FI$Cal One state. One system.	**FI$CAL USER COMMUNITY FORUM** **DATE: WEDNESDAY, APRIL 13, 2016** **TIME: 1:00PM – 2:30PM** **LOCATION: DGS ZIGGURAT AUDITORIUM, 707 3RD STREET, WEST SACRAMENTO, CA 95605** **ROOM: AUDITORIUM**

Facilitators:	Michael Muth Kelly Holtz May Lee 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	Introduction	Michael Muth	6 Min
2	Project Status	Kelly Holtz	3 Min
3	Tips & Tricks: P-Cards	May Lee	30 Min
4	FI$Cal Service Center	Wes Riley	20 Min
5	Close	Michael Muth	2 Min

ANSWERED DURING THE MEETING

QUESTIONS	**ANSWERS**
Q1: By attach you mean scan and enter into the system?	A1: Yes, exactly. You will scan and attach the scanned receipt and/or scanned invoice into FI$Cal at the transaction level.
Q2: You said multiple warrants. At what level does the warrant go out at?	A2: Warrants are at the managing account level. But within that managing account level there could be multiple cardholders. Managing Account is printed on the warrant to US Bank.
Q3: Is level 3 data available at US Bank?	A3: If the vendor sends level 3 data to US Bank from Visa to FI$Cal, then yes, that data will be loaded.
Q4: You mentioned that FI$Cal would help to set up cardholder profiles. Who are you going to take those requests from?	A4: For future release departments, FI$Cal will ask you to validate the cardholder list that we receive from US Bank. When your department goes through the Conversion process FI$Cal will set-up the initial cardholder profiles.
Q5: Will I have access to all transactions for all of my cardholders?	A5: If you are the P-Card Maintainer, then yes. You can review transactions for all the cardholders in your department.
Q6: Is the stock receipt part of the reconciliation process?	A6: Not for P-Card. It does not apply.

QUESTIONS	ANSWERS
Q7: What happens if we order an item and it is on backorder? How does the process for that work?	A7: If an item is on backorder, and the vendor has already swiped your P-Card for that transaction, then that transaction will still go through for us to load. However, if that item is on backorder and you are not going to receive it. You should not reconcile and approve that transaction until you receive the item. At that point in time, you can go ahead and reconcile the transaction.
Q8: How does Online Access work?	A8: FI$Cal receives the P-Card transaction file from US Bank and loads the transaction information into the FI$Cal system. US Bank will continue to mail the paper statements to the departments.
Q9: How do you create/add a new cardholder?	A9: First, you will go to US Bank online and issue a card. Once the new cardholder receives their US Bank card in the mail, then they will notify their department's P-Card Maintainer(s). The P-Card Maintainer is responsible for adding/updating cardholder profiles.
Q10: As a P-Card Maintainer, am I required to make changes to an employee's managing account if they move?	A10: Yes, you will be responsible for adding/updating the cardholder profiles for your department. If deactivating a card, then you will also need to notify US Bank.
Q11: What happens when an employee moves?	A11: You can only associate one card to one managing account. A new card will need to be issued for the new managing account. It is a 1:1 relationship.
Q12: When I create a requisition will that automatically create a PO?	A12: No. The system is designed where you can create a requisition. In order to generate a PO, from a specific requisition, you will need to select the "copy from" link. From there, you have the option to choose "copy from a Requisition" or "copy from another PO". This will then transfer the existing requisition information into the PO for you.
Q13: At the last meeting you said that we would need to redact certain information, when corresponding with FSC. Will the screen sharing not require us to do that anymore?	A13: Yes, it will be through SSL. The reason for redacting information was that we typically had employees send the screenshots via email. Most email accounts are not encrypted.
Q14: What about those folks who are blocked from YouTube?	A14: Our YouTube FI$Cal video is a short term fix. We are working on being able to post it using our site.
Q15: Not everyone in my department will have access to FI$Cal. If they have a Cal-Card will they then need to have access?	A15: If the cardholder is going to use his/her P-Card as the payment method on purchases that meet/exceed the $2,500 purchase or cumulatively $7,500 to a vendor per calendar year, then they will need access to FI$Cal.
Q16: Is there a FI$Cal training module for FI$Cal reconcilers and cardholders?	A16: The 2016 Release departments' staff will be trained on P-Card reconciliation process before go live in July 2016. Training will be based on the roles (specifically P-Card Related roles) given on the Role Mapping Task.
Q17: Will training be created in the future?	A17: Training courses are already developed, training selection will be based on roles assigned on the role mapping task.

