



FI\$Cal

Financial Information System for California

Conference Room Pilot (CRP) – Customer Contracts

for Wave 1 and Wave 2
Departments

May 13, 2014

Housekeeping

- A copy of the presentation will be shared with attendees 1 week from the presentation date

- **Breaks**
 - AM Break – approx. 10:30am

- **Restrooms**
 - Main hall to right

Agenda

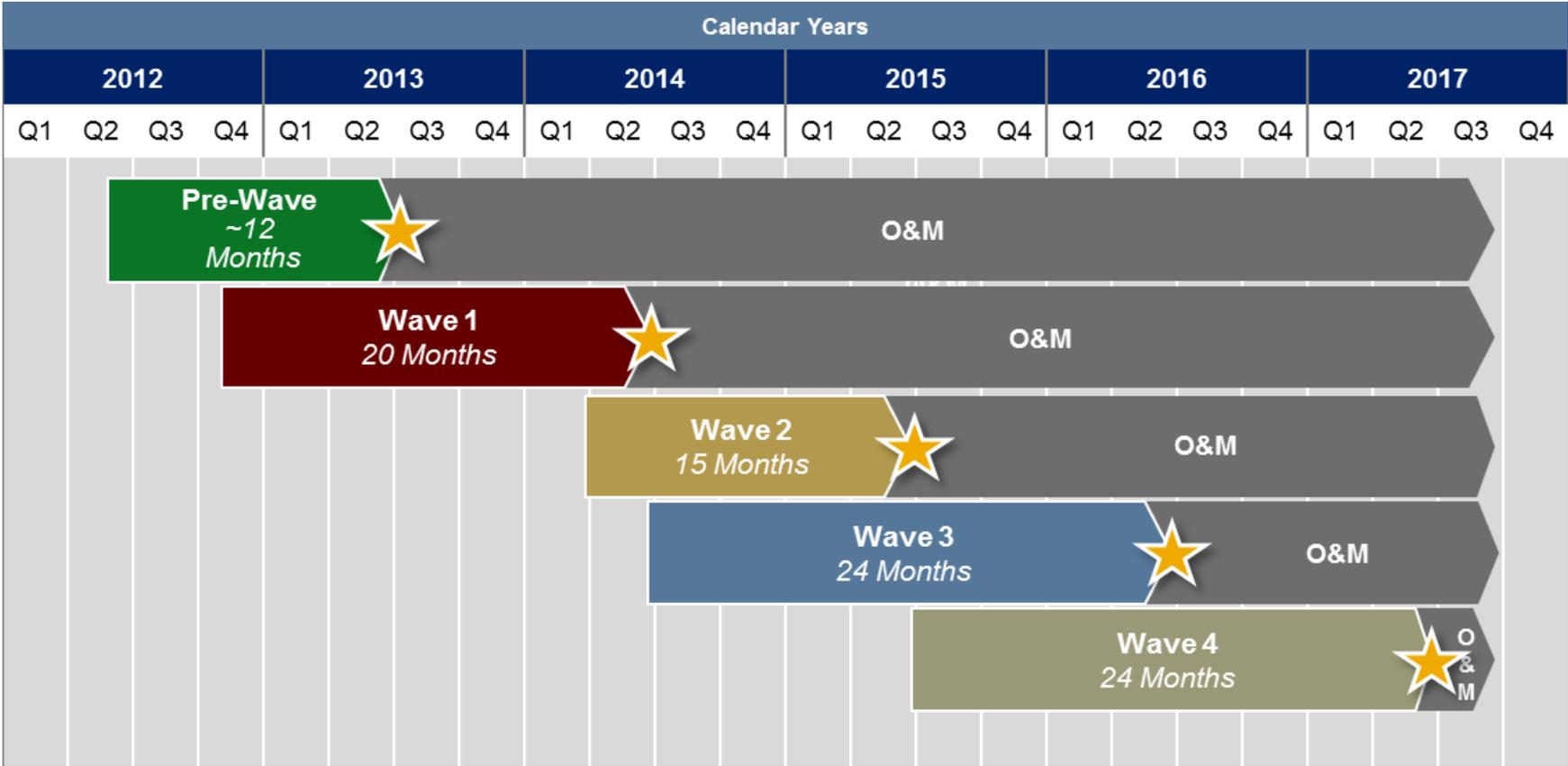
- FI\$Cal Project Overview
- Wave 2 CRP Objectives and Approach
- FI\$Cal Solution Overview
- Customer Contracts Module
 - Key Terms
 - Business Process Overview
 - Scenarios Overview
 - Covered Requirements
 - Demonstration
- Technology Considerations
- Session Recap

FI\$Cal Project Overview

- The Financial Information System for California (FI\$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.

- California's Partner Agencies are working together to form the partnership to support FI\$Cal at the highest level:
 - Department of Finance (DOF)
 - Department of General Services (DGS)
 - State Controller's Office (SCO)
 - State Treasurer's Office (STO)

FI\$Cal Wave Timeline



CRP Objectives

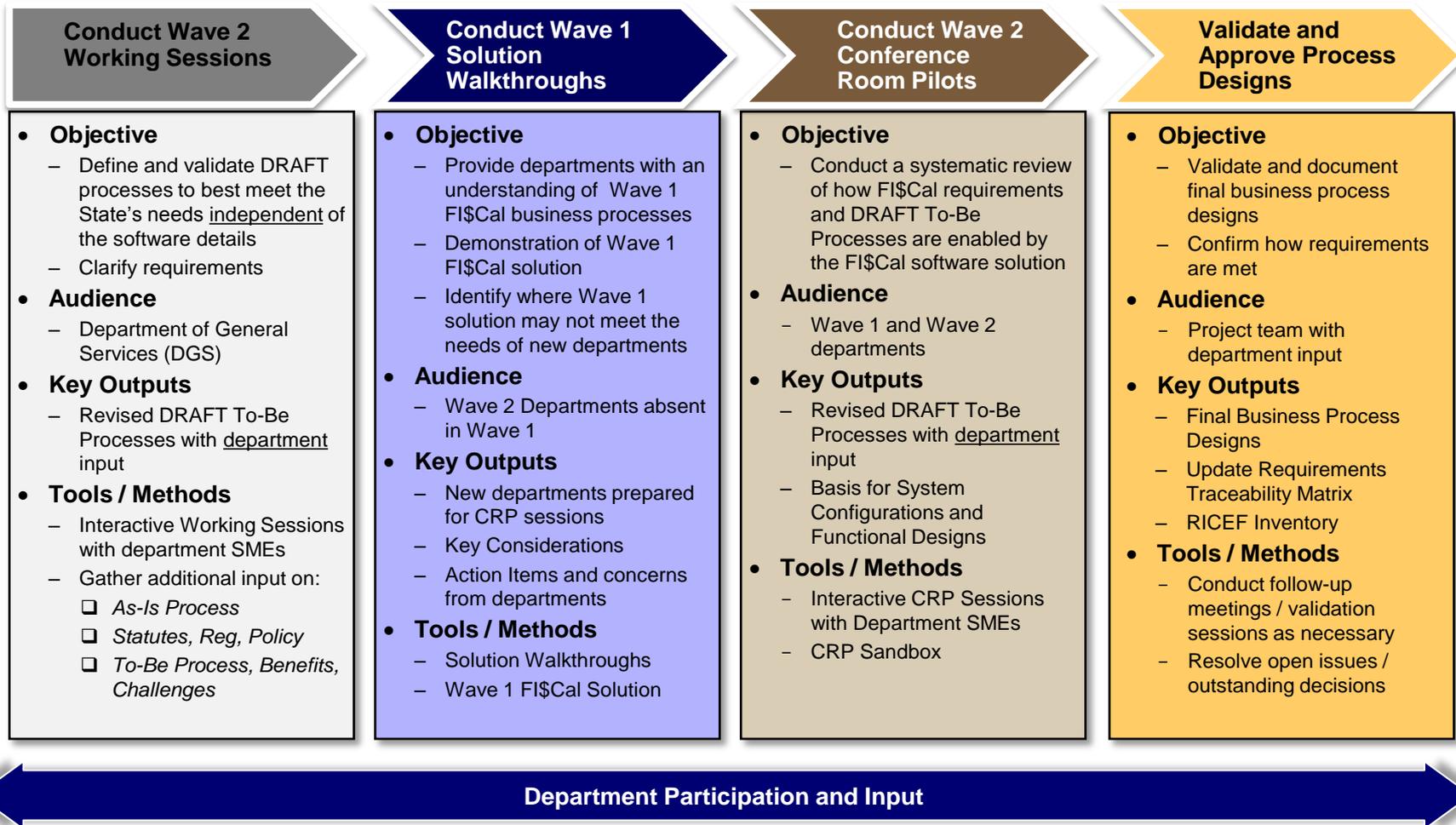
- The Wave 2 CRPs will:
 - Facilitate interactive discussion on “To-be” state business processes
 - Demonstrate delivered software capabilities to meet state requirements
 - Confirm application requirements and identify gaps where business needs are not satisfied by standard software functionality
 - Identify critical concerns/issues for each process area

Business Requirements – Overview

■ What is a Business Requirement?

