



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

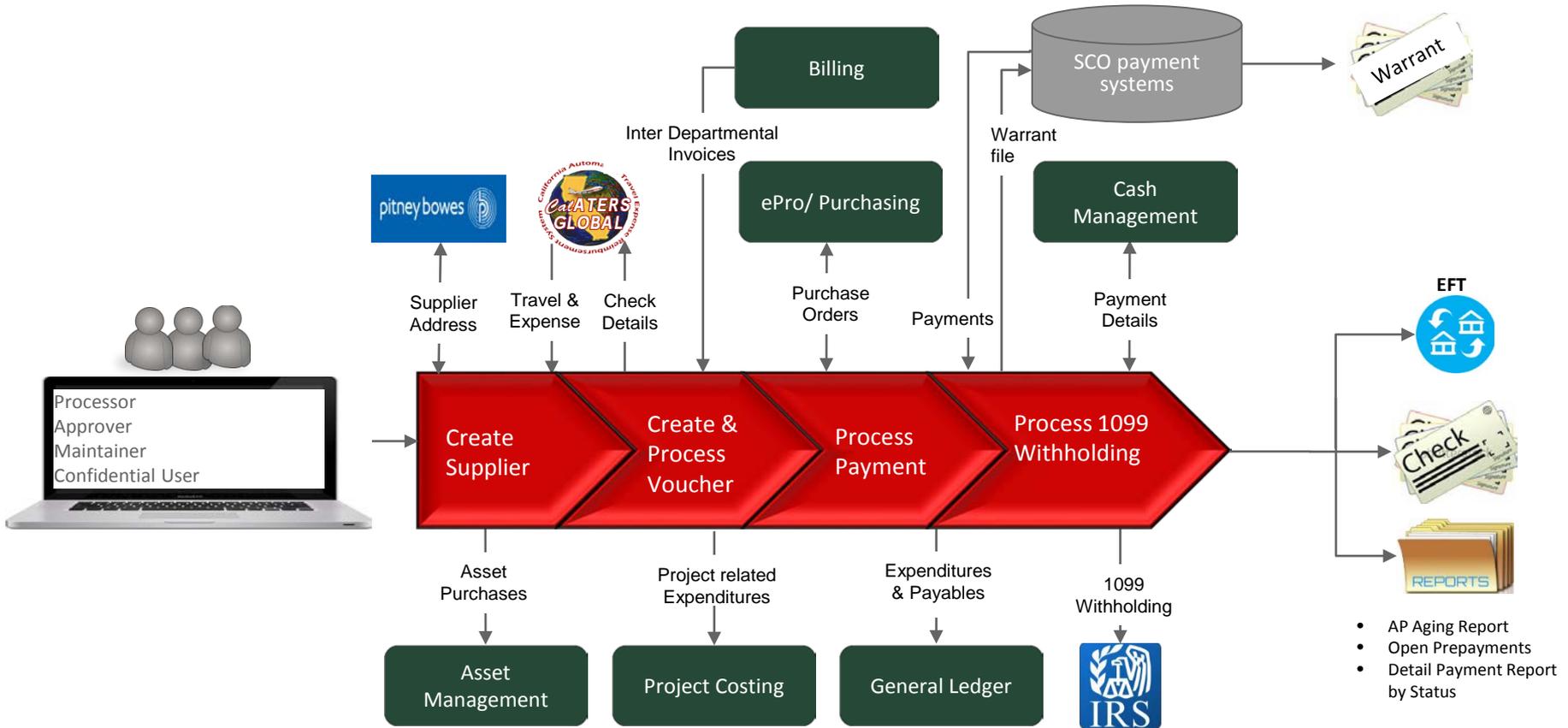
- The Business Process Workshops will provide:
 - An overview of the Accounts Payable business process, including key terms and functionality being implemented.
 - Understand the next steps in the implementation phase.
 - Know how to get assistance from FI\$Cal.

