



FI\$Cal

Financial Information System for California

Wave 1 Solution Walkthrough (SWT): Accounts Payable

for Wave 2 Departments

April 17, 2014

Agenda

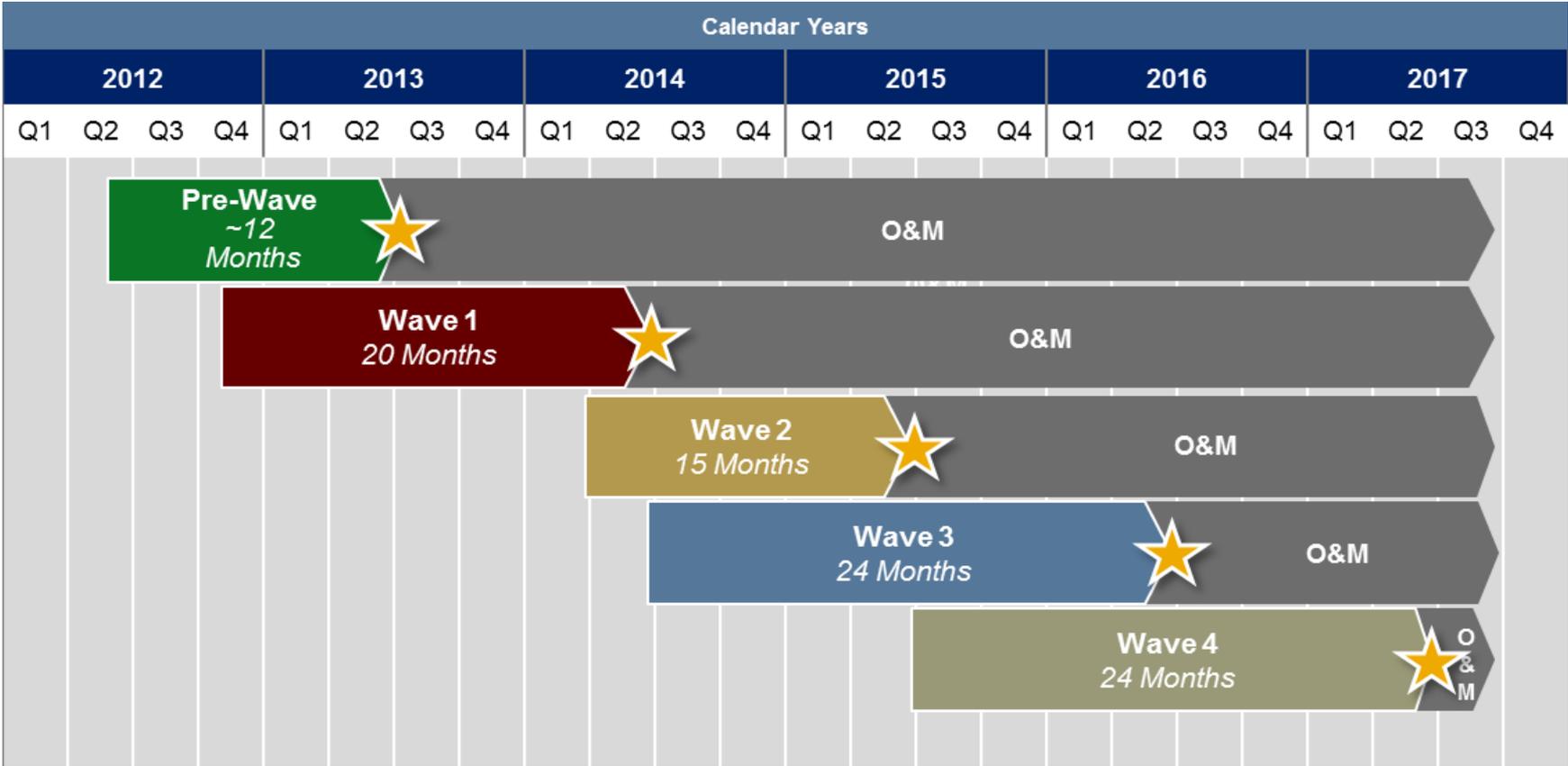
- FI\$Cal Project Overview
- Wave 1 Solution Walkthrough Objectives and Approach
- FI\$Cal Solution Overview
- Enter and Maintain Vendors
 - Business Process Overview
 - Key Terms
 - Process Flows
 - Wave 1 Demonstration
- Enter and Process Vouchers & Matching
- Process Payments
- Process 1099 Withholdings
- Technology Considerations
- Session Recap

FI\$Cal Project Overview

- The Financial Information System for California (FI\$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.

- California's Partner Agencies are working together to form the partnership to support FI\$Cal at the highest level:
 - Department of Finance (DOF)
 - Department of General Services (DGS)
 - State Controller's Office (SCO)
 - State Treasurer's Office (STO)

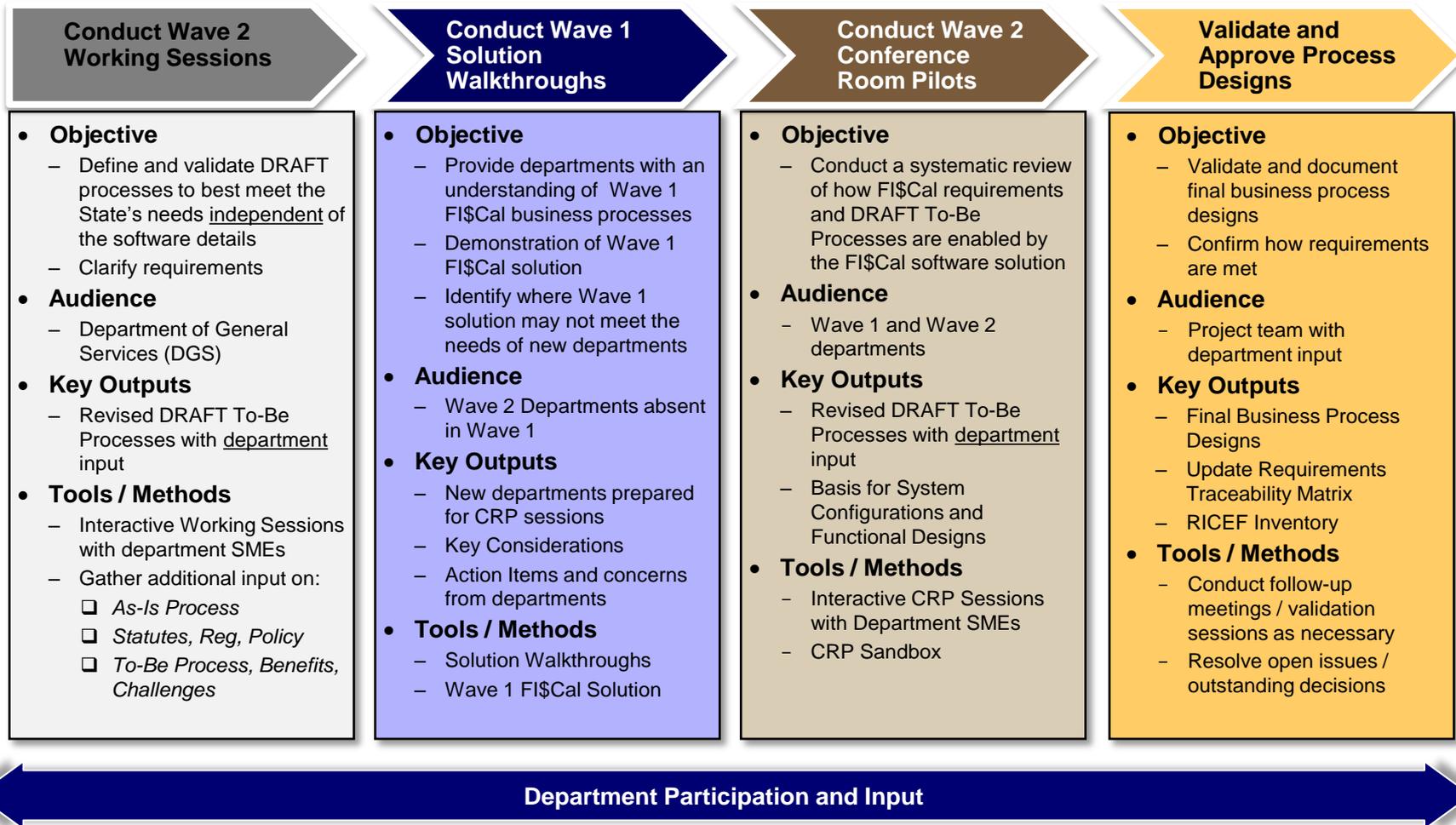
FI\$Cal Wave Timeline



SWT Objectives

- The Wave 1 Solution Walkthroughs will provide:
 - An overview of the business process, including key terms and implemented functionality
 - A list of changes with the “To-Be” business process
 - An opportunity to begin thinking about updates to internal department processes
 - A demonstration of the FI\$Cal Wave 1 solution

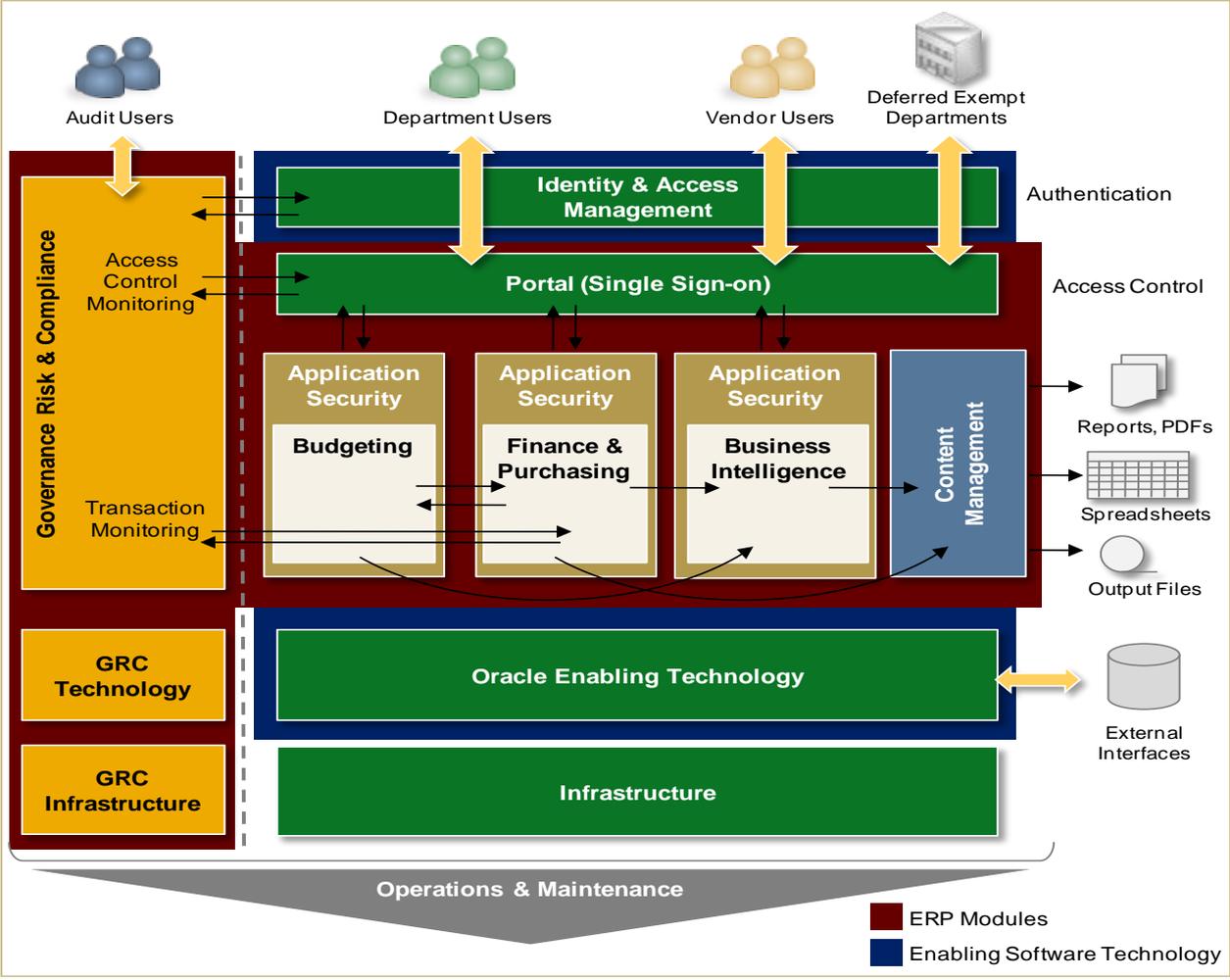
FI\$Cal Design Approach



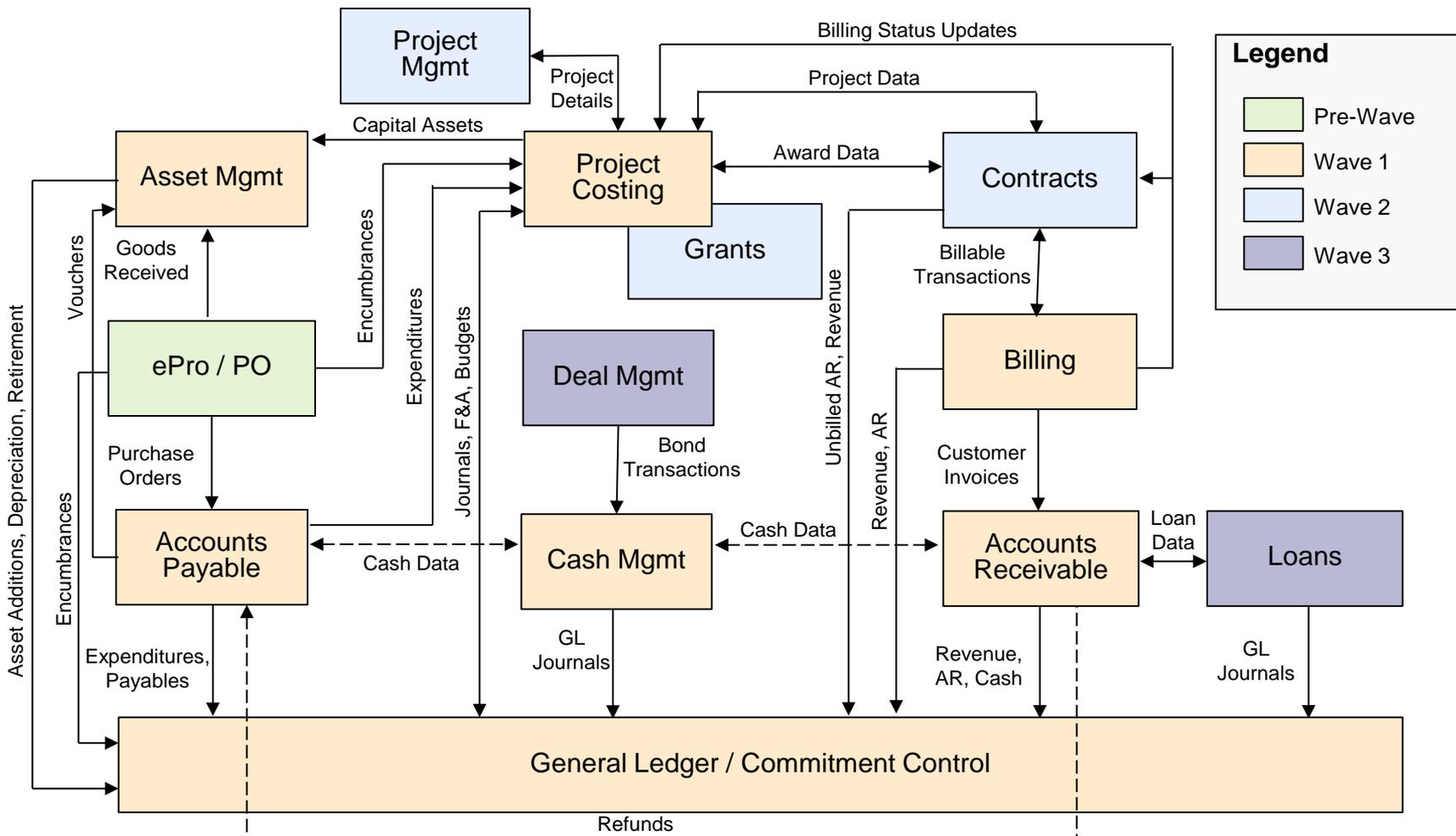
Ground Rules & Guiding Principles

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

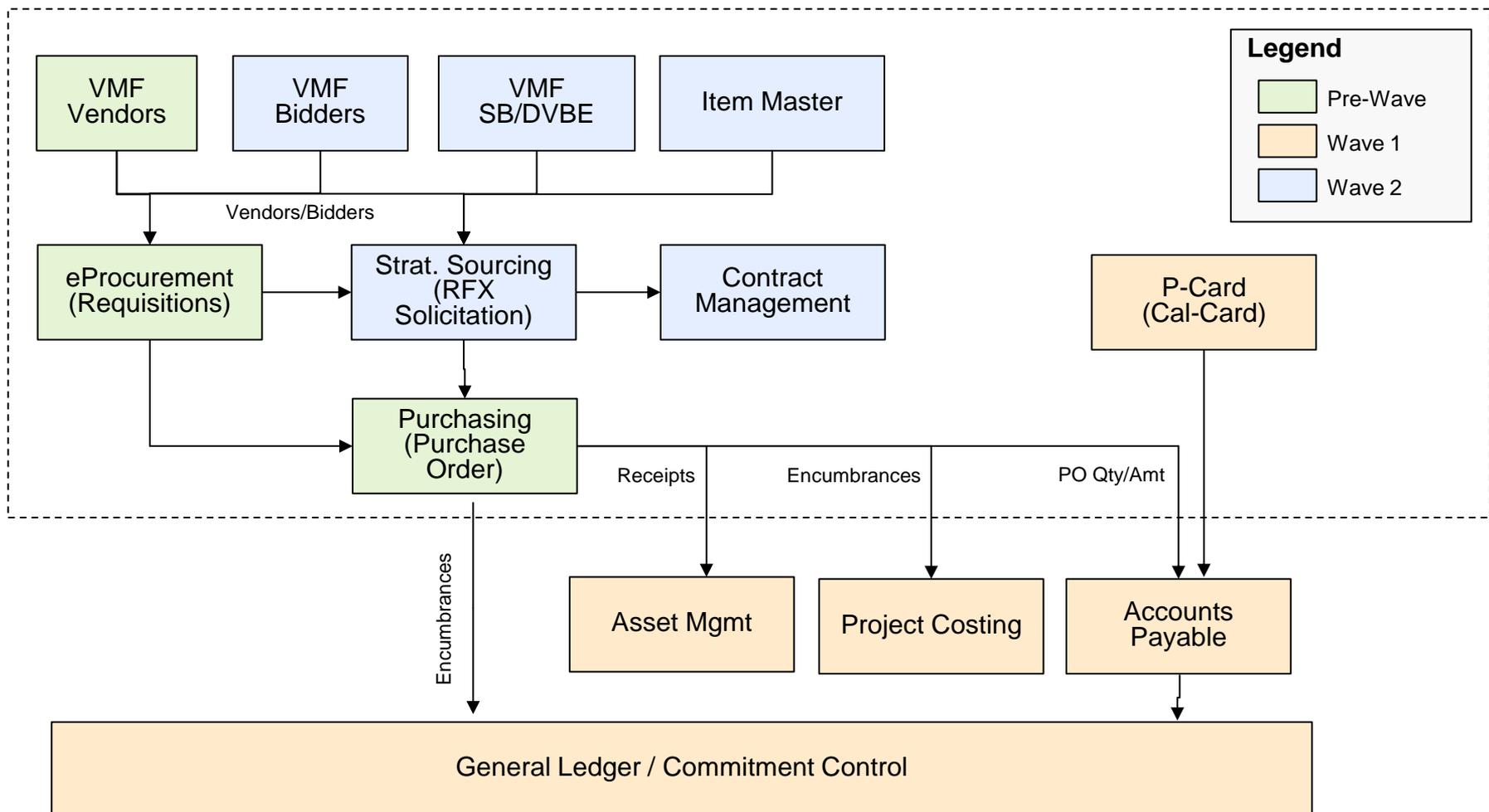
FI\$Cal Solution Overview



FI\$Cal Accounting Solution



FI\$Cal Procurement Solution



Vendor Overview

- The objective of the vendor management process is:
 - Create a single statewide Vendor Management File (VMF)
- The statewide VMF will be maintained centrally by the FI\$Cal Vendor Management Group (VMG) within the FI\$Cal Service Center (FSC)
 - The Vendor Management Group will consist of Department of General Services (DGS), Department of Finance (DOF), State Controller's Office (SCO), and other departmental individuals

