

Department of FISC

al End User DGS-

CFS Role Description Handbook

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Table of Contents

Revision Table	1
Introduction	3
Accounts Payable Process Overview	4
Accounts Payable Roles	4
Asset Management Process Overview	8
Asset Management Roles	8
Billing/Accounts Receivable (BI/AR) Process Overview	18
Billing/Accounts Receivable (BI/AR) Roles	18
Bond Accounting (BA) Process Overview	30
Bond Accounting Roles (BA) Roles	30
Cash Management (CM) Overview	31
Cash Management (CM) Roles	31
Customer Contracts (CA) Overview	33
Customer Contracts (CA) Roles	33
General Ledger Process (GL) Overview	38
General Ledger (GL) Roles	38
Grants Management Process Overview	44
Grants Management Roles	44
Loan Accounting (LA) Process Overview	48
Loan Accounting (LA) Roles	48
Procurement (PO) Process Overview	49
Procurement (PO) Roles	49

Project Costing (PC) Process Overview	85
Project Costing (PC) Roles	85
Viewer Only Roles	90
Appendix A – Role to Business Process Matrix	99
Accounts Payable	99
Asset Management	99
Billing/Accounts Receivable.....	101
Bond Accounting	102
Cash Management	103
Customer Contracts.....	104
General Ledger	105
Grants Management.....	106
Loan Accounting	107
Procurement	108
Project Costing.....	110
Appendix B – Glossary	111

Introduction

The Department of FISCAL (FI\$Cal) End User DGS-CFS Role Description Handbook (Handbook) describes and documents FI\$Cal end user roles related to FI\$Cal business processes and technologies. The FI\$Cal end user roles are organized by FI\$Cal business process area.

This Handbook is designed to assist departments in completing role mapping tasks and ongoing maintenance of role assignments. Role mapping is the process of mapping end users to the appropriate FI\$Cal end user roles required to complete their daily work activities in FI\$Cal. The Handbook also helps departments understand the FI\$Cal access that each role provides. For each FI\$Cal end user role, this Handbook provides the following:

- Role name
- Description of role
- List of role responsibilities
- List of related FI\$Cal business processes
- Description of how the role works with other roles, and where applicable, specifically categorized as the following:
 - Automatically Assigned Roles
 - Separation of Duty Requirements
 - Hard Stop Requirements
 - Suggested Role Combinations
 - Required Role Combinations

Note: For definitions, see Appendix B Glossary.

Note: Not all roles present in this document are going to be available to request for your department. Review your department's signed Division of FI\$Cal Role Assignments (DOR) form for available roles.

Accounts Payable Process Overview

Accounts Payable is the process of vouchering and paying money owed to vendors and employees. This includes the sub-processes of Vendors, Vouchers, Payments, and 1099 Withholding.

The purpose of the Vendor process is to create a single statewide Vendor Management File (VMF) that records vendors, bidders, and SB/DVBE certification data. Unique vendor IDs are created centrally in FI\$Cal for each vendor and shared by all departments. Each vendor is validated by FI\$Cal and approved centrally to prevent duplicate entry. Prior to using a vendor to source a requisition or create a PO, a vendor requires approval.

The Voucher process encompasses activities required to capture invoice data; generate a voucher; and attach related documents, approvals, budget checking, and voucher posting. Matching also occurs in the Voucher process when POs and receipts are matched with the voucher, thereby integrating the voucher to the Purchasing business process.

The Payment process begins with the need to generate a payment from the approved voucher and includes activities needed to capture invoice-specific information. It ends when the voucher is approved for payment.

The 1099 Withholding process uses vendor payment data and creates withholding detail records used to report to the Internal Revenue Service (IRS). Vendor Payment Transactions that are flagged for 1099 reporting are posted into the withholding tables and used to create calendar year reports in FI\$Cal.

Accounts Payable Roles

This section provides details for each of the following FI\$Cal end user roles related to the Accounts Payable process, including:

- Department Vendor Processor
- Vendor Viewer
- AP Reporter
- AP Viewer

<u>Department Vendor Processor</u>	
Role Description	The department end user who creates a new vendor or adds/modifies vendor address and contact information.
Related Business Processes	<ul style="list-style-type: none"> • Enter and maintain vendors
Role Responsibilities	<ul style="list-style-type: none"> • Create new vendor • Search for vendor • Update vendor information • Receive notification of approval • Receive notification of update to vendor record • View vendor history • Add and view attachments
Relationships with Other Roles	<ul style="list-style-type: none"> • Creates and updates vendors for review and approval by Central Vendor Approvers • Includes additional access associated with the Vendor Viewer role • Can be combined with Confidential User to add/update confidential vendor information

<u>Vendor Viewer</u>	
Role Description	The central and department end user who will be able to view vendor information.

<u>Vendor Viewer</u>	
Related Business Processes	<ul style="list-style-type: none"> • Enter and maintain vendors
Role Responsibilities	<ul style="list-style-type: none"> • View vendor information • Search for vendor • View vendor history • View vendor conversations
Relationships with Other Roles	<ul style="list-style-type: none"> • Can view vendors entered by the Department Vendor Processor or the Central Vendor Processor • Can be combined with Confidential User to view confidential vendor information • Attachments are not visible

<u>AP Reporter</u>	
Role Description	The central and department end user who runs payable reports.
Related Business Processes	<ul style="list-style-type: none"> • Create and maintain invoices
Role Responsibilities	<ul style="list-style-type: none"> • Run voucher-related reports

<u>AP Reporter</u>	
Relationships with Other Roles	<ul style="list-style-type: none"> Creates and runs reports that may be shared with other department end users Can be combined with Confidential User to add/update confidential accounts payable information

<u>AP Viewer</u>	
Role Description	The central and department end user who is able to view voucher and payment information.
Related Business Processes	<ul style="list-style-type: none"> Create and maintain invoices
Role Responsibilities	<ul style="list-style-type: none"> View voucher information View payment information
Relationships with Other Roles	<ul style="list-style-type: none"> Can view vouchers entered by the Departmental AP Processor Can be combined with Confidential User to add/update confidential accounts payable information

Asset Management Process Overview

The Asset Management process involves the acquiring and maintaining of assets owned and leased by the State of California. This process includes acquiring, maintaining, stocktaking, depreciating, transferring, and retiring of assets and leases.

The Asset Management process includes:

- Acquire and Maintain Assets: Purchase assets and enter/maintain assets in FI\$Cal
- Acquire and Maintain Leased Assets: Lease assets and enter/maintain leased assets in FI\$Cal
- Asset Stocktaking: Confirm through visual inspection the physical count of all assets and the reconciliation of the count with the assets in FI\$Cal
- Asset Depreciation: Expense an asset's depreciable cost based on the estimated useful life of the asset
- Transfer Assets: Initiate a physical (e.g., change in a location) or financial (e.g., a change to the funding) change to an asset within a department or between departments
- Retire Assets: Remove an asset physically and financially from a department's possession

Asset Management Roles

This section provides details for each of the following FI\$Cal end user roles related to the Asset Management process, including:

- Department Asset Processor
- Department Asset Manager
- Department Asset Maintainer
- Confidential Asset Maintainer
- Asset Viewer
- Department Asset Configuration Maintainer
- Department Asset Confidential Reporter
- Department AM Lease Processor
- Department AM Physical Inventory Processor
- Department AM Approver 1
- Department AM Approver 2
- Receiving Department Transfer Approver

<u>Department Asset Processor</u>	
Role Description	The department end user who processes assets originating from Purchasing, Accounts Payable, and/or Project Costing, as well as enters assets directly in the Asset Management module.
Related Business Processes	<ul style="list-style-type: none"> Acquire assets
Role Responsibilities	<ul style="list-style-type: none"> Add owned asset Integrate physical information from the purchase order and receipt Integrate financial information from the voucher View asset information Asset reports
Relationships with Other Roles	<ul style="list-style-type: none"> Relationships with other roles Includes additional access associated with the PO View Only, AP Viewer, and PC Viewer roles Adds assets to be managed by Department Asset Manager and Department Asset Maintainer

<u>Department Asset Manager</u>	
Role Description	The department end user who enters additions/adjustments to an asset, performs IntraUnit/InterUnit transfers for an asset, and processes retirements/reinstatements for an asset.

<u>Department Asset Manager</u>	
Related Business Processes	<ul style="list-style-type: none"> • Maintain assets • Transfer assets • Retire/Reinstate assets
Role Responsibilities	<ul style="list-style-type: none"> • Manage asset information • Transfer asset • Retire asset • Reinstate asset • View asset information
Relationships with Other Roles	Manages assets entered by a Department Asset Processor

<u>Department Asset Maintainer</u>	
Role Description	<p>The department end user who manages the physical information associated with assets under their control (Locations, Tag Numbers, Custodians, etc.).</p> <p>This user is not responsible for the recording of any financial information (change in funding).</p>
Related Business Processes	<ul style="list-style-type: none"> • Maintain assets

<u>Department Asset Maintainer</u>	
Role Responsibilities	<ul style="list-style-type: none"> • Manage asset physical information • Manage asset physical inventory
Relationships with Other Roles	Maintains all physical information (change in location) on assets entered by Department Asset Processor and Department Asset Manager

<u>Confidential Asset Maintainer</u>	
Role Description	The central and department end user who enters and updates confidential information associated with assets, such as vehicle identification number (VIN) and Asset Class.
Related Business Processes	<ul style="list-style-type: none"> • Maintain assets
Role Responsibilities	<ul style="list-style-type: none"> • Manage asset • Confidential information • View asset information
Relationships with Other Roles	Maintains confidential information on assets entered by Department Asset Processor, Central Asset Processor, and Department Asset Manager

<u>Asset Viewer</u>	
Role Description	Department end users will only view assets within their business unit.
Related Business Processes	<ul style="list-style-type: none"> • Maintain assets
Role Responsibilities	<ul style="list-style-type: none"> • View asset • Physical information • View asset financial information • View owned assets • View transferred assets • View retired assets • View reinstated assets • View depreciation information • Run asset reports
Relationships with Other Roles	Can view information entered by Department Asset Processor, Department Asset Manager, Department Asset Maintainer, and Department Asset Depreciation Processor

<u>Department Asset Configuration Maintainer</u>	
Role Description	The department end user who updates and maintains configuration values that are designated as being maintained by departments.

