



FI\$Cal

Financial Information System for California

Conference Room Pilot (CRP)

Accounts Payable

November 13, 2014

Housekeeping

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

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

- Restrooms
 - Main hall to the right

Agenda

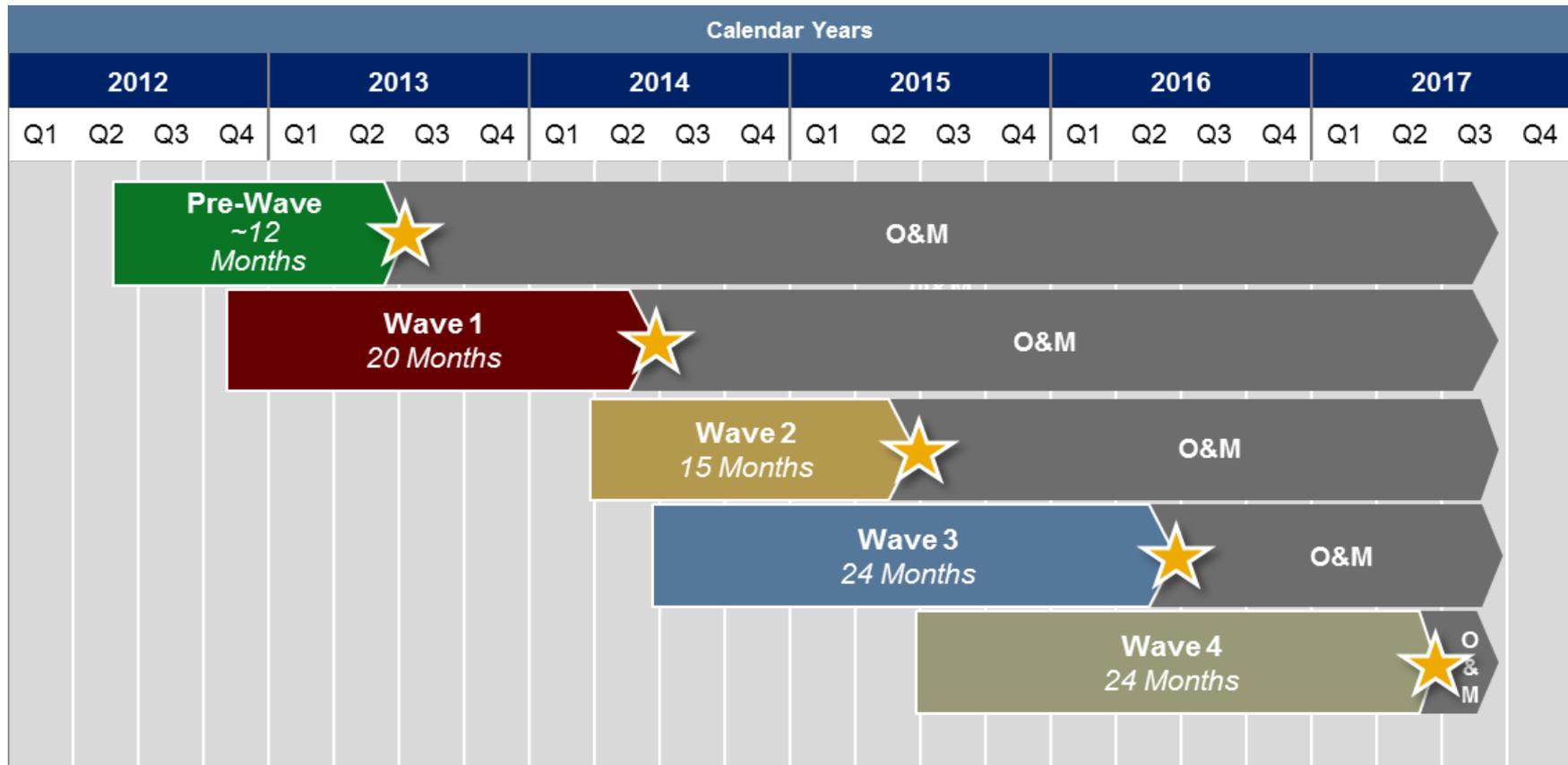
- FI\$Cal Project Overview
- Wave 3 CRP Objectives and Approach
- FI\$Cal Solution Overview
- Accounts Payable
 - Key Terms
 - Business Process Overview
 - Scenarios Overview
 - Covered Requirements
- Session Recap

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



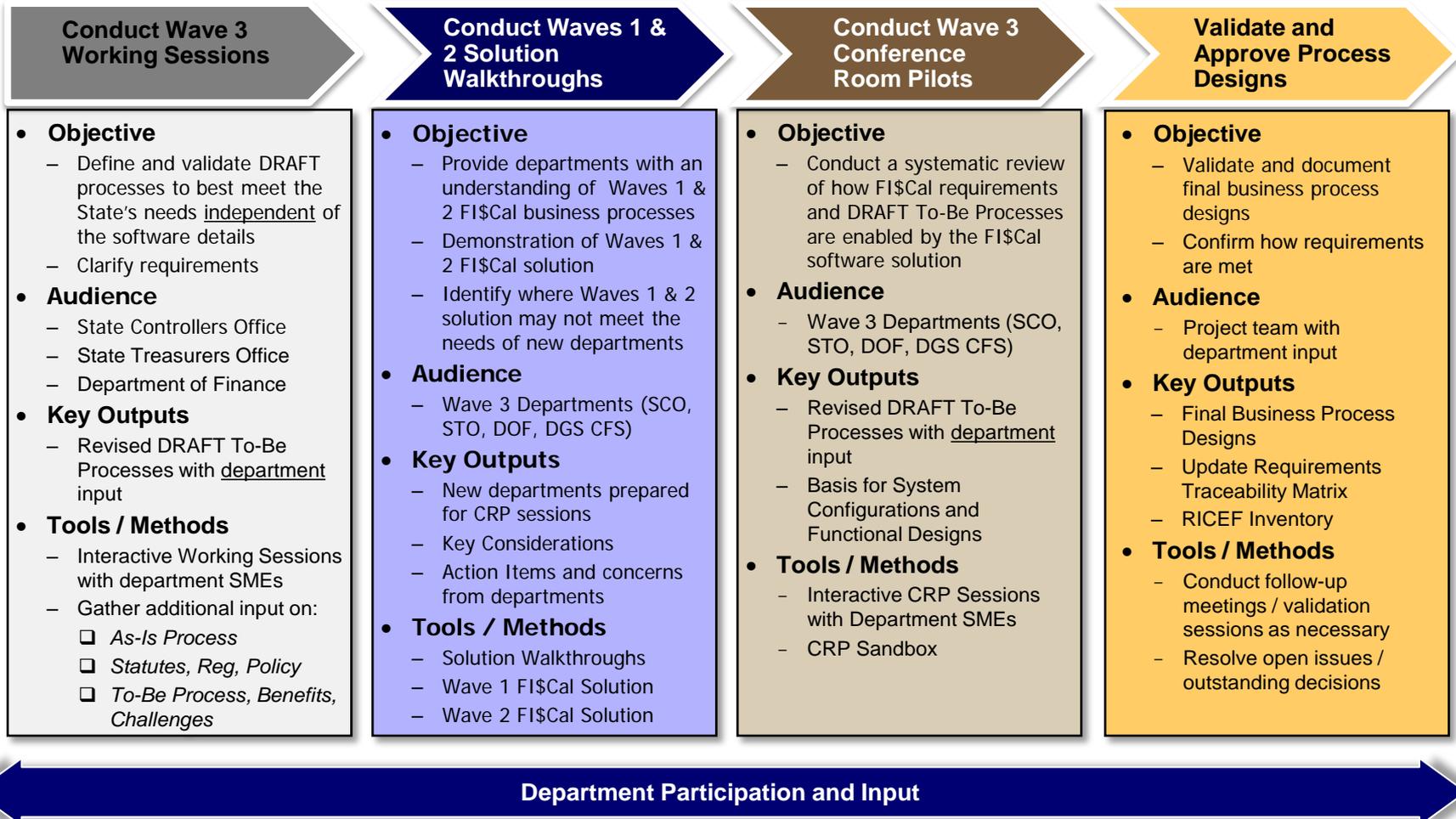
CRP Objectives

- The Wave 3 CRPs will:
 - Facilitate interactive discussion on the “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