- Business requirements specify the functionality of an application
- Business requirements collectively represent the “To-Be” state of a system
- Requirements denote common functionality across all Departments
- The FI\$Cal project team contracted with Informatix to facilitate Joint Application Development (JAD) sessions with all partner and stakeholder departments to tailor the baseline requirements to the FI\$Cal project in 2006
- State conducted several rounds of review of the requirements in the past few years
- The current baseline requirement list is taken from the FI\$Cal RFP

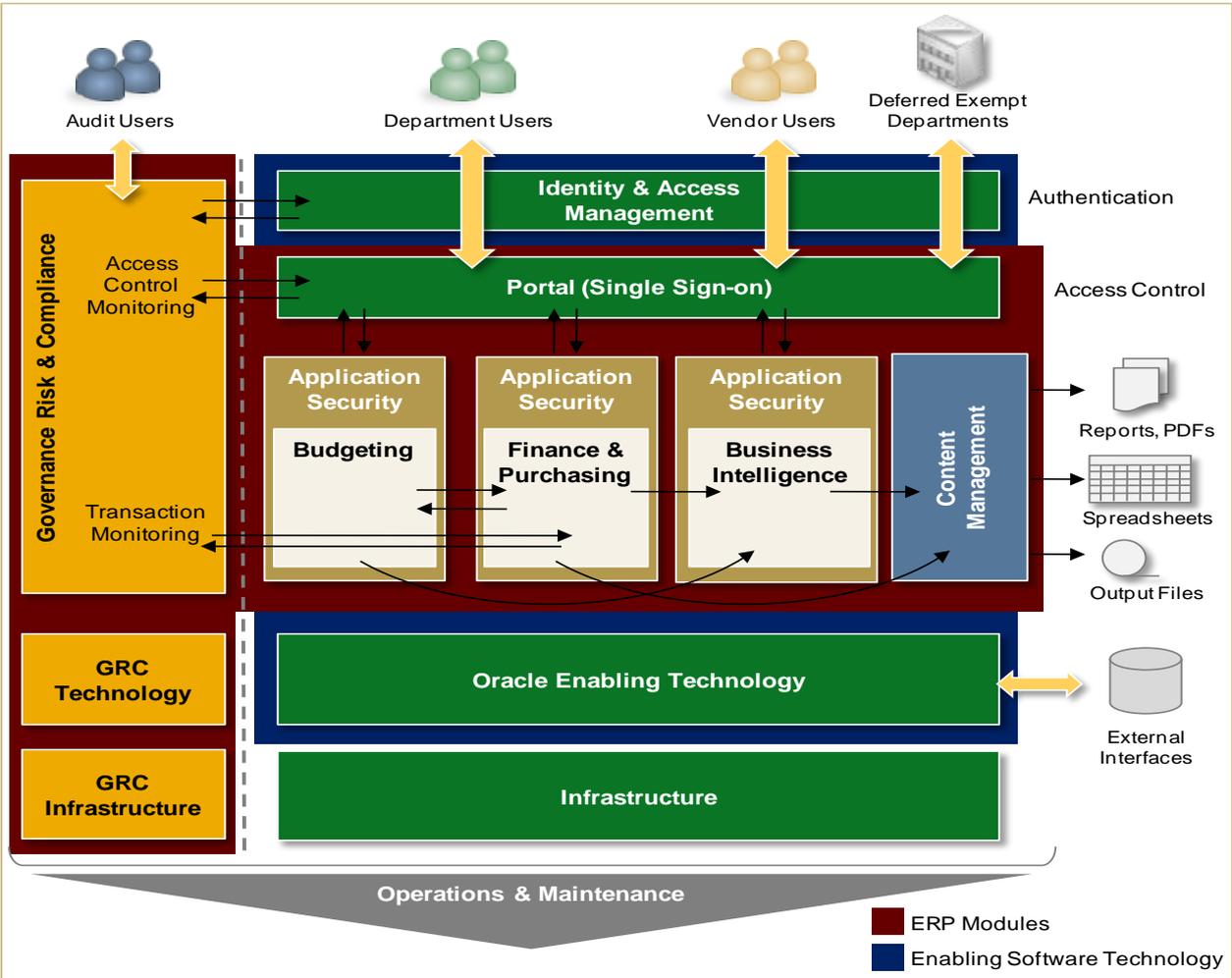
FI\$Cal Design Approach



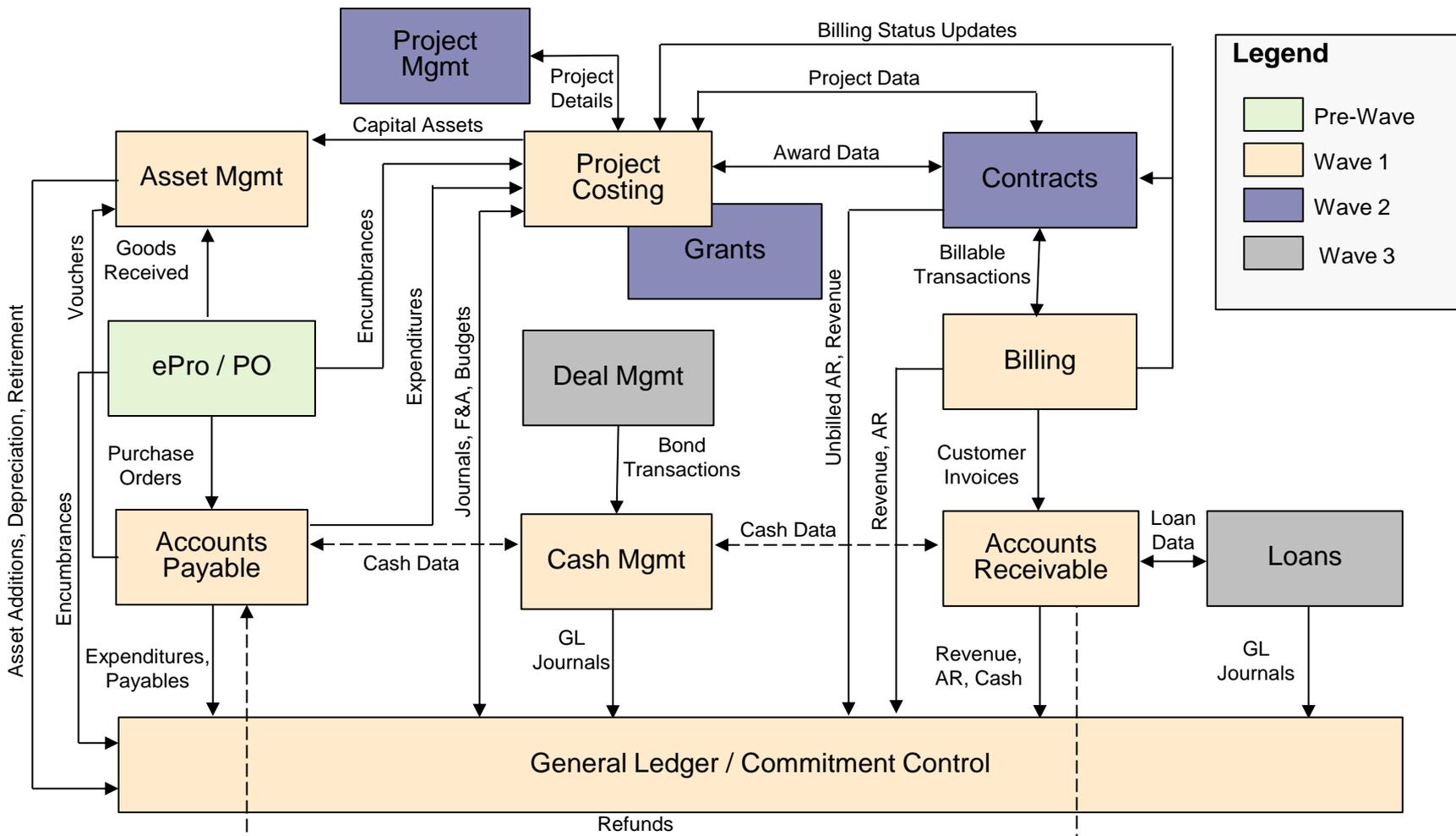
Ground Rules & Guiding Principles

- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, then assume
- **Consider Best Practices** and business process changes
- **Think of the data** and information you require

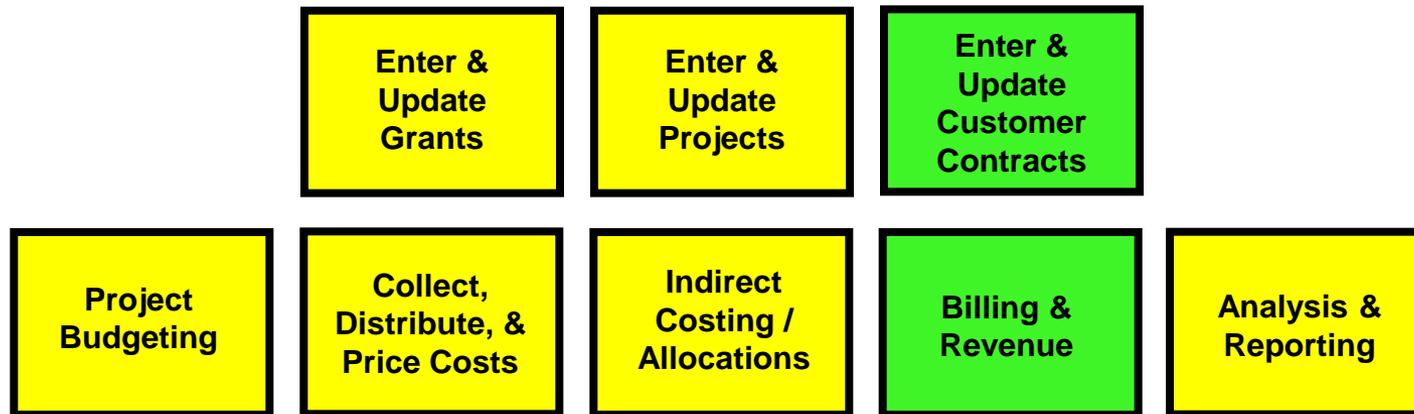
FI\$Cal Solution Overview



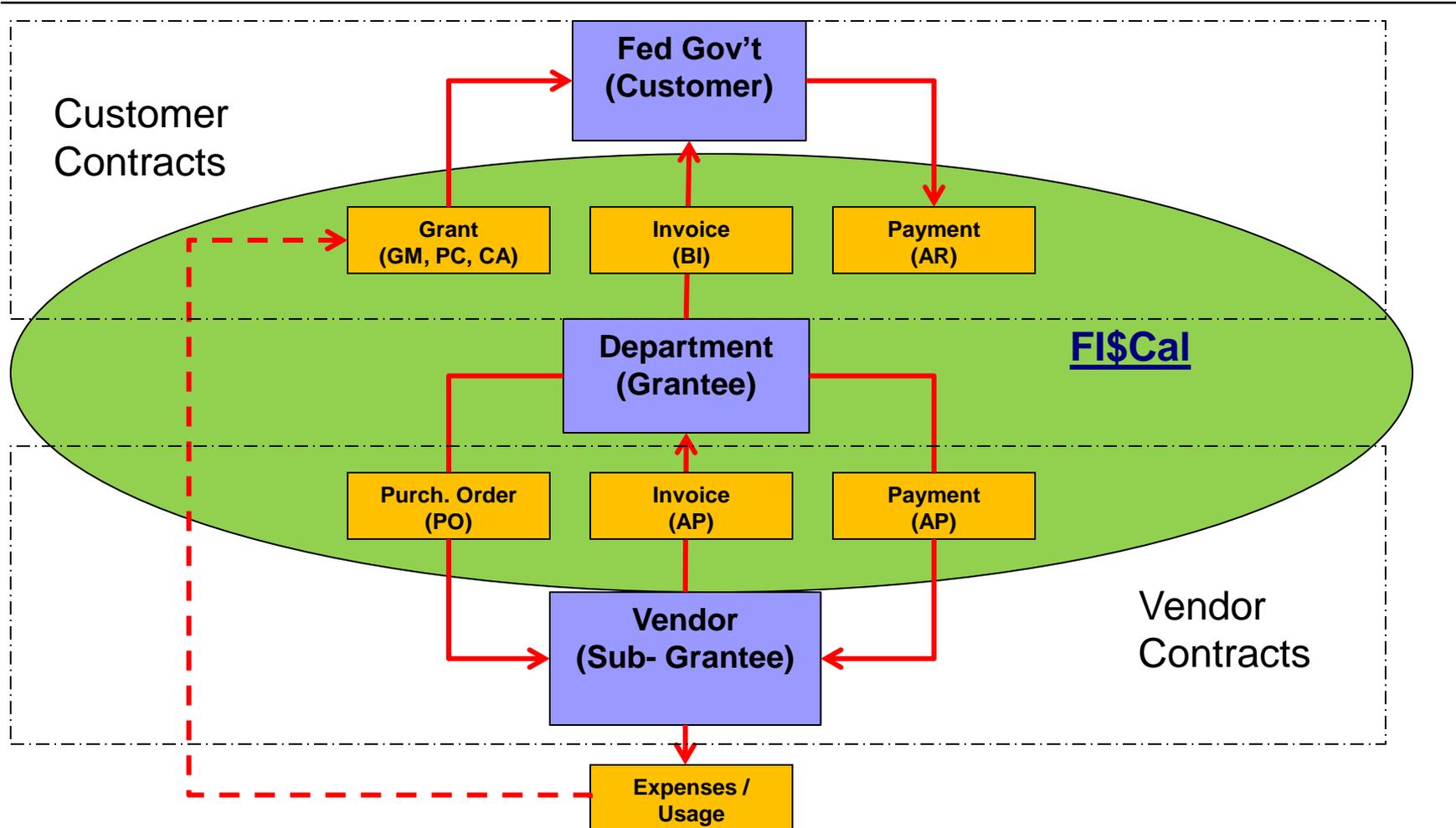
FI\$Cal Accounting Solution



Projects/Grants/Contracts Process



Business Process Overview



Contracts Functionality

Contracts enables you to:

- Capture contractual terms and conditions of awards and reimbursable projects
- Choose when and how to bill the Sponsor / Customer
- Choose when and how to recognize revenue in a suitable manner
- Tie a Contract to a Project using the Project ChartFields – they will be required for all Contract lines
- Manage changes through amendment processing
- Link Project Costing to the Billing and Accounts Receivable modules

Key Terms

Term	Definition
Grant	Sponsored Contract Award Agreement where the State is receiving funding
Sponsor	Federal or other Awarding Agency/Department who is responsible for funding the award.
Project	FI\$Cal ChartField value used for tracking financial transactions associated with a Grant/Award or Reimbursable Project
Activity	FI\$Cal Project ChartField used to identify task or phase for the project. For Grants, usually mapped to the spending categories for the grant
Customer	External customer to be billed for the contract. May be external 3 rd party (Federal Government) or another State Agency

