Department of FISCal End User Detail Role Description Handbook

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Revision Table

Date	Version	Update Description
08/04/2025	1.0	Updated document to new format

Contents

Introduction

The Department of FISCal (FI$Cal) End User Detail Role Description Handbook describes and documents the new and updated FI$Cal end user roles related to the FI$Cal business processes and implemented technologies. The FI$Cal end user roles are organized by FI$Cal business process area. For additional information on business processes and functionality, refer to the Business Process Workshop materials. These materials are available from your Department Liaison.

The business process areas are:

- Budgeting
- Purchasing
- Accounts Payable
- Asset Management
- Grant Management
- Customer Contracts
- Project Costing
- Billing/Accounts Receivable
- Cash Management/Treasury
- General Ledger

The Department of FISCal (FI$Cal) End User Detail Role Description Handbook is designed to assist departments in completing the role mapping task and ongoing maintenance of role assignments. Role mapping is the process of mapping end users to the appropriate FI$Cal end user roles required to complete their daily work activities for 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 a:

- Role description and role responsibilities
- List of related FI$Cal business processes
- Description of the relation to other roles

Budgeting Process Overview

The Budgeting process covers all activities for developing and administering the State budget. California's incremental budget methodology provides for the development of incremental budget changes over and above their baseline budgets. The budget development process is iterative at both the department and Department of Finance (Finance) levels; individual budget requests may be changed and modified many times throughout the process before being approved. It takes a full year to develop the State's budget, generally beginning in July and ending the following June after enactment of the Budget Act. The Budgeting process includes:

- Initiate Budget Development Process – The baseline budget is developed by initializing the budget system for the upcoming budget cycle, loading base values to calculate department baseline budgets, and providing guidance to departments to facilitate completion of upcoming budget activities. This process includes:
  - Initiating budget development process
  - Providing ongoing budget guidance
- Prepare Departmental Budget Submission – Incremental budget changes over and above the baseline budget are made by identification, calculation, approval, and submission of changes and supporting documentation to Finance. These changes include baseline changes; policy changes; enrollment, caseload, and population changes; revenue estimate changes; and capital outlay changes. Budget changes may be for appropriation (dollar) changes or position authority changes. This process includes:
  - Conducting budget drills
  - Preparing trailer bill language
  - Briefing management and approvers
- Develop the Governor's Budget – Finance analyzes the department budget submissions and makes adjustments, as necessary. This process is iterative and may result in sending the budget request back to departments for additional information or clarification. This process is conducted in the Fall prior to publishing the Governor's Budget, and in the Spring prior to publishing the May Revision. This process includes:
  - Analyzing and adjusting departmental budget submissions
  - Conducting budget drills to collect additional information
  - Preparing cash flow projections
  - Preparing trailer bill language
  - Briefing management and approvers
  - Publishing budget documents throughout the cycle—Governor's Budget, May Revision, Budget Act, Final Change Book, etc.
- Manage Budget Legislation – The legislative process begins after the publication of the Governor's Budget on January 10. Each house of the Legislature owns its budget bill during the legislative process, but Finance and departments have the responsibility to attend legislative hearings and record the impact of legislative

actions in the budget system. Once both houses successfully pass the same bill, the Governor will have the opportunity to apply vetoes to the bill before signing it. The final enacted authorized budgets and positions are transferred to the relevant systems for monitoring and control. This process includes:

- o Recording legislative actions
- o Supporting reconciliation from the California State Assembly and the California State Senate budget bills
- o Supporting the Governor's veto process
- o Transferring the authorized budget to the accounting system
- o Establishing authorized positions through the Standard 607 or comparable processes
- Administer the Budget – After the budget is enacted, departments and Finance administer the budget by analyzing, forecasting, changing, and managing it throughout the year. Budget administration also includes requests for adjustments to appropriations to accommodate unforeseen circumstances that require changing the department's appropriation. This process includes:
  - o Preparing appropriation adjustments
  - o Analyzing and approving appropriation adjustments

Budgeting Roles

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

- Department Budget Processor
- Department Budget Approver
- Budget Viewer
- DOF Budget Processor
- DOF Budget Approver
- Legislative Budget Processor

Department Budget Processor	
Role Description	The department end user who enters and submits budget plan data for approval, including budget requests. The Department Budget Processor will be able to view and use reports, documents, task lists, and department budgeting content.

Department Budget Processor	
Related Business Processes	• Initiate budget development process • Prepare departmental budget submission • Prepare appropriation adjustment
Role Responsibilities	• Enter/Delete budget plan data • Update/Manage budget plan data • Submit budget plan data • View reports and documents • View and use task list • View department budgeting content
Relationships with Other Roles	• Enters and submits budget plan data for review and approval by Department Budget Approvers

Department Budget Approver	
Role Description	The department end user who is responsible for approval of the budget submission. The Department Budget Approver can edit, add, or remove data in planning units to which they have received permissions, and then can approve or reject the budget plan submission.
Related Business Processes	• Prepare departmental budget submission • Prepare appropriation adjustment
Role Responsibilities	• Edit budget plan data • Approve budget plan data • View reports and documents • Submit budget plan data
Relationships with Other Roles	• Edits and determines the approval action for budget plan data submitted by a Department Budget Processor • Can be inserted in the budget plan data approval process as an ad hoc approver at any point in the approval process

Budget Viewer	
Role Description	The department or central end user who can view budget requests, budget reports, and budget documents.
Related Business Processes	• Initiate budget development process • Provide ongoing budget guidance • Develop the Governor's Budget (all) • Manage budget legislation (all) • Analyze and approve appropriation adjustment
Role Responsibilities	• View budget requests • View reports and documents • View task list • Run reports
Relationships with Other Roles	• View budget requests submitted by Department Budget Processors or Department Budget Approvers

DOF Budget Processor	
Role Description	The Department of Finance end user who reviews, modifies, and submits budget requests. The DOF Processor also prepares reports and summaries supporting the budget deliberations process, and creates supporting information for the Governor's Budget and the final enacted budget.
Related Business Processes	• Initiate budget development process • Provide ongoing budget guidance • Develop the Governor's Budget (all) • Manage budget legislation (all) • Analyze and adjust appropriation adjustment
Role Responsibilities	• View reports and documents • View and use task list • View department budgeting content • Add, edit, and remove budget requests

DOF Budget Processor	
Relationships with Other Roles	• Enters and submits budget requests for review and approval by DOF Budget Approvers

DOF Budget Approver	
Role Description	The Department of Finance end user who can add, edit, or remove data in planning units to which they have received permissions, and then can approve or reject the budget request.
Related Business Processes	• Initiate budget development process • Provide ongoing budget guidance • Develop the Governor's Budget (all) • Manage budget legislation (all) • Analyze and adjust appropriation adjustment
Role Responsibilities	• Add, edit, and remove budget requests • Approve budget requests • View reports and documents • View and use task list • Authorize transfers of records to Commitment Control
Relationships with Other Roles	• Edits and determines the approval action for budget requests submitted by a DOF Budget Processor

Legislative Budget Processor	
Role Description	The legislative end user who can view budgeting information or edit the "what if" version.
Related Business Processes	• Review legislative actions • Support reconciliation

Legislative Budget Processor	
Role Responsibilities	• View budget information • View reports and documents • Enter/Update/Delete budget plan data for "what if" analysis
Relationships with Other Roles	• Cannot modify budgeting information entered by other Budget roles

Purchasing Process Overview

Purchasing 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.

Purchasing Roles

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

- Department Requester
- Department Requisition Processor
- Department Requisition Approver 1
- Department Requisition Approver 2
- Requisition Ad Hoc Approver
- Department Buyer
- Department Advanced Buyer
- DGS Buyer
- Department PO Processor
- Department PO Approver 1
- Department PO Approver 2
- 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
- Department P-Card Reviewer
- SCO PO Reporter
- DGS PO Reporter
- Confidential User
- Department SCPRS Processor
- DGS SB/DVBE Cert Processor
- DGS SB/DVBE Cert Viewer
- DGS SB/DVBE Cert Approver
- DGS SB/DVBE Cert Manager
- DGS SB/DVBE Cert Officer
- DGS SB/DVBE Cert Ad Hoc Approver
- DGS Certification Configuration Maintainer
- Non-FI$Cal Department CSCR Processor
- Non-FI$Cal Department CSCR Approver
- Non-FI$Cal CSCR Ad Hoc Approver
- DGS Item Processor
- Department Item Upload Processor
- Department P-Card Maintainer
- Department Item Viewer
- Department Event Buyer
- Department Event Collaborator
- Department Event Approver
- Department Event Ad Hoc Approver
- Event Bidder
- Department Solicitation Viewer
- Department Plan Owner
- Department Plan Approver
- Department Task Owner
- DGS Event Administrator
- eSupplier
- Department Contract Buyer
- DGS Contract Buyer
- Department Document Collaborator

- DGS Document Collaborator
- Department Contract Approver 1
- Department Contract Approver 2
- Department Contract Approver 3
- Department Contract Approver 4
- Contract Ad Hoc Approver
- DGS Doc Library Administrator
- Department Contracts Viewer
- DGS Configuration Maintainer
- DGS PD Billing Administrator

Department Requester	
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	• Create and approve requisitions
Role Responsibilities	• Create requisition • Update/Manage requisition • Cancel requisition • Reopen requisition • View purchase orders • View worklist • Receive notifications of approved requisitions

Department Requester	
Relationships with Other Roles	• 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

Department Requisition Processor	
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	• Create and approve requisitions
Role Responsibilities	• Enter requisition • Update/Manage requisition • View purchase orders • View worklist

Department Requisition Processor	
Relationships with Other Roles	• 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

Department Requisition Approver 1	
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	• Create and approve requisitions
Role Responsibilities	• View requisitions • Approve, deny, push back, assign an ad hoc, or hold requisitions • View worklist • Enter approval comments • Review requisitions • Designate alternate approver

Department Requisition Approver 1	
Relationships with Other Roles	• 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

Department Requisition Approver 2	
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	• Create and approve requisitions
Role Responsibilities	• View requisitions • Approve, deny, push back, assign an ad hoc, or hold requisitions • View worklist • Enter approval comments • Review requisitions • Designate alternate approver

Department Requisition Approver 2	
Relationships with Other Roles	• 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

Requisition Ad Hoc Approver	
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	• Create and approve requisitions
Role Responsibilities	• View requisitions • Approve, deny, push back, assign an ad hoc, or hold requisitions • View worklist • Enter approval comments • Designate alternate approver

Requisition Ad Hoc Approver	
Relationships with Other Roles	• 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

Department Buyer	
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	• Manage purchase orders
Role Responsibilities	• 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

Department Buyer	
Relationships with Other Roles	• 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

Department Advanced Buyer	
Role Description	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.
Related Business Processes	• Manage purchase orders

Department Advanced Buyer	
Role Responsibilities	• 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	• Includes additional access associated with the Department PO Buyer, Department 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/Reviewer to the requisition approval process • Can be assigned the Department Requisition Processor, Department Approver, or Requisition 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 • 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

DGS Buyer	
Role Description	The DGS 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.

DGS Buyer	
Related Business Processes	• Manage purchase orders
Role Responsibilities	• 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
Relationships with Other Roles	• 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

Department PO Processor	
Role Description	The department end user who creates POs and updates open POs.