- 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

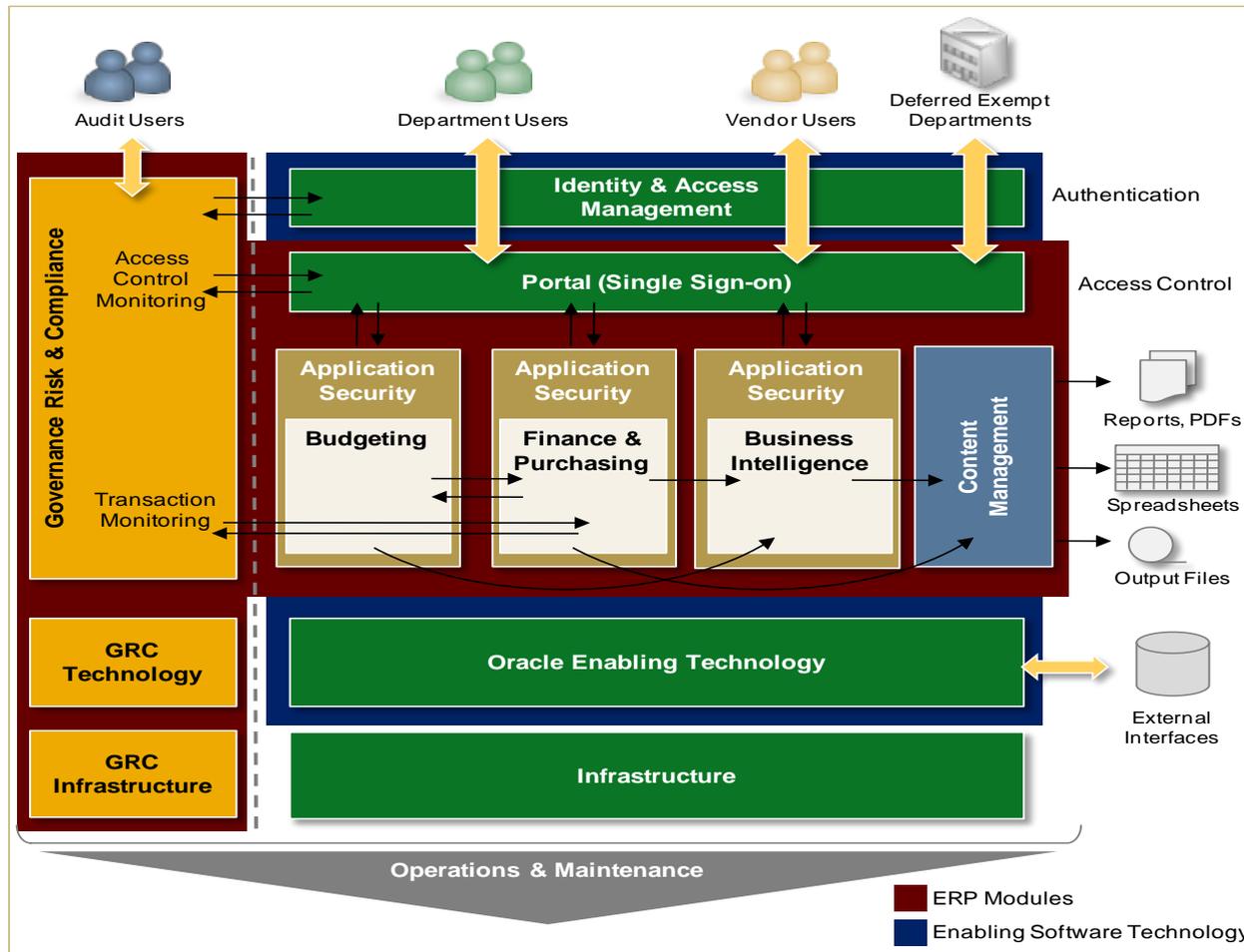
FI\$Cal Design Approach



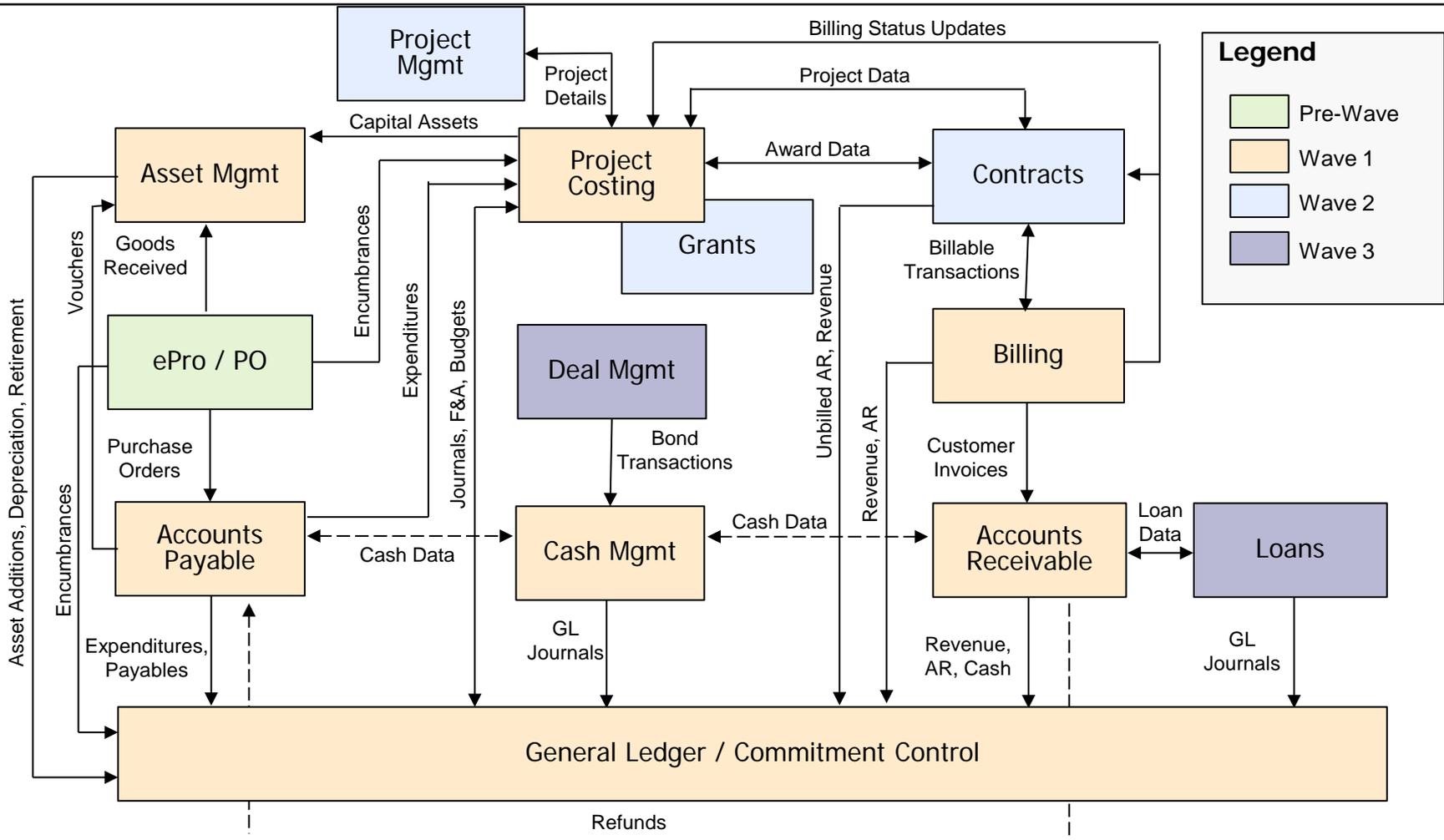
Ground Rules & Guiding Principles

- 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 – it is better to ask than assume
- Consider business process changes
- Think of the data and information you require

FI\$Cal Solution Overview



FI\$Cal Accounting Solution



CRP & SWT Schedule

Business Process	Date	Time	Location
CRP: General Ledger (1 of 2)	10/22/14	9:00 – 12:00	Jade - Evergreen
SWT: Receivables & Cash Management	10/28/14	1:00 – 4:00	Jade - Evergreen
CRP: General Ledger (2 of 2)	11/05/14	9:00 – 12:00	Jade - Evergreen
SWT: Disbursements	11/12/14	9:00 – 12:00	Jade - Evergreen
CRP: Disbursements	11/13/14	9:00 – 12:00	Jade - Evergreen
CRP: Bond Accounting	11/19/14	9:00 – 12:00	Ruby - Evergreen
CRP: Cash Management	11/19/14	1:00 – 4:00	Jade – Evergreen
CRP: Loan Accounting	12/03/14	9:00 – 12:00	Jade - Evergreen

Accounts Payable Overview

- Voucher processing encompasses all activities that are required to capture invoice data, generate a voucher, attach related documents, perform approvals, perform budget check, and post the voucher
- Vouchers can be created either by:
 - Entering data online
 - Using a spreadsheet upload
 - Using the inbound voucher interface
- Payment Processing includes payments made to a Payee/Vendor/Employees
- Agencies will have the ability to create payments for:
 - Checks
 - Agency Trust Account
 - ORF
 - Warrants
 - SCO-issued

Key Terminology

Term	Definition
Voucher	An electronic transaction created for the processing of vendor invoices, apportionments, employee expenses, or adjustments
Regular Voucher	Used for entering non-PO vouchers, PO vouchers, salary advances, and travel-related vouchers
Prepaid Voucher	Used for entering prepayments such as vendor prepayments and travel advances
Single Payment Voucher	Used for entering a voucher for a one-time vendor without having to record the vendor information in the Vendor table
Invoice	An itemized bill for goods sold or services provided, containing individual prices, the total charge, and the payment terms

