FI$Cal
Financial Information System for California

2016 Release
Role Mapping Workshop

March 10, 2016

Session Agenda

- Purpose, Objectives, and Key Takeaways
- Timeline and Due Dates
- Role Mapping Use and Tools
- Workflow by Module
- Recap & Look Ahead

Ground Rules & Guiding Principles

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

PURPOSE & OBJECTIVES

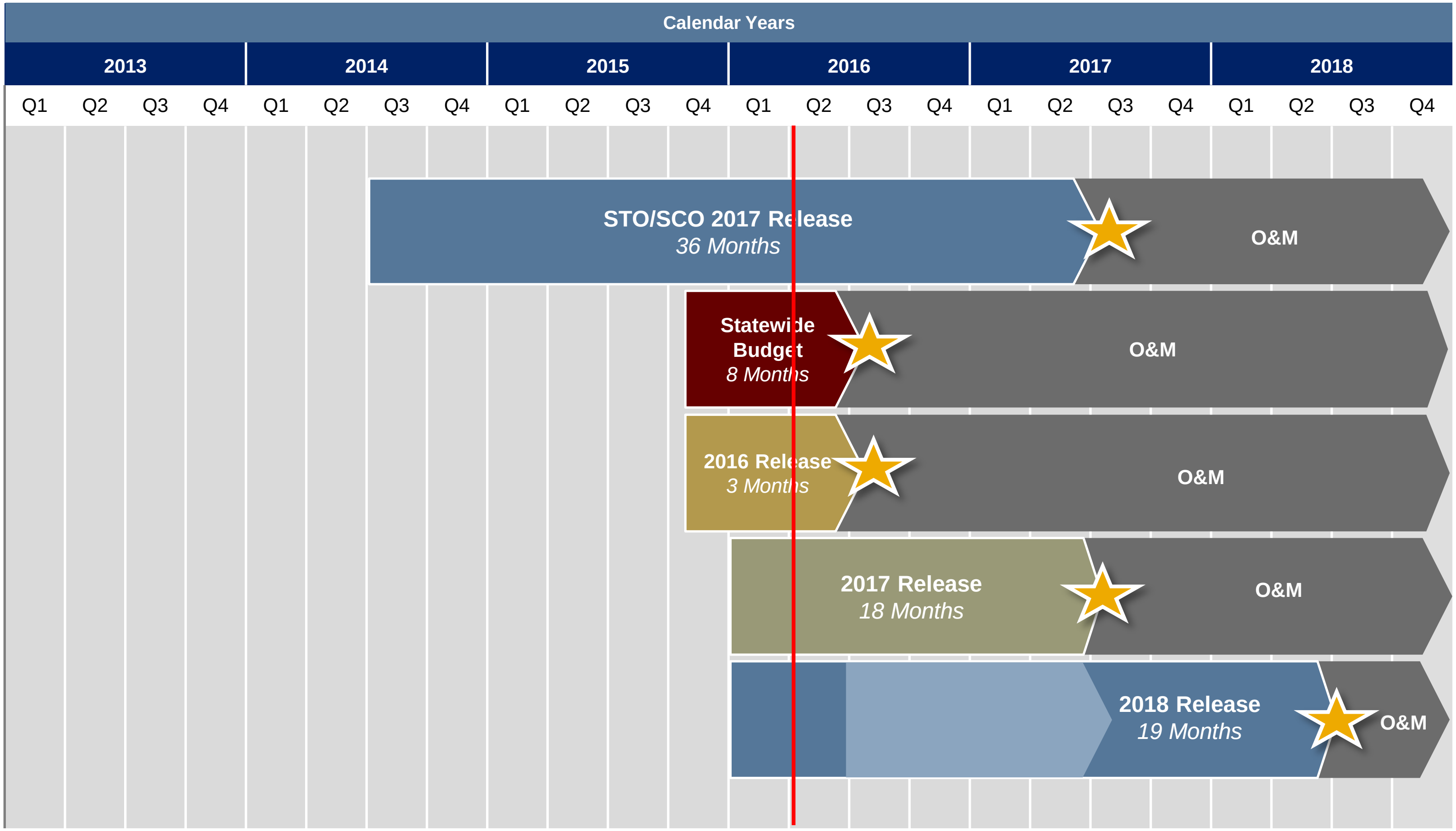
Purpose & Objectives

- The **Purpose** of the Role Mapping Workshop is to provide departments with an overview of the role mapping process and how to complete the role mapping tasks (TECH618)

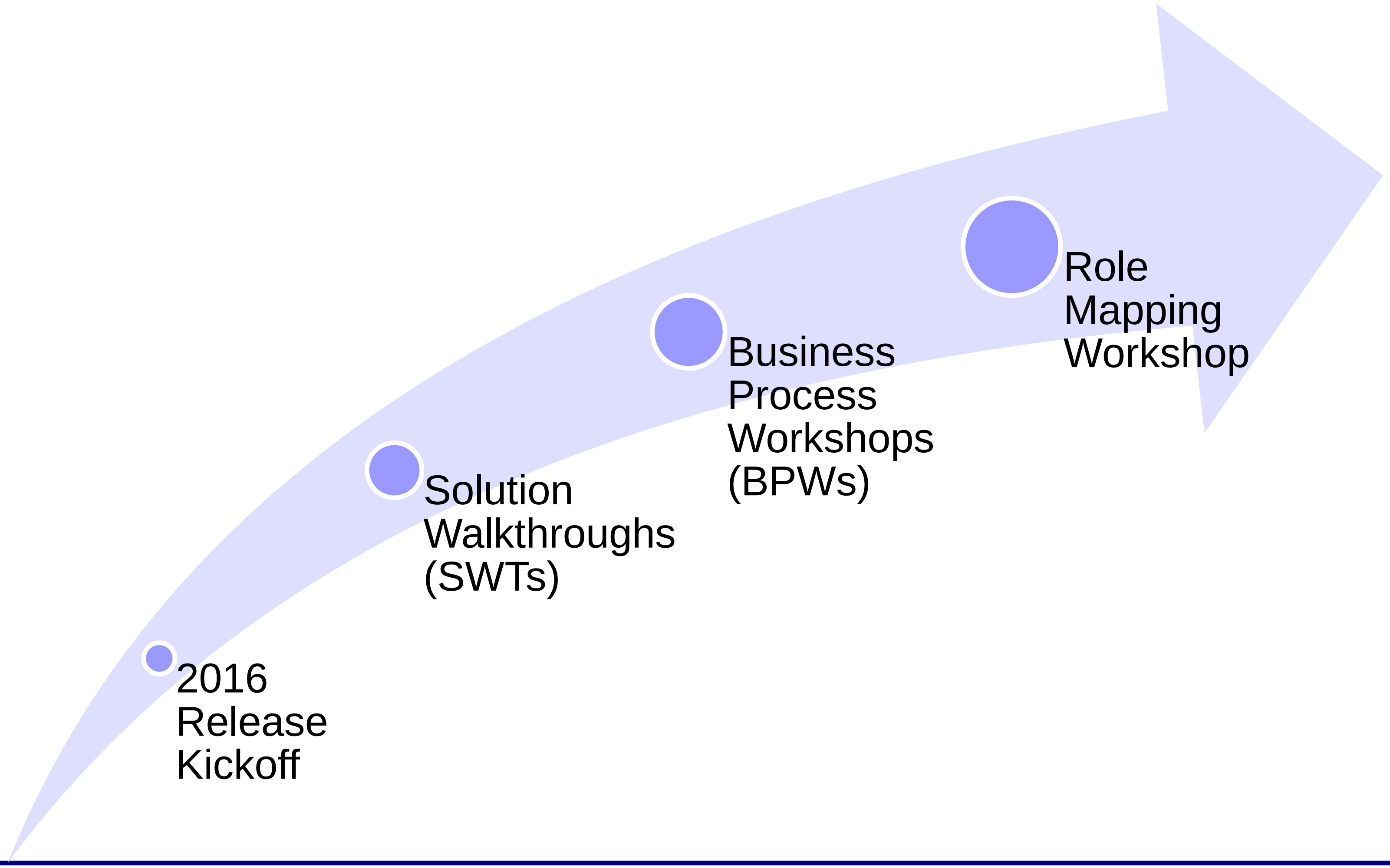
- **Objectives**:
  - Understand role mapping and the tools/resources available
  - Understand workflow and information required to assign it
  - Understand how to complete the TECH618 tasks
  - Understand the due dates and next steps