Key Terms

Term	Definition
Customer Contract	Contract Agreement within FI\$Cal that will define Billing and Revenue Recognition terms for a grant award / reimbursable project
Contract Amendment	Change to the contract after it has been set to Active status. All history is tracked for contract amendments
Product	Good or service “sold” to a customer on a contract line. May be as specific or generic as needed
Vendor	Local Agency or third party that receives funding from the State. Also identified as a Sub-Recipient or Sub-Grantee
Vendor Contract	Contract Agreement in FI\$Cal that defines Encumbrance and Payment terms for Local Agency payments. This agreement is managed in Procurement and is outside of the scope of the Contracts module

Scenario – 1 : Create and Amend Contracts

ID		Requirement Description
GA	7.00	The System shall track and report on grants as a grantor or a grantee.
GA	11.00	The System shall associate multiple grants to a project and/or multiple projects to a grant.
GA	23.00	The System shall support, change orders, purchase documents, or amendments to contracts with changes reflected in grant and cost center (e.g., section, branch, location).
PR	22.00	The System shall allow users to establish multiple contracts and purchase orders for a single project.
PR	29.00	The System shall track hours expended for all projects, including:
PR	29.01	Accounting Classification
PR	29.02	Pay Period
PR	29.03	Employee
PR	29.04	Employee Number
PR	35.00	The System shall support change orders or amendments to contracts with changes reflected in project, and cost center (e.g., section, branch, location).

Scenario – 1 : Create and Amend Contracts

ID		Requirement Description
PR	40.00	The System shall generate a project listing by time period, including:
PR	40.08	Contracts (includes contracts to grantees for funds which State is disbursing as "pass throughs")
PR	40.19	Amendments
PR	40.20	Reporting - Agency
PR	40.21	Accounting Agency

Scenario – 1 : Create and Amend Contracts

Create Contract: Contract General Information

General	Lines	Amendments	
Contract Number:	TULARE_K8	Sold To Customer:	Master Services
Amendment Number:	0000000000	*Contract Status:	ACTIVE 
Amend Contract		Add to My Contracts	
Description:	<input type="text" value="New Tulare K8 School"/>	Processing Status:	Active
Contract Admin:	<input type="text" value="Emmerson,Nancy"/> 	Amendment Status:	Complete
Region Code:		Business Unit:	Department of General Services
Contract Type:	GRANTS	Contract Classification:	Standard
Currency Code:	USD	Start Date:	07/01/2013
Exchange Rate Type:	CRRNT	End Date:	12/31/2099
Contract Signed:	05/12/2014	Last Update Date/Time:	05/12/2014 5:43:19PM
		Last Update User ID:	DHoferkamp
▶ Other Information			
▶ Summary of Amounts			
Go To:	Billing Plans	Revenue Plans	Milestones
		Renewals	<input type="text" value="More"/> 

Scenario – 1 : Create and Amend Contracts

Create Contract: Contract Lines

[General](#) | [Lines](#) | [Amendments](#)

Contract Number: TULARE_K8  **Sold To Customer:** Master Services
Amendment Number: 0000000000 **Contract Status:** ACTIVE

Amend Contract

Contract Lines
[Personalize](#) | [Find](#) | [View All](#) |  |  First  1 of 1  Last

[General](#) | [Detail](#) | [Amount Detail](#) | [Deferred Revenue](#) 

Line	Product	Description	Price Type	Start Date	End Date	Status
1	DSA-SERVICES	DSA Services	Amount	07/01/2013 	12/31/2099 	Active

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) More ▼

Scenario – 1 : Create and Amend Contracts

Create Contract: Line Details

[General](#) | [Lines](#) | [Amendments](#)

Contract Number: TULARE_K8  **Sold To Customer:** Master Services
Amendment Number: 0000000000 **Contract Status:** ACTIVE

[Amend Contract](#)

Contract Lines Personalize | Find | View All |  |  First 1 of 1 Last

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	DSA-SERVICES	In Progress	Ready	Contract Terms	Distribution	Internal Notes	Master Services

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) More ▾

Billing and Revenue

- Contracts Billing and Revenue Plans:
 - Must be marked Ready status to activate
 - Move to In Progress Status when run
 - Can be placed on Hold to prevent Billing and/or Revenue from running

Scenario – 1 : Create and Amend Contracts

Create Contract: Line Details – Bill Plan

Contract: TULARE_K8 **BI Unit:** 7760
Sold To Customer: 0000050039 Master Services **Bill To:** 0000050039 Master Services
Billing Plan: B101 Immediate Billing Plan **Currency:** USD

Description: ***Billing Status:**
Billing Method: Hold

Customer Information

BI Unit: Department of General Services
***Bill To Customer:** Master Services **Addr Num:**
Bill To Contact: Marcos Oliveria

Amount Detail

Negotiated Amount:	4,000,000.00
Total Amount:	4,000,000.00
Total Billing History:	4,000,000.00

Billing Options

Bill Type: Pre Approved [Billing Header Note](#)
Bill Source: Direct Invoice [Internal Notes](#)
Summarization Template ID [Preview Summarization Template](#)

Billing Default Overrides

Invoice Form:
Cycle ID: [View Customer Defaults](#)
Bill By ID: Contract
Payment Method:
Payment Terms:
Billing Inquiry:
Billing Specialist: Catherine O Toole

Scenario – 1 : Create and Amend Contracts

Create Contract: Line Details – Revenue Plan

Revenue Plan

Revenue Plan

Contract: TULARE_K8 **Business Unit:** 7760 **Currency:** USD
Sold To Customer: 0000050039 **Master Services** **GL Business Unit:** 7760
Revenue Plan: R101 **GL Currency:** USD

Description: ***Plan Status:** ▾
Recognition Method: Percent Complete Hold

Define Events By

Percent Source: ▾
Internal Notes [Preview Revenue](#)

Amount Detail

Total Amount: 4,000,000.00
Remaining Percent: 100.00000000
Remaining Amount: 4,000,000.00

Event Detail

[Personalize](#) | [Find](#) | [View All](#) | | First 1 of 1 Last

Event	*Event Status	Percent Complete	Accounting Date		Incremental % Complete	Amount
1	<input type="text" value="Pending"/> ▾		<input type="text" value="05/12/2014"/>	Event Note		0.00

Scenario – 1 : Create and Amend Contracts

Create Contract: Line Details - Contract Terms

Related Projects

Contract Amendments

Contract Number:	TULARE_K8		Sold To Customer:	Master Services
Amendment Number:	0000000000		Contract Status:	ACTIVE

Contract Line:	1	Price Type:	Amount
Product:	DSA-SERVICES		
Description:	DSA Services		

Amend Contract

PC Business Unit: 

Associated Projects & Activities Personalize |  First  1 of 1  Last

*Project	Description	*Activity	Description	Source Type	Category	Subcategory
<input type="radio"/> <input style="width: 100px;" type="text" value="000000000000178"/> 	New Tulare K8 School	<input style="width: 100px;" type="text" value="W"/> 	Working Drawings	<input style="width: 50px;" type="text"/> 	<input style="width: 50px;" type="text"/> 	<input style="width: 100px;" type="text"/> 

Create Project

Create Activity

Scenario – 1 : Create and Amend Contracts

Rate Sets and PC Pricing

As Incurred Billing and Revenue is triggered by the Project Costing Pricing Engine

- Rate Set – cost/billing rates to be applied to Project transactions
- Rate Plan – Group of multiple rate sets attached to a single contract line. All applicable rates within each plan rate set will be applied to the source transaction
- Source – Criteria used to identify the Project transactions to Price
- Target – Criteria used to price the source transaction and generate target cost/billing rows

Scenario – 1 : Create and Amend Contracts

Rate Sets and PC Pricing – Rate Set Source Criteria

Business Unit: 4170 Rate Set: GMRT1
 Rate Set Type: Standard *Rate Definition Type: **Billing** ▼
 *Description: Grants Rates Rate Set Category: ▼

