FI$Cal

One state. One system.

FI$Cal
R2018d Data Confidentiality Solution Overview

January 2018

Financial Information System for California

Agenda

1. Problem Statement
2. Solution Overview
3. Solution Details
4. Questions
5. Appendix A: Confidential Scenarios

Problem Statement (1 of 2)

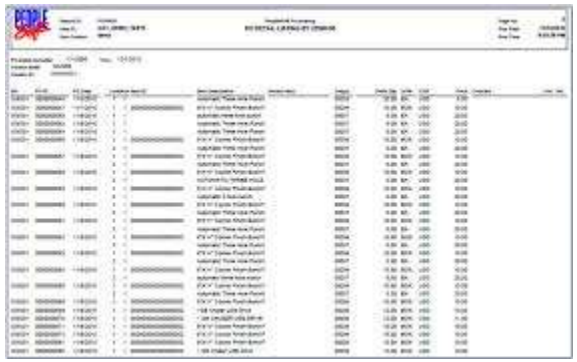
- We had several high-level data classification requirements that required input from departments before implementing.
- The FI$Cal Security/ISO Team worked with departments to collect information related to data classification.
- The details referenced in this presentation speak to data classification and specifically department-requested masking capabilities.
- For data components not flagged as requiring masking, but rather requiring other protection types (e.g., Business Unit Security, Role-based Security, and/or Encryption), these will use delivered capabilities within Oracle and do not require further discussion today.
- As per FI$Cal policy, protected health information (PHI) data will not be stored in FI$Cal

Problem Statement (2 of 2)

Data Protection must occur…

Online

Database



Reports

Application Security

Solution Overview (1 of 1)

Restricted vs. Sensitive vs. Public

Type	Restricted	Sensitive	Public
Definition	Information maintained by state agencies that is exempt from disclosure.	Information maintained by state agencies that requires special precautions to protect from unauthorized use, access, disclosure, modification, loss, or deletion.	Information maintained by state agencies that is not exempt from disclosure.
Examples	• Vehicle ID Number (VIN) • Social Security Number (SSN) • Tax ID Number (TIN)	• Asset Serial ID • Customer Name • Shipping Location	• Transaction IDs (auto-numbered) • Amount values (across modules)

Impacts to Online Transaction (1 of 12)

Options for Data Fields Requested to be Masked

Option*	Description	Details
Option #1	Mask at Field Level	Here, we will have to use PeopleCode to mask the field online and at the record level, which means we will have to mask reports, too. If a data element shows up on a lot of pages and/or reports, masking is not a good idea.
Option #2	Confidential Data tab	Here, we will create a custom tab on the related component (e.g., purchase order) for departments to enter confidential data using user defined fields. This tab will be on a page that is role-based security protected, and reports or queries will be protected.
Option #3	Confidential Attachment tab	Here, we will ask departments to simply attach a document with any confidential data on it, so the confidential data will never be stored in any transactional records, will not be available for reports, etc. They will use aliases in online transactions, where needed.
Option #4	Role Based Security	If this request can be met using role-based security (by limiting access to users), then this option should be selected.
Option #5	Business Process	If selected, the team has determined a business process workaround to meet the request.

Impacts to Online Transaction (2 of 12)

Option #1 - Mask at Field Level

Favorites | Main Menu > Vendors > Vendor Information > Approve > Approve Vendor

Identifying Information | Address | Contacts | Location | Custom

SetID: STATE
Vendor ID: 0000000003
*Vendor Short Name: DUNKINDONU — DUNKINDONU-001
*Classification: Employee
HCM Class:
*Persistence: Regular
*Vendor Status: Unapproved

Check for Duplicate
View Duplicate Vendors

*Vendor Name 1: DUNKIN DONUTS
Vendor Name 2:
Withholding
Open For Ordering
VAT Registration

Approval History
Attachments (0)
Expand All | Collapse All

Vendor Relationships
Corporate Vendor
Corporate SetID: STATE
Corporate Vendor ID: 0000000007 — JOSH_UAT Vendor 4B
InterUnit Vendor
InterUnit Vendor ID:

Create Bill To Customer
Create Bill To Customer

Additional ID Numbers
Customer SetID: STATE
Customer ID:
Our Customer Number:

ID Numbers — Find | View All | First 1 of 1 Last

Type	SetID	ID Number
TIN		454556546

Display Unmasked

Duplicate Invoice Settings
Government Classifications
Standard Industry Codes
Additional Reporting Elements
Comments

To the confidential user, they will be able to select "Display Unmasked" and see the value unmasked.

Impacts to Online Transaction (3 of 12)

Option #1 - Mask at Field Level

Favorites | Main Menu > Vendors > Vendor Information > Approve > Approve Vendor

Identifying Information | Address | Contacts | Location | Custom

SetID: STATE
Vendor ID: 0000000003
*Vendor Short Name: DUNKINDONU — DUNKINDONU-001
*Classification: Corporation — Check for Duplicate
HCM Class: — View Duplicate Vendors
*Persistence: Regular
*Vendor Status: Unapproved

*Vendor Name 1: DUNKIN DONUTS
Vendor Name 2:
Withholding
Open For Ordering
VAT Registration

Approval History
Attachments (0)
Expand All | Collapse All

Vendor Relationships
Corporate Vendor — InterUnit Vendor
Corporate SetID: STATE — InterUnit Vendor ID:
Corporate Vendor ID: 0000000003 — DUNKIN DONUTS

Create Bill To Customer
Create Bill To Customer

Additional ID Numbers
Customer SetID: STATE — Customer ID: — Our Customer Number:

ID Numbers — 1 of 1

Type	SetID	ID Number
TIN		*****6546

Duplicate Invoice Settings
Government Classifications
Standard Industry Codes
Additional Reporting Elements
Comments

To the standard user, they will only see the value masked.

Impacts to Online Transaction (4 of 12)

Option #1 - Mask at Field Level

Team	Area	Fields
AP	Vouchers	Legal Vendor Name / Payee Name, Reconcile Status / Date
AP	Vendors	DBA Vendor Name / Payee Vendor Name, Vendor Tax Id Number, Address, Payment ID
AR	Customers, Deposits	Taxpayer Identification Number, Debit/Credit Card Number
BU	Budgets	Entity, Program, Fund, Year, Forecasted Fund Balances
PO, AM	PO, Receipts, Assets	Vehicle Identification Number, Asset Class, SPI Structure Number Custom Attribute,
PO	P-Cards	Procurement Card Number
PO	Certifications	Social Security Number
Tech	Global	The System shall allow an authorized user to mask and unmask confidential data at any point in time.

Impacts to Online Transaction (5 of 12)

Option #2 - Confidential Data tab

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

Confidential Information

Confidential 1:

Confidential 2:

Confidential Notes:

Page will be limited to the confidential users.

Impacts to Online Transaction (6 of 12)

Option #2 - Confidential Data tab

Team	Area	Fields
PO	Purchase Orders	Line Description, Vendor ID, Vendor Name, Vendor Address, Vendor Contact, Vendor Contact Phone Number, Vendor Contact Fax Number, Vendor Contact Email Address, Vendor Certification Number
PO	P-Cards	Merchant ID
PO	Requisitions	Requestor
PO	Solicitations	Confidential data related to Solicitations (cannot be tracked on the main pages)
PO	Contracts	Confidential data related to Contracts (cannot be tracked on the main pages)
PO	SB/DVBE	Confidential data related to SB/DVBE (cannot be tracked on the main pages)

Impacts to Online Transaction (7 of 12)

Option #3 - Confidential Attachment tab

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

Confidential Information

Confidential 1:

Confidential 2:

Confidential Notes:

Page will be limited to the confidential users.

Confidential Attachments

Upload your attachments

*Description	Attached File	Attach	Open
1		Attach	Open

Impacts to Online Transaction (8 of 12)

Option #3 - Confidential Attachment tab

Team	Area	Fields
AP	Vouchers	Confidential 1, Confidential 2, Notes and Attachments
AP	Vendors	Confidential 1, Confidential 2, Notes and Attachments
PO	Purchase Orders	Confidential 1, Confidential 2, Notes and Attachments
PO	P-Cards	Confidential 1, Confidential 2, Notes and Attachments
PO	Requisitions	Confidential 1, Confidential 2, Notes and Attachments
PO	Solicitations	Confidential 1, Confidential 2, Notes and Attachments
PO	Contracts	Confidential 1, Confidential 2, Notes and Attachments
PO	SB/DVBE	Confidential 1, Confidential 2, Notes and Attachments

Impacts to Online Transaction (9 of 12)

Option #4 - Role Based Security

- If you have a confidential role (assigned during role mapping) and access to that module, you will have access to restricted data
- Your department can limit access to any data in the system by limiting who is granted these security roles as part of role mapping
- For Example:
  - Employee data, which includes SSNs, is only visible by select FI$Cal Administrators responsible for the LD processing. This is managed through the role based security process. No one from departments is granted access to this role.