Key Terminology

Term	Definition
Adjustment	Used for entering credit memos and will have a dollar value attached
Journal Voucher	Used for correcting the accounting entries on a posted or paid voucher and will not affect the dollar value on the original voucher
Purchase Order (PO)	A commitment from an organization (business unit) to vendors to purchase goods or services from that vendor; creates an encumbrance in FI\$Cal
Matching	Compares a voucher with the PO and/or receiving documents and inspection confirming that payments are only made for goods and services that have been ordered, received, and inspected

Key Terminology

Term	Definition
Budget Checking	The process of comparing expenditure or revenue transactions against a defined budget
Warrant	An instrument drawn by the SCO directing the State Treasurer to pay a specified amount, from a specified fund, to the person or entity named
Check	An instrument issued by State departments from their Office Revolving Fund (ORF) or Agency Trust checking accounts
Departmental Bank Reconciliation	Involves comparing and matching recorded business transactions with the bank's corresponding transactions
Pay Cycle	Generates a payment output file for departmental printing. Each payment is assigned a unique payment reference ID number which is searchable in FI\$Cal

Key Terminology

Term	Definition
Payment (Issued) Date	Displays the date printed on checks and/or is shown on other payment methods in the pay cycle. It can differ from the pay through date
Payment Creation	Runs the Payment Creation process to prepare payments for output processing

CRP Scenarios Overview

Business Process: Process Payments

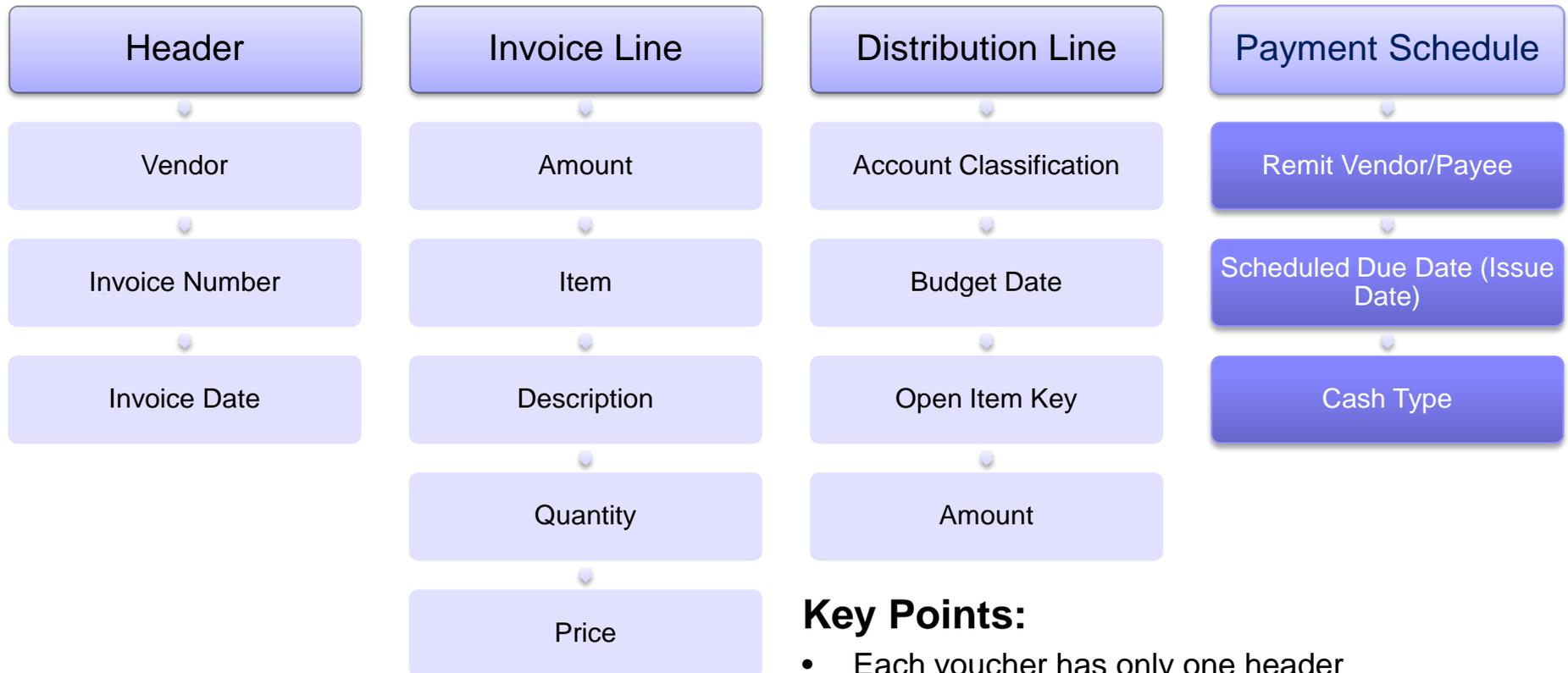
1. FI\$Cal Payment Processing

- Creating a Voucher
- Running FI\$Cal PayCycle
- Managing Payments
- Payment Reporting

2. External Warrant Processing

- Tape Claim Processing
- Specialized Payment Systems
- EFT Processing

Voucher Structure



Key Points:

- Each voucher has only one header
- Each voucher can have multiple invoice lines
- Each invoice line can have multiple distribution lines

Voucher Structure Requirements

ID		Requirement Description
AP	1.00	The System shall support the business practice of the SCO issuing warrants drawn on the State Treasury, interagency and intrafund direct transfers and the State departments issuing checks from their revolving fund/agency checking accounts.
AP	2.00	The System shall support the business practice that checks issued by the departments from their revolving fund/agency checking accounts (e.g., revolving fund checks are issued for salary advances, travel advances, and urgent vendor invoices) are to be reimbursed by the SCO, after SCO audit/review and approval.
AP	25.00	The System shall accept various methods of invoice submission (e.g., electronic, scanned, paper, fax) from vendors with clearly identified "date stamps" and link those documents to the accounts payable posting.
AP	26.00	The System shall allow an authorized user to process interagency/intrafund direct transfers for goods and services provided by designated service-providing departments (e.g., DGS, Prison Industries).

Voucher Structure Requirements

ID		Requirement Description
AP	124.00	The System shall generate a single check and a single warrant for multiple fiscal years, multiple funds, and multiple appropriations.
AP	130.00	The System shall generate an ORF replenishment payment voucher, detailing all related ORF check transactions, matching Purchase Documents, and invoice items.
AP	146.00	The System shall allow an authorized user to view the status of invoices (e.g., unapproved, rejected, approved, paid) based on authorizations.
AP	154.00	The System should generate a workload statistics report (e.g., by user, invoices received, outstanding invoices, checks, warrants).
AP	169.00	The System shall provide the ability to extract information from the vendor invoices and supporting documentation and link the extracted information to the scanned image.

Scenario: Payment Processing

Invoice Information
Payments
Voucher Attributes

Business Unit: 08200	Invoice No: Invoice 123 NOV2012
Voucher ID: NEXT	Invoice Date: 11/26/2012 <input type="text"/>
Voucher Style: Regular Voucher	Accounting Date: 11/26/2012 <input type="text"/> <input type="checkbox"/> Tax Exempt

Vendor ID: 0000000006 <input type="text"/>	Staples inc.
ShortName: STAPLES-001 <input type="text"/>	2000 Staples Drive
Location: CORP <input type="text"/>	FRAMINGHAM, MA 98765
*Address: 1 <input type="text"/>	

[Advanced Vendor Search](#)

Control Group: <input type="text"/>	*Pay Terms: <input type="text" value="045"/>
Invoice Lines: 0.00	Basis Date Type: Inv Date
*Currency: USD <input type="text"/>	Non Merchandise Summary
Miscellaneous: <input type="text"/>	Sales/Use Tax Summary
Freight: <input type="text"/>	
Sales Tax: <input type="text"/>	
Use Tax: 0.00	
Total: 18,980.00	
Difference: 0.00	

Copy From Source Document

PO Unit: <input type="text"/>
PO Number: <input type="text"/>
Copy From: None <input type="text"/>

- Key Points:**
- Vendor ID, invoice number, invoice date and invoice amount can be entered on the Voucher Add Search page and will default to the voucher. Voucher Style is also selected
 - Invoice Receipt Date will also be captured (the data field will be added to the voucher header)
 - Accounting Date is defaulted as the current date
 - Location and invoicing address fields are populated from the vendor defaults and can be updated
 - Pay Terms will default to 45 days

Scenario: Payment Processing

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit: 08200 Invoice No: ProcessPayments1
 Voucher ID: 00000019 Invoice Date: 11/29/2012
 Voucher Style: Regular Voucher
 Total Amount: 50.00
 Vendor Name: Office Depot *Pay Terms: 00 Due Now Schedule Payments

Payment Information Find | View All First 1 of 1

Payment: 1
 *Remit to: 0000000004
 Location: MAIN
 *Address: 1
 Office Depot
 6600 North Military Trail
 Boca Raton, FL 33496

Gross Amount: 50.00 USD
 Discount: 0.00 USD
 Scheduled Due: 11/29/2012
 Net Due: 11/29/2012
 Discount Due:
 Accounting Date:

Payment Options

*Bank: STO Pay Group:
 *Account: DOJ *Handling: RA
 *Method: CHK Check *Netting: Not Applicable
 L/C ID:
 Message:

Vendor Bank
 Messages
 Hold Payment
 Separate Payment

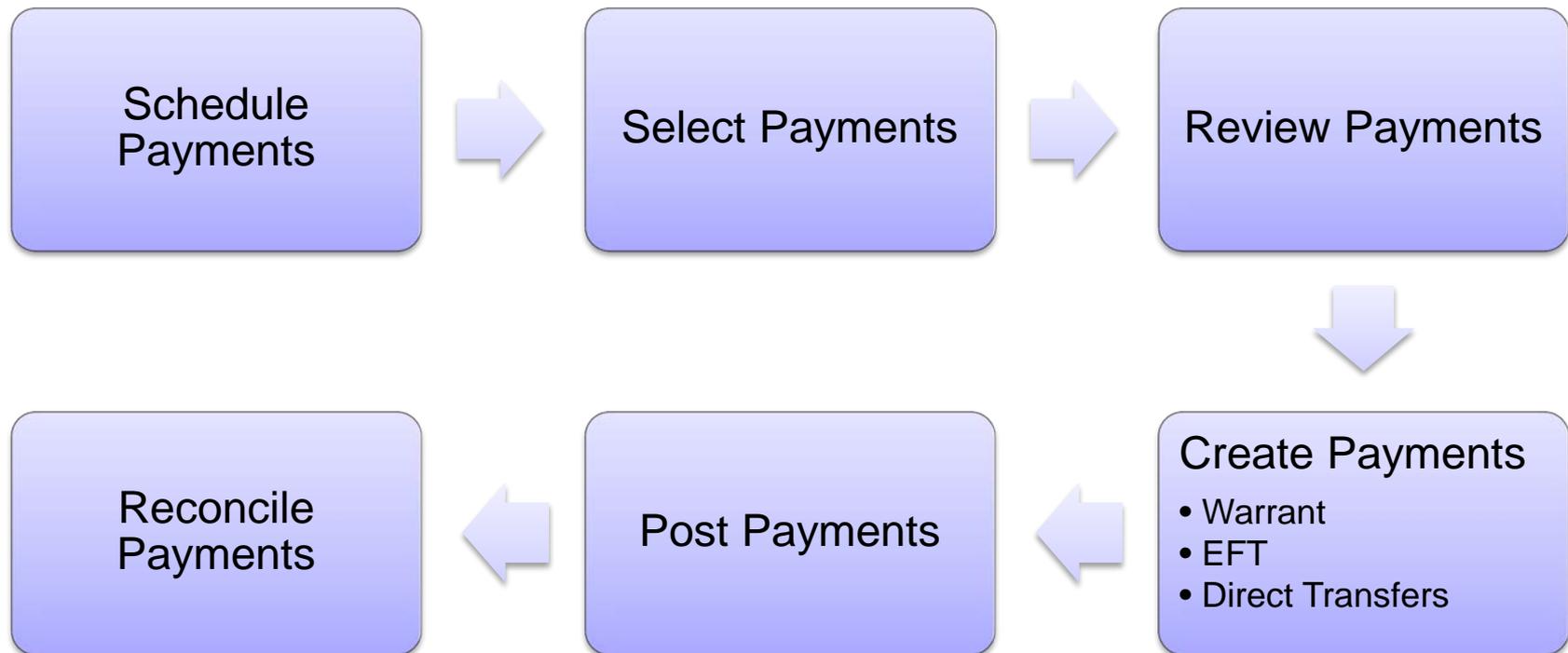
Message will appear on remittance advice.

Schedule Payment

*Action: Schedule Payment Payment Date:
 Pay: Reference:

- Key Points:**
- Vouchers are scheduled for payment automatically when saved based on the Basis Date and the payment terms
 - Users can update the Remit to Vendor, split the payment to specify additional Remit to Vendor, change the Scheduled Due date, place a hold on the payment, and add a remittance message

FI\$Cal Payment Processing



Scenario: Payment Processing

- **Schedule Payments:** Payments can be manually or automatically scheduled. One payment per voucher is automatically scheduled when the voucher is saved. Each voucher requires:
 - Payment terms
 - Invoice date
- **Select Payments:** The Payment Selection Criteria page group stores the criteria for selecting vouchers for payment
- The system provides the flexibility to create, run and update payment cycles select vouchers
- Pay through date, vendor pay group, business unit, schedule number, bank account and payment method are included as Payment Selection Criteria
- Once standard payment cycles are defined, they can be used repeatedly by updating only the pay through and payment dates

Scenario: Payment Processing

- **Review Payment** : Several on-line pages can be used to review payments prior to running a pay cycle. This will enable users to review all selected vouchers for any special requirements, such as vouchers put on hold, special handling or multiple payments, before they are paid
- **Create Payments**: Once all payments have been reviewed, a process is run that generates the payment output file. This job also flags the vouchers as paid
- **Post Payments**: Accounting entries must be created for payments, which are then passed to General Ledger. Run a Posting process to create accounting entries, by using the Process Scheduler page

Payment Processing Requirements

ID		Requirement Description
AP	18.00	The System shall generate a unique payment voucher number.
AP	19.00	The System shall allow an authorized user to assign a unique payment voucher number.
AP	24.00	The System shall allow an authorized user to stale date outstanding agency checks and workflow to SCO for processing.
AP	42.00	The System shall prepare remittance advice statements.
AP	43.00	The System shall allow an authorized user to manually prepare remittance advice statements.
AP	44.00	The System shall generate warrants and EFT payments for SCO-approved payment vouchers (i.e., vouchers are approved based on valid appropriation, sufficient cash, and substantiated legal/proper/correct payment).
AP	46.00	The System shall generate direct deposit transactions ("bank") files containing ACH transactions (including prenote transactions) in accordance with NACHA rules, based on time frames.
AP	47.00	The System shall allow an authorized user to use various delivery methods (e.g., paper, email, standard electronic RA, ACH addenda) to provide remittance advice information to payees and designated entities (e.g., County Auditor).

Payment Processing Requirements

ID		Requirement Description
AP	48.00	The System shall allow for sending remittance advice information (or generating secondary remittance advice statements) to a third party (i.e., GC 26903 requires separate notification to County Auditor of any payments issued to any County Treasurer).
AP	49.00	The System shall allow for funding the direct deposit transactions that SCO sends to the ODFI daily, through an "EFT settlement process" that funds the sum of the daily EFT transactions via an SCO warrant(s) made payable to the ODFI.
AP	50.00	The System shall allow for designating and identifying payment vouchers and payments for non-standard processing (e.g., rush/expedite processing due to issue date-specific need), and special handling warrant release (i.e., manual release over the counter as opposed to standard bulk mail release), including:
AP	50.02	Manual release of warrant(s) to authorized couriers or banks by specific or requested time deadlines
AP	51.00	The System shall allow an authorized user to manually determine (select) SCO-approved payment vouchers for the payment creation process.

Payment Processing Requirements

ID		Requirement Description
AP	52.00	The System shall determine (select) SCO-approved payment vouchers for the payment creation process, including:
AP	52.02	Payments required on the same day the payment voucher is received by the SCO for processing (i.e., SCO audit/approval) referred to as expedite processing.
AP	56.00	The System shall segregate registered warrants from regular warrants, for accounting, banking and tracking purposes.
AP	57.00	The System shall identify which payments will be registered and which ones will not (e.g., based on fund, priority, payroll, and federally funded).
AP	63.00	The System shall process returned warrants (i.e., undeliverable mail).
AP	64.00	The System shall update the warrant status of returned warrants.
AP	70.00	The System shall prevent duplicate payments (e.g., paid by both SCO warrant and department check, double payment on same invoice), including by vendor, invoice number, date, and amount.

Payment Processing Requirements

ID	Requirement Description
AP 80.00	The System shall process payments related to assignments (e.g., payment made to third party in lieu of vendor, escrow payment, retention payment), including "P-card" transactions where the warrant is issued to the bank but the expenditures are posted to individual vendors.
AP 82.00	The System shall group multiple payment vouchers made payable to the same vendor (and vendor address/bank account), generate a combined payment(s) to the vendor, and detail the multiple invoice information on the remittance advice statement(s).
AP 83.00	The System shall generate a combined payment(s) to the vendor, and detail the multiple invoice information on the remittance advice statement(s).
AP 84.00	The System should generate alerts of missed invoices/payments for recurring types of transactions.
AP 103.00	The System shall split a payment amount into multiple warrants or checks based on banking or ACH System limits (currently \$99,999,999.99).
AP 104.00	The System shall split a payment amount into multiple warrants if the remittance advice information exceeds a specified number of print lines.