QUESTIONS	ANSWERS
Q18: If all the purchases must be in FI$Cal including all card purchases, how are non FI$Cal buyers purchases supposed to get put in the system if they are not FI$Cal buyers?	A18: For future release, exempt, and deferred departments – Department of General Services One Time Acquisition will be creating Requisitions/Purchase Orders on behalf of the future release, exempt, and deferred departments since BidSync is no longer available.
Q19: Do you have information on the duties and responsibilities of Cal-Card coordinators?	A19: The responsibilities have not changed. See screenshot below from the State Contracting Manual (SCM), Volume FI$Cal. See link to entire SCM below. http://www.dgs.ca.gov/pd/Resources/publications/SCMFI$Cal.aspx
Q16: Is there a FI$Cal training module for FI$Cal reconcilers and cardholders?	A16: The 2016 Release departments' staff will be trained on P-Card reconciliation process before go live in July 2016. Training will be based on the roles (specifically P-Card Related roles) given on the Role Mapping Task.

ANSWERED AFTER THE MEETING

QUESTIONS	ANSWERS
Q1. When will role mapping for Budget Users be completed? Jon Kosiewicz	A1. Task TECH618c (Statewide Budgeting Role Mapping) will be released the first week of May with a scheduled due date of May 13.
Q2. Can the department restrict screen sharing for security concerns? Jon Kosiewicz	A2. Yes. Screen sharing is entirely up to the department's discretion and control. It is not mandatory. It is an optional tool. If a department or client chooses to not allow screen sharing, we will continue to help with current processes such as screen shots.
Q3. When there is a new cardholder added is there any way that the P-Card Maintainer can be cc'd on that email communication?	A3. When any role request is forwarded to FSC by the department DAD, a ticket is opened for both the affected user(s) and for the DAD to show comprehensively all affected users. Therefore both the DAD granting the permission for the role and the affected user of the role will be notified.
Q4. Can future Forum Announcements Not be sent to Non-transacting User ID's? Many of our people came or phoned in and were lost. These announcements should only be sent to Super Users until we are transacting in FI$Cal.	A4. We previously sent only to Department liaisons and super users, but due to high demand, we opened registration to all end users in addition to department implementation team (DIT) roles.

QUESTIONS	ANSWERS
Q5. Service Center- Why are tickets closed without a fix? Two tickets closed without resolutions. Had to reopen another ticket.	A5. Before any ticket is set to Resolved, FSC makes multiple attempts to get validation and confirmation of the fix from the user who opened the ticket by both calling and emailing over the course of at least 10 business days. If, despite those attempts, we have not gotten any response from the customer, we will eventually set the ticket to Resolved. Even after setting a ticket to Resolved, there is an additional 5 business days before the ticket automatically moves to Closed status. If at any point the customer contacts FSC we will immediately reopen the ticket. It is only after that amount of time and unreturned communications that reopening a ticket would be necessary.
Q6. P-Card- Cycle data at US Bank is not static. If 22nd falls on weekend cycle does not happen until Monday. Will that be the case in FI$Cal?	A6. Yes, the FI$Cal process is designed to accommodate US Bank's billing cycle.
Q7. Can a 2nd Approver be hard coded in FI$Cal for P-Card Module?	A7. Access to P-Card is driven by the actual card number. Department can assign as many Dept. P-Card Approvers they deem necessary. The ability to update and maintain the Approvers fall on the designated Dept. P-Card Maintainer.
Q8. Why can't Access Online profiles be loaded each month?	A8. The cardholder profile setup post go live, is a manual process and this process will be maintained by the Dept. P-Card Maintainer, not FSC or FI$Cal.
Q9. Deferred Department? Does cardholder have to be the same person who creates the PO? Cyndi Meagher	A9. Yes, per DGS, only the cardholder, herself/himself can use the P-Card. The system is designed to allow only the actual cardholder the ability to see and select his/her own card as the payment method on Requisition and/or PO in FI$Cal.
Q10. When will CalOES be converted? Date? Susan Meade - CalCard Administrator	A10. The Office of Emergency Services is a 2017 Release department which is scheduled to go live in July of 2017.
Q11. Will US Bank give us profile data to upload in P-Card? Susan Meade- CalCard Administrator	A11. FI$Cal Business Conversion Team will work with the Depts. as they onboard to get validate their cardholder list. FI$Cal will create the cardholders for the depts. for go live. Depts. will be responsible for creating new cardholder profiles post go live.
Q12. Do we manually type in each profile in P-Card? Susan Meade- CalCard Administrator	A12. The FI$Cal Business Converison Team will manually create the cardholders for the depts. prior to their go live.
Q13. Can you please add me to your contact list to receive future invites for FI$Cal seminars? Kaycie Yong	A13. Yes. You have been added.
Q14. When will CDCR convert over to the new system? Kaycie Yong	A14. When CDCR's ERP System needs to be updated.