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	<ul style="list-style-type: none"> • Create a new supplier • Edit supplier information • Request updates to existing supplier • Maintain 1099 Department data • Process 1099 adjustments • Run 1099 Reports
AP Processor	<ul style="list-style-type: none"> • Create vouchers • Research or voucher Inquiry • Maintain vouchers • Run AP Reports

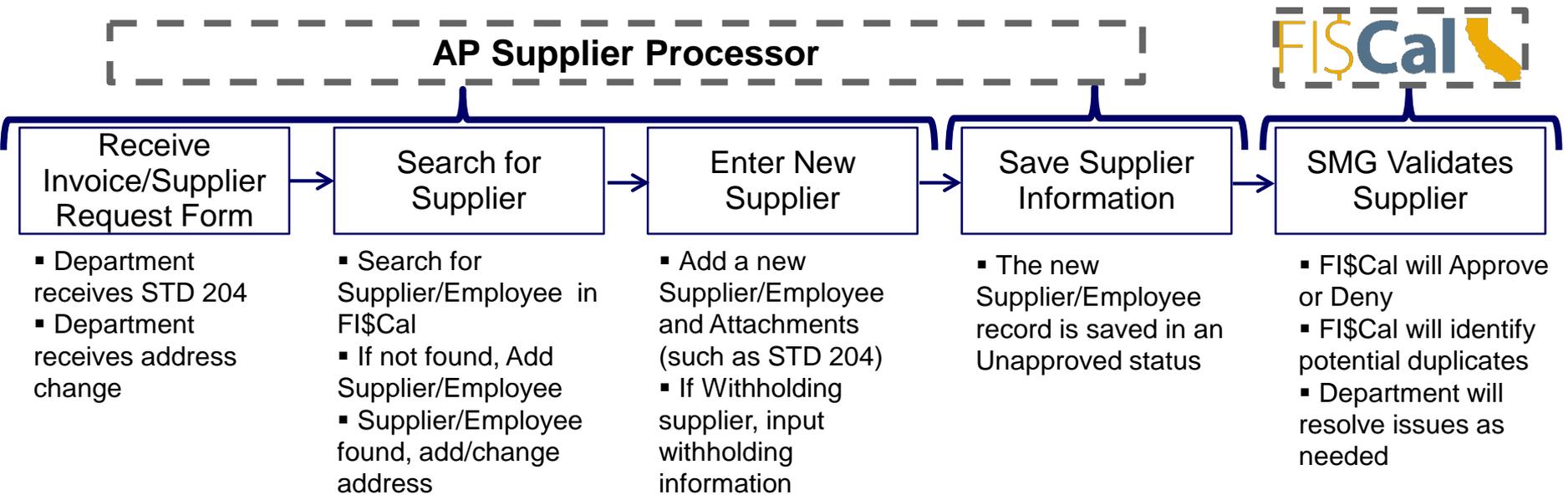
AP End-User Roles (continued)

FI\$Cal End-User Role	Responsibilities
AP Approver	<ul style="list-style-type: none"> • AP Approver 1 • AP Approver 2 • Review/Approve vouchers in workflow
AP Payment Processor	<ul style="list-style-type: none"> • Run Pay Cycle • Approve Pay Cycle • Create Payments

AP End-User Roles (continued)

AP Maintainer	<ul style="list-style-type: none">• Manage Match Workbench• Maintain Voucher Build Errors• SpeedCharts• Commitment Control activities
AP Confidential User	<ul style="list-style-type: none">• AP Confidential Reporter• Has access to Confidential Purchasing, AP, AR and Supplier information

Processor: Create & Maintain Supplier Employee



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

*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 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: ▾ | Due Date: 

Status:

Part 1: Vendor Information

*SetID:  | BidSync SupplierID:

*Vendor ID:  | Vendor Status: ▾

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:

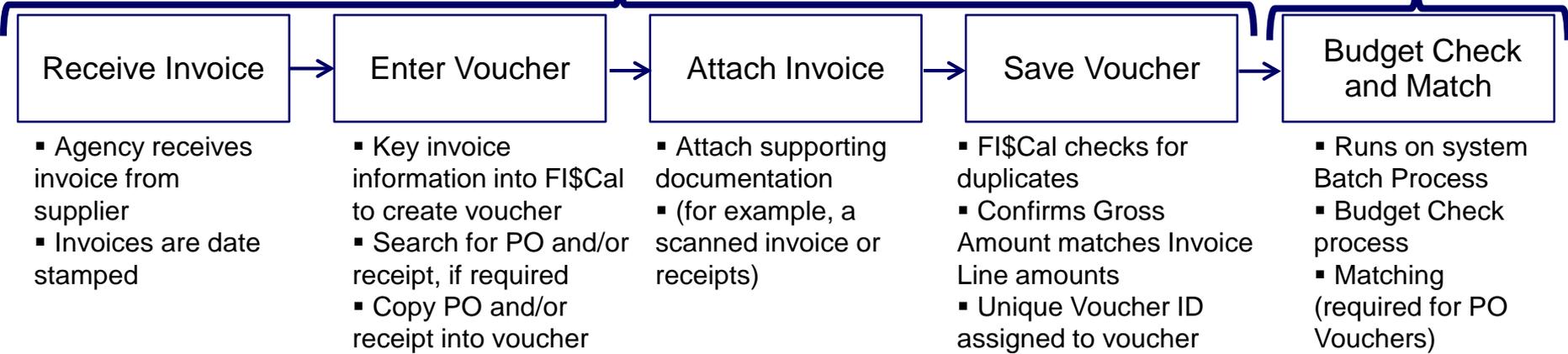
Reason/Comment:

