



One state. One system.

Procurement Business Process Workshop (BPW)

2017 Departmental Release



Agenda

- BPW Objectives
- What You Should Take Away
- Requisition, Sourcing, Procurement Contracts, Purchase Orders, Receiving, and P-Cards will each have a:
 - Process Overview
 - Detailed End-User Role Description
 - Demonstration
- Change Impact Activity
- Next Steps

BPW Objectives

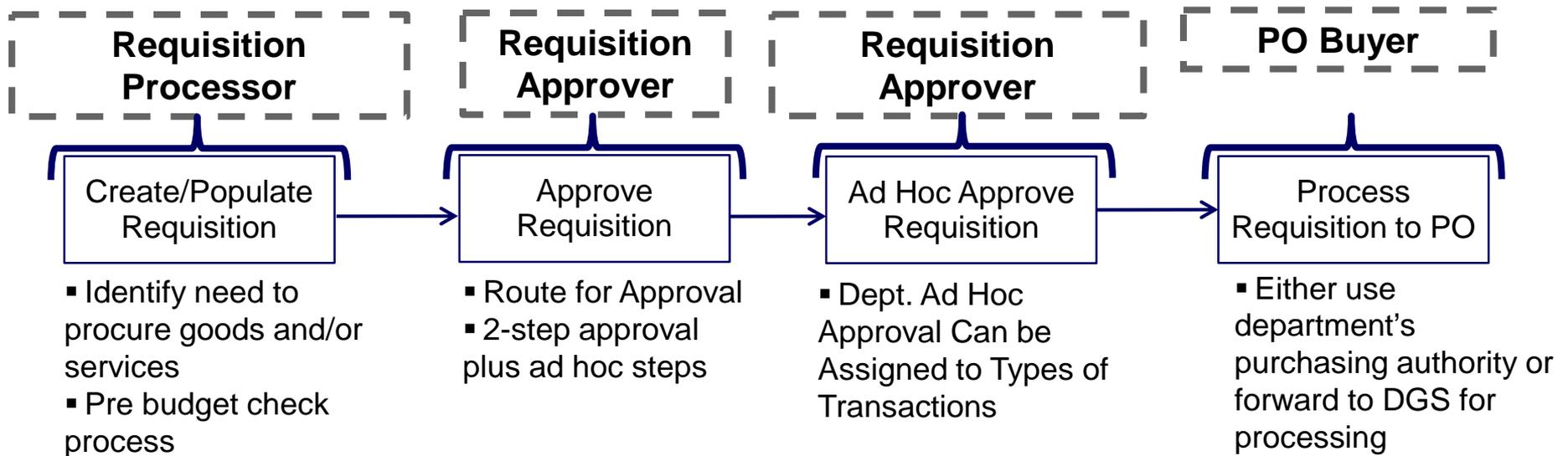
The Business Process Workshops allow participants to :

- Gain an understanding of the new FI\$Cal processes and end-user roles
- 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

Create & Approve Requisition



Key Impacts

- Acquisition type, reporting structure, and dollar amount will be used to determine workflow routing.
- Requisitions may include ad hoc departmental approvers as well as external (DGS) approvers.