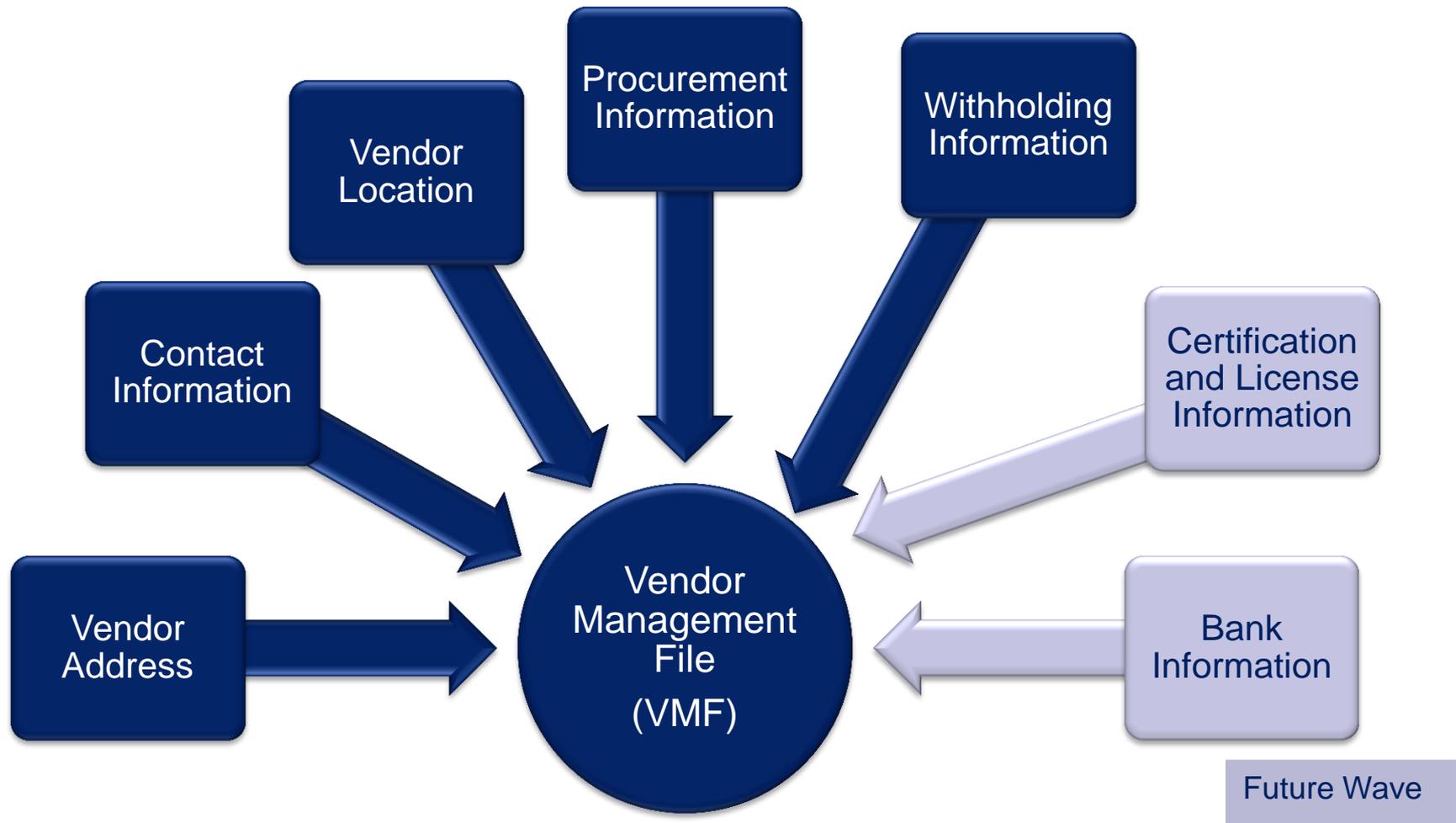
Vendor Key Terms

Term	Definition
Vendor	<p>Suppliers/payees that are actively doing business with the State, or otherwise receiving payments from the State. Vendor data is used in the following transactions:</p> <ul style="list-style-type: none"> ▪ Requisition Data (Optional) ▪ Purchase Order Entry ▪ Receiving/Returning Goods ▪ Voucher Entry ▪ Payments for Goods/Services Purchased ▪ 1099 Reporting

Vendor Key Terms

Term	Definition
Vendor Management File (VMF)	A statewide, central source of vendor information used by departments for procurement, receiving, and payment functions
Vendor Management Group	The central group responsible for approving and managing vendor information in the VMF

Vendor Management File



What is Included in Wave 1

- The following functionality will be expanded to Wave 2 departments:
 - Departments can access the VMF to add or view vendor information
 - Unique vendor IDs will be created within FI\$Cal for each vendor and shared across departments
 - Each vendor will be validated and approved by the VMG before it can be used to source a requisition, create a Purchase Order (PO), and create a voucher
- Departments submit changes to the vendor record using the online Vendor Update Form (VUF) in FI\$Cal
- 1099 reportable vendors will be identified in FI\$Cal
- The Vendor File will also contain Employees receiving payments within FI\$Cal
- Vendor and employee SSNs will be masked in FI\$Cal

What is included in Wave 2

- These features will be covered in the Procurement CRP Session:
 - For Wave 2:
 - Bidder registration
 - SB/DVBE certification
 - Vendor self-service functionality

Enter Vendor

Department Vendor Processor (DVP)



DVP

Receive Invoice/Vendor Request Form

- Department receives STD 204

Search for Vendor

- Search for vendor in FI\$Cal
- If vendor exists, proceed to enter and process voucher or manage PO

Enter New Vendor

- Add a new vendor and accompanying information (such as an STD 204)
- If Withholding Vendor, input withholding information

Validate Vendor

- FI\$Cal will identify potential duplicates
- DVP will resolve issues as needed

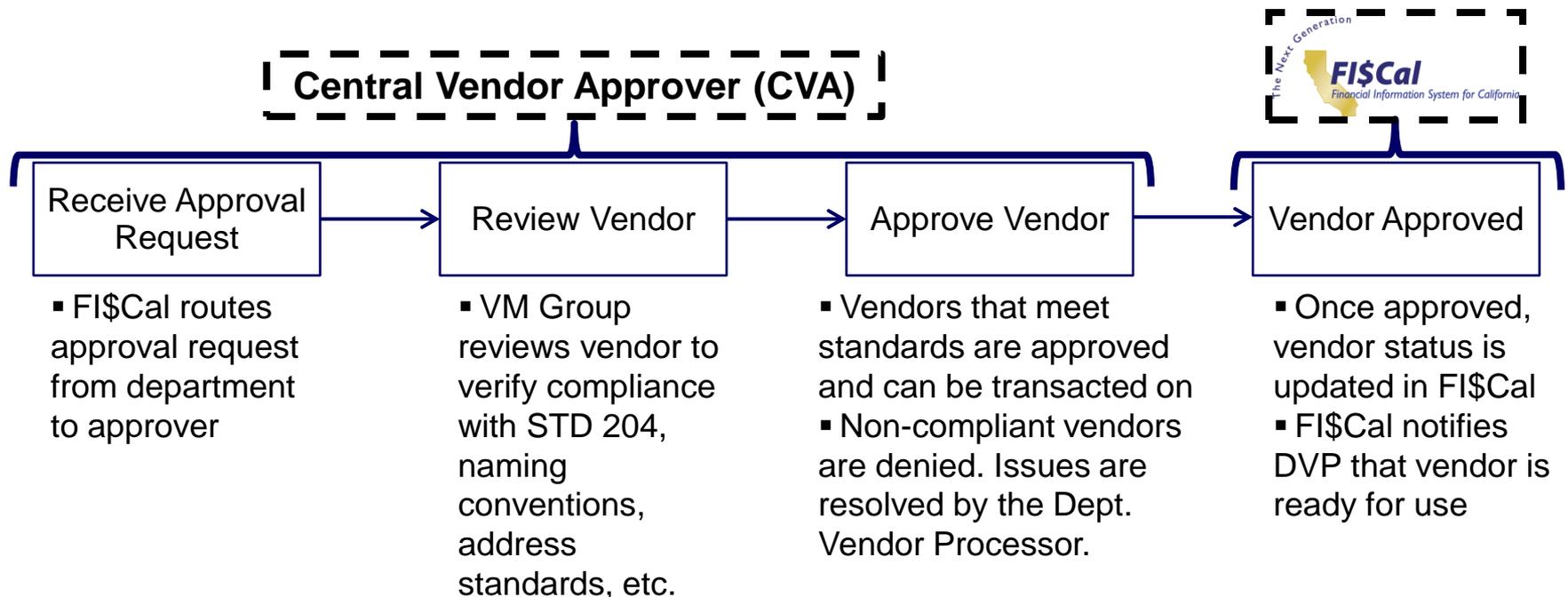
Save Vendor Information

- The new vendor record is saved in an unapproved status
- IRS TIN matching will run during a batch process

Key Impacts

- FI\$Cal flags duplicate vendors, assigns a unique vendor ID, and accommodates multiple vendor addresses and contacts
- Statewide tracking of purchasing by vendor
- Duplicate entry of vendors across departments is reduced

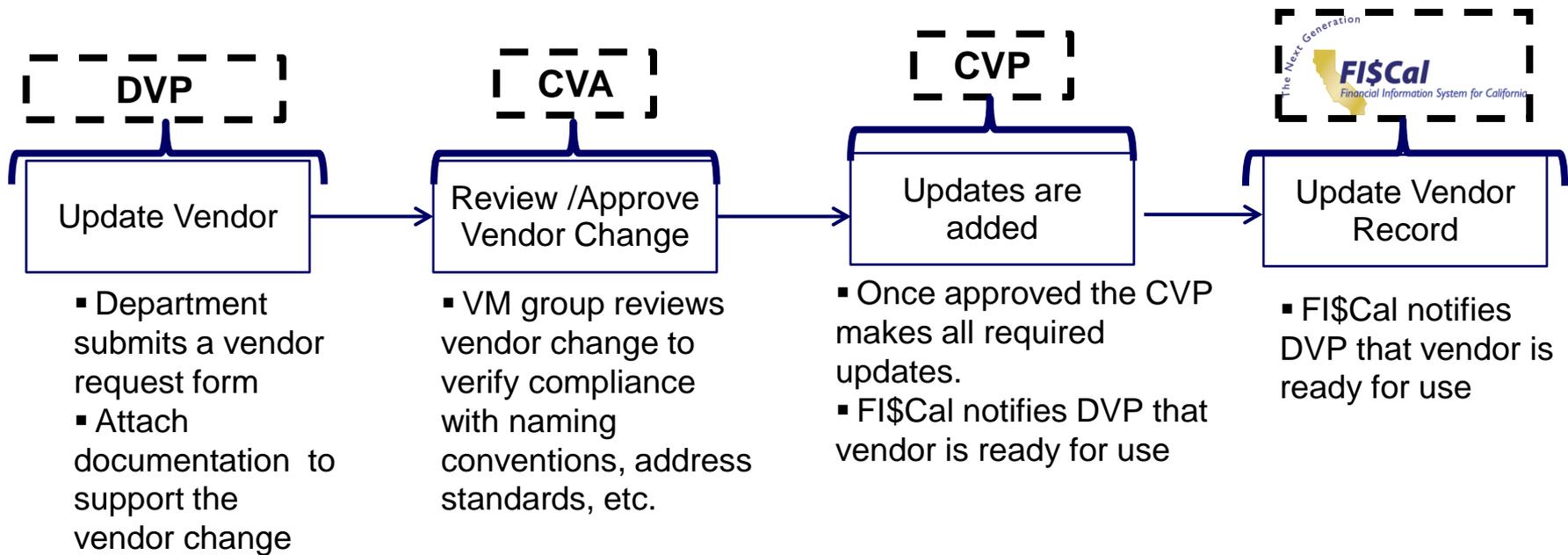
Approve Vendor



Key Impacts

- Vendors are approved centrally
- Central vendor approvers will work with agencies to resolve issues
- Process enables decentralized vendor entry while maintaining security and controls

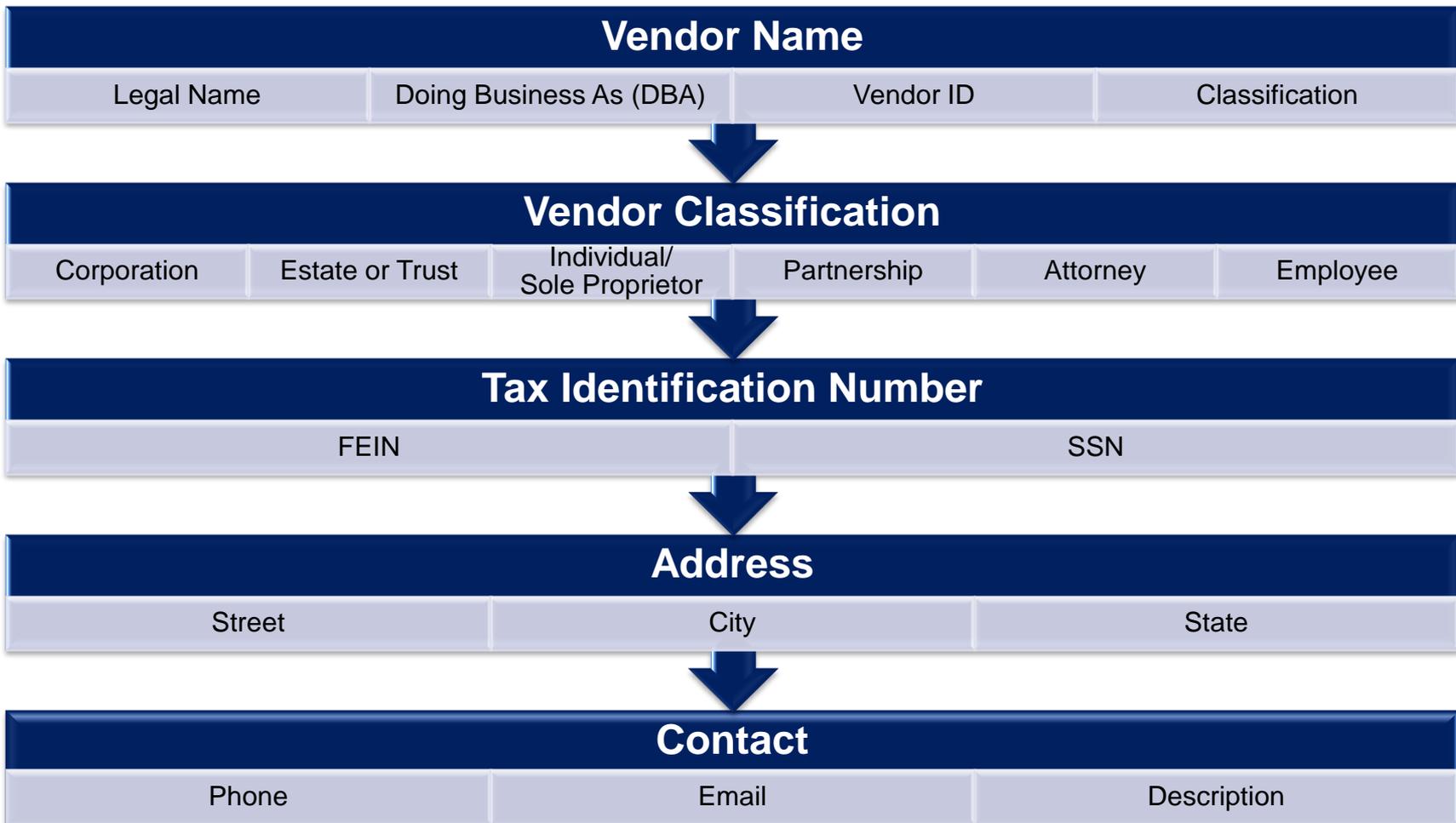
Maintain Vendor



Key Impacts

- FI\$Cal routes the vendor request form for approval to the central approver
- FI\$Cal notifies processor of approval
- Reduces duplicate maintenance of vendors across departments
- Departmental User will have the ability to continue processing transactions during the update process

Vendor Record Structure



Vendor Information

Vendor Name

- Legal Name
- Doing Business As (DBA)
- Vendor Number
- Classification

Vendor Type

- Corporation
- Estate or Trust
- Individual
- Partnership
- Attorney
- Government
- Employee

Tax Identification Number

- FEIN
- SSN

Vendor

[Related Conte](#)

Summary Identifying Information Address Contacts Location Custom

SetID:	STATE	*Vendor Name 1:	Jackson Teller
Vendor ID:	0000000002	Vendor Name 2:	Go-Getter
*Vendor Short Name:	GO-GETTER GO-GETTER-001	<input checked="" type="checkbox"/> Withholding	
*Classification:	Individual	<input checked="" type="checkbox"/> Open For Ordering	
HCM Class:		<input type="checkbox"/> VAT Registration	
*Persistence:	Regular		
*Vendor Status:	Approved		

[Approval History](#)

Vendor Relationships

Corporate Vendor

Corporate SetID: STATE

Corporate Vendor ID: 0000000002 Jackson T

Key Points:

- Vendor classifications are for reporting only.
- Withholding checkbox checked for 1099 reportable vendor
- Open for Ordering must be selected before using this vendor on Purchase Orders
- Duplicate Vendor Checking can be controlled up front before entering all require values or executed at the time of saving the vendor.

Address, Contact, and Location Information

Address

- Street
- City
- State

Contact

- Phone
- Email
- Contact Location

Location

- Procurement Information
- Withholding Information

Address Information

Key Points:

- Each vendor can have multiple addresses.
- Effective-dating an address will allow new rows to be inserted to reflect changes in address. This allows changes to be entered that will be effective at a future date.

Vendor Address

Address ID: 1

Description: Corporate Office

Details

Effective Date: 10/16/2012  Effective Status: Active 

Country: USA  United States

Address 1: 2000 Noel Road

Address 2: #1267

Address 3:

City: Dallas

County: Postal: 75240

State: TX  Texas

Email ID: JJones_contract@stalples.com

Payment/Withholding Alt Names

Phone Information

*Type	Location	Prefix	Telephone	Extension
Business Phone	Corporate Office	1	800/111-2222	

Contact Information

Vendor Contact

Contact ID: 1
Description: Corporate Office

Details

Effective Date: 10/16/2012 
Effective Status: Active 
Type: Sales Contact 
Name: Jason Jones
Title: Sales
Address:  Corporate Office
 2000 Staples Drive
 FRAMINGHAM, MA 98765
Internet: [View Internet Address](#)
Email ID:

Phone Information Personalize | Find |  First 1-2 of 2 Last

*Type	Prefix	Telephone	Extension		
Business Phone 	<input type="text" value="1"/>	<input type="text" value="800/111-2222"/>	<input type="text"/>		
Business Phone 	<input type="text" value="1"/>	<input type="text" value="941/622-9876"/>	<input type="text"/>		

Key Points:

- The page tracks information about specific vendor representatives the State deals with frequently
- Address allows you to associate Address detail for the vendor contact
- View Internet Address opens the Web Page entered in URL for Vendor

Location Information

Procurement Options

SetID: STATE Location:
 Vendor ID: 0000000006 Description:
 Short Vendor Name: STAPLES STAPLES-001
 Name: Staples inc. Expand All

Key Points:

- Locations are default sets of rules, or attributes, which define how business is conducted with a particular vendor
- At least one default location is to be identified but multiple locations can be added
- Different branches, sites, or offices can be used to identify various locations

Ordering

Vendor: 0000000006 Staples inc.
 *Address: Corporate Office
[Search](#) 2000 Staples Drive
 FRAMINGHAM, MA 98765
 Location: CORP Corporate Office

Pricing

Vendor: 0000000006 Staples inc.
 *Location:  Corporate Office

Returning

*Vendor:  Staples inc.
 *Address: Corporate Office
[Search](#) 2000 Staples Drive
 FRAMINGHAM, MA 98765
 Location: CORP Corporate Office

Ship From

Vendor: 0000000006 Staples inc.

