FI$CAL USER COMMUNITY FORUM

DATE: WEDNESDAY, MARCH 23, 2016
TIME: 1:00PM – 2:30PM
LOCATION: DEPARTMENT OF HEALTH CARE SERVICES EAST END COMPLEX, 1500 CAPITOL AVENUE, SACRAMENTO, CA 95814
ROOM: AUDITORIUM

Facilitators:	Neeraj Chauhan Mary Snovel Wes Riley
Meeting Purpose: **Type of Meeting:**	FI$Cal User Community Forum

AGENDA TOPICS/MINUTES

#	**Topic** *[Brief description]*	**Presenter** *[Name]*	**Duration** *[Time in Min.]*
1	Welcome	Neeraj	6 Min
2	Tips & Tricks: Cal eProcure & FI$Cal Procurement	Mary	51 Min
3	FI$Cal Service Center	Wes	10 Min
4	Close	Wes	2 Min

QUESTIONS AND ANSWERS

QUESTIONS	ANSWERS
Q1: In SCPRS you're only allowed to search as far back as 30 days?	A1: Correct, you can only go back 30 days. That is the current functionality.
Q2: Who all has access to FTA? My understanding is that it's just Super Users? I am a 2018 Release department.	A2: Correct, for future release departments it is just your department's Super Users. As you get closer to go live all end users at your department will be role mapped in and receive a FTA/FI$Cal login.
Q3: I am an end user and I have been using the FTA site and it won't let me complete the courses. It keeps saying that I have to complete the Do It mode?	A3: Please email FI$Cal FTA and we will help you troubleshoot as to why that is happening.
Q4: Is there a schedule for the USLs?	A4: There is not a schedule right now. Please send a request to FTA and they will schedule them as there is a need.
Q5: How are people coordinating solicitation Q&As outside of the Cal eProcure process? With an email and bidders send their questions with an email?	A5: It's up to you and your department. If that process works for you, then yes you can do that. You will need to outline that in your solicitation document. Also, you will need to go back in to CSCR to post a new version of your event.
Q6: When you create a new version of the event do the same bidders get notified?	A6: Yes.
Q7: I know it's important that the communications within different divisions of DGS are constantly flowing. Has DGS Legal been made aware of Non-IT Service Contracts? We only received 2 requests.	A7: Yes, we work with our DGS home staff to make them aware of any functionality issues. Please let Procurement DGS staff know any FI$Cal functionality issues. The email is: PAMS@dgs.ca.gov

QUESTIONS AND ANSWERS

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Q8: Who should we contact, regarding bill code requests?	A8: If you need to change your bill codes or update bill codes, please contact your accounting office and they will work with DGS. Once DGS gets that info they will relay it to FI$Cal, and we will update the bill code information on our end.
Q9: Our account codes are not working on our purchase orders? Can we change the account codes after a PO has been approved, dispatched, and voucher is attached? What should we do?	A9: If SCO has paid on it then there would be nothing that we could do at that point. However, if SCO hasn't then you can cancel/make changes to that purchase order and account information.
Q10: We are having an issue with DGS inactivating a lot of our billing codes. They are doing this because we have multiple billing codes hitting the same appropriation. However, this is because we pay everything through the Clearing Account currently. This has been causing a lot of delays in SCPRs transactions.	A10: This issue needs to be worked out between your department and DGS. DGS will then give us the information. General bill code issues are resolved before they come to us, so that departments will be able to transact in FI$Cal.
Q11: Once a ticket is open and sent to FSC what is the response time? I meant response with assistance?	A11: If you sent an email, then you should receive a response within 60 minutes. It depends on the issue. If it's a more complicated issue it goes to our Level 2 support staff and ranges between 24-48 hours.
Q12: Did all vendors in Bid sync get transferred so that they will not need to submit a 204?	A12: Yes, they all were transferred. It depends, if they are not yet on file with FI$Cal then they will need to submit a Std. 204. They will need to submit a 204 to you, and then you would submit the 204 to you.
Q14: The P-Card person has to do their own PO. My suggestion is to link Buyer with P-Card role.	A14: Yes, that is correct the P-Card user will need to have the Buyer role to complete their transaction. The decision has been made to keep them separate. If you are having issues we would be happy to assist you with making sure that your staff has the appropriate purchasing roles.
Q15: Wave 2 FTA. I have done the role mapping for my employees, but they don't have a learning path?	A15: The difference between onboarding and later end users is that onboarding users are given a learning path because they only have access to certain modules & roles. While end users are given all roles & modules and can self-enroll in any class. The entire course catalog is available to them.
Q16: When we create events we used to be able to show what our job walks were in Bid sync. We aren't able to do that in Cal eProcure. Will we be able to do that at a future time in FI$Cal? We require our bidders to do this before they are able to make a bid.	A16: No, that is not available. If there is anything unique that your department needs can you notify DGS that you would like this functionality to be available?
Q17: Are you guys working on SCPRing each line. Or will we still need to do SCPR each line?	A17: No, I believe you will need to do that still. Again I would contact DGS to request this functionality be available.
Q18: When we open a ticket we will then get a notification that it has been resolved when it has not been resolved.	A18: You have 5 days after it has been resolved to let us know that it has not been resolved and we can reopen that ticket. I will discuss this issue with you in more detail after the forum. We are working on addressing this issue now. We now require that a resolution summary be sent with your resolution notification.