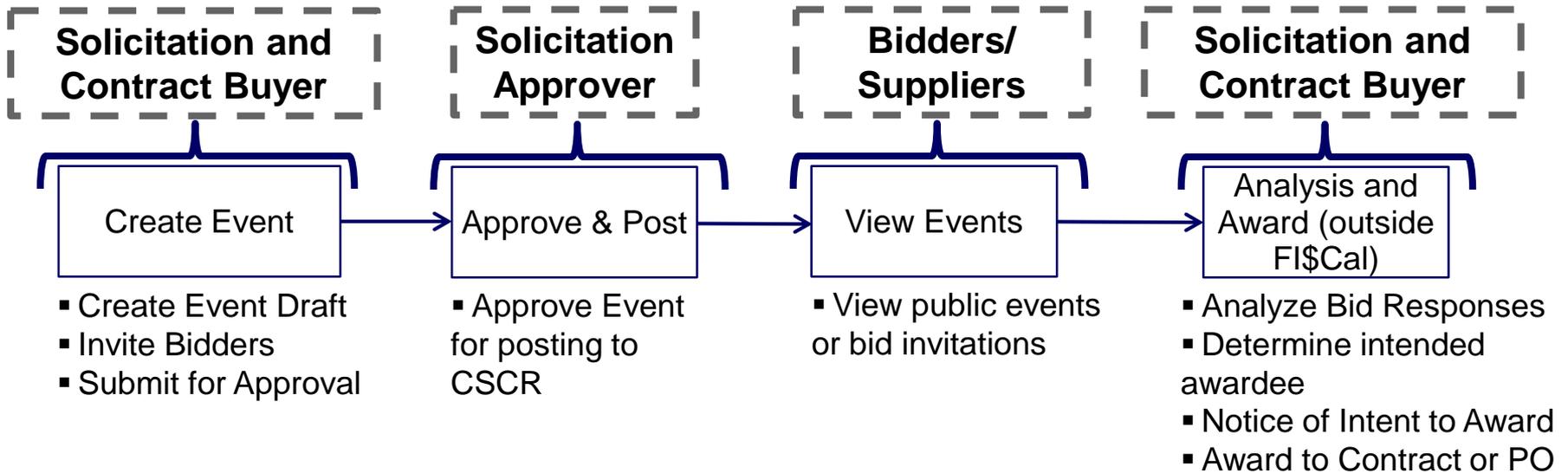
Requisition End-User Roles

FI\$Cal End-User Role	Responsibilities
<p>Requisition Processor</p>	<p>The department end user who requests goods and/or services through a requisition. This user can also update requisitions and, if a P-Card user, can create requisitions with the P-Card as the intended payment mechanism.</p>
<p>Requisition Approver</p>	<p>The department end user who is responsible for approving department requisitions. The first approval step is intended as a first-level review/approval by a program approver. A second-level review/approval will distribute/assign requisitions to a PO Processor.</p>

Demonstration Overview



Manage Sourcing Summary Flow



Key Impacts

- Solicitation Events may be entered directly or may originate from a requisition.
- The event is posted in the FI\$Cal CSCR portal and email invitations sent after event approval.
- Solicitations are routed for approval by Business Unit and Acquisition Type
- Preview dates are utilized to collect questions from bidders and departments are able to create a new version of the event before the start date to respond with answers (Q&A process).

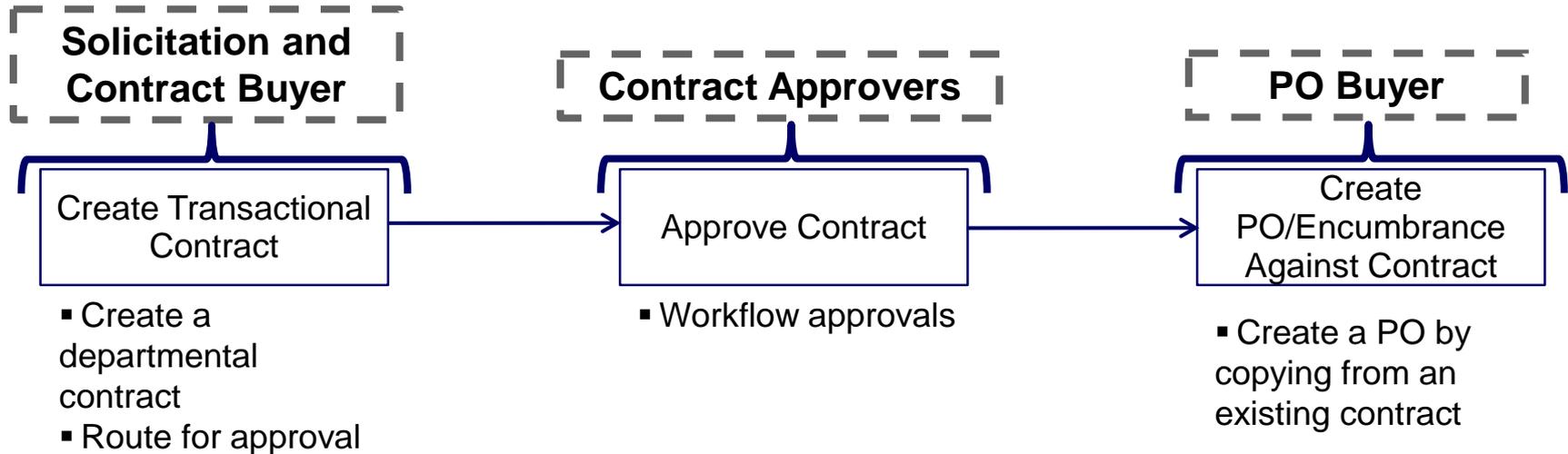
Sourcing End-User Rules

FI\$Cal End-User Role	Responsibilities
<p>Solicitation and Contract Buyer</p>	<p>The department end user that create/modifies events. This department end user can also review and provide suggested markups to another user’s events prior to approval and posting. This user can also add vendors and run reports on a department’s procurement activity.</p>
<p>Solicitation Approver</p>	<p>The department end user that approves events. The user can add ad-hoc approvers to an event as required.</p>

Demonstration Overview



Procurement Contracts Summary Flow



Key Impacts

- Contracts may be created by direct entry, or copying from an existing contract.
- Wet signatures on contracts are still needed from suppliers and departments.
- STD. 213/210 are still required and attached to the transactional contract.
- Purchase Orders must be created to encumber funds in order to process payments for contracts.
- Contracts are routed for approval by Business Unit and Acquisition Type.
- For multi year contracts, POs can only be created and encumbered for the current fiscal year.

