



FI\$CAL USER COMMUNITY FORUM

DATE: THURSDAY, JULY 21, 2016

TIME: 9:30AM – 11:00AM

LOCATION: SECRETARY OF STATE, 1500 11TH ST. SACRAMENTO, CA 95814

ROOM: AUDITORIUM

Facilitators:	Michael Muth Susan Sudmann Wes Riley
Meeting Purpose: Type of Meeting:	FI\$Cal User Community Forum

AGENDA TOPICS/MINUTES

#	Topic <i>[Brief description]</i>	Presenter <i>[Name]</i>	Duration <i>[Time in Min.]</i>
1	Introduction/Agenda/Project Status	Michael Muth	13 Min
2	Tips & Tricks: Cal eProcure/ Statewide Procurement	Susan Sudmann	48 Min
3	What We've Heard From You/Close	Wes Riley	24 Min

QUESTIONS AND ANSWERS

Q1. What is the schedule for interface and conversion workshops and global analyze work plans for 2016 and 2017 departments? Will 2018 departments have access by next summer?	A1. Interface and conversion is related to the 2017 and 2018 per global analyze and 2017 have a little more detailed workshops on some interface conversions. There are some things that we are working through with the 2018 departments and that will be addressed later.
Q2. How is month end closing and year end closing going for the departments that are already on FI\$Cal? Are there any issues?	A2. There were some issues with MEC such one as validating conversion files. Many of the Wave 1 and Wave 2 departments had issues due to that, but we have a dedicated team supporting month end close and helping out departments with these issues. Progress has been made and all of the departments have been tracking their progress.
Q3. Some of the reimbursement departments are experiencing issues where they cannot purchase things. Has FI\$Cal started to work on those issues?	A3. It depends on which issues those departments are facing. Some may be met with specific module functionality, but the best means to solution is to submit an FI\$Cal Service Center (FSC) ticket if you are a Wave 1, Wave 2 or Statewide Procurement user. If you a Future Wave department, please contact the fiscal.cmo@fiscal.ca.gov with your question.
Q4. Back to the first weekend, is the list and link available for open advertisements?	A4. It is not. They will be pulling the list at the end of the day to make it as current as possible. Then it will be available to anyone who goes onto the Cal eProcure Website.
Q5. Will vendors be able to see current ads during the shutdown?	A5. Yes, they can see it and have to reach out to you.



FI\$CAL USER COMMUNITY FORUM

DATE: THURSDAY, JULY 21, 2016

TIME: 9:30AM – 11:00AM

LOCATION: SECRETARY OF STATE, 1500 11TH ST. SACRAMENTO, CA 95814

ROOM: AUDITORIUM

QUESTIONS AND ANSWERS

Q6. Will the self-service update that they are adding to emails be carried over to the vendor management file?

A6. There is a fine line between vendor file because that is where we are transacting with people and there is info in the vendor file that is not available on Cal eProcure to the vendor. Therefore, email IDs or things that are notification driven are not linked to their vendor file. Email IDs are not a part of the vendor records.

Q7. Who enters UNSPSC codes? Who verifies accuracy? Is there an easy way for us to access codes for our own solicitations?

A7. Vendors would enter UNSPSC as part of their record based on what notification they want to receive. There isn't necessarily anything we can validate if they want to receive notifications on all kinds of stuff, they're welcome to do that. If they put in the wrong UNSPSC code they will know quickly because they will get a notification.

Q8. The procurement Website doesn't work that well. It is kicking them off the Website and having them enter their login info again when searching for contact information. The search field also has to be exact or else it will not populate any results. Will there be a fix to it any time soon?

A8. This may be because you are getting timed out or server issues, but please contact our FSC fiscalservicecenter@fiscal.ca.gov so they can help you with any issues. This allows us a chance to see what's happening and where the issues are happening.

Q9. What is UNSPSC?

A9. The United Nations Standard Products and Services Code (UNSPSC) is a taxonomy of products and services for use in eCommerce. It is a large data base of codes that we can utilize for orders.

Q10. Are we allowed to use UNSPSC to evaluate service for commercial useful functions?

A10. It is recommended to speak with Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) at OSDSHelp@dgs.ca.gov regarding commercial useful functions. It is also best not to utilize UNSPSC codes for this because there have been issues.



FI\$CAL USER COMMUNITY FORUM

DATE: THURSDAY, JULY 21, 2016

TIME: 9:30AM – 11:00AM

LOCATION: SECRETARY OF STATE, 1500 11TH ST. SACRAMENTO, CA 95814

ROOM: AUDITORIUM

QUESTIONS AND ANSWERS

Q11. When the last pay cycle is being run before cutover, what is the scheduled payment date in the future being set to? How far in advance is the pay cycle picking up vouchers?

A11.

