



FI\$CAL COMMUNITY FORUM

DATE: THURSDAY, MARCH 16, 2017

TIME: 9:30 AM TO 11:00 AM

LOCATION: DGS, 707 3RD STREET, WEST SACRAMENTO

ROOM: ZIGGURAT AUDITORIUM

Facilitators:	Julie Bianucci Bill Harrigan
Meeting Purpose:	FI\$Cal User Community Forum
Type of Meeting:	

AGENDA TOPICS/MINUTES

#	Topic	Presenter	Duration
1	Introduction/Agenda/Project Status	Julie Bianucci	10 min.
2	SCO: Accounts Payable & State Wide Impacts	Bill Harrigan	1 hr. 20 min.

QUESTIONS AND ANSWERS

Question	Answer
Q1) Will this replace the Post Issuance process regarding the Standard 435 (an inventory stop payment request on a warrant)?	A1) No that specific process will continue. Departments will not have access to the warrants status due to SCO's current security protocol.
Q2) Will departments be able to process electronic claims the same way that they are currently?	A2) Yes, departments will submit claims exactly how they are doing now, the only difference is that the payment information will stay within FI\$Cal. FI\$Cal will eventually become the book of record for our Warrant Reconciliation System.
Q3) In regards to the retirement of SCO's Electronic Claims Interfaces (INFAP005 & 008); when is the departmental testing for the new functionality going to begin?	A3) Interface testing is currently underway. Some department users will be contacted for further interface testing activities. Note: Departments Electronic Payment Systems will not change; departments will continue to submit payments as they do currently.
Q4) Can you explain the similarities and differences in the paper claim process as it relates to FI\$Cal and Non-FI\$Cal departments?	A4) Non-FI\$Cal Departments will continue to submit paper claims the same way they do currently. FI\$Cal Departments will no longer submit paper claims. FI\$Cal will perform accounting and cash validation functions for all claims and vouchers.



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Q5) If a warrant is reissued, is that information located within FI\$Cal?	A5) Yes, the payment information will be available within FI\$Cal. However, there are some specific functionality for FI\$Cal departments that will be changing, specifically we will no longer reissue a warrant, but rather issue a “replacement” warrant. For Non-FI\$Cal payments duplicate warrants will be issued.
Q6) For Non-FI\$Cal departments, do our vendors have to be in FI\$Cal even though we are still submitting paper claims?	A6) No, the vendor does not have to be imputed into FI\$Cal, rather the payment information will be entered.
Q7) Will the Standard 204 change once all departments are within FI\$Cal to include the banking and routing information for EFTs?	A7) Eventually we will have the capability to produce ACH or EFT payments on standard claims. We hope to make this functionality available during the 2018 Release. With this new functionality, departments will be able to select a payment type electronically whether it is ACH or EFT.
Q8) When will electronic payments to vendors become part of SCO’s business process?	A8) The electronic claims or the ACH payments for standard vouchers will be available during the 2018 Release, if not sooner.
Q9) For Non-FI\$Cal departments, can the vendor receive an ACH payment if the payment is issued from FI\$Cal?	A9) No, even though the payment is being issued out of FI\$Cal, it is not considered to be a voucher nor does it have a pre-established vendor. FI\$Cal will be recording the payment information, but will not actually create a voucher to issue such payment.
Q10) Can the departments expect a notification from SCO regarding warrant error out of paycycle?	A10) Yes, departments will be in direct contact with SCO should a warrant error out of paycycle; however, we do not yet have a specific timeframe as to when this will occur. We should have more information coming in June.
Q11) Will SCO be utilizing the full 15 days in order to issue a warrant?	A11) Yes, SCO has 15 days from receipt to process and issue a warrant.
Q12) If a warrant should fall out of the paycycle because of cash errors, appropriation errors, etc. is there a specific time in which departments will be notified by SCO?	A12) No, there is currently not a specific timeframe as to when departments will be notified by SCO.
Q13) For Non-FI\$Cal departments, will SCO be issuing a cut claim notification?	A13) For all Non-FI\$Cal departments, yes.



