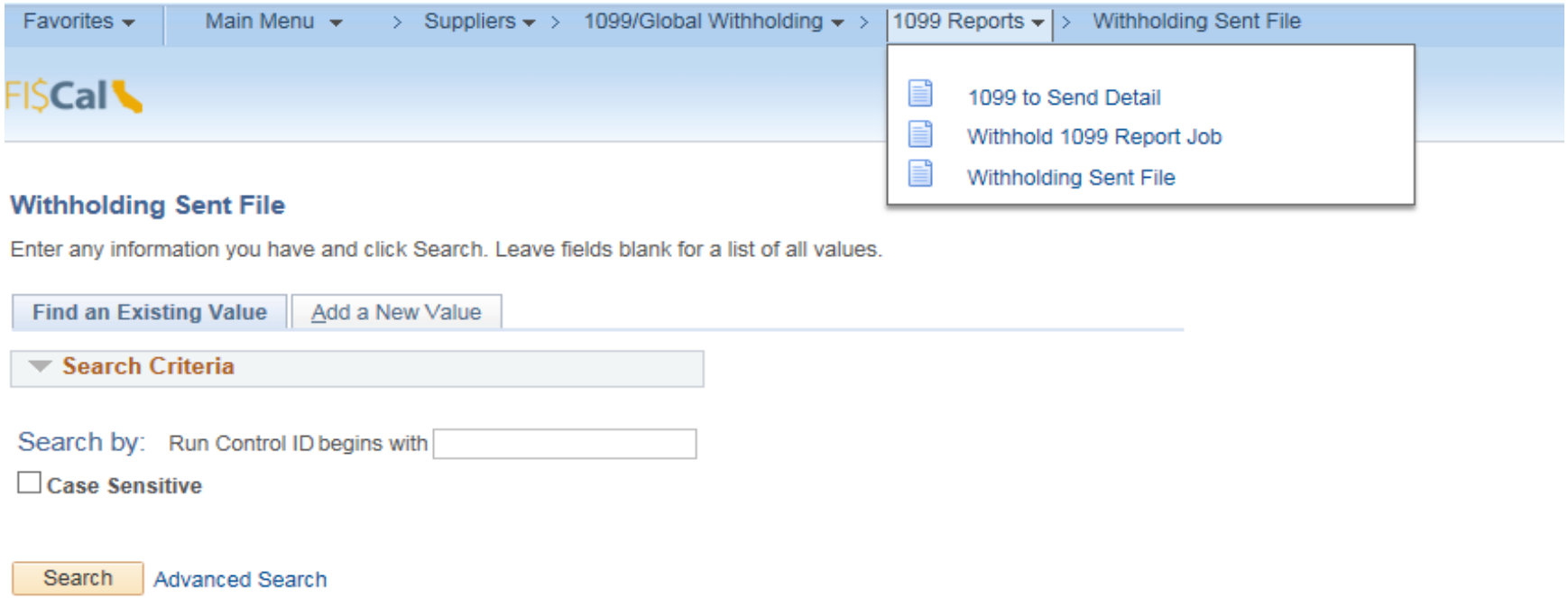
Suppliers are marked as withholding applicable in the Supplier Management File (SMF) in FI$Cal.

Voucher lines in FI$Cal are marked as subject to withholding.

FI$Cal will capture 1099 information and generate a file that is sent to the Franchise Tax Board (FTB).

- FTB will report to the Internal Revenue Service and print/mail 1099s.

1099 Screenshot



Key Impacts

- Suppliers are marked as withholding applicable in the SMF in FI$Cal
- 1099 Reports

Accounts Payable Module Impacts

- The 2017 STO/SCO Release has FI$Cal Departmental Impacts for the following processes:
  - FI$Cal will become the state's Book of Record
  - Warrant Processing
  - Electronic Claims Import
  - Expedite and Special Handling Processing
  - Cash Validation will occur during pay cycle
  - There will be some changes to the Warrant Post Issuance process for departments

Warrant Processing

The FI$Cal System must maintain records of all warrants, regardless of whether the department is in FI$Cal or out of FI$Cal (i.e. Release 2018 and deferred and exempt departments). The warrant information will come from three sources:

- Paper Claims from non-FI$Cal departments
- Electronic Claims and Payroll
- Vouchers created in FI$Cal

Departments will have the ability to create vouchers for SCO-issued Warrants. Vouchers can be created either by:

- Entering data online
- Using a spreadsheet upload
- Using the inbound voucher interface

The following information will focus on the non-FI$Cal departments or systems.