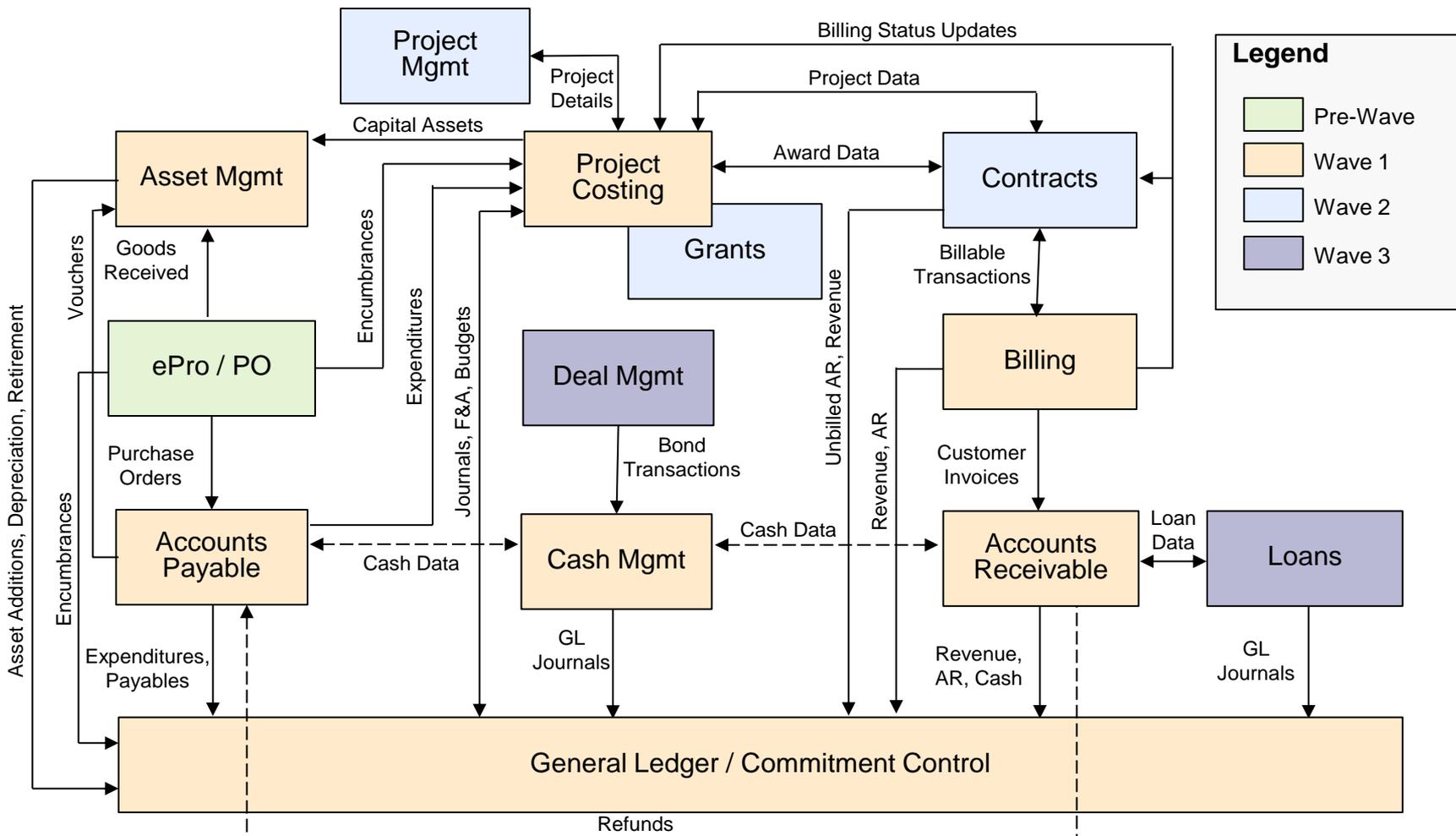
Technology Considerations – Interfaces

Interface	Definition
Pitney Bowes	An interface that verifies FI\$Cal vendor addresses. Address information will be validated and updated so that the street, apartment/suite numbers, city, state, province, and postal code of each record are in agreement. The interface will also identify undeliverable addresses, provide missing information, correct misspellings, and standardize addresses.
TIN Matching	This interface matches vendor Tax Identification Numbers (TIN) and payee names against IRS records. FI\$Cal will send the 1099 payee information to the IRS for validation and the IRS will inform FI\$Cal whether the TIN/name combinations result in a match or an error.

Technology Considerations – Conversions

Conversion	Definition
Vendors	<p>FI\$Cal will convert data records of active vendors from department Legacy Systems into FI\$Cal's vendor database tables. Active vendors are defined as vendors that have produced transactions, such as Purchase Orders or Vouchers, in the systems during the current and prior fiscal years.</p>

FI\$Cal Accounting Solution



Accounts Payable Overview

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

Reportable Payments Overview

- Understanding 1099 Withholding:
 - Only applicable to United States-based vendors
 - 1099 files are created at the end of each calendar year
- Vendors are marked as withholding applicable in the VMF in FI\$Cal
- Voucher lines in FI\$Cal are marked as subject to withholding
- FI\$Cal will capture 1099 information and generate the file to send to FTB for printing

Office Revolving Fund Overview

- Departmental payments (checks) are produced from FI\$Cal
- To create a ORF payment you must first create a voucher
- The ORF replenishment process enables the transfer of cash between the SCO Warrant Bank and the appropriate ORF Bank Account or Agency Trust Bank Account
- A journal entry is made to replenish departmental cash in the ORF or Agency Trust Fund

Voucher Key Terms

Term	Definition
Voucher	An electronic transaction created for the processing of vendor invoices, apportionments, employee expenses, or adjustments
Regular Voucher	Used for entering non-PO vouchers, PO vouchers, salary advances, and travel-related vouchers
Prepaid Voucher	Used for entering prepayments such as vendor prepayments and travel advances
Single Payment Voucher	Used for entering a voucher for a one-time vendor without having to record the vendor information in the Vendor table.

Voucher Key Terms

Term	Definition
Adjustment	Used for entering credit memos and will have a dollar value attached to it
Journal Voucher	Used for correcting the accounting entries on a posted or paid voucher and will not affect the dollar value on the original voucher
Purchase Order (PO)	A commitment from an organization (business unit) to vendors to purchase goods or services from that vendor; creates an encumbrance in FI\$Cal
Invoice	An itemized bill for goods sold or services provided, containing individual prices, the total charge, and the payment terms

Voucher Key Terms

Term	Definition
Matching	Compares a voucher with the PO and/or receiving documents and inspection confirming that payments are only made for goods and services that have been ordered, received, and inspected
Budget Checking	The process of comparing expenditure or revenue transactions against a defined budget

ORF Key Terms

Term	Definition
Office Revolving Fund (ORF)	Fund classification and cash account. An ORF is not a fund, but an advance from an appropriation. Agencies may use their ORF for immediate need per SAM. The cash amount spent is subsequently replenished by SCO.
Open Item Account	A ChartField value used for open item accounting, such as Salary Advances
Open Item	Each transaction that affects an open item account remains an open item until the balance of all transactions with a given open item key equals zero. When that transaction is posted, all open items for the employee ID are closed.

Payment Key Terms

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

Withholding Key Terms

Term	Definition
Types of withholding vendors	<ul style="list-style-type: none"> ▪ Attorney ▪ Corporation (Medical) ▪ Estate or Trust ▪ Individual/Sole Proprietor ▪ Partnership
Withholding Type	<ul style="list-style-type: none"> ▪ 1099-G (government payments) report ▪ 1099-I (interest income) report ▪ 1099-MISC (miscellaneous) report
Backup Withholding	<p>FTB and IRS Regulations require agencies to initiate backup withholding of income taxes for payments made to vendors that have not provided TIN information</p>

What IS Included in Wave 1

- Departments will use FI\$Cal to:
 - Create and approve vouchers
 - Attach invoices to vouchers
 - Budget check
 - Run match process to compare vouchers to POs, receipts, and/or inspection of goods or services received
 - Create payments
 - Create interagency payments
 - Adjust vendor reportable payment entries
- POs are integrated with voucher functionality
- SCO will use FI\$Cal to audit vouchers requiring a warrant
- Reportable payments will be recorded within FI\$Cal
- Confidential information security will be enforced in FI\$Cal

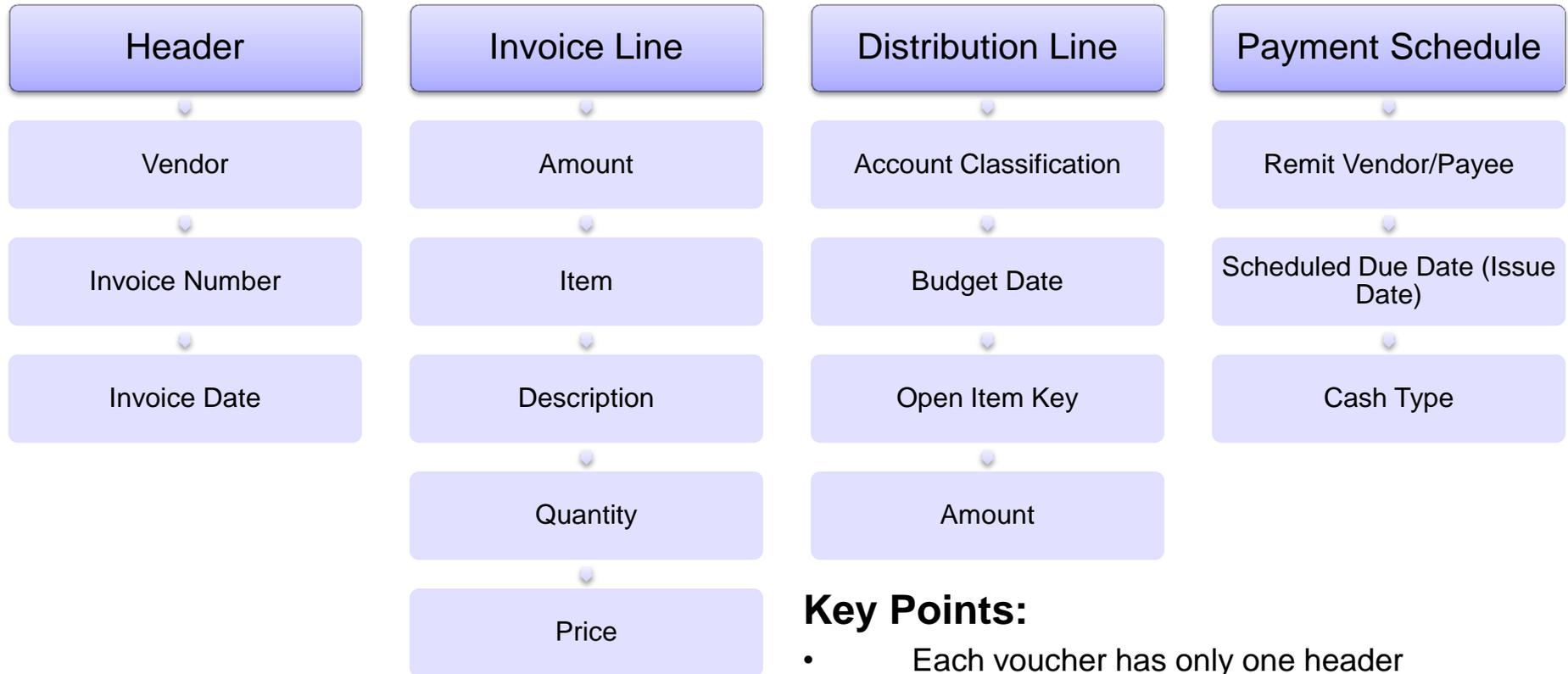
What IS Included in Wave 1

- Travel Advances from CalATERS will be interfaced to FI\$Cal
- Vendors and employees that receive agency payments will reside in the FI\$Cal Vendor Management File (VMF)
- Salary advance vouchers will contain an Open Item Key linking the employee to the advance. This Open Item Key is used as a reference within deposits for salary advance recovery payments.
- Departments will create regular vouchers to offset prepaid vouchers and record the expenditures
- Departmental replenishments are handled in FI\$Cal through the use of journal entries after SCO Audit approval

What **IS NOT** Changing for Wave 2

- SCO disbursements will continue to issue paper warrants (no EFTs) for FI\$Cal-generated vouchers
- Reportable payments from the State's specialized payment systems (electronic files or "tape claims") will continue to be processed by each specialized payment system
- Departments are still required to reconcile their ORF and Agency Trust transactions
- Departments are still required to follow the State Guidelines relating to ORF and Agency Trust payments
- The process for requesting a new, or changing an existing, ORF Account will not change
- Departments will still have the ability to print checks locally

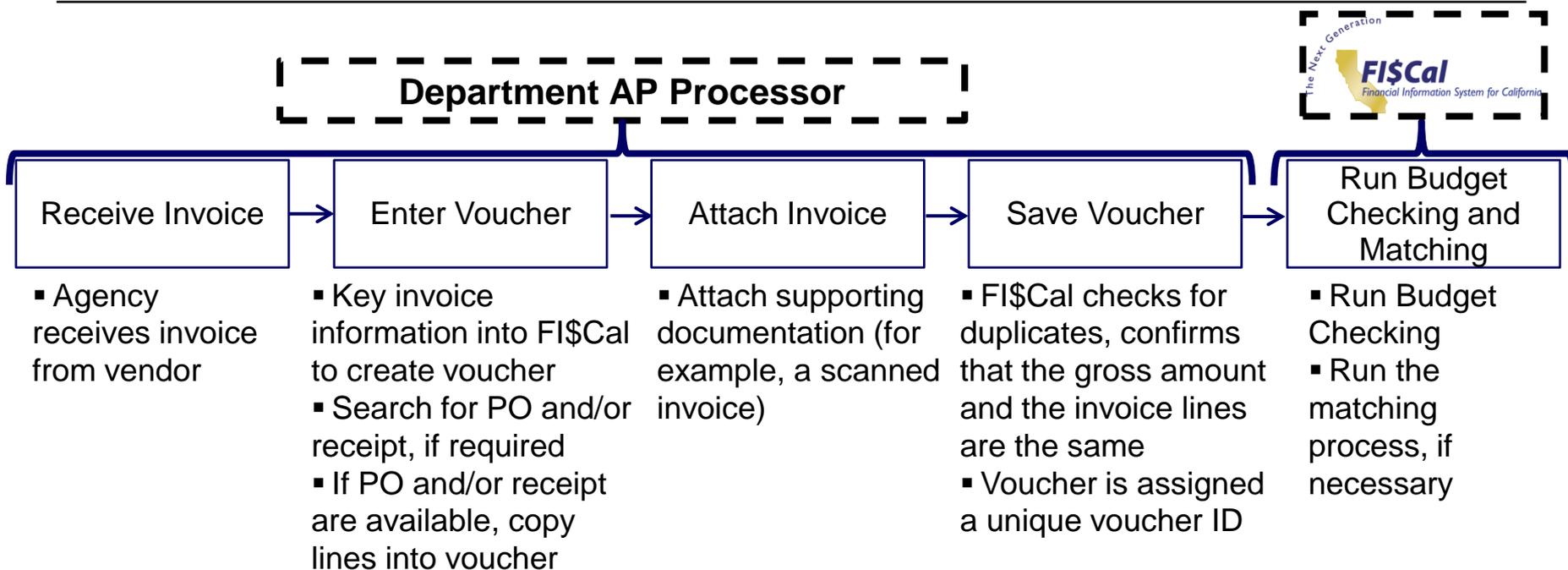
Voucher Structure



Key Points:

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

Enter Voucher

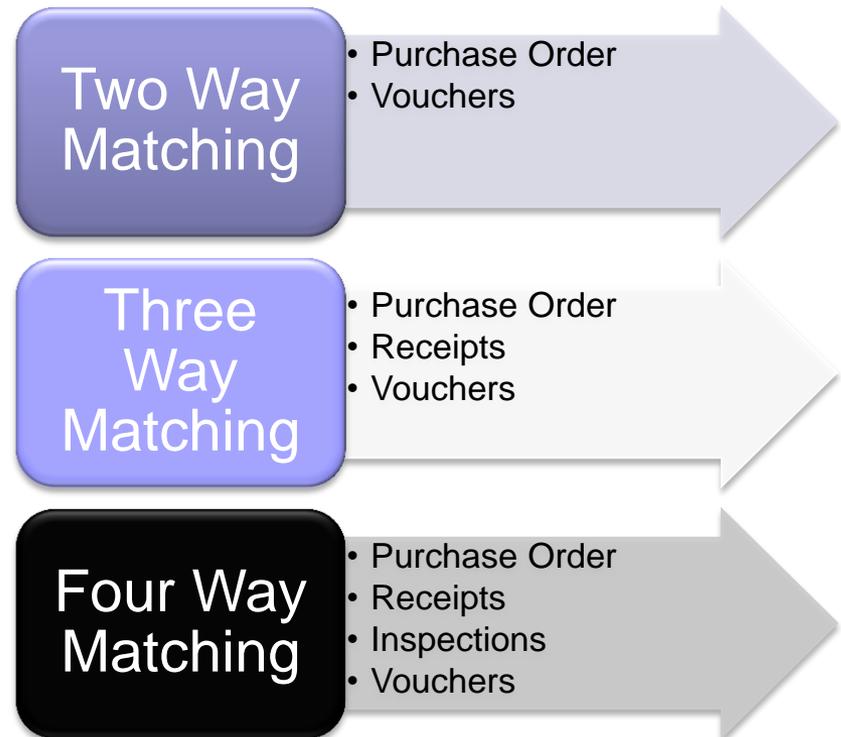


Key Impacts

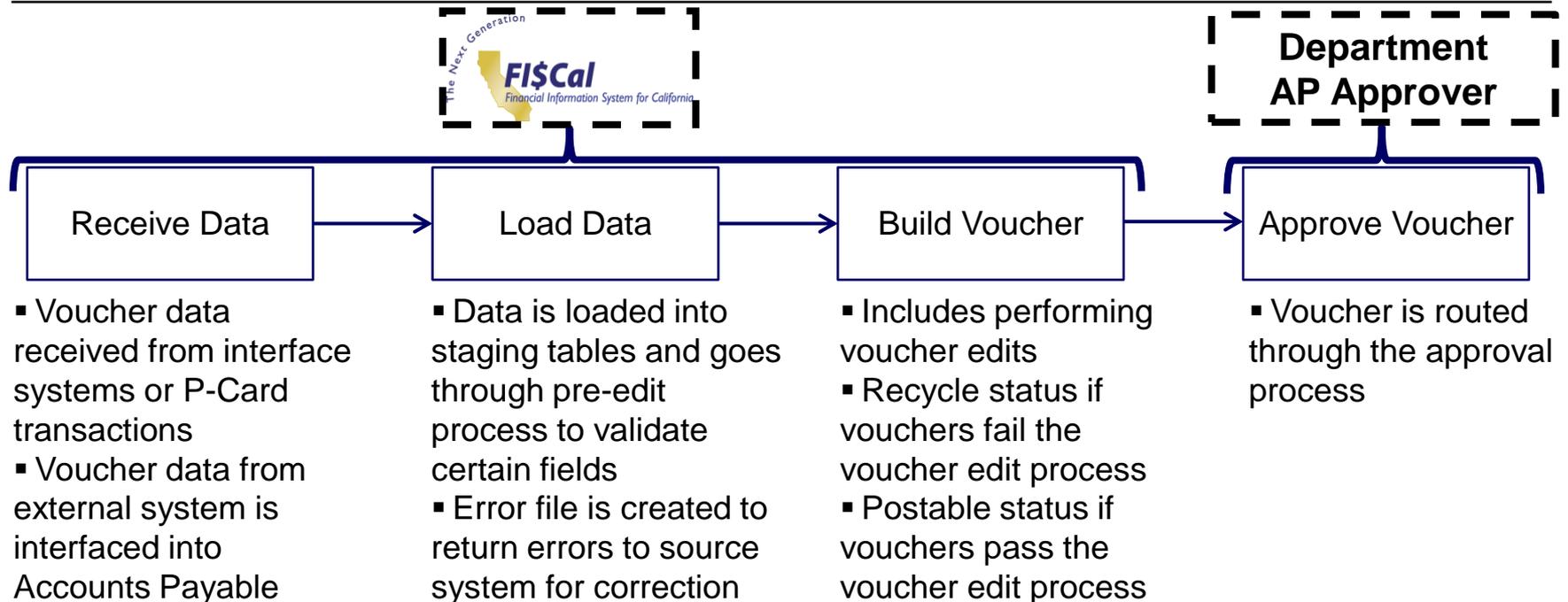
- FI\$Cal replaces paper claims
- Electronic approvals replace wet signatures on the claim schedule
- Multiple funds/appropriations can be associated with one voucher and multiple distribution lines

What is Matching?