TIMELINE & LIFECYCLE

FI$Cal Timeline



2016 Release Timeline To Date



Role Mapping Timeline

You are here

Register users for training & submit incremental FTA changes **(Apr 2-Jul 29)**

Role Mapping Workshop **Mar 10**	Role Mapping 1:1 Working Sessions **Mar 17-25**	Testing Submission (TECH618a) **Apr 1**	Participate in Dept. Testing **June**	Production Submission (TECH618b) **Jun 10**	Freeze Date prior to Go Live **Jun 10**

Share Role Mapping materials with your department **(Post Mar 10)**

Role Mapping Timeline

- Role Mapping Workshop – **March 10, 2016**
- Share Role Mapping materials at your department – **Post March 10**
- Role Mapping 1:1 Working Sessions – **March 17-25, 2016**
- Submit Testing Role Mapping Spreadsheet (TECH618a – initial submission) – **Due April 1, 2016**
- Participate in Departmental Testing – **June 2016**
- Submit Production Role Mapping Spreadsheet (TECH618b – updated submission) – **Due June 10, 2016**
- Freeze Date for FI$Cal System prior to Go Live – **June 10, 2016**
- Register department end users for training and submit incremental training role updates – **April 2 to July 29, 2016**
  - Submission form will be provided to training liaisons during the weekly training report conference calls

ROLE MAPPING USE & TOOLS

Role Mapping Template Key Terms

- Accommodation Request/ Assistive Learning Request
- Department E-mail
- Hard Stops
- Job Classification
- Location – Training Hub
- Previous End User of FI$Cal
- Primary Business Unit
- Separation of Duties (SOD)

Role Mapping Template Key Terms

Term	Definition
Accommodation Request/Assistive Learning Request	This field is used to notify the FI$Cal Training Team of a need for assistive technology tools (e.g. JAWS, ZoomText, sign language interpreter) or special instructions to be seated near the instructor for the hearing impaired.
Department E-mail	E-mail addresses are USERID's in FI$Cal. E-mail addresses must be State e-mail addresses (not @gmail, @yahoo, etc.). Providing accurate e-mail addresses (USERID's) is imperative to a successful FI$Cal implementation – inaccurate e-mail addresses results in incorrect user profile and no communication with the end user.

Role Mapping Template Key Terms

Term	Definition
Hard Stops	The system restricting a transaction from being processed by the same person (for example, a person assigned the AP Processor and AP Approver would not be able to create a voucher and approve the same voucher)
Job Classification	The state classification of the end user (for example, Staff Services Manager I, Associate Information Systems Analyst)
Location – Training Hub	2016 Release End-User Training will be provided in four locations (hubs): Sacramento, Bay Area, Central California and Southern California

Role Mapping Template Key Terms

Term	Definition
Previous End User of FI$Cal	Current FI$Cal end users and/or end users that accessed FI$Cal previously (e.g. while working at another State department).
Primary Business Unit	FI$Cal Business Units are defined as the Organization Codes to which departmental appropriations are made.
Separation of Duties (SOD)	The concept of having more than one person required to complete a task. SOD is intended to prevent fraud and error.

How Role Mapping is Used

- To define what end users see and do in FI$Cal
- To identify department end users for FI$Cal end-user training
- To map users to required FI$Cal end-user training courses based on their role assignments
- To identify participants for department change discussions
- To support enforcement of separation of duties
- To support enforcement of hard stops

Role Mapping Tools

- Role Mapping Task Instructions and Response Template (TECH618)
- 2016 Release Role Mapping Reference Guide
- FI$Cal Separation of Duties (SOD) Matrix
- FISCal Hard Stops Matrix
- 2016 Release BPW Presentations

ROLE MAPPING TEMPLATE

Response Template Tabs

- Cover
- SOD Conflicts Matrix
- Hard Stops Matrix
- Role Mapping (TRNG601b)
- AM Approver Workflow (Asset Management)
- AP Approver Workflow (Accounts Payable)
- GL Approver Workflow (General Ledger Journals)
- Purchasing/Procurement tabs:
  - Requester Processor Defaults
  - Requisition Approver Workflow
  - PO Buyer Defaults
  - PO Approver Workflow
  - Contracts & Solicitations Approver Workflow
  - Ship To Locations

FI$Cal Separation of Duties

- The FI$Cal Separation of Duties Matrix defines roles that should not be assigned together (e.g., processor and approver roles)
- Exceptions
  - Small Departments
  - Central Roles

FI$Cal Separation of Duties

Separation of Duty (SOD) Conflicts Subject to the Exception Process (03/07/16)		
If you are an employee of . . .	**and you are assigned . . .**	**you should not also be assigned . . .**
Any Release 2016 department	AP Approver	AP Payment Processor PO Approver
Any Release 2016 department	AR Payment Processor	AR Item Processor BI Processor
Any department using FI$Cal, excluding the Control functions of DGS, DOF, FI$Cal, Legislature, SCO, and/or STO	Any "Department" role (e.g. roles not specified to one of these departments)	Any "Central" role Any department-specific role (i.e., roles that have DGS, DOF, FI$Cal, Legislative, SCO, or STO in the role name)
DGS, DOF, FI$Cal, Legislative, SCO, or STO performing the departmental function	Any "Department" role (e.g. roles not specified to one of these departments)	Any "Central" role Any department-specific role (i.e., roles that has DGS, DOF, FI$Cal, Legislative, SCO, or STO in the role name)
DGS, DOF, FI$Cal, Legislative, SCO, or STO performing the control agency function	Any "Central" role Any department-specific role (i.e., roles that have DGS, DOF, FI$Cal, Legislative, SCO, or STO in the role name)	Any "Department" role (e.g. roles not specified to one of these departments)

FI$Cal Hard Stops

- Hard stops are set in FI$Cal to prevent a user from doing something that could be considered a SOD violation

- The difference between a SOD and a hard stop is:
  - A SOD conflict is a manual process of identifying a potential violation
  - A hard stop is programmed in FI$Cal to automatically identify and prevent a known SOD conflict

“Hard Stops” Matrix

"Hard Stops" in FI$Cal		
If you are assigned the role of . . .	**and you are also assigned the role of. . .**	**the System will not allow you to . . .**
PO Buyer	PO Approver 1-4 or PO Ad Hoc Approver	Approve Purchase Orders that you have created
Requisition Processor	Requisition Approver 1-2 or Requisition Ad Hoc Approver	Approve Requisitions that you have created
DGS SB/DVBE Cert Processor	DGS SB/DVBE Cert Approver	Approve Certifications that you have created
Solicitation/Contract Buyer	Contract Approver 1-4 or Contract Ad Hoc Approver	Approve Contracts that you have created
Solicitation/Contract Buyer	Solicitation Approver or Soliciation Ad Hoc Approver	Approve Solicitations that you have created
GL Processor	GL Approver 1-2	Approve Journals that you have created Note: This is only applicable if your department has requested 1 or 2 levels of approvals for GL journals.
AP Processor	AP Approver 1-2	Approve Vouchers that you have created
BU Processor	BU Approver	Assign both roles to the same end user. Only assign an end user one of these roles.

Role Mapping Tab

Pre-populated from TRNG601b

- BU (Primary Business Unit)
- Last Name, First Name, Middle Name/Initial
- Departmental E-mail Address (State)
- Phone
- Job Classification
- Closest Training Hub Location

BU*	Last Name*	First Name*	Middle Name or Initial	Department Email*	Phone* (###) ###-####	Job Classification*	City*	State*	Location* (Select the closest Training Hub)	Training Accomodation Requests or Assistive Learning Needs

Role Mapping Tab

New columns to be completed:

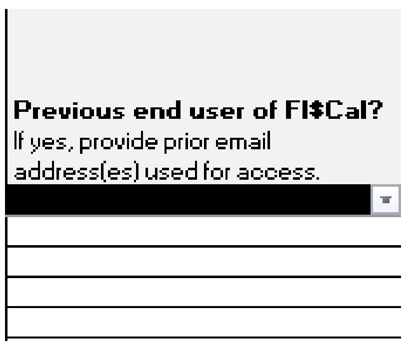
- City, State (of work location for end user)
- Training Accommodation Requests or Assistive Learning Needs
- State employee? (Column L)
- Previous end user of FI$Cal? (Column M)
- Additional Hyperion (Budgeting) Business Unit Access? (Column BE)
- Additional PeopleSoft Business Unit Access? (Column BF)

City*	State *	Location* (Select the closest Training Hub)	Training Accomodation Requests or Assistive Learning Needs	State employee?* (Yes or No)

Role Mapping Tab

New columns to be completed (continued):

- Previous end-user of FI$Cal?
  - List all previous e-mail addresses (USERIDs) used for FI$Cal access (including current Fall Release users)
  - Fall Release roles will be end-dated and new roles will be provisioned



Role Mapping Template – TECH618 Requesting Additional Business Unit Access

- Always enter the Primary Business Unit for the end user
- If applicable, enter any additional Hyperion (Budgeting) or PeopleSoft business units to which the user needs access
- A copy of the MOU, Interagency Agreement (IAA), or contracted services agreement may be requested to validate the need for providing access to each additional business unit requested

Primary Business Unit*	**Additional Hyperion (Budgeting) Business Unit Access?** *(Enter one or more Business Units for which you perform Contract Services or require access.)* ***NOTE:*** *An end user may only have one set of roles across all business units.*	**Additional PeopleSoft Business Unit Access?** *(Enter one or more Business Units for which you perform Contract Services or require access.)* ***NOTE:*** *An end user may only have one set of roles across all business units.*

Note: *An end user may only have one set of roles across all business units in which they have access per User ID.*

Role Mapping Template – TECH618 Requesting Additional Business Unit Access

- In order to give a user unique access between two different business units, the user is required to have 2 separate email addresses to log into the system.
- In this case, complete user demographic information on two separate rows, enter separate e-mails, and indicate the roles needed.