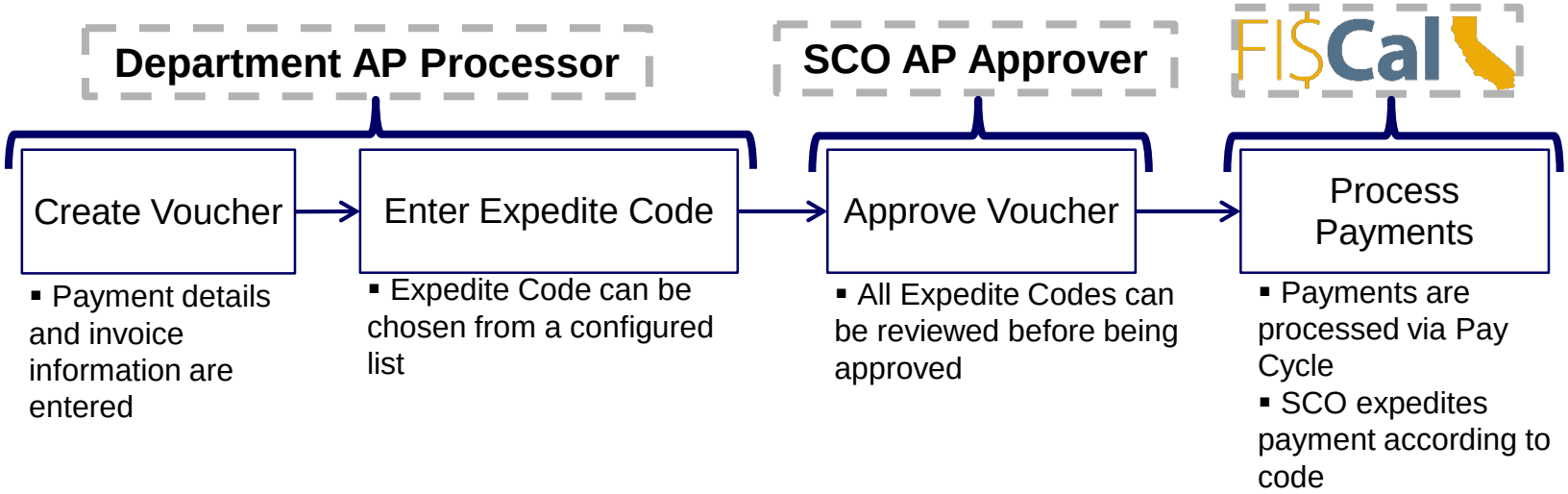
Warrant Processing

- Warrant payments can be made by one of the following methods:
  - Entered directly into FI$Cal by departments as a voucher.
  - Can originate from paper claims from departments not in FI$Cal and interface into FI$Cal.
  - It can originate from an external system (specialized payment system and payroll) and be interfaced into FI$Cal.
- Payroll and Warrant payments recorded in the Accounts Payable module may be integrated with the Accounts Receivable module for the Deposits process and the Cash Management module for the Bank Reconciliation process, as appropriate.
- FI$Cal will provide files to the SCO to facilitate the printing and mailing of warrants.
- In addition, the FI$Cal processes allow for Warrant Expedite and Special Handling Processing for vouchers created in the system.

Special Handling and Expedite Overview

- In the current system, Special Handling and Expedite are accommodated using the legacy paper claim process
- Beginning in 2017, FI$Cal departments will be able to create vouchers and request Special Handling and Expedite Processing through FI$Cal