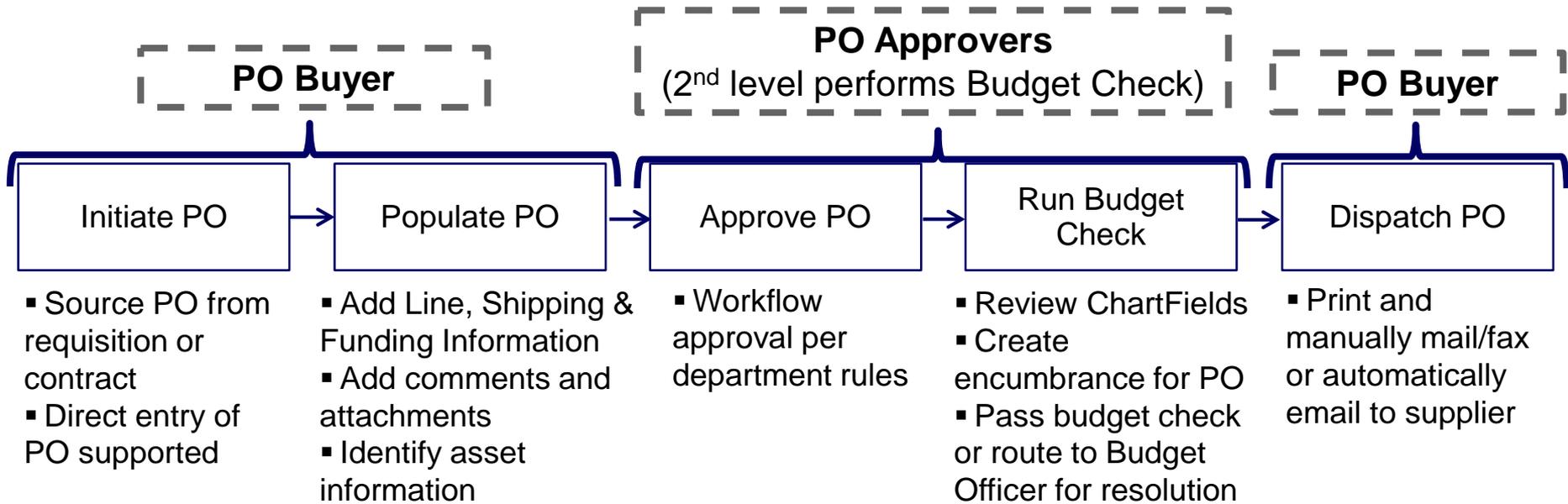
Procurement Contracts End-User Roles

FI\$Cal End-User Role	Responsibilities
Solicitation and Contract Buyer	<p>The department end user who creates and modifies transactional contracts and enters contract documents into the system. This department end user can also review and provide suggested markups to other users' contracts and attached documents prior to approval and/or posting. Also, they can run reports on department procurement and contracting activity.</p>
Contract Approver	<p>The department end user who approves transactional contracts and attached contract documents. Multiple levels of approval are required for each contract. Users can also run reports on department procurement and contracting activity.</p>
PO Buyer	<p>This is a department end user who creates purchase orders from solicitations and contracts.</p>

Demonstration Overview



Manage Purchase Order



Key Impacts

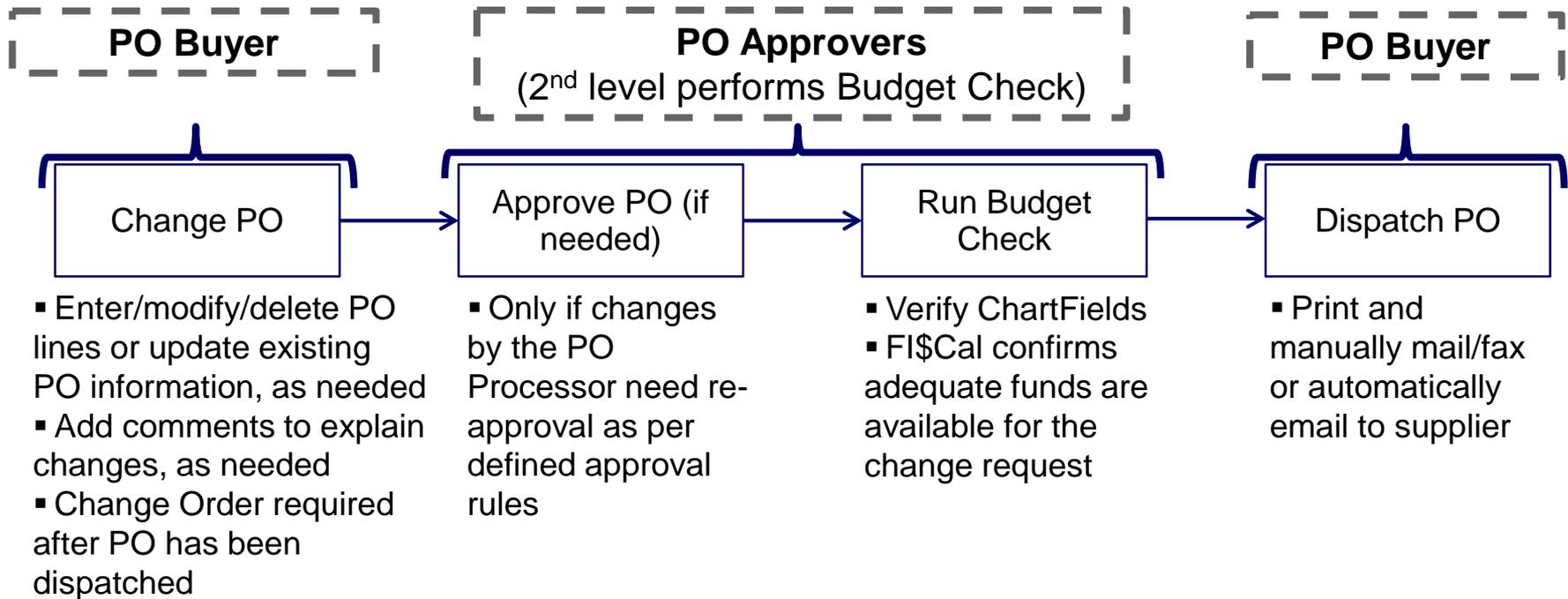
- Only users with the role of PO Buyer is allowed to create POs.
- Electronic routing and approvals for POs.
- Automated budget check/encumbrance.
- Acquisition type, reporting structure, and dollar amount will be used to determine workflow routing.

