



## FI\$CAL USER COMMUNITY FORUM

DATE: WEDNESDAY, APRIL 13, 2016

TIME: 9:30AM – 11:00AM

LOCATION: DGS ZIGGURAT AUDITORIUM, 707 3<sup>RD</sup> STREET ,  
WEST SACRAMENTO, CA 95605

ROOM: AUDITORIUM

<b>Facilitators:</b>	Michael Muth Kelly Holtz May Lee Wes Riley
<b>Meeting Purpose:</b> <b>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/Timeline/Project Status	Michael Muth/Kelly Holtz	10 Min
2	Tips & Tricks: P-Card	May Lee	37 Min
3	FSC: What We've Heard From You	Wes Riley	10 Min
4	Questions	May Lee/Wes Riley	19 Min
5	Closing Remarks	Michael Muth	1 Min

### ANSWERED DURING THE MEETING

QUESTIONS	ANSWERS
Q1: Once P-Card holders are issued what happens to the existing Cal-Card?	A1: We are using the P-Card data information you got from US Bank and entering that information into FI\$Cal. FI\$Cal does not issue a physical Cal-Card. The User will continue to use the existing card that was issued by US Bank.
Q2: If someone already has a Cal-Card, do they need to set up a new profile in FI\$Cal?	A2: As part of the conversion FI\$Cal will set up the initial information for P-Card cardholders that are onboarding. As new departments come on board we will work with US Bank to get the most current list of Cal-Card holders. We will send that information back to the departments. The departments will validate if the card data is valid. We will gather and use the information the departments have provided back to create the cardholder profiles for you. Your department will only need to create a new cardholder profile post go-live.



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<p>Q3: In the past we would turn all of our information into accounting at the end of the billing cycle. Receipts, invoices, packing slips as well as the billing statement itself. Where do we turn those documents in now?</p>	<p>A3: In FI\$Cal, the new process is that the Reconcile will attach the invoice/receipt to the P-Card transaction. SCO auditors are given access to pull up your transactions, look at any justification comments you make, and review the attached invoices/receipts. The paper statement with the hard copies of the invoices/receipts are no longer needed.</p>
<p>Q4: Do I need to create a new P-Card profile when my current Cal-Card expires?</p>	<p>A4: If US Bank issues you a brand new card number, then yes, you would have to create a new row for the new card # on your existing cardholder profile because your old card is no longer active in FI\$Cal. If it is the same card # with a new expiration date, you'll need to go into your existing cardholder profile and update the expiration date.</p>
<p>Q5: You mentioned something about needing a PO if the accumulative is over \$7500 – is that per card holder – is that per department – per month – per fiscal year?</p>	<p>A5: It's per department. If you have 10 card holders, it could be any of them. We don't have a system hard stop that says you've reached that max amount. We do have reports that the departments can run per vendor that shows the total amount paid to that vendor. So to resolve that issue, a lot of the departments just do a PO at whatever threshold so they don't have to run that report or worry about that \$7,500 cumulatively.</p>
<p>Q6: Is DGS converting in July to this system?</p>	<p>A6: Yes. DGS as a department is going live as part of the 2016 release. I am working with US Bank and working to get all of your cardholders data so we can setup the cardholder profiles prior to go live.</p>
<p>Q7: Do we have to do a PO for everything that we purchase now?</p>	<p>A7: Per DGS, a purchase paid by P-Card that meets or exceeds the \$2500 purchase or \$7,500 cumulatively per vendor per calendar year will require a PO ID in FI\$Cal.</p>
<p>Q8: What happens to the three bid process?</p>	<p>A8: P-Card is only a payment mechanism. It is not a procurement method. As a card holder you are still expected to follow the DGS rules about getting your quotes and bids. You still have to do your due diligence.</p>
<p>Q9: Can you talk about the stock receipt report because it seems card holders are going to have to partially reconcile the goods received in the system before they can move forward to payment voucher and on to SCO?</p>	<p>A9: We have match rules set in place in the system to match the voucher ID back to the Receipt ID and to the PO ID. The good news is that match rules do not apply to P-Card. So if you create a PO ID, you go through your budget check process that encumbers your funds on the PO ID, your PO ID does not have to be dispatched to the vendor unless you do your PO ID ahead of time and dispatch before swipe your card. When your P-Card transaction comes through, you can tie/link your PO ID to that transaction. The voucher ID created for these P-Card transactions are not subject to the match rules.</p>
<p>Q10: We have hundreds of Cal-Card holders. Is there any way to issue one monthly check to US Bank and have checks or payments through the reconciliation process replenish the fund used to pay the Cal-Card account?</p>	<p>A10: FI\$Cal is designed to build voucher ID for all approved P-Card transactions per managing account on a daily basis. This means that SCO will create a warrant for each voucher ID.</p>