Payment Processing Requirements

ID	Requirement Description
AP 105.00	The System shall strip/suspend invalid direct deposit transactions, after the EFT payment (bank file) is generated but prior to sending the transaction to the ODFI (analogous to pulling a warrant prior to mailing), based on authorizations.
AP 106.00	The System shall allow for initiating EFT reversals (e.g., due to overpayment, incorrect payee) after bank transactions have been sent to the ODFI in accordance with NACHA rules, based on authorizations.
AP 108.00	The System shall assign warrant numbers.
AP 109.00	The System shall allow an authorized user to manually assign warrant numbers.
AP 110.00	The System shall generate payment amounts up to \$99,999,999.99 and restrict payment amounts according to banking and ACH system limits, based on authorizations.
AP 119.00	The System shall generate print files that will be utilized by the SCO print system to produce paper documents such as warrants, direct deposit advice statements, and remittance advice statements.
AP 129.00	The System shall account for voided checks and voided warrants.
AP 132.00	The System shall support various check printing capabilities including check security features (e.g., MICR encoding, watermark paper, heat sensitive ink).

Payment Processing Requirements

ID		Requirement Description
AP	158.00	The System shall issue various types of payments (e.g., warrants, checks, WIC vouchers, senior citizen tax postponement certificates, EFT, and ACH transactions).
AP	170.00	The System shall record EFT rejections by the bank, cancel the disbursement automatically, and place the vendor's EFT status on hold.
AP	107.00	The System shall process stop payments and update the warrant status.
AP	12.00	The System shall allow an authorized user to audit/verify all state disbursements for appropriation authority and sufficient cash balance prior to issuing a payment.

Scenario: Payment Processing

Dates
 Preferences
 Source / BU
 Bank / Method
 Pay Group / Netting
 Draft Options

Pay Cycle: SCOWAR

Pay Cycle Selection Dates

Pay From Date:	<input type="text" value="01/01/1901"/>	Tue	*Next Pay Through Date:	<input type="text" value="09/07/2015"/>	Mon
Pay Through Date:	<input type="text" value="09/04/2015"/>	Fri	*Next Payment Date:	<input type="text" value="09/07/2015"/>	Mon
Payment Date:	<input type="text" value="09/04/2015"/>	Fri			

Change Selection Dates:

Week(s)

Accounting Date

*Accounting Date:

Withholding Date

*Withholding Date:

Business Day Validation

No Validation
 Validate Pay Through Dates

Use Standard Week
 Validate Payment Dates

Use Holiday Calendar:

Key Points:

- Select Begin and End date to include scheduled payments for this cycle
- Payment Date: The actual Pay /Issue Date printed on checks or shown on other payment methods

Scenario: Payment Processing

Pay Cycle: SCOWAR SCO WARRANT PAYCYCLE
 Pay From Date: 01/01/1901 Pay Through Date: 09/04/2015 Payment Date: 09/04/2015

General Options

Use Vendor Pay Group Include Lost Discount
 Process EFT/ACH Pre-Note Process Bank Charges
 Print LC Advice Calculate Value Date
 Automatic Increment Dates Use Recipient's Pref. Lang.
 Email Payment Advice Suppress Zero Amount Check

Credit Options

Credit Vouchers:
 *Date Limit:

Report Output:
 Preferred Language:
 *Approval:
 *Netting Option:
 *Step Group: Giro Processing

Notification
 Payment Error User ID:
 Payment Advice User ID:

Bank Replacement Rule
 SetID: Rule Name:

Check Payment Message
 Message:

Key Points:

General Options

- EFT or ACH Pre-Notes for this pay cycle
- Automatic Incrementing of Dates
- Email Payment Advice to be generated
- Process zero-amount checks without attaching a payment reference ID - Check number

Credit Options

Process When DRs Exceed CRs: Applies credit vouchers only if the sum of debit voucher amounts exceeds the sum of credit voucher amounts for the payments selected in the pay cycle.

Scenario: Payment Processing

[Dates](#) | [Preferences](#) | **Source / BU** | [Bank / Method](#) | [Pay Group / Netting](#) | [Draft Options](#)

Pay Cycle: SCOWAR SCO WARRANT PAYCYCLE
 Pay From Date: 01/01/1901 Pay Through Date: 09/04/2015 Payment Date:

Source Personalize | Find | View All | [?] | [grid] First 1 of 1

Process	*Source Transaction	Description
<input checked="" type="checkbox"/>	VCHR	Accounts Payable Vouchers

Business Unit Personalize | Find | View All | [?] | [grid] First 1-3 of 29

Process	*Business Unit	Description
<input type="checkbox"/>	0820	Department of Justice
<input type="checkbox"/>	0840	State Controller
<input type="checkbox"/>	0860	State Board of Equalization

Save Return to Search Notify Refresh Add Update/Display

Key Points:

Source Transactions define the types of payments processed in a pay cycle.

- Treasury Settlement Payments
- Treasury EFT Settlement Payments
- Accounts Payable Vouchers

Business Unit

- Include FI\$Cal Business Units here to be part of this Pay Cycle

Scenario: Payment Processing

[Dates](#) | [Preferences](#) | [Source / BU](#) | **[Bank / Method](#)** | [Pay Group / Netting](#) | [Draft Options](#)

Pay Cycle: SCOWAR SCO WARRANT PAYCYCLE
 Pay From Date: 01/01/1901 Pay Through Date: 09/04/2015 Payment Date:

Bank Account Find | View All First 1 of 2 Last

Process

*SetID: STATE
 *Bank: STATE State Bank
 *Account: 0000 SCO WARRANT ACCT
 Currency: US Dollar

Pay Method Personalize | Find | View All | First 1 of 1 Last

Process	*Payment Method
<input type="checkbox"/>	System Check

Save Return to Search Notify Refresh Add Update/Display

Key Points:

The following Pay Methods are available to for setup:

- the required bank and payment information
- Giro-EFT: The Pay Cycle process collects all EFT Giro transactions for direct transfer processing
- System Check: At voucher entry, indicate the payment as system check. Pay Cycle process and creates system checks
- Wire Transfer: Wire Transfer payment method generates a remittance advice for paying by wire

Scenario: Payment Processing

Pay Cycle Manager

Pay Cycle: SCO WARRANT PAYCYCLE

Selection Criteria Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status: New Refresh Process Monitor

Pay From Date: 01/01/1900

Pay Through Date: 07/15/2014

Payment Date: 07/15/2014

Schedule Payments Selected: 0 Summary Details

Details

Process	Server	Step Name
Process		Payment Selection
Process		Payment Selection & Creation

Pay Cycle Reset

Server: Reset

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement Financial Sanctions Exceptions

Pay Cycle Results

Personalize | Find | View All

Process	Description	Status	Server Name	Output Type	Output Destination
Process	Electronic Payments	Approved	PSUNX	Web	

Save Return to Search Notify

Key Points:

- Pay Cycle Manager is the central point for processing payments
- It leads you through each of the steps necessary to turn vendor, voucher, and business unit information into actual payments
- The individual steps that process the vouchers into payments are referred to as the "Pay Cycle."
- These steps include Payment Selection, Payment Creation, EFT Formatting, Printing Checks, and Positive Payment
- Resetting the Pay Cycle is the process of reversing all the activities that have occurred up to this point of the pay run. Once checks are printed a reset can not occur

Scenario: Payment Processing

Pay Cycle Details

Pay Cycle Data

Pay Cycle: DAILY PAYMENT RUN [Pay Cycle Summary](#) [Pay Cycle Manager](#)

Business Unit: Advice ID:

Vendor SetID: Remit Vendor: Address: Location:

Bank SetID: Bank Code: Bank Account: Method:

Payment Currency: Payment Handling:

Pay Cycle Details [Customize](#) [Filter](#)

Scheduled Payments | **Payment Details** | Additional Details

*Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Vendor	Short Vendor Name
None			State		1	Payment	0000000050	

Total Paid Amount: 200.00 USD
 Total Gross Amount: 200.00 USD
 Total Discount Amount: 0.00 USD
 Total Late Charge Amount: 0.00 USD

- Key Points:**
- This page allows you to review details of each payment selected in the current Pay Cycle without having to navigate to different menu items
 - This page allows you to change action for individual voucher before a payment is created for it
 - You can put a voucher on Payment Hold or specify to create separate check for the vendor or even exclude the payment for this pay run only

Scenario: Payment Cancellation

Cancel Payment

Enter Cancel Payment

Bank Set ID:	STATE	Reference ID:	60742343
Bank:	STATE	State Bank	
Account:	0000	0000000	
Payment Method:	System Check		
Remit Vendor:	0000000214 AT&T GLOBAL SERVICES INC		

Date Cancelled:

Payment Status: Void
 Stopped
 Undo Cancel

Cancel Action: Re-Open Voucher(s)/Re-Issue
 Re-Open Voucher(s)/Put on Hold
 Do Not Reissue/Close Liability

