FI$CAL USER COMMUNITY FORUM

DATE: WEDNESDAY, MAY 18, 2016
TIME: 9:30AM – 11:00AM
LOCATION: DEPARTMENT OF HEALTH CARE SERVICES EAST END COMPLEX, 1500 CAPITOL AVENUE, SACRAMENTO, CA 95814
ROOM: AUDITORIUM

Facilitators:	Michael Muth Eric Harrald 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/Agenda/Timeline	Michael Muth	11 Min
2	FI$Cal Information Security/Tips & Tricks	Eric Harrald	51 Min
3	What We've Heard From You	Wes Riley	12 Min
4	Close/Final Information	Michael Muth	6 Min

QUESTIONS AND ANSWERS

Q1: Using the Statewide Procurement MARF - what is the difference between that and the MARF?	A1: There are two different types of MARFs: One is the regular form for users with access to all FI$Cal functionality (i.e. Wave 1 and Wave 2 departments), while the other is used for Statewide Procurement user updates only. The latter is a simplified form used by future release departments (e.g. 2017 and 2018 Release) that only currently use the statewide procurement functionality in FI$Cal.
Q2: Can you request only for a specific acquisition type for a department and not statewide?	A2: You can do both. You can do an acquisition type for only a specific department BU. Or if it's a statewide control agency like DGS, all of the specific acquisition types go to that person. The challenge with all BU access for approvals, is when someone gets put into all acquisition types for all BUs, that person shows up approval chain for those configurations.
Q3: So we would use this UARF/MARF and submit it to make corrections?	A3: From a security perspective, if you needed to remove someone from your approval workflow, you would submit this. However, there may be incidences where we have to work with our Business Team to make sure we don't negatively affect other business transactions because there are certain control agencies that need to be in every workflow even though they don't actually do anything, they just receive notifications. So it would have to be a case-by-case basis. If you wanted or needed to correct that, the MARF/UARF would be the form you use.

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Q4: What is your turnaround time for creating a user if it's absolutely perfect with no issues?	A4: If we receive the form, it's correct, it was sent to the FSC, the FSC created a ticket, the ticket came to my group (ISO), and there were no SOD (Separation of Duties) conflicts, then it takes two to three days. That's from the time that the request got to us to the time the user was actually given access. We strive to do requests in the same day. We can also expedite if there is a critical need. Normal process takes about five days. We are working on things to reduce that time.
Q5: Since STPD works on solicitations for departments, can we add them as a CSCR approver from our department since they are releasing the IFB or RFP from ours such as CALOES procurement on our MARF?	A5: Yes you can. Your DAD has to submit the request form to the FSC via the process.
Q6: Our department, Judicial Branch, is on the Exempt list but would like the opportunity to participate in all future remote training if possible as our department is currently exploring the functionality. Is that possible? If so, how do we get on the remote training list?	A6: Training through the FTA is available as web based training options. As long as you are registered as a learner with the learning management system, you can take training remotely. If you are referring to the user community forums, we will start offering the option to register and attend via a web conference using Adobe Connect.
Q7: Does FI$Cal have a summary listing of the Separation of Duty (SOD) conflicts?	A7: Within the MARF form, there are tabs for the SOD matrix and the hard stop matrix. These tabs provide information on which roles are in conflict.
Q8: Is there a way to mirror someone's access or if you have 15 people with the same role to just list the people and say they all get this role?	A8: The short answer is no, unfortunately. There is no quick way to do that. We can't allow a "copy as" or "clone" feature within the system due to the security reasons. It is not always clear to DADs the exact access or access differences similar users have. If you want to copy someone's access, we can provide you with a report to show you the access that a certain user or users within your department have so that you can request that same access for other users.
Q9: If a DAD submits a MARF, or any form for that matter, and there are things on the form that aren't working correctly, can someone besides the DAD try and help trouble shoot it?	A9: The DAD submits the MARF, we can work with the DAD or whoever is closest to the problem. We try to contact the DAD or end user to gain a better understanding of the business problem. However, if changes are made to the request form, the DAD may need to resubmit.
Q10: Is the PowerPoint we are viewing available on the FI$Cal website?	A10: Yes, it is currently available on the FI$Cal website under Breaking News. All forum materials are also available under the FI$Cal Forums Resources page.
Q11: When will the revised Role Description Handbook be available?	A11: We are working on it now. It will be sometime within the next 90 days.
Q12: Are the updates in the SAM manual listed in the summary updates or coming in the future?	A12: I believe both is the answer – both have been done.

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Q13: Can you give an example of when you would use an Encumbrance only PO?	A13: In a past department we used to rent a storage locker for one year. It was $10 a month. So, instead of doing purchase orders every month, we would do an Encumbrance only PO for the full $120 and basically invoice against that throughout the term of the lease.
Q14: How are smaller agencies, less than 150 employees, gearing up to complete required work on top of FI$Cal tasks, duties, training, etc.? Contracted employees? Retired Annuitants?	A14: What we've seen across the board is a wide variety of strategies. So, if you're a small department, such as a 2016 department, you may have actually brought in consultants to support the readiness activities (e.g. role mapping, business process modeling, mapping "as is" business processes to "to be" business processes, etc. Some departments that are CalSTRS today, are leveraging DOF analysts. And of course there are departments using retired annuitants. There are a number of strategies that departments have leveraged to augment their current staff. If you do have any questions, feel free to email the CMO mailbox.
Q15: Can you explain when to use the UARF instead of the MARF?	A15: The MARF is for multiple users, whereas the UARF is for individual users.
Q16: So the UARF is only to add one user?	A16: That is correct.
Q17: Can our DAD remove individuals from other agencies (business units) from our workflow? (from Angel Ramsey)	A17: Often the other BU staff you may be seeing in your workflows are control agency staff and cannot be removed. However if you send us the names and email addresses we can verify.
Q18: What is the purpose of the additional defaults for Department Requestor Only under the Requestor and Buyer default tabs? (from Lauren Chew)	A18: The Additional Defaults are required data in FI$Cal for each Requisition/Purchase Order. Providing the most likely ChartField string as the defaults saves the user from entering them on each Requisition/Purchase Order.
Q19: Any major difference we should know about between the MARF and UARF? (from Lauren Chew)	A19: The UARF is for a single user and the MARF is used for requests of 5 users or more. Also, the UARF requires wet signatures for the user and the DAD.