ROLES & WORKFLOW BY BUSINESS PROCESS AREA

What is Workflow

- Workflow automates the flow of information for review and approval
- Every user role identified on the role mapping spreadsheet that requires workflow must be represented on the workflow tab for that module. Otherwise, your department users will not be able to perform their duties.

Asset Management Summary Roles

N	O	P	Q	R
		Asset Management (AM)		
AM Processor	**AM Manager**	**AM Approver**	**AM Maintainer**	**Confidential AM User**
If your department tracks and manages your reportable assets, mark with an "X" the end users who will: - add and update assets and asset data, including leased assets	If your department tracks and manages your reportable assets, mark with an "X" the end users who will: - add/adjust, - transfer - retires/ reinstates - depreciates - manages physical inventory	If your department tracks and manages your reportable assets, mark with an "X" the end users who will: - approve asset transfers **REQUIRES ADDITIONAL USER INFORMATION > See AM Approver Workflow Tab**	If your department tracks and manages your reportable assets, mark with an "X" the end users who will: - maintains asset physical information (e.g. location, Tag #, custodian, etc. - setup and maintain Asset Class values	If your department has confidential assets, mark with an "X" the end users who will: - maintains confidential asset information (e.g. VIN and asset class) - run reports with the confidential detail available

Copy user to corresponding Approver tab

Asset Management Approvers

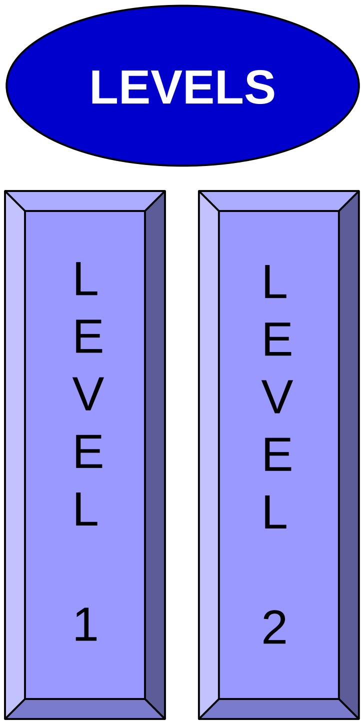
Definitions

- AM Approver 1: The department end user who is responsible for approving inter-unit transfer requests through workflow.
- AM Approver 2: The department end user who is responsible for performing a second-level review/approval for inter-unit transfer requests through workflow.

Notes / Explanations / Helpful Hints

- All end users with an "X" in Column P on the Role Mapping worksheet must be listed on the *AM Approver Workflow* tab
- Each AM Approver end user must be assigned either AM Approver 1 or AM Approver 2; they cannot be assigned both

Asset Management Approvers Decisions



Cannot be the same person

Asset Management Approver Workflow

AM Manager

Initiate Transfer

AM Approver 1 & 2

Approve Transfer

- Department approvers approve transfer
- Approvers 1 & 2 may not be the same user

DGS AM Approver

Approve Transfer

- DGS approves transfer

Receiving Dept. AM Approver

Approve/Perform InterUnit Transfer

- Approver 1 or 2 can approve the receipt of the transfer

Row	Email Address of AM Approver *(Department-provided email)**	Approver Level*
Ex. 1	*john.smith@fiscal.ca.gov*	*Approver 1*
Ex. 2	*jane.jackson@fiscal.ca.gov*	*Approver 2*
1		
2		
3		

Accounts Payable Summary Roles

S	T	U	V	W	X
Accounts Payable (AP)					
AP Supplier Processor	**AP Processor**	**AP Approver**	**AP Maintainer**	**AP Payment Processor**	**Confidential User**
If your department has vendors, mark with an "X" the end users who will: - create new vendors - add/modify vendor address and contact information - manage 1099 processing.	If your department enters invoices, mark with an "X" the end users who will : - create vouchers for the payment of invoices - manage the vouchers through budget checking, hold, and matching activities	If your department is responsible for approving vouchers, mark with an "X" the end users who will approve the vouchers for payment. **REQUIRES ADDITIONAL USER INFORMATION > See AP Approver Workflow Tab**	If your department maintains your own payables configuration values, mark with an "X" the end users who will maintain department configuration items for Accounts Payable.	If your department creates payments, mark with an "X" the end users who will run the department's Pay Cycle and manage the payments, including canceling, posting, and escheating departmental checks.	If your department has confidential data as part of your transactions, mark with an "X" the end users who will have access to confidential data (this is typically limited to a very small group of people).

Copy user to corresponding Approver tab

Accounts Payable Approvers

Definitions

- AP Approver 1: The department end user who is responsible for approving vouchers through workflow.
- AP Approver 2: The department end user who is responsible for understanding the AP Approver's position and approving vouchers through workflow.

Accounts Payable Approvers

Notes / Explanations / Helpful Hints

- All end users with an "X" in Column U on the Role Mapping worksheet must be listed on the *AP Approver Workflow* tab
- Each AP Approver end user must be assigned as AP Approver 1, AP Approver 2, or both AP Approver 1 and AP Approver 2
- End users may be assigned to one or both cash types, Warrant and/or Non-Warrant; if an option is not selected, the default will be both
- Each end user assigned AP Approver 2 must have Voucher Signature Authorization Form on file with SCO Audits
- At least one end user must be assigned to AP Approver 1 and at least one to AP Approver 2
- At least one end user must be assigned to Warrant Cash Type and and at least one to Non-Warrant Cash Type

Accounts Payable Approvers Decisions

LEVELS

- LEVEL 1
- LEVEL 2

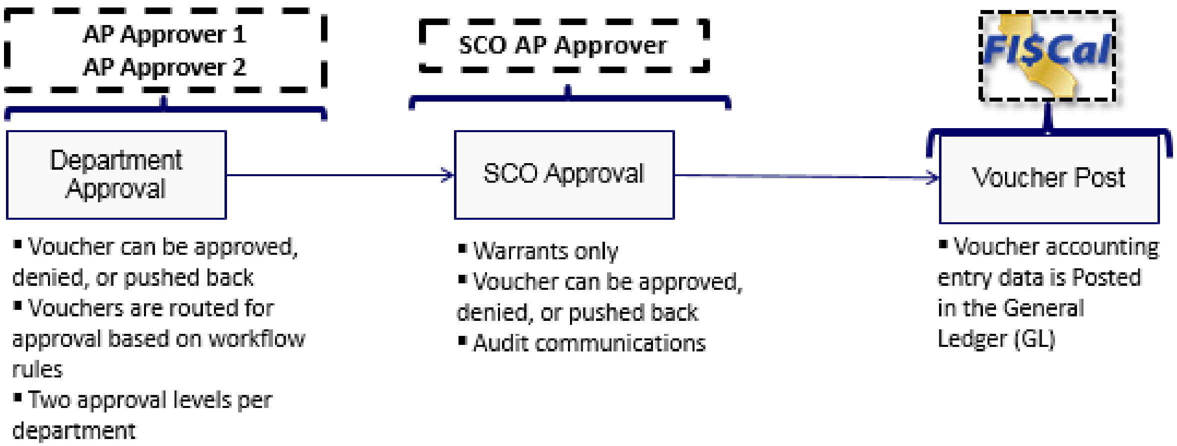
Can be the same person

CASH TYPES

- WARRANTS
- NON-WARRANTS
- BOTH

Default is BOTH

Accounts Payable Approver Workflow



Row	Email Address of AP Approver *(Department-provided email)*	Approver Level*	Cash Type
Ex. 1	*john.smith@fiscal.ca.gov*	*Approver 1*	*Warrant*
Ex. 2	*jane.jackson@fiscal.ca.gov*	*Approver 2*	*Both*
Ex. 3	*jacob.edwards@fiscal.ca.gov*	*Approver 1*	*Non-Warrant*
1			
2			
3			

Accounts Payable Approver Workflow

- Cash Type is an attribute of a Department AP Approver 1 and Department AP Approver 2
  - Describes the type of voucher that an end user is allowed to approve
  - Will determine whether a voucher will be routed to end users who can approve warrants, non-warrants, or both. The submitted values will determine voucher workflow for your department.