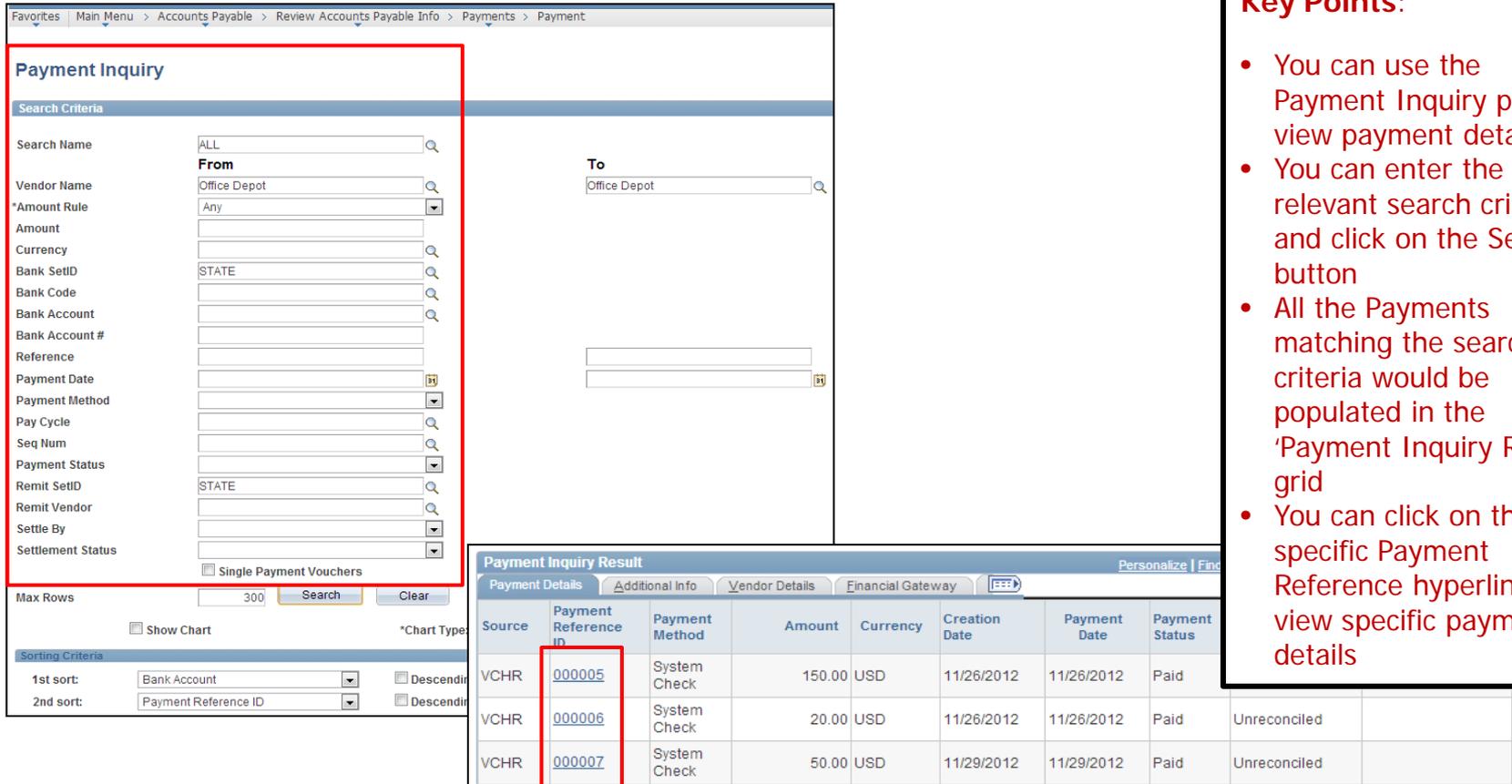
Description:

Key Points:

Payment Cancellation Page allows following:

- Stop Payments, which are checks that you have already sent out but ask the Treasurer to stop the payment on
- Void Payments, which are payments that you decide to cancel before you send them out. The system automatically reconciles a voided payment
- PeopleSoft Payables backs out all payment information for the vouchers affected by a canceled payment
- You can optionally reopen or close those vouchers the next time you run voucher and payment posting
- If you reopen vouchers for payment, you can specify whether to pay the same amount or to recalculate the payment amount

Scenario: Payment Reporting



Payment Inquiry

Search Criteria

Search Name: ALL

Vendor Name: Office Depot

*Amount Rule: Any

Amount:

Currency:

Bank SetID: STATE

Bank Code:

Bank Account:

Bank Account #:

Reference:

Payment Date:

Payment Method:

Pay Cycle:

Seq Num:

Payment Status:

Remit SetID: STATE

Remit Vendor:

Settle By:

Settlement Status:

Single Payment Vouchers

Max Rows: 300 Search Clear

Show Chart *Chart Type:

Sorting Criteria

1st sort: Bank Account Descending

2nd sort: Payment Reference ID Descending

Payment Inquiry Result

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status
VCHR	000005	System Check	150.00	USD	11/26/2012	11/26/2012	Paid
VCHR	000006	System Check	20.00	USD	11/26/2012	11/26/2012	Paid Unreconciled
VCHR	000007	System Check	50.00	USD	11/29/2012	11/29/2012	Paid Unreconciled

Key Points:

- You can use the Payment Inquiry page to view payment details
- You can enter the relevant search criteria and click on the Search button
- All the Payments matching the search criteria would be populated in the 'Payment Inquiry Result' grid
- You can click on the specific Payment Reference hyperlink to view specific payment details

Payment Processing Requirements

ID	Requirement Description
AP 79.00	The System shall pay vendors selectively, withholding payment for particular purchased items.
AP 99.00	The System shall match delinquent and outstanding receivables to payables for the same vendor, and offset these receivables against the matched payables, and make the adjustments to the elements of the Accounting Classification.
AP 145.00	The System shall generate a warrant register, both summary and detail level, by any level of the Accounting Classification and by:
AP 145.01	Warrant Information
AP 145.02	Payment Voucher Information
AP 145.03	Vendor Information
AP 148.00	The System shall generate a payment register for EFT payments, both summary and detail level, by any level of the Accounting Classification and by:
AP 148.01	Payment Issue Date
AP 148.02	Direct Deposit Advice number
AP 148.03	Payment Amount
AP 148.04	Payment voucher number(s) (associated with each payment)
AP 148.05	Vendor Information

Payment Processing Requirements

ID		Requirement Description
AP	149.00	The System shall generate daily, monthly, quarterly and semiannual reports for checks, warrants, and EFT payments by:
AP	149.01	Issued
AP	149.02	Paid
AP	149.03	Cancelled
AP	149.04	Returned EFT
AP	149.05	Voided
AP	149.06	Adjusted transactions
AP	149.07	Forgery
AP	149.08	Duplicate Warrant Issuance
AP	149.09	Over-aged
AP	149.10	Stop payment (lost)
AP	149.11	Stop payment (not received)
AP	149.12	Stop payment (stolen)
AP	149.13	Stop payment (wrong payee)
AP	149.14	Stop payment (wrong amount)
AP	149.15	Replacement Check (reissue)
AP	149.16	Accounting Classification (any level)

Payment Processing Requirements

ID	Requirement Description
AP 149.17	Redeposited
AP 149.18	Escheats
AP 150.00	The System should generate an aging report by:
AP 150.01	Outstanding payment vouchers
AP 150.02	Non-matched invoices, receiving reports, Purchase Documents
AP 150.03	Payment vouchers pending SCO approval
AP 150.04	Payment amount
AP 152.00	The System shall generate a cash requirements report by:
AP 152.01	Estimated expenditures not yet invoiced
AP 152.02	Estimated pending payments by payment date
AP 153.00	The System shall generate an Accounts Payable payment report, both summary and detail level by:
AP 153.01	Date Range
AP 153.02	Payments
AP 153.03	Payee/Vendor Information
AP 153.04	Accounting Classification
AP 153.05	Federal Program Identification (e.g., Federal Catalog Number)

Payment Processing Requirements

ID	Requirement Description
AP 153.06	Invoice/Credit Memo Information
AP 153.08	Late Payment Penalties (Annual Report)
AP 153.09	Discounts Taken/Discounts Lost
AP 153.11	Retentions
AP 153.12	Payment Voucher Information
AP 153.12	Payment Voucher Information
AP 153.13	Payment Type
AP 153.14	Payment Method
AP 155.00	The System shall generate a report on payment voucher adjustments/corrections.
AP 160.00	The System shall generate a single Form 1099 for each vendor (i.e., one consolidated 1099 issued by the State to each vendor versus one per department).
AP 161.00	The System shall meet reportable payment requirements, including the classification of expenditures to correct federal reportable payment requirements, generation of required forms (e.g., 1098, 1099, backup withholding) and correction reporting on a calendar basis, in accordance with IRS requirements, for all State payments (e.g., department checks and SCO warrants).

Payment Processing Requirements

ID		Requirement Description
AP	164.00	The System should allow an authorized user to extract the data they need for all state payments to Contractors (e.g., department checks and SCO warrants) to replace twice monthly reporting by each agency.
AP	165.00	The System shall meet reportable payment requirements, when a payment is issued to a party other than the party subject to reporting (e.g., P-card transactions).