Impacts to Online Transaction (10 of 12)

Option #5 - Business Process

- There may be some business process workarounds required as part of the FI$Cal solution.
- For Example:
  - When buying a sensitive item (e.g., a gun), you may want to include an alias in the item description field of the Requisition, and include the actual good description in the custom Confidential Data tab for Requisitions.
  - When using P-Card, merchant information will remain visible as they are in the current process. Aspects of the procurement that are confidential will be entered in the custom Confidential Data / Confidential Attachment tabs for P-Cards. Per DGS, it is agreed per business process that the confidential purchase will be done as it is done today.

Impacts to Online Transaction (11 of 12)

Restricted Transactions – Summary (Wave 1)

Team	Transaction	Option #1: Mask at Field Level	Option #2: Confidential Data tab	Option #3: Confidential Attachment tab	Option #5: Business Process
AR	Customer	X			
AP	Vouchers	X		X	X
VM	Vendors	X		X	X
PO	Purchase Orders		X	X	X
PO	P-Cards	X – Online*	X	X	X
PO	Requisitions		X	X	X
PO	Receipts	X			
BU	Budgets	X – Online**			
AM	Asset Interface	X			
AM	Assets	X			

*P-Cards have delivered masking of P-Card Number – no modification is required
**Budgets fields are masked using online configuration / security setup – no modification is required

Impacts to Online Transaction (12 of 12)

Restricted Transactions – Summary (Wave 2)

Team	Transaction	Option #1: Mask at Field Level	Option #2: Confidential Data tab	Option #3: Confidential Attachment tab	Option #5: Business Process
PO	Certification	X			
PO	Solicitations		X	X	X
PO	Contracts		X	X	X
PO	SB/DVBE	X			

*P-Cards have delivered masking of P-Card Number – no modification is required
**Budgets fields are masked using online configuration / security setup – no modification is required

Impacts to Database (1 of 8)

Confidential Data at the Database Level

- “Masking” in this case will simply be restricting direct sql access to the tables in question based on DB role.
- If we need to provide read access to other columns in the database table a new custom view could be created to pull all of the non-sensitive columns from the table while excluding the sensitive columns.
- Transparent Database Encryption prevents anyone who physically accesses the servers and hard disks that contain database data or database backups from gaining access to the data.

Impacts to Database (2 of 8)

Audit Logging

- Audit logging for all sensitive, confidential, and statutorily restricted data elements.
- Retention limit for the logged events (1 month, 3 months, etc.)
- Exempt transactions directly and/or indirectly related to the audited tables from the monthly SLO calculation for online transactions, online reports and batch as there can be overhead associated with logging

Impacts to Database (3 of 8)

Scenario: User with access to run the Query in Database on Confidential tables

```
select * from PS_ZZ_CNF_INFO_TBL
```

Results | Script Output | Explain | Autotrace | DBMS Output | OWA Output

esults:

	BUSINESS_UNIT	TRAN_ID	VENDOR_SETID	DESCR200	DESCR254	DESCR2000
1	3980	00000225	STATE			(null)
2	0820	0000000135	STATE			(null)
3	0820	00000698	STATE			(null)
4	3980	11717055118691183917896				
5	0820	00000701	STATE			
6	0820	00000703	STATE			
7	8860	0000000015	STATE			

When a user has the confidential role, they can see the table with the restricted data element.

Impacts to Database (4 of 8)

Scenario: User without access to run the Query in Database on Confidential tables, but tries to run Query in Database on Confidential tables

```
select * from PS_ZZ_CNF_INFO_TBL
```

Error encountered

An error was encountered performing the requested operation:

ORA-00942: table or view does not exist
00942. 00000 - "table or view does not exist"
*Cause:
*Action:
Vendor code 942Error at Line:1 Column:14

OK

When a user does not have the confidential role, they cannot see the table with the restricted data element.

Impacts to Database (5 of 8)

Scenario: User with access to run the PS Query in FI$Cal on Confidential tables

Records | Query | Expressions | Prompts | Fields | Criteria | Having | Transformations | View SQL | Run

Query Name New Unsaved Query

Description

*Search By Record Name begins with ZZ_CNF_INFO_TBL

Search Advanced Search

Search Results

Record Personalize | Find | View All | First 1 of 1 Last

ZZ_CNF_INFO_TBL - Confidential Information Pages Add Record Show Fields

Save Save As New Query Preferences Properties Publish as Feed New Union

Records | Query | Expressions | Prompts | Fields | Criteria | Having | Transformations | View SQL

View All | Rerun Query | Download to Excel | Download to XML

	Unit	Tran Id	Vndr SetID	Long Descr	Long
1	3980	00000225	STATE		
2	0820	0000000135	STATE		
3	0820	00000698	STATE		
4	3980	11717055118691183917896			
5	0820	00000701	STATE		
6	0820	00000703	STATE		
7	8860	0000000015	STATE		
8		0000000211	STATE		
9	3980	0000000587	STATE		
10	3980	00000226	STATE		

When a user has the confidential role, they can see the table with the restricted data element.

Impacts to Database (6 of 8)

Scenario: User without access to run the PS Query in FI$Cal on Confidential tables

Favorites | Main Menu > Reporting Tools > Query > Query Manager

FI$Cal

Records | Query | Expressions | Prompts | Fields | Criteria | Having | Transformations | View SQL | Run

Query Name New Unsaved Query

Description

*Search By Record Name begins with ZZ_CNF_INFO_TBL

Search Advanced Search

Search Results

No matching values were found

Preferences Properties Publish as Feed New Union

When a user does not have the confidential role, they cannot see the table with the restricted data element.

Impacts to Database (7 of 8)

Data Available in the Audit Log*

	AUDIT_OPRID	AUDIT_STAMP	AUDIT_ACTN	RECNAME	FIELDNAME	OLDVALUE	NEWVALUE	KEY1	KEY2
1	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.23.51.000000000 PM	R	ZZ_CNF_INFO_TBL	DESCR200	AUDIT TEST 1		0820	NEXT
2	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.23.51.000000000 PM	A	ZZ_CNF_INFO_TBL	DESCR2000		AUDIT TEST Confidential notes	0820	
3	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.24.23.766021000 PM	A	ZZ_CNF_INFO_TBL	DESCR200		AUDIT TEST 1	0820	0000000038
4	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.24.23.776994000 PM	A	ZZ_CNF_INFO_TBL	DESCR254		AUDIT TEST 1	0820	0000000038
5	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.25.22.000000000 PM	R	ZZ_CNF_INFO_TBL	DESCR2000	AUDIT TEST Confidential notes		0820	0000000038
6	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.25.22.000000000 PM	R	ZZ_CNF_INFO_TBL	DESCR254	AUDIT TEST 1		0820	0000000038
7	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.25.22.000000000 PM	R	ZZ_CNF_INFO_TBL	DESCR200	AUDIT TEST 1		0820	0000000038
8	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.27.24.000000000 PM	R	ZZ_CNF_INFO_TBL	DESCR200	AUDIT TEST 1		0820	0000000038
9	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.27.24.000000000 PM	R	ZZ_CNF_INFO_TBL	DESCR254	AUDIT TEST 1		0820	0000000038
10	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.27.24.000000000 PM	R	ZZ_CNF_INFO_TBL	DESCR2000	AUDIT TEST Confidential notes		0820	0000000038
11	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.27.26.760440000 PM	C	ZZ_CNF_INFO_TBL	DESCR200	AUDIT TEST 1	AUDIT TEST 1-1	0820	0000000038
12	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.38.08.000000000 PM	R	ZZ_CNF_INFO_TBL	DESCR254	AUDIT TEST 1		0820	0000000038
13	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.38.08.000000000 PM	R	ZZ_CNF_INFO_TBL	DESCR200	AUDIT TEST 1-1		0820	0000000038
14	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.38.08.000000000 PM	R	ZZ_CNF_INFO_TBL	DESCR2000	AUDIT TEST Confidential notes		0820	0000000038
15	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.40.52.000000000 PM	R	ZZ_CNF_INFO_TBL	DESCR254	AUDIT TEST 1		0820	0000000038
16	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.40.52.000000000 PM	R	ZZ_CNF_INFO_TBL	DESCR200	AUDIT TEST 1-1		0820	0000000038
17	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.40.52.000000000 PM	R	ZZ_CNF_INFO_TBL	DESCR2000	AUDIT TEST Confidential notes		0820	0000000038
18	Z_DEPT_PO_REQUESTER_CONF	03-JUN-14 09.41.37.991955000 PM	C	ZZ_CNF_INFO_TBL	DESCR254	AUDIT TEST 1			00038

Includes transactions against restricted data in the system (Read, Add, Change, etc.).