Purchasing Module Impacts

- The 2017 STO/SCO Release has FI\$Cal Departmental Impacts for the following process:
 - FI\$Cal will become the state’s Book of Record
 - At year end, departments must create and process their purchase orders to encumber their spending authority. If not, any remaining unencumbered spending authority will be “swept” based on the encumbrance date.



Manage PO Change Order



Key Impacts

- PO numbers remain the same following a Change Order. A Change order revision number is assigned and tracked by FI\$Cal.
- When a Change Order is triggered, the PO may need to be re-approved.

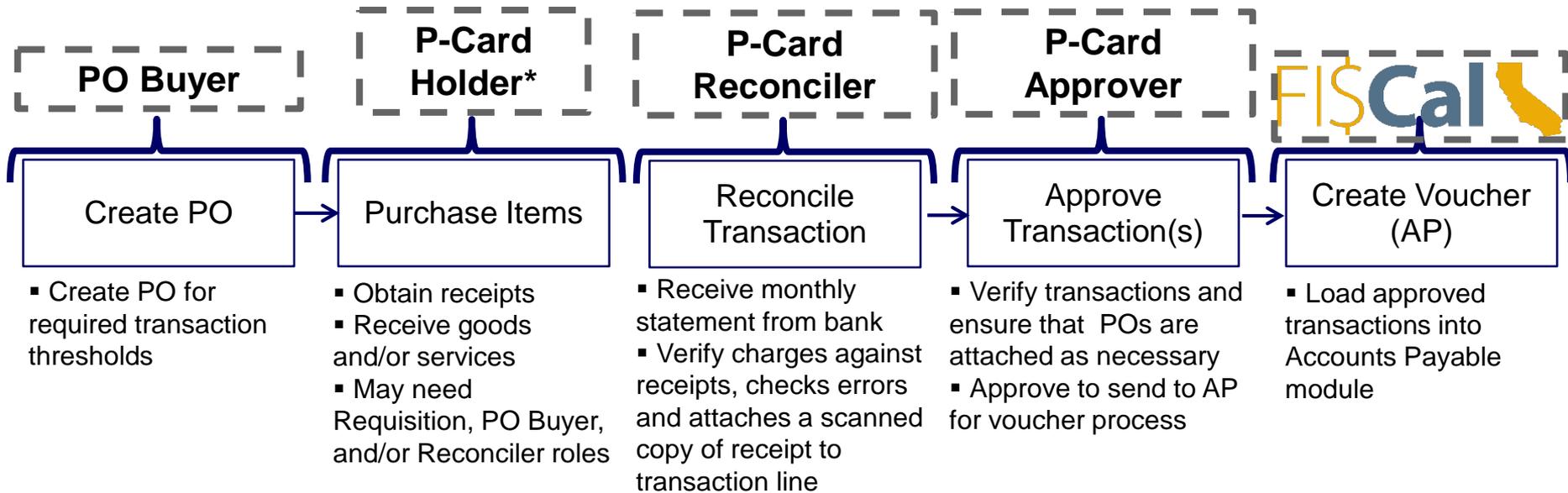
Purchase Order End-User Roles

FI\$Cal End-User Role	Responsibilities
<p>PO Buyer</p>	<p>The department end user who creates, updates, and dispatches POs. They can also run reports on a department’s procurement activity. This user can also, if a P-Card user, create POs with the P-Card as the intended payment mechanism.</p>
<p>PO Approver</p>	<p>The department end users who approves department POs. This is multiple level process and the workflow of approval is determined by acquisition type, amount, and reporting structure. This user can also add ad-hoc approvers to the other POs.</p>

Demonstration Overview



Process P-Card Transactions



* Not a FI\$Cal System role

Key Impacts

- Department assigns a P-Card Maintainer to create and manage cardholder profiles.
- A P-Card must be associated with the buyer for it to be used as a payment method on a PO.
- Bank Statements will be loaded and P-Card reconciliation will be performed in FI\$Cal.
- Reconciliation includes adding UNSPSC, acquisition type and method, SABRC/EPP compliance, and identifying the vendor (including SB/DVBE participation) if a PO was not created.
- Reconciled and approved transactions are pushed to AP for payment processing.
- All FI\$Cal department P-Cards will be on the same bank cycle.