<u>Department Asset Configuration Maintainer</u>	
Related Business Processes	<ul style="list-style-type: none"> • Maintain assets
Role Responsibilities	<ul style="list-style-type: none"> • Maintain department-maintained asset configuration items
Relationships with Other Roles	<p>Department end users can only maintain configuration values for the Department Asset Processor, Department Asset Manager, Department Asset Maintainer, and Department Asset and Depreciation Processor within their business unit</p>

<u>Department Asset Confidential Reporter</u>	
Role Description	<p>The department end user who can view the confidential asset information on the AM confidential report. Department end users will only be able to run the report within their business unit.</p>
Related Business Processes	<ul style="list-style-type: none"> • Maintain assets

<u>Department Asset Confidential Reporter</u>	
Role Responsibilities	<ul style="list-style-type: none"> View Confidential Information on the AM Confidential Report (VIN and Asset Class)
Relationships with Other Roles	Can view confidential information on the AM Confidential report, which got the information entered by Confidential Department Asset Processor

<u>Department AM Lease Processor</u>	
Role Description	The department end user that processes leased assets.
Related Business Processes	<ul style="list-style-type: none"> Leased assets
Role Responsibilities	<ul style="list-style-type: none"> Process leased assets
Relationships with Other Roles	Includes additional access associated with the AP Viewer role

<u>Department AM Physical Inventory Processor</u>	
Role Description	The department end user that processes physical inventory.
Related Business Processes	<ul style="list-style-type: none"> • Stocktaking
Role Responsibilities	<ul style="list-style-type: none"> • Process physical inventory
Relationships with Other Roles	Includes additional access associated with the AM reporter role to review PI related reports

<u>Department AM Approver 1</u>	
Role Description	The department end user that approves Inter-Unit transfer requests. This is a workflow only role.
Related Business Processes	<ul style="list-style-type: none"> • Transfer assets
Role Responsibilities	<ul style="list-style-type: none"> • Approve Inter-Unit transfers requests

<u>Department AM Approver 1</u>	
Relationships with Other Roles	<ul style="list-style-type: none"> Includes additional access associated with the Department Asset Viewer to see asset information Approves of transfers initiated by the Department Asset Manager <p>Separation of Duty Requirement:</p> <ul style="list-style-type: none"> Role cannot be granted with the AM Approver 2. This is due to SAM 3520.2

<u>Department AM Approver 2</u>	
Role Description	The department end user who performs a second-level review/approval for Inter-Unit transfer requests. This is a workflow only role.
Related Business Processes	<ul style="list-style-type: none"> Transfer assets
Role Responsibilities	<ul style="list-style-type: none"> Approve Inter-Unit transfers requests
Relationships with Other Roles	<ul style="list-style-type: none"> Includes additional access associated with the Department Asset Viewer to see asset information Approves of transfers initiated by the Department Asset Manager <p>Separation of Duty Requirement:</p> <ul style="list-style-type: none"> Role cannot be granted with the AM Approver 1. This is due to SAM 3520.2

<u>Receiving Department Transfer Approver</u>	
Role Description	The department end user that approves the receipt of the Inter-Unit transfer.
Related Business Processes	<ul style="list-style-type: none"> • Transfer assets
Role Responsibilities	<ul style="list-style-type: none"> • Approves receipt of Inter-Unit transfer
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the Department Asset Viewer to see asset information • Approves the transfer after it is approved by the DGS AM Approver

Billing/Accounts Receivable (BI/AR) Process Overview

The Billing/Accounts Receivable (BI/AR) process provides functionality in FI\$Cal for establishing a department-specific customer file, generating invoices, entering and collecting receivables, and processing customer payments (both miscellaneous receipt payments and customer receivable payments).

The process begins when customer information (e.g., departments, private entities, and employees) is added or updated in a department-specific customer file. Customers are required for generating invoices, recording employee receivables, and recording and applying receipts for invoices/receivables. Customer information is not required for recording miscellaneous receipts; however, customers may be associated with miscellaneous receipt transactions. Once an invoice or a receivable is established for a customer, the department may perform and track collection activities (e.g. sending dunning/collection letters, recording customer interactions, and recording collection actions) for the receivable within FI\$Cal.

Billing/Accounts Receivable (BI/AR) Roles

This section provides details for each of the following FI\$Cal end user roles related to the Billing/Accounts Receivable process, including:

- Department Customer Processor
- Department Confidential Customer Processor
- Customer Viewer
- Department BI Processor
- Department BI Approver
- Department BI Adjustment Processor
- BI Viewer
- BI Reporter
- Department Deposit Slip Processor
- AR Viewer
- AR Reporter
- Department ARF Request Processor
- Department ARF Request Approver 1
- Department ARF Request Approver 2

<u>Department Customer Processor</u>	
Role Description	The department end user who adds, updates, and inactivates customer data for SetIDs that the Department Customer Processor has access to. This end user will not have access to confidential customer data.
Related Business Processes	<ul style="list-style-type: none"> Set up and maintain customers
Role Responsibilities	<ul style="list-style-type: none"> Create customer Maintain customers Manage customer conversations Inactivate customer
Relationships with Other Roles	Cannot view confidential information entered by Department Confidential Customer Processor

<u>Department Confidential Customer Processor</u>	
Role Description	The department end user who performs Department Customer Processor responsibilities, as well as adds, updates, and views customer Social Security Numbers (SSNs) or customer Taxpayer Identification Numbers (TINs).

<u>Department Confidential Customer Processor</u>	
Related Business Processes	<ul style="list-style-type: none"> Set up and maintain customers
Role Responsibilities	<ul style="list-style-type: none"> Create customer Maintain customer Manage customer conversations Inactivate customer Manage customer confidential data
Relationships with Other Roles	Manages customer confidential information not viewable by Department Customer Processor

<u>Customer Viewer</u>	
Role Description	The central and department end user who runs inquiries and reports on customer data for a SetID. This end user will not have access to confidential data.
Related Business Processes	<ul style="list-style-type: none"> Set up and maintain customers

<u>Customer Viewer</u>	
Role Responsibilities	<ul style="list-style-type: none"> • View customer information • View customer conversations • Create and view reports • Generate customer extract files
Relationships with Other Roles	<ul style="list-style-type: none"> • Cannot view confidential information entered by Department Confidential Customer Processor • Creates and runs reports that may be shared with other department end users

<u>Department BI Processor</u>	
Role Description	The department end user who creates external bills, interagency bills, recurring bills, and Pro Forma (draft) invoices of the bills. The end user will also update billing data, set bills to Ready status, and correct billing interface errors.
Related Business Processes	<ul style="list-style-type: none"> • Generate and adjust invoices
Role Responsibilities	<ul style="list-style-type: none"> • Create external bills • Create interagency bills • Create recurring bills • Print pro forma invoices • Update billing data • Correct billing interface errors • Process bills from customer contracts

<u>Department BI Processor</u>	
Relationships with Other Roles	<ul style="list-style-type: none"> Includes additional access associated with the BI Reporter and Customer Viewer roles Creates and updates bills for review and approval by Department BI Approver

<u>Department BI Approver</u>	
Role Description	The department end user who runs the Finalize and Print Invoice PeopleSoft Job for bills set to Ready status.
Related Business Processes	<ul style="list-style-type: none"> Generate and adjust invoices
Role Responsibilities	<ul style="list-style-type: none"> Finalize and print invoices View billing information correct billing errors
Relationships with Other Roles	<ul style="list-style-type: none"> Includes additional access associated with the BI Reporter and Customer Viewer roles Approves and finalizes invoices made ready by Department BI Processor

<u>Department BI Adjustment Processor</u>	
Role Description	The department end user who adjusts a finalized invoice within the Billing Module. This includes adjusting the entire bill through the credit/rebill process or adjusting select lines within a bill.
Related Business Processes	<ul style="list-style-type: none"> • Generate and adjust invoices
Role Responsibilities	<ul style="list-style-type: none"> • Adjust invoices
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the BI Reporter and Customer Viewer roles • Adjusts finalized invoices created by Department BI Processor and finalized by Department BI Approver

<u>BI Viewer</u>	
Role Description	The department end user who runs inquiries on billing data for a business unit.
Related Business Processes	<ul style="list-style-type: none"> • Generate and adjust invoices

<u>BI Viewer</u>	
Role Responsibilities	<ul style="list-style-type: none"> • View billing data • Reprint invoices • View printed bills • View bill summaries • View billing errors
Relationships with Other Roles	Able to view data created and maintained by other Billing roles

<u>BI Reporter</u>	
Role Description	The department end user who runs reports on billing data for a business unit.
Related Business Processes	<ul style="list-style-type: none"> • Generate and adjust invoices
Role Responsibilities	<ul style="list-style-type: none"> • Create and view billing reports • Generate interagency billing extract files
Relationships with Other Roles	Creates and runs reports that may be shared with other central or department end users

<u>Department Deposit Slip Processor</u>	
Role Description	The department end user in the department's cashiering unit who processes deposit slips.
Related Business Processes	<ul style="list-style-type: none"> • Process payments
Role Responsibilities	<ul style="list-style-type: none"> • Enter deposits • Print deposit slips • Run deposit-related reports
Relationships with Other Roles	Provides payment details to the Department AR Payment Processor.

<u>AR Viewer</u>	
Role Description	The department end user who runs inquiries on receivable and customer payment data for a business unit.
Related Business Processes	<ul style="list-style-type: none"> • Enter and maintain receivables • Process payments • Collect receivables

<u>AR Viewer</u>	
Role Responsibilities	<ul style="list-style-type: none"> • View customer information • View dunning letters and overdue charges • View payments • View pending receivables • View worksheets • View posting errors • View posted payments
Relationships with Other Roles	Able to view data maintained by other AR roles

<u>AR Reporter</u>	
Role Description	The department end user who runs reports on receivable and customer payment data for a business unit.
Related Business Processes	<ul style="list-style-type: none"> • Set up and maintain customers • Enter and maintain receivables • Process payments • Collect receivables
Role Responsibilities	<ul style="list-style-type: none"> • Create customer reports • Create payment reports • Create aging reports • Generate AR extract files • Run the Architecture Revolving Fund (ARF) workflow report

<u>AR Reporter</u>	
Relationships with Other Roles	<ul style="list-style-type: none"> • Creates and runs reports that may be shared with other central or department end users • Can be combined with Confidential User to report on confidential accounts receivable information

Department ARF Request Processor	
Role Description	<ul style="list-style-type: none"> • The department end user who enters the FI\$Cal Chartfields and Legacy Chartfields values on the ARF transfer request form 22, 220 and 221
Related Business Processes	<ul style="list-style-type: none"> • Create Architecture Revolving Fund transfer request forms 22, 220 and 221 through an electronic workflow
Role Responsibilities	<ul style="list-style-type: none"> • Add their Finance budget analysts to the Department of Finance Approvers page • View worklist • Enters and validate the FI\$Cal Chartfields and Legacy Chartfields values • Enter comments as needed • Make corrections to the FI\$Cal Chartfields and Legacy Chartfield

Department ARF Request Processor	
Relationships with Other Roles	<ul style="list-style-type: none"> • Submit ARF request to Department ARF Request Approver 1 for approval in the workflow • Make corrections to the FI\$Cal Chartfields and Legacy Chartfields on the Department ARF Request page when pushed back from the Department ARF Request Approver 1 • Push back to DGS ARF Request Approver

Department ARF Request Approver 1	
Role Description	The Department of General Services end user who reviews and approves the project information on the ARF transfer request form 22, 220 and 221.
Related Business Processes	<ul style="list-style-type: none"> • Create Architecture Revolving Fund transfer request forms 22, 220 and 221 through an electronic workflow
Role Responsibilities	<ul style="list-style-type: none"> • Enter Title and Telephone number on the ARF Approvers page • View worklist • Perform first level review of the FI\$Cal Chartfield and Legacy Chartfield information • Approve, deny, pushback or hold the ARF request • Enter comments as needed

Department ARF Request Approver 1	
Relationships with Other Roles	<ul style="list-style-type: none"> • Push back to Department ARF Request Processor for correction • Approve to move workflow to Department ARF Request Approver 2

Department ARF Request Approver 2	
Role Description	The department end user who performs the second level review and approves the FI\$Cal Chartfields and Legacy Chartfields values on the Architecture Revolving Fund (ARF) transfer request form 22, 220 and 221
Related Business Processes	<ul style="list-style-type: none"> • Create Architecture Revolving Fund transfer request forms 22, 220 and 221 through an electronic workflow
Role Responsibilities	<ul style="list-style-type: none"> • Enter title and telephone number on the ARF Approvers page • View worklist • Perform second level review of the FI\$Cal Chartfield and Legacy Chartfield information • Approve, deny, pushback, or hold the ARF request • Enter comments as needed
Relationships with Other Roles	<ul style="list-style-type: none"> • Push back to Department ARF Request Approver 1 • Approve to move workflow to DOF ARF Request Approver

Bond Accounting (BA) Process Overview

The Bond Accounting process manages the lifecycle of a bond, including the authorization and issuance of the bond, and the distribution and tracking of bond funds and debt service. Once bond information is available from the State Treasurer's Office (STO) or any other ancillary sources or systems, the bond will be interfaced into FI\$Cal with the appropriate bond information. This process also includes the accounting of bond outstanding balances and future debt service requirements.