Department PO Processor	
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Enter POs • Update open POs
Relationships with Other Roles	• 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

Department PO Approver 1	
Role Description	The department end user who approves department POs. This approval step is intended as a first-level/program approval.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Approve POs • Deny POs • Hold POs • Designate an alternate approver

Department PO Approver 1	
Relationships with Other Roles	• 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

Department PO Approver 2	
Role Description	The department end user who approves department POs. This approval step is intended as a second-level approval and accounting/budget review.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Approve POs • Deny POs • Push back POs • Hold POs • Designate an alternate approver • Insert ad hoc approver • Cancel and amend requisition actions • Budget check (encumber) POs

Department PO Approver 2	
Relationships with Other Roles	• 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 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

Department PO Approver 3	
Role Description	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.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Approve POs • Deny POs • Push back POs • Hold POs • Designate an alternate approver

Department PO Approver 3	
Relationships with Other Roles	• 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

Department PO Approver 4	
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	• Manage purchase orders
Role Responsibilities	• Approve POs • Deny POs • Push back POs • Hold POs • Designate an alternate approver

Department PO Approver 4	
Relationships with Other Roles	• 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

PO Ad Hoc Approver	
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	• Manage purchase orders
Role Responsibilities	• Approve POs • Deny POs • Push back POs • Hold POs • Designate an alternate approver

PO Ad Hoc Approver	
Relationships with Other Roles	• 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

Department PO Reporter	
Role Description	The department end user who has access to run procurement reports for their department.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Manage requisition reports • Manage purchase order reports • Manage receiving reports • Manage p-card reports • Manage encumbrance reports
Relationships with Other Roles	• Creates and runs reports that may be shared with department end users • Can be combined with Confidential User to add/update confidential purchasing information

Department PO Configuration Maintainer	
Role Description	The department end user who maintains procurement configuration items.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Manage procurement configuration items specific to department • View procurement configuration items
Relationships with Other Roles	• Views procurement configuration and updates department-specific configuration to be used by all procurement roles

PO Configuration View Only	
Role Description	The department or central end user who can only view procurement configuration items.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• View procurement configuration items
Relationships with Other Roles	• Views procurement configuration items to be used by all procurement roles • Can be combined with Confidential User to add/update confidential purchasing information

Department Receiving Processor	
Role Description	The department end user who manages the receipt of goods and services.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• 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

Department Receiving Inspector	
Role Description	The department end user who enters receiving inspection results, including acceptance testing.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• View receipts • Inspect stock received • Enter inspection transaction • View inspection
Relationships with Other Roles	• Inspects goods and services entered by the Department Receiving Processor

Department RTV Processor	
Role Description	The department end user who enters a Return To Vendor (RTV) transaction.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• 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

PO View Only	
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	• Manage purchase orders
Role Responsibilities	• View POs • View requisitions • View receipts

PO View Only	
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 • Recommended role for Department AP Processor, Department AP Approvers 1-2, Department AP Supervisor, Department AP Maintainer, and SCO AP Approvers 1-3

Department P-Card Req User	
Role Description	The department end user who can assign p-card as a recommended payment mechanism on a requisition.
Related Business Processes	• Process procurement card transactions
Role Responsibilities	• Assign p-card to requisitions
Relationships with Other Roles	• Includes additional access associated with the Department PO Requester

Department P-Card PO User	
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	• Process Procurement Card transactions

Department P-Card PO User	
Role Responsibilities	• Review and approve p-card requisition • Use p-card on POs
Relationships with Other Roles	• Includes additional access associated with the Department PO Buyer

Department P-Card Reconciler	
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	• Process procurement card transactions
Role Responsibilities	• 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	• 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

Department P-Card Approver	
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	• Process procurement card transactions
Role Responsibilities	• View p-card transactions • Approve p-card transactions
Relationships with Other Roles	• 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

Department P-Card Reviewer	
Role Description	The department end user who reviews p-card statements and accesses p-card reports for the department.
Related Business Processes	• Process Procurement Card transactions
Role Responsibilities	• View p-card statements • Run p-card reports
Relationships with Other Roles	• 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

SCO PO Reporter	
Role Description	Creates queries and runs procurement reports for all departments.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Manage requisition reports • Manage purchase order reports • Manage receiving reports • Manage p-card reports • Manage encumbrance reports
Relationships with Other Roles	• Creates queries and runs reports and queries that may be shared with other central and/or department end users • Can be combined with Confidential User to add/update confidential purchasing information

DGS PO Reporter	
Role Description	Creates queries and runs procurement reports for all departments.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Manage requisition reports • Manage purchase order reports • Manage receiving reports • Manage p-card reports • Manage encumbrance reports
Relationships with Other Roles	• Creates queries and runs reports and queries that may be shared with other central and/or department end users • Can be combined with Confidential User to add/update confidential purchasing information

Confidential User	
Role Description	The central and 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.
Related Business Processes	• 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
Role Responsibilities	• Add/Update confidential purchasing information • Add/Update confidential accounts payable information • Add/Update confidential vendor information
Relationships with Other Roles	• 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, Department PO View Only, and Central PO Reporter • 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)

Department SCPRS Processor	
Role Description	Future Wave, Deferred, and Exempt department user from a department not in FI$Cal who can record FI$Cal SCPRS transactions.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Enter order and contract information in FI$Cal SCPRS
Relationships with Other Roles	• Includes additional access associated with the Vendor Viewer and the Department PO Reporter roles • Department Vendor Processor role may be requested for the SCPRS Processor

DGS SB/DVBE Cert Processor	
Role Description	DGS user that has access to review and process certification applications, including entering applications submitted by hard copy.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Review SB/DVBE applications
Relationships with Other Roles	• Includes additional access associated with the Vendor Viewer role and the DGS Reporter role

DGS SB/DVBE Cert Viewer	
Role Description	DGS user that has access to view certification applications and information.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Review SB/DVBE applications
Relationships with Other Roles	• Includes additional access associated with the Vendor Viewer role

DGS SB/DVBE Cert Approver	
Role Description	DGS user that reviews and approves SB/DVBE certification application.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Approve SB/DVBE applications • Insert ad hoc approvers/reviewers
Relationships with Other Roles	• Includes additional access associated with the Vendor Viewer, DGS Reporter, and DGS SB/DVBE Cert Ad Hoc Approver • This user may insert ad hoc approvers • May send applications back to applicant for changes to the application

DGS SB/DVBE Cert Manager	
Role Description	DGS user that can assign the certification application to different Certification Officers.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Assign certification application to Certification Officer
Relationships with Other Roles	• Assigns applications to DGS SB/DVBE Cert Officer

DGS SB/DVBE Cert Officer	
Role Description	DGS user that reviews and updates SB/DVBE certification application.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Update SB/DVBE applications
Relationships with Other Roles	• Includes additional access associated with the Vendor Viewer and DGS Reporter • May send applications back to applicant for changes to the application

DGS SB/DVBE Cert Ad Hoc Approver	
Role Description	DGS user that reviews and approves SB/DVBE certification application when added to the approvals.

DGS SB/DVBE Cert Ad Hoc Approver	
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Approve SB/DVBE applications when added to the approval workflow
Relationships with Other Roles	• Includes additional access associated with the Vendor Viewer role and DGS Reporter role • This user may insert ad hoc approvers • May send applications back to applicant for changes to the application

DGS Certification Configuration Maintainer	
Role Description	DGS user that enters and modifies certification configuration.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Enter and/or update certification configuration
Relationships with Other Roles	• Includes additional access associated with the Vendor Viewer role and DGS Reporter role • Enters configuration information, e.g. eligibility questions, that the system and SB/DVBE Cert Approvers use in their review/approval of applications

Non-FI$Cal Department CSCR Processor	
Role Description	Future Wave, Deferred, and Exempt department users who will post solicitations and progress payments in California State Contracts Register CSCR.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Enter solicitations for posting to CSCR • Enter progress payments for posting in CSCR
Relationships with Other Roles	• Includes additional access associated with the Vendor Viewer role and Department Reporter role • Creates entries for CSCR that are sent for approval by the CSCR approver prior to posting • Receives denied transactions from Approvers that may need modification and resubmission prior to posting

Non-FI$Cal Department CSCR Approver	
Role Description	Future Wave, Deferred, and Exempt department users who will approve entries prior to posting solicitations in CSCR.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Approve solicitations for posting in CSCR
Relationships with Other Roles	• Includes additional access associated with the Vendor Viewer, Non- FI$Cal CSCR Ad Hoc Approver, and Department Event Approver roles • Approves entries submitted by CSCR processor • May deny items for posting that will go back to the CSCR processor

Non-FI$Cal CSCR Ad Hoc Approver	
Role Description	Future Wave, Deferred, and Exempt department users who will approve entries prior to posting solicitations in CSCR on an ad hoc basis.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Approve solicitation for posting in CSCR on an ad hoc basis
Relationships with Other Roles	• Includes additional access associated with the Vendor Viewer and Department Event Ad Hoc Approver roles • Approves entries submitted by CSCR Processor • May deny items for posting that will go back to the CSCR Processor

DGS Item Processor	
Role Description	DGS user that creates and maintains the Item Master.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Create and update Item IDs in FI$Cal
Relationships with Other Roles	• Includes additional access associated with the Vendor Viewer role, Department PO View, Department Contract View, and DGS PO Reporter • Creates and updates items for Leveraged Procurement Agreements (LPAs)

Department Item Upload Processor	
Role Description	The department end user that uploads item files. This role is only applicable for CalPIA and DGS.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Uploads items to the item master using file upload
Relationships with Other Roles	• Creates or updates items by doing a file upload as requested by Department Contract Buyers

Department P-Card Maintainer	
Role Description	The end user who manages p-card administration activities for the department.
Related Business Processes	• Process p-card transactions
Role Responsibilities	• Add or update cardholder profiles • Modify approved transactions • Maintain proxy • Maintain cardholder distribution
Relationships with Other Roles	• Includes additional access associated with the Department P-Card Reporter • Provides administration for all Department P-Card roles

Department Item Viewer	
Role Description	The department end user who views item information.

Department Item Viewer	
Related Business Processes	• Maintain items
Role Responsibilities	• View items
Relationships with Other Roles	• Views items uploaded by the DGS, Central, and Department Item Processors

Department Event Buyer	
Role Description	The department end user that creates/modifies solicitation events.
Related Business Processes	• Manage sourcing
Role Responsibilities	• 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

Department Event Buyer	
Relationships with Other Roles	• 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

Department Event Collaborator	
Role Description	The department end user that reviews and provides suggested markups to events prior to approval and posting.
Related Business Processes	• Manage sourcing
Role Responsibilities	• Review and mark up event draft
Relationships with Other Roles	• Includes additional access associated with the Department Reporter role • Receives collaborations drafts from the Event Buyer • Sends markups back to the Event Buyer

Department Event Approver	
Role Description	The department end user that approves solicitation events.
Related Business Processes	• Manage sourcing

Department Event Approver	
Role Responsibilities	• Approve sourcing event prior to posting
Relationships with Other Roles	• 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

Department Event Ad Hoc Approver	
Role Description	The department end user that can be inserted as an approver as needed.
Related Business Processes	• Manage sourcing
Role Responsibilities	• Approve sourcing event prior to posting on an ad hoc basis
Relationships with Other Roles	• Receives events for approval from the Event Buyer • Denies events that go back to the Event Buyer for modification and resubmission

Event Bidder	
Role Description	External user that has registered to be a bidder with State of CA and can receive and submit bids online, and does self-service maintenance of their address, contacts, and commodity registrations. This user can apply for certification. If certified, this user can view and maintain their certification profile.

Event Bidder	
Related Business Processes	• Manage sourcing
Role Responsibilities	• View bid opportunities from the portal or by email invitation • Submit bids online or by paper • Review and modify via self-service contact/address/ commodity registration • Maintain certification profile • View contracts/POs that identified the vendor as a sub-contractor • View/Post contractor ads in FI$Cal CSCR
Relationships with Other Roles	• View bid invitations from the Event Buyer by email or by looking up the portal • Submits bid responses that Event Buyer will open after bid end date is reached • Submits paper responses that Event Buyer will key on their behalf

Department Solicitation Viewer	
Role Description	The department end user that can view solicitation information.
Related Business Processes	• Manage sourcing
Role Responsibilities	• View solicitation user
Relationships with Other Roles	• Views solicitations created by Department Event Buyers, including approved solicitations

Department Plan Owner	
Role Description	The department end user that creates Sourcing Project Plan.
Related Business Processes	• Manage sourcing
Role Responsibilities	• Create solicitation plan • Submit solicitation plan for approval
Relationships with Other Roles	• Creates solicitation plans for approval by the Department Plan Approver • Assigns Department Task Owners to solicitation plans

Department Plan Approver	
Role Description	The department end user that approves Sourcing Project Plan.
Related Business Processes	• Manage sourcing
Role Responsibilities	• Approve solicitation plan
Relationships with Other Roles	• Approve solicitation plans created by the Department Plan Owner

Department Task Owner	
Role Description	The department end user that is assigned tasks in the project plan.
Related Business Processes	• Manage sourcing

Department Task Owner	
Role Responsibilities	• Complete assigned solicitation plan tasks and mark for completion
Relationships with Other Roles	• Complete tasks assigned by the Department Plan Owner

DGS Event Administrator	
Role Description	DGS user that can maintain event configuration.
Related Business Processes	• Manage sourcing
Role Responsibilities	• Manages solicitation event configuration
Relationships with Other Roles	• Maintains configuration items used by Department Event Buyer, Department Event Collaborator, Department Event Approver, Department Event Ad Hoc Approver, Event Bidder, Department Solicitation Viewer, and eSupplier roles

eSupplier	
Role Description	External user that is already a vendor in FI$Cal that has registered and obtained credentials to do online self-service maintenance and inquiries.
Related Business Processes	• Manage sourcing

eSupplier	
Role Responsibilities	• View bid opportunities from the portal or by email invitation • Submit bids online or by paper • Review and modify via self-service contact/address/ commodity registration • Self-service inquiry of PO, Contract, Receipt, Voucher, and Payment Information • View/Post contractor ads in FI$Cal CSCR
Relationships with Other Roles	• View bid invitations by email or by looking up on the portal • Submits bid responses that Event Buyer will open after bid end date is reached