Define Rate Set Find | View All First ◀ 1 of 1 ▶ Last

Effective Date: 01/01/1900  Status: Active ▼

Enable Variance

Define Criteria for Incoming Transactions Personalize | Find | View All   First ◀ 1-3 of 3 ▶ Last

Target	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure	Currency
Target	ACT 	% 	% 	% 	% 	% 	% 	% 	% 	% 
Target	GLE 	% 	% 	% 	% 	% 	% 	% 	% 	% 
Target	TLX 	% 	% 	% 		% 	% 	% 	% 	% 

Scenario – 1 : Create and Amend Contracts

Rate Sets and PC Pricing – Rate Set Target Criteria

Rate Sets **Target**

Business Unit: 4170 Rate Set: GMRT1
 Description: Grants Rates Rate Definition Type: Billing
 Rate Set Type: Standard Rate Set Category:

Source Criteria Find First 1 of 3 Last

Analysis Type: ACT Project Role: % General Ledger Business Unit: %
 Job Code: % Time Reporting Code: % Unit of Measure: %
 Employee ID: % Currency: %

General Ledger Information

Source Type	Category	Subcategory	Account	Alternate Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Budget Ref
%	%	%	%	%	%	%	%	%	%	%

Target

Define Target Rows Personalize | Find | View All | First 1 of 1 Last

Rate Option	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	Target Category	Target Subcategory	To Currency
NON	1.000000		BIL	<input type="checkbox"/>				

Scenario – 1 : Create and Amend Contracts

Rate Sets and PC Pricing

Target Pricing Options

- AMT: Quantity Rate sets the target amount equal to:

$$\text{Source row transaction quantity} \times \text{Rate set-specific rate} \times \text{Target row rate amount}$$
- EBI: Employee Bill Rate (as defined on the Rates by Employee page), which sets the target amount equal to:

$$\text{Source row transaction quantity} \times \text{Employee-specific bill rate} \times \text{Target row rate amount}$$
- ECO: Employee Cost Rate (as defined on the Rates by Employee page) sets the target amount equal to:
$$\text{Source row transaction quantity} \times \text{Employee-specific cost rate} \times \text{Target row rate amount}$$

Scenario – 1 : Create and Amend Contracts

Rate Sets and PC Pricing

Target Pricing Options

- FIX: Fixed Amount sets the target amount equal to the rate amount defined on the rate set.
- JBI: Job Code Bill Rate (defined on the Rates by Job Code page) sets the target amount equal to: Source row transaction quantity × Job code bill rate × Target row rate amount
- JCO: Job Code Cost Rate (defined on the Rates by Job Code page) sets the target amount equal to: Source row transaction quantity × Job code cost rate × Target row rate amount

Scenario – 1 : Create and Amend Contracts

Rate Sets and PC Pricing

Target Pricing Options

- MUP: Markup Rate marks up the transaction amount by the value in the Rate Amount field.
- NON: Carries the source amount from the source transaction directly to the target row.

Scenario – 2 : Process Billing and Revenue

ID		Requirement Description
GA	22.00	The System shall establish advanced payments and track expenditures that are offsetting those advanced payments.
GA	42.00	The System shall automatically calculate Facilities & Administrative (F&A) costs associated with grant-related expenditures and create billable transactions for them.
PR	37.00	The System shall generate an invoice based upon the reimbursement costs or other performance-based reimbursement rates.
PR	38.00	The System shall generate a project invoice based upon expenditures/disbursements entered against a project.
PR	40.00	The System shall generate a project listing by time period, including:
PR	40.22	Unbilled expenditures (i.e., purchase orders executed but have not been invoiced).

Analysis Types in Projects

- Analysis Types are used in Project Costing to identify the type of transaction in the system
- As you “Price” various actual charges, you can produce Billable transactions.
 - **Billable Amount (BIL)** is recognized after transactions are sent to Project Costing and are ready to be billed – this is in conjunction with actual costs
 - **Billed Amount (BLD)** is recognized after transactions are sent to the Billing module to be billed
 - **Prepaid Utilization (UTL)** is recognized after transactions have been processed against a prepaid amount and an invoice must be sent

Note: You will be able to use these analysis types to assist with the Billing process, regardless of whether you send a Customer an actual invoice.

Billing and Revenue

- Contracts allows you to define and administer the billing and revenue rules for contractual agreements required for grant sponsors and reimbursable project customers
- Contracts Billing and Revenue Plans:
 - Are required for every contract line in order for billing to occur
 - Are required for every contract line in order for revenue recognition to occur
 - Store the schedule of when billing and revenue should occur
 - Created in Pending status
 - Must be marked Ready, move to In Progress when run

Billing Methods

- **As Incurred** - refers to goods or services whose billable items accumulate in the Project Costing module
- **Value Based** - enables you to define and bill amounts other than the actual rate-based transactions processed for revenue recognition
- **Milestone** - billing is triggered by an event or milestone that is associated with the billing plan
- **% Complete** - generate bills over a period of time by updating the percentage of completion
- **Immediate** - eligible to be triggered as soon as the plan is marked Ready
- **Recurring** - does not utilize billing plan lines or events

Billing Method Examples

- **EX 1: As Incurred** – Construction project bills for expenses and labor as the project progresses through the build phase. The project invoices the customer monthly for all accumulated expenses for the month.
- **EX 2: Value Based** – Also called Amount Based Billing. The basement for the building is valued at \$1,000,000. The basement is complete. Bill for the value of the basement.
- **EX 3: Milestone** – Milestone “Foundation for building has been poured” was completed on 11/24/08. This milestone has been reached; therefore, a billing is generated in the amount defined by the Contract.

Billing Method Examples (Cont'd)

- **EX 4: % Complete** - Construction of the project is 25% complete. Billing of 25% of the total cost of the project can be generated.
- **EX 5: Immediate** - Billing can be generated as soon as the plan is marked Ready. You may want to add a Contract and immediately bill for the full or partial amount.
- **EX 6: Recurring** - Crane rental for the project is a recurring cost for 6 months and can be set up to be billed the 1st of the month for 6 months.

Revenue Methods Examples

- **EX 1: As Incurred** - Architect has completed set of blueprints. Revenue recognized for costs incurred.
- **EX 2: Apportionment** - Construction project revenue recognition is set up for \$1,000,000 per month for the next 12 months.
- **EX 3: % Complete** - The construction project is 25% complete so revenue recognition is 25% of the total amount.
- **EX 4: Milestone** - Milestone “Foundation of building poured” has been reached. Revenue recognition once milestone reached.

Billing and Revenue Accounting

- Customer Contracts manages revenue separately from PeopleSoft Billing by using unbilled AR accounting distributions
- Revenue Entry (occurs when revenue is recognized for the Contract)

Account	Debit	Credit
Unbilled AR Account	100	
Revenue Account		100

Billing and Revenue Accounting

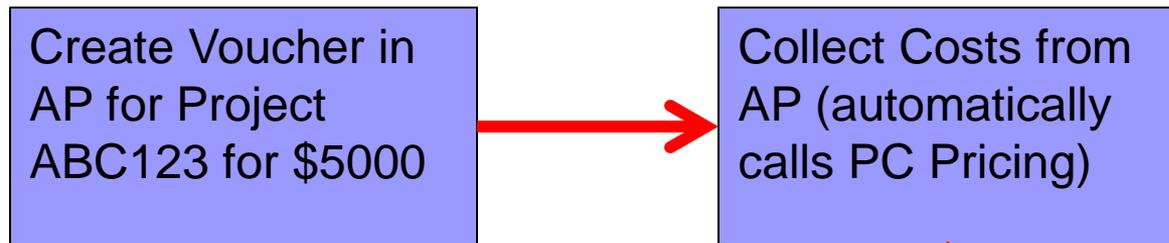
- Billing / AR Entry (occurs when invoice is sent to AR)

Account	Debit	Credit
AR Account	100	
Unbilled AR Account		100

- AR / Cash Deposit Entry (occurs when Payment is recorded in AR)

Account	Debit	Credit
Cash Account	100	
AR Account		100

Billing and Revenue Flow



PROJ_RESOURCE rows created

Project ID	Activity ID	Analysis Type	Amount	BI Distrib	Rev Distrib
ABC123	PLANS	ACT	5000.00	P (Priced)	N
ABC123	PLANS	BIL	5000.00	P (Priced)	N