The Bond Accounting process also includes the accounting of all types of bonds and/or related investments. Bond Accounting records all accounting entries generated by activities associated with the life cycle of a bond, including bond authorization, interim financing, bond issuance, distribution of bond funds, and tracking and debt service.

Bond Accounting Roles (BA) Roles

This section provides details for the following FI\$Cal end user role related to the Bond Accounting process:

<u>DM Viewer</u>	
Role Description	The department end user who views Statewide Controlling budget information
Related Business Processes	<ul style="list-style-type: none"> Track funds
Role Responsibilities	<ul style="list-style-type: none"> View bond information
Relationships with Other Roles	Viewer access for this role is included in the Financial Management and Reporting Viewer role.

Cash Management (CM) Overview

Cash Management is the use and management of cash, including bank account management, bank statement reconciliation, cash position management, and cash forecasting. The creating and maintaining of the bank accounts process involves the configuration setup of the FI\$Cal Bank (State Treasurer's Office (STO) Bank), the Centralized Treasury System (CTS) Accounts, and the Warrant Account. The bank statement reconciliation process will be used to reconcile system transactions to bank statements and will give the control agencies and departments the ability to manage reconciliation.

The managing cash positions process will enable partner agencies and departments to view the position of cash in the appropriate bank account.

Cash Management (CM) Roles

This section provides details for each of the following FI\$Cal end user roles related to the Cash Management/Treasury process, including:

- Department CM Report Viewer
- Confidential Bank Account Approver
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

<u>Department CM Report Viewer</u>	
Role Description	The department end user who runs reports for Bank Statements, Reconciliation, and Cash Management processing.
Related Business Processes	<ul style="list-style-type: none"> • Manage cash
Role Responsibilities	<ul style="list-style-type: none"> • Run Cash Management reports • View Cash Management reports

<u>Department CM Report Viewer</u>	
Relationships with Other Roles	Runs reports that may be shared with other department end users

<u>Confidential Bank Account Approver</u>	
Role Description	The department end user who reviews and approves bank account details recorded in the Accounts Outside CTS page or the entry on the No Accounts Outside CTS page.
Related Business Processes	<ul style="list-style-type: none"> Bank account management
Role Responsibilities	<p>Accounts Outside CTS</p> <ul style="list-style-type: none"> Approve or push back account details <p>No Accounts Outside CTS</p> <ul style="list-style-type: none"> Approve entry if department does not have an Account Outside CTS
Relationships with Other Roles	Approves Report 14 entries recorded by the Bank Account Processor

Customer Contracts (CA) Overview

The Customer Contracts system provides functionality to help FI\$Cal departments manage and process billing and revenue for a variety of goods and services, including:

- Ability to bill/recognize revenue for goods or services that are fixed-priced, rate-based, percentage based, or recurring. Rate-based goods and services will be attached to projects; however, other types of goods and services can be attached to projects as well.
- Recording terms that are used for controlling billing and revenue recognition.
- Delivered functionality for recording Prepaids (advances), billing Prepaids, processing transactions against Prepaids, and tracking utilization of transactions against Prepaids.
- Running billing processes to generate either invoices or Letter of Credit draws.
- Processing revenue and indirect cost accounting entries, which can be journal generated to the General Ledger.

Customer Contracts (CA) Roles

This section provides details for each of the following FI\$Cal end user roles related to the Customer Contracts process, including:

- Customer Contracts Processor
- Customer Contracts Approver
- Customer Contracts Billing Job Processor
- Customer Contracts Revenue Job Processor
- Customer Contracts Viewer
- Customer Contracts Reporter

<u>Customer Contracts Processor</u>	
Role Description	Departmental user that creates and maintains contracts.
Related Business Processes	<ul style="list-style-type: none"> • Create and amend contracts

<u>Customer Contracts Processor</u>	
Role Responsibilities	<ul style="list-style-type: none"> Adds and maintains contracts transactions
Relationships with Other Roles	Same access as Contracts Approver, but can add or activate contracts

<u>Customer Contracts Approver</u>	
Role Description	Departmental user that maintains, amends, and activates contracts.
Related Business Processes	<ul style="list-style-type: none"> Create and amend contracts
Role Responsibilities	<ul style="list-style-type: none"> Maintain and approves contracts transactions
Relationships with Other Roles	<ul style="list-style-type: none"> Same access as Contracts Processor, except cannot add transactions Has access to activate (approve) contract by selecting “Active” Contract Status on Contract – General page Contracts Processor will have same page access, but will not be able to select “Active” status

<u>Customer Contracts Billing Job Processor</u>	
Role Description	Departmental user that processes project and contract billing and project process (milestones).
Related Business Processes	<ul style="list-style-type: none"> • Process billings and revenue
Role Responsibilities	<ul style="list-style-type: none"> • Processes contract billing milestones and contract billing
Relationships with Other Roles	The Central Batch Processors includes additional access associated with this Customer Contracts Billing Job Processor role.

<u>Customer Contracts Revenue Job Processor</u>	
Role Description	Departmental user that processes project and contract revenue.
Related Business Processes	<ul style="list-style-type: none"> • Process billings and revenue

<u>Customer Contracts Revenue Job Processor</u>	
Role Responsibilities	<ul style="list-style-type: none"> Processes contract revenue milestones and contract revenue
Relationships with Other Roles	The Central Batch Processors includes additional access associated with this Customer Contracts Revenue Job Processor role.

<u>Customer Contracts Viewer</u>	
Role Description	Departmental or central user with display access to all contract information.
Related Business Processes	<ul style="list-style-type: none"> Create and amend contracts
Role Responsibilities	<ul style="list-style-type: none"> View only access to Contracts transaction pages
Relationships with Other Roles	Same access as Customer Contracts Processor role, except display only

<u>Customer Contracts Reporter</u>	
Role Description	The department end user who has view access to all contract reports and inquiries.
Related Business Processes	<ul style="list-style-type: none"> • Create and amend contracts
Role Responsibilities	<ul style="list-style-type: none"> • Has access to run all customer contract reports and queries
Relationships with Other Roles	No overlap with other Contracts roles.

General Ledger Process (GL) Overview

General Ledger is the central repository for all financial transactions recorded across all modules. Enter and Process Journals is the primary General Ledger business process for daily, month-end, and year-end adjustments and corrections in the General Ledger (GL). This process includes the entering, validating, and budget checking of journals, as well as posting journals to a ledger. This process is used to post both financial and statistical transactions to the GL. Journal entries can be created directly in the GL, via the subsystem Journal Generation process, from external systems, or uploaded using the Spreadsheet Journal Import tool.

The Create and Process Budget Transactions business process provides for the recording of budgeted revenue and expenditure amounts against which transactions in all FI\$Cal modules are validated. The budget structures that control budget validation will be defined prior to posting budget transactions. Key functions of this business process include recording budget transactions in FI\$Cal, either online or via an interface process from the Hyperion Planning, Budgeting, and Forecasting system ("Hyperion"), then posting those journals to budget ledgers.

The Labor Distribution process creates accounting entries to record the State's payroll transactions. The process initially classifies each department's payroll costs to a single, department-specific default accounting classification, and then distributes those costs to employee-specific accounting classifications based on business rules defined by the departments. The Allocations process creates GL journals that reclassify, or "distribute," monetary or statistical ledger balances within a business unit or across business units. The Process Financial Statements process provides department reports and year-end close procedures. The Maintain Chart of Accounts (COA) process supports the maintenance of ChartField values and their associated system configuration, including trees and ChartField Attributes.

General Ledger (GL) Roles

This section provides details for each of the following FI\$Cal end user roles related to the General Ledger process, including:

- Department Operating Budget Processor
- Department Operating Budget Approver
- GL Viewer
- Appropriation Viewer
- Operating Budget Viewer
- GL Reporter
- Department GL Report Viewer

<u>Department Operating Budget Processor</u>	
Role Description	The department end user who can enter, but cannot post, department-level budget journals. This user cannot enter or post statewide budget journals.
Related Business Processes	<ul style="list-style-type: none"> Enter and process budget journals
Role Responsibilities	<ul style="list-style-type: none"> Enter and update departmental budget journals
Relationships with Other Roles	Enters and updates department-level budget journals to be approved and posted by the Department Operating Budget Approver.

<u>Department Operating Budget Approver</u>	
Role Description	The department end user who can enter and post department-level budget journals, and override department budget exceptions. This user cannot enter or post statewide budget journals or override a statewide controlling budget exception.
Related Business Processes	<ul style="list-style-type: none"> Enter and process budget journals

<u>Department Operating Budget Approver</u>	
Role Responsibilities	<ul style="list-style-type: none"> • Enter, update, and post departmental budget journals • Override budget exceptions • Update journals
Relationships with Other Roles	<ul style="list-style-type: none"> • Posts department-level budget journals created by the Department Operating Budget Processor • Overrides budget exceptions after budget check run by Department GL Journal Processor

<u>GL Viewer</u>	
Role Description	The department end user who has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages.
Related Business Processes	<ul style="list-style-type: none"> • Enter and process journals • Enter and process budget journals • Enter and process labor distribution • Process allocations • Process financial statements • Maintain Chart of Accounts

<u>GL Viewer</u>	
Role Responsibilities	<ul style="list-style-type: none"> • Inquire General Ledger financial data • View Commitment Control • View journals • View budget journals • View budget check exceptions • View allocations • View COA values • View budget and reporting trees • View closed budgets • View General Ledger configuration items
Relationships with Other Roles	This role is a prerequisite role for Appropriation Viewer, Operating Budget Viewer, GL Reporter, and Department GL Report Viewer.

<u>Appropriation Viewer</u>	
Role Description	The department end user who will allow users access to view Statewide Controlling budget information.
Related Business Processes	<ul style="list-style-type: none"> • Enter and process budget journals
Role Responsibilities	<ul style="list-style-type: none"> • Run department-specific budget inquiries • View override budget date exceptions

<u>Appropriation Viewer</u>	
Relationships with Other Roles	This viewer role is included in the Financial Management and Reporting Viewer role.