*This information is pulled from the PSAUDIT record. We created a report (RPTPO121 Confidential Audit Log Report) to pull information from this record into a report for DOJ.

Impacts to Database (8 of 8)

Confidential Audit Log Report (RPTPO121)

Report ID: RPTPO184
Business Unit: 0820
Date Range: 01/01/1901-12/11/2017

Confidential Audit Log Report
FI$Cal

Page 1 of **1**
Run Date: 12/11/2017
Run Time: 11:41:58 AM

AUDIT_OPRID (User ID)	User Name	User Email	AUDIT_STAMP	AUDIT_ACTN (Read, Add, Change or	AUDIT_RECNAME	FieldName	Unmasked	KEY1 (BU)	KEY2 (Transaction Number)	KEY 3	KEY 4	KEY 5	Supplier Name	Supplier_Id
10000793	Michael Riley	Peoplesoft@fiscal.ca.gov	2017-11-17T09:56:00.412450-0800	Add	VCHR_VNDR_INFO	Name 1	Y	0820	Voucher ID:00000001				BAY AREA ARBORIST COOPERATIVE INC	0000000015
10000793	Michael Riley	Peoplesoft@fiscal.ca.gov	2017-11-17T10:14:07.582825-0800	Add	VCHR_VNDR_INFO	Name 1	Y	0820	Voucher ID:00000002				FLATLANDS OIL & MILL	0000000018
10000793	Michael Riley	Peoplesoft@fiscal.ca.gov	2017-11-17T10:39:39.763377-0800	Add	VCHR_VNDR_INFO	Name 1	Y	0820	Voucher ID:00000003				PAT DAVIS DESIGN GROUP INC	0000000014
10000793	Michael Riley	Peoplesoft@fiscal.ca.gov	2017-11-17T10:41:06.770037-0800	Add	VCHR_VNDR_INFO	Name 1	Y	0820	Voucher ID:00000004				LAURA J GARDHOUSE	0000000134
10000786	Susanna Dzyubak	Peoplesoft@fiscal.ca.gov	2017-11-17T10:41:55.759213-0800	Add	VCHR_VNDR_INFO	Name 1	Y	0820	Voucher ID:00000005				TESTING GENTLEMAN	EMP5555555
10000786	Susanna Dzyubak	Peoplesoft@fiscal.ca.gov	2017-11-17T10:42:31.906780-0800	Add	VCHR_VNDR_INFO	Name 1	Y	0820	Voucher ID:00000006				TESTING SME	EMP6666666
10000786	Susanna Dzyubak	Peoplesoft@fiscal.ca.gov	2017-11-17T10:43:05.195853-0800	Add	VCHR_VNDR_INFO	Name 1	Y	0820	Voucher ID:00000007				TESTING FOLK	EMP7777777
10000786	Susanna Dzyubak	Peoplesoft@fiscal.ca.gov	2017-11-17T10:43:46.571841-0800	Add	VCHR_VNDR_INFO	Name 1	Y	0820	Voucher ID:00000008				VERIDION SECURITY INC	0000009551
10000786	Susanna Dzyubak	Peoplesoft@fiscal.ca.gov	2017-11-17T10:44:27.069431-0800	Add	VCHR_VNDR_INFO	Name 1	Y	0820	Voucher ID:00000009				POPO LULUPO	EMP9898989
10000786	Susanna Dzyubak	Peoplesoft@fiscal.ca.gov	2017-11-17T10:45:52.710844-0800	Add	VCHR_VNDR_INFO	Name 1	Y	0820	Voucher ID:00000009				POPO LULUPO	EMP9898989
10000786	Susanna Dzyubak	Peoplesoft@fiscal.ca.gov	2017-11-17T10:46:03.832093-0800	Add	VCHR_VNDR_INFO	Name 1	Y	0820	Voucher ID:00000008				VERIDION SECURITY INC	0000009551
10000786	Susanna Dzyubak	Peoplesoft@fiscal.ca.gov	2017-11-17T10:46:14.387847-0800	Add	VCHR_VNDR_INFO	Name 1	Y	0820	Voucher ID:00000007				TESTING FOLK	EMP7777777
10000786	Susanna Dzyubak	Peoplesoft@fiscal.ca.gov	2017-11-17T10:46:25.778581-0800	Add	VCHR_VNDR_INFO	Name 1	Y	0820	Voucher ID:00000006				TESTING SME	EMP6666666

Impacts to Reporting (1 of 5)

Confidential Data vs. Report Type

Report Type	Sensitive Data Elements	Restricted Data Elements
Custom Report	Users can only access this data (1) if it is in their Business Unit and (2) if they have the proper Role-Based Security. Will add a header and footer on all non-PS Query Reports that include sensitive data.	Module Teams have reviewed all the report, and will do one of the following: 1. Mask data or remove from report, or 2. Clone the report, and restrict Statutorily Restricted Data Elements in the cloned report Will add a header and footer on all non-PS Query Reports that include statutorily restricted data elements.
Delivered Report	Users can only access this data (1) if it is in their Business Unit and (2) if they have the proper Role-Based Security. Will add a header and footer on all non-PS Query Reports that include sensitive data.	Team is evaluating each report, and will do one of the following: 1. Remove report, or 2. Mask data or remove from report, or 3. Clone the report, and restrict Statutorily Restricted Data Elements in the cloned report Will add a header and footer on all non-PS Query Reports that include statutorily restricted data elements.

Impacts to Reporting (2 of 5)

Confidential Data vs. Report Type – cont'd

Report Type	Sensitive Data Elements	Restricted Data Elements
PS/Query	No impacts	Take the record out of the public query tree - only assign confidential query tree to specific users (department and central). You will need a separate role for each "piece" of information.

Impacts to Reporting (3 of 5)

Scenario: Header/Footer on ALL Reports with Sensitive Data

ORACLE

Report ID: POX4010
User ID: Z_DEPT_CONF_PO_
Run Control: REPORTER
Report

PeopleSoft Purchasing
REQUISITION TO PO XREF REPORT

Page No. 1
Run Date 6/3/2014
Time 20:35:15 PM

Access to this report is restricted pursuant to Government Code 12572 et seq.

Confidential Header

Req Dates Included : 01/01/1901 Thru: 06/03/2014
Business Unit: 3980

Requisition ID	Lin/Sch/Dst	Date	Item ID	Description	Quantity	UOM	PO ID	Contract ID								
0000000014	1 1 1	11/11/2013		Monthly Janitorial Cleaning Supplies	1.00	EA	0000000257									
Requisition Name:	Cleaning and Paint Supplies															
2	1 1	11/11/2013		Paint for trim	3.00	CAN	0000000340									
Requisition Name:	Cleaning and Paint Supplies															
0000000015	1 1 1	11/12/2013		Printer	12.00	EA	0000000188									
Requisition Name:	HB Req Config Validtn Test 1								Attention To :	Department PO Requester						
2	1 1	11/12/2013		Paper	14.00	EA	0000000188		0	11/18/2013	2	1	1	14.00	USD	9.99
Requisition Name:	HB Req Config Validtn Test 1								Attention To :	Department PO Requester						
0000000022	1 1 1	11/13/2013		Printer	12.00	EA	0000000017		0	11/18/2013	1	1	1	12.00	USD	399.99
Requisition Name:	0000000022								Attention To :	Department PO Requester						
2	1 1	11/13/2013		paper	14.00	EA	0000000017		0	11/18/2013	2	1	1	14.00	USD	9.99
Requisition Name:	0000000022								Attention To :	Department PO Requester						
3	1 1	11/13/2013	0000000000000023	Tires	10.00	EA	0000000018		0	11/13/2013	1	1	1	10.00	USD	555.00
Requisition Name:	0000000022								Attention To :	Department PO Requester						
0000000035	1 1 1	11/19/2013		Humidifier	453.00	EA	0000000058		0	11/20/2013	12	1	1	3.00	USD	50.00
Requisition Name:	Req1 for Ronny								Attention To :	Department PO Requester						
0000000036	1 1 1	11/19/2013		Multi Purpose Cleaner	33.00	BOX	0000000058		0	11/20/2013	9	1	1	2.00	USD	49.99
Requisition Name:	Req 2 for Ronny								Attention To :	Department PO Requester						
2	1 1	11/19/2013		Mops and Buckets	2.00	BOX	0000000058		0	11/20/2013	10	1	1	2.00	USD	49.99
Requisition Name:	Req 2 for Ronny															

Access to this report is restricted pursuant to Government Code 12572 et seq.