- The Matching process compares a voucher with the purchase orders and/or receiving documents and inspection confirming that payments are only made for goods and services that have been ordered, received and inspected
- Matching functionality is not utilized for non-PO invoices
- FI\$Cal requires purchase orders for goods and services provided
- The system will automatically perform matching based on the purchase order
- Match Exceptions can be overridden with proper authorization, when applicable



Upload Voucher



Key Impacts

- FI\$Cal creates vouchers from P-Card transactions and interfaced systems
- Approvals are electronic and based on workflow configured in FI\$Cal

Voucher Approval Hierarchy

Departmental Approver Level 1

- Review and approve within agency
- Typically a supervisor or manager

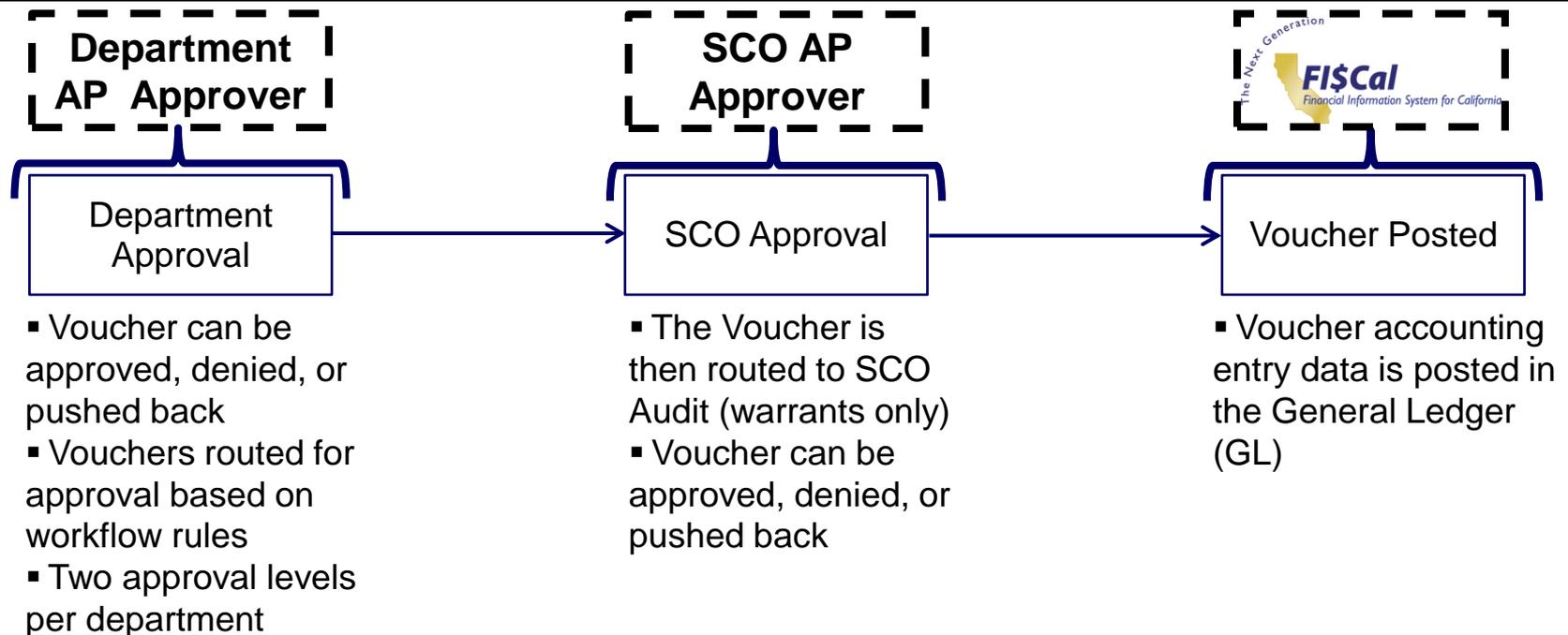
Departmental Approver Level 2

- 2nd-Level department approver
- Accounting Officer/Director

SCO AP Approvers

- Final Approval

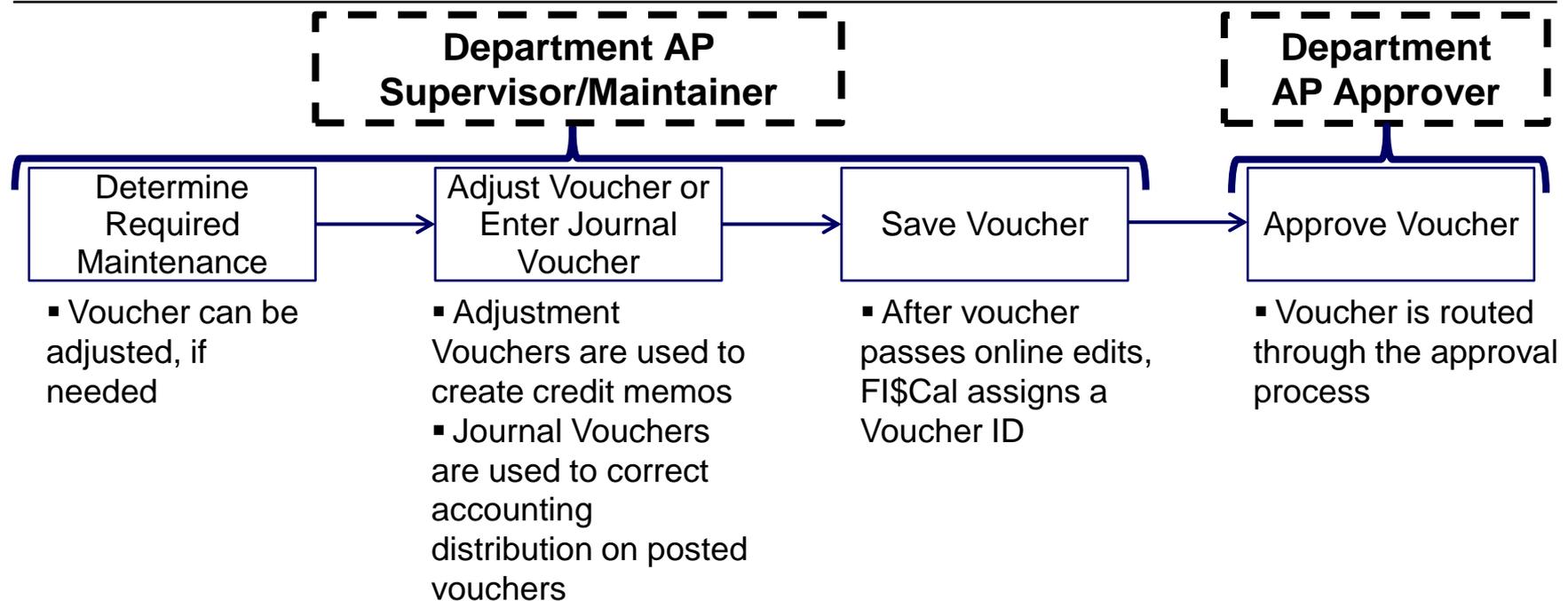
Approve and Process Voucher



Key Impacts

- Approvals are electronic and based on workflow configured in FI\$Cal
- The Accounting Entries to Debit the Expenditure and Credit the AP Liability are automatically recorded in the GL after voucher is approved and posted

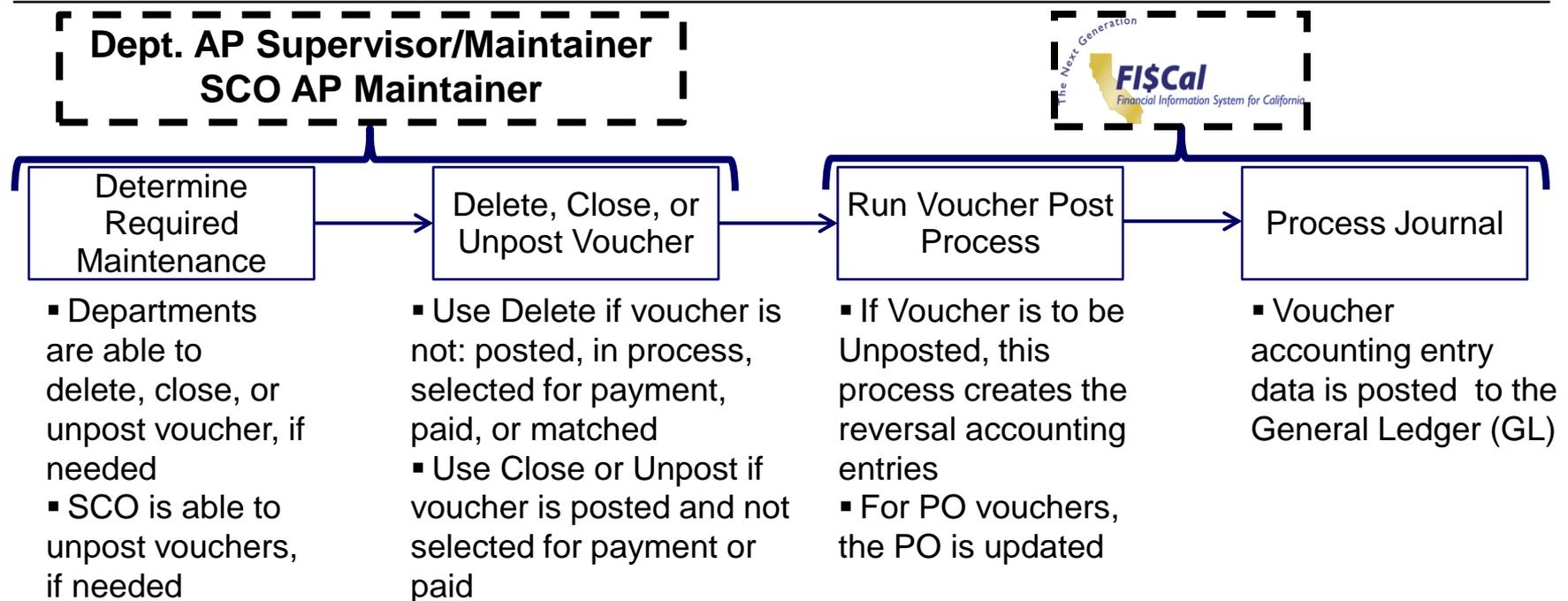
Maintain Voucher – Adjust/Journal



Key Impacts

- The Maintain Voucher process is completed in FI\$Cal
- FI\$Cal routes vouchers for approval

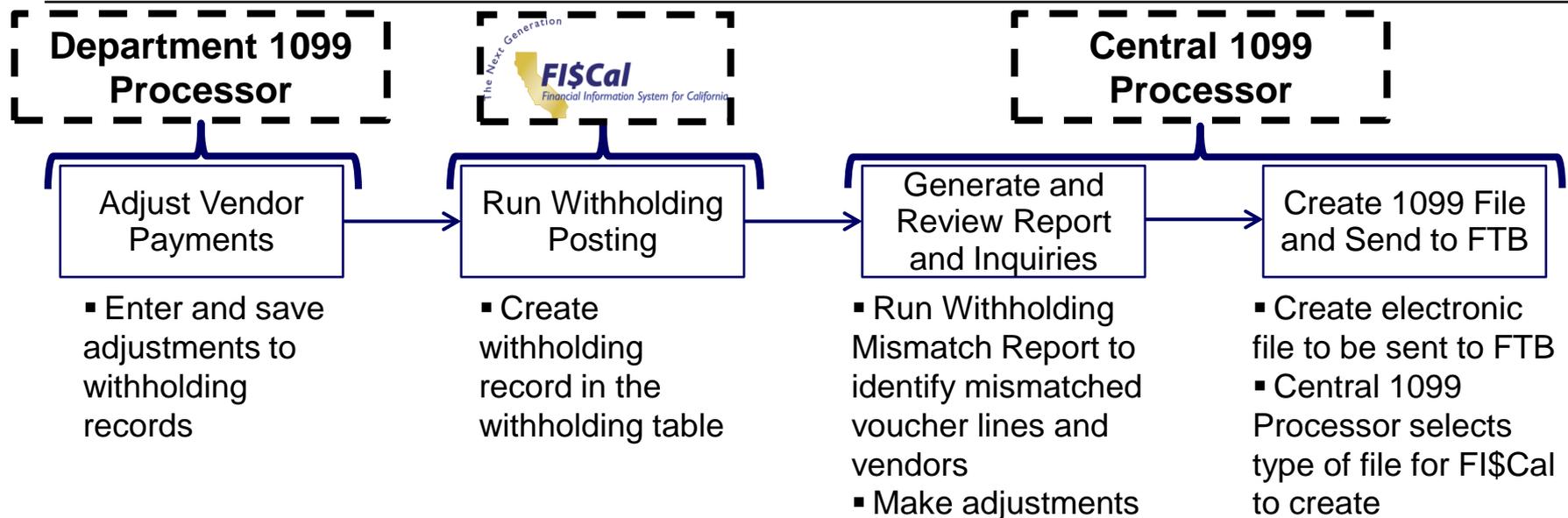
Maintain Voucher – Delete/Close/Unpost



Key Impacts

- The Maintain Voucher process is completed in FI\$Cal
- FI\$Cal updates the PO (if applicable)

Process 1099 Withholding



Key Impacts

- Payment detail records will be marked with a 1099 flag based on vendor and account classification
- FI\$Cal automates creation of withholding report and helps identify mismatches

Enter Invoice information

Invoice Information | Payments | Voucher Attributes

Business Unit: 08200
 Voucher ID: NEXT
 Voucher Style: Regular Voucher

Invoice No: Invoice 123 NOV2012
 Invoice Date: 11/26/2012 
 Accounting Date: 11/26/2012  Tax Exempt

Vendor ID: 0000000006 
 ShortName: STAPLES-001 
 Location: CORP 
 *Address: 1 

Staples inc.
 2000 Staples Drive
 FRAMINGHAM, MA 98765

[Advanced Vendor Search](#)

Control Group: 
 Invoice Lines: 0.00
 *Currency: USD 
 Miscellaneous: 
 Freight: 
 Sales Tax: 
 Use Tax: 0.00 
 Total: 18,980.00
 Difference: 0.00

*Pay Terms:  045 
 Basis Date Type: Inv Date
[Non Merchandise Summary](#)
[Sales/Use Tax Summary](#)

Copy From Source Document

PO Unit: 
 PO Number: 
 Copy From: None

Calculate

Key Points:

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

Enter Invoice information

Invoice Information – Non PO Voucher

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

Line: 1 **Item:** **UOM:**
***Distribute by:** Amount **Unit Price:** **Quantity:**
Ship To: CA005 **Line Amount:** 10,000.00
SpeedChart: DEPTS **Description:**

One Asset

Distribution Lines Personalize | Find | View 1 | First 1-3 of 3 Last

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Alt Acct	Fund	Rept Structure	Program	Ref Code
<input type="button" value="+"/>	<input type="checkbox"/>	1	3,000.00		41700	1030000	0000000000	00010	1001010		4900
<input type="button" value="+"/>	<input type="checkbox"/>	2	3,000.00		41700	5311225	0000000000	00010	1001010		9010
<input type="button" value="+"/>	<input type="checkbox"/>										9010

Key Points:

- The Invoice Line information is entered, and multiple accounting Distribution Lines can be entered for each Invoice Line.
- Speed charts may be used to default the accounting distribution (i.e. Chart Fields) on voucher distribution lines. They can be defined for frequently used accounting distribution combinations to increase data entry efficiency.

Additional Voucher Types

Summary
Single Payment Vendor

SetID:	STATE		
Vendor ID:	0000000014		
Vendor Short Name:	SINGLEPAY	SINGLEPAY-001	
Vendor Name:	DOJ SINGLEPAYMENT VENDOR		
	SINGLEPAY-001		
Status:	Approved	Approval History	Last Modified By: HEpps
Persistence:	Single Payment Vendor		Last modified date: 11/14/2012 12:25PM
Classification:	Created By: HEpps		
Open for Ordering:	No	Created Date/time: 11/09/2012 10:42AM	
Withholding:	No	Last Activity Date: 11/14/2012	
VAT:	No		

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

Key Points:

- The persistence is set to 'Single Payment Vendor'.
- You need to select the persistence while adding the Voucher.
- For Single Payment Vendor, PeopleSoft displays only one Tab – 'Single Payment Vendor'.

Approving Vouchers

Key Points:

- When Voucher is created the approval workflow does not initiate automatically. User has to initiate the workflow through Approval Framework Page.
- User can click on Submit button to initiate the approval workflow for the voucher.

Favorites Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers

Approval Line Information Charge Information

Business Unit: 08200 Invoice Number: Approval_Scenario_1
 Voucher: 00000016 Vendor: Office Depot
 Invoice Date: 11/16/2012 ID: 0000000004

Voucher Details

Transaction Currency: USD Terms: Due in 45 Days
 Total: 20.00 Approval Status: Pending
 Misc Amt: 0.00 Added By: AP1
 Freight: 0.00 AP Processor 1
 Sales Tax: 0.00 Attachments (0)
 Use Tax: 0.00
 Entered VAT: 0.00

Details Personalize Find View All First 1 of 1 Last

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000000004	Remitting Address	12/31/2012	20.00	USD	Office Depot

Submit Approve Deny Pushback Add Comments

FI\$Cal Confidential Processing

Business Unit: 0820

Transaction Id: 00000424

Confidential Information

Confidential 1:

Confidential 2:

Confidential Notes:

Key Points:

- The confidential user will have the ability to add any confidential data on this tab.
- Also the Confidential user can attach supporting documents which are only viewable by users with the confidential role.