Scenario: Payment Accounting

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries

Voucher Accounting Entries

*Business Unit: 08200 Voucher ID: 00000019 Invoice Number: ProcessPay
 *Accounting Line View Option: Standard Show Foreign Currency
 Invoice Date: 11/29/2012 Vendor ID: 0000000004 Vendor Name: Office Depot

Accounting Information

Posting Process: AP Accrual GL Dist Status: None

Main Information | Chartfields | Journal | [Filter]

Description	Monetary Amount	Currency Code	Ledger	GL
Expense Distribution	50.00	USD	MODACCRL	08200
Accounts Payable	-50.00	USD	MODACCRL	08200
Rounding Suspense Account	50.00	USD	MODACCRL	08200
Rounding Suspense Account	-50.00	USD	MODACCRL	08200
Use Tax Payable	-3.00	USD	MODACCRL	08200
Use Tax Expense	3.00	USD	MODACCRL	08200

Posting Process: Payments GL Dist Status: None

Main Information | Chartfields | Journal | [Filter]

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	50.00	USD	MODACCRL	08200
Cash Distribution Clearing	-50.00	USD	MODACCRL	08200

- Key Points:**
- The page displays the Payment details including Vouchers associated with the Payment.
 - GL Posting
 - Debit AP Liability Account
 - Credit Cash

Scenario: External Warrant Processing

- Majority of payments issued by the SCO originate from the Specialized Payment Systems (SPS), administered by various departments. These highly complex, standalone automated systems are program specific
- The output from these SPS generate summary accounting data for posting to departments' Accounting systems which then generate the Claim Schedule facesheet (Std. 218) for signature and submission to the SCO. SCO issues payments in the form of Warrants and via EFT
- Reportable payments from the State's specialized payment systems (electronic files or "tape claims") will continue to be processed by each specialized payment system

External Warrant Requirements

ID	Requirement Description
AP 118.00	The System shall accept files from the SCO's electronic claims processing/payment systems containing information required for the SCO to validate cash availability and appropriation, update warrant reconciliation, and update payment history; including:
AP 118.01	Generalized Warrant "tape" claim process
AP 118.02	Generalized EFT tape claim process
AP 118.03	Medi-Cal (Warrant and EFT) tape claim process
AP 118.04	Retirement Warrant tape claim process
AP 118.05	Retirement EFT tape claim process
AP 118.06	CalPERS Self-funded health program (PERSCare/PERSCheck) tape claim process
AP 118.07	In-Home Supportive Services (IHSS) tape claim process
AP 118.08	State Payroll system
AP 120.00	The System shall allow for implementing (adding) specialized departmental payment programs/systems that maintain and use their own Vendor Management Files, as a new SCO electronic claims process that interfaces with FI\$Cal for payment production and/or other centralized services.

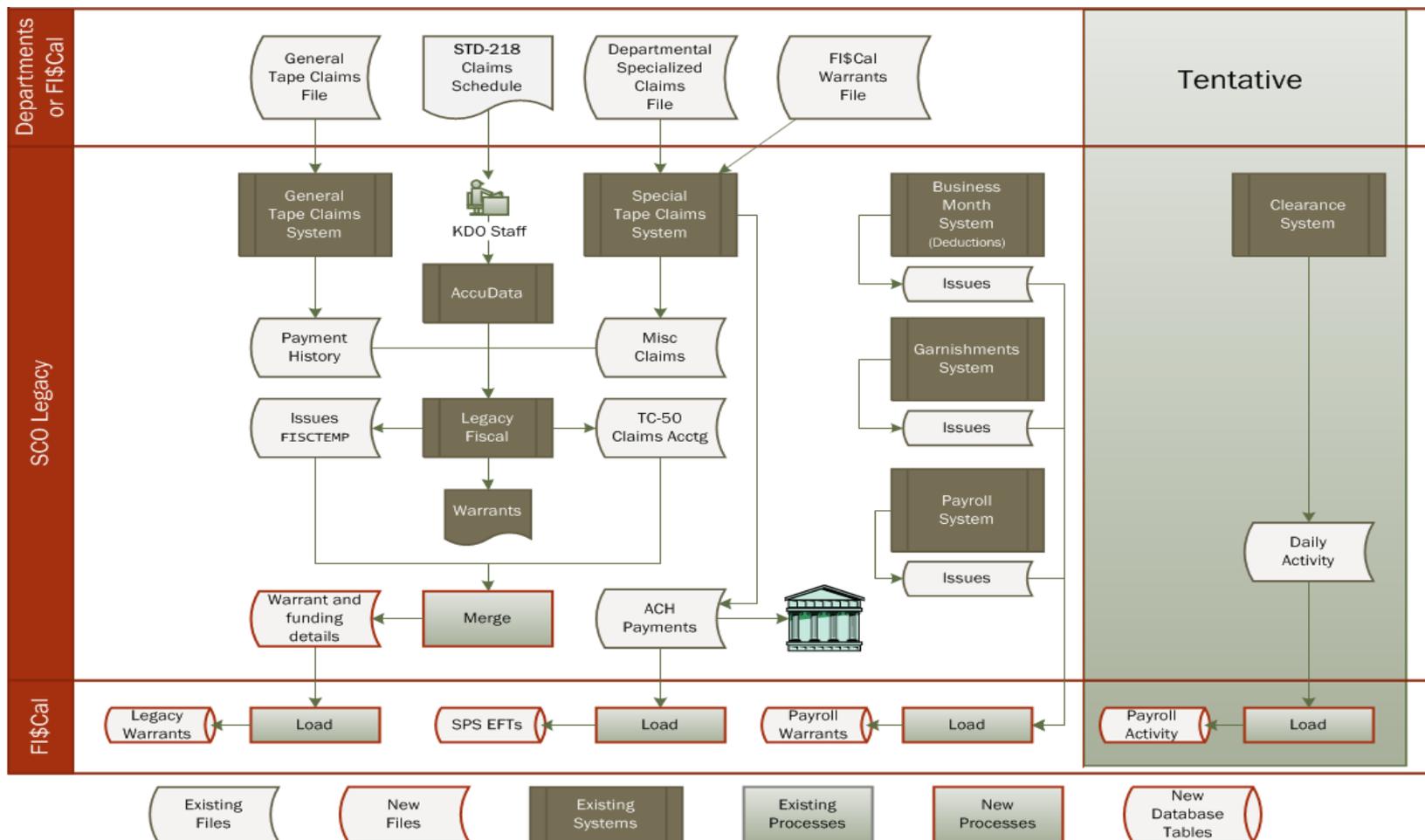
Scenario: External Warrant Processing

Term	Definition
AccuData	Key entry system used by Disbursements staff to enter TCs (Transaction Codes) sent to Legacy Fiscal for processing. A client-server based application.
Business Month System (Deductions)	Pays “bills” owed based upon deductions taken from employee’s payroll.
Clearance System	Raw payroll data is processed to create TCs (TCs: 14, 23, 24, 37, 38) to be fed to Legacy Fiscal System for processing.
Garnishments System	Payment system used to produce payments to garnishors.