- User-specific information will be collected for each department end user assigned to the roles of **Department AP Approver 1** and **Department AP Approver 2**

Accounts Payable Approver Workflow

- Enter the email addresses of end users assigned to the **Department AP Approver** roles
- For each end user listed, select the Cash Type from the drop down menu
  - Select "***Warrant***" if the end user will be approving warrants for your department
  - Select "***Non-Warrant***" if the end user will be approving non-warrant vouchers for your department.
  - Select "***Both***" if the end user will be approving warrants and non-warrants for your department.

Note: "***Both***" is the default configuration for all AP approvers.

General Ledger Summary Roles

AH	AI	AJ	AK
General Ledger (GL)			
GL Processor	**LD Processor**	**GL Approver**	**GL Maintainer**
If your department manages your own fund accounting and complete your financial statements, mark with an "X" the end users who will: - creates journal entries in the Modified Accrual ledger - processes allocations	If your department manages your own Labor Distribution, mark with an "X" the end users who will: - loads and updates Activity Sheets - runs the Labor Distribution Process and Labor Distribution Reports	If your department requires approval of journal entries, mark with an "X" the end users who will approve department journal entries. **REQUIRES ADDITIONAL USER INFORMATION > See GL Approver Workflow Tab**	If your department maintain your own Labor Distribution and COA configuration values, mark with an "X" the end users who will: - maintains all department-level configuration for Labor Distribution - maintain department COA values, including SpeedTypes and SpeedCharts

Copy user to corresponding Approver tab

General Ledger Approvers

Definitions

- GL Approver 1: The department end user who is responsible for the first-level approval of department journals from a pooled worklist.
- GL Approver 2: If requested, the department end user who is responsible for the second-level approval of department journals from a pooled worklist. Contact FI$Cal if a second level of approval is desired.

Notes / Explanations / Helpful Hints

- All end users with an "X" in Column AJ on the Role Mapping worksheet must be listed on the GL Approver Workflow tab
- Each GL Approver end user must be assigned as a GL Approver 1
- Departments must contact FI$Cal to configure zero or two approval levels for journals

General Ledger Approvers Decisions

LEVELS

L
E
V
E
L

1

For Approval Level of zero or two, please contact your Readiness Coordinator.

General Ledger Approver Workflow

- If your department requires approval of journal entries, mark with an "X" the end users who will approve department journal entries.

Row	Email Address of AP Approver (Department-provided email)*	Approver Level*
Ex. 1	*john.smith@fiscal.ca.gov*	*Approver 1*
Ex. 2	*jane.jackson@fiscal.ca.gov*	*Approver 2*
1		
2		
3		

Procurement Summary Roles

AS	AT	AU	AV	AW	AX
eProcurement (ePro)					
Requisition Processor	**Requisition Approver**	**PO Buyer**	**PO Approver**	**PO Receiving Processor**	**Confidential User**
f your department uses equisitions, mark with an "X" he end users who will create equisitions. **REQUIRES ADDITIONAL USER NFORMATION > See Req Processor Defaults AND Ship To Location Tabs**	If your department uses requisitions, mark with an "X" the end users who will are Requisition approvers. **REQUIRES ADDITIONAL USER INFORMATION > See Req Approver Workflow Tab**	If your department creates purchase orders, mark with an "X" the end users who will create purchase orders. **REQUIRES ADDITIONAL USER INFORMATION > See PO Processor Defaults AND Ship To Location Tabs**	If your department approves purchase orders including contracts, mark with an "X" the end users who will are purchase order approvers including contract managers. **REQUIRES ADDITIONAL USER INFORMATION > See PO Approver Workflow Tab**	If your department receives goods and/or services (including recognition of services received), mark with an "X" the end users who will: - Receive goods, perform inspections, return items to vendors - Receive services (including recognition of services received, e.g., approving invoices for services received)	If your department has confidential data as part of your transactions, mark with an "X" the end users who will have access to confidential data. (this is typically limited to a very small group of people).

Copy user to corresponding Default / Approver tab

Procurement Summary Roles

BB	BC	BD
Solicitations and Contracts (RFx)		
Solicitation and Contract Buyer	Solicitation Approver	Contract Approver
If your department performs solicitations and executes contracts, mark with an "X" the end users who will: - create, modify and post advertisements for solicitation events - create and modify transactional procurement contracts	If your department performs solicitation approval, mark with an "X" the end users who will approve solicitation.	If your department performs procurement contract approval, mark with an "X" the end users who will approve procurement contract. **REQUIRES ADDITIONAL USER INFORMATION > See Contract Approver Workflow Tab**

Copy user to corresponding Approver tab

Requisition Roles

- **Requisition Processor:** The department end user who requests goods and/or services through a requisition. This user can also update requisitions and, if a P-Card user, can create requisitions with the P-Card as the intended payment mechanism.
- **Requisition Approver:** The department end user who is responsible for approving department requisitions. There are two levels of approval for a requisition and the workflow of approval is determined by acquisition type and reporting structure.
  - **Requisition Approver 1:** The department end user who is responsible for approving department requisitions; this approval step is intended as a first-level review by a program approver
  - **Requisition Approver 2:** The department end user who is responsible for the second-level approval of department requisitions
  - **Requisition Ad Hoc Approver:** The department end user who can be added to the requisition workflow for approving department requisitions
    - Ad Hoc Approvers are not auto work-flowed in FI$Cal. They are manually added by the Req Processor or another Req Approver.

Requisition Processor Defaults

- Each end user with an X in column “AS” of the role mapping tab, must be listed on the “*Req Processor Defaults*” tab.

Fields with an asterisk (*) are required.

Notes / Explanations / Helpful Hints
- All end users with an "X" in Column AS on the Role Mapping worksheet must be listed below

	Defaults for Requisition Processor								
Row	Email Address* *(Department-provided email)*	*XXX-XXX-XXXX*	Ship To Location ID*	*(choose from the department's Reporting Structure values)*	Fund*	Account*	Program*	Year of Enactment*	Appropriation Reference*
Ex. 1	*john.smith@fiscal.ca.gov*	*916-555-5555*	*9970000001*	*9970100000*	*999999999*	*5370600*	*9999999*	*2014*	*011*
Ex. 2	*jane.jackson@fiscal.ca.gov*	*916-555-5555*	*9970000001*	*9970200000*					
Ex. 3	*jacob.edwards@fiscal.ca.gov*	*916-555-5555*	*9970000001*	*9970300000*					
1									
2									
3									

Ship To Locations Defaults

- This tab has the configuration values your department provided FI$Cal. If there are values missing, the Configuration Modification Request Form is located on the website to make updates.
- Resources:
  - Configuration Modification Request (CMR) Form
  - CMR Form Instructions

BU	Location ID	Location Description	Location Short Description	Country	Address Line 1	Address Line 2

Address Line 3	Address Line 4	City	County	State	Postal Code

Requisition Workflow

Req Processor submits the Req for approval

Route By
(Route Control)