Confidential Attachments

Upload your attachments

Personalize | Find |  |  First  1 of 1  Last

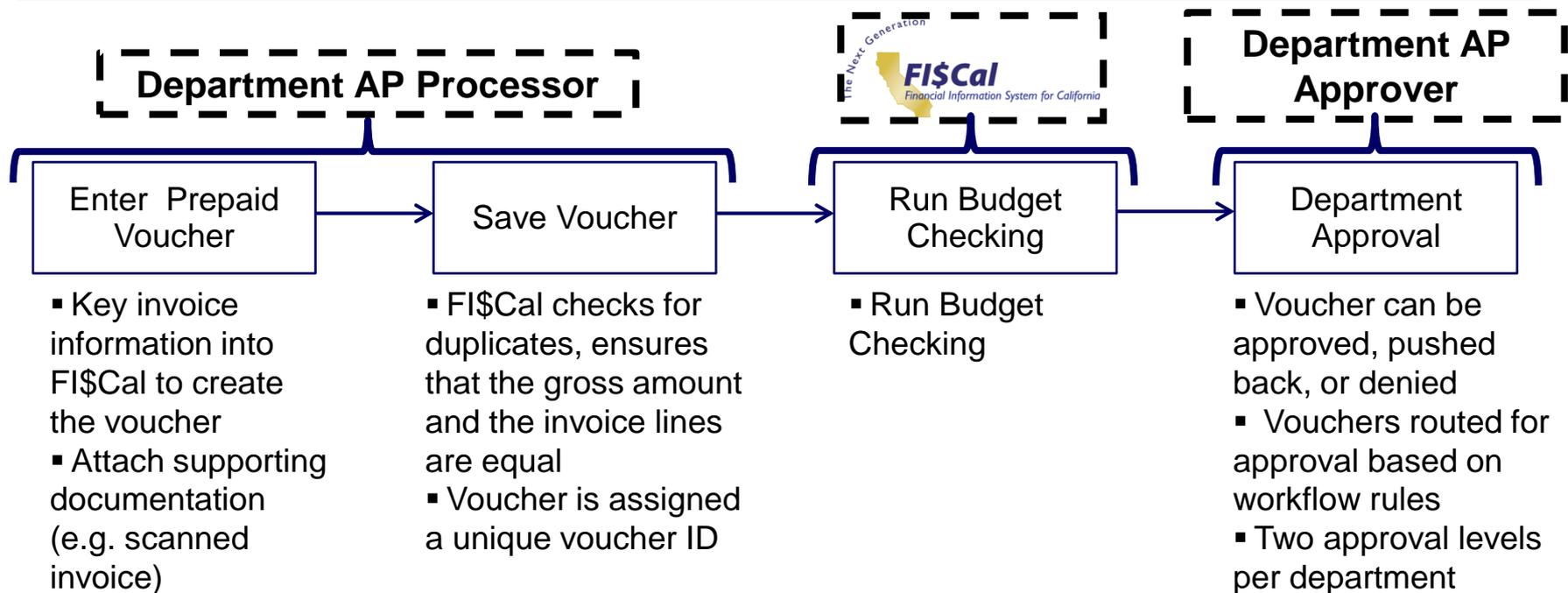
	Description	Attached File	Attach	Open		
1	<input type="text"/>		<input type="button" value="Attach"/>	Open	<input type="button" value="+"/>	<input type="button" value="-"/>

Establish An ORF

- The initial cash balance is recorded by the following:

Action	Entries
Advancing Fund	
1 Reserve spending authority	Dr. - Reserved Spending Authority Cr. – Authorized Spending Authority
2 Record an AP voucher to initiate payment to the ORF	Dr. – Due From Other Funds (ORF) Cr. – Accounts Payable
3 Issue a warrant	Dr. – Accounts Payable Cr. – Cash in State Treasury
Revolving Fund	
4 Deposit the warrant	Dr. – Revolving Fund Cash Cr. – Due To Other Funds (Advancing)

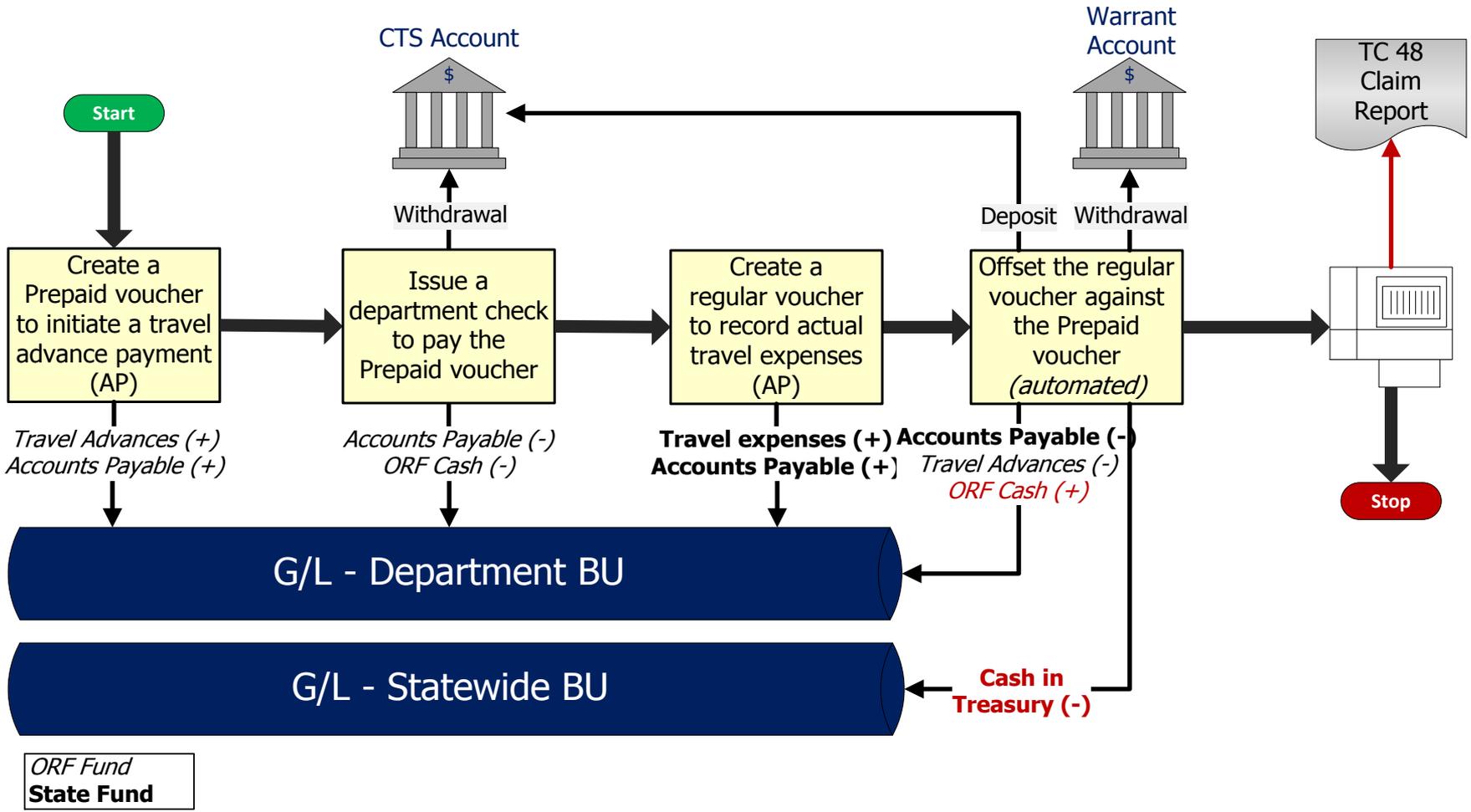
Enter Prepaid Voucher



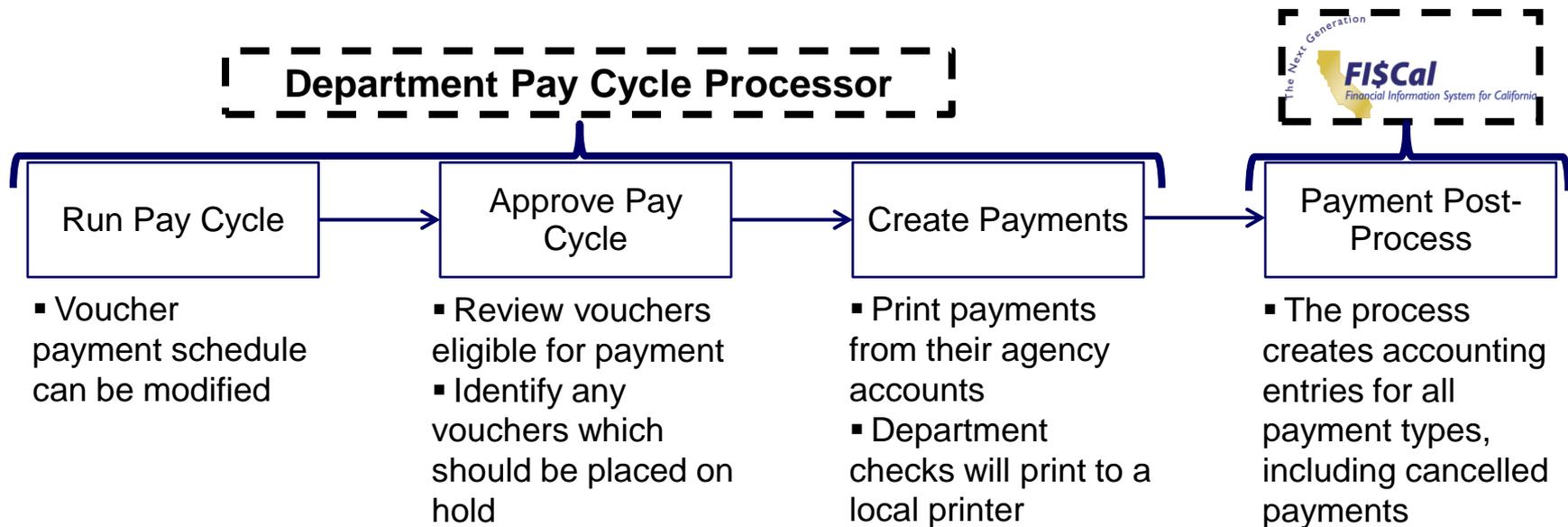
Key Impacts

- Prepaid vouchers will be used for travel and vendor advances
- Approvals will not be required for CalATERS vouchers within FI\$Cal
- Vendor ORF payments for immediate need will also use the prepaid voucher

Prepaid Voucher Accounting



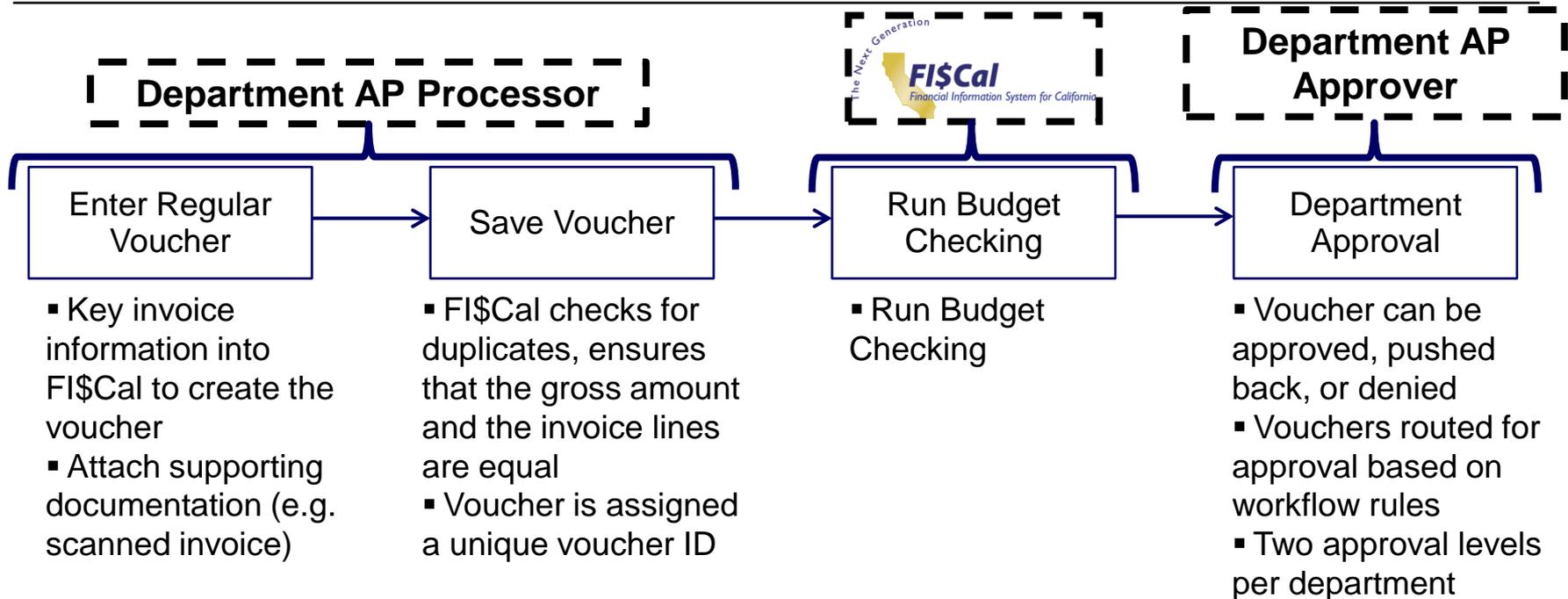
Run Pay Cycle



Key Impacts

- FI\$Cal departments will have the ability to run pay cycle for departmental checks
- Payments from ORF are made within FI\$Cal

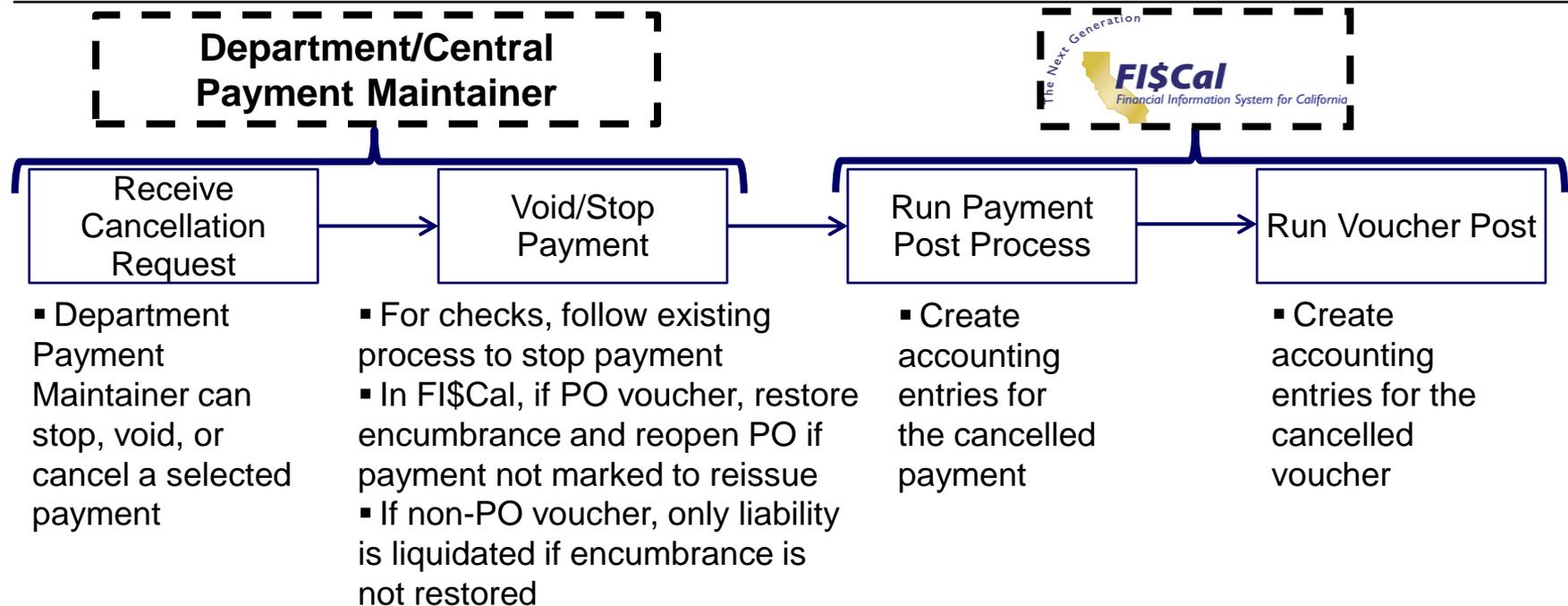
Enter Regular Voucher



Key Impacts

- Regular vouchers will be used for processing expense reports and salary advances
- Approvals will not be required for CalATERS vouchers within FI\$Cal
- Multiple funds/appropriations can be associated with one voucher
- The regular voucher will be used to hit the actual expenditures

Void/Stop Payments



Key Impacts

- Department checks can be stopped, cancelled, or voided in FI\$Cal
- FI\$Cal restores encumbrance (if applicable) and updates accounting entries in the GL

Entering a Prepaid Voucher

Invoice Information | Payments | **Voucher Attributes**

Business Unit: 08200 Invoice No: PrepaidVoucherExample
 Voucher ID: NEXT Invoice Date: 11/16/2012
Voucher Style: Prepaid Voucher Accounting Date: 11/16/2012

Vendor ID: 0000000003 AT&T
 ShortName: AT&T-001 PO BOX 515188
 Location: MAIN Los Angeles, CA 90051
 *Address: 1
 *Pay Terms: NXTM Next Month
 Basis Date Type: Inv Date
 Control Group: Sales/Use Tax Summary
 Invoice Lines: 0.00
 *Currency: USD
 Total: 10.00
 Difference: 0.00
 Calculate

Invoice Lines

Line: 1 Item: UOM: Quantity: 10.00
 *Distribute by: Amount Unit Price: Line Amount: 10.00
 Ship To: CA005 Description: One Asset

Calculate

Distribution Lines

Line	Merchandise Amt	Quantity	*GL Unit	Account	Alt Acct	Fund	Rept Structure	Program	Ref Code	YO
1	10.00		08200	1001000	0000000000					

Key Points:

- Prepaid Voucher is used to generate Payments to the Vendors for goods or services received before the actual invoice for the good / services is received.
- The Prepaid Voucher has all the attributes of Regular Voucher and is processed in the similar fashion as the Regular Voucher.
- The actual prepayment has all the attributes of a regular payment with the exception of discounts and split payments.
- The Single Payment Voucher is adjusted with the Regular Vouchers from the same Vendor.
- You can apply multiple regular vouchers to one prepayment, as well as one regular voucher to multiple prepayments.

Technology Considerations – Interfaces

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

Technology Considerations – Interfaces

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

Technology Considerations – Interfaces

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

Technology Considerations – Conversions

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

Data Protection Overview

- FI\$Cal will receive and retain various types of data that will need to be protected. All data can be classified as:
 - Public
 - Personally Identifiable Information
 - Sensitive
 - Confidential

- Various state agencies assisted FI\$Cal in the development of a **Data Classification and Protection Framework**

Data Protection Overview

- All data that is received, retained, and transmitted by FI\$Cal protected by:
 - Business Unit
 - Encryption
 - Role Based Access

- In addition, data classified as PII, sensitive, and confidential will receive the additional protection of:
 - Masked
 - Tracking when the transaction is added, updated, or deleted
 - Role Based Access, such as Confidential User

Data Protection – Key Terms

Term	Definition
Public Information	Information maintained by state agencies that is not exempt from disclosure under the provisions of state or federal laws.
Confidential Information	Information maintained by state agencies that is exempt from disclosure under the provisions of state or federal laws.
Sensitive Information	Information maintained by state agencies that requires special precautions to protect from unauthorized use, access, disclosure, modification, loss, or deletion. Sensitive information may be either public or confidential.
Personally Identifiable Information	Information that identifies or describes an individual. This information must be protected from inappropriate access, use, or disclosure and must be made accessible to data subjects upon request.

Data Protection Processes & Fields

Process Name	Field Description	
Enter and Maintain Vendors	Vendor ID	Public
Enter and Maintain Vendors	Vendor Type	
Enter and Maintain Vendors	Vendor Address	
Enter and Maintain Vendors	Vendor Contact Detail	
Enter and Maintain Vendors	Vendor Withholding Information	
Enter and Maintain Vendors	Vendor Government Certificate	
Enter and Process Vouchers	Voucher ID	
Enter and Process Vouchers	Withholding Entity	
Enter and Process Vouchers	Withholding Type	
Enter and Process Vouchers	Withholding Jurisdiction	
Enter and Process Vouchers	Withholding Class	
Enter and Process Vouchers	Withholding Rule	
Enter and Process Vouchers	Distribution Line	
Enter and Process Vouchers	Payment Number	
Enter and Process Vouchers	Bank SetID	
Enter and Process Vouchers	Bank Code	
Process Payments	Payment Number	
Process Payments	Payment Amount	
Process Withholdings	Withholding Report Table	
Enter and Process Vouchers	Attachments	
Enter and Maintain Vendors	Vendor Bank Accounts	PII
Enter and Maintain Vendors	Vendor Tax Id Number	

FI\$Cal Standard Protection Framework

Standard Data Protection level For:
 Confidential (Protected under the Public Records Act), Electronic Protected Health Information (e/PHI), Federal Tax Information, Notice Triggering Information, Payment Card Industry, Personally Identifiable Information (PII) and Sensitive Information, the following is the Standard Data Protection Level:

1. Mandates that Govern the Collection of this Field – State Administrative Manual (SAM).
2. Federal Tax Information Labeling – None.
3. FI\$Cal Standard Protection Method(s):
 - Business Level Security.
 - Encryption.
 - Masked (SSN, TIN, and Payment Card).
 - Role Based.
4. FI\$Cal Standard Actions to be Tracked:
 - Add, Delete, Update and Read.
5. FI\$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI\$Cal currently).

