



## FI\$CAL USER COMMUNITY FORUM

DATE: WEDNESDAY, AUGUST 17, 2016

TIME: 9:30AM – 11:00AM

LOCATION: DEPARTMENT OF HEALTH CARE SERVICES, EAST END COMPLEX, 1500 CAPITOL AVENUE, SACRAMENTO, CA 95814

ROOM: AUDITORIUM

<b>Facilitators:</b>	Michael Muth Cyrita Pacheco Bill Harrigan Wes Riley
<b>Meeting Purpose: Type of Meeting:</b>	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	10 Min
2	DGS: SCPRS Upload Process, Education and Resources (SUPER) Team	Cyrita Pacheco	30 Min
3	State Controller's Office	Bill Harrigan	25 min
4	FSC: What We've Heard From You/Close	Wes Riley	23 Min

### QUESTIONS AND ANSWERS

Q1. Is there a master work plan available for 2018 departments?	A1. The master work plan will come out soon for 2018 departments.
Q2. Is the DGS super tool available now? What are some common errors during validation?	A2. Yes, the tool is currently available. Please contact DGS if you would like help using it. Some common errors that we have seen are issues with billing code, vendor codes, and UNSPC codes. However, you can easily view the errors and fix them immediately.
Q3. Are we required to submit the sheet to DGS for approvals first or can we submit the sheet to FI\$Cal directly for validation?	A3. No, you may not submit directly to FI\$Cal. DGS would like you submit the document for validation approval and then it will returned to you.
Q4. What is turnaround time for DGS to receive & return emails regarding validation?	A4. 24-48 hours but it can be quicker.



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Q5. What is the purpose of the super tool? Is there any confidential information on it?	A5. The purpose of super tool is to shorten the process and prevent department back log of PO. No, there will not be any confidential information on these sheets.
Q6. What is the eProcurement contact number and web address for the SUPER team?	A6. You may contact us at (916) 375- 2000 or email us at <a href="mailto:eprocure@dgs.ca.gov">eprocure@dgs.ca.gov</a> and we will provide you a direct link.
Q7. What is the purpose of the super tool if it is only a temporary solution?	A7. The super tool allows departments to become more familiar and comfortable with the System.
Q8. What do you do when a prior year document did not enter into the System?	A8. You will have to manually enter that prior year contract. Please give DGS eProcurement department a call if you have any questions.
Q9. If our department is currently live, do we have to do anything with SCPRS? Departments who are already transacting in FI\$Cal (Wave 1 departments) do not need to upload POs on SCPRS, correct?	A9. Correct, SCPRS is more for those departments who are not live yet. Live departments do not have to do anything with SCPRS.
Q10. One of the common errors is billing codes, are they being deactivated?	A10. Yes, some billing codes are being deactivated and it will prompt you if it is deactivated. You can edit that line item if your billing code is deactivated and this will not ruin the whole sheet.
Q11. Is there a condensed list for UNSPC codes?	A11. DGS is currently working on a condensed list.
Q12. If we submit the super tool and receive an error message, do we have to fix that one specific error or resubmit the entire sheet?	A12. An error message will populate immediately and you will be able to fix that one line item error. It will not prompt you to resubmit the entire sheet.
Q13. When FI\$Cal is fully implemented, we will no longer be able to expedite processing to get payment in a few days rather than the current 30-45 days. What will we be able to do to obtain an expedited check for these vendors?	A13. When FI\$Cal is fully implemented, you will be using the System to expedite your payments. You will no longer need to expedite through the paper claim process. We will not be removing the ability to expedite payments.
Q14. Isn't CAL-Card under \$2,500.00 exempt per the Management Memo 16-3?	A14. Per Management Memo 16-3, all purchases regardless of dollar amount, must be entered into SCPRS. Other questions regarding SCPRS policy should be directed to <a href="mailto:eprocure@dgs.ca.gov">eprocure@dgs.ca.gov</a> .



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Q15. There are times when our ticket request status changes to resolved without actually being resolved. How do we solve this?	A15. Please email <a href="mailto:wes.riley@fiscal.ca.gov">wes.riley@fiscal.ca.gov</a> directly if this continues to happen and he will investigate the matter.
Q16. Please define the acronym 'FRED'.	A16. The acronym stands for Future Release, Exempt, and Deferred (FRED) departments.
Q17. For FRED users, how are P-Card purchases done outside the System and transactions reconciled as a 'merchant' flow to SCPRS?	A17. The field of PO can also be used for transaction number. If it's a P-Card purchase, enter the transaction number like it's a PO number and enter associate line items used by the P-Card under the same transaction number.
Q18. Do we send 204 to FI\$Cal and will their staff enter it into the database?	A18. Please refer to Vendor Management Job Aids regarding this matter; Job Aids <a href="#">FI\$Cal.205</a> and <a href="#">FI\$Cal.206</a> . Please note that with the new 9.2 upgrade, "vendor" is now replaced with "supplier."
Q19. Once SCO is fully on-line with FI\$Cal, will departments already operating in FI\$Cal have to submit hard copy forms of fully executed contracts to SCO?	A19. Yes, departments will still have to submit hard copy forms. SCO is already live on the system.
Q20. Will leases also be incorporated into FI\$Cal? If so, how much of it will be incorporated?	A20. As of right now, we are unable to provide this answer. This will be addressed in the future for 2017/2018 departments.
Q21. When do we enter the vendor information in FI\$Cal regarding the SB/ DVBE certification?	A21. Users do not enter SB/DVBE certification information into FI\$Cal. The certification information will be mapped directly to the vendor record.
Q22. When will View Direct be retired and what will replace View Direct at SCO? How will this affect all the other agencies processes?	A22. When SCO is on FI\$Cal, departments will access FI\$Cal for financial information. If they are already in FI\$Cal, it will be one in the same information (departmental system & SCO system). If the department is not in FI\$Cal, they will have user roles to the FI\$Cal System to access their information. View Direct will not be retired because SCO still has other uses.
Q23. How are we going to submit our year-end financials?	A23. You will submit it the same way for FY 2016/2017. FY 2017/2018 may be a different process regarding FI\$Cal, but we will let future departments know.