Department Contract Buyer	
Role Description	The department end user that creates/modifies transactional contracts.
Related Business Processes	• Administer vendor contract
Role Responsibilities	• Create/modify transactional contracts and contract documents • Create scheduled contract releases • Insert ad hoc contract approvers
Relationships with Other Roles	• 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

DGS Contract Buyer	
Role Description	DGS user that creates/modifies leveraged procurement agreements.
Related Business Processes	• Administer vendor contract
Role Responsibilities	• Create/modify leveraged procurement agreements • Mark Statewide box in the Contract header to denote a contract to be an LPA
Relationships with Other Roles	• Includes additional access associated with the Department Solicitation Viewer, Department PO Viewer, Department Item Viewer, Vendor Viewer, and Department Document Library Viewer • Create leveraged procurement agreements that are submitted for approval to the Contract Approvers

Department Contract Document Collaborator	
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	• Administer vendor contract
Role Responsibilities	• Review and edit documents sent for collaboration
Relationships with Other Roles	• Includes additional access associated with the Department Solicitation Viewer role • Receives documents routed for review/edits by Department Contract Buyer

DGS Contract Document Collaborator	
Role Description	DGS 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	• Administer vendor contract
Role Responsibilities	• Review and edit documents sent for collaboration
Relationships with Other Roles	• Includes additional access associated with the Department Solicitation Viewer role • Receive contract documents routed for review/edits by Department Contract Buyer

Department Contract Approver 1	
Role Description	The department end user that approves transactional contracts and contract documents at the first level.
Related Business Processes	• Administer vendor contract
Role Responsibilities	• Approve/Deny transactional contracts
Relationships with Other Roles	• 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

Department Contract Approver 2	
Role Description	The department end user that approves transactional contracts and contract documents intended for a budget reviewer/ approver.
Related Business Processes	• Administer vendor contract
Role Responsibilities	• Approve/Deny transactional contracts
Relationships with Other Roles	• Includes additional access associated with the Department Solicitation Viewer, Department Contract Viewer, and Department Contract Ad Hoc Approver • Approves contracts coming from Contract Buyers • May deny contracts and send the document back to the Contract buyer for modification

Department Contract Approver 3	
Role Description	The department end user that approves transactional contracts and contract documents for contract amounts less than $50K.
Related Business Processes	• Administer vendor contract
Role Responsibilities	• Approve/Deny transactional contracts

Department Contract Approver 3	
Relationships with Other Roles	• Includes additional access associated with the Department Solicitation Viewer, Department Contract Viewer, and Department Contract Ad Hoc Approver • Approves contracts coming from Contract Buyers • May deny contracts and send the document back to the Contract buyer for modification

Department Contract Approver 4	
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	• Administer vendor contract
Role Responsibilities	• Approve/Deny transactional contracts
Relationships with Other Roles	• Includes additional access associated with the Department Solicitation Viewer, Department Contract Viewer, and Department Contract Ad Hoc Approver • Approves contracts coming from Contract Buyers • May deny contracts and send the document back to the Contract buyer for modification

Contract Ad Hoc Approver	
Role Description	Department or central user that approves transactional contracts when added ad hoc to the approval as needed.

Contract Ad Hoc Approver	
Related Business Processes	• Administer vendor contract
Role Responsibilities	• Approve/Deny contracts when added as an ad hoc approver
Relationships with Other Roles	• Includes additional access associated with the Department Solicitation Viewer and Department Contract Viewer • Approves contracts coming from Contract Buyers or other Contract Approvers • May deny contracts and send the document back to the Contract Buyer for modification

DGS Doc Library Administrator	
Role Description	DGS user that manages (adds, removes, or changes components) the document library.
Related Business Processes	• Administer vendor contract
Role Responsibilities	• Create document library components • Modify/remove or delete components
Relationships with Other Roles	• Creates library components that will be submitted to approvers for review and approval

Department Contracts Viewer	
Role Description	The department end user that views contract information.
Related Business Processes	• Administer vendor contract

Department Contracts Viewer	
Role Responsibilities	• View contract information
Relationships with Other Roles	• Views contracts entered in FI$Cal by the department or DGS

DGS Configuration Maintainer	
Role Description	DGS user that maintains statewide procurement configurations.
Related Business Processes	• Administer vendor contract • Manage sourcing
Role Responsibilities	• Maintain configuration values for statewide procurement configurations
Relationships with Other Roles	• Maintains configurations for statewide procurement that Departments will use throughout the procurement and contracting process

DGS PD Billing Administrator	
Role Description	DGS user that can mark transactions as billing deferred or non-billable for DGS Administrative Fees.
Related Business Processes	• Manage purchase order • Administer vendor contract • Manage sourcing
Role Responsibilities	• Review and marks procurement transactions as billing deferred or non-billable for DGS Administrative Fees in accordance with state policies and procedures

DGS PD Billing Administrator	
Relationships with Other Roles	• Selects transactions to be marked as deferred billing or non-billable that have been created and approved by various Procurement roles including Department Buyers, Department Contract Buyers, as well as DGS specific roles

Accounts Payable (AP) 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 (AP) 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
- Department AP Processor
- Department AP Approver 1
- Department AP Approver 2
- Department AP Configuration Maintainer
- Department AP Supervisor
- Department AP Maintainer
- AP Reporter
- AP Viewer
- Department Pay Cycle Processor

- Department Payment Maintainer
- Department 1099 Processor
- AP Confidential Reporter
- Confidential User
- SCO AP Approvers 1-3
- SCO DAR AP Approver
- SCO AP Maintainer
- AP Ad Hoc Approver

Department Vendor Processor	
Role Description	• The department end user who creates a new vendor or adds/modifies vendor address and contact information.
Related Business Processes	• Enter and maintain vendors
Role Responsibilities	• 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	• 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

Vendor Viewer	
Role Description	• The central and department end user who will be able to view vendor information.
Related Business Processes	• Enter and maintain vendors
Role Responsibilities	• View vendor information • Search for vendor • View vendor history • View vendor conversations
Relationships with Other Roles	• 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

Department AP Processor	
Role Description	• The department end user who enters, researches, deletes, and corrects vouchers. Will also be responsible for creating and maintaining control groups.
Related Business Processes	• Create and maintain invoices
Role Responsibilities	• Enter voucher • Research voucher • Delete voucher • Inquire on journal • Enter vouchers using control groups • Process manual payments
Relationships with Other Roles	• Includes additional access associated with the PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles

	• Creates vouchers for review and approval by Department AP Approvers and State Controller's Office (SCO) Approvers • Can be combined with Confidential User to add/update confidential accounts payable information • If combined with Department AP Approver, this user can only act in one capacity on the voucher • Processing manual payments will require a separate User ID. This User ID will be able to run budget checking and matching

Department AP Approver 1	
Role Description	The department end user who is responsible for approving vouchers through workflow.
Related Business Processes	• Create and maintain invoices
Role Responsibilities	• Review voucher • Approve voucher • Push back voucher • Deny voucher • Send workflow notification
Relationships with Other Roles	• Includes additional access associated with the PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, AP Ad Hoc Approver, Department P-Card Reviewer, and Operating Budget Viewer roles • Reviews and approves vouchers created by the Department AP Processor • Can be combined with Confidential User to add/update confidential accounts payable information • If combined with Department AP Processor, this user can only act in one capacity on the voucher

Department AP Approver 2	
Role Description	The department end user who is responsible for understanding the Departmental AP Approver's position and approving vouchers through workflow.
Related Business Processes	• Create and maintain invoices
Role Responsibilities	• Review voucher • Approve voucher • Push back voucher • Deny voucher • Send workflow notification
Relationships with Other Roles	• Includes additional access associated with the PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, AP Ad Hoc Approver, Department P-Card Reviewer, and Operating Budget Viewer roles • Reviews and approves vouchers created by the Department AP Processor • Can be combined with Confidential User to add/update confidential accounts payable information • If combined with Department AP Processor, this user can only act in one capacity on the voucher • Will require penalty of perjury certification

Department AP Configuration Maintainer	
Role Description	The department end user who is responsible for maintaining departmental AP configuration items by business unit.
Related Business Processes	• Create and maintain invoices
Role Responsibilities	• Maintain AP configuration items

Department AP Configuration Maintainer	
Relationships with Other Roles	• Enters and updates the AP configuration items maintained by the department • AP roles use these items to process AP transactions

Department AP Supervisor	
Role Description	The department end user who is responsible for understanding the task of the AP Processor. This will include posting and unposting vouchers with a payment method of check, deleting vouchers, and closing vouchers. Furthermore, the AP Supervisor will be responsible for releasing the hold status on vouchers and creating and maintaining control groups.
Related Business Processes	• Create and maintain invoices
Role Responsibilities	• Enter adjustment or journal vouchers • Research voucher • Inquire on AP journal entries • Release voucher hold status • Manage control groups
Relationships with Other Roles	• Includes additional access associated with the PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles • Familiar with the Department AP Processor's responsibilities • Can be combined with Confidential User to add/update confidential accounts payable information

Department AP Maintainer	
Role Description	The department end user who is responsible for Department AP Supervisor tasks and managing the matching process and SpeedCharts. The end user will also be responsible for commitment control activities.
Related Business Processes	• Create and maintain invoices
Role Responsibilities	• Research voucher information • Close voucher • Delete voucher • Release voucher hold status • Inquire on AP journal entries • Manage matching • Manage SpeedCharts
Relationships with Other Roles	• Includes additional access associated with the PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles • Responsible for Department AP Supervisor tasks • Can be combined with Confidential User to add/update confidential accounts payable information

AP Reporter	
Role Description	The central and department end user who runs payable reports.
Related Business Processes	• Create and maintain invoices
Role Responsibilities	• Run voucher-related reports
Relationships with Other Roles	• 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

AP Viewer	
Role Description	The central and department end user who is able to view voucher and payment information.
Related Business Processes	• Create and maintain invoices
Role Responsibilities	• View voucher information • View payment information
Relationships with Other Roles	• Can view vouchers entered by the Departmental AP Processor • Can be combined with Confidential User to add/update confidential accounts payable information

Department Pay Cycle Processor	
Role Description	The department end user who is responsible for running Pay Cycle, and cancelling and posting payments (checks only).
Related Business Processes	• Process payments
Role Responsibilities	• Run Pay Cycle • View voucher information • View payment information • Cancel payments • Post payments
Relationships with Other Roles	• Approves the Pay Cycle run by the Department AP Payment Processor

Department Payment Maintainer	
Role Description	The department end user who is responsible for cancelling, posting, and escheating payments (checks only).
Related Business Processes	• Process payments
Role Responsibilities	• View voucher information • View payment information • Cancel payments • Post payments • Escheat payments
Relationships with Other Roles	• Includes additional access associated with the PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, and Operating Budget Viewer roles • Voids, stops, or escheats payments through cancellation requests by the Department AP Processor, the Department Pay Cycle Processor, or the Department Payment Processor

Department 1099 Processor	
Role Description	The department end user who is responsible for maintaining 1099 departmental data, running 1099 reports, and processing 1099 adjustments.
Related Business Processes	• 1099 Withholding
Role Responsibilities	• Maintain withholding • Run withholding reports • Process withholding adjustments
Relationships with Other Roles	• Uses vendor withholding information captured by the Department Vendor Processor

AP Confidential Reporter	
Role Description	The user that can view confidential data fields on vendor and voucher records as well as voucher approval pages.
Related Business Processes	• Enter and maintain vendors • Enter and process vouchers
Role Responsibilities	• Enter and review confidential vendor and voucher information
Relationships with Other Roles	• Can view confidential vendor alternate names, confidential voucher attachments, and confidential single payment voucher information

Confidential User	
Role Description	The central and 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.
Related Business Processes	• Create and approve requisitions • Manage purchase orders • Process procurement card transactions • Enter and maintain vendors • Create and maintain invoices • Set up and maintain customers • Collect receivables
Role Responsibilities	• Add/Update confidential purchasing information • Add/Update confidential accounts payable information • Add/Update confidential vendor information

Confidential User	
Relationships with Other Roles	• Adds/Updates confidential vendor information when combined with Department/Central Vendor Processor, Central Vendor Approver, and Vendor Viewer • Adds/Updates confidential accounts payable information when combined Department AP Processor, Department AP Approvers 1-2, Department AP Supervisor, Department AP Maintainer, SCO AP Approvers 1-3, AP Reporter, and AP Viewer • Adds/Updates/Views confidential information when combined with select PO and AR roles (refer to this role under Purchasing Roles and Billing/Accounts Receivable Roles)

SCO AP Approvers 1-3	
Role Description	The SCO end user who is responsible for approving vouchers through workflow and will have ad hoc ability. Will be pooled-defined by the role configuration. The SCO AP Approver 1 gives first approval, the SCO AP Approver 2 gives the second approval, and the SCO AP Approver 3 gives the third approval.
Related Business Processes	• Create and maintain invoices
Role Responsibilities	• View vendor information, history, and conversations • Review voucher • Approve voucher • Pushback voucher • Deny voucher • Send notifications