Public Confidential PII Sensitive

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

Data Protection Processes & Fields

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

FI\$Cal Standard Protection Framework

Standard Data Protection level For:

Confidential (Protected under the Public Records Act), Electronic Protected Health Information (e/PHI), Federal Tax Information, Notice Triggering Information, Payment Card Industry, Personally Identifiable Information (PII) and Sensitive Information, the following is the Standard Data Protection Level:

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 - Business Level Security.
 - Encryption.
 - Masked (SSN, TIN, and Payment Card).
 - Role Based.
4. FI\$Cal Standard Actions to be Tracked:
 - Add, Delete, Update and Read.
5. FI\$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI\$Cal currently).

Public

Confidential

Sensitive

Restricted

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

Data Protection – Next Steps

- FI\$Cal is expecting this framework confirmed by Wave 1 departments will also meet the data protection requirements of Wave 2 departments
- Opportunity to request additional data protection in Wave 2 task TECH201: Review Data Classification and Protection Framework

Session Recap

- Key Considerations
 - <Discuss the key input/feedback provided during session>
- Future Action Items
 - <Review open items discussed during session >
- Action Items
 - <List action items discussed during session>
- Concerns
 - <List concerns identified by FI\$Cal team prior to CRP session>
 - <Review concerns discussed during session >

Question and Answer



FI\$Cal Project Information:

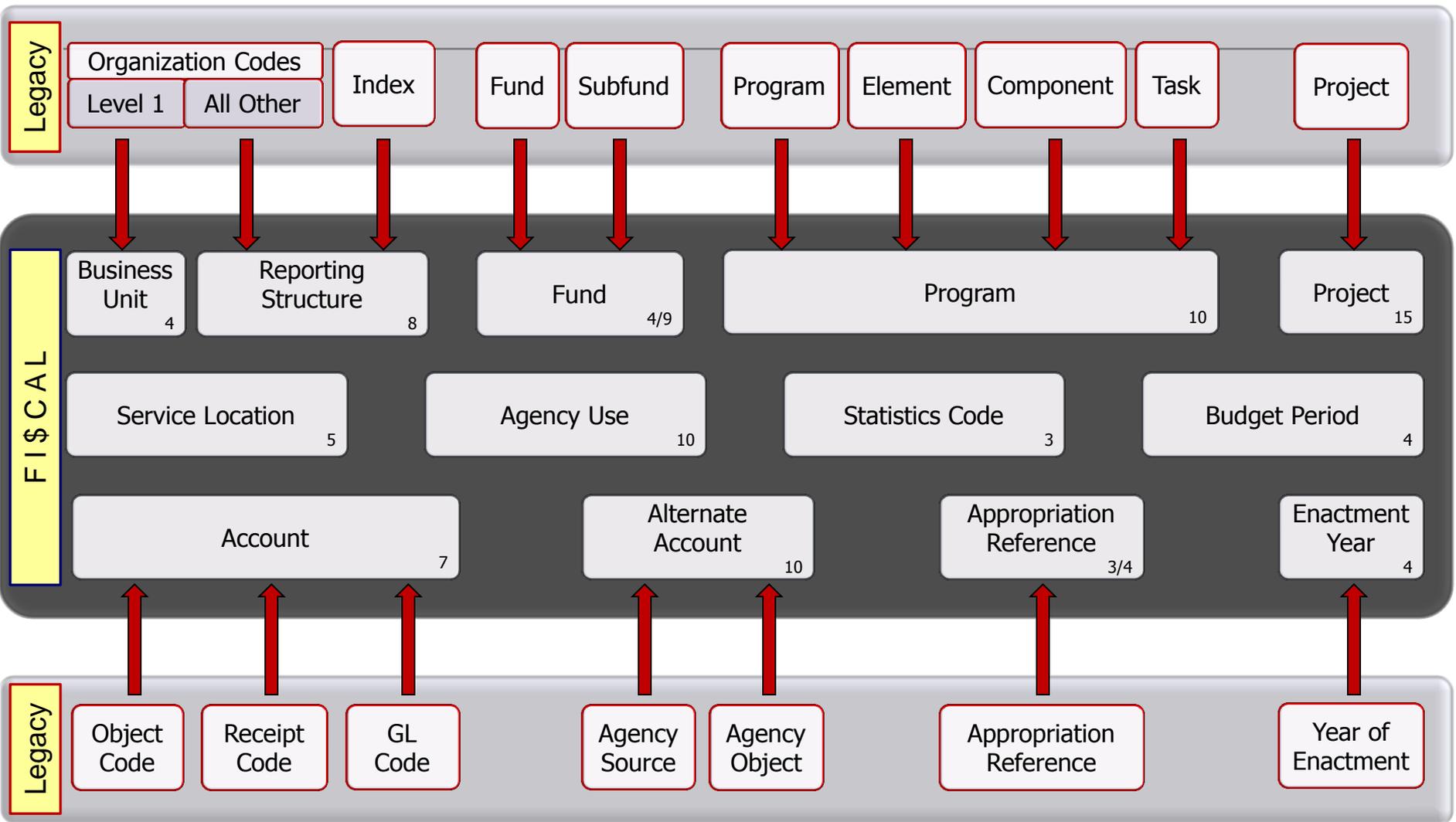
<http://www.fiscal.ca.gov/>

or e-mail the FI\$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov

Appendix

ChartField / UCM Codes Cross-reference



FI\$Cal Match Rules

Rule ID	Description	Long Description
100	No Receipts Found.	No available receipts (not matched, not on hold, and not canceled) were found for the purchase order specified on the voucher line.
140	Voucher item not = PO item.	The item on the voucher line does not equal the item on the purchase order line.
150	Inspection required but not completed.	The item ordered requires inspection but inspection has not been completed.
170	Voucher item not = receiver item.	The item on the voucher line does not equal the item on the receiver line.

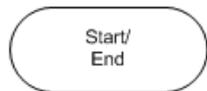
FI\$Cal Match Rules

Rule ID	Description	Long Description
240	Merch amount not = PO merch amt with rule amt tol.	Compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the POs less any previously matched amounts. Include amount tolerance from the rule and create an exception when the difference exceeds the tolerance.
250	Line amount not = PO line amt with PO amt tol.	Compare the voucher line amount to the PO line schedule amount less any previously matched amounts. Include amount tolerances from the PO, if any, when comparing the amounts.
340	LTD vchr amt greater than PO amt with PO amt tol.	Current voucher line amount plus previously matched voucher line amounts, if any, greater than PO line schedule amount. Include amount tolerances from the PO, if any, when comparing the values.

FI\$Cal Match Rules

Rule ID	Description	Long Description
470	Line price not = PO price with PO price amt tol.	Compare voucher price with PO price. Include price amount tolerances, if any, from the PO when comparing the values.
480	Line price not = PO price with PO price % tol.	Compare voucher price with PO price. Include price percent tolerances, if any, from the PO when comparing the values.
700	Freight not allowed.	PO freight terms = paid by seller but voucher includes freight cost.
R650	Voucher line amt > Sum of received amount	Voucher line amt > Sum of associated receiver line amt (Amount Only Matching)
V300	Life to Date Voucher Amount > PO Amount	The receiving tolerance is 0 and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order. An exception is not generated for an amount-only purchase order or non-purchase order receipt.

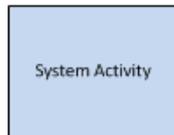
Guide to Symbols in Flows



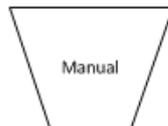
Start/End - Indicates point at which the process begins or ends. Does not represent any activity.



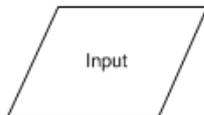
Decision - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.



System Task - Represents an individual step or activity in FI\$Cal.



Manual Task - Represents an individual step or activity in the process that is made out of FI\$Cal.



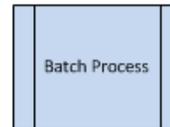
Input Documents - A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.



Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.



Interface - Data conversion from one electronic system to another.



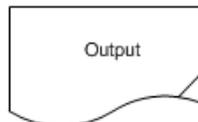
Batch Process - Represents a batch process within FI\$Cal.



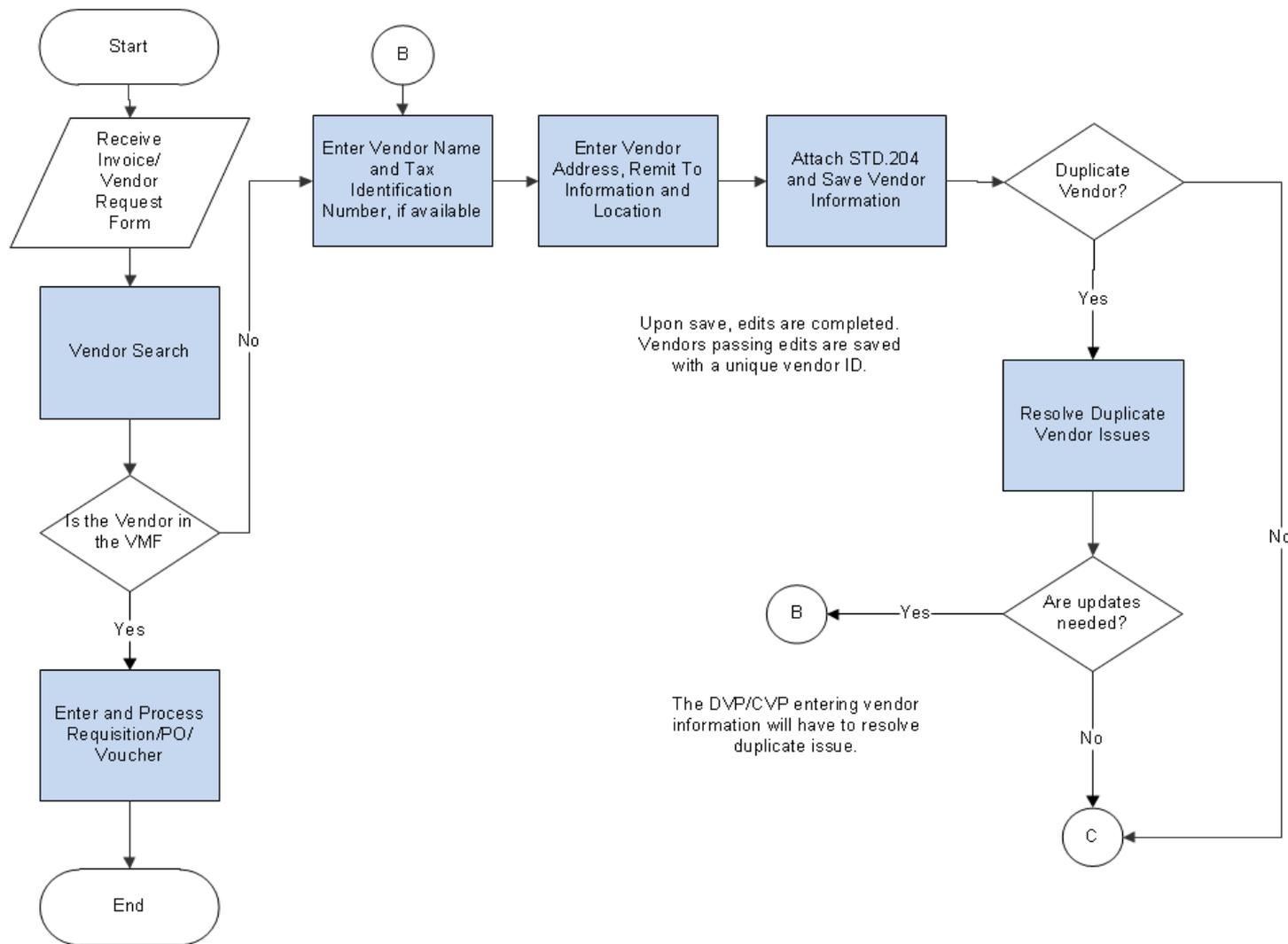
Flow Arrow

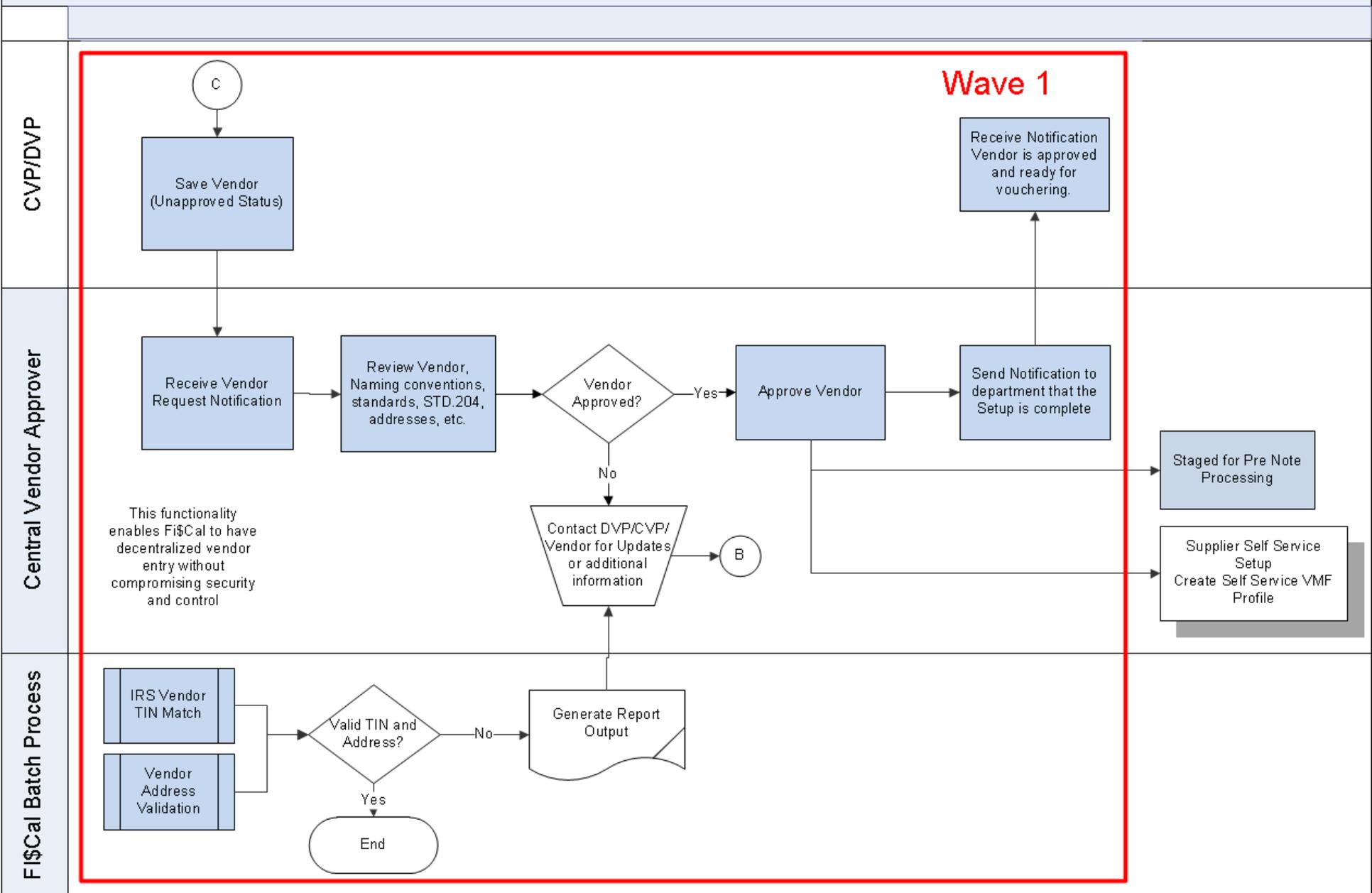


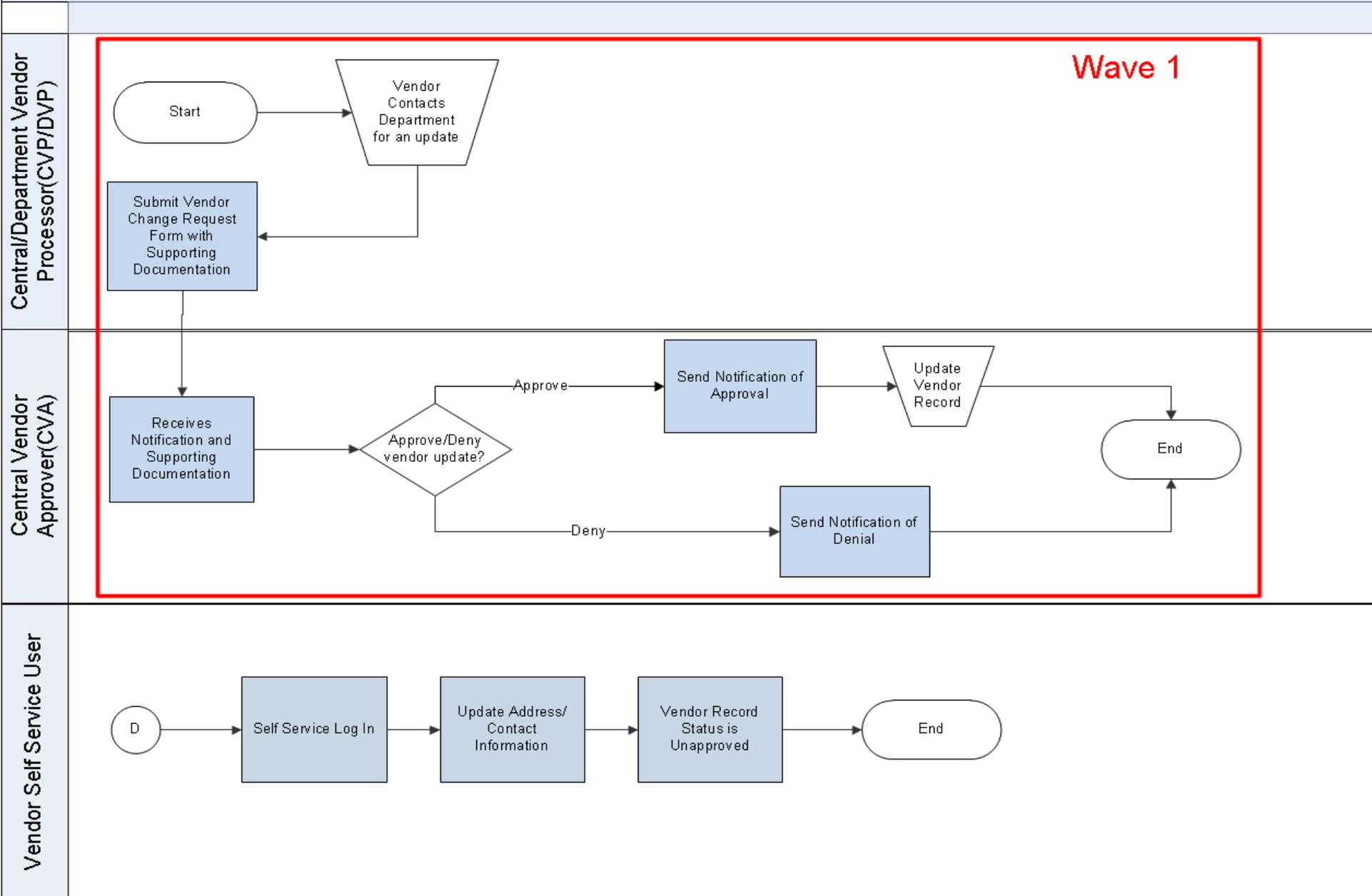
Intra Integration Process - A input or Output to some other process within the same capability



Output Documents - An electronic document that is created by the process and can be printed (for example - any kind of report).