Billing and Revenue Flow

Process Billing from
Customer
Contracts for
Contract ABC123

PROJ_RESOURCE BIL row updated

Project ID	Activity ID	Analysis Type	Amount	BI Distrib	Rev Distrib
ABC123	PLANS	ACT	5000.00	P (Priced)	N
ABC123	PLANS	BIL	5000.00	W (Worksheet)	N

Temporary Invoice
TMP001 created in
Billing Interface
Tables

Billing and Revenue Flow

Process Revenue from Customer Contracts for Contract ABC123

PROJ_RESOURCE BIL row updated

Project ID	Activity ID	Analysis Type	Amount	BI Distrib	Rev Distrib
ABC123	PLANS	ACT	5000.00	P (Priced)	N (Not Distributed)
ABC123	PLANS	BIL	5000.00	W (Worksheet)	D (Distributed)

Revenue Accounting Entry Created in CA_ACCTG_LN_PC

Contracts To Billing Interface

- There is a delivered integration between the **Contracts** and **Billing** modules
- System will run the Contracts/Billing Interface process to bill the Customer for project-related transactions – user decides when and what to bill on the Contract
- System **can** streamline billing functions using a pre-approved, direct billing option
- Users may decide they want to approve all project billing transactions before they are created – this is the Billing Worksheet function – allows for line item rejection
- Batch process can be run using a process scheduler (nightly batch) or on an ad-hoc basis

Prepaid Billing

- Prepays / Deposits allows users to request revenue (for a specific fund) to pay costs associated with a project before the actual cost is sent to Project Costing
- This is a solution for when fees are collected in advance / up front
- Prepaid contracts produce “UTL” (Utilization rows) in Project Costing when Pricing is run instead of BIL rows

Scenario – 2 : Process Billing and Revenue

Process Billing: Establish Prepaid

[Prepays](#) | [Audit History](#) | [Amendments](#)

Contract Number: TULARE_K8  **Sold To Customer:** Master Services
Amendment Number: 0000000000 **Contract Status:** ACTIVE

Contract Prepaid Totals

Purchased Amount:	50,000,000.00
Remaining Amount:	50,000,000.00
Committed Amount:	0.00

[Amend Contract](#)

Prepays for this Contract Personalize | Find |   First  1 of 1  Last

[General](#) | [Utilization](#) | [Initial Billing](#) | [Deferred Revenue Distribution](#) 

Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date	
1 Ready ▼	<input type="checkbox"/>	50,000,000.00	50,000,000.00	0.00	12/31/2099		 

Go To: [Billing Plans](#)

Scenario – 2 : Process Billing and Revenue

Process Billing: Prepaid Utilization

[Prepays](#) | [Audit History](#) | [Amendments](#)

Contract Number: TULARE_K8  **Sold To Customer:** Master Services
Amendment Number: 0000000000 **Contract Status:** ACTIVE

Contract Prepaid Totals

Purchased Amount:	50,000,000.00
Remaining Amount:	50,000,000.00
Committed Amount:	0.00

[Amend Contract](#)

Prepays for this Contract Personalize | Find |  |  First 1 of 1 Last

General	Utilization	Initial Billing	Deferred Revenue Distribution	
	Use Sequence	Utilize Against all Lines	Contract Line Num	Utilization Descr for Billing
1	1	<input type="checkbox"/>	2	PPD Bal#1 of Contr# TULARE_K8

Utilization Criteria [+](#)

Assign to Rate Based Contract Line to Track Utilization

Scenario – 2 : Process Billing and Revenue

Process Billing: Prepaid Billing

[Prepays](#) | [Audit History](#) | [Amendments](#)

Contract Number: TULARE_K8 
Sold To Customer: [Master Services](#)

Amendment Number: 0000000000
 Contract Status: ACTIVE

Contract Prepaid Totals

Purchased Amount:	50,000,000.00
Remaining Amount:	50,000,000.00
Committed Amount:	0.00

[Amend Contract](#)

Prepays for this Contract Personalize | Find |  |  | First  1 of 1  Last

[General](#) | [Utilization](#) | [Initial Billing](#) | [Deferred Revenue Distribution](#) 

Billing Plan	Description	Billing Plan Template	Bill Plan Detail Template ID	Purchase Order Reference	Prepaid Tax Timing
1 B102		IMMEDIATE	STANDARD	<input type="text"/>	Tax on Initial Bill

Bill Plan for Prepaid is separate from Bill Plan for Rate Based Contract Line

Integration with Grants

- Award Generation will automatically create a Customer Contract for the Grant Award
- Automatically establishes Contract lines and amount details
- Automatically establishes the Award Projects on the Contract Terms page
- Contract can be created in Pending or Active status

Contract Amendments

- Amendments provide historical change control for modifications made to the contract header and lines
- The following are reasons to amend a contract:
 - Addition or subtraction of overall contract and contract line amounts
 - Addition of new lines to the contract
 - Modification of billing and revenue events in ‘Pending’ status
- Amendment statuses include: Pending, Ready, Complete or Cancelled

Contract Amendments

[General](#) | [Lines](#) | [Amendments](#)

Contract Number: TULARE_K8 **Sold To Customer:** Master Services
Pending Amendment: 0000000001 ***Contract Status:** ACTIVE

Description:	<input type="text" value="New Tulare K8 School"/>	Processing Status:	Active
Contract Admin:	<input type="text" value="Emmerson,Nancy"/> <input type="button" value=""/>	Amendment Status	Pending
Region Code:	<input type="text"/> <input type="button" value=""/>	Business Unit:	Department of General Services
Contract Type:	<input type="text" value="GRANTS"/> <input type="button" value=""/>	Contract Classification:	Standard
Currency Code:	USD	Start Date:	07/01/2013
Exchange Rate Type:	CRRNT	End Date:	12/31/2099
Contract Signed:	<input type="text" value="05/12/2014"/> <input type="button" value=""/>	Last Update Date/Time:	05/12/2014 5:59:40PM
		Last Update User ID:	DHoferkamp

Amendment Status Indicates Amendments existing on the Contract

Contract Amendments

[General](#) | [Lines](#) | [Amendments](#)

Contract Number: TULARE_K8 **Sold To Customer:** Master Services
Pending Amendment: 0000000001 ***Contract Status:** ACTIVE

Description:	<input type="text" value="New Tulare K8 School"/>	Processing Status:	Active
Contract Admin:	<input type="text" value="Emmerson,Nancy"/> <input type="button" value="Search"/>	Amendment Status:	Pending
Region Code:	<input type="text"/> <input type="button" value="Search"/>	Business Unit:	Department of General Services
Contract Type:	<input type="text" value="GRANTS"/> <input type="button" value="Search"/>	Contract Classification:	Standard
Currency Code:	USD	Start Date:	07/01/2013
Exchange Rate Type:	CRRNT	End Date:	12/31/2099
Contract Signed:	<input type="text" value="05/12/2014"/> <input type="button" value="Calendar"/>	Last Update Date/Time:	05/12/2014 5:59:40PM
		Last Update User ID:	DHoferkamp

Amendment Status Indicates Amendments existing on the Contract

Contract Amendments

[General](#) | [Lines](#) | [Amendments](#)

Contract Number: TULARE_K8 **Sold To Customer:** Master Services
Amendment: 0000000000 **Contract Status:** ACTIVE

Amendments Personalize | Find | View All |  |  First  1-2 of 2  Last

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000	Contract Activation		05/12/2014	Complete	Detail	Notes

Click Amend Contract to initiate a Contract Amendment

Contract Amendments

[General](#) | [Lines](#) | [Amendments](#)

Contract Number: TULARE_K8 **Sold To Customer:** Master Services
Pending Amendment: 0000000001 **Contract Status:** ACTIVE

[View Current](#)

Amendments Personalize | Find | View All | | First 1-2 of 2 Last

[General](#) | [Statistics](#) | [Amended Amounts](#) | [Misc.](#)