Confidential Footer

Language:
Access to this report is restricted pursuant to Government Code 12572 et seq.

Impacts to Reporting (4 of 5)

Scenario: With Access; Restricted Data Element Visible when Confidential Reporter Runs the Report

ORACLE

Report ID: APX1020

PeopleSoft Accounts Payable

POSTED VOUCHER LISTING

Page No 1
Run Date 6/3/2014
Run Time 8:55:24 PM

Access to this report is restricted pursuant to Government Code 12572 et seq.

Business Unit: 0820

For the period: 1/1/1901 through 6/3/2014

Vendor ID: 0000000001 ACCENTURE LLP

When a user has the confidential role, they can see the restricted data element.

Voucher ID: 00000001 Invoice Date: 2.Nov.2013 Document Type: AP Document Sequence:

Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dis Lin	Debit Amount	Credit Amount	Currency Code	Unpost Seq.#
Operating Unit	Fund Code	Dept	Class	Budget Ref	Program	Product	Project	Affiliate	Affiliate Intra 1	
MODACCRL	Nov/2/2013	ACCRUAL	AP00000711	APA	1	1	0820	2000000	000	100.00	USD	0
MODACCRL			AP00000711	DST	1	1	0820	5100000	100.00	USD	0
	0001									
MODACCRL			AP00000711	RSA	1	1	0820	1002000	000	100.00	USD	0
MODACCRL			AP00000711		1	1	0820	1002000	000	100.00	USD	0
	0001									
							Voucher 00000001 Total: USD	200.00	200.00	

Impacts to Reporting (5 of 5)

Scenario: Without Access; Restricted Data Element NOT Visible when Non-Confidential Reporter Runs the Report

ORACLE

Report ID: APX1020

PeopleSoft Accounts Payable

POSTED VOUCHER LISTING

Page No 1
Run Date 6/3/2014
Run Time 9:00:42 PM

Access to this report is restricted pursuant to Government Code 12572 et seq.

Business Unit: 0820
For the period: 4/2/2014 through 4/2/2014
Vendor ID: 0000000001

When a user does not have the confidential role, they cannot see the restricted data element.

Voucher ID: 00000717 Invoice Date: 2.Apr.2014 Document Type: AP-I Document Sequence:

Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	Debit Amount	Credit Amount	Currency Code	Unpost Seq.#
MODACCRL	Apr/2/2014	ACCRUAL		APA	1	1		2,000.00	USD	0
MODACCRL				DST	1	1	2,000.00		USD	0

Operating Unit	Fund Code	Dept	Class	Budget Ref	Program	Product	Project	Affiliate	Affiliate Intra 1
			APA	0820 2000000					
			DST	0820 1000000	1000000000				

Voucher 00000717 Total: USD 2,000.00 2,000.00

End of 0000000001 Report

Questions?

Appendix

Appendix

Appendix A: Confidential Scenarios

The following scenarios are provided for your reference:

- Scenario 1: Create transactions using confidential vendor and item for the purchase of goods
- Scenario 2: Create transactions using confidential vendor and item for services
- Scenario 3: Create Confidential Vendor Single Pay Voucher
- Scenario 4: Create transactions using a Regular Vendor and Confidential Item

Scenario #1 for Goods

Scenario 1: Create transactions using confidential vendor and item for the purchase of goods	
Create Vendor	• Create Vendor Alias
Create Requisition	• Generic Requester • Generic line description • Enter confidential info in confidential tabs
Approve Requisition	• Requester to insert ad hoc confidential approvers
Create PO	• Use alias Vendor, generic item description • Attach info in confidential tab
Approve PO	• Buyer to insert ad hoc confidential approvers
Dispatch PO	• Buyer prints out confidential tab/attachment contents and attaches to PO with alias vendor and generic line description
Receive	• May designate specific receivers of confidential items/services; Buyer can use Attention To field to specify who is receiving
Asset Processing	• Create Asset. VIN, Serial ID, Custodian and Location fields are masked.
Create Voucher	• Create voucher with alias vendor and generic line items
Voucher Processes	• Voucher approval need confidential tab access for voucher and PO
Create Payment	• Produced with actual name (alternate payment name)

Scenario #1 – Create Vendor

Adding Confidential Vendor

Favorites | Main Menu | Suppliers | Supplier Information | Add/Update | Supplier

FISCal

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID STATE
Supplier ID CONF001DOJ
*Supplier Short Name DOJPRIVATE DOJPRIVATE-001
*Classification Corporation
HCM Class
*Persistence Regular
*Supplier Status Approved

Check for Duplicate
Expand All | Collapse All

*Supplier Name DOJ PRIVATE
Additional Name
Withholding
Open For Ordering
*Supplier Audit Default
Supplier Audit
Approval History
Attachments (0)
Confidential

Supplier Relationships
Corporate Supplier
Corporate SetID STATE
Corporate Supplier ID CONF001DOJ DOJ PRIVATE
InterUnit Supplier
InterUnit Supplier ID
Supplier Hierarchy | Supplier 360

Create Bill-To Customer
Create Bill To Customer

Supplier Rating
Supplier Logo
Additional ID Numbers
Customer SetID STATE
Customer ID
Our Customer Number

ID Numbers — Personalize | Find | View All | First 1 of 1 Last

Type	SetID	ID Number	DUNS Number
TIN		*****6789	

ISO and SEPA Information
Display Unmasked

Vendor is entered with generic name

Scenario #1 – Create Vendor

Adding Confidential Vendor

Favorites | Main Menu > Suppliers > Supplier Information > Add/Update > Supplier

FISCal

Summary | Identifying Information | Address | Contacts | Location | Custom

SetID STATE
Supplier ID CONF001DOJ Short Supplier Name DOJPRIVATE-001 Supplier DOJ PRIVATE

Supplier Address Find | View All First 1 of 1 Last

Address ID 1
Description

Details Find | View All First 1 of 1 Last

Effective Date 05/17/2016 Effective Status Active

Country USA United States
Address 1 1300 I ST
Address 2
Address 3
City SACRAMENTO
County
State CA California
Postal 95814
Email ID

Payment/Withholding Alt Names

Payment Alternate name
Name 1 JOHN SMITH
Name 2
Mask Payment Alt Names

Withholding Alternate name
Withholding Name 1 JOHN SMITH
Withholding Name 2
Mask Withholding Alt Names

Real vendor names for payment and withholding are stored in alternate name fields and are masked by confidential users

Scenario #1 – Create Requisition

Requisition Information Page

Favorites | Main Menu | eProcurement | Manage Requisitions

Edit Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: 3980 Envl Health Hazard AssessMENT
*Currency: USD
Requester: Z_DEPT_PO_REQUESTER Department PO Requester
Priority: Medium
Requisition Name: Special Order
*Acquisition Type: NON-IT Goods
Acquisition Sub -Type:
*Acquisition Method: Formal Competitive
Acquisition Sub-Method:

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Fleet Vehicle		1.0000	Each	0.00000	0.00

Select All / Deselect All

Total Amount: 0.00 USD
Pre-Encumbrance Balance: 0.000 USD

Add to Favorites | Add to Template(s) | Modify Line / Shipping / Accounting | Delete

Comments

Send to Vendor | Show at Receipt | Shown at Voucher | Approval Justification | More Comments

Check Budget | Pre-Check Budget | Budget Checking Status: Valid | Confidential

Save & submit | Save & preview approvals | Cancel Changes | Find more items

Scenario #1 – Complete Requisition Confidential Page

Requisition Confidential Page

Confidential Information

Confidential 1:

Confidential 2:

Confidential Notes:

Vendor: Ford Motor Company, 2432 Richards Blvd. Sacramento, CA 95815

Requester: Rene Davis, Admin Division

Line 1: Undercover Vehicle, Ford Taurus XLT, Interior Upgrade Package (Sedan 12P/Utility 65U), Full Wheel Covers (Sedan 64L/Utility 64B), Delete Police Interceptor Exterior Badging (Sedan 19F/Utility 16D)

Page will be limited to the confidential users.