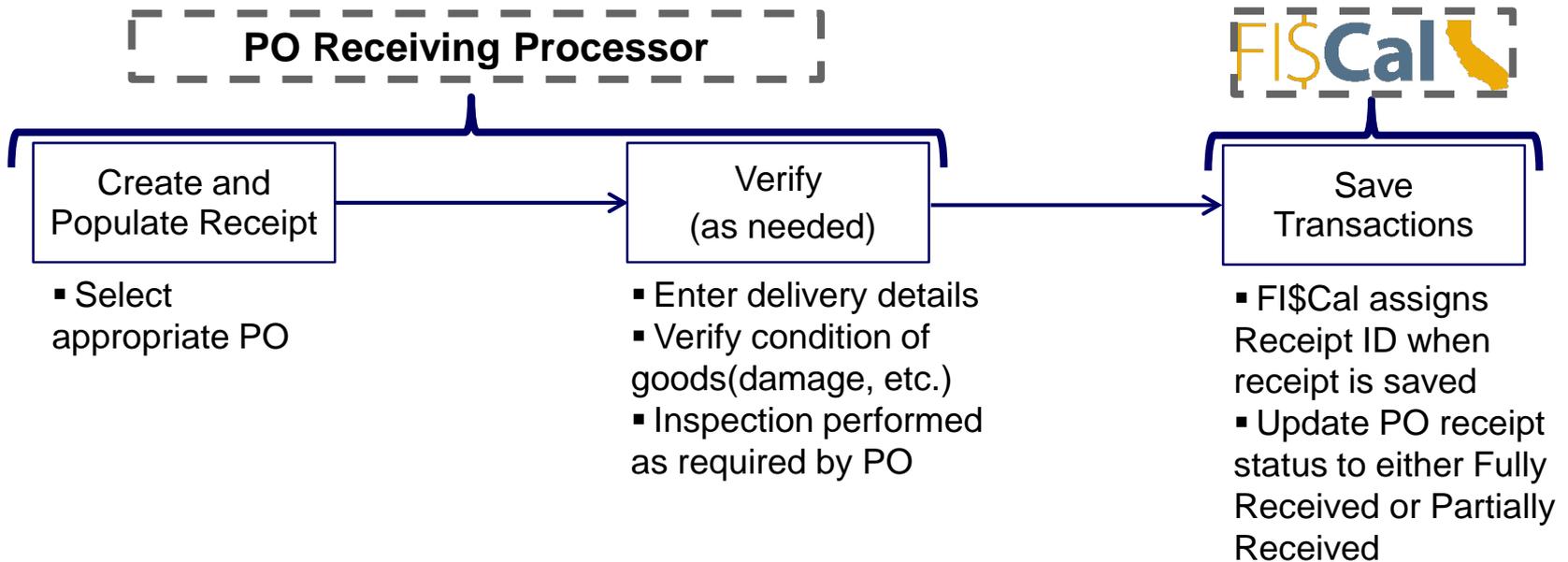
P-Card End-User Roles

FI\$Cal End-User Role	Responsibilities
P-Cardholder	This is a non-FI\$Cal role. This user is anyone who is authorized to conduct transactions with a P-Card (Cal Card.) This user may require additional purchasing roles.
P-Card Maintainer	The end user who manages P-Card administration activities for the department.
P-Card Reconciler	The department end user who reconciles P-Card transactions and updates distributions and reporting data. This user can be the cardholder or a proxy user who reconciles on behalf of the cardholder.
P-Card Approver	The department end user who reviews and approves P-card transaction lines that have been verified by the card holder/ reconciler.