Part 3: Vendor Contact Information

Select Add/Change: ▾

Processor: Create Online Voucher

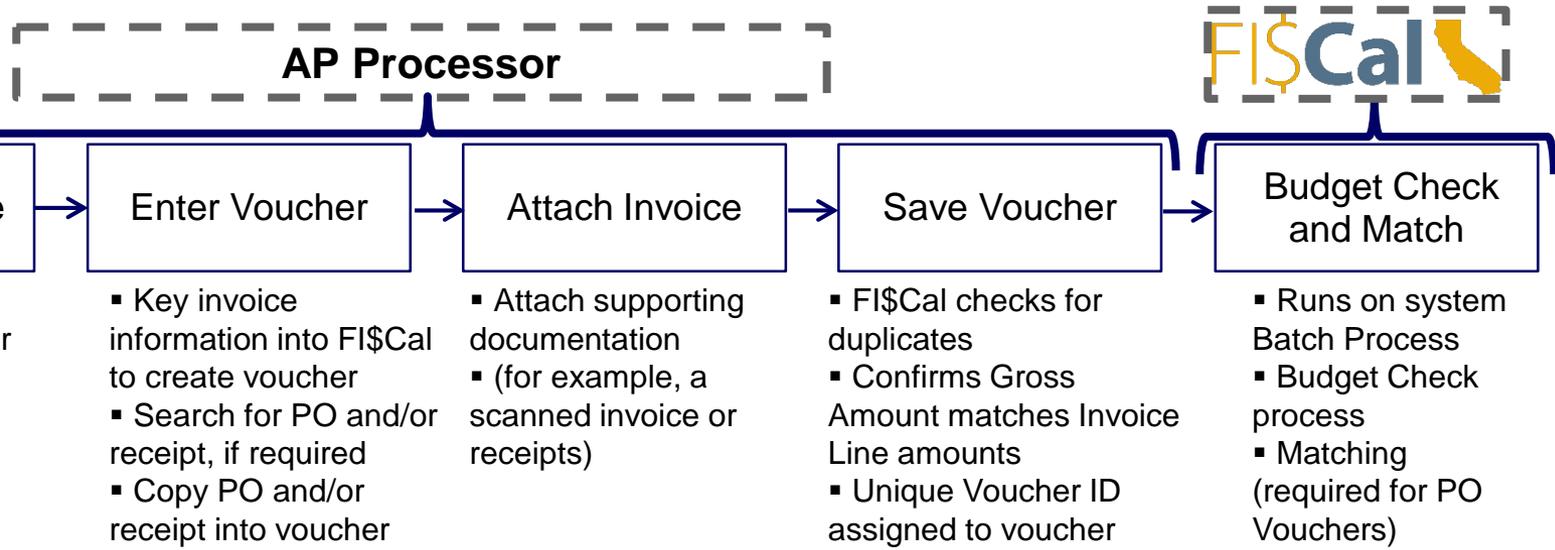
AP Processor



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



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



Voucher

Find an Existing Value Add a New Value

Business Unit:

Voucher ID:

Voucher Style:

Supplier Name:

Short Supplier Name:

Supplier ID:

Supplier Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Gross Invoice Amount:

Freight Amount:

Sales Tax Amount:

Misc Charge Amount:

PO Business Unit:

PO Number:

Tax Exempt Flag

Estimated No. of Invoice Lines:

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

Incomplete Voucher

Copy From Source Document

PO Unit **PO Number** **LPA Contract ID** **Copy From**

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](#)

Voucher Screenshot (Invoice Line & Distribution Lines Level)

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

FISCal

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

Copy Down
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount

SpeedChart
 Ship To
 Description
 Packing Slip

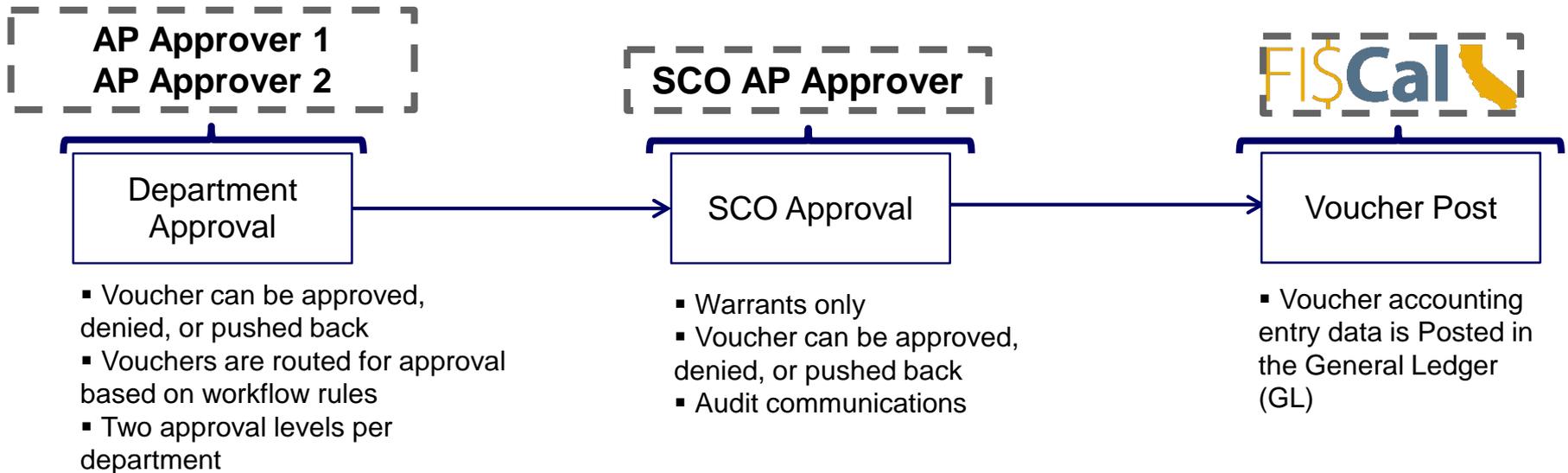
One Asset
 Sales/Use Tax

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
<input type="button" value="+"/>	<input type="checkbox"/>	1	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text" value="8880"/>	<input type="text"/>								