ANSWERED AFTER THE MEETING

QUESTIONS	ANSWERS
Q1. Why can't a change order be processed if SCO has already made payment? (Follow-up question to another department's) Asked by Jen Johnson	A1. A change order can be made in certain instances such as, reducing quantities on an open PO line where only a portion of the line has been received and paid. However, in many instances, the best practice and process is to create new line on the open PO or create a new PO.
Q2. Will some of the historical data from Bid sync be available in Cal eProcure? For example, being able to search for old solicitations. Asked by Victoria Chege	A2. Not at this time. For questions regarding historical data from Bid Sync, please contact DGS at PAMS@dgs.ca.gov.
Q3. Does FI$Cal have ability for departments to set-up Bidder Libraries? Asked by Michelle Crosby	A3. Yes, but this functionality is not currently being used. Bidders can access the most commonly used procurement bid forms on Cal eProcure.
Q4. Can we change the account code after a PO has been approved, dispatched, and a voucher attached? Asked by Joan Dutra	A4. If SCO has paid on it then there would be nothing that we could do at that point. However, if SCO hasn't then you can cancel/make changes to that purchase order and account information.
Q5. What do state procurement folks use Cal eProcure for? Searching? Anonymous	A5. Cal eProcure can be used to access information that is viewable to the public, such as: view/searching bids, view/searching contracts, and finding certified SB/DVBE.
Q6. I have a Cal-Card. I am having a name change next month. Will I keep this email address or do I need to change or update? Asked by Bonnie Silverman	A6. Yes, FI$Cal should be notified of your name change to make the necessary updates to your access in FI$Cal, including your email address. To make the name change effective, please use the User Access Request Form located below and follow the instructions in the first tab to complete. http://www.fiscal.ca.gov/access-fiscal/FISCal_Service_Center/documents/User_Access_Request_Form_V010815.xlsm.
Q7. What is the process when contracts expire? We've been told we need to submit a ticket to request the new contract be uploaded. Why is this? Will that change? Asked by Lena Cole	A7. If a departmental contract is in FI$Cal, the department users with the Contract Buyer role can make changes and manage the expirations and renewals of contracts. If a department is trying to use an LPA that has expired, the current process is to have the department submit a ticket and FI$Cal will work with DGS to get the updated LPA in FI$Cal.