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Q14) For Non-FI\$Cal departments who are currently using an ERP system, will there be an opportunity for us to build an interface that will allow us to submit paper claim in electronic file so that the invoice information is interfaced within FI\$Cal?	A14) Unfortunately, we do not currently have this type of functionality; however, this is something that we will continue to address.
Q15) For 2017 Release departments, will we still have to submit paper claims once live within FI\$Cal?	A15) No.
Q16) For Non-FI\$Cal departments, is the CD102 process still the same?	A16) If departments currently receive the CD102 in an interface format, we will be continuing this process within the department's legacy system. If a department is requesting to receive a CD102 in paper format, the department will access FI\$Cal for that request.
Q17) For FI\$Cal departments, are we will able to submit paper claims if needed?	A17) No.
Q18) In regards to reportable payment index, if departments are currently doing business out-of-state and the business does not apply out-of-state taxes, who will responsible for such input?	A18) All of this information is already automated through the AP Module. A file is imported from BOE that contains both current California State sales tax information and out-of-state tax information.
Q19) Should a departments have to make several different payments including unemployment insurance, employment training panels, and workforce investment, are these payments going made within FI\$Cal?	<p>A19) Currently, if a department does not have an electronic claim payment system for claims that are large in volume (making payments to various places that are similar by nature, and that aren't a result of a PO) departments should be advised to contact SCO Audits in order to establish an electronic audit system. SCO EDP Audits, Sandy Jang sjang@sco.ca.gov.</p> <p>For departments who currently have such systems, you would then utilize FI\$Cal to make such payments.</p>
Q20) Is the paper claim process different for all DGS/CFS departments that are already live within FI\$Cal?	A20) All departments that are currently live within FI\$Cal will no longer need to submit paper claims.



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Q21) For FI\$Cal departments, will we be able to check the status of a warrant (reconciled or unreconciled)?	A21) No, this is part of the SCO functionality only; however, departments will be able to see the issue date and the warrant information.
Q22) How will departments know when a warrant has been paid?	A22) Departments will be able to check if a warrant has been paid under the Cash Management Module within FI\$Cal. Departments will NOT be able to see if a specific warrant has been reconciled or not unless provided a 204 Form.
Q23) Will there still be a charge for expedites?	A23) Yes, part of the expedite process includes the department billing functionality. The same-day rate payments will still be applicable.
Q24) If a department does not already have a contract that establishes an expedite, can these departments still file an expedite?	A24) An Interagency Agreement is still needed to use the expedite functionality, but you can still use the agreement to pay from if you do not have an IA established. This is the same process that is currently in place for departments.
Q25) For Non-FI\$Cal departments, for the suppliers needed, are these all same-day payments or expedites?	A25) For the suppliers needed, SCO will be issuing warrants as a one-time payment for all Non-FI\$Cal departments.
Q26) If departments are currently assisting more than one agency with their Accounting tasks, do we need to log into FI\$Cal using our designated agency number?	A26) The FI\$Cal System is built on Business Unit security, so if a department is logging onto the System in order to complete a transaction for a specific Business Unit (BU), then you would use the appropriate BU number to log into the System.
Q27) For agency's that utilize grants that are funded by bonds, does FI\$Cal currently have a bond payment functionality where departments can process these grants using the bond funds?	A27) Yes, there is specific functionality regarding bond payments, grant payments, and federal funding within the System. For all FI\$Cal departments this functionality is already available, while for all Non-FI\$Cal departments, you will continue to process paper claims the same way you are currently.
Q28) For agency's that participate in a large number of land acquisitions where a payment is going to the title company and the PO is set up through the JPA, how does one correct this issue?	A28) This will most likely be flagged by SCO Audits for further analysis and investigation. It is recommended that you reach out to your auditor directly so that there is no discrepancies and going back and forth. The process will be much simpler and timely.



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Q29) Within FI\$Cal, is there a way for departments to track, calculate, and make late payment penalties in accordance to the California Prompt Payment Act?	A29) We do not currently have this functionality.
Q30) How do Small Businesses affect the expedite process within FI\$Cal?	A30) As it currently stands, SCO has 15 days to issue a warrant. If a department needs to get a claim processed before the 15-day period, then it would be considered an expedite claim. The 15-day timeframe is primarily due to the sheer volume of incoming claims that need to be processed.
Q31) If a department establishes a voucher with Term Net-7; will SCO still continue to take the 15-day period to issue a warrant?	A31) Regardless of Net Terms, SCO will still require 15 calendar days in order to process the claim and issue a warrant.
Q32) When processing paper claims, there has been a long standing process of writing "Small Business" on the face sheet; how will departments be able to flag such items within FI\$Cal?	A32) This process will be automated through the vendor file. If departments are selecting a supplier who has been identified as a Small Business, it will be flagged for SCO automatically.
Q33) Is the DVBE and Small Business information located within the voucher?	A33) No, this information is located within the supplier information file.
Q34) Is there going to be an override functionality in regards to vouchers?	A34) Yes, SCO currently has the capability of override vouchers when needed, based upon certain situations. We are currently trying to enhance certain processes within the state so that we can limit these overturned vouchers.
Q35) Let's say that the only difference between the PO and invoice is the tax amount, will we be allowed to pay the invoice with the larger tax amount?	A35) This will still be processed through a change order.
Q36) Are there going to be manuals available for department processes and procedures?	A36) In the upcoming Support Session, no. However, we plan to roll out additional manuals for department functionality and processes in the coming months.
Q37) For Non-FI\$Cal departments, do we have to send a copy of every contract when making payments (SCO is requesting a copy of each payment currently)?	A37) A signed copy of the contract needs to be on file with SCO Audits for FI\$Cal and Non-FI\$Cal departments.