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Q11: I have vouchers pushed back from SCO because they want the US Bank statement attached.	<p>A11: , US Bank sends us the P-Card transactions and we load them into FI\$Cal, there is no need for SCO to get a copy of the paper statement because they have the ability to view the statement online in FI\$Cal. However, we will confirm with SCO because we have not heard of that. We will get back to you on that.</p> <p>UPDATE: SCO meant the actual invoices/receipt is required to be attached, not the paper statement from US Bank.</p>
Q12: We have over 100 Cal-Card holders. We have 12 managing accounts. Trying to understand.	A12: When we go through conversions we will convert all of your managing accounts with all of your card holders. We will go over this with you as part of the conversion activities.
Q13: Whoever approver is before it goes to the controller for check issuance, and we decide we are not going to approve those until we have all of our managing accounts and all the card holders under that, it won't get paid until then. Correct?	A13: It's up to the department to hold off reconciling and approving until all required documents are gathered. Depts. still only have the 30 days to reconcile and approve. SCO has 15 days to approve and issue warrant to US Bank. FI\$Cal is designed to stage and voucher all approved P-Card transactions on a nightly batch process. US Bank may suspend managing account for non-payment.
Q14: 10 card holders, one managing account. We approve all of those card holders in the managing account, the bank is getting one check?	A14: If these P-Card transactions were approved on the same day, yes.
Q15: Are card holders responsible for uploading information (all the documents they need) or is it the P-Card maintainer?	A15: It will be the cardholder or person reconciling on behalf of the cardholder.
Q16: Following up on reconciliation. Are there any hard stops in system?	A16: There are only three criteria that the batch process looks at before they create vouchers for those P-Cards. They have to be approved that the budget check has passed budget check and the chartfields are valid. By meeting these criteria, the system will create vouchers for payment to US Bank on a daily basis.
Q17: I can pay for goods in advance without proof that we've received them?	A17: No, you're not paying. On the PO ID, you're only encumbering the funds.
Q18: What if I'm reconciling four months after the fact. Are there hard stops?	A18: There is no hard stop on our side but US Bank will suspend your account for non-payment. However, the FI\$Cal system will send you daily email notification that your have exceeded your 30 day grace period.
Q19: Our agency is deferred for FI\$Cal implementation. How does it work since we are not using FI\$Cal?	A19: Business as usual for you.
Q20: Is there a report that you can recommend that will show the payments to US Bank, the chart fields for each warrant, the payment dates and voucher dates?	A20: No such report exists yet. But that might be a request to FSC to see if they can create such a report.
Q21: On the Access FI\$Cal page on the Website, why is log in button hidden until you hover over it?	A21: I don't know why. We're going to change the size of buttons. We are making them smaller and we will address that.