Confidential Attachments

Upload your attachments

	*Description	Attached File	Attach	Open
1	Ford Law Enforcement Models Options	Ford X1003.pdf	Attach	Open

Scenario #1 – Create a Purchase Order

Purchase Order Information Page

Purchase Order

Business Unit: 3980
PO ID: 0000000407
Copy From:

PO Status: Dispatched
Budget Status: Valid
Hold From Further Processing

Header

*PO Date: 02/14/2014 Vendor Search
*Vendor: DOJPRIVATE-001 Vendor Details
*Vendor ID: 0000000160 DOJ Private
*Buyer: Z_DEPT_PO_BUYE Department Buyer
PO Reference:

Header Details
PO Defaults
Requisitions
PO Activities
SB/DVBE Contracting
Activity Summary
Document Status
Add Comments
Add ShipTo Comments

Confidential

Doc Tol Status: Valid
*Acquisition Type: NON-IT Goods
Acquisition Sub -Type:
*Acquisition Method: Formal Compe
Acquisition Sub-Method:
DGS Billing Code: 3423
Backorder Status: Not Backordered
Create BackOrder
Receipt Status: Received
*Dispatch Method: Print
Dispatch

Amount Summary

Merchandise: 28,000.00
Freight/Tax/Misc.: 0.00
Calculate
Total Amount: 28,000.00 USD
Encumbrance Balance: 28,000.00 USD

Add Items From
Purchasing Kit Catalog Item Search

Select Lines To Display
Line: To: Retrieve

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

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	000000000000000007	Fleet Vehicle	1.0000	EA	31210000	28,000.00000	28,000.00	Approved

Scenario #1 – Complete PO Confidential Page

Purchase Order Confidential Page

Confidential Information

Confidential 1:

Confidential 2:

Confidential Notes:

Vendor: Ford Motor Company, 2432 Richards Blvd. Sacramento, CA 95815

Requester: Rene Davis, Admin Division

Line 1: Undercover Vehicle, Ford Taurus XLT, Interior Upgrade Package (Sedan 12P/Utility 65U), Full Wheel Covers (Sedan 64L/Utility 64B), Delete Police Interceptor Exterior Badging (Sedan 19F/Utility 16D)

Page will be limited to the confidential users.

Confidential Attachments

Upload your attachments

	*Description	Attached File	Attach	Open
1	Ford Law Enforcement Models Options	Ford X1003.pdf	Attach	Open

Scenario #1 – PO Dispatch Package

Purchase Order Printout + Confidential Page Screenshot

Purchase Order

Page: 1 of 1

Env'l Health Hazard AssessMENT
1001 I Street
P.O. Box 4010
MS-19B
Sacramento CA 95814
United States

Dispatched	Draft	Print
Purchase Order 3980-0000000407	Date 2014-02-14	Revision
Payment Terms Net 45	Freight Terms FOB-DESTIN	Ship Via COMMON
Buyer Department Buyer	Phone	Currency USD

Vendor: 0000000160
DOJ Private
4321 address test
sacramento CA 95815
United States

Ship To: 1001 I Street
P.O. Box 4010
MS-19B
Sacramento CA
95814
United States

Attention: See Detail Below

Bill Code: 3423

Bill To: 1001 I Street
P.O. Box 4010
MS-19B
Sacramento CA 95814
United States

Certification#: Begin Date: Expiration: DVBE Begin Date:

Tax Exempt? N Tax Exempt ID:

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Pric
1 - 1	Fleet Vehicle		1.00	EA	28,000.0

Attention:

Schedule Total
Item Total
00000000000000000

Total PO Amount

Purchase Order Confidential Page

Confidential Information

Confidential 1: **Confidential 2:**

Confidential Notes:

Vendor: Ford Motor Company, 2432 Richards Blvd.
Sacramento, CA 95815

Requester: Rene Davis, Admin Division

Line 1: Undercover Vehicle, Ford Taurus XLT, Interior Upgrade Package (Sedan 12P/Utility 65U), Full Wheel Covers (Sedan 64L/Utility 64B), Delete Police Interceptor Exterior Badging (Sedan 19F/Utility 16D)

Confidential Attachments

Upload your attachments

*Description	Attached File	Attach	Open
Ford Law Enforcement Models Options	Ford X1003.pdf	Attach	Open

Scenario #1 – Create a Receipt

Manage Receipt Page

Maintain Receipts

Receiving

Business Unit: 3980 Receipt Status: Fully Received

Receipt ID: 0000000069 Add Header Comments Activities

Header Details Document Status

Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

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

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	AM Status
1	00000000000000007	Fleet Vehicle	1.0000	EA	28000.00000	1.0000	Received	31210000	☐	☑	☐	EA	Pending

Interface Receipt Run Close Short Interface Asset Information

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Scenario #1 – Create an Asset Profile

Receipt, Asset Information (Masked VIN, Serial #)

Maintain Receipts

Asset Management Information for Line 1

Business Unit:	3980	Status:	Received
Receipt ID:	0000000069	Item:	000000000000000007 Fleet Vehicle
Receipt Line:	1	Standard UOM:	EA

Next Asset ID

Distribution Information — Find | View All — First 1 of 1 Last

Distribution Line:	1	Capitalize:	Non Cap
Business Unit:	3980	CAP Sequence:	
Profile ID:	VEHICLE_OL	Employee ID:	
CAP #:		Distributed Quantity:	1.0000
Cost Type:		Merchandise Amount:	28000.00

Apply to Details

Select Action:	Assign Tag Ids	Multiplier:	1
Enter Starting Number:		*Start Row:	1
	Overwrite existing numbers		Apply

Asset Details — Personalize | Find | View All — First 1 of 1 Last

Asset Information | More Details

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	3980	Open	1.0000		****	NEXT51			VEHICLE_OL

Information is masked.

Scenario #1 – Create an Asset Profile

Receipt, Asset Information (Masked VIN, Serial #) – cont'd

Maintain Receipts

Asset Management Information for Line 1

Business Unit:	3980	Status:	Received
Receipt ID:	0000000069	Item:	000000000000000007 Fleet Vehicle
Receipt Line:	1	Standard UOM:	EA

Next Asset ID

Distribution Information — Find | View All — First 1 of 1 Last

Distribution Line:	1	Capitalize:	Non Cap
Business Unit:	3980	CAP Sequence:	
Profile ID:	VEHICLE_OL	Employee ID:	
CAP #:		Distributed Quantity:	1.0000
Cost Type:		Merchandise Amount:	28000.00

Apply to Details

Select Action:	Assign Tag Ids	Multiplier:	1
Enter Starting Number:		*Start Row:	1

☐ Overwrite existing numbers

Apply

Asset Details — Personalize | Find | View All | First 1 of 1 Last

Asset Information | More Details

Dist Seq	VIN	Custodian	Location	Mfg ID
1	**********5436		3980000002	

Information is masked.

Scenario #1 – Interface Asset Receipt

Asset Management Staging Page

Pre-AM Financial | Pre-AM Physical

Pre-Interface ID: Line: 1

Asset Information — Find | View All — First 1 of 22 Last

Business Unit:	3980			Date/Time:	12/05/2013 11:04:32AM
Asset ID:	3980			Load Status:	Loaded
PO Unit:	3980			Interface ID:	10000001 Line: 1
PO/Line:	3980	Sched:	1	System Source:	PO Online Entry Panel
BU Recv:	0000000407			Trans Date:	12/05/2013
Receiver/Ln:	3980	Ship Seq:	1	Profile ID:	EQUIP Capitalize: Y
AP Unit:	0000000069			PC Bus Unit:	
Voucher/Ln:		Dist:		Activity:	
Vendor ID:	0000000001			An Type:	
Invoice:				Source Type:	
Invoice Date:				Category:	Subcategory:
Tag:				Serial ID:	**********
Descr:	Fleet Vehicle			UPC Code:	
Item:				VIN:	
Custodian:	**********			Location:	**********
Empl ID:				Manufacturer:	
CAP #:				Model:	

Save | Return to Search | Previous in List | Next in List | Notify

Pre-AM Financial | Pre-AM Physical

Information is masked.