Demonstration Overview



Create Receipt

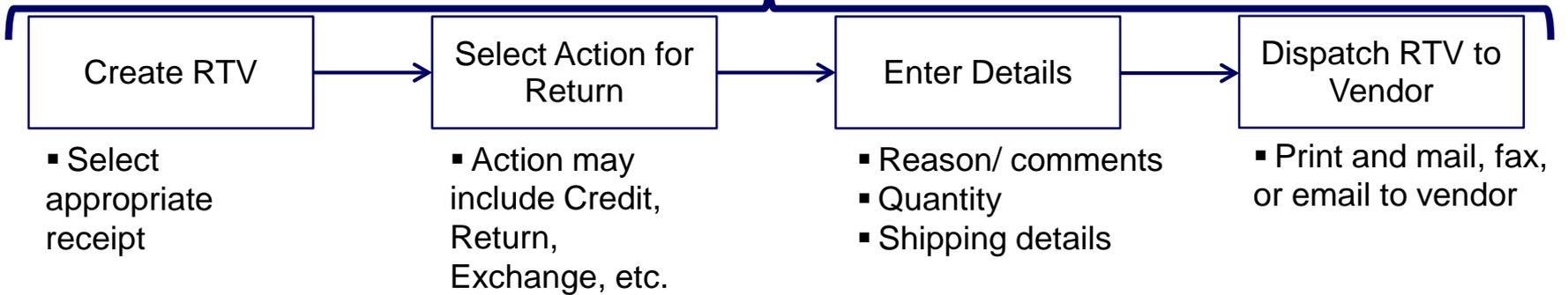


Key Impacts

- Receipt delivery, accrual, summary, ship-to, and account details are captured in FI\$Cal.
- Blind receiving will be implemented.
- Automated update of PO status when goods/services are received.
- If identified on the PO, the asset management integration occurs at the receipt.

Create Return to Vendor (RTV)

PO Receiving Processor



Key Impacts

- RTV instructions and reason codes are incorporated in creating an RTV.
- A query is available to view over-shipments.

Receiving End-User Roles

FI\$Cal End-User Role	Responsibilities
<p>PO Receiving Processor</p>	<p>The department end user who manages the receipt of goods and services and enters receiving inspection results, including acceptance testing. Also the department end user who enters a Return To Vendor (RTV) transaction.</p>

Demonstration Overview



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 and Answers



FI\$Cal Project Information:

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

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

fiscal.cmo@fiscal.ca.gov

Appendix

PO Header & Line Page

▼ Header

*PO Date: [Vendor Search](#)

*Vendor: [Vendor Details](#)

*Vendor ID: [ACCENTURE_LLP](#)

*Buyer: [Department Buyer](#)

PO Reference:

Header Details [Activity Summary](#)

PO Defaults [Document Status](#)

Requisitions [Add Comments](#)

PO Activities [Add ShipTo Comments](#)

SB/DVBE Contracting [Confidential](#)

Doc Tol Status:

*Acquisition Type: Acquisition Sub -Type:

*Acquisition Method: Acquisition Sub-Method:

DGS Billing Code:

Receipt Status:

*Dispatch Method:

Amount Summary

Merchandise: 123,549,999,987,645.00

Freight/Tax/Misc.: 0.00

Total Amount: 123,549,999,987,645.00 USD

Encumbrance 9,999,999,999.00 USD

Balance:

Select Lines To Display

Line: To:

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

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving					
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1	<input type="text"/>	Items	12355.0000	EA	56101500	9,999,999,999	123,549,999,987,645.00	Pending	<input type="button" value="Q"/>	<input type="button" value="Print"/>	<input type="button" value="Add"/>	<input type="button" value="Remove"/>

[View Printable Version](#) *Go to:

Key Points:

- Header provides key information about the purchase order
- Lines give the information of different items to be purchased

PO Approval Process Map

View Approvals

Business Unit: 3980
 PO ID: 0000000612 [View Printable Version](#)
 PO Total: 6,049.45 USD
 Vendor ID: 0000000002 STAPLES INC
 Buyer: Z_DEPT_PO_BUYER
 PO Reference:

PO Status: Dispatched
 PO Date: 04/07/2014
 Budget Status: Valid
 Justification:

Review Lines

Review / Edit Approvers

Reporting Structure Approval 1

Purchase Order 0000000612: **Approved** [View/Hide Comments](#)

Reporting Structure Approval 1

```

  graph LR
    A["Approved  
Z_DEPT_PO_APPR_A2_R2_1_1  
PO Approver 1  
04/07/14 - 5:36 AM"] --> B["Approved  
Z_DEPT_PO_APPR_A2_R2_2_1  
PO Approver 2  
04/07/14 - 5:37 AM"]
    B --> C["Approved  
Z_DEPT_PO_APPR_A2_R2_3_1  
PO Approver 3  
04/07/14 - 5:38 AM"]
    D["Skipped  
Department Buyer  
PO Approver 1  
04/07/14 - 5:35 AM"]
  
```

Comments

[Return to Purchase Order](#)

Key Points:

- Shows approval status

PO Document Status Inquiry

Document Status

Business Unit:	3980	PO ID:	0000000587
Document Date:	04/01/2014	Status:	Dispatched
Currency:	USD	Document Type:	Purchase Order
Buyer:	Department Buyer	Merchandise Amt:	18,300.00
		Budget Status:	Valid

Associated Document

Personalize | Find | View All |  |  First  1-3 of 3  Last

Documents		Related Info					
Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
3980	Receipt	0000000125	Canceled	04/02/2014	0000000001 	MAIN	
3980	Receipt	0000000126	Received	04/02/2014	0000000001 	MAIN	
3980	Voucher	00000227	Posted	04/02/2014	0000000001 	MAIN	