SCO AP Approvers 1-3	
Relationships with Other Roles	• Includes additional access associated with the PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, AP Ad Hoc Approver, Department P-Card Reviewer, and Operating Budget Viewer roles • Reviews and approves vouchers created by the Central and Department Vendor Processor • Reviews and approves vouchers after the Department AP Approver 2 • Can be combined with Confidential User to add/update confidential accounts payable information

SCO DAR AP Approver	
Role Description	The SCO end user who is responsible for approving direct transfer vouchers.
Related Business Processes	• Create and maintain invoices
Role Responsibilities	• View vendor information, history, and conversations • Review voucher • Approve voucher • Pushback voucher • Deny voucher • Send notifications
Relationships with Other Roles	• Includes additional access associated with the PO View Only, Vendor Viewer, GL Viewer, Appropriation Viewer, AP Ad Hoc Approver, Department P-Card Reviewer, and Operating Budget Viewer roles • Reviews and approves vouchers created by the Central and Department Vendor Processor • Reviews and approves vouchers after the Department AP Approver 2 • Can be combined with Confidential User to add/update confidential accounts payable information

SCO AP Maintainer	
Role Description	The SCO end user who is responsible for posting vouchers.
Related Business Processes	• Create and maintain invoices
Role Responsibilities	• View vendor information • Post voucher • Un-post voucher
Relationships with Other Roles	• Includes additional access associated with the Department P-Card Reviewer role • Posts vouchers created by the Departmental AP Processor and approved by SCO AP Approvers

AP Ad Hoc Approver	
Role Description	The department or central end user who can be added as part of the accounts payable workflow for approving vouchers.
Related Business Processes	• Create and maintain invoices
Role Responsibilities	• Review voucher • Approve voucher • Push back voucher • Deny voucher • Send workflow notification
Relationships with Other Roles	• Recommended role for Department AP Approvers 1-2 and SCO AP Approvers 1-3

Asset Management (AM) 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 (AM) 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
- Department Asset Depreciation Processor
- Department Asset Month-End Processor
- 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
- DGS AM Approver
- Receiving Department Transfer Approver
- DGS Asset Processor

Department Asset Processor	
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	• Acquire assets
Role Responsibilities	• Add owned asset • Integrate physical information from the purchase order and receipt • Integrate financial information from the voucher • View asset information
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

Department Asset Manager	
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.
Related Business Processes	• Maintain assets • Transfer assets • Retire/Reinstate assets
Role Responsibilities	• Manage asset information • Transfer asset • Retire asset • Reinstate asset • View asset information
Relationships with Other Roles	• Manages assets entered by a Department Asset Processor

Department Asset Maintainer	
Role Description	The department end user who manages the physical information associated with assets under their control (Locations, Tag Numbers, Custodians, etc.). This user is not responsible for the recording of any financial information (change in funding).
Related Business Processes	• Maintain assets
Role Responsibilities	• 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

Confidential Asset Maintainer	
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	• Maintain assets
Role Responsibilities	• 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

Department Asset Depreciation Processor	
Role Description	The department end user who reviews and validates the depreciation calculations for their department, including changing the depreciation attributes, as needed, and running depreciation on an ad hoc basis.
Related Business Processes	• Asset depreciation
Role Responsibilities	• Manage depreciation attributes • Run depreciation process
Relationships with Other Roles	• Depreciates assets to be processed and managed by other department asset end users

Department Asset Month-End Processor	
Role Description	The department end user who executes and validates month-end processes for Asset Management.
Related Business Processes	• Asset month-end processing
Role Responsibilities	• Run month-end asset management processes • Execute depreciation close • Create accounting entries • Review and validate GL entries
Relationships with Other Roles	• Runs month-end processes for assets processed and managed by other department asset end users

Asset Viewer	
Role Description	The central and department end user who can view both financial and physical asset information. Department end users will only view assets within their business unit.
Related Business Processes	• Maintain assets
Role Responsibilities	• 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

Department Asset Configuration Maintainer	
Role Description	The department end user who updates and maintains configuration values that are designated as being maintained by departments.
Related Business Processes	• Maintain assets
Role Responsibilities	• Maintain department-maintained asset configuration items

Department Asset Configuration Maintainer	
Relationships with Other Roles	• 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

Department Asset Confidential Reporter	
Role Description	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.
Related Business Processes	• Maintain assets
Role Responsibilities	• 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

Department AM Lease Processor	
Role Description	The department end user that processes leased assets.
Related Business Processes	• Leased assets

Department AM Lease Processor	
Role Responsibilities	• Process leased assets
Relationships with Other Roles	• Includes additional access associated with the AP Viewer role

Department AM Physical Inventory Processor	
Role Description	The department end user that processes physical inventory.
Related Business Processes	• Stocktaking
Role Responsibilities	• Process physical inventory
Relationships with Other Roles	• Includes additional access associated with the AM reporter role to review PI related reports

Department AM Approver 1	
Role Description	The department end user that approves Inter-Unit transfer requests. This is a workflow only role.
Related Business Processes	• Transfer assets
Role Responsibilities	• Approve Inter-Unit transfers requests

Department AM Approver 1	
Relationships with Other Roles	• Includes additional access associated with the Department Asset Viewer to see asset information • Approves of transfers initiated by the Department Asset Manager **Separation of Duty Requirement:** • Role cannot be granted with the AM Approver 2. This is due to SAM 3520.2

Department AM Approver 2	
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	• Transfer assets
Role Responsibilities	• Approve Inter-Unit transfers requests
Relationships with Other Roles	• Includes additional access associated with the Department Asset Viewer to see asset information • Approves of transfers initiated by the Department Asset Manager **Separation of Duty Requirement:** • Role cannot be granted with the AM Approver 2. This is due to SAM 3520.2

DGS AM Approver	
Role Description	DGS user that approves Inter-Unit transfer requests. This is a workflow only role.

DGS AM Approver	
Related Business Processes	• Transfer assets
Role Responsibilities	• Approve Inter-Unit transfers requests
Relationships with Other Roles	• Includes additional access associated with the Department Asset Viewer to see asset information • Approves the transfer after it is approved by the Department AM Approver 1

Receiving Department Transfer Approver	
Role Description	The department end user that approves the receipt of the Inter-Unit transfer.
Related Business Processes	• Transfer assets
Role Responsibilities	• Approves receipt of Inter-Unit transfer
Relationships with Other Roles	• 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

DGS Asset Processor	
Role Description	DGS user that approves and processes Inter-Unit Transfers.

DGS Asset Processor	
Related Business Processes	• Transfer assets
Role Responsibilities	• Approves and Processes Inter-Unit Transfers
Relationships with Other Roles	• Similar to the DGS AM Approver roles, but will also be able to process transfers

Grants Management (GM) 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 (GM) Roles

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

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

Grant Approver	
Role Description	Departmental or Central user that maintains proposals and awards and submits grants proposal.
Related Business Processes	• Create and maintain grants
Role Responsibilities	• Maintain grant proposals and awards • Submit grant proposals

Grant Approver	
Relationships with Other Roles	• 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

Grant Processor	
Role Description	Departmental or Central user that creates and maintains grant proposals and awards.
Related Business Processes	• Create and maintain grants
Role Responsibilities	• Add and maintain grant proposals and awards • Finalize grant budgets
Relationships with Other Roles	• 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

Grant Viewer	
Role Description	Departmental or Central user with display only access to all grant information.
Related Business Processes	• Create and maintain grants
Role Responsibilities	• View only access to grant pages
Relationships with Other Roles	• Includes additional access associated with the Grants Processor role except display only

Grant Reporter	
Role Description	Departmental or Central user with access to run all grant reports and run grants queries.
Related Business Processes	• Create and maintain grants
Role Responsibilities	• Run all grant reports and run grant queries
Relationships with Other Roles	• No overlap with other Grant roles

Customer Contracts Process 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 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

Customer Contracts Processor	
Role Description	Departmental user that creates and maintains contracts.
Related Business Processes	• Create and amend contracts
Role Responsibilities	• Adds and maintains contracts transactions
Relationships with Other Roles	• Same access as Contracts Approver, but can add or activate contracts

Customer Contracts Approver	
Role Description	Departmental user that maintains, amends, and activates contracts.
Related Business Processes	• Create and amend contracts
Role Responsibilities	• Maintain and approves contracts transactions
Relationships with Other Roles	• 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

Customer Contracts Billing Job Processor	
Role Description	Departmental user that processes project and contract billing and project process (milestones).
Related Business Processes	• Process billings and revenue
Role Responsibilities	• Processes contract billing milestones and contract billing
Relationships with Other Roles	• The Central Batch Processor role includes additional access associated with this Customer Contracts Billing Job Processor role

Customer Contracts Revenue Job Processor	
Role Description	Departmental user that processes project and contract revenue.
Related Business Processes	• Process billings and revenue
Role Responsibilities	• Processes contract revenue milestones and contract revenue
Relationships with Other Roles	• The Central Batch Processor role includes additional access associated with this Customer Contracts Revenue Job Processor role

Customer Contracts Viewer	
Role Description	Departmental or central user with display access to all contract information.
Related Business Processes	• Create and amend contracts
Role Responsibilities	• View only access to Contracts transaction pages
Relationships with Other Roles	• Same access as Customer Contracts Processor role, except display only

Customer Contracts Reporter	
Role Description	Departmental or central user with view access to all contract reports and inquiries.

Customer Contracts Reporter	
Related Business Processes	• Create and amend contracts
Role Responsibilities	• Has access to run all customer contract reports and queries
Relationships with Other Roles	• No overlap with other Contracts roles

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 In-Service/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
- DOF Project Processor

Department Project Processor	
Role Description	The department end user who is responsible for additions and updates to the Project, Activity, and Team Definitions.
Related Business Processes	• Create and maintain project • Create and maintain project budgets

Department Project Processor	
Role Responsibilities	• Create projects • Create project budgets • Manage projects • Manage activities • Close projects • Manage project grants • Manage project assets • View project reports
Relationships with Other Roles	• 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 and Central PC Batch Processor

Department PC Job Processor	
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	• Collect, distribute, and price costs • Project capitalization
Role Responsibilities	• Upload project, activity, team, and non-financial data • Run batch process, as required
Relationships with Other Roles	• Has similar abilities to the Central PC Batch Processor, without centrally maintained Project Utilities

PC Reporter	
Role Description	The central and department end user who has access to all PC batch reports and PeopleSoft Query Viewer.
Related Business Processes	• Create and maintain project • Create and maintain project budgets • Collect, distribute, and price costs • Project capitalization
Role Responsibilities	• View project reports • Run queries
Relationships with Other Roles	• Can view reports of all project activities of Department Project Processor and Department PC Job Processor

PC Viewer	
Role Description	The central and department end user who has inquiry access to all project information. This end user typically submits the Project request form.
Related Business Processes	• Create and maintain project
Role Responsibilities	• 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

Department PC Configuration Maintainer	
Role Description	The department end user who is responsible for updates to department PC configuration values.
Related Business Processes	• Create and maintain project • Collect, distribute, and price costs • Project capitalization
Role Responsibilities	• Manage Project Configuration items • View centrally maintained Project Configuration items
Relationships with Other Roles	• Can update department PC configuration items to be used by the Department Project Processor

DOF Project Processor	
Role Description	Responsible for additions and updates to the Project, Activity, and Team Definitions.
Related Business Processes	• Create and maintain project • Create and maintain project budgets
Role Responsibilities	• Create projects (mostly capital outlay) • Create project budgets • Manage projects • Manage activities • Close projects • Manage project grants • Manage project assets • View project reports
Relationships with Other Roles	• Creates and maintains all project information to be processed by Department PC Job Processor and Central PC Batch Processor

Billing/Accounts Receivable Process Overview

The Billing/Accounts Receivable 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 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 AR Item Processor
- Department AR Item Approver
- Department AR Payment Processor
- Department AR Payment Approver
- Department AR Collections Processor
- Department AR Collections Approver
- AR Viewer
- AR Reporter
- Confidential User
- DGS ARF Request Processor
- DGS ARF Request Approver
- Department ARF Request Processor
- Department ARF Request Approver 1

- Department ARF Request Approver 2
- DOF ARF Request Approver
- DGS ARF Administrator

Department Customer Processor	
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	• Set up and maintain customers
Role Responsibilities	• Create customer • Maintain customers • Manage customer conversations • Inactivate customer
Relationships with Other Roles	• Cannot view confidential information entered by Department Confidential Customer Processor

Department Confidential Customer Processor	
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).
Related Business Processes	• Set up and maintain customers

Department Confidential Customer Processor	
Role Responsibilities	• 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