Scenario #1 – Interface Asset Receipt

Asset Management Staging Pages – cont'd

Review-A

Interface ID: 10000016 Line Num: 1
PI ID: MC Defn ID:

Physical A Information — Find | View All — First 1 of 1 Last

Auto Approval Status

Unit:	3980	Load Type:	Financial & Physical Add
Asset ID:	000000000003	Load Status:	Loaded
Description:	test 02.am1.05	System Source:	AP Online Entry Page
Short Desc:	Fleet Vehicle	Profile ID:	VEHICLE_OL
Tag Number:	Fleet Vehi	Threshold ID:	
Serial ID:	**********	Location:	**********
Voucher ID:	00000073	Area ID:	
Invoice:	112233445566778899	Empl ID:	
Invoice Date:	01/02/2014	Custodian:	**********
PO No.:	0000000184	Parent ID:	
Receipt No:	0000000407	Project:	
Item ID:	0000000069	Quantity:	1.00 USD
Linear Asset		Amount:	28,000.00
Detailed Description:		VAT Inv:	

test 02.am1.05

Information is masked.

Scenario #1 – Add Asset Detail

Page available to all users.

Asset General Information Page

General Information | Operation/Maintenance | Asset Information | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

Unit: 3980 Asset ID: 000000000027 Ford Law Enforcement Models Op Tag: In Service

Asset Information

Description: Fleet Vehicle
Short Desc: Ford Law E
CAP #:
Seq #:
Tag Number:
Asset Class: **********
Auction Status: Allowed to be Auctioned
Asset Type: Fleet
Asset Subtype: OTH VEHICLE
*Asset Status: In Service
Acquisition Date: 02/17/2014
Placement Date: 02/17/2014
Collateral Asset:
*Acquisition Code: Purchased
FERC Code:
Financing Code:
Fair Value: 0.000
Replacement Cost:
Index Name:
SubIndex Name:
Parent/Child: None
Parent ID:
Appraisal Date:
Last Update:

Asset
New Asset
Available For Use
In Physical Use
Composite Asset
Composite Asset ID:
Asset Condition:
Reasonable Accomodation(ADA)

Information is masked.

Scenario #1 – Add Asset Detail - Location

Location/Comments/Attributes

General Information | Operation/Maintenance | Asset Information | Asset Acquisition Detail | Location/Comments/Attributes

Unit: 3980 Asset ID: 000000000027 Ford Law Enforcement Models Op Tag: In Service

Location — Find | View All — First 1 of 1 Last

Effective Date:	02/17/2014	Effective Sequence:	
Location:	0820000001		AGO-SACRAMENTO
Area ID:			
Address 1::	1300 I Street		
City::	Sacramento		
County::		Jurisdiction:	
State::	CA California	Sector:	
Country:	USA United States	Postal::	95814
Geo Code:			
Document:			
Building:			
Floor #:	1	Longitude:	
Room#:		Latitude:	

Authorization

Status:		Date:	
Name:			

Police Report Number — Personalize | Find | View All | First 1 of 1 Last

Event Date	Police Report Number	Event Type

Page will be limited to the <u>confidential</u> users. No data is masked.

Scenario #1 – Add Asset Detail - Comments

Location/Comments/Attributes

Comments Find | View All First 1 of 1 Last

Date/Time: 02/17/2014 6:25:36PM

Name:

Comment:

Physical and Custom Attributes

Detailed Description

Long Description:

Ford Law Enforcement Models Op

Image

Page will be limited to the confidential users. No data is masked.

Customize Image attachments to accept all document types.

Scenario #1 – Add Asset Detail - Manufacture/License

Manufacturer/License/Custodian

Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

Unit: 3980 Asset ID: 000000000027 Ford Law Enforcement Models Op Tag: In Service

Manufacturer Information

Serial ID:
Manufacturer ID:
Manufacturer Name:
Model:
Product Version: Production Date:
Plant: Contact:
VIN: A456123NS12345436 SKU:

Page will be limited to the confidential users.

License Information Find | View All First 1 of 1 Last

Supporting Doc Type: Licens Address
Agency ID:
Vendor:
Reg #:
Issue Date: 02/17/2014
Expiration Date:
Renewal Date:
Reg. Name:
Comment:

No need to mask field on secure page.

Scenario #1 – Add Asset Detail - Custodian

Manufacturer/License/Custodian

Custodian Information

Find | View All First 1 of 1 Last

Effective Date: 02/17/2014 Effective Sequence: 0 This Asset is Offsite

Custodian:

Empl ID:

Authorization

Status: Not Authorized Date:

Name:

Chartfields

Appropriation Reference:

Fund:

Year of Enactment:

Program:

Project:

Reporting Structure:

Service Location:

Agency Use:

Page will be limited to the confidential users.

Scenario #1 – Create Voucher

Voucher Information Page

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

Business Unit: 3980
Voucher ID: 00000164
Voucher Style: Regular Voucher

Invoice No: INV001
Invoice Date: 02/17/2014
Accounting Date: 02/17/2014
Tax Exempt

Vendor ID: 0000000160
ShortName: DOJPRIVATE-001
Location: MAIN
*Address: 1

DOJ Private
4321 address test
sacramento, CA 95815

Session Defaults
Attachments (0)
Comments (0)
Approval History

Advanced Vendor Search

Invoice Lines: 28000.00
*Currency: USD
Miscellaneous:
Freight:

*Pay Terms: NET45 Net 45
Basis Date Type: User Date

Non Merchandise Summary

Print Invoice

Invoice Lines — Find | View All — First 1 of 1 Last

Line: 1
*Distribute by: Quantity
Ship To: 3980000002
SpeedChart:

Item: 00000000000000000
Unit Price: 28,000.00000
Line Amount: 28,000.00
Description: Fleet Vehicle

UOM: EA
Quantity: 1.0000

Force Price
One Asset

Calculate

Purchase Order & Receiver Info
Associate Receiver(s)
Sales/Use Tax

Distribution Lines — Personalize | Find | View All | First 1 of 1 Last

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Reference	Fund	ENY	Account	Alt Acct	P
	1	28,000.00	1.0000	3980	001	0028	2013	5900000	5900000000	1

Scenario #1 – Complete Voucher Confidential Page

Voucher Attachment Confidential Page

Confidential Information

Confidential 1:

Confidential 2:

Confidential Notes:

Comments provided by the AP Processor if needed.

Page will be limited to the confidential users.

Confidential Attachments

Upload your attachments

	*Description	Attached File	Attach	Open
1	Ford Law Enforcement Models Options	FORDINVOICE.pdf	Attach	Open

Scenario #1 – Payment Information

Payment Check Example

BILL LOCKYER, TREASURER
STATE OF CALIFORNIA
SACRAMENTO

Issue Date 2/17/2014 **Pay Amount** ***$32,500.00***

Pay ****THIRTY-TWO THOUSAND FIVE HUNDRED AND XX/100 DOLLAR ****

To The Order Of

Ford Motor Company
4321 address test
sacramento CA 95815

Void One Year from Issue Date

Scenario #2 for Services

Scenario 2: Create transactions using confidential vendor and item for services	
Create Vendor	• Create Vendor Alias
Create Requisition	• Generic Requester • Generic line description • Enter confidential info in confidential tabs
Approve Requisition	• Requester to insert ad hoc confidential approvers
Create PO	• Use alias Vendor, generic item description • Attach info in confidential tabs
Approve	• Buyer to insert ad hoc confidential approvers
Dispatch	• Buyer prints out confidential tab/attachment contents and attaches to PO with alias vendor and generic line description
Receive	• May designate specific receivers of confidential items/services; Buyer can use Attention To field to specify who is receiving
Asset Processing	• NA
Create Voucher	• Create voucher with alias vendor and generic line items
Voucher Processes	• Voucher approval need confidential tab access for voucher and PO
Create Payment	• Produced with actual name (alternate payment name)

Scenario #2 – Create Requisition

Requisition Page

Favorites | Main Menu | eProcurement | Manage Requisitions

Edit Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: 3980 Envl Health Hazard AssessMENT
*Currency: USD
Requester: Z_DEPT_PO_REQUESTER Department PO Requester
Priority: Medium
Requisition Name: Special Services
*Acquisition Type: NON-IT Services
Acquisition Sub -Type:
*Acquisition Method: Fair and Reasonable
Acquisition Sub-Method:

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Professional Services		1.0000	Each	4,500.00000	4,500.00

Select All / Deselect All

Total Amount: 4,500.00 USD
Pre-Encumbrance Balance: 0.000 USD

Add to Favorites | Add to Template(s) | Modify Line / Shipping / Accounting | Delete

Comments

Send to Vendor | Show at Receipt | Shown at Voucher | Approval Justification | More Comments

Check Budget | Pre-Check Budget | Budget Checking Status: Valid

Confidential

Save & submit | Save & preview approvals | Cancel Changes | Find more items

Scenario #2 – Complete Requisition Confidential Page

Requisition Confidential Page

Confidential Information

Confidential 1:

Confidential 2:

Confidential Notes:

Vendor: Dr. John Bertha, #4 J St. Sacramento, CA 95815

Requester: Rene Davis, Admin Division

Line 1: Expert Witness, MD. – Experienced in Infectious disease issues and epidemiology. Areas of expertise infections of all medical specialties, infection control, HIV/AIDS, Hepatitis, food poisoning, independent medical evaluations, and medical malpractice in infectious diseases.