Req Approver 1
- Program Approval

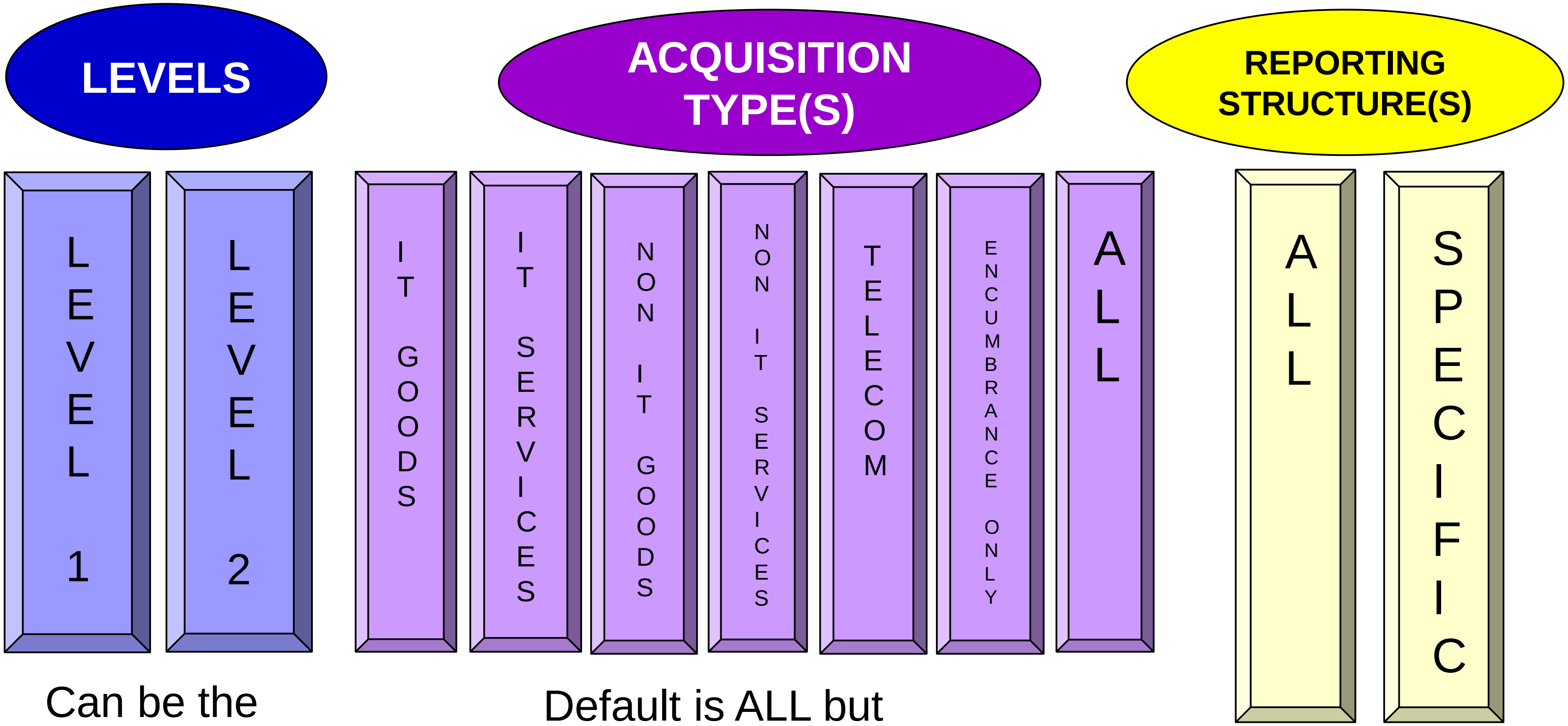
- Acquisition Type
- Reporting Structure

Req Approver 2

- Acquisition Type
- Reporting Structure

- Additional approvals (dollar thresholds, commodity approvals, etc.) can be manually added by inserting ad hoc approvers or reviewers.
- Routing an approval to the Buyer is a manual step performed by the Requisition Approver 2.
  - Departments have the option to route directly to the Buyer as well by assigning the Buyers to the Requisition Approver 2 role.

Requisition Approvers Decisions



Can be the same person

Default is ALL but does not include Encumbrance Only

Default is ALL

SPECIFIC can be 1+

Requisition Approver Workflow

- Each end users with an "X" in Column AT on the Role Mapping worksheet must be listed on the "*Req Approver Workflow*" tab
- There must be at least one user identified for each level of approval
- Departments needs to specify Acquisition Type and Reporting Structure for routing requisitions - use the Reporting Structure values defined by your department
- Each combination of Acquisition Type and Reporting Structure needs to be on its own row
- Ad Hoc Approvers are not set up for workflow; only list their email address and put an "X" in the Requisition Ad Hoc Approval column

Row	Email Address of Requisition Approver* (Department-provided email)	Requisition Ad Hoc Approver	Requisition Approver 1	Requisition Approver 2	Acquisition Type* (select from drop-down)	Reporting Structure* (enter only 1 value per row)
Ex. 1	jane.jackson@fiscal.ca.gov		x		IT Goods	1111111111
	jane.jackson@fiscal.ca.gov		x		IT Goods	2222222222
	jane.jackson@fiscal.ca.gov		x		IT Goods	3333333333
	jane.jackson@fiscal.ca.gov		x		IT Services	1111111111
	jane.jackson@fiscal.ca.gov		x		IT Services	2222222222
	jane.jackson@fiscal.ca.gov		x		IT Services	3333333333

Purchase Order (PO) Roles

- **PO Buyer:** The department end user who creates and submits POs for approval, updates POs, and dispatches POs. This user can also run reports on a department's procurement activity. This user can also, if a P-Card user, create POs with the P-Card as the intended payment mechanism.
- **PO Approver:** The department end users who approves department POs. There are multiple levels of approval for a PO and the workflow of approval is determined by acquisition type, amount, and reporting structure.
  - **PO Approver 1:** The department end user who is responsible for approving department purchase orders; this approval step is intended as a first-level program approval
  - **PO Approver 2:** The department end user who is responsible for approving department purchase orders; this approval step is intended as a second-level approval and budget/accounting review

Purchase Order (PO) Roles

- **PO Approver 3:** The department end user who is responsible for approving department purchase orders; this approval step is intended as a third-level approval (authorizing signature) for orders less than $50,000
- **PO Approver 4:** The department end user who is responsible for approving department purchase orders; this approval step is intended as a third-level approval (authorizing signature) for orders greater than or equal to $50,000
- **PO Ad Hoc Approver:** The department end user who can be added to the PO workflow for approving department PO
  - Ad Hoc Approvers are not auto work-flowed in FI$Cal. They are manually added by the PO Buyer or another PO Approver

Additional Purchase Order (PO) Roles

- **Confidential User:** The central and department end user who has access to confidential purchasing, accounts payable, assets, and vendor information. This user will also have access to accounts receivable reports with confidential information. The Confidential User role is mapped to every role that a user is assigned but only needs to be assigned once to cover all modules with confidential data.
- **PO Receiving Processor:** The department end user who manages the receipt of goods and services and enters receiving inspection results, including acceptance testing. Also the department end user who enters a Return To Vendor (RTV) transaction

PO Buyer Defaults

- Each end user with an X in column "AU" of the role mapping tab, must be listed on the *"PO Buyer Defaults*" tab.

Row	Defaults for PO Buyer			
	Email Address* *(Department-provided email)*	Fax Number *XXX-XXX-XXXX*	Ship To Location ID*	Default Reporting Structure* *(choose from the department's Reporting Structure values)*
Ex. 1	*john.smith@fiscal.ca.gov*	*916-555-5555*	*9970000001*	*9970100000*
Ex. 2	*jane.jackson@fiscal.ca.gov*	*916-555-5555*	*9970000001*	*9970200000*
Ex. 3	*jacob.edwards@fiscal.ca.gov*	*916-555-5555*	*9970000001*	*9970300000*
1				
2				
3				

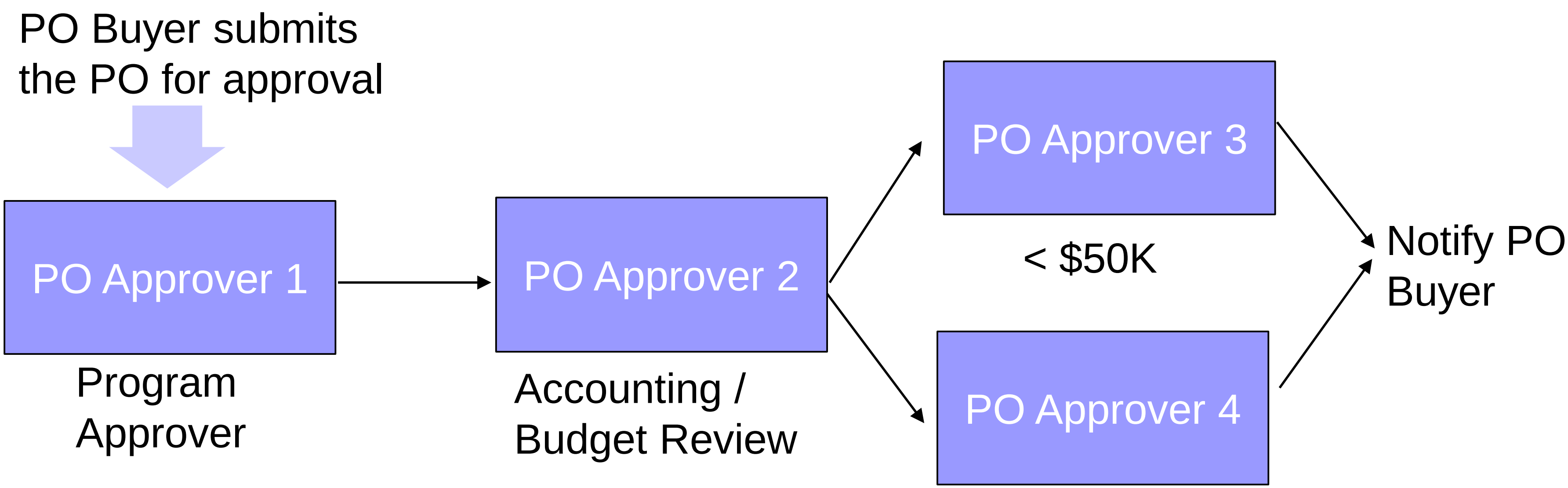
Ship To Locations Defaults

- This tab has the configuration values your department provided FI$Cal. If there are values missing, the Configuration Modification Request Form is located on the website to make updates.
- Resources:
  - Configuration Modification Request (CMR) Form
  - CMR Form Instructions