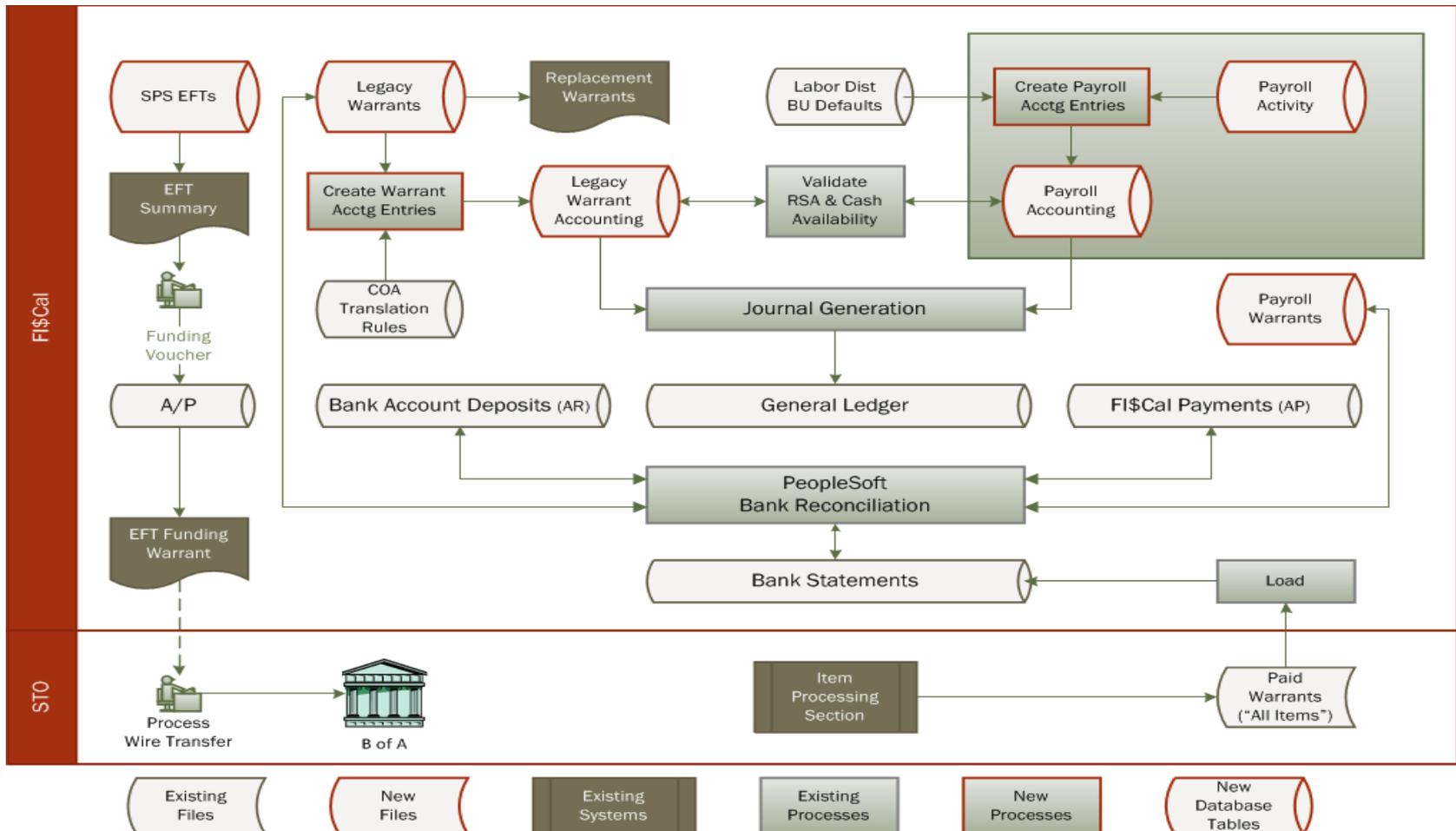
Scenario: External Warrant Processing

Term	Definition
General Tape Claims System	Electronic payment in an SCO format for miscellaneous payments from the department.
Legacy Fiscal	The State's Book of Record.
Payroll System	This system creates all the warrants and EFT payments for every CA employee, civil service and CSU.
Special Tape Claims Systems	Systems that process electronic payment files from specialized systems such as Child Support, Medi-Cal, Lottery and Retirement.

Scenario: External Warrant Processing



Scenario: External Warrant Processing



Accounts Payable Requirements

ID		Requirement Description
AP	54.00	The System shall issue registered warrants in accordance with state statutes/regulations and account for the registered warrants separately from regular warrants.
AP	55.00	The System shall record the redemption of registered warrants ("called" warrants).
AP	58.00	The System shall identify which warrants will be "called" (eligible for redemption) and update the accounting status and warrant status of the called registered warrants.
AP	59.00	The System shall calculate and record interest on each registered warrant from the date issued to the redemption date ("called" date).
AP	60.00	The System shall send registered warrant information (of called warrants) together with itemized interest information by item, to the STO.
AP	61.00	The System shall determine and record the breakdown of the redemption value of each registered warrant which includes the warrant amount (face value) and the associated interest.
AP	62.00	The System shall identify and track registered warrants.
AP	68.00	The System shall allow for selectively making current year payments during a No Budget situation when no current year appropriation or continuous appropriation is available.

Pending Items

- Will vendors and vendor payments from Specialized Payment Systems (i.e., SCO's Tape Claims) be captured in FI\$Cal's Vendor Management File?
- How will offsets be processed in FI\$Cal?
- How will registered warrants be handled in FI\$Cal? PeopleSoft does not provide for the issuance of registered warrants.

Technology Considerations – Interfaces

Interface	Definition
Inbound Vouchers	An inbound interface that provides high volume creation and payment processing of regular vouchers and single payment vouchers. This interface will not be used for procurement related vouchers.
Outbound Claim Schedule Interface to SCO	An outbound interface that sends an electronic claim to SCO containing payment information for processing within their Legacy Systems. The interface will include payee and remittance advice information along with a unique identifier. All Payments submitted to SCO via this FI\$Cal interface will be paid only by Warrants.
Inbound DEX Interface from SCO	This inbound interface receives warrant information from SCO in the form of a DEX file and imports the data into FI\$Cal. The corresponding vouchers are updated with the payment information.

Technology Considerations – Interfaces

Interface	Definition
Inbound CalATERS Travel Advance Detail	<p>This inbound interface processes travel advances and loads the travel advances data into FI\$Cal staging tables. The voucher build process takes the data and creates Approved pre-paid vouchers for payment processing in FI\$Cal. The ORF checks will be generated in FI\$Cal and delivered to employees.</p>
Outbound CalATERS Check Detail	<p>This outbound interface captures payment information to maintain ORF data in the CalATERS system. The file contains check information issued from department ORF funds that map to CalATERS travel advances.</p>
Inbound CalATERS Expenditure and Payment Detail	<p>Inbound interface that sends CalATERS expenditure data, recovered travel advance data, and payment information for uploading and reconciliation in FI\$Cal.</p>

Technology Considerations – Interfaces

Interface	Definition
Positive Pay Checks Interface to STO (Outstanding Checks/Stops)	This outbound interface provides STO with a file that lists the payments that are authorized for processing by STO. At the end of the day, payment information containing all outstanding checks and stop payments is generated and transmitted to STO.
Franchise Tax Board (FTB) 1099	An outbound interface to send the FTB 1099-MISC, 1099-I, and 1099-G information based on an IRS-provided layout. 1099 balances will be sent to the FTB from FI\$Cal.

Technology Considerations – Conversions

Conversion	Definition
Unreconciled AP Payments	Unreconciled Accounts Payable Agency Payment data will be converted from Legacy Systems into PeopleSoft database. Only the payments which are paid but unreconciled with the bank at the time of conversion should be sent for conversion; all other payments should not be converted. This conversion will only apply to Unreconciled checks (i.e. ORF, General Cash, Agency Revolving) and not claims/warrants.
1099 Balances	The Reportable Payment detail from January - June of the 2015 calendar year will be converted into FI\$Cal's database for year end 1099 processing.
Outstanding Items	Any outstanding Travel Advances and Salary Advances as of year-end will be manually entered into FI\$Cal via vouchers and GL journals.

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 the transaction is added, updated, or deleted
 - Role Based Access, such as Confidential User

Data Protection – Key Terms

Term	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.

Data Protection Processes & Fields

Process Name	Field Description		FI\$Cal Standard Protection Framework
Enter and Maintain Vendors	Vendor ID	Public	<p>Standard Data Protection level For: Confidential (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:</p> <ol style="list-style-type: none"> Mandates that Govern the Collection of this Field – State Administrative Manual (SAM). Federal Tax Information Labeling – None. FI\$Cal Standard Protection Method(s): <ul style="list-style-type: none"> Business Level Security. Encryption. Masked (SSN, TIN, and Payment Card). Role Based. FI\$Cal Standard Actions to be Tracked: <ul style="list-style-type: none"> Add, Delete, Update and Read. FI\$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI\$Cal currently).
Enter and Maintain Vendors	Vendor Type		
Enter and Maintain Vendors	Vendor Address		
Enter and Maintain Vendors	Vendor Contact Detail		
Enter and Maintain Vendors	Vendor Withholding Information		
Enter and Maintain Vendors	Vendor Government Certificate		
Enter and Process Vouchers	Voucher ID		
Enter and Process Vouchers	Withholding Entity		
Enter and Process Vouchers	Withholding Type		
Enter and Process Vouchers	Withholding Jurisdiction		
Enter and Process Vouchers	Withholding Class		
Enter and Process Vouchers	Withholding Rule		
Enter and Process Vouchers	Distribution Line		
Enter and Process Vouchers	Payment Number		
Enter and Process Vouchers	Bank SetID		
Enter and Process Vouchers	Bank Code		
Process Payments	Payment Number		
Process Payments	Payment Amount		
Process Withholdings	Withholding Report Table		
Enter and Process Vouchers	Attachments		
Enter and Maintain Vendors	Vendor Bank Accounts	PII	
Enter and Maintain Vendors	Vendor Tax Id Number		

Public Confidential PII Sensitive

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

Data Protection Processes & Fields

Process Name	Field Description	
Enter and Maintain Vendors	Vendor Address	Sensitive
Enter and Maintain Vendors	Vendor Contact Detail	
Enter and Maintain Vendors	Vendor Bank Accounts	
Enter and Maintain Vendors	Vendor Tax Id Number	
Enter and Process Vouchers	Bank Account	
		Restricted
Enter and Maintain Vendors	Vendor Name / Description (Vendor Name 1)	
Enter and Maintain Vendors	DBA Vendor Name (ADD) (Vendor Name 1)	
Enter and Maintain Vendors	Payee Vendor Name (ADD) (Payment Alternate Name)	
Enter and Maintain Vendors	Vendor Tax Id Number	
Enter and Maintain Vendors	Single Payment Vendor Information tab	
Enter and Maintain Vendors	Address 1 - 4, City, State, Postal	
Enter and Process Vouchers	Legal Vendor Name (ADD) (Vendor Name 1)	
Process Payments	Reconciliation Status	
Process Payments	Reconciliation Date	
Process Payments	Days Outstanding	
Process Payments	Payment Clear Date	

FI\$Cal Standard Protection Framework

Standard Data Protection level For:

Confidential (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.
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).

Public

Confidential

Sensitive

Restricted

Accounts Payables classified as Public with the exception of the fields highlighted to be PII, Sensitive, or Statutorily Restricted.

Data Protection – Next Steps

- FI\$Cal is expecting this framework confirmed by Wave 2 departments will also meet the data protection requirements of Wave 3 departments
- Opportunity to request additional data protection in Wave 3 task TECH301: Review Data Classification and Protection Framework

Session Recap

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

Question and Answer



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