 Return to Search  Previous in List  Next in List

Key Points:

- Documents related to a Purchase Order can be found in the document status of the PO

P-Card

Reconcile Statement

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement Personalize | Find | View All |   First 1-9 of 17 Last

Transaction Billing 

		Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	
1	<input checked="" type="checkbox"/>	Lad,Vikas	USBK1	*****2913	04/28/2005	APPLETON PAPERS INC.	Staged	-2,101.16	USD	
2	<input type="checkbox"/>	Lad,Vikas	USBK1	*****2913	04/28/2005	APPLETON PAPERS INC.	Staged	-890.00	USD	
3	<input type="checkbox"/>	Lad,Vikas	USBK1	*****2913	05/12/2005	APPLETON PAPERS INC.	Staged	67,269.31	USD	
4	<input type="checkbox"/>	Lad,Vikas	USBK1	*****2913	04/28/2005	APPLETON PAPERS INC.	Staged	0.02	USD	
5	<input type="checkbox"/>	Lad,Vikas	USBK1	*****2913	05/12/2005	APPLETON PAPERS INC.	Staged	67,269.31	USD	
6	<input type="checkbox"/>	Lad,Vikas	USBNK	*****2913	04/28/2005	APPLETON PAPERS INC.	Verified	-2,101.16	USD	
7	<input type="checkbox"/>	Lad,Vikas	USBNK	*****2913	05/12/2005	APPLETON PAPERS INC.	Verified	67,269.31	USD	
8	<input type="checkbox"/>	Lad,Vikas	USBNK	*****2913	04/28/2005	APPLETON PAPERS INC.	Verified	-890.00	USD	
9	<input type="checkbox"/>	Lad,Vikas	USBNK	*****2913	05/12/2005	APPLETON PAPERS INC.	Verified	67,269.31	USD	

Select All
 Clear All
 Stage
 Verify
 Validate Budget

Key Points:

- This screen shows what an uploaded statement will look like in FI\$Cal

P-Card

▼ Purchase Order

*Business Unit:	<input type="text" value="3980"/>	Original PO:	<input type="text" value="N"/>
PO ID:	<input type="text"/>		
PO Line:	<input type="text"/>		
PO Sched:	<input type="text"/>		
Vendor ID:	<input type="text" value="0000000011"/>	Safeway	
Location:	<input type="text" value="SOMEPLACE"/>	someplace description	
Ship To:	<input type="text"/>		
Item ID:	<input type="text"/>		
Category:	<input type="text" value="81111507"/>	ERP or database applications programming serv	
Vendor Item:	<input type="text"/>		
*Quantity:	<input type="text" value="1.0000"/>		
*UOM:	<input type="text" value="EA"/>		
Unit Price:	<input type="text" value="67,269.31000"/>	USD	Transaction Amount: <input type="text" value="672"/>

Bill Includes Tax if Applied
 Tax Paid

[Sales/Use Tax](#) [Category Search](#) [View Hierarchy](#) [PO P](#)

Key Points:

- Purchase Orders must be created before P-Card transactions for scenarios outlined in state guidelines

P-Card

Split Transaction

Line: 3
Trans Date: 05/12/2005 **Billing Amount:** 67,269.31 USD
Posted Date: 05/15/2005 **Reference:**
Merchant: APPLETON PAPERS INC.
Description: 90353588/90353621