BU	Location ID	Location Description	Location Short Description	Country	Address Line 1	Address Line 2

Address Line 3	Address Line 4	City	County	State	Postal Code

Workflow – Purchase Order



All Route Controls By:
- **Acquisition Type**
- **Reporting Structure**

- **Additional approvals (dollar thresholds, acquisition type approvals, etc.) can be manually added by inserting ad hoc approvers or reviewers.**
- **Either PO Approver 3 or 4 will approve, depending on the amount of the PO.**

Requisition Approvers Decisions

LEVELS

LEVEL 1

LEVEL 2

Can be the same person

ACQUISITION TYPE(S)

IT GOODS

IT SERVICES

NON IT GOODS

NON IT SERVICES

TELECOM

ENCUMBRANCE ONLY

ALL

Default is ALL but does not include Encumbrance Only

REPORTING STRUCTURE(S)

ALL

SPECIFIC

Default is ALL

SPECIFIC can be 1+

PO Approver Workflow

- All end users with an "X" in Column AV on the Role Mapping worksheet must be listed on the *PO Approvers Workflow* tab
- There must be at least one user identified for each level of approval
- Departments needs to specify Acquisition Type and Reporting Structure for routing POs - use the Reporting Structure values defined by your department
- Each combination of Acquisition Type and Reporting Structure needs to be on its own row
- Ad Hoc Approvers are not set up for workflow; only list their email address and put an “X” in the PO Ad Hoc Approval column

Row	Email Address of PO Approver* (Department-provided email)	PO Ad Hoc Approver	PO Approver 1	PO Approver 2	PO Approver 3	PO Approver 4	Acquisition Type* (select from drop-down)	Reporting Structure* (enter only 1 value per row)
Ex. 1	jane.jackson@fiscal.ca.gov		x				Non-IT Goods	1111111111
	jane.jackson@fiscal.ca.gov		x				Non-IT Goods	2222222222
	jane.jackson@fiscal.ca.gov		x	x			Non-IT Goods	3333333333
	jane.jackson@fiscal.ca.gov			x			Non-IT Services	1111111111
	jane.jackson@fiscal.ca.gov				x		IT Services	2222222222
	jane.jackson@fiscal.ca.gov				x	x	IT Services	3333333333
Ex. 2	john.smith@fiscal.ca.gov	x					IT Goods	All Reporting Structures
	john.smith@fiscal.ca.gov	x					IT Services	All Reporting Structures

Solicitation Roles

- **Solicitation and Contract Buyer:** The department end user that create/modifies events in FI$Cal for the purpose of posting to CSCR. This user can also add vendors and run reports on a department's procurement activity
- **Solicitation Approver:** The department end user that approves events in FI$Cal. Only one approval is required in FI$Cal, but this user can add ad-hoc approvers to an event as needed
  - **Solicitation Ad Hoc Approver:** The department end user who can be added to the Solicitation approval workflow fin FI$Cal for the purpose of posting to CSCR.
    - Ad Hoc Approvers are not auto workflowed in FI$Cal. Prior to approval, they are manually added by the Solicitation Approver

Workflow – Solicitation Events

One Step Approval

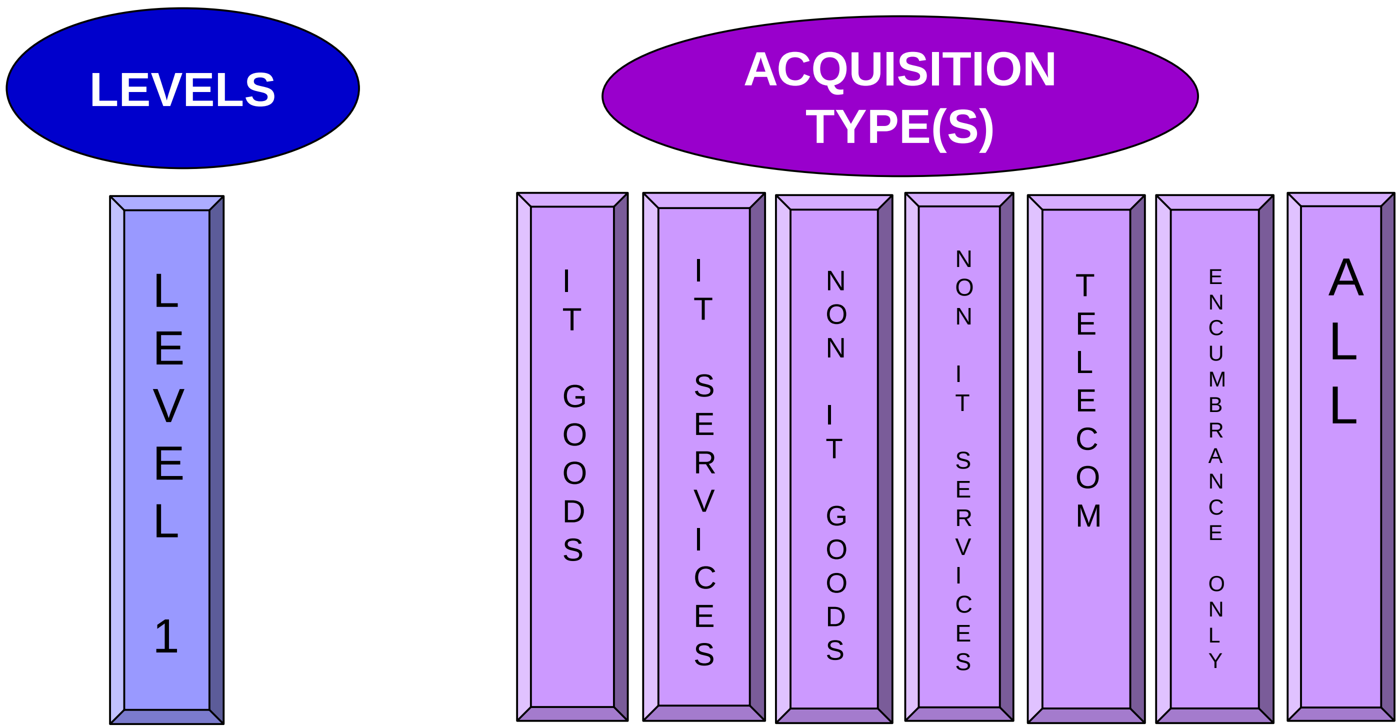
Solicitation/Contract Buyer
Create Event and posts
it for approval

Solicitation Approver

Route Controls by:
- Business Unit
- Acquisition Type

- Sourcing Event is a one-step approval process
- Funding is not available in Sourcing Events so routing by Reporting Structure cannot be used. Solicitation Approver routing is based on acquisition type
- Additional approvers can be added via ad hoc functionality as needed.

Solicitation Approvers Complexity



Default is ALL but does not include Encumbrance Only

Solicitation Approver Workflow

- All end users with an "X" in Column BC on the Role Mapping worksheet must be listed on the Solicitation *Approver Workflow* tab
- Departments need to specify the Acquisition Type for routing contracts
- Each Acquisition Type needs to be on its own row
- There must be at least one user identified as a Solicitation Approver
- Ad Hoc Approvers are not set up for workflow; only list their email address and put an “X” in the Solicitation Ad Hoc Approver column

Row	Email Address of Solicitation Approver *(Department-provided email)*	Solicitation Ad Hoc Approver	Solicitation Approver	Acquisition Type* *(select from drop-down)*
Ex. 1	*john.smith@fiscal.ca.gov*		*x*	*Non-IT Goods*
Ex. 2	*jacob.edwards@fiscal.ca.gov*		*x*	*IT Services*
	jacob.edwards@fiscal.ca.gov	*x*		*Non-IT Services*