<u>Operating Budget Viewer</u>	
Role Description	The department end user who will have access to view department-level budgets using online inquiry screens.
Related Business Processes	<ul style="list-style-type: none"> • Enter and process budget journals
Role Responsibilities	<ul style="list-style-type: none"> • Run department-specific budget inquiries • View override budget date exceptions
Relationships with Other Roles	<ul style="list-style-type: none"> • This viewer role is included in the Financial Management and Reporting Viewer role.

<u>GL Reporter</u>	
Role Description	The department end user who will run reports and distribute to the Department GL Report Viewer as required.

<u>GL Reporter</u>	
Related Business Processes	<ul style="list-style-type: none"> • Process financial statements
Role Responsibilities	<ul style="list-style-type: none"> • Run COA values reports • View General Ledger reports • View Commitment Control reports
Relationships with Other Roles	None

<u>Department GL Report Viewer</u>	
Role Description	The department end user who will receive nightly batch distributed reports and have access to Report Manager.
Related Business Processes	<ul style="list-style-type: none"> • Process financial statements
Role Responsibilities	<ul style="list-style-type: none"> • Receive General Ledger reports • Receive Labor Distribution reports
Relationships with Other Roles	None

Grants Management Process Overview

The Grants Management system provides functionality to help FI\$Cal departments manage and track grant activities, including:

- Capturing profile data about departments requesting the award, sponsors, grant managers, and sub recipients.
- Tracking proposal negotiation details.
- Capturing grant details in proposals, which, once awarded, can be generated into awards in the system. Once awards exist, they can be updated with award details.
- Printing accurate and complete proposals for sponsors.
- Entering and posting budgets to Commitment Control and Project Costing.
- Managing billing and revenue processes within the Contracts module.
- Running billing processes to generate either invoices or Letter of Credit draws for Project-related transactions.
- Processing revenue and indirect cost accounting entries, which can be journal generated to the General Ledger.

Grants Management Roles

This section provides details for each of the following FI\$Cal end user roles related to the Grants Management process, including:

- Grant Processor
- Grant Approver
- Grant Viewer
- Grant Reporter

<u>Grant Processor</u>	
Role Description	Departmental user that creates and maintains grant proposals and awards.
Related Business Processes	<ul style="list-style-type: none"> • Create and maintain grants

<u>Grant Processor</u>	
Role Responsibilities	<ul style="list-style-type: none"> • Add and maintain grant proposals and awards • Finalize grant budgets
Relationships with Other Roles	<ul style="list-style-type: none"> • Generates Award for proposals approved by Grants Approver role • Includes additional access associated with the Grants Approver with the addition of add and Generate Award capability; cannot submit proposals

<u>Grant Approver</u>	
Role Description	Departmental user that maintains proposals and awards and submits grants proposal.
Related Business Processes	<ul style="list-style-type: none"> • Create and maintain grants
Role Responsibilities	<ul style="list-style-type: none"> • Maintain grant proposals and awards • Submit grant proposals
Relationships with Other Roles	<ul style="list-style-type: none"> • Approves (submit) proposals created by Grants Processor role • Includes additional access associated with the Grants Processor, except cannot add proposals or awards and cannot run Generate Award Process

<u>Grant Viewer</u>	
Role Description	Departmental user with display only access to all grant information.
Related Business Processes	<ul style="list-style-type: none"> • Create and maintain grants
Role Responsibilities	<ul style="list-style-type: none"> • View Only access to grant pages
Relationships with Other Roles	Includes additional access associated with the Grants Processor role except display only.

<u>Grant Reporter</u>	
Role Description	Departmental user with access to run all grant reports and run grants queries.
Related Business Processes	<ul style="list-style-type: none"> • Create and maintain grants
Role Responsibilities	<ul style="list-style-type: none"> • Run all grant reports and run grant queries

<u>Grant Reporter</u>	
Relationships with Other Roles	No overlap with other Grant roles.

Loan Accounting (LA) Process Overview

Loan Accounting is the configuration, maintenance, borrowing, repayment, and tracking of loans. This method includes establishing, processing, and approving a configured loan in FI\$Cal. State departments and control agencies track key elements such as loan eligibility, requirements, and terms.

Loan Maintenance is the process by which loan terms will be updated. Potential updates include maturity date, interest rate, and repayment schedule.

Loan Repayment is the method of processing a payment for a loan, both full and partial.

Loan Accounting (LA) Roles

This section provides details for the following FI\$Cal end user role related to the Loan Accounting process:

<u>Department Loan Viewer</u>	
Role Description	The department end user who runs inquiries on loans and loan transactions.
Related Business Processes	<ul style="list-style-type: none"> Maintain loans
Role Responsibilities	<ul style="list-style-type: none"> Inquire loans
Relationships with Other Roles	None

Procurement (PO) Process Overview

Procurement is the process of acquiring goods and/or services from vendors. This process includes vendor contracts, solicitations, requisitions, purchase orders (POs), and receipts. It also includes the procurement card (P-Card, formerly known as CAL-Card) process for purchasing.

The process begins when a requisition is created and approved, and passes the budget check (soft pre-encumbrance). The requisition is sourced to a PO. After the PO is approved and passes a budget check (encumbrance), it is dispatched to support State/department procurement activity. The PO can have change orders (amendments). When the goods and/or services are delivered, the receipts are recorded in FI\$Cal. The State verifies that the goods and/or services are acceptable and conform to the PO. FI\$Cal receipt transactions, together with the PO, are copied over to vouchers in the payables area, and are used for automated matching performed in Accounts Payable (AP).

P-Cards can be used to pay for the goods and/or services directly at the merchant. The purchasing process can be done prior to obtaining the goods and/or services with P-Card as the payment mechanism. State rules govern the use of P-Cards requiring POs before purchase, after purchase, or where requisitions or POs are not required.

Procurement (PO) Roles

This section provides details for each of the following FI\$Cal end user roles related to the Procurement process, including:

- Department Requester
- Department Requisition Processor
- Department Requisition Approver 1
- Department Requisition Approver 2
- Requisition Ad Hoc Approver
- Department Buyer
- Department Advanced Buyer
- Department PO Processor
- Department PO Approver 1
- Department PO Approver 3
- Department PO Approver 4
- PO Ad Hoc Approver
- Department PO Reporter
- Department PO Configuration Maintainer
- PO Configuration View Only
- Department Receiving Processor
- Department Receiving Inspector
- Department RTV Processor
- PO View Only

- Department P- Card Req User
- Department P- Card PO User
- Department P- Card Reconciler
- Department P- Card Approver

<u>Department Requester</u>	
Role Description	The department end user who orders the goods and/or services. The user assigned to this role may or may not be the one who enters the requisition into FI\$Cal. The Department Requester's name is on the requisition as the person requesting the goods or services.
Related Business Processes	<ul style="list-style-type: none"> • Create and approve requisitions
Role Responsibilities	<ul style="list-style-type: none"> • Create requisition • Update/Manage requisition • Cancel requisition • Reopen requisition • View purchase orders • View worklist • Receive notifications of approved requisitions

<u>Department Requester</u>	
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the Vendor Viewer role • Requests the Department Requisition Processor to enter a requisition, or self enters the requisition • Can Update Requisition if denied by Department Requisition Approver, Department Buyer, or Department Advanced Buyer • May add an Ad Hoc Approver to the requisition approval process • Can be assigned a Department Requisition Approver 1, Department Requisition Approver 2, Department Buyer, Department Advanced Buyer, Requisition Ad Hoc Approver, but cannot self-approve • May be given a P- Card Req User role to charge a requisition to a P-Card • Receives notification after requisition is approved • Can be combined with Confidential User to add/update confidential purchasing information

<u>Department Requisition Processor</u>	
Role Description	The department end user who can enter and update requisitions. The end user assigned to this role may or may not be the requester of the requisition.
Related Business Processes	<ul style="list-style-type: none"> • Create and approve requisitions

<u>Department Requisition Processor</u>	
Role Responsibilities	<ul style="list-style-type: none"> • Enter requisition • Update/Manage requisition • View purchase orders • View worklist
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the Vendor Viewer role • Creates and updates own requisitions, or requisitions on behalf of a Department Requester, for review and approval by Department Requisition Approvers, Department Buyer, Department Advanced Buyer, and Requisition Ad Hoc Approvers, as needed • May add a Requisition Ad Hoc Approver to the requisition approval process • Can be assigned the Department Buyer, Department Advanced Buyer, Department Requisition Approver 1, and Department Requisition Approver 2 roles

<u>Department Requisition Approver 1</u>	
Role Description	The department end user who is responsible for approving department requisitions. This approval step is intended as a first-level review/ approval by a program approver.
Related Business Processes	<ul style="list-style-type: none"> • Create and approve requisitions

<u>Department Requisition Approver 1</u>	
Role Responsibilities	<ul style="list-style-type: none"> • View requisitions • Approve, deny, push back, assign an Ad Hoc, or hold requisitions • View worklist • Enter approval comments • Review requisitions • Designate alternate approver
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the PO Requisition Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer roles • Reviews and determines the approval action for requisitions submitted by a Department Requisition Processor • May add a Requisition Ad Hoc Approver to the requisition approval process • Can be assigned the Department Requisition Approver 2, Department Buyer, Department Advanced Buyer, but the assigned Department Requester will not be able to self-approve • Should not be assigned Department Requisition Processor • Can be combined with Confidential User to add/update confidential purchasing information

<u>Department Requisition Approver 2</u>	
Role Description	The department end user who performs a second-level review/approval for a user who will distribute/assign requisitions to a Department Buyer or Department Advanced Buyer (worklist distributor). For smaller departments that do not have distributors, these users are also assigned a Department Buyer or Department Advanced Buyer role.
Related Business Processes	<ul style="list-style-type: none"> • Create and approve requisitions
Role Responsibilities	<ul style="list-style-type: none"> • View requisitions • Approve, deny, push back, assign an Ad Hoc, or hold requisitions • View worklist • Enter approval comments • Review requisitions • Designate alternate approver
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the PO Requisition Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer roles • Reviews and determines the approval action for requisitions submitted by a Department Requisition Approver 1 • May add a Requisition Ad Hoc Approver to the requisition approval process • Can be assigned the Department Requisition Approver 1, Department Buyer, Department Advanced Buyer, Requisition Ad Hoc Approver, but the assigned Department Requester will not be able to self-approve • Should not be assigned Department Requisition Processor • Can be combined with Confidential User to add/update confidential purchasing information

<u>Requisition Ad Hoc Approver</u>	
Role Description	The department or central end user who can be added as part of the requisition workflow for approving department requisitions.
Related Business Processes	<ul style="list-style-type: none"> • Create and approve requisitions
Role Responsibilities	<ul style="list-style-type: none"> • View requisitions • Approve, deny, push back, assign an Ad Hoc, or hold requisitions • View worklist • Enter approval comments • Designate alternate approver
Relationships with Other Roles	<ul style="list-style-type: none"> • Reviews and determines the approval action for requisitions when added into the requisition workflow • Can be assigned the Department Requisition Processor, Department Requisition Approver, Department Buyer, or Department Advanced Buyer, but the assigned Department Requester will not be able to self-approve • Can be combined with Confidential User to add/update confidential purchasing information