Page will be limited to the confidential users.

Confidential Attachments

Upload your attachments

	*Description	Attached File	Attach	Open
1	Case File	File 1023.pdf	Attach	Open

Scenario #2 – Create Purchase Order

Purchase Order Information Page

Purchase Order

Business Unit: 3980
PO ID: 0000000409
Copy From:

PO Status: Dispatched
Budget Status: Valid
Hold From Further Processing

Header

*PO Date: 02/14/2014 Vendor Search
*Vendor: DOJPRIVATE-001 Vendor Details
*Vendor ID: 0000000160 DOJ Private
*Buyer: Z_DEPT_PO_BUYEI Department Buyer
PO Reference:

Header Details | Activity Summary
PO Defaults | Document Status
Requisitions | Add Comments
PO Activities | Add ShipTo Comments
SB/DVBE Contracting

Confidential

Doc Tol Status: Valid
*Acquisition Type: NON-IT Service
Acquisition Sub -Type:
*Acquisition Method: Fair and Reas
Acquisition Sub-Method:
DGS Billing Code: 7856
Backorder Status: Not Backordered Create BackOrder
Receipt Status: Received
*Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 4,500.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 4,500.00 USD
Encumbrance Balance: 4,500.00 USD

Add Items From
Purchasing Kit | Catalog | Item Search

Select Lines To Display
Line: To: Retrieve

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

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Professional Services	1.0000	EA	60104000	4,500.00000	4,500.00	Approved

Scenario #2 – Complete PO Confidential Page

Purchase Order Confidential Page

Confidential Information

Confidential 1:

Confidential 2:

Confidential Notes:

Vendor: Dr. John Bertha, #4 J St. Sacramento, CA 95815

Buyer : Roger Wall, Admin Division

Line 1: Expert Witness, MD. – Experienced in Infectious disease issues and epidemiology. Areas of expertise infections of all medical specialties, infection control, HIV/AIDS, Hepatitis, food poisoning, independent medical evaluations, and medical malpractice in infectious diseases.

Page will be limited to the confidential users.

Confidential Attachments

Upload your attachments

	*Description	Attached File	Attach	Open
1	Case File	File 1023.pdf	Attach	Open

Scenario #2 – PO Dispatch Package

Purchase Order Printout + Confidential Page Screenshot

Purchase Order

Page: 1 of 1

Env'l Health Hazard AssessMENT
1001 I Street
P.O. Box 4010
MS-19B
Sacramento CA 95814
United States

Dispatched	Draft	Print
Purchase Order 3980-0000000409	Date 2014-02-14	Revision
Payment Terms Net 45	Freight Terms FOB-DESTIN	Ship Via COMMON
Buyer Department Buyer	Phone	Currency USD

Vendor: 0000000160
DOJ Private
4321 address test
sacramento CA 95815
United States

Ship To: 1001 I Street
P.O. Box 4010
MS-19B
Sacramento CA
95814
United States

Attention: See Detail Below

Bill Code: 7856

Bill To: 1001 I Street
P.O. Box 4010
MS-19B
Sacramento CA 95814

Certification#: **Begin Date:** **Expiration:** **DVBE Begin Date:**

Tax Exempt? N **Tax Exempt ID:**

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extende
1 - 1	Professional Services		1.00	EA	4,500.00	4,5

Attention: Department P

Schedule Total	4,5
Item Total	4,5
Total PO Amount	4,5

Purchase Order Confidential Page

Confidential Information

Confidential 1: **Confidential 2:**

Confidential Notes:

Vendor: Dr. John Bertha, #4 J St. Sacramento, CA 95815

Buyer : Roger Wall, Admin Division

Line 1: Expert Witness, MD. – Experienced in Infectious disease issues and epidemiology. Areas of expertise infections of all medical specialties, infection control, HIV/AIDS, Hepatitis, food poisoning, independent medical evaluations, and medical malpractice in infectious diseases.

Confidential Attachments

Upload your attachments

*Description	Attached File	Attach	Open
Case File	File 1023.pdf	Attach	Open

Scenario #2 – Create Receipt

Manage Receipt

Maintain Receipts

Receiving

Business Unit: 3980 Receipt Status: Fully Received

Receipt ID: 0000000070 Add Header Comments Activities

Header Details Document Status

Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

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

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information

Line		Item	Description	Receipt Qty		Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Device Track	
1			Professional Services	1.0 00		4500.00000	1.0000	Received	60104000				Device Track	

Interface Receipt Run Close Short Interface Asset Information

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Scenario #2 – Create Voucher

Voucher Information Page

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

Business Unit: 3980
Voucher ID: 00000165
Voucher Style: Regular Voucher
Invoice No: INV002
Invoice Date: 02/17/2014
Accounting Date: 02/17/2014
Tax Exempt

Vendor ID: 0000000160
ShortName: DOJPRIVATE-001
Location: MAIN
*Address: 1

DOJ Private
4321 address test
sacramento, CA 95815

Session Defaults
Attachments (0)
Comments(0)
Approval History

Advanced Vendor Search

Invoice Lines: 4500.00
*Pay Terms: NET45 Net 45

Invoice Lines

Find | View All First 1 of 1 Last

Line: 1
*Distribute by: Amount
Ship To: 3980000002
SpeedChart:

Item:
Unit Price: 4,500.00000
Line Amount: 4,500.00
Description: Professional Services
UOM: EA
Quantity: 1.0000
Amount Only
One Asset

Calculate

Purchase Order & Receiver Info
Associate Receiver(s)
Sales/Use Tax

Distribution Lines

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

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Reference	Fund	ENY	Account	Alt Acct
	1	4,500.00	1.0000	3980	001	0028	2013	5900000	5900000000

Scenario #2 – Complete Voucher Confidential Page

Voucher Attachment Confidential Page

Confidential Information

Confidential 1:

Confidential 2:

Confidential Notes:

Comments provided by the AP Processor if needed.

Page will be limited to the confidential users.

Confidential Attachments

Upload your attachments

	*Description	Attached File	Attach	Open
1	Ford Law Enforcement Models Options	FORDINVOICE.pdf	Attach	Open

Scenario #2 – Create Payment

Payment Information Page and Check Example

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

Business Unit: 3980
Voucher ID: 00000165
Voucher Style: Regular Voucher
Total Amount: 4,500.00
Vendor Name: Ford Motor Company

Invoice No: INV002
Invoice Date: 02/17/2014
*Pay Terms: NET45 Net 45
*Cash Type: Office Revolving Fund Check

Schedule Payments

Payment Information — Find | View All — First 1 of 1 Last

Payment: 1
*Remit to: 0000000160
Location: MAIN
*Address: 1
DOJ Private
4321 address test
sacramento, CA 95815

Gross Amount: 4,500.00 USD
Discount: 0.00 USD
Scheduled Due: 04/03/2014
Net Due: 04/03/2014
Discount Due:
Accounting Date: 02/17/2014

Payment Inquiry
Discount Denied
Late Charge
Express Payment
Payment Comments(0)
Holiday/Currency

Issue Date 2/17/2014 Pay Amount ***$32,500.00***

Pay ****THIRTY-TWO THOUSAND FIVE HUNDRED AND XX/100 DOLLAR ****

To The Order Of
Ford Motor Company
4321 address test
sacramento CA 95815

The payment will populate the Vendor Alternate name listed on the Vendor Record.

Scenario #3 for Single Payment Processing

Scenario 3: Create Confidential Vendor Single Pay Voucher	
Create Vendor	• Create Single Pay Vendor
Create Requisition	• N/A
Approve Requisition	• N/A
Create PO	• N/A
Approve	• N/A
Dispatch	• N/A
Receive	• N/A
Asset Processing	• N/A
Create Voucher	• Create single pay voucher and add payee information
Voucher Processes	• Voucher approver will need confidential tab access for voucher approval
Create Payment	• Produced with actual name (alternate payment name)

Scenario #3 – Create Single Pay Voucher

Voucher Information Page

Single Payment Voucher - Used for entering a voucher for a vendor without having to record the vendor information in the Vendor table.