Approver: Approve and Process Voucher



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

Approval	<u>Line Information</u>	<u>Charge Information</u>	<u>Audit Findings Page</u>
Business Unit 0840	Invoice Number 9700083108		
Voucher 00011550	Supplier <u>BELL & HOWELL LLC</u>		
Invoice Date 07/25/2016	ID 0000003645		

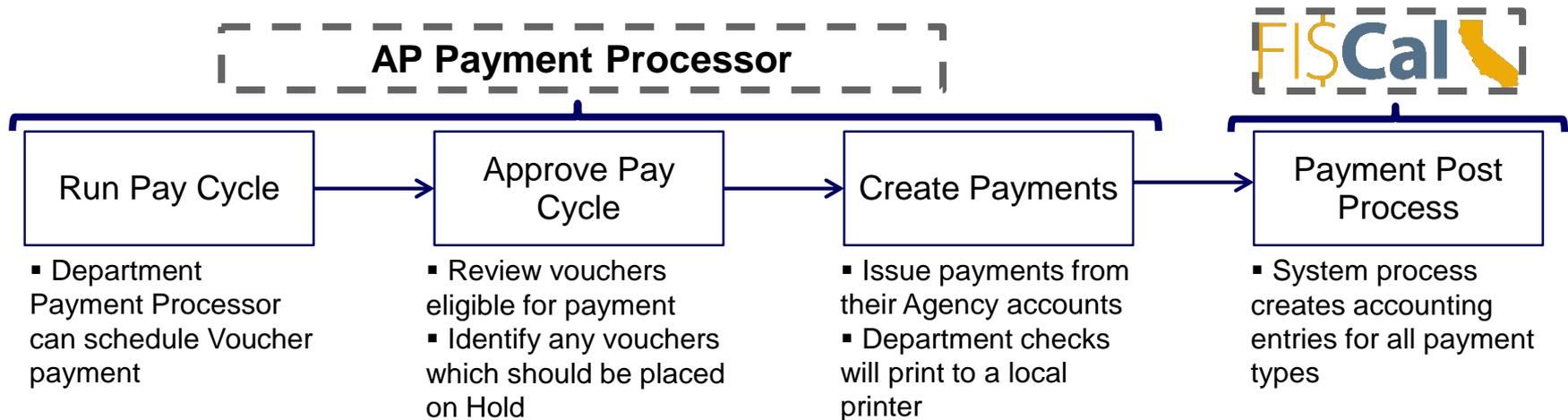
Voucher Details	
Transaction Currency USD	Terms Net 30
Total 10,333.34	Approval Status Pending
Misc Amt 0.00	Added By 10009693
Freight 0.00	Andres Rosales
Sales Tax 0.00	Audit Communications Attachments (2)
Use Tax 0.00	Cash Type Warrant
Entered VAT 0.00	

Details							Personalize	Find	View All	Print	First	1 of 1	Last
Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name							
STATE	0000003645	Remitting Address	08/12/2016	10333.34	USD	BELL & HOV							

Voucher Approval :: Warrant



Payment Processor: Run Pay Cycle



Key Impacts

- Departments have the ability to run pay cycle for departmental checks in FI\$Cal.
- 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.