<u>Department Buyer</u>	
Role Description	The department end user who verifies the requisition is ready to move forward in the procurement process, creates and updates POs, or sources a PO from a requisition or change orders and dispatch.
Related Business Processes	<ul style="list-style-type: none"> • Manage purchase orders
Role Responsibilities	<ul style="list-style-type: none"> • Add or update POs (create POs by copying from requisitions or by direct PO entry) • Create Encumbrance Only POs (AP Staff) • Dispatch POs and manage POs (create change orders and cancel, close, and reopen POs) • Approve, deny, push back, assign an Ad Hoc, or hold requisitions • Designate alternate user

<u>Department Buyer</u>	
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the Department State Contract and Procurement Registration System (SCPRS) Processor, Department Vendor Processor, Vendor Viewer, GL Viewer, Appropriation Viewer, and AP Viewer roles • Reviews and determines the approval action for requisitions submitted by a Department Requisition Processor or prior approval level • May add a Requisition Ad Hoc Approver to the requisition approval process • Can be assigned the Department Requisition Processor, Department Approver, Requisition Ad Hoc Approver, but will not be able to approve a PO where the user is the buyer on the same transaction • Some buyers may be assigned to be a P- Card PO user (allowed to use P- Card to pay POs) • Can be combined with Confidential User to add/update confidential purchasing information

<u>Department Advanced Buyer</u>	
Role Description	<p>The department end user who receives all capabilities of the Department Buyer. This user gets the additional functionality of reserving PO numbers, reopening closed requisitions and purchase orders, and additional views and inquiries of the system.</p>
Related Business Processes	<ul style="list-style-type: none"> • Manage purchase orders

<u>Department</u> <u>Advanced Buyer</u>	
Role Responsibilities	<ul style="list-style-type: none"> • Add or update POs (create POs by copying from requisitions or by direct PO entry) • Create Encumbrance Only POs (AP Staff) • Dispatch POs and manage POs (create change orders and cancel, close, and reopen POs) • Approve, deny, push back, assign an Ad Hoc, or hold requisitions • Designate alternate user • Create PO reservations
Relationships with Other Roles	<ul style="list-style-type: none"> • Adds/Updates/Views confidential information when combined with either PO Buyer, Requisition Processor and/or Solicitation Contract Buyer roles • Adds/Updates/Views confidential information when combined with either PO Approver 1-4 Requisition Approver 1-2, Solicitation Approver and/or Contract Approver 1-4 roles • Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO Buyer, and PO Receiving Processor <p>Additional View Access:</p> <ul style="list-style-type: none"> • Includes additional access associated with the PO View Only role

<u>Department PO</u> <u>Processor</u>	
Role Description	<p>The department end user who creates POs and updates open POs.</p>

<u>Department PO Processor</u>	
Related Business Processes	<ul style="list-style-type: none"> • Manage purchase orders
Role Responsibilities	<ul style="list-style-type: none"> • Enter POs • Update open POs
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the Vendor Viewer role • Creates POs and updates open POs for review and approval for Department Buyer, Department Advanced Buyer, and/or Approvers • May add a PO Ad Hoc Approver to the PO process • Should not be assigned a Department PO Approver role or a PO Ad Hoc Approver role

<u>Department PO Approver 1</u>	
Role Description	The department end user who approves department POs. This approval step is intended as a first-level/program approval.
Related Business Processes	<ul style="list-style-type: none"> • Manage purchase orders

<u>Department PO Approver 1</u>	
Role Responsibilities	<ul style="list-style-type: none"> • Approve POs • Deny POs • Hold POs • Designate alternate approver
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the PO Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer roles • Reviews and takes approval action for POs submitted by a Department PO Processor, Department Buyer, or Department Advanced Buyer • May add a PO Ad Hoc Approver to the PO process • Can be assigned the Department PO Processor, additional Department PO Approver, Department Buyer, Department Advanced Buyer, or Department PO Ad Hoc Approver role, but will not be able to approve a PO where the user is the Department Buyer or Department Advanced Buyer on the same transaction • Can be combined with Confidential User to add/update confidential purchasing information

<u>Department PO Approver 3</u>	
Role Description	<p>The department end user who approves department POs. This approval step is intended as a third- level approval (authorizing signature) for orders less than \$50K.</p>

<u>Department PO Approver 3</u>	
Related Business Processes	<ul style="list-style-type: none"> • Manage purchase orders
Role Responsibilities	<ul style="list-style-type: none"> • Approve POs • Deny POs • Push Back POs • Hold POs • Designate alternate approver
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the PO Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer roles • Reviews and takes approval action for POs submitted by a Department PO Processor, Department Buyer, or Department Advanced Buyer • May add a PO Ad Hoc Approver to the PO process • Can be assigned the Department PO Processor, additional Department PO Approver, Department Buyer, Department Advanced Buyer, or PO Ad Hoc Approver roles, but will not be able to approve a PO where the user is the Department Buyer or Department Advanced Buyer on the same transaction • Can be combined with Confidential User to add/update confidential purchasing information

<u>Department PO Approver 4</u>	
Role Description	The department end user who approves department POs. This approval step is intended as a third- level approval (authorizing signature) for orders greater than or equal to \$50K.
Related Business Processes	<ul style="list-style-type: none"> • Manage purchase orders
Role Responsibilities	<ul style="list-style-type: none"> • Approve POs • Deny POs • Push Back POs • Hold POs • Designate alternate approver
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the PO Ad Hoc Approver, GL Viewer, Appropriation Viewer, and AP Viewer roles • Reviews and takes approval action for POs submitted by a Department PO Processor, Department Buyer, or Department Advanced Buyer • May add a PO Ad Hoc Approver to the PO process • Can be assigned the Department PO Processor, additional Department PO Approver, Department Buyer, Department Advanced Buyer, or PO Ad Hoc Approver role, but will not be able to approve a PO where user is the Department Buyer or Department Advanced Buyer on the same transaction • Can be combined with Confidential User to add/update confidential purchasing information

<u>PO Ad Hoc Approver</u>	
Role Description	The department or central end user who can be added as part of the PO workflow for approving department POs.
Related Business Processes	<ul style="list-style-type: none"> • Manage purchase orders
Role Responsibilities	<ul style="list-style-type: none"> • Approve POs • Deny POs • Push Back POs • Hold POs • Designate alternate approver
Relationships with Other Roles	<ul style="list-style-type: none"> • Reviews and determines the approval action for POs when added into the PO workflow by a Department PO Processor, Department PO Approver 1-4, PO Ad Hoc Approver, Department Buyer, or Department Advanced Buyer • Can be assigned the Department PO Processor, additional Department PO Approver, Department Buyer, Department Advanced Buyer, but will not be able to approve a PO where the user is the Department Buyer or Department Advanced Buyer on the same transaction • Can be combined with Confidential User to add/update confidential purchasing information

<u>Department PO Reporter</u>	
Role Description	The department end user who has access to run procurement reports for their department.
Related Business Processes	<ul style="list-style-type: none"> • Manage purchase orders
Role Responsibilities	<ul style="list-style-type: none"> • Manage requisition reports • Manage purchase order reports • Manage Receiving reports • Manage P-Card reports • Manage Encumbrance reports
Relationships with Other Roles	<ul style="list-style-type: none"> • Creates and runs reports that may be shared with department end users • Can be combined with Confidential User to add/update confidential purchasing information

<u>Department PO Configuration Maintainer</u>	
Role Description	The department end user who maintains procurement configuration items.
Related Business Processes	<ul style="list-style-type: none"> • Manage purchase orders

<u>Department PO Configuration Maintainer</u>	
Role Responsibilities	<ul style="list-style-type: none"> • Manage Procurement Configuration items specific to department • View Procurement Configuration items
Relationships with Other Roles	<ul style="list-style-type: none"> • View's procurement configuration and updates department-specific configuration to be used by all procurement roles

<u>PO Configuration View Only</u>	
Role Description	The department or central end user who can only view procurement configuration items.
Related Business Processes	<ul style="list-style-type: none"> • Manage purchase orders
Role Responsibilities	<ul style="list-style-type: none"> • View Procurement Configuration items
Relationships with Other Roles	<ul style="list-style-type: none"> • View's procurement configuration items to be used by all procurement roles • Can be combined with Confidential User to add/update confidential purchasing information

<u>Department Receiving Processor</u>	
Role Description	The department end user who manages the receipt of goods and services.
Related Business Processes	<ul style="list-style-type: none"> • Manage purchase orders
Role Responsibilities	<ul style="list-style-type: none"> • Create receipt • Update receipt • Cancel or close receipts or receipt lines • View receipts
Relationships with Other Roles	Enters receipt information for goods and services dispatched by a Department Buyer or Department Advanced Buyer

<u>Department Receiving Inspector</u>	
Role Description	The department end user who enters receiving inspection results, including acceptance testing.
Related Business Processes	<ul style="list-style-type: none"> • Manage purchase orders

<u>Department Receiving Inspector</u>	
Role Responsibilities	<ul style="list-style-type: none"> • View receipts • Inspect stock received • Enter inspection transaction • View inspection
Relationships with Other Roles	Inspects goods and services entered by the Department Receiving Processor

<u>Department RTV Processor</u>	
Role Description	The department end user who enters a Return To Vendor (RTV) transaction.
Related Business Processes	<ul style="list-style-type: none"> • Manage purchase orders
Role Responsibilities	<ul style="list-style-type: none"> • Create RTV • Dispatch RTV to Vendor • Update RTV • View receipts
Relationships with Other Roles	Processes RTV transactions for goods and services that are originally accepted by the Department Receiving Processor, but need to be returned.

<u>PO View Only</u>	
Role Description	The department or central end user who can only view procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions.
Related Business Processes	<ul style="list-style-type: none"> • Manage purchase orders
Role Responsibilities	<ul style="list-style-type: none"> • View POs • View requisitions • View receipts
Relationships with Other Roles	Can only view procurement transaction information entered by other procurement roles, including the Department Requester, Department Requisition Processor, Department Buyer, Department Advanced Buyer, Department PO Processor, Department Receiving Processor, and Department RTV Processor

<u>Department P-Card Req User</u>	
Role Description	The department end user who can assign P-Card as a recommended payment mechanism on a requisition.

<u>Department P-Card Req User</u>	
Related Business Processes	<ul style="list-style-type: none"> Process Procurement Card transactions
Role Responsibilities	<ul style="list-style-type: none"> Assign P-Card to requisitions
Relationships with Other Roles	Includes additional access associated with the Department PO Requester

<u>Department P-Card PO User</u>	
Role Description	The department end user who reviews P- Card requisition and determines if P-card is the appropriate payment mechanism for a PO.
Related Business Processes	<ul style="list-style-type: none"> Process Procurement Card transactions
Role Responsibilities	<ul style="list-style-type: none"> Review and approve P-Card requisition Use P-Card on POs
Relationships with Other Roles	Includes additional access associated with the Department PO Buyer.