- In order to accommodate the outage, the FI\$Cal July 2016 SCO Warrant pay cycle will run as follows:
 - Daily July 5 to July 19. This will be the final pay cycle for approved vouchers before the 9.2 cutover resulting with a warrant issue date of July 25, 2016 unless otherwise specified.
 - July 26 – 27, 2016 with an issue date of August 1–2, 2016 unless otherwise specified.
- Normal SCO Warrant pay cycle processing will resume on August 1, 2016.
- Outside the FI\$Cal Cutover when the system is available, users will be able to create, submit and approve FI\$Cal vouchers. FI\$Cal vouchers approved by the Department accounting staff and SCO Audits during this time will be extracted for processing per the above schedule. If a Department needs to expedite a warrant payment, a paper claim schedule should be submitted to the SCO.

Q12. We are a 2017 non calstars department but our purchasing and contact department is going live August 1. If we need approval from DGS for vehicle repairs, where are the approvals coming from?

A12. Office of Fleet and Asset Management (OFAM) will be included as a part of purchase orders.

Q13. Once we start capturing contractor licenses regarding advertisements, will that be related to a notification?

A13. No, we will not be connecting notifications to contractor licenses.

Q14. Some Small Business/DVBE vendors are missing in Cal eProcure and I have printouts from Bidsync. Should I report suspected missing vendors to OSDS so they can research and correct?

A14. Yes, you would want to contact OSDS at OSDSHelp@dgs.ca.gov in order to report issues.

Q15. Can we enter multiple UNSPSC codes when entering or creating an event?

A15. Yes, when creating an event, you can add multiple lines which would use multiple codes. You should enter higher level codes in order to avoid getting too specific.



FI\$CAL USER COMMUNITY FORUM

DATE: THURSDAY, JULY 21, 2016

TIME: 9:30AM – 11:00AM

LOCATION: SECRETARY OF STATE, 1500 11TH ST. SACRAMENTO, CA 95814

ROOM: AUDITORIUM

QUESTIONS AND ANSWERS

Q16. Will the option to search by city for Small Business /Disabled Veteran and Business Enterprise (SB/DVBE) be added?	A16. We are looking into that request for our search functions.
Q17. What is the status of uploading the SCPRS transactions tool?	A17. DGS will be reaching about to departments regarding the ability to use the SCPRS upload tool.
Q18. When registering PO's and SCPRS, can we group together pens and pencils under office supplies and use a generic higher level UNSPC code or do we have to list them individually?	A18. The expectation is that you report them at the line level because you do not want to group items together.
Q19. Is there a linking of certification records to vendor records?	A19. No, we were only able to link one certification record to one vendor record but we are working on it.
Q20. Is there an update on Release 2017 interface testing? We have been told that it was going to start on July 17.	A20. You would need to contact your Department Liaison or Readiness Coordinator to see if you are involved with interface testing.
Q21. If we need to order each line separately in SCPRS, is there a limit to the number of lines on an order?	A21. No, there is no limit.
Q22. Do manual entries for SCPRS need to be created per P-Card purchase that are reconciled without FI\$Cal POs?	A22. Whatever the SCPRS reporting policy is, as it relates to P-Card, you would need to follow it. If you are not reporting it as a transaction, you need to do it in the SCPRS.
Q23. Can you add Q/A to the BidSync?	A23. It is not currently available in Cal eProcure but maybe in the future.
Q24. Regarding recent management memos and SCPRS entries, can you clarify that purchase orders are still required within agency purchases more than \$7500 for a specific vendor?	A24. Regarding multiple P-Card transactions, that policy is still in place.
Q25. Are Web Ex sessions being recorded?	A25. No, we do not record any of the Web Ex sessions.
Q26. Do you access Web Ex sessions by submitting the trouble tickets?	A26. Yes, just contact us and mention that you would like to set it up.
Q27. With the System going down for a period of time, will there be weird things going on in the System after it goes down? Should we report it to FSC?	A27. Yes, please report weird things if anything happens, even if they are small issues.
Q28. How do I find out who my Readiness Coordinator is? My DAD/Liaison does not know.	A28. Please send an email to fiscal.cmo@fiscal.ca.gov and we will be able to provide that information to you from there.



FI\$CAL USER COMMUNITY FORUM

DATE: THURSDAY, JULY 21, 2016

TIME: 9:30AM – 11:00AM

LOCATION: SECRETARY OF STATE, 1500 11TH ST. SACRAMENTO, CA 95814

ROOM: AUDITORIUM

QUESTIONS AND ANSWERS

Q29. Is there a list, in chronological order, of tasks departments should be completing right now in preparation for a 2017/2018 Release go live date?

A29: Yes, there is a Master Department Workplan (MDW) available in the Department Liaison Network (DLN) section of the FI\$Cal Website for the 2017 Release departments and soon for the 2018 Release departments. All departments should be working on documenting their as-is business processes. Contact your Readiness Coordinator for more information.