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000	Contract Activation		05/12/2014	Complete	Detail	Notes
0000000001	Additional Purchase	Additional Purchase	05/12/2014	Pending	Detail	Notes

Go To: [Billing Plans](#) | [Revenue Plans](#) | [Milestones](#) | [Renewals](#) | [Amount Allocation](#) | [More](#)

Original Contract Agreement is always Amendment “0000000000” and is “greyed out” upon Activation

Contract Limits

- Contracts uses limit processing to enable you to set limits on the amount billed, revenue recognized, or fees processed for a contract
 - Funded Limit – Overall maximum that can be billed over the life of the contract
 - Revenue Limit – Overall maximum that can be recognized over the life of the contract

Contract Limits

- Limits can also be set on specific transactions (such as labor, materials, or travel) that occur against a contract
- Transaction Limits use Transaction Identifiers to locate applicable transactions
 - Transaction Identifiers are configurable combinations of Project Costing Chartfields (Resource Type, Resource Category, Resource Sub-Category)
- All Billable transactions that are Priced within Project Costing **and** result in putting a contract line over it's associated limit will be identified with "OTL" Analysis Type and will not be billed / recognized

Other Contracts Functionality

- Progress Payments
 - Issue interim invoices for partial contract payments prior to issuance of final Invoice
 - Progress payments recognized in AR as a liability until full invoice is issued to release the liability and recognize the revenue
 - Must be associated with Amount Based contract lines
- Withholding
 - Customer requires that a portion of the total contract amount be withheld from invoices until certain conditions are met
 - Must establish withholding and release terms for the contract line
 - Must be associated with Rate Based (As Incurred) contract lines

Technology Considerations

- Interfaces
 - None Identified

- Conversions
 - PR002 – Contracts Conversion

- Data Protection
 - All fields Public

Data Protection Overview

- FI\$Cal will receive and retain various types of data that will need to be protected. All data can be classified as:
 - Public
 - Personally Identifiable Information
 - Sensitive
 - Confidential

- Various state agencies assisted FI\$Cal in the development of a **Data Classification and Protection Framework**

Data Protection Overview

- All data that is received, retained, and transmitted by FI\$Cal protected by:
 - Business Unit
 - Encryption
 - Role Based Access

- In addition, data classified as PII, sensitive, and confidential will receive the additional protection of:
 - Masked
 - Tracking when added, updated, deleted, and read
 - Role Based Access, such as Confidential User

Data Protection – Key Terms

Conversion	Definition
Public Information	Information maintained by state agencies that is not exempt from disclosure under the provisions of state or federal laws.
Confidential Information	Information maintained by state agencies that is exempt from disclosure under the provisions of state or federal laws.
Sensitive Information	Information maintained by state agencies that requires special precautions to protect from unauthorized use, access, disclosure, modification, loss, or deletion. Sensitive information may be either public or confidential.
Personally Identifiable Information	Information that identifies or describes an individual. This information must be protected from inappropriate access, use, or disclosure and must be made accessible to data subjects upon request.

FI\$Cal Standard Data Protection Processes & Fields

Bus. Process

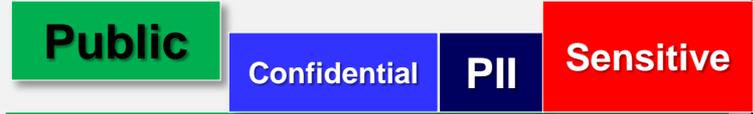
FI\$Cal Standard Protection Framework

Process Name	Field Description
Create and Amend Contracts	Contract Admin
Create and Amend Contracts	Contract Number
Create and Amend Contracts	Region Code
Create and Amend Contracts	Contract Type
Create and Amend Contracts	Contract Signed
Create and Amend Contracts	Contract Classification
Create and Amend Contracts	Parent Contract
Create and Amend Contracts	Master Contract
Create and Amend Contracts	Legal Entity
Create and Amend Contracts	Purchase Order
Create and Amend Contracts	Proposal ID
Create and Amend Contracts	Federal Region Code
Create and Amend Contracts	Estimated Total

Public

Standard Data Protection level for: Confidential Information (Protected under the Public Records Act), Electronic Protected Health Information (e/PHI), Federal Tax Information, Notice Triggering Information, Payment Card Industry, Personally Identifiable Information (PII) and Sensitive Information, the following is the Standard Data Protection Level:

1. Mandates that Govern the Collection of this Field – State Administrative Manual (SAM).
2. Federal Tax Information Labeling – None.
3. FI\$Cal Standard Protection Method(s):
 - Business Level Security.
 - Encryption.
 - Masked (SSN, TIN, and Payment Card).
 - Role Based Access.
4. FI\$Cal Standard Actions to be Tracked:
 - Add, Delete, Update and Read.
5. FI\$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI\$Cal currently).



Accounts Payables classified as **Public** with the exception of the fields highlighted to be PII or Sensitive

Data Protection – Next Steps

- FI\$Cal is expecting this framework confirmed by Wave 1 departments will also meet the data protection requirements of Wave 2 departments
- Opportunity to request additional data protection in Wave 2 task TECH201: Review Data Classification and Protection Framework

Related CRPs

- 5/1/2014 – Administer Vendor Contracts
- 5/8/2014 – Grants and Federal Funds
- 5/13/2014 – Customer Contracts

Session Recap

- Key Considerations
- Future Action Items
- Action Items
- Concerns

Question and Answer



FI\$Cal Project Information:

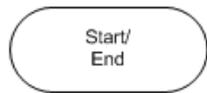
<http://www.fiscal.ca.gov/>

or e-mail the FI\$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov

Appendix

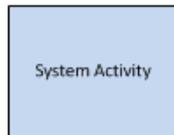
Guide to Symbols in Flows



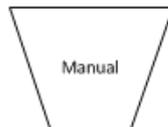
Start/End - Indicates point at which the process begins or ends. Does not represent any activity.



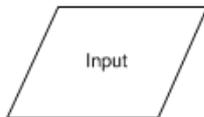
Decision - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.



System Task - Represents an individual step or activity in FI\$Cal.



Manual Task - Represents an individual step or activity in the process that is made out of FI\$Cal.



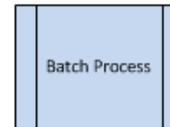
Input Documents - A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.



Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.



Interface - Data conversion from one electronic system to another.



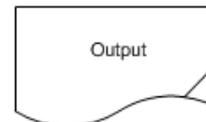
Batch Process - Represents a batch process within FI\$Cal.