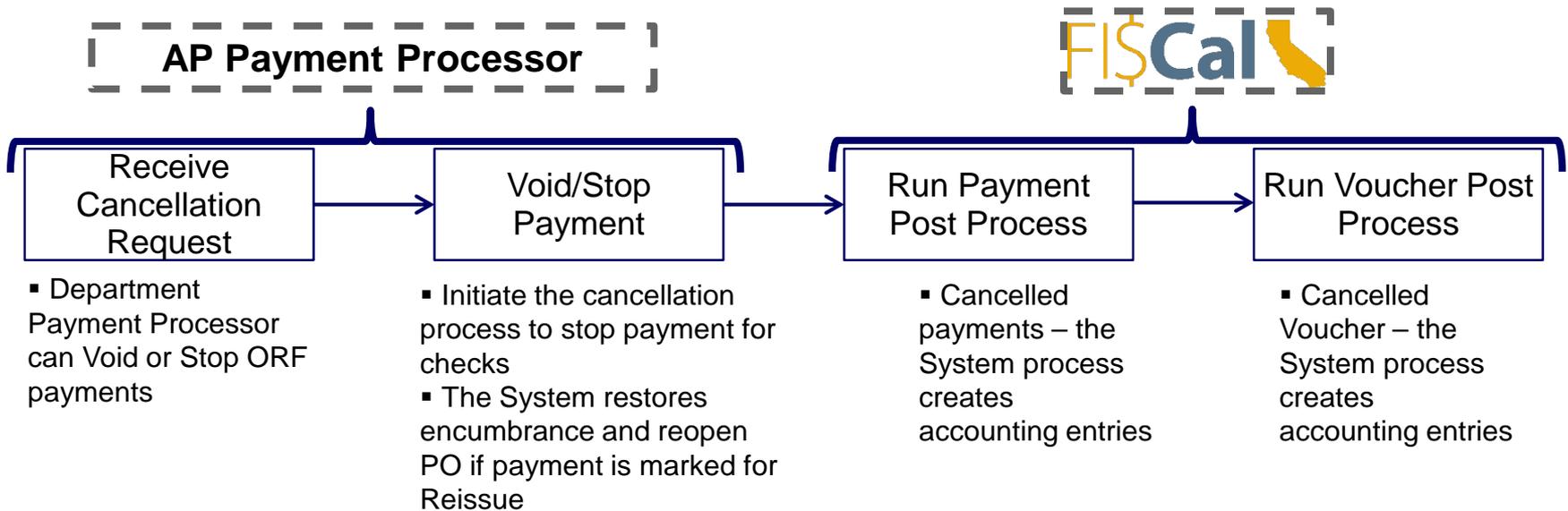
▼ **Search Criteria**

Pay Cycle: [= ▾] 🔍



[Find an Existing Value](#) | [Add a New Value](#)

Payment Processor: Void/Stop Payments



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

Favorites ▾ Main Menu ▾ > Suppliers ▾ > 1099/Global Withholding ▾ > 1099 Reports ▾ > Withholding Sent File

FI\$Cal 

-  1099 to Send Detail
-  Withhold 1099 Report Job
-  Withholding Sent File

Withholding Sent File

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

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

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.