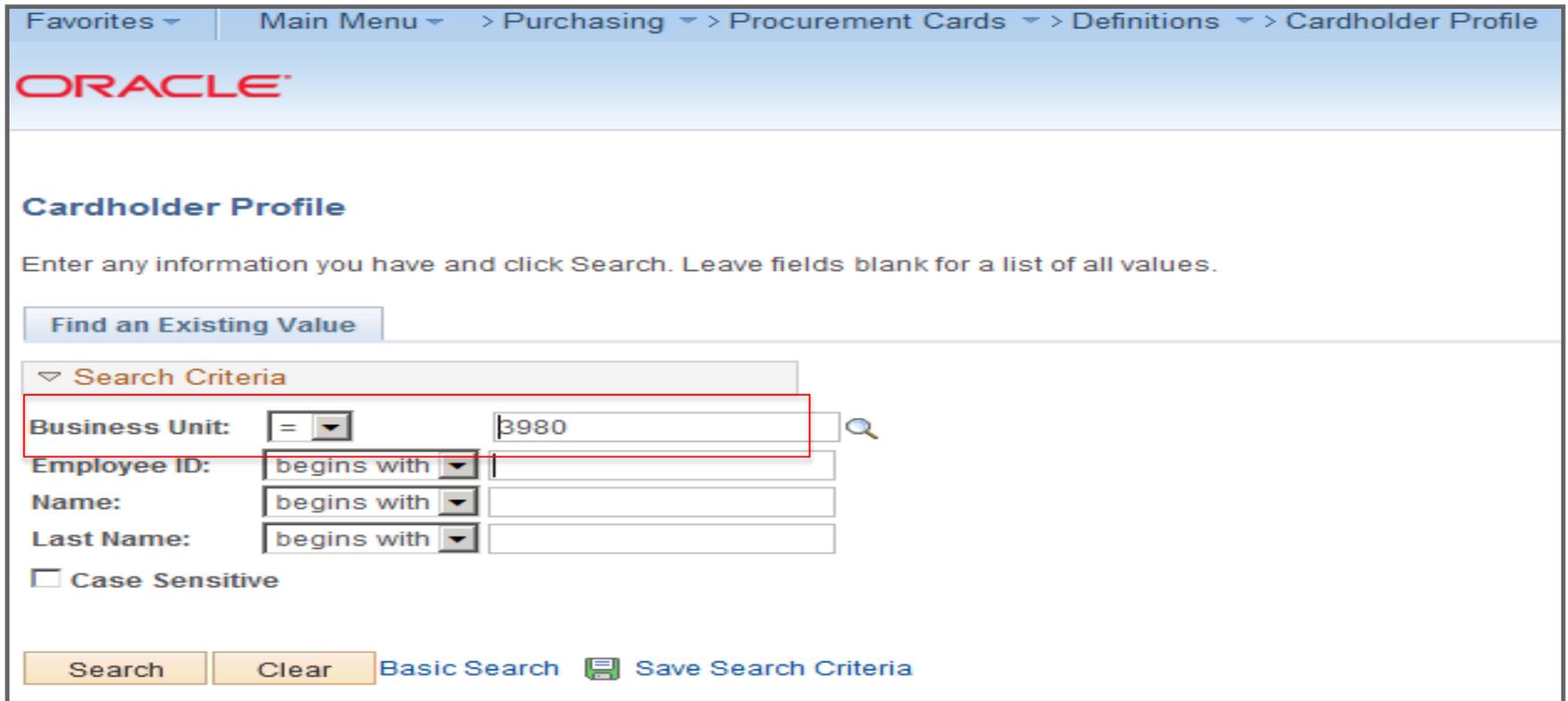
Split Rules Personalize | Find | View All |  |  First  1-3 of

Description ▼	Transaction Amount	Billing Amount	Percentage
90353588/90353621	67269.31	67,269.31	100.000000
90353588/90353621 - 2			
90353588/90353621 - 3			

Key Points:

- Ability to split the cost of transaction to multiple accounts

Decentralized P-Card Administration - Illustration



The screenshot shows the Oracle Cardholder Profile search interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Purchasing > Procurement Cards > Definitions > Cardholder Profile. Below this is the Oracle logo. The main heading is "Cardholder Profile". A message states: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a button labeled "Find an Existing Value". Below that is a "Search Criteria" section with a dropdown arrow. The search criteria include: "Business Unit:" with an equals sign dropdown and a text input field containing "3980"; "Employee ID:" with a "begins with" dropdown and an empty text input field; "Name:" with a "begins with" dropdown and an empty text input field; and "Last Name:" with a "begins with" dropdown and an empty text input field. There is also a "Case Sensitive" checkbox which is unchecked. At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". A red box highlights the "Business Unit" search field.

Key Points:

- New Search field Business Unit will be added to Decentralized P-Card Administration and Department Administrator will be able to search Employee by Department

Main Receipts Page

Maintain Receipts

Receiving

Business Unit: 3980 Receipt Status: Fully Received 

Receipt ID: 0000000124 Add Header Comments Activities

Header Details Document Status

Header

Select Purchase Order [Close Short All Lines](#) [Print Delivery Report](#) [Run PO Receipt Accrual](#)

Receipt Lines Personalize | Find | View All |   First 1-2 of 2 Last

Receipt Lines	More Details	Links and Status	Item / Mfg Data	Optional Input	Source Information								
Line▲	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	
1	 00000000000000000001	Printing & Writing Papers - Le	2.0000	 EA	10.00000	2.0000	Received	14000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA 	
2	 00000000000000000002	Printing & Writing Papers - 30	4.0000	 EA	10.00000	4.0000	Received	14000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA 	

Interface Receipt Run Close Short [Interface Asset Information](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Key Points:

- Sample Receipt Transactions:
 - Full and Partial Receipt, . Reject Damaged Goods, Receive Amounts (Service Orders)

Receipts

Maintain Receipts

Asset Management Information for Line 1

Business Unit: 3980 Status: Received
 Receipt ID: 0000000116 Item: good
 Receipt Line: 1 Standard UOM: EA

[Next Asset ID](#)

Distribution Information Find | View All First 1 of 1 Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: 3980 CAP Sequence:
 Profile ID: AGRI_EQUIP Employee ID:
 CAP #: Distributed Quantity: 2.0000
 Cost Type: Merchandise Amount: 20.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers [Apply](#)

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

[Asset Information](#) [More Details](#) [\[...\]](#)

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	3980	Open	2.0000			NEXT			AGRI_EQUIP

Key Points:

- Entering Asset Information during Receiving (e.g. Asset ID, Tag Number)