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Q8. For future waves who have been uploading to FI$Cal SCPRS since January, a moratorium was placed on amending Bid Sync SCPRS entries in February so they could be transferred into FI$Cal. When will transfer be complete so we can make amendments in FI$Cal? Asked by Chris Reno	A8. The conversion of SCPRS data back to July 2015 was completed as of 4/4/16 and departments can now make amendments to those SCPRS transactions in FI$Cal. For various reason a small amount of the SCPRS records failed the conversion, so if a particular SCPRS transaction cannot be found please contact DGS for direction at PAMS@dgs.ca.gov. For more information, please also refer to DGS Broadcast Bulletin # F-04-16 http://www.documents.dgs.ca.gov/pd/delegations/broadcastbulletins/2016/pac021216_F-04-16.pdf.
Q9. We had been told that SCO wouldn't make any payments for contracts if we didn't have them in the contracts module by 7/1/2016. Now that SCO isn't going Live until 2017, does that mean they will continue business as usual until 7/1/2017? Asked by Kimberly Deane	A9. The SCO requirement for a contract to be in the system is not related to the SCO 2017 Go Live date. The Procurement Contract functionality was released in 2015, but SCO delayed the requirement giving departments the opportunity to enter contracts into FI$Cal on a flow basis, instead of converting them at one time. The July 2016 date is still in effect.
Q10. Assets/Inventory- Why does FI$Cal require tracking at such a low level (meaning why do we need to track items like chairs, tables, etc.)? This is a struggle for our tiny department, I can only imagine what larger departments will go through. Please help! Asked by Kimberly Deane	A10. SAM defines what needs to be tracked as an asset, not FI$Cal. Please refer back to SAM Section 8600 through 8672 to determine what needs to be tracked in a property accounting or inventory system. If SAM says it needs to be tracked in a property accounting or inventory system, then it must be tracked in FI$Cal since FI$Cal is the Book of Record for Assets. Please direct all question about this section of SAM to the Department of Finance.
Q11. For FI$Cal PO Users is SCPRS entry required? I have yet to hear this in forums, but the Service Center has told me our unit doesn't need to. Asked by Adrienne Tarnell	A11. No, it is not required for FI$Cal PO users. The SCPRS entry is automatically generated when the PO is dispatched in FI$Cal.

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Q12. No SCPRS notification is a problem for auditing purposes. Kicked out of public SB/DVBE search asked to log in. Solicitation approval notification missing. Asked by Shaironda Morris	A12. 1) Per DGS Broadcast Bulletin F-03-16, FI$Cal SCPRS does not generate a registration number. Therefore, state agencies are no longer required to enter a SCPRS registration number on purchase documents. In addition, SCPRS entries are automatically generated in FI$Cal once saved. Departments may do a SCPRS search to confirm. 2) We've tested the SB/DVBE search multiple times and could not replicate the issue with being kicked out and asked to log in. If it continues to occur on your end, please write down the issue/take screen shots, etc. and submit a ticket to fiscalservicecenter@fiscal.ca.gov for resolution. 3) Approvers should receive notifications for the Events work flowed to them. The notification will be sent to the email on record and to the Approver's worklist. Also, when the Event is approved, the Buyer should receive a notification. If this is not working correctly, please submit a ticket to fiscalservicecenter@fiscal.ca.gov for resolution.
Q13. Our department receives services, who verifies that the service has been received? What are the best practices for this process? Asked by Sharleen Finn	A13. It is best practice to have the person receiving the services also verify that the services have been received. The person who performs the receiving in FI$Cal may or may not be this same person. For example, an invoice for services may be sent to the Accounting Office, who contacts the person at their department responsible for receiving the services. The Accounting Office obtains verification that the services have been received and can now prepare the receipt in FI$Cal. Departments have the flexibility to tailor who receives in FI$Cal to best meet their business needs.
Q14: When we are registering a vendor the box isn't available to check to say "use for ordering"? On FI$Cal side it will be added but it is on the other vendor side so we have to contact FI$Cal to have them be moved over so we can use them.	A14: Have you submitted a ticket for this problem? We will discuss with Vendor Management Group (VMG) Update: Per VMG, vendors register in Cal eProcure, but vendor adds are processed by departments in FI$Cal. "Use for ordering" sounds close to "open for ordering", which the department vendor processor can check when they add a vendor to FI$Cal. The vendor just doesn't become useable until it is "Approved" by the VMG. When the department adds a vendor, the status is unapproved, and when the record is saved, the save button triggers the workflow which queue's the VMG to review the added vendor and set the record to approved so that it is available for departments to use. If there are issues with the vendor record being added (duplicate of a vendor already in the system, missing information such as a STD 204), then the VMG staff contacts the department user to explain the concerns and works with them to resolve the issues and takes appropriate action with the vendor record.