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QUESTIONS	ANSWERS
Q22: When we put in a ticket, what decides if the ticket goes to the Accenture Team or the FI\$Cal Service Center?	A22: First, being the subject matter and who the best expert available is on that. And second being the distributing of work load and the priority of the ticket. There's no particular set of rules that says a ticket goes to Accenture or State.
Q23: What happened to SCPRS conversion that was supposed to be completed on the 30 <sup>th</sup> of March?	A23: I know it is being worked on...we will get an update for you.
Q24: Creating an incident ticket – what is turnaround time? I've had situations where it needs to be resolved now so I can continue my work. Is there a way to escalate?	A24: It depends on the issue and complexity. Some can take a few minutes and others a few days. The screen sharing device will hopefully bring response time down because we won't have the back and forth of emails. When you open a ticket let us know the urgency. Let us know if you have a deadline. Our staff is trained to find someone immediately or grab a manager.
Q25: I've had situations where it took a week...	A25: Yes that can happen...we are working on bringing those times down. Please let us know what your timeline is and we will try to respond accordingly.
Q26: Will there be a SCPRS training module?	A26: There is one available on the website. On the FI\$Cal website there is a job aid. We can show you the link to that.
Q27: It has been stated multiple times that as we move forward all purchases must be in FI\$Cal which would include the card purchases and then on the purchase the buyer name and the card holder name must match. How would you set up proxies if they aren't FI\$Cal buyers?	A27: From a P-Card perspective, the system is designed that if I am a cardholder, I will be the only one able to use my card on a PO or requisition. The only role that can be proxied out to someone else other than the cardholder is the reconciler role. And the reconciler can only reconcile on behalf of the cardholder.
Q28: Currently, Cal-Card policies and procedure manual is available for download and review for Cal-Cards. Will there be a similar manual that will provide the same level of detail and will it also cover FI\$Cal?	A28: DGS has published a <i>SCM_FI\$Cal manual</i> and that basically talks about payment because P-Card is just a payment mechanism. None of the rules and regulations for procurement change for P-Card.
Q29: Conversion for SCPRS while we are waiting, we work with amendments, while we're waiting how should we go about entering something that needs amendments? We don't want to enter something in and then once the conversion happens we don't want to mess with the totals.	A29: You would have to wait until conversion is complete in order to modify or amend that SCPR.
Q30: So it needs to be entered as a new contract?	A30: Once all your data has been converted to FI\$Cal, you will be able to look for them – search for them, and do a revision on that SCPR entry by doing a change order. We do have a job aid that will take you through those steps. You don't want to do anything yet until it is converted and you can see it in FI\$Cal.



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<p>Q31: Our department has been having problems creating events for Public Works. Are any of those problems being addressed? The Q&amp;A time frames, the job walks, announcements, allowing potential contractors to post their questions? We had all of those capabilities on Bidsync. They're not on FI\$Cal. And we can't create an event because we can't add the line items for our Public Works projects right now. We have a lot of work that is just sitting because we can't do anything right now.</p>	<p>A31: Solicitation module in FI\$Cal is not at its full capabilities right now. The Event Solicitation module is a vehicle for you to advertise.</p>
<p>Q32: Follow up: Bidsync offered a Q&amp;A time period so contractors could post questions, we could do an addendum and we could do job walks. Right now we're actually putting it in the solicitation and putting that as an attachment but we can't get passed the line item portion.</p>	<p>A32: Unfortunately full functionality has not rolled out so you have to do that outside of the system.</p>
<p>Q33: How do we advertise our Public Works projects if we can't post them on FI\$Cal?</p>	<p>A33: Solicitations right now is just a tool for you to publish your solicitation packet so it is available on the public portal. There may be an issue with your specific event approval workflow.</p>
<p>Q34: We're not able to post (Military Department)</p>	<p>A34: Need to look at how you are set up. And we can walk you through that.</p>
<p>Q35: Is there a manual available that covers both P-Card and FI\$Cal?</p>	<p>A35: Just remember the P-Card is just a payment mechanism. The SCM_FI\$Cal that was published a couple of months ago by DGS – I believe it is chapter 9 that talks about specifically what the departments are supposed to do for P-Card reconciliation in FI\$Cal. You should be able to find it on the DGS website.</p>
<p>Q36: I thought DGS was going to be P-Card maintainer instead of each department having a P-Card maintainer.</p>	<p>A36: Currently DGS has nothing to do with your P-Card so your department needs to designate Cal-Card coordinator or in FI\$Cal a designated P-Card maintainer because you are responsible for the maintenance and management of your cardholder profiles.</p>
<p>Q37: If we are late with reconciliation will the agency be charged with a late fee?</p>	<p>A37: I believe with the new contract DGS has with US Bank, yes, you will be charged a late fee.</p>
<p>Q38: We are hearing that several managing agencies that have Cal-Cards used in excess of \$100 is the card restricted to (?) buyers?</p>	<p>A38: As you issue your P-Card or Cal-Card through US Bank, you have to go in and set transaction amount, dollar amount per month-per cycle. All of that functionality is controlled by US Bank by whatever you enter when you issue the card. We do have fields in FI\$Cal where you can go in and say per transaction you can only go up to this amount per cycle. However, that's not going to stop your user from swiping the card because the control is done by US Bank, it is not done by FI\$Cal. You do have to set up thresholds and limitations on the US Bank side. All we're doing is syncing up information from US Bank to FI\$Cal at the card level so the P-Card transactions will not error out.</p>