<u>Department P-Card Reconciler</u>	
Role Description	The department end user who reconciles P-Card transactions and updates distributions. This user can be the cardholder or a proxy user who reconciles on behalf of the cardholder.
Related Business Processes	<ul style="list-style-type: none"> • Process Procurement Card transactions
Role Responsibilities	<ul style="list-style-type: none"> • View P-Card statement transactions • Reconcile P-Card transactions • Add detail to statement transaction lines (such as United Nations Standard Product and Service Codes (UNSPSC), Small Business/Disabled Veteran Business Enterprise (SB/DVBE), Recycle, etc.) • Split/Add transaction lines • Scan and attach receipts
Relationships with Other Roles	<ul style="list-style-type: none"> • When a requisition or PO is used, may reconcile and update on behalf of a Department P-Card Req User and/or a Department P-Card PO User • Can be combined with Confidential User to add/update confidential purchasing information

<u>Department P-Card Approver</u>	
Role Description	The department end user who reviews and approves P-card transaction lines that have been verified by the card holder/reconciler.
Related Business Processes	<ul style="list-style-type: none"> Process Procurement Card transactions
Role Responsibilities	<ul style="list-style-type: none"> View P-Card transaction Approve P-Card transactions
Relationships with Other Roles	<ul style="list-style-type: none"> When a requisition or PO is used, reviews transactions of Department P-Card Req User, Department P-Card PO User, and Department P-Card Reconciler Can be combined with Confidential User to add/update confidential purchasing information

<u>Department P-Card Reviewer</u>	
Role Description	The department end user who reviews P- Card statements and accesses P-Card reports for the department.
Related Business Processes	<ul style="list-style-type: none"> Process Procurement Card transactions

<u>Department P-Card Reviewer</u>	
Role Responsibilities	<ul style="list-style-type: none"> • View P-Card transactions • Run P-Card reports
Relationships with Other Roles	<ul style="list-style-type: none"> • Reviews statements of Department P-Card users and runs reports for department end users • Can be combined with Confidential User to add/update confidential purchasing information

<u>Confidential User</u>	
Role Description	<p>The department end user who has access to confidential purchasing, accounts payable, and vendor information. This user will also have access to accounts receivable reports with confidential information. The Confidential User role is shared by Purchasing, Accounts Payable, and Billing/Accounts Receivable. This role only needs to be assigned once.</p>
Related Business Processes	<ul style="list-style-type: none"> • Create and approve requisitions • Manage purchase orders • Process P-Card transactions • Enter and maintain vendors • Create and maintain invoices • Set up and maintain customers • Collect receivables

<u>Confidential User</u>	
Role Responsibilities	<ul style="list-style-type: none"> • Add/Update confidential purchasing information • Add/Update confidential Accounts Payable information • Add/Update confidential vendor information
Relationships with Other Roles	<ul style="list-style-type: none"> • Adds/Updates confidential purchasing information when combined with Department Requester, Department Requisition Approvers, Requisition Ad Hoc Approver, Department Buyer, Department Advanced Buyer, Department PO Approver, PO Ad Hoc Approver, Department P-Card Reconciler, Department P-Card Approver, Department P-Card Reviewer, Department PO Reporter, and Department PO View Only. • Adds/Updates/Views confidential information when combined with select AP and AR roles (refer to this role under Accounts Payable Roles and Billing/Accounts Receivable Roles)

<u>Department P-Card Maintainer</u>	
Role Description	The end user who manages P-Card administration activities for the department.
Related Business Processes	<ul style="list-style-type: none"> • Process P-Card transactions

<u>Department P-Card Maintainer</u>	
Role Responsibilities	<ul style="list-style-type: none"> • Add or update cardholder profiles • Modify approved transactions • Maintain proxy • Maintain cardholder distribution
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the Department P-Card Reporter • Provides administration for all Department P-Card roles

<u>Department Item Viewer</u>	
Role Description	The department end user who views item information.
Related Business Processes	<ul style="list-style-type: none"> • Maintain items
Role Responsibilities	<ul style="list-style-type: none"> • View items
Relationships with Other Roles	Views items uploaded by the DGS, Central, and Department Item Processors

<u>Department Event Buyer</u>	
Role Description	The department end user that creates/modifies solicitation events.
Related Business Processes	<ul style="list-style-type: none"> • Manage sourcing
Role Responsibilities	<ul style="list-style-type: none"> • Enter or modify solicitation events • Select collaborators and send events for collaboration • Review collaboration edits and select ones to accept and reject • Send event for approval • Enter bid responses on behalf of bidders • Review/analyze bid response tabulation • Export bid analysis/ tabulation • Select notice of intent to award • Mark Protest flags as needed • Post award in FI\$Cal
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the Vendor Viewer, Department Requisition Viewer, Department PO Viewer, Department Contract Viewer, and Department PO Reporter • Selects Event Collaborators to review the event draft • Receives edits from collaborators and accepts or reject them • Submits event for approval of the Event Approvers • May receive event approval denials from approvers for edits and resubmission back to the approvers

<u>Department Event Collaborator</u>	
Role Description	The department end user that reviews and provides suggested markups to events prior to approval and posting.
Related Business Processes	<ul style="list-style-type: none"> • Manage sourcing
Role Responsibilities	<ul style="list-style-type: none"> • Review and mark up event draft
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the Department Reporter role • Receives collaborations drafts from the Event Buyer • Sends markups back to the Event Buyer

<u>Department Event Approver</u>	
Role Description	The department end user that approves solicitation events.
Related Business Processes	<ul style="list-style-type: none"> • Manage sourcing

<u>Department Event Approver</u>	
Role Responsibilities	<ul style="list-style-type: none"> • Approve sourcing event prior to posting
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the Department Event Ad Hoc Approver • Receives events for approval from the Event Buyer • Denies events that go back to the Event Buyer for modification and resubmission • Inserts Ad Hoc Approver as needed

<u>Department Event Ad Hoc Approver</u>	
Role Description	The department end user that can be inserted as an approver as needed.
Related Business Processes	<ul style="list-style-type: none"> • Manage sourcing
Role Responsibilities	<ul style="list-style-type: none"> • Approve sourcing event prior to posting on an ad hoc basis
Relationships with Other Roles	<ul style="list-style-type: none"> • Receives events for approval from the Event Buyer • Denies events that go back to the Event Buyer for modification and resubmission

<u>Department Solicitation Viewer</u>	
Role Description	The department end user that can view solicitation information.
Related Business Processes	<ul style="list-style-type: none"> • Manage sourcing
Role Responsibilities	<ul style="list-style-type: none"> • View solicitation user
Relationships with Other Roles	View's solicitations created by Department Event Buyers, including approved solicitations

<u>Department Contract Buyer</u>	
Role Description	The department end user that creates/modifies transactional contracts.
Related Business Processes	<ul style="list-style-type: none"> • Administer vendor contract

<u>Department Contract Buyer</u>	
Role Responsibilities	<ul style="list-style-type: none"> • Create/modify transactional contracts and contract documents • Create scheduled contract releases • Insert ad hoc contract approvers
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the Department Solicitation Viewer, Department PO Viewer, Department Item Viewer, Vendor Viewer, and Department Document Library Viewer • Submit for approval to the Contract Approver • Dispatch to the vendor

<u>Department Document Collaborator</u>	
Role Description	The department end user that reviews and provides suggested markups to requisitions, purchase orders, contracts, and solicitation event documents prior to approval and/or posting.
Related Business Processes	<ul style="list-style-type: none"> • Administer vendor contract
Role Responsibilities	<ul style="list-style-type: none"> • Review and edit documents sent for collaboration

<u>Department Document Collaborator</u>	
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the Department Solicitation Viewer role • Receives documents routed for review/edits by Department Contract Buyer

<u>Department Contract Approver 1</u>	
Role Description	The department end user that approves transactional contracts and contract documents at the first level.
Related Business Processes	<ul style="list-style-type: none"> • Administer vendor contract
Role Responsibilities	<ul style="list-style-type: none"> • Approve/Deny transactional contracts
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the Department Solicitation Viewer, Department Contract Viewer, and Department Contract Ad Hoc Approver roles • Approves contracts coming from Contract Buyers • May deny contracts and send the document back to the Contract buyer for modification

<u>Department Contract Approver 2</u>	
Role Description	The department end user that approves transactional contracts and contract documents intended for a budget reviewer/approver.
Related Business Processes	<ul style="list-style-type: none"> • Administer vendor contract
Role Responsibilities	<ul style="list-style-type: none"> • Approve/Deny transactional contracts
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the Department Solicitation Viewer, Department Contract Viewer, and Department Contract Ad Hoc Approver roles • Approves contracts coming from Contract Buyers • May deny contracts and send the document back to the Contract buyer for modification

<u>Department Contract Approver 3</u>	
Role Description	The department end user that approves transactional contracts and contract documents for contract amounts less than \$50K.

<u>Department Contract Approver 3</u>	
Related Business Processes	<ul style="list-style-type: none"> • Administer vendor contract
Role Responsibilities	<ul style="list-style-type: none"> • Approve/Deny transactional contracts
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the Department Solicitation Viewer, Department Contract Viewer, and Department Contract Ad Hoc Approver roles • Approves contracts coming from Contract Buyers • May deny contracts and send the document back to the Contract buyer for modification

<u>Department Contract Approver 4</u>	
Role Description	The department end user that approves transactional contracts and contract documents for contract amounts equal to or greater than \$50K.
Related Business Processes	<ul style="list-style-type: none"> • Administer vendor contract

<u>Department Contract Approver 4</u>	
Role Responsibilities	<ul style="list-style-type: none"> • Approve/Deny transactional contracts
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the Department Solicitation Viewer, Department Contract Viewer, and Department Contract Ad Hoc Approver roles • Approves contracts coming from Contract Buyers • May deny contracts and send the document back to the Contract buyer for modification

<u>Contract Ad Hoc Approver</u>	
Role Description	Department or central user that approves transactional contracts when added ad hoc to the approval as needed.
Related Business Processes	<ul style="list-style-type: none"> • Administer vendor contract
Role Responsibilities	<ul style="list-style-type: none"> • Approve/Deny transactional contracts

<u>Contract Ad Hoc Approver</u>	
Relationships with Other Roles	<ul style="list-style-type: none"> Includes additional access associated with the Department Solicitation Viewer, Department Contract Viewer, and Department Contract Ad Hoc Approver roles Approves contracts coming from Contract Buyers May deny contracts and send the document back to the Contract buyer for modification

<u>Department Contracts Viewer</u>	
Role Description	The department end user that views contract information.
Related Business Processes	<ul style="list-style-type: none"> Administer vendor contract
Role Responsibilities	<ul style="list-style-type: none"> View contract information
Relationships with Other Roles	Views contracts entered in FI\$Cal by the department or DGS

Project Costing (PC) Process Overview

Project Costing is the financial tracking of projects. This involves the processes of projects, project budgets, project costs, and project capitalization. Create and Maintain Projects involves the creation of new projects in FI\$Cal and from supporting systems. Project Budgets will be received from supporting business processes occurring in the Budgets and Commitment Control modules, which will enforce or monitor project budgets at the point of transaction entry. All project-related transactions are captured by Project Costing from FI\$Cal modules, including Procurement, Accounts Payable, General Ledger, Grant Management, Customer Contracts, and Labor Distribution, as well as external systems.

Project Capitalization involves sending expenditures identified as applicable to be capitalized to the Asset Management module where asset accounting functionality and InService/Depreciation journal entries are initiated.

Project Costing (PC) Roles

This section provides details for each of the following FI\$Cal end user roles related to the Project Costing process, including:

- Department Project Processor
- Department PC Job Processor
- PC Reporter
- PC Viewer
- Department PC Configuration Maintainer

<u>Department Project Processor</u>	
Role Description	The department end user who is responsible for additions and updates to the Project, Activity, and Team Definitions.
Related Business Processes	<ul style="list-style-type: none"> • Create and maintain project • Create and maintain project budgets

<u>Department Project Processor</u>	
Role Responsibilities	<ul style="list-style-type: none"> • Create projects • Create project budgets • Manage projects • Manage activities • Close projects • Manage project grants • Manage project assets • View project reports
Relationships with Other Roles	<ul style="list-style-type: none"> • Includes additional access associated with the PO View Only, AP Viewer, PC Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles • Creates and maintains all project information to be processed by Department PC Job Processor

<u>Department PC Job Processor</u>	
Role Description	The department end user who has access to all PC batch processes needed to run on an ad hoc basis.
Related Business Processes	<ul style="list-style-type: none"> • Collect, distribute, and price costs • Project capitalization
Role Responsibilities	<ul style="list-style-type: none"> • Upload project, activity, team, and non-financial data • Run batch process, as required

<u>Department PC Job Processor</u>	
Relationships with Other Roles	<ul style="list-style-type: none"> Has similar abilities to the Central PC Batch Processor, without centrally maintained Project Utilities

<u>PC Reporter</u>	
Role Description	The department end user who has access to all PC batch reports and PeopleSoft Query Viewer.
Related Business Processes	<ul style="list-style-type: none"> Create and maintain project Create and maintain project budgets Collect, distribute, and price costs Project capitalization
Role Responsibilities	<ul style="list-style-type: none"> View project reports Run queries
Relationships with Other Roles	<ul style="list-style-type: none"> Can view reports of all project activities of Department Project Processor and Department PC Job Processor

<u>PC Viewer</u>	
Role Description	The department end user who has inquiry access to all project information. This end user typically submits the Project request form.
Related Business Processes	<ul style="list-style-type: none"> • Create and maintain project
Role Responsibilities	<ul style="list-style-type: none"> • View projects • View activities • View project grants • View project contracts • View project assets • View project reports
Relationships with Other Roles	Can view all project information entered by the Department Project Processor

<u>Department PC Configuration Maintainer</u>	
Role Description	The department end user who is responsible for updates to department PC configuration values.
Related Business Processes	<ul style="list-style-type: none"> • Create and maintain project • Collect, distribute, and price costs • Project capitalization

<u>Department PC Configuration Maintainer</u>	
Role Responsibilities	<ul style="list-style-type: none"> • Manage project configuration items • View centrally maintained project configuration items
Relationships with Other Roles	<p>Can update department PC configuration items to be used by the Department Project Processor.</p>

Viewer Only Roles

This section provides details for each of the following FI\$Cal end user roles that provide view access to the FI\$Cal System, including:

- Financial Management and Reporting Viewer
- Project Costing Viewer
- Order to Cash Viewer
- Requisition to Check Viewer
- Query Viewer
- Query Scheduler

Financial Management and Reporting Viewer	
Role Description	<p>The department or control end user who:</p> <ul style="list-style-type: none"> • Views department-level budgets using online inquiry screens • Runs inquiries on bonds • Has access to General Ledger and Commitment Control online inquiry screens and read-only access to Create Journal Entry pages • Receives nightly batch distributed reports and has access to Report Manager • Allows users access to view Statewide Controlling budget information • Runs inquiries on loans and loan transactions

Financial Management and Reporting Viewer	
Related Business Processes	<ul style="list-style-type: none"> • Enter and process budget journals • Track funds • Enter and process journals • Enter and process budget journals • Process allocations • Process financial statements • Maintain Chart of Accounts • Process financial statements • Enter and process budget journals • Establish loans • Maintain loans • Repay loans
Role Responsibilities	<ul style="list-style-type: none"> • Run department-specific budget inquiries • View override budget date exceptions • View bond information • Inquire General Ledger financial data • View Commitment Control • View journals • View budget journals • View budget check exceptions • View allocations • View COA values • View budget and reporting trees • View closed budgets • View General Ledger configuration items • Receive General Ledger reports • Receive Labor Distribution reports • Run statewide budget inquiries • View override budget date exceptions • View loan balances, loan and transaction inquiry, posted transactions, and loan payoff projections

Financial Management and Reporting Viewer	
Relationships with Other Roles	<p>Required Role Combinations:</p> <ul style="list-style-type: none"> This role is a prerequisite role for Appropriation Viewer, Operating Budget Viewer, GL Reporter, and Department GL Report Viewer <p>Additional Access:</p> <ul style="list-style-type: none"> Includes additional access associated with the Department General Ledger Reporter, Department Loan Viewer, Appropriation Viewer, Operating Budget Viewer, GL Viewer, and SCO Loan Viewer roles

Project Costing Viewer	
Role Description	<p>The department end user who:</p> <ul style="list-style-type: none"> Has display-only access to all grant information Has display access to all contract information Has inquiry access to all project information
Related Business Processes	<ul style="list-style-type: none"> Create and maintain grants Create and amend contracts Create and maintain project

Project Costing Viewer	
Role Responsibilities	<ul style="list-style-type: none"> • View only access to Grant pages • View only access to Contracts transaction pages • View projects • View activities • View project grants • View project contracts • View project assets • View project reports
Relationships with Other Roles	<ul style="list-style-type: none"> • Same access as the GM Processor role, except display only • Same access as CA Processor role, except display only • Can view all project information entered by the PC Processor Additional View Access: <ul style="list-style-type: none"> • Includes additional access associated with the Customer Contracts Viewer, Grant Viewer, and PC Viewer roles

Order to Cash Viewer	
Role Description	<p>The department end user who:</p> <ul style="list-style-type: none"> • Runs inquiries and reports on customer data for a SetID. This end user will not have access to confidential data • Runs inquiries on billing data for a business unit • Runs inquiries on receivable and customer payment data for a business unit • Runs reports for bank statements, reconciliation, and cash management processing • Views the FTB Offset page and collection codes

Order to Cash Viewer	
Related Business Processes	<ul style="list-style-type: none"> • Set up and maintain customers • Generate and adjust invoices • Enter and maintain receivables • Process payments • Collect receivables • Manage cash • Process payments
Role Responsibilities	<ul style="list-style-type: none"> • View customer information • View customer conversations • Create and view reports • Generate customer extract files • View billing data • Reprint invoices • View printed bills • View bill summaries • View billing errors • View customer information • View dunning letters and overdue charges • View payments • View pending receivables • View worksheets • View posting errors • View posted payments • Run Cash Management reports • View Cash Management reports • View FTB offset page • View collection codes

Order to Cash Viewer	
Relationships with Other Roles	<ul style="list-style-type: none"> • Cannot view confidential information entered by BI/AR Confidential User • Creates and runs reports that may be shared with other department end users • Able to view data created and maintained by other billing roles • Able to view data maintained by other AR roles • Runs reports that may be shared with other department end users <p>Additional View Access:</p> <ul style="list-style-type: none"> • Includes additional access associated with the Customer Viewer, AR Viewer, BI Viewer, and Department CM Report Viewer roles

Requisition to Check Viewer	
Role Description	<p>The department or control end user who:</p> <ul style="list-style-type: none"> • Views both financial and physical asset information • Department end users will only view assets within their business unit • Views vendor information • Views voucher and payment information • Views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions • Views procurement configuration items • Views item information • Views solicitation information • Views contract information

Requisition to Check Viewer	
Related Business Processes	<ul style="list-style-type: none"> • Maintain assets • Enter and maintain vendors • Create and maintain invoices • Manage purchase orders • Maintain items • Manage sourcing • Administer vendor contract
Role Responsibilities	<ul style="list-style-type: none"> • View asset physical information • View asset financial information • View owned assets • View transferred assets • View retired assets • View reinstated assets • View depreciation information • Run asset reports • View vendor information • Search for vendor • View vendor history • View vendor conversations • View voucher information • View payment information • View POs • View requisitions • View receipts • View procurement configuration items • View items • View solicitation user • View contract information

Requisition to Check Viewer	
Relationships with Other Roles	<ul style="list-style-type: none"> • Can view information entered by AM Maintainer, AM Manager, and AM Processor • Can view vendors entered by the AP Supplier Processor • Vendor-related attachments are not visible • Can view vouchers entered by the AP Processor • Can only view procurement transaction information entered by other Procurement roles • View's procurement configuration items to be used by all procurement roles • Views items uploaded by the DGS, Central, and Department Item Processors • View's solicitations created by Solicitation and Contract Buyers, including approved solicitations • Views contracts entered in FI\$Cal by the department or DGS <p>Additional View Access:</p> <ul style="list-style-type: none"> • Includes additional access associated with the Assets Viewer, AP Viewer, Vendor Viewer, Department Contracts Viewer, Department Item Viewer, Department Solicitation Viewer, PO Configuration View Only, and PO View Only roles

Query Viewer	
Role Description	<ul style="list-style-type: none"> • This role grants access to the Query Viewer page only • This role does grant access to any records or tables to create/update queries
Related Business Processes	<ul style="list-style-type: none"> • None listed

Query Viewer	
Role Responsibilities	<ul style="list-style-type: none"> View queries
Relationships with Other Roles	<ul style="list-style-type: none"> None

Query Scheduler	
Role Description	<ul style="list-style-type: none"> This role grants access to the Schedule Query page only This role does grant access to any records or tables to create/update queries
Related Business Processes	<ul style="list-style-type: none"> None
Role Responsibilities	<ul style="list-style-type: none"> Schedule queries
Relationships with Other Roles	<ul style="list-style-type: none"> Schedules queries that may be shared with other department end users

Appendix A – Role to Business Process Matrix

This appendix provides a matrix mapping the FI\$Cal end user roles (to also include future wave, exempt, and deferred roles) to the FI\$Cal business processes in which the role has responsibility.

Note: For acronym definitions, see Appendix B Glossary

Accounts Payable

This appendix provides a matrix mapping the Accounts Payable FI\$Cal end user roles to the Accounts Payable FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Accounts Payable FI\$Cal business process in the corresponding column.

Note: Only FI\$Cal end user roles related to one or more of the FI\$Cal departmental Accounts Payable business processes are included.

Accounts Payable End User Role to Business Process Map

FI\$Cal End User Role	Enter and Maintain Vendors	Create and Maintain Invoices
Department Vendor Processor	X	
Vendor Viewer	X	
AP Reporter		X
AP Viewer		X

Asset Management

This appendix provides a matrix mapping the Asset Management FI\$Cal end user roles to the Asset Management FI\$Cal business processes in which the role has

responsibility. An “X” means that the role in the corresponding row is part of the Asset Management FI\$Cal business process in the corresponding column.

Note: Only FI\$Cal end user roles related to one or more of the FI\$Cal departmental Asset Management business processes are included.

Asset Management End User Role to Business Process Map

FI\$Cal End User Role	Acquire Assets	Lease Assets	Maintain Assets	Transfer Assets	Retire/Reinstate Assets	Stocktaking
Department Asset Processor	X					
Department Asset Manager			X	X	X	
Department Asset Maintainer			X			
Confidential Asset Maintainer			X			
Asset Viewer			X			
Department Asset Configuration Maintainer			X			
Department Asset Confidential Reporter			X			
Department AM Lease Processor		X				
Department AM Physical Inventory Processor						X
Department AM Approver 1				X		
Department AM Approver 2				X		
Receiving Department Transfer Approver				X		

Billing/Accounts Receivable

This appendix provides a matrix mapping the Billing/Accounts Receivable FI\$Cal end user roles to the Billing/Accounts Receivable FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Billing/Accounts Receivable FI\$Cal business process in the corresponding column.

Note: Only FI\$Cal end user roles related to one or more of the FI\$Cal departmental Billing/Accounts Receivable business processes are included.

Billing/Accounts Receivable End User Role to Business Process Map

FI\$Cal End User Role	Set up and Maintain Customers	Generate and Adjust Invoices	Enter and Maintain Receivables	Process Payments	Collect Receivables
Department Customer Processor	X				
Department Confidential Customer Processor	X				
Customer Viewer		X			
Department BI Processor		X			
Department BI Approver		X			
Department BI Adjustment Processor		X			
BI Viewer		X			
BI Reporter		X			
Department Deposit Slip Processor			X		
AR Viewer			X	X	X
AR Reporter	X		X	X	X

Bond Accounting

This appendix provides a matrix mapping the Bond Accounting FI\$Cal end user roles to the Bond Accounting FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Bond Accounting FI\$Cal business process in the corresponding column.

Note: Only FI\$Cal end user roles related to one or more of the FI\$Cal departmental Bond Accounting business processes are included.

Bond Accounting End User Role to Business Process Map

FI\$Cal End User Role	
DM Viewer	X

Cash Management

This appendix provides a matrix mapping the Cash Management FI\$Cal end user roles to the Cash Management/Treasury FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Cash Management FI\$Cal business process in the corresponding column.

Note: Only FI\$Cal end user roles related to one or more of the FI\$Cal departmental Cash Management business processes are included.

Cash Management End User Role to Business Process Map

FI\$Cal End User Role		
	Manage Cash	Bank Account Management
Department CM Report Viewer	X	
Confidential Bank Account Approver		X

Customer Contracts

This appendix provides a matrix mapping the Customer Contracts FI\$Cal end user roles to the Customer Contracts FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Customer Contracts FI\$Cal business process in the corresponding column.

Note: Only FI\$Cal end user roles related to one or more of the FI\$Cal departmental Customer Contracts business processes are included.

Customer Contracts End User Role to Business Process Map

FI\$Cal End User Role	Create and Amend Contracts	Process Billing and Revenue
Customer Contracts Processor	X	
Customer Contracts Approver	X	
Customer Contracts Billing Job Processor		X
Customer Contracts Revenue Job Processor		X
Customer Contracts Viewer	X	
Customer Contracts Reporter	X	

General Ledger

This appendix provides a matrix mapping the General Ledger FI\$Cal end user roles to the General Ledger FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the General Ledger FI\$Cal business process in the corresponding column.

Note: Only FI\$Cal end user roles related to one or more of the FI\$Cal departmental General Ledger business processes are included.

General Ledger End User Role to Business Process Map

FI\$Cal End User Role	Enter and Process Journals	Enter and Process Budget Journals	Enter and Process Labor Distribution	Process Allocations	Process Financial Statements	Maintain Chart of Accounts
<u>Department Operating Budget Processor</u>		X				
<u>Department Operating Budget Approver</u>		X				
<u>GL Viewer</u>	X	X	X	X	X	X
<u>Appropriation Viewer</u>		X				
<u>Operating Budget Viewer</u>		X				
<u>GL Reporter</u>					X	
<u>Department GL Report Viewer</u>					X	

Grants Management

This appendix provides a matrix mapping the Grants Management FI\$Cal end user roles to the Grants Management FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Grants Management FI\$Cal business process in the corresponding column.

Note: Only FI\$Cal end user roles related to one or more of the FI\$Cal departmental Grants Management business processes are included.

Grants Management End User Role to Business Process Map

FI\$Cal End User Role	Create and Maintain Grants
Grant Processor	X
Grant Approver	X
Grant Viewer	X
Grant Reporter	X

Loan Accounting

This appendix provides a matrix mapping the Loan Accounting FI\$Cal end user roles to the Loan Accounting FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Loan Accounting FI\$Cal business process in the corresponding column.

Note: Only FI\$Cal end user roles related to one or more of the FI\$Cal departmental Loan Accounting business processes are included.

Loan Accounting End User Role to Business Process Map

FI\$Cal End User Role	Maintain Loans
Department Loan Viewer	X

Procurement

This appendix provides a matrix mapping the Procurement FI\$Cal end user roles to the Purchasing FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Procurement FI\$Cal business process for the corresponding column.

Note: Only FI\$Cal end user roles related to one or more of the FI\$Cal departmental Procurement business processes are included.

Procurement End User Role to Business Process Map

FI\$Cal End User Role	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transactions	Manage Sourcing	Administer Vendor Contracts	Enter and Maintain Vendors	Set up and Maintain Customers	Collect Receivables	Create and Maintain Invoices	Maintain Items
Department Requester	X									
Department Requisition Processor	X									
Department Requisition Approver 1	X									
Department Requisition Approver 2	X									
Requisition Ad Hoc Approver	X									
Department Buyer		X								
Department Advanced Buyer		X								
Department PO Processor		X								
Department PO Approver 1		X								
Department PO Approver 3		X								
Department PO Approver 4		X								
PO Ad Hoc Approver		X								
Department PO Reporter		X								
Department PO Configuration Maintainer		X								

FI\$Cal End User Role	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transactions	Manage Sourcing	Administer Vendor Contracts	Enter and Maintain Vendors	Set up and Maintain Customers	Collect Receivables	Create and Maintain Invoices	Maintain Items
PO Configuration View Only		X								
Department Receiving Processor		X								
Department Receiving Inspector		X								
Department RTV Processor		X								
PO View Only		X								
Department P- Card Req User			X							
Department P- Card PO User			X							
Department P- Card Reconciler			X							
Department P- Card Approver			X							
Department P- Card Reviewer			X							
Confidential User	X	X	X			X	X	X	X	
Department P- Card Maintainer			X							
Department Item Viewer										X
Department Event Buyer				X						
Department Event Collaborator				X						
Department Event Approver				X						
Department Event Ad Hoc Approver				X						
Department Solicitation Viewer				X						
Department Contract Buyer					X					
Department Document Collaborator					X					
Department Contract Approver 1					X					
Department Contract Approver 2					X					
Department Contract Approver 3					X					
Department Contract Approver 4					X					
Contract Ad Hoc Approver					X					
Department Contracts Viewer					X					

Project Costing

This appendix provides a matrix mapping the Project Costing FI\$Cal end user roles to the Project Costing FI\$Cal business processes in which the role has responsibility. An “X” means that the role in the corresponding row is part of the Project Costing FI\$Cal business process in the corresponding column.

Note: Only FI\$Cal end user roles related to one or more of the FI\$Cal departmental Project Costing business processes are included.

Project Costing End User Role to Business Process Map

FI\$Cal End User Role	Create and Maintain Project	Create and Maintain Project Budgets	Collect, Distribute, and Price Costs	Project Capitalization
Department Project Processor	X	X		
Department PC Job Processor			X	X
PC Reporter	X	X	X	X
PC Viewer	X			
Department PC Configuration Maintainer	X		X	X

Appendix B – Glossary

Abbreviations, Acronyms, and Terms	Definition
Ad Hoc	The department end user who can be added as an approver during the workflow process
AP	Accounts Payable
AR	Accounts Receivable
AT	Audit Tool
Automatically Assigned Roles	Supplemental roles that are automatically assigned by FI\$Cal when a department assigns the listed role to an end user. The additional roles provide the end user with the full functionality intended for the listed role
BA	Bond Accounting
BI	Billing
Budget Checking	The process of comparing expenditure or revenue transactions against a defined budget
Business Process Workshops (BPWs)	Workshops to provide departments with an overview of the business processes, including key terms and the functionality being implemented.
CA	Customer Contracts
Central	Of or pertaining to the administration, configuration, or management of FI\$Cal from a central function
Central End User	An individual at a department who is assigned one or more FI\$Cal central roles
Central Role	A FI\$Cal end user role designated specifically for performing a central function. These roles are generally performed by the FI\$Cal Service Center, but may be requested by partner agencies and/or departments
ChartField(s)	An accounting classification code (Fund, Program, etc.) Similar in usage to existing UCM codes
CM	Cash Management
CMF	Customer Master File
COA	Chart of Accounts
Configurations	Allows departments to define values for specific items in FI\$Cal
CTS	Centralized State Treasury System
DAR	Division of Accounting and Reporting
Deal Management	Essential to liquidity management, improving investment returns, reducing interest expenses, streamlining deal initiation, administration, settlement accounting and position monitoring
Demand Accounts	The eight accounts at the depository banks that contain all the banking activity for State of California Centralized Treasury System deposits and disbursements
Department	State of California organization involved in the implementation of FI\$Cal
Department End User	An individual at a department who is assigned one or more FI\$Cal department roles

Department Liaison	The individual assigned to serve as the focal point of communication and interaction between the FI\$Cal and department staff
Department Role	A FI\$Cal end user role designated specifically for performing a departmental function.
Deposit Slip	A deposit slip is a small form that is used to deposit funds into a bank account. In FI\$Cal a Deposit Slip indicates the account, amount, and location of the deposit
Disbursements	A division within SCO responsible for disbursing payments
DM	Deal Management
DMS	Debt Management System
DOF	Department of Finance
ERP	Enterprise Resource Planning Integrator
FDM	Financial Data Quality Management
FI\$Cal	Financial Information System for California
FI\$Cal End User	An individual who will use or be impacted by FI\$Cal or new FI\$Cal business processes, e.g. the change in a process from manual to automated
FI\$Cal End User Role	A group of tasks that defines the access and responsibilities provided to an assigned FI\$Cal end user
FTB	Franchise Tax Board
GAAP	Generally Accepted Accounting Principles
GL	General Ledger
GM	Grants Management
Hard Stop Requirements	Roles that can be assigned in conjunction with the listed role; however, the end user cannot perform the actions associated with the multiple roles within the same transaction
IRS	Internal Revenue Service
LD	Labor Distribution
Maintain Configuration	The ability to update configurable options of FI\$Cal. These configuration options were either determined by FI\$Cal or collected from departments.
	Details on maintaining configuration by departments or as a central activity will be communicated to departments prior to go live.
PAA	Purchasing Authority Application
PAC	Purchasing Authority Contact
PC	Project Costing
P-Card	Procurement Card
PCO	Procurement and Contracting Officer
PO (business process)	Purchasing
PO (transaction)	Purchase Order
Role Mapping	The process of assigning one or more FI\$Cal end user roles to department end users.
RTV	Return to Vendor

Separation of Duty Requirements	Roles that CANNOT be assigned in conjunction with the listed role in order to maintain an adequate system of internal control within a department
SS	Strategic Sourcing
Suggested Role Combinations	Roles that FI\$Cal recommends are assigned or not assigned in conjunction with the listed role. Some additional roles are recommended to provide the end user with additional functionality typically associated with the listed role. Some roles are not recommended to be combined as the functionality of one role will override the functionality of the other role
UNSPSC	United Nations Standard Products and Services Code
Vendor Management File (VMF)	A statewide, central source of vendor information used by departments for procurement, receiving, and payment functions.
VMF	Vendor Management File
XML	Extensible Markup Language