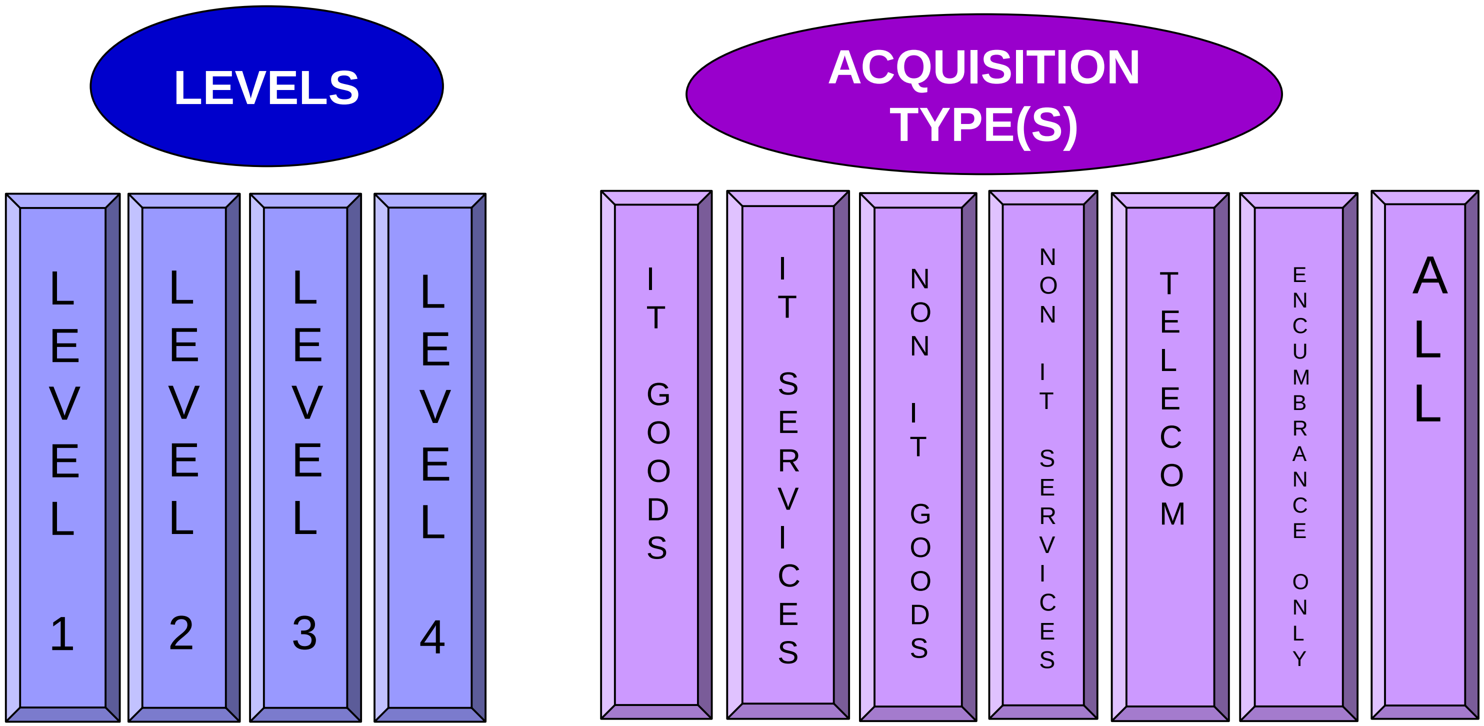
Procurement Contract Roles

- **Solicitation/Contract Buyer:** The department end user that creates and modifies transactional contracts and enters contract documents into the system. This department end user can also review and provide suggested markups to other user’s contracts and attached documents prior to approval and/or posting. Also, can run reports on department procurement and contracting activity.
- **Contract Approver:** The department end user that approves transactional contracts and attached contract documents. Multiple levels of approval are required for each contract and the workflow of approval is determined acquisition type and amount.
    - **Contract Approver 1:** The department end user who is responsible for approving transactional contracts and contract documents at the first-level

Procurement Contract Roles

- **Contract Approver 2:** The department end user who is responsible for approving transactional contracts and contract documents intended for a budget reviewer/ approver
- **Contract Approver 3:** The department end user who is responsible for approving transactional contracts and contract documents for contract amounts less than $50,000 (authorizing signature)
- **Contract Approver 4:** The department end user who is responsible for approving transactional contracts and contract documents for contract amounts equal to or greater than $50,000 (authorizing signature)
- **Contract Ad Hoc Approver:** The department end user who can be added to the Contract workflow for approving department Contract
  - Ad Hoc Approvers are not auto work-flowed in FI$Cal. They are manually added by the Solicitation/Contract Buyer or another Contract Approver

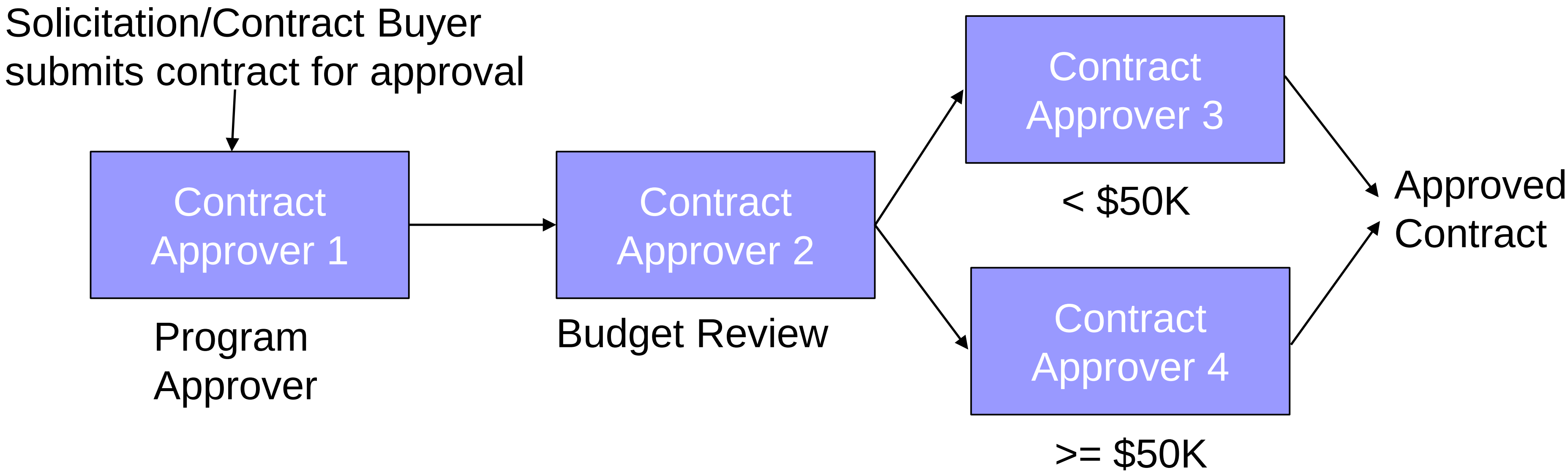
Contracts Approvers Complexity



Can be the same person

Default is ALL but does not include Encumbrance Only

Workflow - Procurement Contracts



- Contract workflow is similar to the approval process for POs
- Contract approval routing is based on acquisition type and contract amount. Funding is optional in contracts so reporting structure cannot be used as a route control
- Either PO Approver 3 or 4 will approve, depending on the amount of the contract
- The contract document will be attached to the transactional contract, routed and approved at the same time as the transactional contract
- Approved contract is routed back to the buyer for execution and distribution
- Additional approvers can be added via ad hoc functionality as needed

Contracts Approver Workflow

- All end users with an "X" in Column BD on the Role Mapping worksheet must be listed on the *Contracts Approver Workflow* tab
- Departments need to specify the Acquisition Type for routing contracts
- Each Acquisition Type needs to be on its own row
- There must be at least one user identified for each level of approval
- Ad Hoc Approvers are not set up for workflow; only list their email address and put an “X” in the Contract Ad Hoc Approver column

Row	Email Address of Contract Approver* *(Department-provided email)*	Contract Ad Hoc Approver	Contract Approver 1	Contract Approver 2	Contract Approver 3	Contract Approver 4	Acquisition Type* *(select from drop-down)*
Ex. 1	*jane.jackson@fiscal.ca.gov*					*x*	*Non-IT Goods*
	jane.jackson@fiscal.ca.gov					*x*	*Non-IT Services*
Ex. 2	*john.smith@fiscal.ca.gov*		*x*				*IT Goods*
	john.smith@fiscal.ca.gov			*x*			*IT Services*
	john.smith@fiscal.ca.gov				*x*		*Telecom*

P-Card Summary Roles – Key Highlights

AY	AZ	BA
	Procurement Card (P-Card)	
P-Card Reconciler	P-Card Approver	P-Card Maintainer
If your department uses P-Cards, mark with an "X" the end users who will: - reconcile P-Card transactions for themselves and others in the department - update distributions (individuals and card proxies) - enter procurement data such as UNSPSC, Acquisition type and recycle information	If your department uses P-Cards, mark with an "X" the end users who will approve P-Card transactions.	If your department uses P-Cards, mark with an "X" the end users who will manage P-Card administration activities, including assigning and removing P-Cards, and managing proxies

- Access driven by P-Card number
- Requisition Processor role allows cardholder to create a Req. ID and select his/her card as the payment method.
- PO Buyer role allows cardholder to create a PO ID and select his/her card as the payment method.
- Dept. P-Card Reviewer role allows the user to view the US Bank statement and P-Card transactions in FI$Cal
- Coming Soon: Task *BUSN627* – This task focus on P-Card. Please ensure the user information aligns.