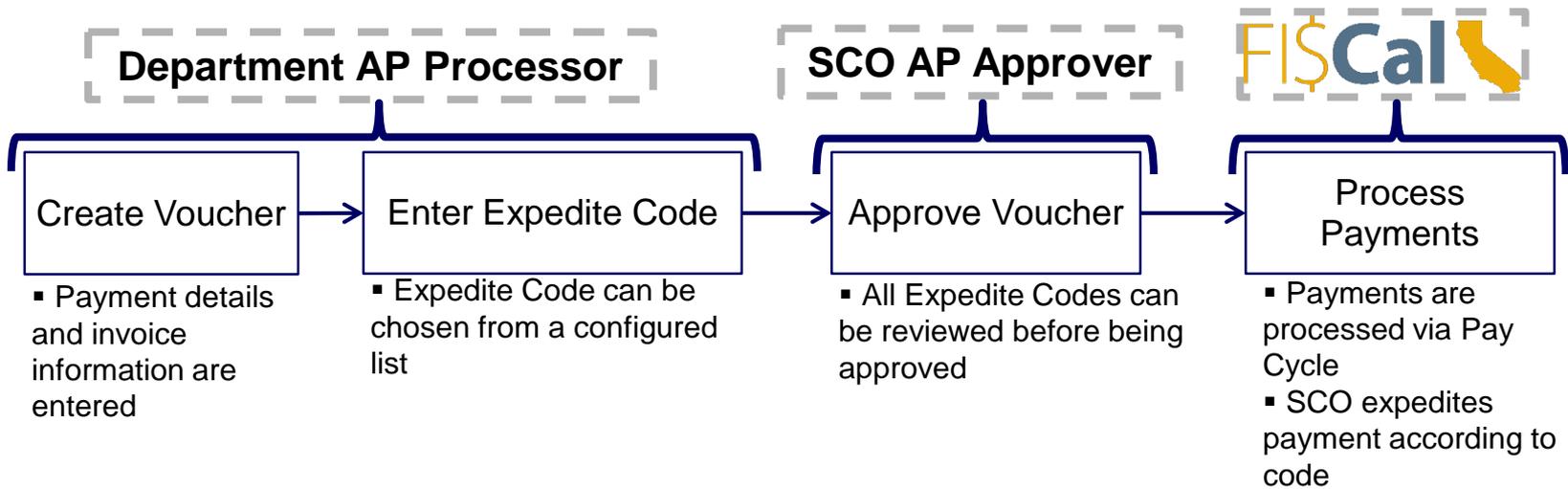
Warrant Processing

- 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

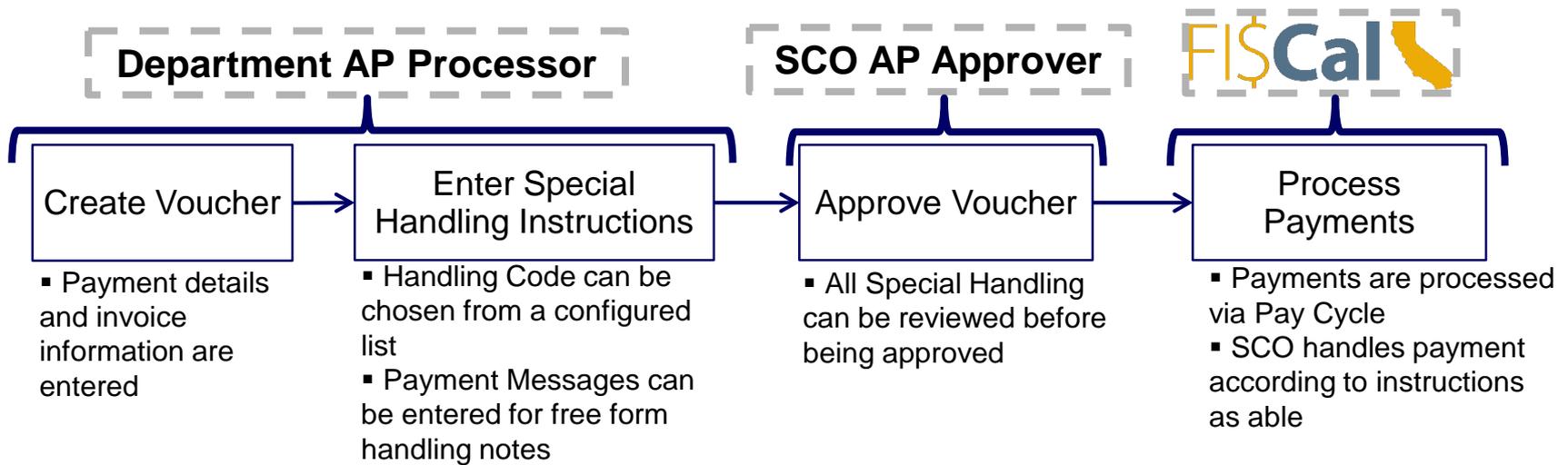
Department Expedite Processing



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/>

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

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