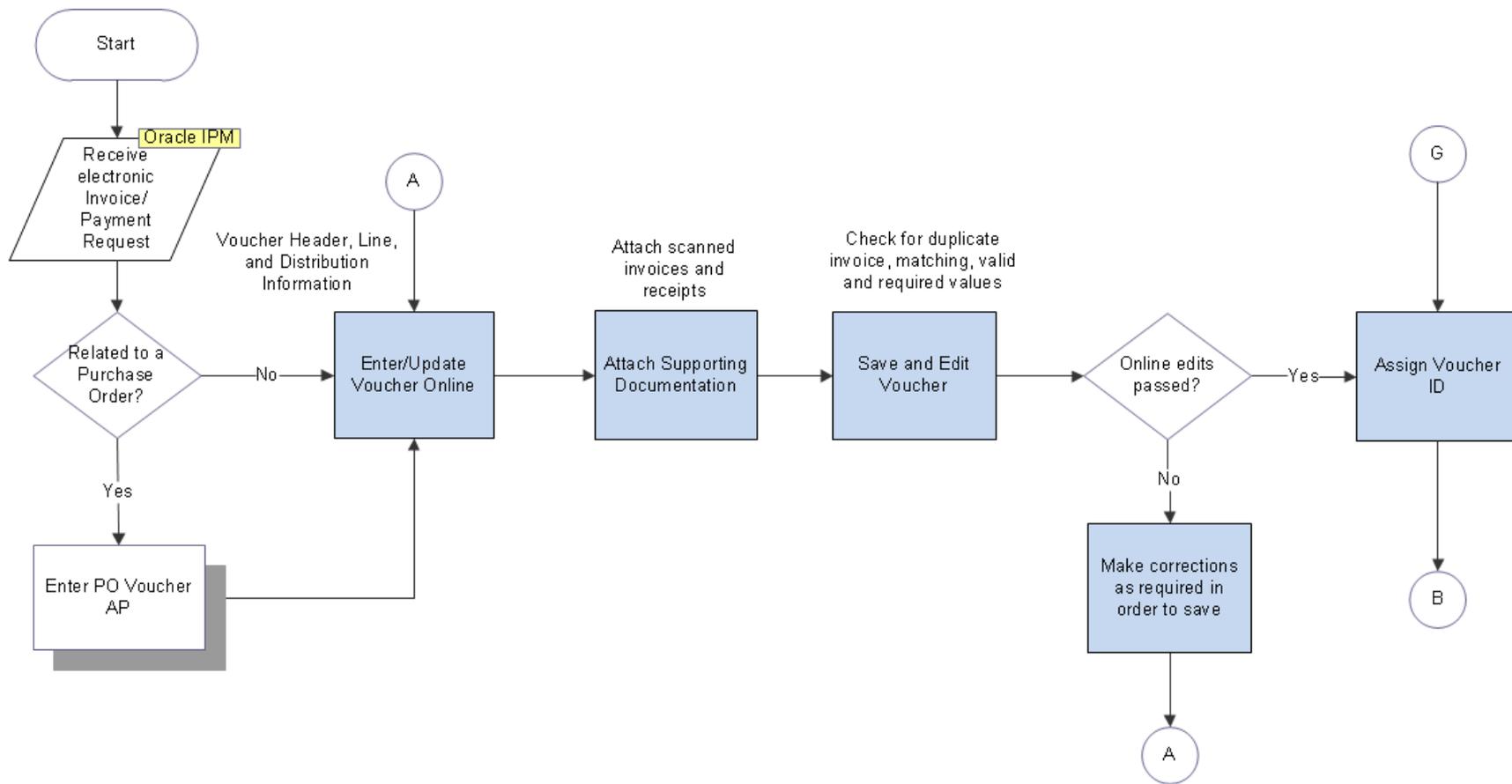




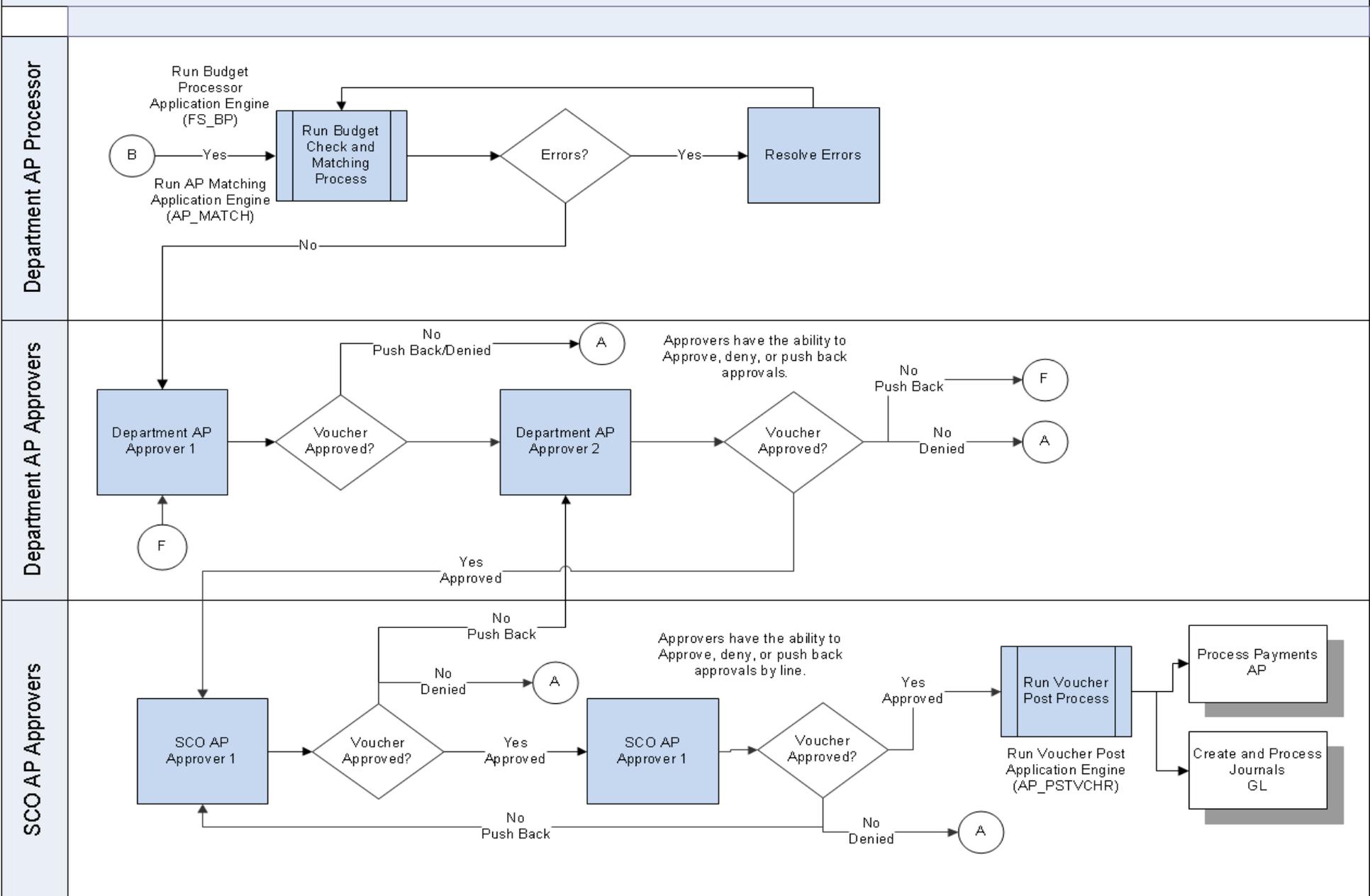
Wave 1

AP Enter and Process Vouchers – Enter Voucher

Department AP Processor

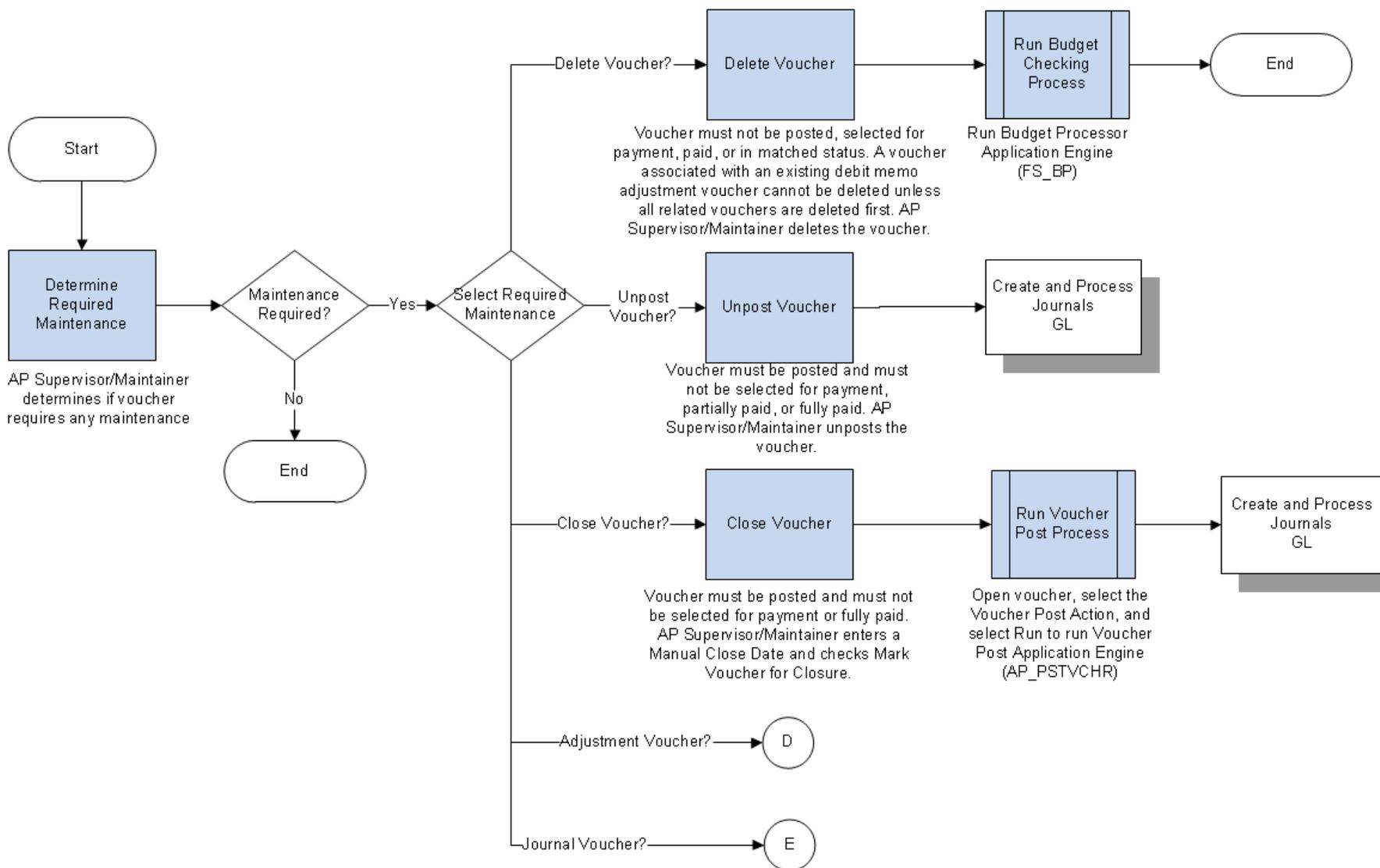


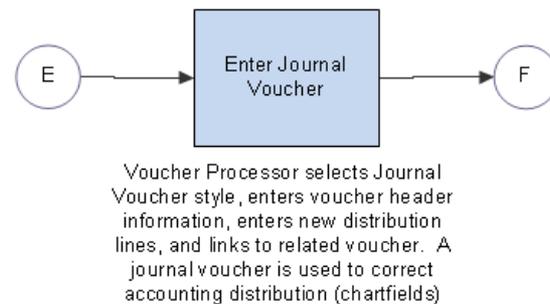
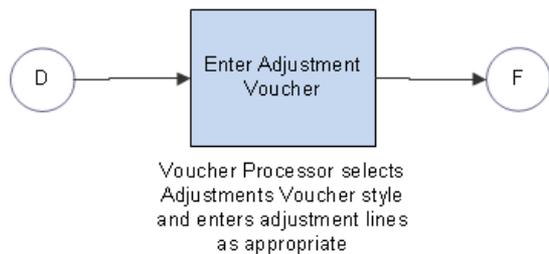
AP Enter and Process Voucher – Process Voucher



AP Enter and Process Voucher – Maintain Voucher

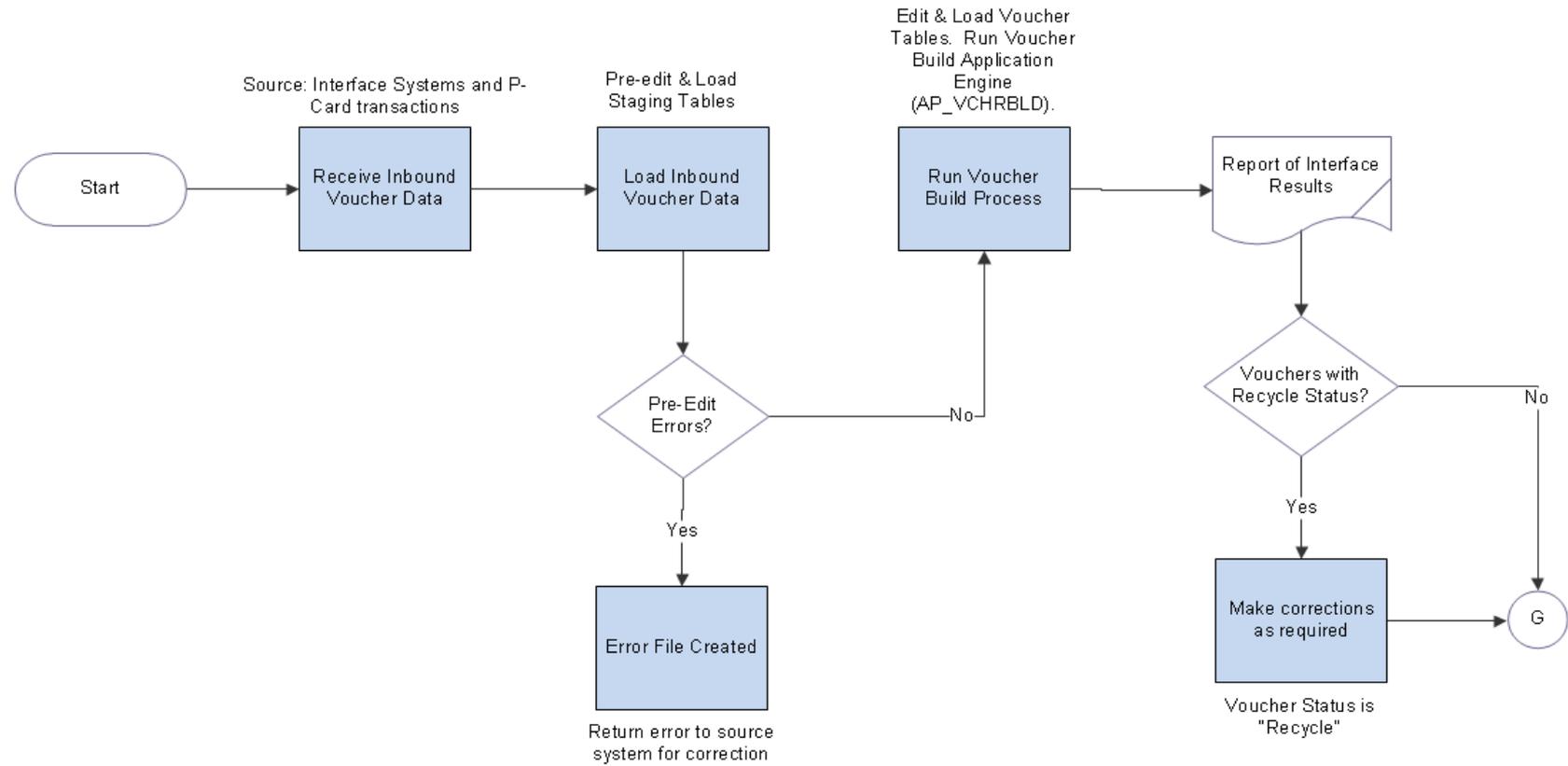
Department AP Supervisor/Maintainer
SCO AP Maintainer