Customer Viewer	
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	• Set up and maintain customers
Role Responsibilities	• View customer information • View customer conversations • Create and view reports • Generate customer extract files
Relationships with Other Roles	• Cannot view confidential information entered by Department Confidential Customer Processor • Creates and runs reports that may be shared with other department end users

Department BI Processor	
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	• Generate and adjust invoices
Role Responsibilities	• 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
Relationships with Other Roles	• Includes additional access associated with the BI Reporter and Customer Viewer roles • Creates and updates bills for review and approval by Department BI Approver

Department BI Approver	
Role Description	The department end user who runs the Finalize and Print Invoice PeopleSoft Job for bills set to Ready status.
Related Business Processes	• Generate and adjust invoices
Role Responsibilities	• Finalize and print invoices • View billing information • Correct billing errors

Department BI Approver	
Relationships with Other Roles	• Includes additional access associated with the BI Reporter and Customer Viewer roles • Approves and finalizes invoices made ready by Department BI Processor

Department BI Adjustment Processor	
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	• Generate and adjust invoices
Role Responsibilities	• Adjust invoices
Relationships with Other Roles	• 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

BI Viewer	
Role Description	The central and department end user who runs inquiries on billing data for a business unit.
Related Business Processes	• Generate and adjust invoices

BI Viewer	
Role Responsibilities	• 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

BI Reporter	
Role Description	The central and department end user who runs reports on billing data for a business unit.
Related Business Processes	• Generate and adjust invoices
Role Responsibilities	• 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

Department AR Item Processor	
Role Description	The department end user who creates a receivable item inside the AR module. This end user will be able to update receivable items, but will not be able to set them to post.
Related Business Processes	• Enter and maintain receivables
Role Responsibilities	• Create and update receivables • View customer receivable information • Manage item details

Department AR Item Processor	
Relationships with Other Roles	• Includes additional access associated with the AR Reporter and Customer Viewer roles • Creates and updates receivables for review and approval by Department AR Item Approver

Department AR Item Approver	
Role Description	The department end user who updates receivable items and sets them to post. This end user may also correct posting errors for receivable items.
Related Business Processes	• Enter and maintain receivables
Role Responsibilities	• View receivable items • View customer receivable information • Update status for posted receivable items • Set receivable items to post • Correct posting errors
Relationships with Other Roles	• Includes additional access associated with the AR Reporter and Customer Viewer roles • Approves receivables from Department Item AR Processor and sets them to post

Department AR Payment Processor	
Role Description	The department end user who enters deposit and payment data based on information from the Department's Cashiering Unit. This end user applies payments to invoices (through worksheets or Payment Predictor).

Department AR Payment Processor	
Related Business Processes	• Process payments
Role Responsibilities	• Enter deposits and payments • Apply payments to invoices • View customer receivable information • Enter customer conversations
Relationships with Other Roles	• Includes additional access associated with the AR Reporter and Customer Viewer roles • Enters payment data from Cashiering Unit that will be sent to Department AR Payment Approver, who will set it to post

Department AR Payment Approver	
Role Description	The department end user who reviews deposit and payment data. This user is able to update accounting information for payments and set the payments to post. This end user will enter the accounting distribution prior to posting miscellaneous receipt payments.
Related Business Processes	• Process payments
Role Responsibilities	• Set payments to post • Code miscellaneous receipt payments • Correct posting errors • View customer receivable information
Relationships with Other Roles	• Includes additional access associated with the AR Reporter and Customer Viewer roles • Reviews and approves payment data entered by the Department AR Payment Processor

Department AR Collections Processor	
Role Description	The department end user who generates customer interactions including dunning letters and customer conversations, updates the status of posted receivables, applies adjustments to receivables, reclassifies receivables, and writes off receivable balances. This end user will not be able to set worksheets to post.
Related Business Processes	• Collect receivables
Role Responsibilities	• Generate dunning letters • Manage customer conversations • View customer receivable information • Update the collection status of posted receivables • Apply adjustments to receivables • Reclassify receivables • Write off balances • View posting errors
Relationships with Other Roles	• Includes additional access associated with the AR Reporter and Customer Viewer roles • Generates worksheets, initiates refund transactions, and initiates write-off requests for review and approval by Department AR Collections Approver

Department AR Collections Approver	
Role Description	The department end user who reviews and approves or denies write-off requests and posts refund transactions. This end user sets worksheets to post, such as Maintenance Worksheets and Transfer Worksheets.
Related Business Processes	• Collect receivables

Department AR Collections Approver	
Role Responsibilities	• View customer information • Approve write-off requests • Set worksheets to post • Correct posting errors
Relationships with Other Roles	• Includes additional access associated with the AR Reporter and Customer Viewer roles • Reviews and determines the approval action for worksheets created by a Department AR Collections Processor

AR Viewer	
Role Description	The central and department end user who runs inquiries on receivable and customer payment data for a business unit.
Related Business Processes	• Enter and maintain receivables • Process payments • Collect receivables
Role Responsibilities	• 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 • View Architecture Revolving Fund Transfer Requests/Workflows (Form 22, 220, 221)

AR Reporter	
Role Description	The central and department end user who runs reports on receivable and customer payment data for a business unit.
Related Business Processes	• Set up and maintain customers • Enter and maintain receivables • Process payments • Collect receivables • Run the Architecture Revolving Fund (ARF) workflow report
Role Responsibilities	• Create customer reports • Create payment reports • Create aging reports • Generate AR extract files
Relationships with Other Roles	• 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

Confidential User	
Role Description	The central and 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.
Related Business Processes	• Create and approve requisitions • Manage purchase orders • Process procurement card transactions • Enter and maintain vendors • Create and maintain invoices • Set up and maintain customers • Collect receivables

Confidential User	
Role Responsibilities	• Add/Update confidential purchasing information • Add/Update confidential accounts payable information • Add/Update confidential vendor information • View confidential accounts receivable information
Relationships with Other Roles	• Views confidential Accounts Receivable information when combined with AR Reporter role • Adds/Updates confidential information when combined with select PO and AP roles (refer to this role under Purchasing Roles and Accounts Payable Roles)

DGS ARF Request Processor	
Role Description	The Department of General Services end user who initiates the ARF transfer request form 22, 220 and 221 and enters the DGS project information.
Related Business Processes	• Create Architecture Revolving Fund transfer request forms 22, 220 and 221 through an electronic workflow
Role Responsibilities	• Enter the information for the DGS PC BU and project related information on the Department ARF Request page • Submit ARF request for approval • View worklist when ARF request is pushed back • Make corrections to DGS project information
Relationships with Other Roles	• Submit ARF request to DGS ARF Request Approver for approval in the workflow • Make corrections to the DGS project information on the Department ARF Request page when pushed back from the DGS ARF Request Approver

DGS ARF Request Approver	
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	• Create Architecture Revolving Fund transfer request forms 22, 220 and 221 through an electronic workflow
Role Responsibilities	• Enter title and telephone number on the ARF Approvers page • View worklist • Review DGS PC BU project information • Approve, deny, pushback or hold the ARF request • Enter comments as needed
Relationships with Other Roles	• Push back to DGS ARF Request Processor • Approve to move workflow to Department ARF Request Processor

Department ARF Request Processor	
Role Description	The department end user who enters the FI$Cal Chartfields and Legacy Chartfields values on the ARF transfer request form 22, 220 and 221.
Related Business Processes	• Create Architecture Revolving Fund transfer request forms 22, 220 and 221 through an electronic workflow
Role Responsibilities	• Add their DOF budget analysts to the DOF Approvers page • View worklist • Enters and validate the FI$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	• 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 end user who performs the first level review and approves the FI$Cal Chartfields and Legacy Chartfields values on the ARF transfer request form 22, 220 and 221.
Related Business Processes	• Create Architecture Revolving Fund transfer request forms 22, 220 and 221 through an electronic workflow
Role Responsibilities	• Enter title and telephone number on the ARF Approvers page • View worklist • Perform first level review of the FI$Cal Chartfield and Legacy Chartfield information • Approve, deny, pushback or hold the ARF request • Enter comments as needed
Relationships with Other Roles	• 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$Cal Chartfields and Legacy Chartfields values on the ARF transfer request form 22, 220 and 221.
Related Business Processes	• Create Architecture Revolving Fund transfer request forms 22, 220 and 221 through an electronic workflow
Role Responsibilities	• Enter title and telephone number on the ARF Approvers page • View worklist • Perform second level review of the FI$Cal Chartfield and Legacy Chartfield information • Approve, deny, pushback or hold the ARF request • Enter comments as needed
Relationships with Other Roles	• Push back to Department ARF Request Approver 1 • Approve to move workflow to DOF ARF Request Approver

DOF ARF Request Approver	
Role Description	The Department of Finance budget analyst who reviews and approves the ARF transfer request.
Related Business Processes	• Create Architecture Revolving Fund transfer request forms 22, 220 and 221 through an electronic workflow
Role Responsibilities	• Enter title and telephone number on the ARF Approvers page • View worklist • Review the ARF transfer request information and verify against related statute. • Approve, deny, pushback or hold the ARF request • Enter comments as needed • Run the Architecture Revolving Fund (ARF) Workflow Report

DOF ARF Request Approver	
Relationships with Other Roles	• Push back to Department ARF Request Approver 2 • Approve in the workflow to send email to SCO ARF Request View, DGS ARF Requestor Processor and Department ARF Request Processor

DGS ARF Administrator	
Role Description	The Department of General Services end user who views ARF request, workflows, and reports.
Related Business Processes	• Create Architecture Revolving Fund transfer request forms 22, 220 and 221 through an electronic workflow.
Role Responsibilities	• Set the Department ARF Request form status to "Cancelled" for SCO denials • Reset/Resubmit the ARF workflow • Run the Architecture Revolving Fund (ARF) Workflow Report
Relationships with Other Roles	• Reset the ARF workflow for DGS ARF Request Processor to re-submit the ARF request form for approval

Cash Management/Treasury Process 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/Treasury Roles

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

- Cash Transfer Processor
- Cash Transfer Approver
- Department CM Journal Processor
- Department CM Report Viewer
- Bank Statement Reconciliation Processor
- STO Cash Position Processor
- STO Bank Account Maintainer
- STO CM Report Viewer

Cash Transfer Processor	
Role Description	The central and department end user who creates and submits requests for Bank Account Transfers between Centralized Treasury System (CTS) Bank accounts.
Related Business Processes	• Manage cash
Role Responsibilities	• Create and submit CTS bank account transfers

Cash Transfer Processor	
Relationships with Other Roles	• Creates and submits transfers for review and approval by Cash Transfer Approver

Cash Transfer Approver	
Role Description	The central and department end user who will review and approve all department requests for transfers between CTS Bank Accounts associated with their business unit security.
Related Business Processes	• Manage cash
Role Responsibilities	• Approve CTS bank account transfers
Relationships with Other Roles	• Reviews and approves transfers submitted by a Cash Transfer Processor

Department CM Journal Processor	
Role Description	The department end user who reviews and updates the journal entries within the Cash Management module and submits them to SCO for review and approval.
Related Business Processes	• Manage cash
Role Responsibilities	• Manage cash management journals
Relationships with Other Roles	• The department end user who reviews and updates the journal entries within the Cash Management module and submits them to SCO for review and approval

Department CM Report Viewer	
Role Description	The department end user who runs reports for Bank Statements, Reconciliation, and Cash Management processing.
Related Business Processes	• Manage cash
Role Responsibilities	• Run cash management reports • View cash management reports
Relationships with Other Roles	• Runs reports that may be shared with other department end users

Bank Statement Reconciliation Processor	
Role Description	The central and department end user who reconciles the Bank Statements for each Departmental Bank Account by reconciling transactions via Automatic, Semi- Manual, or Manual Reconciliation and analyzes exceptions to the reconciliation process.
Related Business Processes	• Reconcile statements
Role Responsibilities	• Review bank statements • Reconcile bank statements • Analyze reconciliation exceptions
Relationships with Other Roles	• Includes additional access associated with the Department CM Report Viewer Role, AP Reporter, AP Viewer, AR Reporter, and AR Viewer roles • Reconcile transactions created by the Department Pay Cycle Processor and Department AR Payment Processor to Bank statements

STO Cash Position Processor	
Role Description	The STO end user who creates and maintains the configuration for Cash Positions, time spans, and cash position Structured Query Language (SQL) for department cash positions.
Related Business Processes	• Manage cash
Role Responsibilities	• Manage cash positions
Relationships with Other Roles	• Maintains Cash Position configuration used by Cash Management end users

STO Bank Account Maintainer	
Role Description	The STO end user who creates and maintains Bank, Bank Branches, and External Account configuration.
Related Business Processes	• Create and maintain banks
Role Responsibilities	• Maintain bank, bank branches, and external account information
Relationships with Other Roles	• Maintains banking information to be used by the Department Pay Cycle Processor, Department AR Payment Processor, and the Bank Statement Reconciliation Processor

STO CM Report Viewer	
Role Description	The STO end user who creates and maintains queries from the Bank Account and Bank Statement tables, and who can run delivered Cash Management reports.
Related Business Processes	• Manage cash
Role Responsibilities	• Manage cash management reports • Run delivered cash management reports
Relationships with Other Roles	• Creates and runs reports based on the activity recorded by the Department Pay Cycle Processor and Department AR Payment Processor

General Ledger (GL) Process 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 GL Journal Processor
- Department GL Journal Approver 1
- Department GL Journal Approver 2
- Department Operating Budget Processor
- Department Operating Budget Approver
- Department Activity Sheet Processor
- Department LD Processor
- Department LD Maintainer
- Allocation Processor

- GL Viewer
- Appropriation Viewer
- Operating Budget Viewer
- GL Reporter
- Department GL Report Viewer
- Department COA Maintainer
- SCO GL Journal Processor
- SCO Appropriation Processor
- SCO Appropriation Approver
- SCO GL Budget Definition Maintainer

Department GL Journal Processor	
Role Description	The department end user who will create journals in the Modified Accrual ledger, run online Edit Check, run online Budget Check, and submit to the journal approval process.
Related Business Processes	• Enter and process journals
Role Responsibilities	• Create journals • Import journals • Edit check journals • Budget check journals • Submit journals • Correct suspense entries
Relationships with Other Roles	• Journals submitted will be routed to the Department GL Journal Approver 1 within own approval pool

Department GL Journal Approver 1	
Role Description	The department end user who is responsible for the first-level approval of department journals from a pooled worklist.

Department GL Journal Approver 1	
Related Business Processes	• Enter and process journals
Role Responsibilities	• Update journals • Approve journals
Relationships with Other Roles	• Reviews and determines the approval action for journals submitted by a Department GL Journal Processor

Department GL Journal Approver 2	
Role Description	The department end user who is responsible for the second-level approval of department journals from a pooled worklist.
Related Business Processes	• Enter and process journals
Role Responsibilities	• Update journals • Approve journals
Relationships with Other Roles	• Reviews and determines the approval action for journals submitted by a Department GL Journal Processor and approved by a Department GL Journal Approver 1

Department Operating Budget Processor	
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.

Department Operating Budget Processor	
Related Business Processes	• Enter and process budget journals
Role Responsibilities	• 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

Department Operating Budget Approver	
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	• Enter and process budget journals
Role Responsibilities	• Enter, update, and post departmental budget journals • Override budget exceptions • Update journals
Relationships with Other Roles	• Posts department-level budget journals created by the Department Operating Budget Processor • Overrides budget exceptions after budget check run by Department GL Journal Processor

Department Activity Sheet Processor	
Role Description	The department end user who loads and updates Activity Sheets using the online Activity Sheet page or the Excel Activity Sheet upload process, and runs the monthly Inbound Activity Sheet Interface (if applicable).
Related Business Processes	• Enter and process labor distribution
Role Responsibilities	• Load Activity Sheets • Upload Activity Sheets • Run Inbound Activity Sheet Interface • View Activity Sheet reports • View labor distribution configuration items
Relationships with Other Roles	• Loads Activity Sheets (if applicable) to be processed by the Department LD Processor

Department LD Processor	
Role Description	The department end user who runs the labor distribution process and labor distribution reports.
Related Business Processes	• Enter and process labor distribution
Role Responsibilities	• Run labor distribution process • Run labor distribution reports • View LD and Activity Sheet reports
Relationships with Other Roles	• Runs the labor distribution process after Activity Sheets (if applicable) are loaded by the Department Activity Sheet Processor • Uses configuration managed by the Central LD Maintainer and Central Employee Maintainer

Department LD Maintainer	
Role Description	The department end user who maintains all department-level configuration for labor distribution.
Related Business Processes	• Enter and process labor distribution
Role Responsibilities	• Manage Labor Distribution Department configuration items • View labor distribution central configuration items
Relationships with Other Roles	• Maintains configuration to be used by Department LD Processor • Uses configuration managed by the Central LD Maintainer and Central Employee Maintainer

Allocation Processor	
Role Description	The central and department end user who processes Allocation Groups and verifies the allocation results. Departments will be given the ability to execute the General Ledger Allocation processes when required.
Related Business Processes	• Process allocations
Role Responsibilities	• Process allocations • Create Allocation Calculation Log Report
Relationships with Other Roles	• Processes allocations so other GL end users can begin reporting other GL transactions

GL Viewer	
Role Description	The central and 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	• Enter and process journals • Enter and process budget journals • Enter and process labor distribution • Process allocations • Process financial statements • Maintain Chart of Accounts
Role Responsibilities	• 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

Appropriation Viewer	
Role Description	The central and department end user who will allow users access to view Statewide Controlling budget information.
Related Business Processes	• Enter and process budget journals
Role Responsibilities	• Run statewide budget inquiries • View override budget date exceptions

Appropriation Viewer	
Relationships with Other Roles	• Recommended role for Department GL Journal Processor, Department GL Journal Approvers 1-2, Department AP Processor, Department AP Approvers 1-2, Department AP Supervisor, Department AP Maintainer, and SCO AP Approvers 1-3

Operating Budget Viewer	
Role Description	The central and department end user who will have access to view department-level budgets using online inquiry screens.
Related Business Processes	• Enter and process budget journals
Role Responsibilities	• Run department-specific budget inquiries • View override budget date exceptions
Relationships with Other Roles	• Recommended role for Department GL Journal Processor, Department GL Journal Approvers 1-2, Department AP Processor, Department AP Approvers 1-2, Department AP Supervisor, Department AP Maintainer, and SCO AP Approvers 1-3

GL Reporter	
Role Description	The central and department end user who will run reports and distribute to the Department GL Report Viewer as required.
Related Business Processes	• Process financial statements
Role Responsibilities	• Run COA values reports • View general ledger reports • View commitment control reports

GL Reporter	
Relationships with Other Roles	N/A

Department GL Report Viewer	
Role Description	The department end user who will receive nightly batch distributed reports and have access to Report Manager.
Related Business Processes	• Process financial statements
Role Responsibilities	• Receive general ledger reports • Receive labor distribution reports
Relationships with Other Roles	N/A

Department GL Configuration Maintainer	
Role Description	The department end user who controls department general ledger configuration work units.
Related Business Processes	• Maintain Chart of Accounts
Role Responsibilities	• Manage journals configuration
Relationships with Other Roles	• Manages departmentally maintained configuration to be used by GL end users

Department COA Maintainer	
Role Description	The department end user who sets up department-owned COA values and maintains SpeedTypes and SpeedCharts. This end user also sets up department default values on the COA translation process.
Related Business Processes	• Maintain Chart of Accounts
Role Responsibilities	• Update COA department values • Manage SpeedTypes • Manage SpeedCharts • Update budget trees
Relationships with Other Roles	• Manages COA configuration to be used by GL end users

SCO GL Journal Processor	
Role Description	The SCO end user who creates journals in the Modified Accrual, Cash Adjustment, and Full Accrual Adjustment ledgers. This end user can also run online edit and budget check, and submit to the journal approval process.
Related Business Processes	• Enter and process journals
Role Responsibilities	• Create journals • Create cash adjustments • Create full accrual adjustments • Import journals • Edit check journals • Budget check journals • Execute Journal Generator • Submit journals • Correct suspense entries

SCO GL Journal Processor	
Relationships with Other Roles	• Submits journals to be approved by GL end users

SCO Appropriation Processor	
Role Description	The SCO end user who has access to create a statewide controlling budget journal and view appropriation transactions interfaced from Hyperion.
Related Business Processes	• Enter and process budget journals
Role Responsibilities	• Enter budget journals
Relationships with Other Roles	• The SCO Appropriation Approver will be notified outside of FI$Cal by the SCO Appropriation Processor if a budget journal is created

SCO Appropriation Approver	
Role Description	The SCO end user who has access to create and post statewide controlling budget journals and post appropriation transactions interfaced from Hyperion.
Related Business Processes	• Enter and process budget journals

SCO Appropriation Approver	
Role Responsibilities	- Enter budget journals - Approve budget journals - View budget check exceptions - View override budget exceptions
Relationships with Other Roles	The SCO Appropriation Approver is notified outside of FI$Cal by the SCO Appropriation Processor if a budget journal is created

SCO GL Budget Definition Maintainer	
Role Description	The SCO end user who maintains the commitment control budget definition for statewide and department budgets.
Related Business Processes	Enter and process budget journals
Role Responsibilities	Manage commitment control budget definition
Relationships with Other Roles	Manages commitment control budget definition for GL end users

Appendix A – Central Roles

This appendix provides supporting information for each FI$Cal end user role designated for central end users.

Central Purchasing Roles

This section provides details for the following Central Purchasing roles:

- Central PO Reporter
- Central PO Configuration Maintainer
- Central P-Card Maintainer
- Central PO Workflow Administrator
- Central Item Processor
- Central Doc Library Administrator

Central PO Reporter	
Role Description	The central end user who creates queries and runs procurement reports for all departments.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Manage requisition reports • Manage purchase order reports • Manage receiving reports • Manage p-card reports • Manage encumbrance reports
Relationships with Other Roles	• Creates queries and runs reports and queries that may be shared with other central and/or department end users • Can be combined with Confidential User to add/update confidential purchasing information

Central PO Configuration Maintainer	
Role Description	The central end user who maintains procurement configuration items.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Manage procurement configuration items for all departments
Relationships with Other Roles	• Manages procurement configuration and updates configuration to be used by all procurement roles

Central P-Card Maintainer	
Role Description	The end user who manages p-card administration activities.
Related Business Processes	• Process procurement card transactions
Role Responsibilities	• Add or update cardholder profiles • Modify error transactions • Modify approved transactions • Maintain proxy • Maintain cardholder distribution
Relationships with Other Roles	• Provides administration for all Department P-Card roles

Central PO Workflow Administrator	
Role Description	The central end user who manages workflow routings.

Central PO Workflow Administrator	
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Receive workflow error notifications • Reroute worklists • Reset, restart, and reassign requisition and purchase order workflows
Relationships with Other Roles	• Manages the workflow routings of requisitions and POs for all department requisition and PO approver roles

Central Item Processor	
Role Description	Central FI$Cal Service Center (FSC) user that creates and maintains the Item Master.
Related Business Processes	• Manage purchase orders
Role Responsibilities	• Create and update Item IDs in FI$Cal
Relationships with Other Roles	• Includes additional access associated with the Vendor Viewer, Department PO Viewer, Department Contract Viewer, and DGS PO Reporter roles • Creates and updates items as requested

Central Doc Library Administrator	
Role Description	FI$Cal Service Center (FSC) user that manages (adds, removes, or changes components) the document library.

Central Doc Library Administrator	
Related Business Processes	• Administer vendor contract
Role Responsibilities	• Create document library components • Modify/remove or delete components
Relationships with Other Roles	• Creates library components that will be submitted to approvers for review and approval

Central Accounts Payable Roles

This section provides details for the following Central Accounts Payable roles:

- Central Vendor Processor
- Central Vendor Approver
- Central Vendor Workflow Administrator
- FI$Cal AP Maintainer
- Central AP Workflow Administrator
- Central AP Configuration Maintainer
- Central Payment Maintainer
- Central 1099 Processor

Central Vendor Processor	
Role Description	The central end user who creates a new vendor or adds/modifies vendor address and contact information.
Related Business Processes	• Enter and maintain vendors
Role Responsibilities	• Create new vendor • Receive and validate Vendor Request Form • Manage duplicate vendor issues • Update vendor information • Send vendor notifications • View vendor information, history, and conversations
Relationships with Other Roles	• Includes additional access associated with the Vendor Viewer role • Creates and updates vendors for review and approval by the Central Vendor Approver • Can be assigned Central Vendor Approver, but will not be able to self-approve • Can be combined with Confidential User to add/update confidential accounts payable information

Central Vendor Approver	
Role Description	The central end user who is responsible for approving a new vendor or vendor data changes in FI$Cal.
Related Business Processes	• Enter and maintain vendors
Role Responsibilities	• Review vendor • Approve vendor • Deny vendor • Send notifications • View vendor information, history, and conversations
Relationships with Other Roles	• Includes additional access associated with the Vendor Viewer role • Reviews and approves vendors created by the Department Vendor Processor and Central Vendor Processor • Can be assigned Central Vendor Processor, but will not be able to self-approve • Can be combined with Confidential User to add/update confidential accounts payable information

Central Vendor Workflow Administrator	
Role Description	The central end user who is responsible for reassigning worklist items as needed.
Related Business Processes	• Enter and maintain vendors
Role Responsibilities	• Reassigns worklist items
Relationships with Other Roles	• Reassigns worklist items, as needed, for other Vendor roles