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Single Payment Vendor | Error Summary

Business Unit: 0820
Voucher ID: 00000355
Voucher Style: Single Payment Voucher

Invoice No: INV005
Invoice Date: 02/17/2014
Accounting Date: 02/17/2014
Tax Exempt

Vendor ID: 0000000026
ShortName: DOJSGLP-001
Location: 1
*Address: 1

DOJ Single Payment Vendor

Session Defaults
Attachments (0)
Comments(0)
Approval History

Invoice Lines: 100.00
*Currency: USD
Miscellaneous:
Freight:
Sales Tax: 8.00
Use Tax: 0.00
Total: 108.00

Difference: 0.00

Calculate

*Pay Terms: NET45 Net 45
Basis Date Type: User Date
Non Merchandise Summary
Sales/Use Tax Summary

Print Invoice

Scenario #3 – Complete Voucher Confidential Page

Voucher Attachment Confidential Page

Confidential Information

Confidential 1:

Confidential 2:

Confidential Notes:

Comments provided by the AP Processor if needed.

Page will be limited to the confidential users.

Confidential Attachments

Upload your attachments

	*Description	Attached File	Attach	Open
1	Ford Law Enforcement Models Options	FORDINVOICE.pdf	Attach	Open

Scenario #3 – Create Payment

Single Payment Vendor Information Page

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Single Payment Vendor

Vendor Information

Vendor Bank Vendor Bank Address Transfer to EFT options

Business Unit: 0820 **Voucher ID:** 00000355 **Payment Method:** CHK

Name 1: Jane Doe
Name 2: Confidential Payee 2
Country: USA United States
Address 1: 3000 Silver Creek Rd
Address 2:
Address 3:

City: San Jose
County: **Postal:** 95123
State: CA California

Email ID: jane.doe.confidential@doj.ca.gov

- 'Single Payment Vendor' is used to record the actual Vendor details.
- You can record the Vendor Contact Details including Name and Vendor Address.
- In future waves the 'Vendor Bank' hyperlink will display the Vendor Bank details page where you can provide Vendor Bank information. Use the 'Vendor Bank Address' page to specify Vendor Bank Address information.

Scenario #4 for Vendor w/ Confidential Item

Scenario 4: Create transactions using a Regular Vendor and Confidential Item	
Create Vendor	• Create using a regular vendor
Create Requisition	• Generic line description • Enter confidential info in confidential tabs
Approve Requisition	• Requester to insert ad hoc confidential approvers
Create PO	• Use Vendor, generic item description • Attach info in confidential tabs
Approve	• Buyer to insert ad hoc confidential approvers
Dispatch	• Buyer prints out confidential tab/attachment contents and attaches to PO with alias vendor and generic line description
Receive	• May designate specific receivers of confidential items/services; Buyer can use Attention To field to specify who is receiving
Create Voucher	• Create voucher with regular vendor and generic line items
Voucher Processes	• Voucher approval need confidential tab access for voucher and PO
Create Payment	• Produced Payment with regular vendor name

Scenario #4 – Create Purchase Order

Purchase Order Information Page

Purchase Order

Business Unit: 3980
PO ID: 0000000410
Copy From:

PO Status: Dispatched
Budget Status: Valid
Hold From Further Processing

Header

*PO Date: 02/14/2014 Vendor Search
*Vendor: FORDMC-001 Vendor Details
*Vendor ID: 0000000159 Ford Motor Company
*Buyer: Z_DEPT_PO_BUYE Department Buyer
PO Reference:

Header Details | Activity Summary
PO Defaults | Document Status
Requisitions | Add Comments
PO Activities | Add ShipTo Comments
SB/DVBE Contracting

Confidential

Doc Tol Status: Valid
*Acquisition Type: NON-IT Goods
Acquisition Sub -Type:
*Acquisition Method: Formal Compe
Acquisition Sub-Method:
DGS Billing Code: 7687
Backorder Status: Not Backordered
Create BackOrder
Receipt Status: Received
*Dispatch Method: Print
Dispatch

Amount Summary

Merchandise: 29,000.00
Freight/Tax/Misc.: 0.00
Calculate
Total Amount: 29,000.00 USD
Encumbrance Balance: 29,000.00 USD

Add Items From
Purchasing Kit | Catalog | Item Search

Select Lines To Display
Line: To: Retrieve

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

Details | Ship To/Due Date | Statuses | Item Information | Attributes | RFQ | Contract | Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Fleet Vehicle	1.0000	EA	31210000	29,000.00000	29,000.00	Approved

Scenario #4 – Complete PO Confidential Page

Purchase Order Confidential Page

Confidential Information

Confidential 1:

Confidential 2:

Confidential Notes:

Buyer: Rene Davis, Admin Division

Line 1: Undercover Vehicle, Ford Taurus XLT, Interior Upgrade Package (Sedan 12P/Utility 65U), Full Wheel Covers (Sedan 64L/Utility 64B), Delete Police Interceptor Exterior Badging (Sedan 19F/Utility 16D)

Page will be limited to the confidential users.

Confidential Attachments

Upload your attachments

	*Description	Attached File	Attach	Open
1	Ford Law Enforcement Models Options	Ford X1003.pdf	Attach	Open

Scenario #4 – PO Dispatch Package

Purchase Order Printout + Confidential Page Screenshot

Purchase Order

Page: 1 of 1

Env'l Health Hazard AssessMENT
1001 I Street
P.O. Box 4010
MS-19B
Sacramento CA 95814
United States

Dispatched	Draft	Print
Purchase Order 3980-0000000410	Date 2014-02-14	Revision
Payment Terms Net 45	Freight Terms FOB-DESTIN	Ship Via COMMON
Buyer Department Buyer	Phone	Currency USD

Vendor: 0000000159
Ford Motor Company
1234 test address
sacramento CA 95815
United States

Ship To: 1001 I Street
P.O. Box 4010
MS-19B
Sacramento CA
95814
United States

Attention: See Detail Below

Bill Code: 7687

Bill To: 1001 I Street
P.O. Box 4010

Certification#: Begin Date: Expiration: DVBE Begin Date:

Tax Exempt? N Tax Exempt ID:

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price
1 - 1	Fleet Vehicle		1.00	EA	29,000.00

Attention: Dep

Schedule Total
Item Total
Total PO Amount

Purchase Order Confidential Page

Confidential Information

Confidential 1: **Confidential 2:**

Confidential Notes:

Buyer: Rene Davis, Admin Division

Line 1: Undercover Vehicle, Ford Taurus XLT, Interior Upgrade Package (Sedan 12P/Utility 65U), Full Wheel Covers (Sedan 64L/Utility 64B), Delete Police Interceptor Exterior Badging (Sedan 19F/Utility 16D)

Confidential Attachments

Upload your attachments

*Description	Attached File	Attach	Open
Ford Law Enforcement Models Options	Ford X1003.pdf	Attach	Open

Scenario #4 – Create Receipt

Manage Receipt Page

Maintain Receipts

Receiving

Business Unit: 3980 Receipt Status: Fully Received

Receipt ID: 0000000071 Add Header Comments Activities

Header Details Document Status

Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

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

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information

Line		Item	Description	Receipt Qty		*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	Device Track	
1			Fleet Vehicle	1.0000		EA	29000.00000	1.0000	Received	31210000				EA	Device Track	

Interface Receipt Run Close Short Interface Asset Information

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Scenario #4 – Create Voucher

Voucher Information Page

New Window | Help | Pers

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

Business Unit: 3980
Voucher ID: 00000166
Voucher Style: Regular Voucher

Invoice No: INV004
Invoice Date: 02/17/2014
Accounting Date: 02/17/2014
Tax Exempt

Vendor ID: 0000000159
ShortName: FORDMC-001
Location: MAIN
*Address: 1

Ford Motor Company
1234 test address
sacramento, CA 95815

Session Defaults
Attachments (0)
Comments (0)
Approval History

Advanced Vendor Search

Invoice Lines: 29000.00
*Currency: USD
Miscellaneous:
Freight:
Sales Tax:
Use Tax: 0.00
Total: 29,000.00

Difference: 0.00

*Pay Terms: NET45 Net 45
Basis Date Type: User Date

Non Merchandise Summary
Sales/Use Tax Summary

Print Invoice

Copy From Source Document

PO Unit:
PO Number:

Copy PO

Scenario #4 – Complete Voucher Confidential Page

Voucher Attachment Confidential Page

Confidential Information

Confidential 1:

Confidential 2:

Confidential Notes:

Comments provided by the AP Processor if needed.

Page will be limited to the confidential users.

Confidential Attachments

Upload your attachments

	*Description	Attached File	Attach	Open
1	Ford Law Enforcement Models Options	FORDINVOICE.pdf	Attach	Open