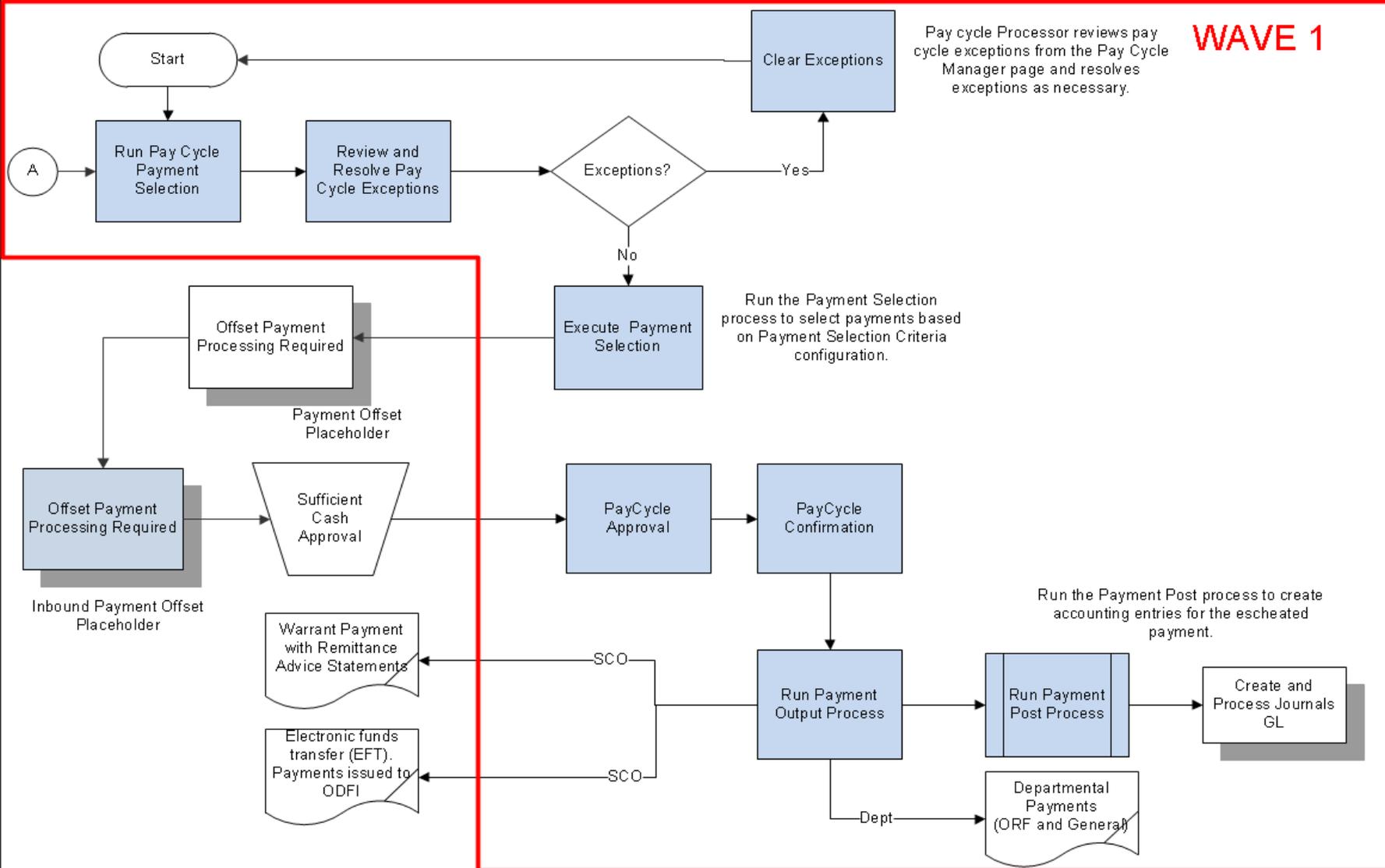


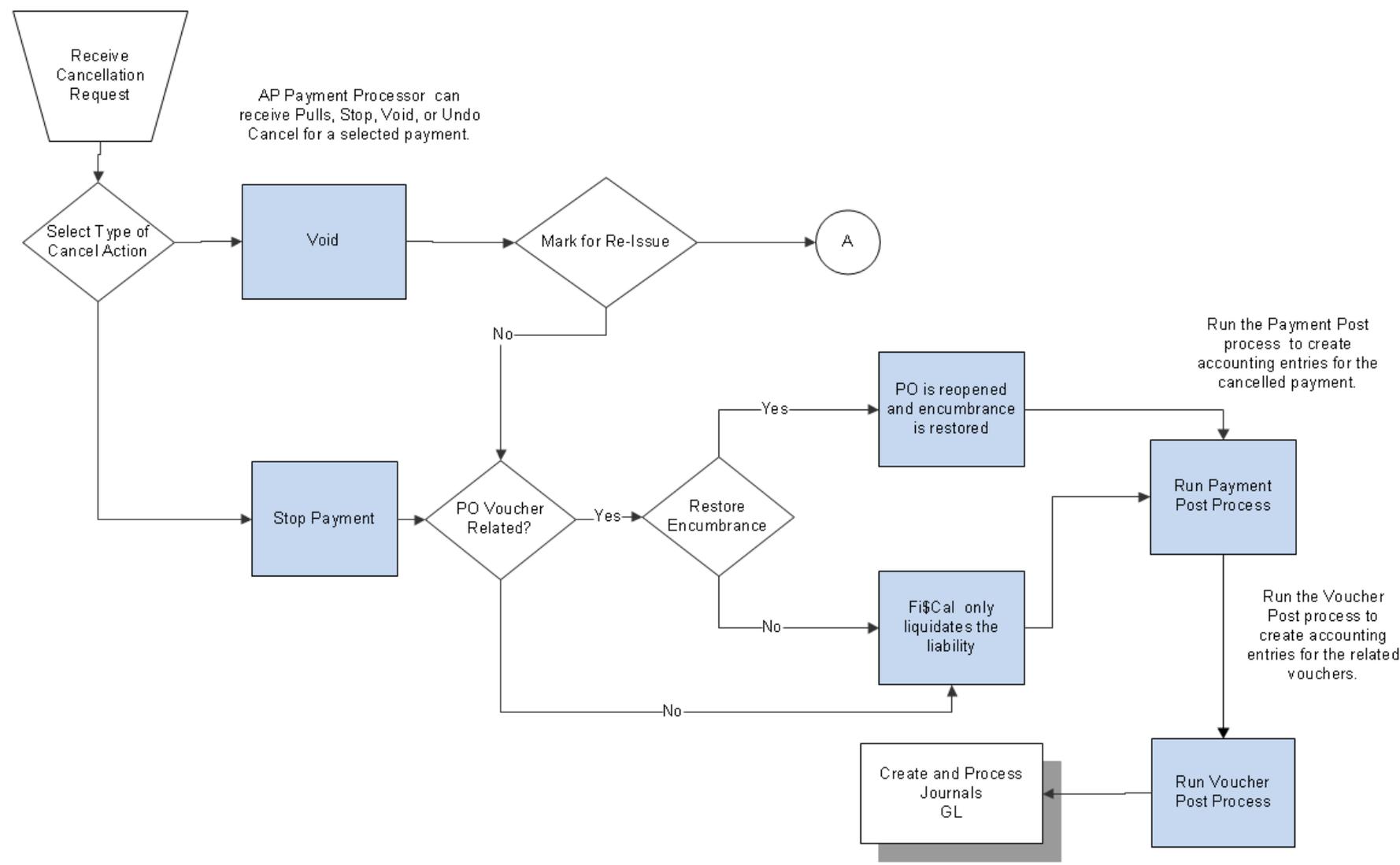


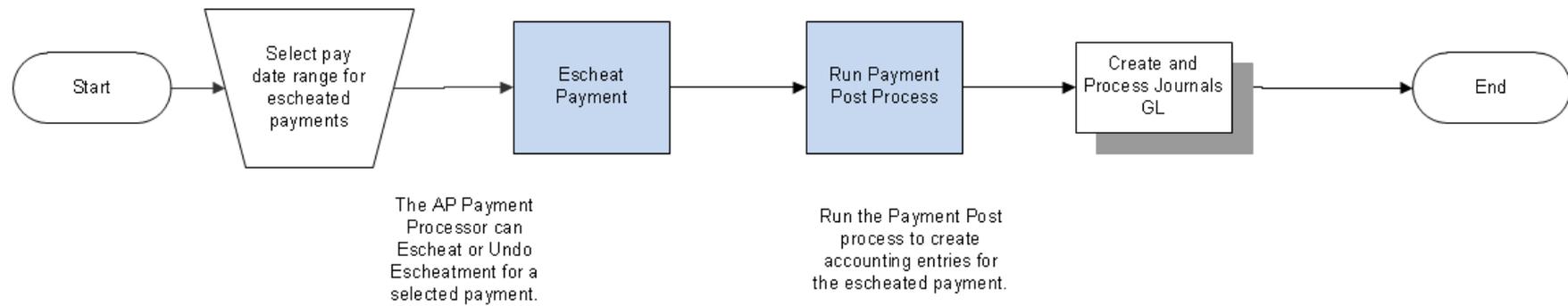
AP Enter and Process Voucher - Upload Vouchers(Import and Build)

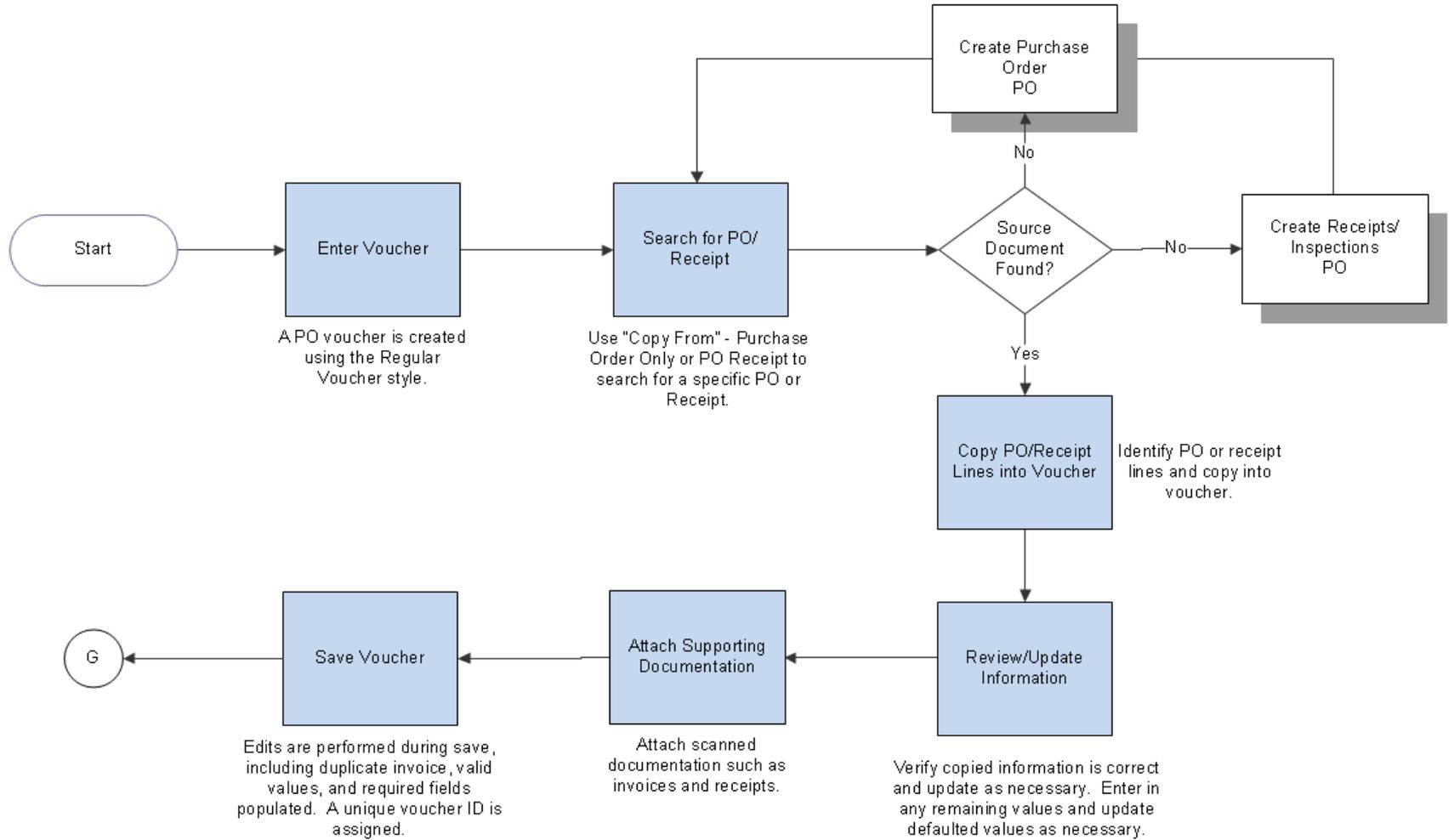
FI\$Cal AP Maintainer

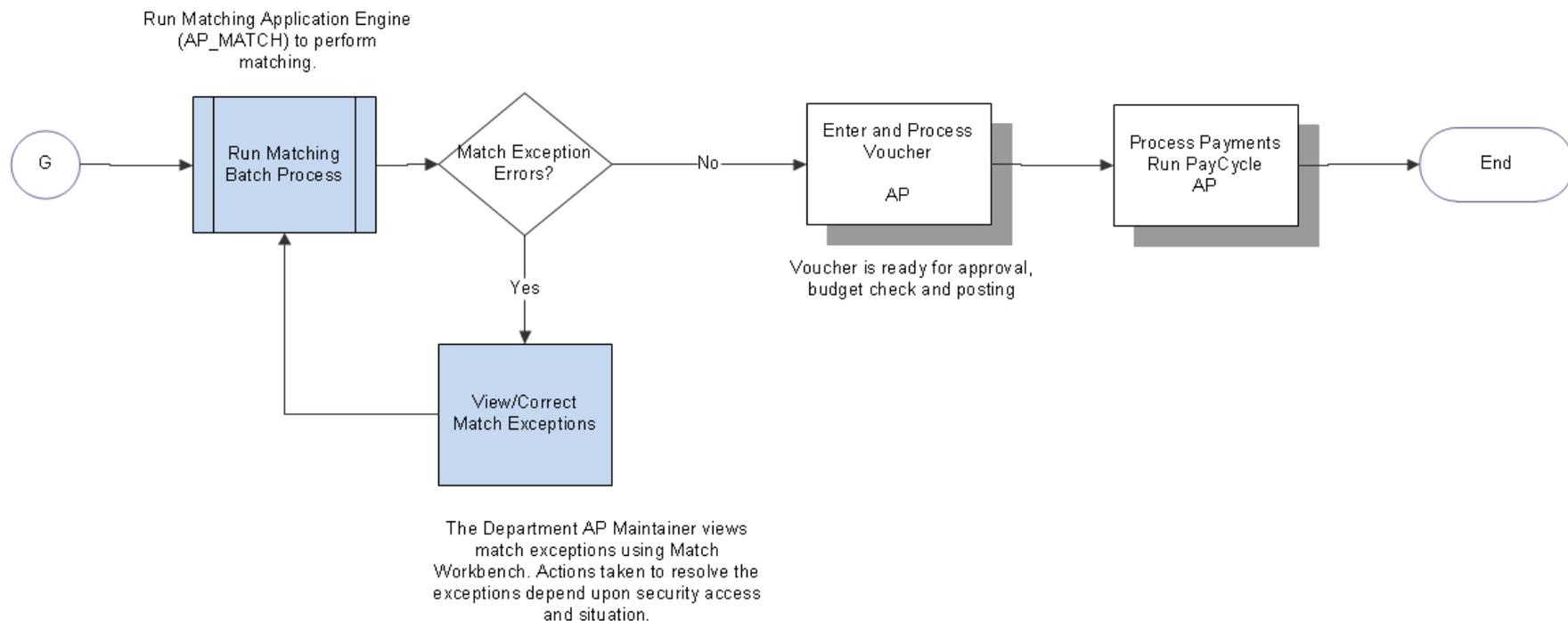


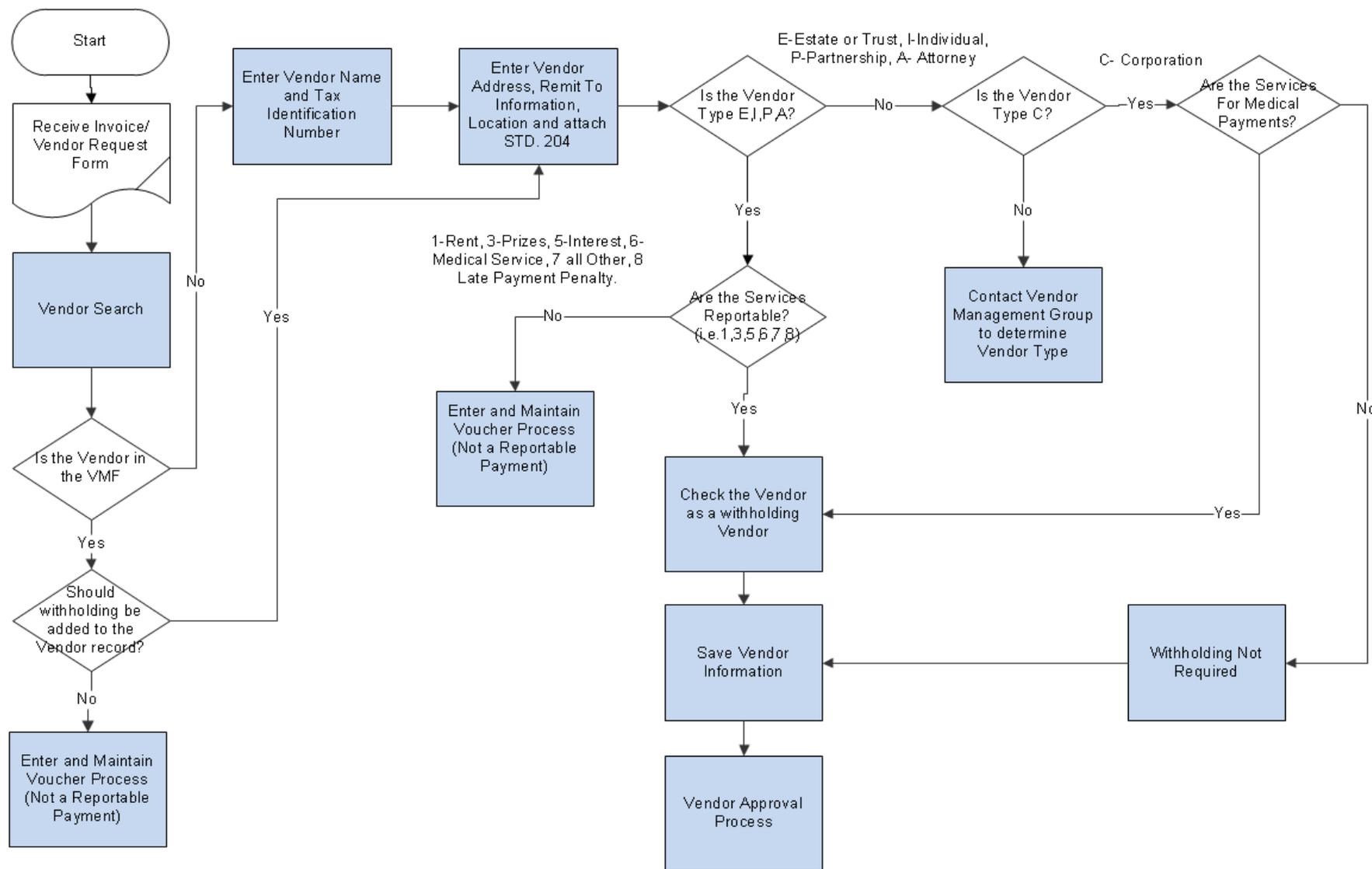






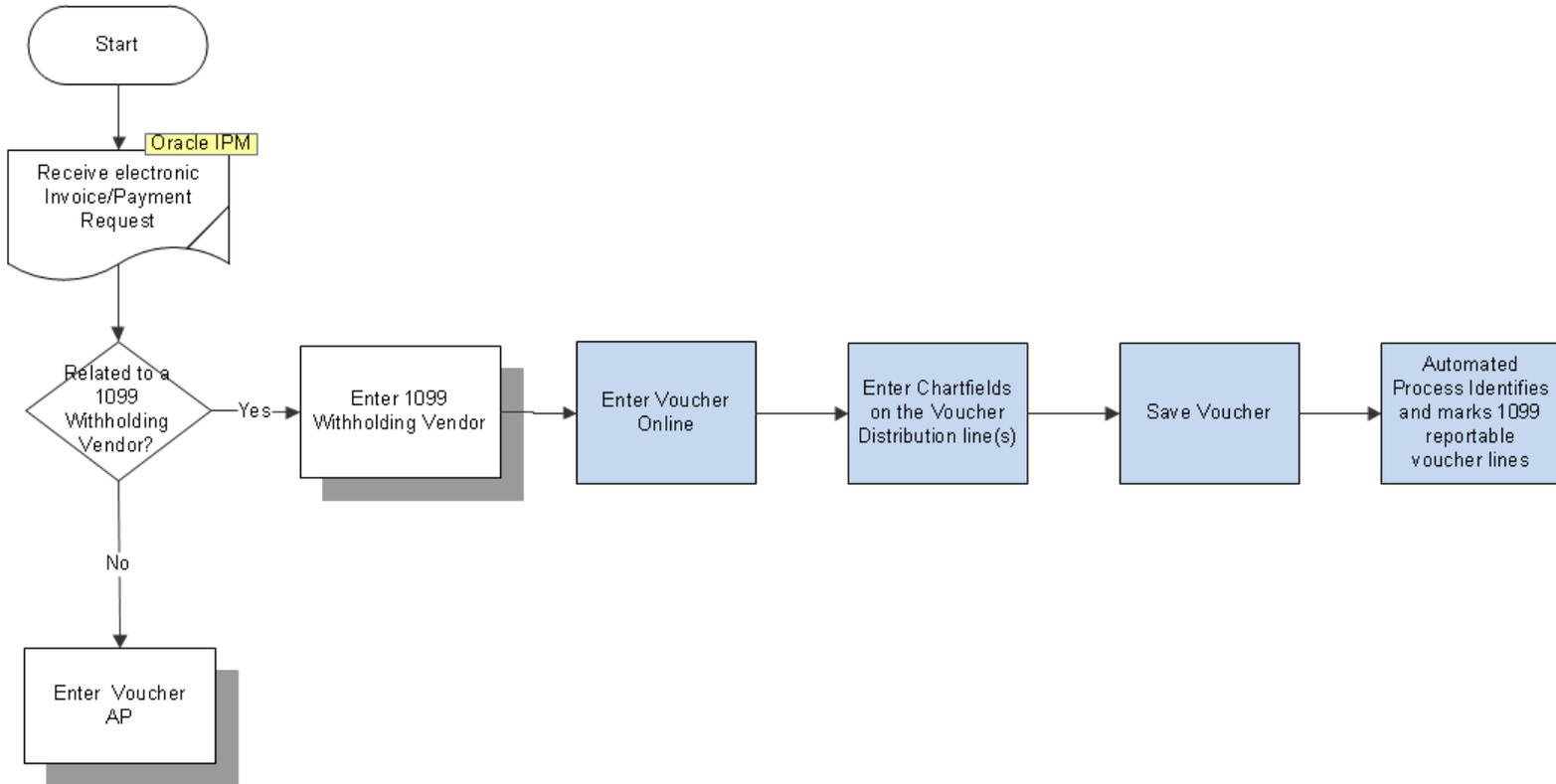




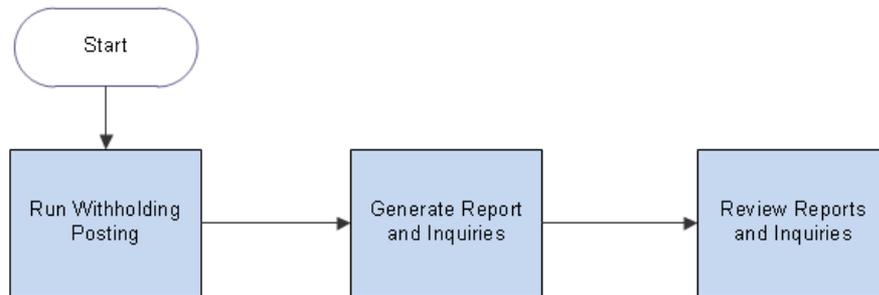


AP Enter and Process Vouchers – Enter 1099 Voucher

Department AP Processor



Central 1099 Processor



1099 Processor runs and reviews the Withholding Mismatch Report as well as reviews online inquiries

Department/Central Vendor Processor