FI$Cal AP Maintainer	
Role Description	The central end user who is responsible for any Interface processing (voucher build, voucher post, and State Controller's Office (SCO) Interfaces).
Related Business Processes	• Create and maintain invoices • Process payments
Role Responsibilities	• Define general accounts payable and vendor options
Relationships with Other Roles	• Runs processes that provide voucher information for AP end users

Central AP Workflow Administrator	
Role Description	The central end user who is responsible for reassigning worklist items as needed.
Related Business Processes	• Create and maintain invoices
Role Responsibilities	• Reassign worklist items
Relationships with Other Roles	• Reassigns worklist items, as needed, for other Central and Department AP roles

Central AP Configuration Maintainer	
Role Description	The central end user who is responsible for maintaining Accounts Payables configuration items statewide.
Related Business Processes	• Create and maintain invoices
Role Responsibilities	• Maintain statewide AP configuration items
Relationships with Other Roles	• Enters and updates the AP configuration items maintained centrally • These items are used by AP roles in processing AP transactions

Central Payment Maintainer	
Role Description	The central end user who is responsible for canceling, posting, and escheating payments (warrants only).
Related Business Processes	• Process payments
Role Responsibilities	• Cancel payments • Post payments • Escheat payments • View vendor information • View voucher information • View payment information
Relationships with Other Roles	• Voids, stops, or escheats payments through cancellation requests by the Department AP Processor, Central or Department Pay Cycle Processor, or Central or Department Payment Processor

Central 1099 Processor	
Role Description	The central end user who is responsible for maintaining 1099 tables and running 1099 reports.
Related Business Processes	• 1099 withholding
Role Responsibilities	• Manage withholdings • Review vendor information • Enter voucher information
Relationships with Other Roles	• Uses vendor withholding information captured by the Department Vendor Processor and Department AP Processor

Central Asset Management Roles

This section provides details for the following Central Asset Management roles:

- Central Asset Processor
- Central Asset Configuration Maintainer

Central Asset Processor	
Role Description	The central end user who has access and ability to perform all department asset roles.
Related Business Processes	- Acquire assets - Maintain assets - Transfer assets - Retire/Reinstate assets - Asset depreciation
Role Responsibilities	- Facilitate managing asset information - Facilitate adding assets - Facilitate transferring assets - Facilitate retiring/reinstating assets - Facilitate depreciation attributes - Facilitate depreciation process - Facilitate month-end asset management - Run asset reports
Relationships with Other Roles	Includes additional access associated with the Department Asset Processor, Department Asset Manager, Department Asset Maintainer, Department Asset Depreciation Processor, Department Asset Month-End Processor, Asset Viewer, and Department Asset Configuration Maintainer

Central Asset Configuration Maintainer	
Role Description	The central end user who updates and maintains configuration values that are designated as being maintained centrally.
Related Business Processes	• Maintain assets
Role Responsibilities	• Manage centrally maintained asset configuration items
Relationships with Other Roles	• Updates centrally maintained configuration items to be used by asset management end users

Central Grant Management Roles

This section provides details for the following Central Grant Management roles:

- Central GM Config Maintainer
- Central GM Batch Processor

Central GM Config Maintainer	
Role Description	Central user that maintains statewide grants configuration.
Related Business Processes	• Create and maintain grants
Role Responsibilities	• Configures Grants module • Includes grants departmental security configuration along with related tree(s)
Relationships with Other Roles	• Manages grants configuration items used by department and central grant management end users

Central GM Batch Processor	
Role Description	Central user that runs all grants processes.
Related Business Processes	• Create and maintain grants
Role Responsibilities	• Runs all grants processes where a run control ID is required • Add and maintain access to run controls
Relationships with Other Roles	• Manages grants processes run against transactions created by department grants end users

Central Customer Contracts Roles

This section provides details for the following Central Customer Contracts roles:

- Central CA Batch Processor
- Central CA Config Maintainer

Central CA Batch Processor	
Role Description	Central user with access to all contracts batch processes.
Related Business Processes	• Process billings and revenue
Role Responsibilities	• Runs all contracts processes where a run control ID is required • Add and maintain access to run controls
Relationships with Other Roles	• Includes additional access associated with the Billing and Revenue Job Processor roles

Central CA Config Maintainer	
Role Description	Central user that maintains statewide contracts configuration.
Related Business Processes	• Create and amend contracts
Role Responsibilities	• Configures Contracts module
Relationships with Other Roles	• Manages customer contract configuration items used by department and central customer contract end users

Central Project Costing Roles

This section provides details for the following Central Project Costing roles:

- Central Project Processor
- Central PC Batch Processor
- Central PC Configuration Maintainer

Central Project Processor	
Role Description	The central end user who is responsible for additions and updates to the Project, Activity, and Team Definitions.
Related Business Processes	- Create and maintain project - Create and maintain project budgets
Role Responsibilities	- Create projects - Create project budgets - Manage projects - Manage activities - Close projects - Manage project grants - Manage project assets - View project reports
Relationships with Other Roles	Creates and maintains all project information to be processed by Department PC Job Processor and Central PC Batch Processor

Central PC Batch Processor	
Role Description	The central end user who has access to all scheduled PC batch processes.
Related Business Processes	- Collect, distribute, and price costs - Project capitalization

Central PC Batch Processor	
Role Responsibilities	• Upload Project, Activity, Team and non-financial data • Run centrally maintained project utilities
Relationships with Other Roles	• Has similar abilities to the Department PC Batch Processor, with additional Project Utilities to manage

Central PC Configuration Maintainer	
Role Description	The central end user who is responsible for updates to system-wide and departmental PC configuration values.
Related Business Processes	• Create and maintain project • Collect, distribute, and price costs • Project capitalization
Role Responsibilities	• Manage project configuration items • Manage centrally maintained project configuration items • Manage department project installation
Relationships with Other Roles	• Can update centrally maintained configuration items to be used by Department Project Processor

Central Billing/Accounts Receivable Roles

This section provides details for the following Central Billing/Accounts Receivable roles:

- Central AR Workflow Administrator
- Central AR Batch Processor
- Central AR Configuration Maintainer
- Central BI Batch Processor
- Central BI Configuration Maintainer

Central AR Workflow Administrator	
Role Description	The central end user who determines the workflow routing for write-off transactions within the AR module.
Related Business Processes	• Collect receivables
Role Responsibilities	• Create workflow routing for write-offs
Relationships with Other Roles	• Routes workflow for Department AR Collections Processor and Department AR Collections Approver

Central AR Batch Processor	
Role Description	The central end user who runs all scheduled AR batch processes. Examples include the AR Update processes.
Related Business Processes	• Enter and maintain receivables • Process payments • Collect receivables
Role Responsibilities	• Run AR Update process • Run AR Aging process • Run Payment Predictor process • Run AR Interface and Extract File processes

Central AR Batch Processor	
Relationships with Other Roles	• Runs batch processes that affect receivables managed by other end users

Central AR Configuration Maintainer	
Role Description	The central end user who adds and updates configuration elements for the Accounts Receivable module.
Related Business Processes	• Enter and maintain receivables • Process payments • Collect receivables
Role Responsibilities	• Manage AR configuration items
Relationships with Other Roles	• Manages configuration items used by department and central AR end users

Central BI Batch Processor	
Role Description	The central end user who runs all scheduled Billing batch processes, such as the Billing Interface Process, and processes to move Billing data to other modules.
Related Business Processes	• Generate and adjust invoices

Central BI Batch Processor	
Role Responsibilities	- Run Billing Interface process - Run Load Invoices to AP and AR processes - Run Request Budget Check process - Run Convert Currency Amounts process - Run Create Accounting Entries process - Run Pre-Load process - Run Billing Interface and Extract File processes
Relationships with Other Roles	Runs batch processes that affect billing information used by other BI end users

Central BI Configuration Maintainer	
Role Description	The central end user who adds and updates configuration elements for the Billing module.
Related Business Processes	Generate and adjust invoices
Role Responsibilities	Manage BI configuration items
Relationships with Other Roles	Manages Billing configuration items used by department and central BI end users

Central Cash Management/Treasury Roles

This section provides details for the following Central Cash Management/Treasury roles:

- Central Bank Statement Import Processor
- Central Bank Statement Processor
- Central Cash Tree Maintainer

Central Bank Statement Import Processor	
Role Description	The central end user who maintains bank integration configuration and imports bank statements from the State Treasurer's Office (STO) and SCO into the system when the automated batch process has problems.
Related Business Processes	• Reconcile statements
Role Responsibilities	• Import bank statements • View bank, bank branches, and external account information • Accesses the import files from STO and SCO
Relationships with Other Roles	• Imports statements to be used by Central Bank Statement Processor

Central Bank Statement Processor	
Role Description	The central end user who maintains bank integration configuration and performs modifications to bank statements created by the Bank Statement Import process.
Related Business Processes	• Reconcile statements

Central Bank Statement Processor	
Role Responsibilities	• Review bank statements • Update bank statements • Update bank integration configuration
Relationships with Other Roles	• Reviews statements created by the Central Bank Statement Import Processor

Central Cash Tree Maintainer	
Role Description	The central end user who performs maintenance on Cash Position Trees that support the Cash Position Report.
Related Business Processes	• Manage cash
Role Responsibilities	• Manage Cash Position Trees
Relationships with Other Roles	• Provides data for the STO CM Report Viewer

Central General Ledger Roles

This section provides details for the following Central General Ledger roles:

- Central GL Journal Processor
- Central GL Workflow Administrator
- Central GL Batch Processor
- Central Employee Maintainer
- Central LD Processor
- Central LD Maintainer
- Central Allocation Maintainer
- Central GL Close Processor
- Central GL Configuration Maintainer
- Central COA Maintainer

Central GL Journal Processor	
Role Description	The central end user who creates journals in the Modified Accrual, Cash Adjustment, and Full Accrual Adjustment ledgers. A Central Journal Processor can run online Edit and Budget Check, and submit to the journal approval process.
Related Business Processes	• Enter and process journals
Role Responsibilities	• Create journals • Create cash adjustments • Create full accrual adjustments • Import journals • Edit Check journals • Budget Check journals • Execute Journal Generator • Submit journals • Correct Suspense Entries
Relationships with Other Roles	• Submits journals to be approved by GL end users

Central GL Workflow Administrator	
Role Description	The central end user who configures and maintains the SCO and departmental journal workflow. A FI$Cal central entity will be responsible for working with departments to confirm the required journal workflow is functioning properly.
Related Business Processes	• Enter and process budget journals
Role Responsibilities	• Manage journal workflow
Relationships with Other Roles	• Manages the workflow of Department GL Journal Processor, Department GL Journal Approvers 1-2, Central GL Journal Processor, SCO Appropriation Processor, and SCO Appropriation Approver

Central GL Batch Processor	
Role Description	The central end user who runs all scheduled batch processes. Batch processes can be scheduled as a daily or night batch process. Examples of processes are journal generator and post.
Related Business Processes	• Enter and process journals • Enter and process budget journals • Enter and process labor distribution • Process allocations • Process financial statements • Maintain Chart of Accounts
Role Responsibilities	• Execute journal batch processes • View Chart of Accounts (COA) default values • View general ledger reports • View budget reports • View general ledger configuration items

Central GL Batch Processor	
Relationships with Other Roles	• Runs batch processes so other GL end users can begin reporting and other GL transactions

Central Employee Maintainer	
Role Description	The central end user who manually maintains the statewide confidential employee table when needed.
Related Business Processes	• Enter and process labor distribution
Role Responsibilities	• Manage the confidential, centrally maintained, confidential SSN to Employee ID cross-reference table when an Employee ID is needed before the next Inbound Employee Interface runs
Relationships with Other Roles	• Manages the centrally maintained, confidential employee data to be used by Department LD Maintainer

Central LD Processor	
Role Description	The central end user who runs the monthly Inbound Payroll Interface.
Related Business Processes	• Enter and process labor distribution
Role Responsibilities	• Run Inbound Payroll Interface process • View labor distribution reports
Relationships with Other Roles	• Runs the Inbound Payroll Interface that provides payroll data to be used by Department LD Processor.

Central LD Maintainer	
Role Description	The central end user who maintains all statewide configuration for labor distribution.
Related Business Processes	• Enter and process labor distribution
Role Responsibilities	• Manage labor distribution central configuration items • View labor distribution department configuration items
Relationships with Other Roles	• Manages the non-confidential centrally maintained configuration to be used by Department LD Maintainer

Central Allocation Maintainer	
Role Description	The central end user who creates and maintains allocation rules and groups.
Related Business Processes	• Process allocations
Role Responsibilities	• Manage allocations
Relationships with Other Roles	• Maintains the allocation configuration to be used by Allocation Processor

Central GL Close Processor	
Role Description	The central end user who runs close processes and closes accounting periods.