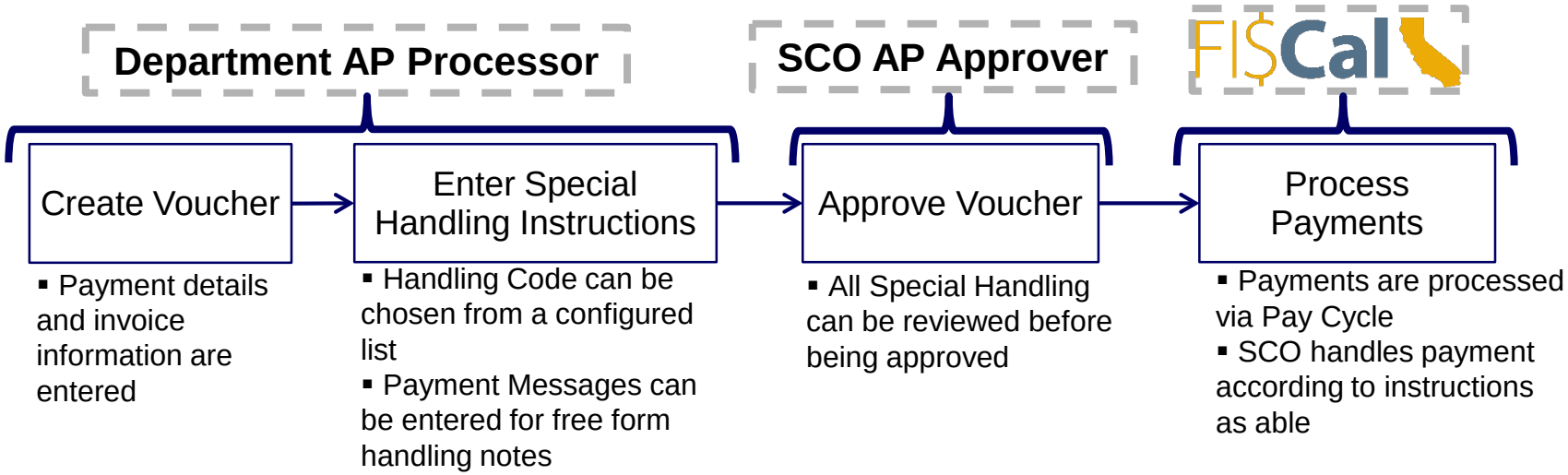
Department Expedite Processing



Key Impacts

- Users now have the ability to expedite payments in FI$Cal.
- SCO will continue to charge the expedite fee and the Inter Agency Agreement is still required.
- Example Expedite Codes include but are not limited to “One Day”, “Two Day,” and “Specific Date”.
- Depending on the cutoff times payments are processed accordingly.

Department Special Handling Processing



Key Impacts

- Users now have the ability to process payments with further instructions instead of using the paper claim legacy process.
- Special Handling Codes are “Release to Agency”, “Release to Treasury,” and “Release to Bank”.
- Depending on the payment message, payments are processed accordingly.

Warrant Post Issuance

- Payment Status reflects the overall status of the warrant.
- The Warrant Post Issuance process records the status of a warrant from issuance until either payment or cancellation.
  - There are primary and secondary post issuance status codes:
    - Primary – Actions that can be first applied to a warrant
    - Secondary – These actions that require a primary action to exist
- For warrants, the majority of payments will fall under the statuses of Unreconciled, Reconciled, Cancelled or Void.
- For a small subset of warrants, other status's will be used.
- Warrant Post Issuance also includes a series of optional reason codes configured in FI$Cal that describes the statuses of the warrant in additional detail or specifies an specific action.

Change Impact Activity

Description:

- A walkthrough with the FI$Cal team to assist departments to complete example change impacts.
- Departments will have the understanding on how to complete the remainder of the tool on their own.
- At your table, discuss how the FI$Cal business processes and related change impacts may affect your department.
- Document three impacts in your BPW Change Impact Tool.

Change Impact Activity(Continued)

Roles:

- Facilitator – Helps lead the discussion with your department on the FI$Cal business processes and change impacts.
- Recorder(s) – Captures the department-specific impacts from the activity in your BPW Change Impact Tool.

Tool:

- Change Impact Tool – Excel document for departments to identify and document the changes in People, Process, Technology, and Communication that will arise from the implementation of FI$Cal business processes.

Next Steps

- Share BPW materials at your department
- Complete the BPW Change Impact Tool
  - BUSN625: Identify Department-Specific Change Impacts
- Review with your FI$Cal CMO Department Readiness Coordinator
  - Identify and work on updating internal department policies, processes, and documentation.
- Prepare for:
  - Role Mapping Workshop (TECH617) – Early March
  - Change Workshop (READ616) – Late May/Early June
  - End-User Training (TRNG606) – May through July
  - User Support Labs (TRNG612) – August

Next Steps

- **Role Mapping Workshop** – Workshop to review the FI$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles.
- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI$Cal business processes and their FI$Cal end-user roles.
- **End-User Training** – Training for department end users that will need to use the System in their assigned FI$Cal end-user roles.
- **User Support Labs** – Sessions for end-users to bring real life examples to FI$Cal for transaction assistance from FI$Cal Subject Matter Experts.

Questions & Answers

FI$Cal Project Information:

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

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