Flow Arrow

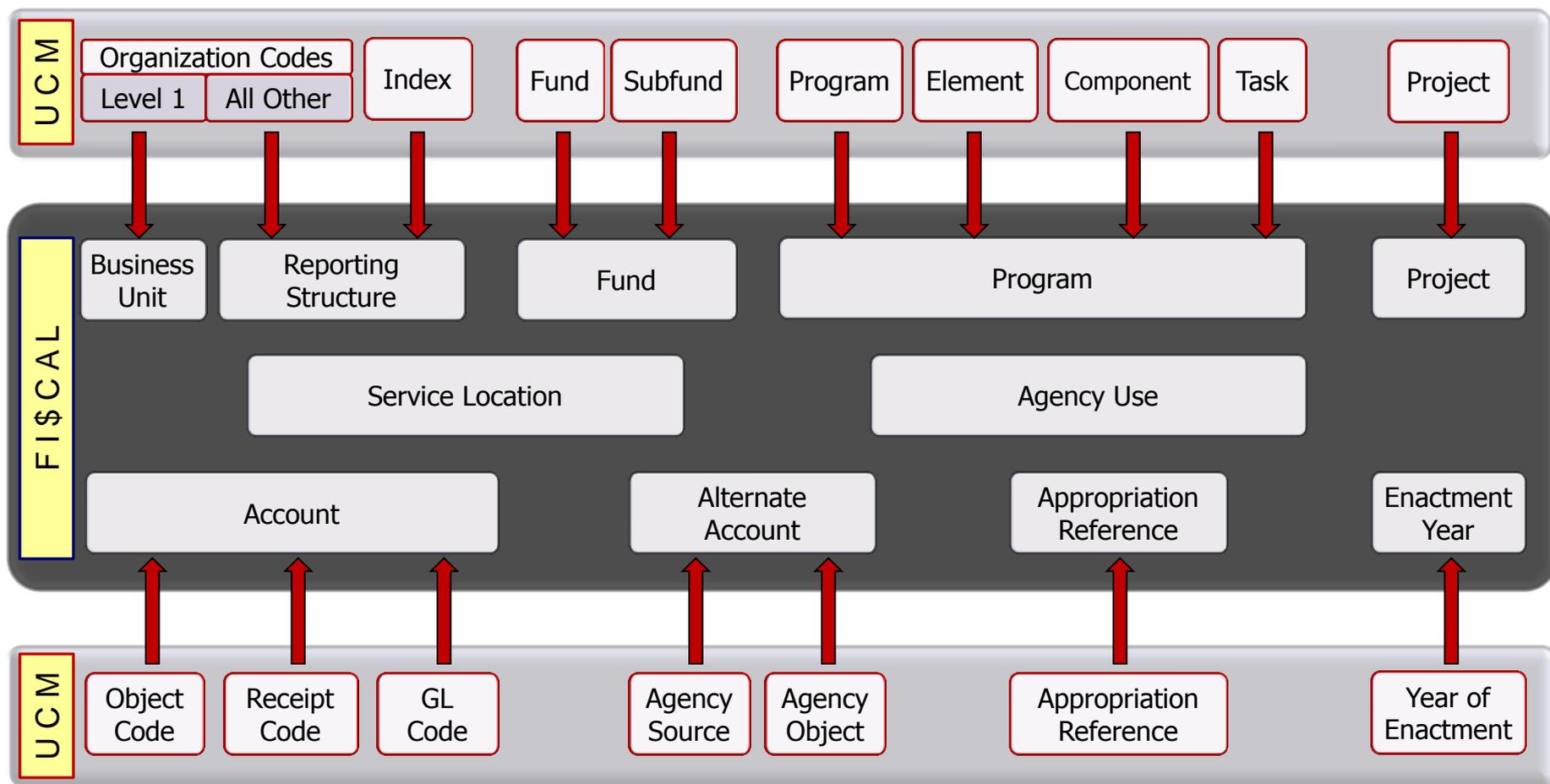


Intra Integration Process - A input or Output to some other process within the same capability



Output Documents - An electronic document that is created by the process and can be printed (for example - any kind of report).

ChartField Cross Reference



DGS Business Case

- Scenario - Capital Outlay Project
 - 1 Project ID
 - 9 Standard Capital Outlay Activities (Phases)
 - Commitment Control Budget Controlled at Activity Level
 - WBS Conversion to FI\$Cal ChartFields
 - Organization moved to Reporting Structure
 - Task moved to Resource Category
 - Sub-Task/Function moved to Resource Sub Category
 - Budget shown as “matrix” within Project Activities with WBS segments moved to appropriate ChartFields

DGS Business Case

- Current WBS

ABMS - RESD Master Work Breakdown Structure

Task Number	Task Name	Description
10	Study	Study
11	Prj Fund Development	Project Funding Development
12	Preliminary Plans	Preliminary Plans
13	Public Wks Brd Appvl	Public Works Board Approval
14	Working Drawings	Working Drawings
14.000	General	General
14.005	ARF Assessment	ARF Assessment
14.007	Team Leader, A&E	Team Leader, Architectural and Engineering, Design
14.008	A&E, Design	Architectural and Engineering, Design
14.009	Mgt, Asset	Management, Asset
14.018	CEQA	California Environmental Quality Act
14.019	Chck, Access Com	Checking, Access Compliance
14.020	Chck, Cal Code Reg	Checking, California Code of Regulations
14.021	Chck, Ess Svcs	Checking, Essential Services
14.022	Chck, OSHPD	Checking, OSHPD
14.023	Chck, School	Checking, School
14.033	Consult, Special	Consultant, Special
14.034	Prj Scheduling	Project Scheduling
14.038	Economic Analysis	Economic Analysis

Task

DGS Business Case

- Current WBS - Expanded

14.008	A&E, Design	Architectural and Engineering, Design
14.008.01	Architectural Stu 3	Architectural Studio 3
14.008.01.000	General (Budget)	General (Budget)
14.008.01.033	Consult, Special	Consultant, Special
14.008.01.073	A&E Student Assist	A&E Student Assistant
14.008.01.135	LEED Certification	LEED Certification
14.008.01.600	Prj Adm	Project Admin.
14.008.01.605	Client Changes	Client Changes
14.008.01.610	Investigations/Surve	Investigations/Survey
14.008.01.620	Design/Engineering	Design/Engineering
14.008.01.630	Documentation	Documentation
14.008.01.660	Bidding & Award	Bidding & Award
14.008.01.690	Additional Services	Additional Services
14.008.01.695	A&E Inspection	A&E Inspection
14.008.01.699	Travel Time	Travel Time
14.008.06	Civil	Civil
14.008.06.000	General (Budget)	General (Budget)
14.008.06.033	Consult, Special	Consultant, Special
14.008.06.073	A&E Student Assist	A&E Student Assistant
14.008.06.135	LEED Certification	LEED Certification

Org

Sub-Task

DGS Business Case

- Project Activities – “Flat WBS”

Project: 00000000000178 Description: New Tulare K8 School Processing Status: Active

Number Rows: 1 Expand: All Subtasks

Project Activities Personalize | Find | View All | First 1-9 of 9 Last

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete			
<input type="checkbox"/>	1	Assessment	A	07/01/2013	12/31/2099	0.00			
<input type="checkbox"/>	2	Study	S	07/01/2013	12/31/2099	0.00			
<input type="checkbox"/>	3	Proj Funding Dvlpmt	PF	07/01/2013	12/31/2099	0.00			
<input type="checkbox"/>	4	Preliminary Plans	P	07/01/2013	12/31/2099	0.00			
<input type="checkbox"/>	5	Pub Works Bd Apprv	PB	07/01/2013	12/31/2099	0.00			
<input type="checkbox"/>	6	Working Drawings	W	07/01/2013	12/31/2099	0.00			
<input type="checkbox"/>	7	Bid Opening	DB	07/01/2013	12/31/2099	0.00			
<input type="checkbox"/>	8	Construction	C	07/01/2013	12/31/2099	0.00			
<input type="checkbox"/>	9	Post Construction	PC	07/01/2013	12/31/2099	0.00			

DGS Business Case

- Project Budget – represented in Dollars and Hours

Project ID	Activity ID	Category	Sub Category	Rptg Structure	Analysis Type	Amount	Unit of Measure
0000000000000178	W	000			BUD	10,000	
0000000000000178	W	005			BUD	10,000	
0000000000000178	W	007			BUD	10,000	
0000000000000178	W	008	000	01	BUD	500	HUR
0000000000000178	W	008	033	01	BUD	500	HUR
0000000000000178	W	008	073	01	BUD	500	HUR
0000000000000178	W	008	135	01	BUD	500	HUR
0000000000000178	W	008	600	01	BUD	500	HUR
0000000000000178	W	008	605	01	BUD	500	HUR
0000000000000178	W	008	610	01	BUD	500	HUR
0000000000000178	W	008	620	01	BUD	500	HUR
0000000000000178	W	008	630	01	BUD	500	HUR
0000000000000178	W	008	660	01	BUD	500	HUR
0000000000000178	W	008	690	01	BUD	500	HUR
0000000000000178	W	008	699	01	BUD	500	HUR
0000000000000178	W	008	000	06	BUD	500	HUR
0000000000000178	W	008	033	06	BUD	500	HUR
0000000000000178	W	008	073	06	BUD	500	HUR
0000000000000178	W	008	135	06	BUD	500	HUR
0000000000000178	W	008	600	06	BUD	500	HUR
0000000000000178	W	008	605	06	BUD	500	HUR
0000000000000178	W	008	610	06	BUD	500	HUR
0000000000000178	W	008	620	06	BUD	500	HUR
0000000000000178	W	008	630	06	BUD	500	HUR