Central GL Close Processor	
Related Business Processes	• Process financial statements
Role Responsibilities	• Run close processes • Run budget close • Close accounting period
Relationships with Other Roles	• Closes periods so other GL end users can begin reporting other GL transactions

Central GL Configuration Maintainer	
Role Description	The central end user who controls centrally maintained configuration work units. Examples are Ledger, GL Business Unit, TableSet Control definitions, and system- wide Installation Options.
Related Business Processes	• Maintain Chart of Accounts
Role Responsibilities	• Manage general ledger configuration items • Manage journal configuration items • Manage Audit ChartFields • Manage business unit configuration items • Manage system-wide definitions • Manage security configuration items
Relationships with Other Roles	• Manages the centrally maintained configuration to be used by GL end users

Central COA Maintainer	
Role Description	The central end user who sets up COA values and trees, and maintains the combination edit definitions and rules. This end user also maintains the COA translation tables and rules.
Related Business Processes	• Maintain Chart of Accounts
Role Responsibilities	• Manage COA values • Manage Budget Trees • Manage Combination Edits • Maintain COA Translation Tables
Relationships with Other Roles	• Manages the COA configuration as a foundation to the configuration maintained by Department COA Maintainer and used by GL end users

Appendix B

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.

Budgeting

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

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

FI$Cal Budgeting End User Role to Business Process Map

FI$Cal End User Role	Maintain Position Budget Cost Drivers	Reconcile Authorized Positions	Initiate Budget Development Process	Prepare Departmental Budget Submission	Allocate and Monitor Departmental Spending Plans	Prepare Appropriation Adjustment	Review Legislative Actions	Support Reconciliation	Provide Ongoing Budget Guidance	Develop Governor's Budget	Manage Budget Legislation	Analyze and Adjust Appropriation Adjustment	Administer the Budget	Transfer Budget to the Accounting System
Department Budget Processor			X	X		X								
Department Budget Approver				X		X								
Budget Viewer			X						X	X	X	X		
DOF Budget Processor			X						X	X	X	X		
DOF Budget Approver			X						X	X	X	X		
Legislative Budget Processor							X	X						

Purchasing

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

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

FI$Cal Purchasing 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	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transaction	Enter and Maintain Vendors	Create and Maintain Invoices
Department Requester	X									
Department Requisition Processor	X									
Department Requisition Approver 1-2	X									
Requisition Ad Hoc Approver	X									
Department Buyer		X								
Department Advanced Buyer		X								
DGS Buyer		X								
Department PO Processor		X								
Department PO Approver 1-4		X								
PO Ad Hoc Approver		X								
Department PO Reporter		X								
Department PO Configuration Maintainer		X								
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								

FI$Cal End User Role	FI$Cal Purchasing Processes									
	Set Up and Maintain Customers	Generate and Adjust Invoices	Enter and Maintain Receivables	Process Payments	Collect Receivables	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transaction	Enter and Maintain Vendors	Create and Maintain Invoices
Department P-Card Reconciler			X							
Department P-Card Approver			X							
Department P-Card Reviewer			X							
SCO PO Reporter		X								
DGS PO Reporter		X								
Confidential User	X	X	X			X	X	X	X	
Department SCPRS Processor		X								
DGS SB/DVBE Cert Processor		X								
DGS SB/DVBE Cert Viewer		X								
DGS SB/DVBE Cert Approver		X								
DGS SB/DVBE Cert Manager		X								
DGS SB/DVBE Cert Ad Hoc Approver		X								
DGS Certification Configuration Maintainer		X								
Non-FI$Cal Department CSCR Processor		X								
Non-FI$Cal Department CSCR Approver		X								
Non-FI$Cal CSCR Ad Hoc Approver		X								
DGS Item Processor		X								
Department Item Upload Processor		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						
Event Bidder				X						
Department Solicitation Viewer				X						
Department Plan Owner				X						
Department Plan Approver				X						
Department Task Owner				X						
DGS Event Administrator			X							

FI$Cal End User Role	Set Up and Maintain Customers	Generate and Adjust Invoices	Enter and Maintain Receivables	Process Payments	Collect Receivables	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transaction	Enter and Maintain Vendors	Create and Maintain Invoices
FI$Cal Purchasing Processes										
eSupplier				X						
Department Contract Buyer					X					
DGS Contract Buyer					X					
Department Contract Document Collaborator					X					
DGS Contract 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					
DGS Doc Library Administrator					X					
Department Contracts Viewer					X					
DGS PD Billing Administrator		X								
DGS Configuration Maintainer					X					
Central PO Reporter		X								
Central PO Configuration Maintainer		X								
Central P-Card Maintainer			X							
Central PO Workflow Administrator		X								
Central Item Processor		X								
Central Doc Library Administrator					X					

Accounts Payable

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

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

FI$Cal Accounts Payable End User Role to Business Process Map

FI$Cal End User Role	Enter and Maintain Vendors	Create and Maintain Invoices	Process Payments	1099 Withholding	Enter and Maintain Vendors	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transactions	Set Up and Maintain Customers	Collect Receivables
Department Vendor Processor	X									
Vendor Viewer	X									
Department AP Processor		X								
Department AP Approver 1 - 2		X								
Department AP Configuration Maintainer		X								
Department AP Supervisor		X								
Department AP Maintainer		X								
AP Reporter		X								
AP Viewer		X								
Department Pay Cycle Processor			X							
Department Payment Maintainer			X							
Department 1099 Processor				X						
AP Confidential Reporter	X				X					
Confidential User	X	X				X	X		X	X
SCO AP Approvers 1-3		X								
SCO AP Maintainer		X								
AP Ad Hoc Approver		X								
Central Vendor Processor	X									
Central Vendor Approver	X									

Asset Management

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

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

FI$Cal Asset Management End User Role to Business Process Map

FI$Cal End User Role	FI$Cal Asset Management Processes									
	Acquire Assets	Leased Assets	Maintain Assets	Transfer Assets	Retire/Reinstate Assets	Asset Month-End Processing	Asset Depreciation	Asset Stocktaking	Run Asset Reports	Stocktaking
Department Asset Processor	X									
Department Asset Manager			X	X	X					
Department Asset Maintainer			X							
Confidential Asset Maintainer			X							
Department Asset Depreciation Processor							X			
Department Asset Month-End Processor						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						
DGS Approver				X						
Receiving Department Transfer Approver				X						
DGS Asset Processor				X						
Central Asset Processor	X		X	X	X		X			
Central Asset Configuration Maintainer			X							

Grant Management

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

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

Grant Management FI$Cal End User Role to Business Process Map

FI$Cal End User Role	FI$Cal Grant Management Processes — Create and Maintain Grants
Grant Approver	X
Grant Processor	X
Grant Viewer	X
Grant Reporter	X
Central GM Config Maintainer	X
Central GM Batch Processor	X

Customer Contracts

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

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

FI$Cal Customer Contracts End User Role to Business Process Map

FI$Cal End User Role	FI$Cal Customer Contracts Processes	
	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		X
Central CA Batch Processor		X
Customer Contracts Viewer	X	
Customer Contracts Reporter	X	
Central CA Batch Processor		X
Central CA Config Maintainer	X	

Project Costing

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

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

FI$Cal 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
DOF Project Processor	X	X		
Central Project Processor	X	X		
Central PC Batch Processor			X	X
Central PC Configuration Maintainer	X		X	X

Billing/Accounts Receivable

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

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

FI$Cal 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	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transaction	Enter and Maintain Vendors	Create and Maintain Invoices
Department Customer Processor	X									
Department Confidential Customer	X									
Customer Viewer	X									
Department BI Processor		X								
Department BI Approver		X								
Department BI Adjustment Processor		X								
BI Viewer		X								
BI Reporter		X								
Department AR Item Processor			X							
Department AR Item Approver			X							
Department AR Payment Processor				X						
Department AR Payment Approver				X						
Department AR Collections Processor					X					
Department AR Collections Approver					X					
AR Viewer			X	X	X					
AR Reporter	X		X	X	X					
Confidential User	X				X	X	X	X	X	X
Central AR Workflow Administrator			X	X	X					

FI$Cal End User Role	FI$Cal Billing/Accounts Receivable Processes									
	Set Up and Maintain Customers	Generate and Adjust Invoices	Enter and Maintain Receivables	Process Payments	Collect Receivables	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transaction	Enter and Maintain Vendors	Create and Maintain Invoices
Central AR Batch Processor			X	X	X					
Central AR Configuration Maintainer			X	X	X					
Central BI Batch Processor		X								
Central BI Configuration Maintainer		X								

Cash Management/Treasury

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

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

FI$Cal Cash Management/Treasury End User Role to Business Process Map

FI$Cal End User Role	FI$Cal Cash Management/Treasury Processes		
	Manage Cash	Reconcile Statements	Create and Maintain Banks
Cash Transfer Processor	X		
Cash Transfer Approver	X		
Department CM Journal Processor	X		
Department CM Report Viewer	X		
Bank Statement Reconciliation Processor		X	
STO Cash Position Processor	X		
STO Bank Account Maintainer			X
STO CM Report Viewer	X		
Central Bank Statement Import Processor		X	
Central Bank Statement Processor		X	
Central Cash Tree Maintainer	X		

General Ledger

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

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

FI$Cal General Ledger End User Role to Business Process Map

FI$Cal End User Role	FI$Cal General Ledger Processes					
	Enter and Process Journals	Enter and Process Budget Journals	Enter and Process Labor Distribution	Process Allocations	Process Financial Statements	Maintain Chart of Accounts
Department GL Journal Processor	X					
Department GL Journal Approver 1	X					
Department GL Journal Approver 2	X					
Department Operating Budget Processor		X				
Department Operating Budget Approver		X				
Department Activity Sheet Processor			X			
Department LD Processor			X			
Department LD Maintainer			X			
Allocation Processor				X		
GL Viewer	X	X	X	X	X	X
Appropriation Viewer		X				
Operating Budget Viewer		X				
GL Reporter					X	
Department GL Report Viewer					X	
Department GL Configuration Maintainer						X
Department COA Maintainer						X
SCO GL Journal Processor	X					

FI$Cal End User Role	FI$Cal General Ledger Processes					
	Enter and Process Journals	Enter and Process Budget Journals	Enter and Process Labor Distribution	Process Allocations	Process Financial Statements	Maintain Chart of Accounts
SCO Appropriation Processor		X				
SCO Appropriation Approver		X				
SCO GL Budget Definition Maintainer	X					
Central GL Journal Processor	X					
Central GL Workflow Administrator	X					
Central GL Batch Processor	X	X	X	X	X	X
Central Employee Maintainer			X			
Central LD Processor			X			
Central LD Maintainer			X			
Central Allocation Maintainer				X		
Central GL Close Processor					X	
Central GL Configuration Maintainer						X
Central COA Maintainer						X

Appendix C

This appendix provides a glossary of relevant abbreviations, acronyms, and terms used.

Abbreviations, Acronyms, and Terms	Definition
AP	Accounts Payable
AR	Accounts Receivable
Business Process Workshops (BPWs)	Workshops to provide departments with an overview of the business processes, including key terms and the functionality being implemented.
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.
Control Role	A FI$Cal end user role designated specifically for performing a control function. Partner agencies and/or departments generally perform these roles. Control roles are specific to an individual department/agency and include a prefix identifying that department/agency, e.g., DGS, DOF, Legislative, SCO, and STO.
CA	Customer Contracts
COA	Chart of Accounts
CM	Cash Management
CMF	Customer Master File
CTS	Centralized State Treasury System
Department	State of California organization involved in the implementation of FI$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 Project and department staff.
Department Role	A FI$Cal end user role designated specifically for performing a departmental function.
DGS	Department of General Services

Abbreviations, Acronyms, and Terms	Definition
DOF	Department of Finance
ERPi	Enterprise Resource Planning Integrator
FDM	Financial Data Quality Management
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$Cal end user.
GAAP	Generally Accepted Accounting Principles
GL	General Ledger
GM	Grants Management
IRS	Internal Revenue Service
LD	Labor Distribution
Maintain Configuration	The ability to update configurable options of FI$Cal. These configuration options were either determined by the FI$Cal Project or collected from departments. Details on maintaining configuration by departments or as a central activity will be communicated to departments prior to go live.
P-Card	Procurement Card
PAA	Purchasing Authority Application
PAC	Purchasing Authority Contact
PC	Project Costing
PCO	Procurement and Contracting Officer
PO (business process)	Purchasing
PO (transaction)	Purchase Order
Role Mapping	The process of assigning one or more FI$Cal end user roles to department end users.
RTV	Return To Vendor
SB/DVBE	Small Business/Disabled Veteran Business Enterprise
SCO	State Controller's Office
SCPRS	State Contract and Procurement Registration System
SQL	Structured Query Language
SS	Strategic Sourcing
STO	State Treasurer's Office
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

Abbreviations, Acronyms, and Terms	Definition
XML	Extensible Markup Language