P-Card Summary Roles

- Access to P-Card transactions is driven by the P-Card number, not by BU.
- Dept. P-Card Req User has been incorporated as part of the summary Requisition Processor role
  - This role will allow the cardholder access to create a Req. ID and select his/her card as the payment method.
- Dept. P-Card PO User has been incorporated as part of the summary PO Buyer role
  - This role will allow the cardholder access to create a PO ID and select his/her card as the payment method.

P-Card Summary Roles cont'd

- Dept. P-Card Reviewer role allows the user to view the US Bank statement and P-Card transactions in FI$Cal and access is based on which cardholder profile this user is setup as a proxy.
- FI$Cal FSC will automatically assign the Dept. AP Approver 1 and Dept. AP Approver 2 to all cardholder profiles within their BU during the conversion cutover activity period
- FI$Cal FSC will automatically assign the SCO. AP Approver 1 through Dept. AP Approver 4 to all cardholder profiles statewide during the conversion cutover activity period

SECURITY

Template Considerations

- **Confirm all email addresses are correct**
  - *****E-mail addresses are USERID's in FI$Cal and must be accurate*****
- All required fields in the demographic information section of the template are marked with an asterisk (*)
- Do not include placeholders for vacant positions
- When giving a user access to multiple unique roles, create two separate rows with different email addresses on the template

Role Security Process

1. Department completes and submits FI$Cal Departmental Authority or Designee (DAD) Form
2. Department completes and submits FI$Cal Role Mapping Response Template (TECH618)
   - Must be sent to FI$Cal CMO from Authority or a Designee's e-mail address.
3. FI$Cal reviews submission
   - If there are questions, FI$Cal will reach out to departments for clarification
   - If there are no questions, FI$Cal proceeds with the request
4. FI$Cal creates user accounts and communicates log-in credentials to users (with a valid accurate e-mail address).

Role Security Documents

- FI$Cal Departmental Authority and Designee (DAD) Form
  - Submitted by Department Director / Executive Director / Chief Deputy / Agency Secretary
  - All required signatures must be handwritten in blue-colored ink
  - Submitted to FI$Cal by the Authority from the Authority's email address
  - Required before user access requests (Role Mapping Worksheet) can be submitted

Role Security Documents

- FI$Cal Role Mapping Response Template
  - Used to create, modify, and inactivate user accounts and roles
    - Worksheet for mass updates (use until 30 days after go live)
  - Use worksheet for your internal tracking of employee roles
- All forms must be populated electronically and submitted to FI$Cal by the Authority or a Designee from their e-mail address

TRAINING & UPDATES

Training Access

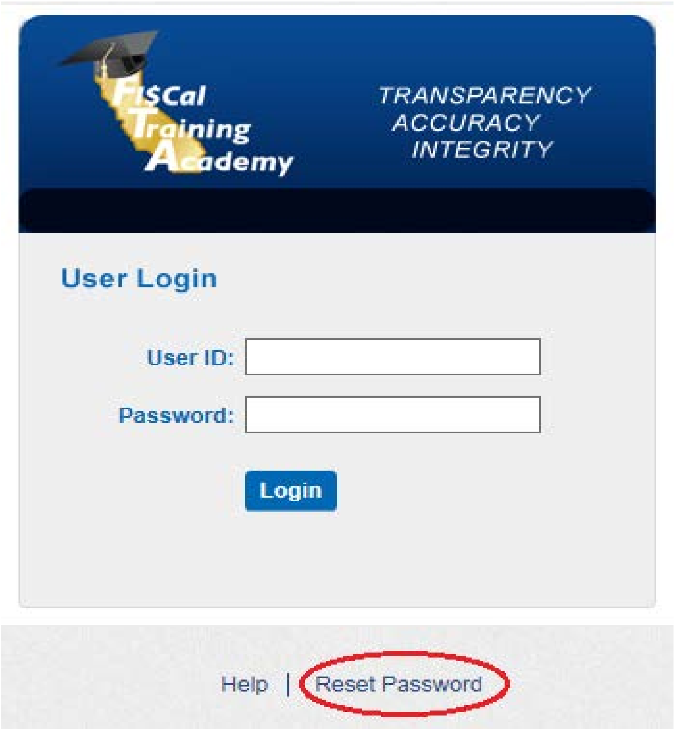
- FI$Cal's learning management system is called the FI$Cal Training Academy (FTA).
- Although FI$Cal will use the information departments submit on April 1 and June 10 to update end user learning paths within the FTA, department training liaisons want to submit changes to learning roles and paths between or after those due dates.
- FI$Cal will accept updates to training roles from April 2 to July 29. The FTA team will provide departmental training liaisons with the FTA update form and submission process during the weekly training status conference calls.

Training Access cont’d

- Submitting Changes:
  - Training Liaisons will receive weekly training reports
  - Change requests to training roles for learners can be submitted by Training Liaisons and will be reflected on the next weekly report
  - FI$Cal will provide the Training Liaisons the form to submit changes
- Assistance:
  - For help with FTA issues, contact your training liaison or email us at fiscal.cmo@fiscal.ca.gov.

Resetting Your FTA Password

1. Go to https://mss.netdimensions.com/
2. Click the Reset Password link
3. Enter your email address and click the Reset button
4. An email with your new, temporary password will be emailed to you



RECAP, TAKEAWAYS & LOOK AHEAD

Session Recap

- Know the submission due dates and role mapping timeline
- If a user has a role requiring workflow, that user must also be represented on the corresponding workflow tab
- Know the difference between SOD Conflicts and Hard Stops
- User training updates in FTA are not the same as system role mapping updates
- Department Authority or Designee (DAD) Reminders:
  - The Authority must be your highest executive position
  - The DAD Form must be sent to FI$Cal using the Authority's email address (not "on behalf of" etc.)
  - Indicate whether a user is a new user, having their access removed, or having their access changed/updated

Takeaways

- **Role Mapping Working Session Presentation** – explains the role mapping process
- **Role Mapping Template (TECH618)** – used to assign roles to department end users
- **Separation of Duties (SOD) Matrix** – defines roles that cannot be assigned to the same person
- **Hard Stops Matrix** – defines roles that, if assigned to the same user, are prevented by the system from performing certain actions
- **2016 Release Role Mapping Reference Guide** – provides a consolidated view of all roles available to department end users, including role definitions, module associations, and workflow decisions

2016 Release Role Mapping Reference Guide

- The Role Mapping Reference Guide provides a consolidated view of all roles available to department end users. The Reference Guide includes the following information:
  - Role Definition to explain what functions the role allows the end user to perform
  - Other Module Associations describes access to other modules that is associated with the role
  - Workflow Decisions are additional pieces of information departments will need to provide for end users assigned that role (this information is clearly marked in the Response Template)
- This Reference Guide may be used to assist your department with understanding and assigning end user roles

Role Mapping Timeline

You are here

Register users for training & submit incremental FTA changes **(Apr 2-Jul 29)**

Role Mapping Workshop	Role Mapping 1:1 Working Sessions	Testing Submission (TECH618a)	Participate in Dept. Testing	Production Submission (TECH618b)	Freeze Date prior to Go Live
Mar 10	**Mar 17-25**	**Apr 1**	**June**	**Jun 10**	**Jun 10**

Share Role Mapping materials with your department **(Post Mar 10)**

What Comes Next?

- **Change Workshops** – Workshops to help prepare managers and supervisors for conversations with department end users on the new FI$Cal business processes and their FI$Cal end-user roles

- **End-User Training** – Training for department end users that will need to use FI$Cal in their assigned FI$Cal end-user roles

- **Departmental Testing** – Testing for department end users to validate the FI$Cal system meets the defined requirements.

Changes After Go Live

- Today, your department and some users may have access to Statewide Procurement functionality (SCPRS and/or CSCR). After Go Live, your department will have access to more functionality in FI$Cal.

- TECH618a and TECH618b Role Mapping will replace existing Statewide Procurement access.

- This will be included in the Task Instructions for TECH618a and TECH618b.

Question and Answer

FI$Cal Project Information:

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

Or e-mail the FI$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov