FI$Cal End-User Summary Role Description Handbook

Revision History

	Revision	Change
1/10/2017	1.0	Initial version for 2017 Release departments
7/7/2018	2.0	July 7, 2018 Update
8/2/2018	3.0	Updated CM Roles
8/6/2019	4.0	Updated SOD conflicts
8/8/2019	5.0	Updated PO and GL roles

Table of Contents

List of Tables

1. Introduction

The FI$Cal End-User Role Description Handbook describes and documents FI$Cal end-user roles related to the FI$Cal business processes and technologies implemented with the FI$Cal Project for the 2018 Release. The FI$Cal end-user roles are organized by FI$Cal business process area.

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

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

    Note: For definitions, see Appendix B Glossary.

2. Accounts Payable (AP)

2.1 Accounts Payable Process Overview

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

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

The Voucher process encompasses activities required to capture invoice data; generate a voucher; and attach related documents, approvals, budget checking, and voucher posting.

Matching also occurs in the Voucher process when POs and receipts are matched with the voucher, thereby integrating the voucher to the Purchasing business process.

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

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

2.2   Accounts Payable Roles

This section provides details for each FI$Cal end-user role related to the Accounts Payable process, including:

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 1: Accounts Payable Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AP Approver 1	The department end user who: • Approves vouchers through workflow • Can be added as part of the accounts payable workflow for approving vouchers • Runs payable reports • Views voucher and payment information • Views vendor information	• Approve and Maintain Invoices	• Review Voucher • Approve Voucher • Push Back Voucher • Deny Voucher • Send Workflow Notification • Run Voucher-Related Reports • View Voucher Information • View Payment Information • View Vendor Information • Search for Vendor • View Vendor History • View Vendor Conversations	• Reviews and approves vouchers created by the AP Processor • Creates and runs reports that may be shared with other department end users • Can view vouchers entered by the AP Processor • Can view vendors entered by the AP Supplier Processor or the Central Vendor Processor **Hard Stops:** • If combined with AP Processor, this user cannot approve vouchers that they created **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential accounts payable information **Additional Access:** • Includes additional access associated with the AP Reporter, AP Viewer, Appropriation Viewer, Department P-Card Reviewer, GL Viewer, Operating Budget Viewer, PO Viewer and Vendor Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AP Approver 2	The department end user who: • Approve Department Vouchers at the second level of approval, Signature card must be filed with SCO.	• Approve and Maintain Invoices	• Review Voucher • Approve Voucher • Push Back Voucher • Deny Voucher • Send Workflow Notification • Run Voucher-Related Reports • View Voucher Information • View Payment Information • View Vendor Information • Search for Vendor • View Vendor History • View Vendor • Conversations	• Will require penalty of perjury certification • Reviews and approves vouchers created by the AP Processor • Creates and runs reports that may be shared with other department end users • Can view vouchers entered by the Departmental AP Processor • Can view vendors entered by the AP Supplier Processor or the Central Vendor Processor **Separation of Duty Requirement:** • Cannot be combined with the AP Payment Processor or PO Approver 1-4 **Hard Stops:** • If combined with AP Processor, this user cannot approve vouchers that they created **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential accounts payable information **Additional Access:** • Includes additional access associated with the AP Reporter, AP Viewer, Appropriation Viewer, Department P-Card Reviewer, GL Viewer, Operating Budget Viewer, PO Viewer and Vendor Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AP Reporter	The department end user who: • Runs payable reports.	• Create and Maintain Invoices	• Run Voucher-related reports	• Creates and runs reports that may be shared with other department end users **Suggested Role Combination:** • Can be combined with Confidential User to add/update confidential accounts payable information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AP Confidential User	The department end user who: • Accesses confidential accounts payable and vendor/supplier information. • Views confidential data fields on vendor and voucher records.	• Enter and Process Vouchers	• Add/Update Confidential Accounts Payable Information • Add/Update Confidential Vendor Information • Enter and Review Confidential Vendor and Voucher Information • View Voucher Information • View Payment Information • View Vendor Information • Search for Vendor	• Adds/Updates confidential vendor information when combined with AP Supplier Processor role. • Adds/Updates confidential accounts payable information when combined with the AP Processor, AP Approvers 1-2, and/or Department AP Maintainer. • Can view confidential vendor alternate names, confidential voucher attachments, and confidential single payment voucher information • Can view vouchers entered by the AP Processor • Can view vendors entered by the AP Supplier Processor **Additional Access:** • Includes additional access associated with the AP Confidential Reporter, AP Viewer, and Vendor Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AP Maintainer	The department end user who: • Maintains departmental AP configuration items (Speed-charts) by business unit • Runs payable reports • Views voucher and payment information • Maintains the match workbench on vouchers • Views vendor information	• Maintain Invoices • Maintain Vendors	• Maintain AP Configuration Items • Run Voucher-Related Reports • View Voucher Information • View Payment Information • View Vendor Information • Search for Vendor • View Vendor History	• Enters and updates the AP configuration items (Speed-charts) maintained by the department • Creates and runs reports that may be shared with other department end users • Can view vouchers entered by the AP Processor • Can view vendors entered by the AP Supplier Processor. **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential accounts payable information • Can be combined with Confidential User to view confidential vendor information (Must have the AP Supplier Processor role) **Additional Access:** • Includes additional access associated with the AP Reporter, AP Viewer, and Vendor Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AP Payment Processor	The department end user who: • Is responsible for running Pay Cycle, and cancelling payments. (Departmental checks only) • Runs payable payment reports • Views voucher and payment information • Views vendor information	• Process Payments	• Run Pay Cycle • View Voucher Information • View Payment Information • Cancel Payments • Run Payment-Related Reports • View Vendor Information • Search for Vendor	• Voids, stops payments through cancellation requests by the AP Processor • Creates and runs reports that may be shared with other department end users • Can view vouchers entered by the AP Processor • Can view vendors entered by the AP Supplier Processor **Separation of Duty Requirement:** • Cannot be combined with the AP Approver 2 **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential accounts payable information • Can be combined with Confidential User to view confidential vendor information (Must have the AP Supplier Processor role) **Additional Access:** • Includes additional access associated with the AP Reporter, AP Viewer, Appropriation Viewer, Department Pay Cycle Processor, GL Viewer, Operating Budget Viewer, PO View Only, and Vendor Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AP Processor	The department end user who: • Enters, researches, deletes, and corrects vouchers. • Runs payable reports • Views voucher and payment information • Views vendor information	• Create and Maintain Invoices	• Enter Voucher • Research Voucher • Delete Voucher • Enter Journal Vouchers • Release Voucher Hold Status • Run Voucher-Related Reports • View Voucher Information • View Payment Information • View Vendor Information • Search for Vendor	• Creates vouchers for review and approval by AP Approvers and SCO Approvers • Can view vendors entered by the AP Supplier Processor • Creates and runs reports that may be shared with other department end users **Hard Stop:** • If combined with AP Approver, this user cannot approve vouchers that they created **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential accounts payable information • Can be combined with Confidential User to view confidential vendor information (Must have the AP Supplier Processor role) **Additional Access:** • Includes additional access associated with the AP Reporter, AP Viewer, Appropriation Viewer, Department AP Processor, Operating Budget Viewer, GL Viewer, PO View Only, and Vendor Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AP Processor M'Pay	The department end user who: • Enters, researches, deletes, and corrects vouchers • Runs payable reports • Views voucher and payment information • Views vendor information	• Create and Maintain Invoices	• Enter Voucher • Research Voucher • View Voucher Information • View Payment Information • View Vendor Information • Search for Vendor	• Processing manual payments. This User ID will be able to run budget checking and matching and recording payment information. • Can view vendors entered by the AP Supplier Processor **Hard Stop:** • If combined with AP Approver, this user cannot approve vouchers that they created **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential accounts payable information • Can be combined with Confidential User to view confidential vendor information (Must have the AP Supplier Processor role) **Additional Access:** • Includes additional access associated with the AP Reporter, AP Viewer, Appropriation Viewer, Department AP Processor, Operating Budget Viewer, GL Viewer, PO View Only, and Vendor Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AP Supplier Processor	The department end user who: • Creates a new vendor or adds/modifies vendor address and contact information • Maintains 1099 departmental data, running 1099 reports, and processes 1099 adjustments • Views voucher and payment information	• Enter and Maintain Vendors • 1099 Withholding	• Create New Vendor • Search for Vendor • Update Vendor Information • Receive Notification of Approval • Receive Notification of Update to Vendor Record • View Vendor History • Add and View Attachments • Maintain Withholding • Run Withholding Reports • Process Withholding Adjustments • View Voucher Information • View Payment Information	• Creates and updates vendors for review and approval by Vendor Management Group. • Can view vouchers entered by the AP Processor **Suggested Role Combination:** • Can be combined with Confidential User to add/update confidential vendor information • Can be combined with Confidential User to add/update confidential accounts payable information (Must have the AP Supplier Processor role) **Additional Access:** • Includes additional access associated with the AP Viewer, Department 1099 Processor, Department Vendor Processor, PO View Only, and Vendor Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AP Reporter	The department end user who: • Runs payable reports.	• Create and Maintain Invoices	• Run Voucher-related reports	• Creates and runs reports that may be shared with other department end users **Suggested Role Combination:** • Can be combined with Confidential User to add/update confidential accounts payable information

3. Asset Management (AM)

3.1 Asset Management Process Overview

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

The Asset Management process includes:

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

3.2 Asset Management Roles

This section provides details for each FI$Cal end-user role related to the Asset Management process, including:

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 2: Asset Management Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AM Approver 1	The department end user who: • Approves Inter-Unit transfer requests. This is a workflow only role • Approves the receipt of the Inter-Unit transfer • Views both financial and physical asset information. • Department end users will only view assets within their business unit.	• Transfer Assets • Maintain Assets	• Approve Inter-Unit Transfer Requests • Approves Receipt of Inter-Unit Transfers • View Asset Physical Information • View Asset Financial Information • View Owned Assets • View Transferred Assets • View Retired Assets • View Reinstated Assets • View Depreciation Information • Run Asset Reports	• Approves transfers initiated by the AM Manager • Approves the transfer after it is approved by the DGS AM Approver • Can view information entered by the AM Manager, AM Maintainer, and AM Processor **Separation of Duty Requirement:** • Role cannot be granted with the AM Approver 2. This is due to SAM 3520.2 **Additional View Access:** • Includes additional access associated with the Assets Viewer role

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AM Approver 2	The department end user who: • Performs a second-level review/approval for Inter-Unit transfer requests. This is a workflow only role. • Approves the receipt of the Inter-Unit transfer • Views both financial and physical asset information. • Department end users will only view assets within their business unit.	• Transfer Assets • Maintain Assets	• Approve Inter-Unit Transfer Requests • Approves Receipt of Inter-Unit Transfers • View Asset Physical Information • View Asset Financial Information • View Owned Assets • View Transferred Assets • View Retired Assets • View Reinstated Assets • View Depreciation Information • Run Asset Reports	• Approves transfers initiated by the AM Manager • Approves the transfer after it is approved by the DGS AM Approver • Can view information entered by the AM Manager, AM Maintainer, and AM Processor **Separation of Duty Requirement:** • Role cannot be granted with the AM Approver 1. This is due to SAM 3520.2 **Additional View Access:** • Includes additional access associated with the Assets Viewer role

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AM Confidential User	The department end user who: • Enters and updates confidential information associated with assets, (VIN and Asset Class) • Views the confidential asset information on the AM confidential report. Department end users will only be able to run the report within their business unit • Views both financial and physical asset information. Department end users will only view assets within their business unit	• Maintain Assets	• Manage Asset Confidential Information • View Asset Information • View Confidential Information on the AM Confidential Report (VIN and Asset Class) • View Asset Physical Information • View Asset Financial Information • View Owned Assets • View Transferred Assets • View Retired Assets • View Reinstated Assets • View Depreciation Information • Run Asset Reports	• Maintains confidential information on assets entered by the AM Processor, AM Manager, or Central Asset Processor • Can view confidential information on the AM Confidential report • Can view information entered by the AM Manager, AM Maintainer, and AM Processor **Additional Access:** • Includes additional access associated with the Assets Viewer and AM Confidential Reporter role

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AM Maintainer	The department end user who: • Manages the physical information associated with assets under their control (Locations, Tag Numbers, Custodians, etc.). This user is not responsible for the recording of any financial information (change in funding) • Updates and maintains configuration values that are designated as being maintained by departments • Views both financial and physical asset information. Department end users will only view assets within their business unit.	• Maintain Assets	• Manage Asset Physical Information • Maintain Department-Maintained Asset Configuration Items • View Asset Physical Information • View Asset Financial Information • View Owned Assets • View Transferred Assets • View Retired Assets • View Reinstated Assets • View Depreciation Information • Run Asset Reports	• Maintains all physical information (change in location) on assets entered by the AM Processor or AM Manager • Department end users can only maintain configuration values for the AM Processor, AM Maintainer, and AM Manager within their business unit • Can view information entered by the AM Manager, AM Maintainer, and AM Processor **Additional View Access:** • Includes additional access associated with the Assets Viewer role

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AM Manager	The department end user who: • Enters adjustments to an asset, performs IntraUnit/InterUnit transfers for an asset, and processes retirements/ reinstatements for an asset • Reviews and validates the depreciation calculations for their department, including changing the depreciation attributes, as needed, and running depreciation on an ad hoc basis - executes and validates month-end processes for Asset Management • Processes physical inventory • Views both financial and physical asset information. • Department end users will only view assets within their business unit.	• Maintain Assets • Transfer Assets • Retire/ Reinstate Assets • Asset Depreciation • Asset Month-End Processing • Asset Stocktaking	• Manage Asset Information • Transfer Asset • Retire Asset • Reinstate Asset • View Asset Information • Manage Depreciation Attributes • Run Depreciation Process • Run Outbound Interface (INFAM004) • Run Month-End Asset Management Processes • Execute Depreciation Close • Create Accounting Entries • Review and Validate GL Entries • Process Physical Inventory • View Asset Physical Information • View Asset Financial Information • View Owned Assets • View Transferred Assets • View Retired Assets • View Reinstated Assets • View Depreciation Information • Run Asset Reports	• Manages assets entered by an AM Processor • Can view information entered by the AM Manager, AM Maintainer, and AM Processor **Automatically Assigned Roles:** • Includes additional access associated with the AM Reporter role to review PI related reports **Additional Access:** • Includes additional access associated with the Assets Viewer, Department Asset Month-End Processor, and Department AM PI Inv Processor role

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AM Processor	The department end user who: • Processes assets originating from Purchasing, Accounts • Payable, and/or Project Costing, as well as enters assets directly in the Asset Management module • Processes leased assets • Views both financial and physical asset information • Department end users will only view assets within their business unit	• Acquire Assets • Leased Assets • Maintain Assets	• Add Owned Asset • Integrate Physical information from the Purchase Order and Receipt • Integrate Financial Information from the Voucher • View Asset Information • Process Leased Assets • View Asset Physical Information • View Asset Financial Information • View Owned Assets • View Transferred Assets • View Retired Assets • View Reinstated Assets • View Depreciation Information • Run Asset Reports • Run Inbound Interface (INFAM003)	• Adds assets to be managed by AM Maintainer and AM Manager • Can view information entered by the AM Manager, AM Maintainer, and AM Processor **Additional Access:** • Includes additional access associated with the Assets Viewer, AP Viewer, Department Asset Processor, Department AM Lease Processor, PC Viewer, and PO View Only

4.   Billing / Accounts Receivable (BI/AR)

4.1   Billing / Accounts Receivable Process Overview

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

The process begins when customer information (e.g., departments, private entities, and employees) is added or updated in a department-specific customer file. Customers are required for generating invoices, recording employee receivables, and recording and applying receipts for invoices/receivables. Customer information is not required for recording miscellaneous receipts; however, customers may be associated with miscellaneous receipt

transactions. Once an invoice or a receivable is established for a customer, the department may perform and track collection activities (e.g. sending dunning/collection letters, recording customer interactions, and recording collection actions) for the receivable within FI$Cal.

4.2   Billing / Accounts Receivable Roles

This section provides details for each FI$Cal end-user role related to the Billing/Accounts Receivable process, including:

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 3: Billing / Accounts Receivable Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AR Confidential Reporter	The department end user who • Runs reports with confidential information.	• Set Up and Maintain Customers • Enter and Maintain Receivables • Process Payments • Collect Receivables	• Create Customer Reports • Create Payment Reports • Create Aging Reports • Generate AR Extract Files	• Creates and runs reports which contain confidential information that may be shared with other central or department end users
AR Configuration Maintainer	The department end user who • Configures the FTB Offset page and collection codes.	• Process Payments • Collect Receivables	• Configure FTB Offset Page • Configure Collection Codes	• None

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AR Item Processor	The department end user who: • Creates a receivable item inside the AR module. This end user will be able to update receivable items, but will not be able to set them to post • Generates customer interactions including dunning letters and customer conversations, updates the status of posted receivables, applies adjustments to receivables, reclassifies receivables, and writes off receivable balances. This end user will not be able to set worksheets to post • Runs reports on receivable and customer payment data for a business unit • Runs inquiries on receivable and customer payment data for a business unit Runs inquiries and reports on customer data for a SetID. This end user will not have access to confidential data	• Enter and Maintain Receivables • Collect Receivables • Set Up and Maintain Customers	• Create and Update Receivables • View Customer Receivable Information • Manage Item Details • Generate Dunning Letters • Manage Customer Conversations • Update the Collection Status of Posted Receivables • Apply Adjustments to Receivables • Reclassify Receivables • Write Off Balances • View Posting Errors • Create Customer Reports • Create Payment Reports • Create Aging Reports • Generate AR extract files • View Customer Information • View Dunning Letters and Overdue Charges • View Payments • View Pending Receivables • View Worksheets • View Posting Errors • View Posted Payments • View Customer Conversations • Create and View Reports • Generate Customer Extract Files	• Creates and updates receivables for review and approval by the BI/AR Approver • Generates worksheets, initiates refund transactions, and initiates write-off requests for review and approval by the BI/AR Approver • Able to view data maintained by other AR roles • Creates and runs reports that may be shared with other department end users • Cannot view confidential information entered by the BI/AR Confidential User **Separation of Duty Requirement:** • Cannot be combined with the AR Item Requestor or AR Payment Processor **Suggested Role Combination:** • Can be combined with Confidential User to report on confidential accounts receivable information **Additional Access:** • Includes additional access associated with the AR Reporter, AR Viewer, Customer Viewer, Department AR Collections Processor, and Department AR Item Processor roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AR Item Requestor	The department end user who: • Requests creation of receivables	• Enter and Maintain Receivables	• Request Receivable Creation	**Separation of Duty Requirement:** • Cannot be combined with the AR Item Processor

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AR Payment Processor	The department end user who: • Enters deposit and payment data based on information from the Department's • Cashiering Unit. This end user applies payments to invoices (through worksheets or Payment Predictor) • Runs inquiries and reports on receivable and customer payment data for a business unit • Runs inquiries and reports on customer data for a SetID. This end user will not have access to confidential data.	• Process Payments • Collect Receivables	• Enter Deposits and Payments • Apply Payments to Invoices • View Customer Receivable Information • Enter Customer Conversations • Create Customer Reports • Create Payment Reports • Create Aging Reports • Generate AR Extract Files • View Customer Information • View Dunning Letters and Overdue Charges • View Payments • View Pending Receivables • View Worksheets • View Posting Errors • View Posted Payments • View Customer Conversations • Create and View Reports • Generate Customer Extract Files	• Enters payment data from Cashiering Unit that will be sent to Department BI/AR Approver, who will set it to post • Able to view data maintained by other AR roles • Creates and runs reports that may be shared with other department end users • Cannot view confidential information entered by the BI/AR Confidential User **Separation of Duty Requirement:** • Cannot be combined with the AR Item Processor or BI Processor **Suggested Role Combination:** • Can be combined with Confidential User to report on confidential accounts receivable information **Additional Access:** • Includes additional access associated with the AR Reporter, AR Viewer, Customer Viewer, Department AR Payment Processor, GL Reporter, and GL Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
AR Reporter	The department end user who: • Runs reports on receivable and customer payment data for a business unit	• Set Up and Maintain Customers • Enter and Maintain Receivables • Process Payments • Collect Receivables	• Create Customer Reports • Create Payment Reports • Create Aging Reports • Generate AR extract files	• Creates and runs reports that may be shared with other central or department end users **Suggested Role Combination:** • Can be combined with Confidential User to report on confidential accounts receivable information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
BI/AR Approver	The department end user who: • Runs the Finalize and Print Invoice PeopleSoft Job for bills set to Ready status • Updates receivable items and sets them to post. This end user may also correct posting errors for receivable items • Reviews and approves or denies write-off requests and posts refund transactions. This end user sets worksheets to post, such as Maintenance Worksheets and Transfer Worksheets • Reviews deposit and payment data. This user is able to update accounting information for payments and set the payments to post.	• Generate Invoices • Generate Adjusted Invoices • Enter and Maintain Receivables • Collect Receivables • Process Payments • Set Up and Maintain Customers	• Finalize and Print Invoices • View Billing Information • View Receivable Items • View Customer Receivable Information • Update Status for Posted Receivable Items • Set Receivable Items to Post • View AR/BI Correct AR Posting Errors • View Customer Information • Approve Write-off Requests • Set Worksheets to Post • Set Payments to Post • Code Miscellaneous Receipt Payments • Create Customer Reports	• Approves and finalizes invoices made ready by the BI Processor • Approves receivables from AR Item Processor and sets them to post • Reviews and determines the approval action for worksheets created by a AR Item processor • Reviews and approves payment data entered by the AR Payment Processor • Able to view data maintained by other AR roles • Creates and runs reports that may be shared with other department end users • Cannot view confidential information entered by the BI/AR Confidential User **Suggested Role Combination:** • Can be combined with Confidential User to report on confidential accounts receivable information **Additional Access:** • Includes additional access associated with the AR Reporter, AR Viewer, BI Reporter, BI Viewer,

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
	This end user will enter the accounting distribution prior to posting miscellaneous receipt payments • Runs reports on receivable and customer payment data for a business unit Runs inquiries on receivable and customer payment data for a business unit • Runs inquiries and reports on customer data for a SetID. This end user will not have access to confidential data.		• Create Payment Reports • Create Aging Reports • Generate AR Extract Files • View Dunning Letters and Overdue Charges • View Payments • View Pending Receivables • View Worksheets • View Posted Payments • View Customer Conversations • Create and View Reports • Generate • Customer Extract Files	Customer Viewer, GL Reporter, and GL Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
BI Processor	The department end user who: • Adds, updates, and inactivates customer data for SetIDs that the • Department Customer Processor has access to. This end user will not have access to confidential customer data • Creates external bills, interagency bills, recurring bills, and Pro Forma (draft) invoices of the bills. The end user will also update billing data, set bills to Ready status, and correct billing interface errors • Adjusts a finalized invoice within the Billing Module. This includes adjusting the entire bill through the credit/rebill process or adjusting select lines within a bill - runs inquiries and reports on billing data for a business unit • Runs inquiries and reports on customer data for a SetID. This end user will not have access to confidential data	• Set Up and Maintain Customers • Generate and Adjust Invoices	• Create Customer • Maintain Customers • Manage Customer Conversations • Inactivate Customer • Create External Bills • Create Interagency Bills • Create Recurring Bills • Print Pro Forma Invoices • Update Billing Data • Correct Billing Interface Errors • Process Bills from Customer Contracts • Adjust Invoices • Create and View Billing Reports • Generate Interagency Billing Extract Files • View Billing Data • Reprint Invoices • View Printed Bills • View Bill Summaries • View Billing Errors • View Customer Information • View Customer Conversations • Create and View Reports • Generate Customer Extract Files	• Creates and updates bills for review and approval by BI/AR Approver • Adjusts finalized invoices created by BI Processor and finalized by BI/AR Approver • Able to view data created and maintained by other Billing roles • Creates and runs reports that may be shared with other department end users • Cannot view confidential information entered by the BI/AR Confidential User **Separation of Duty Requirement:** • Cannot be combined with AR Payment Processor **Additional Access:** • Includes additional access associated with the BI Reporter, BI Viewer, Customer Viewer, Department Customer Processor, Department BI Adjustment Processor, and Department BI Processor roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
BI Reporter	The department end user who: • Runs reports on billing data for a business unit.	• Generate and Adjust Invoices	• Create and View Billing Reports • Generate interagency billing extract files	• Creates and runs reports that may be shared with other central or department end users

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
BI/AR Confidential User	The department end user who: • Performs Department Customer Processor responsibilities • Adds, updates, and views customer Social Security Numbers (SSNs) or customer Taxpayer Identification Numbers (TINs) • Runs inquiries on receivable and customer payment data for a business unit • Runs inquiries on billing data for a business unit.	• Set Up and Maintain Customers • Process Payments • Collect Receivables	• Create Customer • Maintain Customer • Manage Customer Conversations • Inactivate Customer • Manage Customer Confidential Data • View Customer Information • View Dunning Letters and Overdue Charges • View Payments • View Pending Receivables • View Worksheets • View Posting Errors • View Posted Payments • View Billing Data • Reprint Invoices • View Printed Bills • View Bill Summaries • View Billing Errors	• Manages customer confidential information not viewable by the BI Processor • Able to view data maintained by other AR roles • Able to view data created and maintained by other Billing roles **Additional View Access:** • Includes additional access associated with the AR Viewer and BI Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Deposit Slip Processor	The department end user in the department's cashiering unit who: • Processes deposit slips	• Process Payments	• Enter Deposits • Print Deposit Slips • Run Deposit-Related Reports	• Provides payment details to the Department AR Payment Processor

5. Bond Accounting (BA)

5.1 Bond Accounting Process Overview

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

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

5.2 Bond Accounting Roles

This section provides details for each FI$Cal end-user role related to the Bond Accounting process, including:

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 4: Bond Accounting Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
DM Processor	The department end user who: • Processes debt issuance not administered by the STO • Runs inquiries on bonds.	• Create and Manage Bond • Authorize Bond • Issue Bond • Track Funds	• Record/Update Debt Issuance • View Debt Information • View Bond Information	**Suggested Role Combinations:** • Can be combined with PC Processor to create debt projects in Project Costing • Can be combined with AR Payment Processor to record debt proceeds in Accounts Receivable • Can be combined with AP Processor to create vouchers to fulfill debt service in Accounts Payable **Additional View Access:** • Includes additional access associated with the DM Viewer role

6. Budgeting (BU)

6.1 Budgeting Process Overview

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

- *Initiate Budget Development Process* – The baseline budget is developed by initializing the budget system for the upcoming budget cycle, loading base values to calculate department baseline budgets, and providing guidance to departments to facilitate completion of upcoming budget activities. This process includes:

  o Initiating budget development process

  o Providing ongoing budget guidance

- *Prepare Departmental Budget Submission* – Incremental budget changes over and above the baseline budget are made by identification, calculation, approval, and submission of changes and supporting documentation to the DOF. These changes include baseline changes; policy changes; enrollment, caseload, and population

changes; revenue estimate changes; and capital outlay changes. Budget changes may be for appropriation (dollar) changes or position authority changes. This process includes:

- o Conducting budget drills

- o Preparing trailer bill language

- o Briefing management and approvers

- *Develop the Governor's Budget* – DOF analyzes the department budget submissions and makes adjustments, as necessary. This process is iterative and may result in sending the budget request back to departments for additional information or clarification. This process is conducted in the Fall prior to publishing the Governor's Budget, and in the Spring prior to publishing the May Revision. This process includes:

  - o Analyzing and adjusting departmental budget submissions

  - o Conducting budget drills to collect additional information

  - o Preparing cash flow projections

  - o Preparing trailer bill language

  - o Briefing management and approvers

  - o Publishing budget documents throughout the cycle—Governor's Budget, May Revision, Budget Act, Final Change Book, etc.

- *Manage Budget Legislation* – The legislative process begins after the publication of the Governor's Budget on January 10. Each house of the Legislature owns its budget bill during the legislative process, but the DOF and departments have the responsibility to attend legislative hearings and record the impact of legislative actions in the budget system. Once both houses successfully pass the same bill, the Governor will have the opportunity to apply vetoes to the bill before signing it. The final enacted authorized budgets and positions are transferred to the relevant systems for monitoring and control. This process includes: o Recording legislative actions

  - o Supporting reconciliation from the California State Assembly and the California State Senate budget bills

  - o Supporting the Governor's veto process

  - o Transferring the authorized budget to the accounting system

  - o Establishing authorized positions through the Standard 607 or comparable processes

- *Administer the Budget* – After the budget is enacted, departments and the DOF administer the budget by analyzing, forecasting, changing, and managing it throughout the year. Budget administration also includes requests for adjustments to appropriations to accommodate unforeseen circumstances that require changing the department's appropriation. This process includes:

  o Preparing appropriation adjustments

  o Analyzing and approving appropriation adjustments

6.2   Budgeting Roles

This section provides details for each FI$Cal end-user role related to the Budgeting process, including:

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 5: Budgeting Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
BU Approver	The department end user who: • Can enter and post their own department-level budget journals, and approve BU Processor journals and override department budget exceptions. This user cannot enter or post statewide budget journals or override a statewide controlling budget exception • Views department-level budgets using online inquiry screens • Runs reports and distributes to the Department GL Report Viewer as required • Accesses General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages • Receives nightly batch distributed reports and have access to Report Manager • Views Statewide Controlling budget information	• Enter and Process Budget Journals • Process Financial Statements • Enter and Process Journals • Enter and Process Labor Distribution • Process Allocations • Process Financial Statements • Maintain Chart of Accounts	• Enter, Update, and Post Departmental Budget Journals • Override Budget Exceptions • Update Journals • Run Department-Specific Budget Inquiries • View Override Budget Date Exceptions • Run COA Values Reports • View General Ledger Reports • View Commitment Control Reports • Inquire General Ledger Financial Data • View Commitment Control • View Journals • View Budget Journals • View Budget Check Exceptions • View Allocations • View COA Values • View Budget and Reporting Trees • View Closed Budgets • View General Ledger Configuration Items • Receive General Ledger Reports • Receive Labor Distribution Reports • Run Statewide Budget Inquiries • View Override Budget Date Exceptions	• Posts department-level budget journals created by the BU Processor • Overrides budget exceptions after budget check run by the GL Processor **Hard Stop** • Cannot assign both the BU Approver and BU Processor to the same end user. Only assign an end user one of these roles **Additional Access:** • Includes additional access associated with the Appropriation Viewer, Department General Ledger Reporter, GL Reporter, GL Viewer, and Operating Budget Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
BU Processor	The department end user who: • Can enter, but not post, department-level budget journals. This user cannot enter or post statewide budget journals • Views department-level budgets using online inquiry screens • Runs reports and distributes to the Department GL Report Viewer as required • Accesses General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages • Receives nightly batch distributed reports and have access to Report Manager • Views Statewide Controlling budget information	• Enter and Process Budget Journals • Process Financial Statements • Enter and Process Journals • Enter and Process Labor Distribution • Process Allocations • Process Financial Statements • Maintain Chart of Accounts	• Enter and Update Departmental Budget Journals • Run Department-Specific Budget Inquiries • View Override Budget Date Exceptions • Run COA Values Reports • View General Ledger Reports • View Commitment Control Reports • Inquire General Ledger Financial Data • View Commitment Control • View Journals • View Budget Journals • View Budget Check Exceptions • View Allocations • View COA Values • View Budget and Reporting Trees • View Closed Budgets • View General Ledger Configuration Items • Receive General Ledger Reports • Receive Labor Distribution Reports • Run Statewide Budget Inquiries • View Override Budget Date Exceptions	• Enters and updates department-level budget journals to be approved and posted by the BU Approver **Hard Stop** • Cannot assign both the BU Approver and BU Processor to the same end user. Only assign an end user one of these roles **Suggested Role Combination:** • Recommended role for GL Processor **Additional Access:** • Includes additional access associated with the Appropriation Viewer, Department GL Operating Budget Processor, Department General Ledger Reporter, GL Reporter, GL Viewer, and Operating Budget Viewer roles

7. Cash Management (CM)

7.1 Cash Management Overview

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

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

7.2 Cash Management Roles

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

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 6: Cash Management Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
CM Approver	The department end user who: • Reviews and approves all department requests for transfers between CTS Bank Accounts associated with their business unit security • Runs reports for Bank Statements, • Reconciliation, and Cash Management processing.	• Manage Cash • Reconcile • Statements • Bank Account Management • Bank • Reconciliation	• Approve CTS • Bank Account • Transfers • Run Cash • Management • Reports • View Cash • Management Reports	• Reviews and approves transfers submitted by a CM Processor • Runs reports that may be shared with other department end users **Additional Access:** • Includes additional access associated with the AP Reporter, AP Viewer, AR Reporter, AR Viewer, and Department CM Report Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
CM Processor	• The department end user who: • Creates and submits requests for Bank Account Transfers between Centralized Treasury System (CTS) Bank accounts • Reviews and updates the journal entries within the Cash • Management module and submits them to SCO for review and approval • Reconciles the Bank Statements for each Departmental Bank Account via Automatic, SemiManual, or Manual Reconciliation and analyzes exceptions to the reconciliation process • Records bank account details in the Accounts Outside CTS page • Imports bank statements for bank accounts that are primarily outside of CTS. • The imported bank transactions are used to reconcile with imported legacy transactions in the External Transactions table • Runs reports for Bank Statements, • Reconciliation, and Cash Management processing	• Manage Cash • Reconcile Statements • Bank Account Management • Bank Reconciliation	• Create and Submit CTS Bank Account Transfers • Manage Cash Management Journals • Review Bank Statements • Reconcile Bank Statements • Analyze Reconciliation Exceptions • Record Bank Account Details • Record Ending Balances • Attach Copies of Bank Statements • Import Bank Statements • Run Cash Management Reports • View Cash Management Reports	• Creates and submits transfers for review and approval by the CM Approver • Reconciles transactions created by the AP Payment Processor and AR Payment Processor into bank statements • Records bank account details to be approved by the Confidential Bank Account Approver and STO Confidential Bank Account Approver • Runs reports that may be shared with other department end users **Additional Access:** • Includes additional access associated with the AP Viewer, AR Viewer, Department CM Report Viewer, Department Cash Transfer Processor, Department CM Journal Processor, GL Reporter, and GL Viewer

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles

Confidential Bank Account Approver	The department end user who:
	• Reviews and approves bank account details recorded in the Accounts Outside CTS page or the entry on the No Accounts Outside CTS page.
		• Bank Account Management	• Accounts Outside CTS
			  o Approve or push back account details
			• No Accounts Outside CTS
			  o Approve entry if department does not have an Account Outside CTS
				• Approves Report 14 entries recorded by the Bank Account Processor

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles

Bank Account Processor	The department end user who:
	• Records bank account details in the Accounts Outside CTS page or records no bank account on the No Accounts Outside CTS page
		• Bank Account Management	• Accounts Outside CTS
			  o Record Bank Account Details
			  o Record Ending Balances
			  o Attach Copies of Bank Statements
			• No Accounts Outside CTS
			  o Record departments has no account outside CTS.
				• Records Report 14 entries to be approved by the Confidential Bank Account Approver
				Additional Access:
				• Includes additional access associated with the AP Reporter, AP Viewer, AR Reporter, AR Viewer, and Department CM Report Viewer roles

8. Customer Contracts (CA)

8.1 Customer Contracts Process Overview

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

- Ability to bill/recognize revenue for goods or services that are fixed-priced, rate- based, percentage based, or recurring. Rate-based goods and services will be attached to

projects; however, other types of goods and services can be attached to projects as well.

- Recording terms that are used for controlling billing and revenue recognition.
- Delivered functionality for recording Prepaids (advances), billing Prepaids, processing transactions against Prepaids, and tracking utilization of transactions against Prepaids.
- Running billing processes to generate either invoices or Letter of Credit draws.
- Processing revenue and indirect cost accounting entries, which can be journal generated to the General Ledger.

8.2 Customer Contracts Roles

This section provides details for each FI$Cal end-user role related to the Customer Contracts process, including:

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 7: Customer Contracts Role

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
CA Approver	*The department end user who:* • *Maintains, amends, and activates customer contracts* • *Has view access to all contract reports and inquiries* • *Has display access to all contract information*	• Create and Amend Contracts	• Maintain and Approves Contracts Transactions • Run All Customer Contract Reports and Queries	• Same access as CA Processor, except cannot add transactions • Has access to activate (approve) contract by selecting "Active" Contract Status on Contract – General page • CA Processor will have same page access, but will not be able to select "Active" status **Additional View Access:** • Includes additional access associated with the AP Viewer, AR Viewer, BI Viewer, Customer Viewer, Customer Contracts Reporter, Department Contracts Viewer, and Department General Ledger Reporter roles
CA Processor	*That department end user who:* • *Creates and maintains contracts* • *Has view access to all contract reports and inquiries* • *Has display access to all contract information*	• Create and Amend Contracts	• Adds and Maintains Contracts Transactions • Run All Customer Contract Reports and Queries	• Same access as CA Approver, but can add or activate contracts **Additional View Access:** • Includes additional access associated with the AP Viewer, Customer Viewer, AR Viewer, BI Viewer, Customer Contracts Reporter, Department Contracts Viewer, Customer Contracts Processor, and Department General Ledger Reporter roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Customer Contracts Reporter	The department end user who: • Has view access to all contract reports and inquiries	• Create and Amend Contracts	• Has access to run all customer contract reports and queries	• None

9. General Ledger (GL)

9.1 General Ledger Process Overview

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

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

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

9.2 General Ledger Roles

This section provides details for each FI$Cal end-user role related to the General Ledger process, including:

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 8: General Ledger Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Department Employee Maintainer	The department end user who: • Has access to a page that will determine if an employee has an existing Labor Distribution Employee ID number, or creates a new LD Employee ID number.	• Enter and Process Labor Distribution	• Retrieve Existing or Create New Employee ID Numbers	• Determines Employee ID numbers for employees to be added to FI$Cal by the LD Processor

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Department MEC Admin	The department end user who: • Is responsible for running Month End Close Processes for that department	• Month end close process	• Month end close processor	• Page for the departments to run MEC & YEC queries to close periods for Sub-Modules, Asset Management and General Ledger

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
GL Approver 1	The department end user who: • Is responsible for the first-level approval of department journals from a pooled work list Has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages • Allows users access to view Statewide Controlling budget information • Has access to view department-level budgets using online inquiry screens - runs reports and distribute to the GL Report Viewer as required • Receives nightly batch distributed reports and have access to Report Manager	• Enter and Process Journals • Enter and Process Budget Journals • Process Allocations • Process Financial Statements • Maintain Chart of Accounts	• Update Journals • Approve Journals • Inquire General Ledger Financial Data • View Commitment Control • View Journals • View Budget Journals • View Budget Check Exceptions • View Allocations • View COA Values • View Budget and Reporting Trees • View Closed Budgets • View General Ledger Configuration Items • Run Statewide Budget Inquiries • View Override Budget Date Exceptions • Run Department-Specific Budget Inquiries • Run COA Values Reports • View General Ledger Reports • View Commitment Control Reports • Receive General Ledger Reports • Receive Labor Distribution Reports	• Reviews and determines the approval action for journals submitted by a GL Processor **Hard Stops:** • Can be assigned the GL Processor, but the end user cannot approve journals they created **Additional Access:** • Includes additional access associated with the AP Viewer, AR Viewer, Department General Ledger Reporter, Appropriation Viewer, Operating Budget Viewer, and GL Reporter roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
GL Approver 2	The department end user who: • Is responsible for the second-level approval of department journals from a pooled work list • Has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages • Allows users access to view Statewide Controlling budget information • Has access to view department-level budgets using online inquiry screens • Runs reports and distribute to the GL Report Viewer as required • Receives nightly batch distributed reports and have access to Report Manager	• Enter and Process Journals • Enter and Process Budget Journals • Process Allocations • Process Financial Statements • Maintain Chart of Accounts	• Update Journals • Approve Journals • Inquire General Ledger Financial Data • View Commitment Control • View Journals • View Budget Journals • View Budget Check Exceptions • View Allocations • View COA Values • View Budget and Reporting Trees • View Closed Budgets • View General Ledger Configuration Items • Run Statewide Budget Inquiries • View Override Budget Date Exceptions • Run Department-Specific Budget Inquiries • Run COA Values Reports • View General Ledger Reports • View Commitment Control Reports • Receive General Ledger Reports • Receive Labor Distribution Reports	• Reviews and determines the approval action for journals submitted by a GL Processor and approved by a GL Approver 1 **Hard Stops:** • Can be assigned the GL Processor, but the end user cannot approve journals they created **Additional Access:** • Includes additional access associated with the AP Viewer, AR Viewer, Department General Ledger Reporter, Appropriation Viewer, Operating Budget Viewer, and GL Reporter roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
GL Maintainer	The department end user who: • Maintains all department-level configuration for Labor Distribution • Sets up department-owned COA values and maintains SpeedTypes and SpeedCharts. This end user also sets up department default values on the COA translation process - has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages • Allows users access to view Statewide Controlling budget information • Has access to view department-level budgets using online inquiry screens - runs maintainer/ GL reports and distribute to the • Department GL Report Viewer as required - receives nightly batch distributed reports and have access to Report Manager • Processes Allocation Groups and verifies the allocation results. Departments will be given the ability to execute the General Ledger Allocation	• Maintain Chart of Accounts • Process Allocations • Process Financial Statements	• Manage Labor Distribution Department Configuration Items • View Labor Distribution Central Configuration Items • Update COA Department Values • Manage SpeedTypes • Manage SpeedCharts • Update Budget Trees • Inquire General Ledger Financial Data • View Commitment Control • View Journals • View Budget Journals • View Budget Check Exceptions • View Allocations • View COA Values • View Budget and Reporting Trees • View Closed Budgets • View General Ledger Configuration Items • Run Statewide Budget Inquiries • View Override Budget Date Exceptions • Run Department-Specific Budget Inquiries • Run COA Values Reports • View General Ledger Reports	• Central Employee Maintainer • Manages COA configuration to be used by GL end users • Processes allocations so other GL end users can begin reporting other GL transactions **Additional Access:** • Includes additional access associated with the Department General Ledger Reporter, Appropriation Viewer, Operating Budget Viewer, GL Reporter, and GL Viewer roles.

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
	processes when required		• View Commitment Control Reports • Receive General Ledger Reports • Receive Labor Distribution Reports • Process Allocation • Create Allocation Calculation Log Report	

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
GL Processor	The department end user who: • Creates journals in the Modified Accrual ledger, runs online Edit Check, runs online Budget Check, and submits to the journal approval process • Has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages • Allows users access to view Statewide Controlling budget information • Views department-level budgets using online inquiry screens • Runs reports and distribute to the Department GL Report Viewer as required • Receives nightly batch distributed reports and have access to Report Manager	• Enter and Process Journals • Enter and Process Budget Journals • Process Allocations • Process Financial Statements	• Create Journals • Import Journals • Edit Check Journals • Budget Check Journals • Submit Journals • Correct Suspense Entries • Inquire General Ledger Financial Data • View Commitment Control • View Journals • View Budget Journals • View Budget Check Exceptions • View Allocations • View COA Values • View Budget and Reporting Trees • View Closed Budgets • View General Ledger Configuration Items • Run Statewide Budget Inquiries • View Override Budget Date Exceptions • Run Department-Specific Budget	• Journals submitted will be routed to the GL Approver 1 within department approval pool **Hard Stops:** • Can be assigned the GL Approver, but the end user cannot approve journals they created **Additional Access:** • Includes additional access associated with the AP Viewer, AR Viewer, Department GL Journal Processor, Department General Ledger Reporter, Allocation Processor, Appropriation Viewer, Operating Budget Viewer, GL Reporter, GL Viewer, and PO View Only roles

| | | | Inquiries
• Run COA Values
Reports
• View General
Ledger Reports
• View Commitment
Control Reports
• Receive General
Ledger Reports | |

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
GL Reporter	The department end user who: • Has access to run the Fund Activity and Agency Reconciliation Interface processes	• Process Financial Statements	• Run Outbound Fund Activity Interface • Run Outbound Agency Reconciliation Interface	• None

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
LD Processor	The department end user who: • Loads and updates Activity Sheets using the online Activity Sheet page and runs the monthly Inbound Activity Sheet Interface (if applicable) • Runs the Labor Distribution Process and Labor Distribution Reports • Has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages • Allows users access to view Statewide	• Enter and Process Labor Distribution	• Load Activity Sheets • Upload Activity Sheets • Run Inbound Activity Sheet Interface • View Activity Sheet Reports • View Labor Distribution Configuration Items • Run Labor Distribution Process • Run Labor Distribution Reports • View LD and Activity Sheet Reports • Inquire General	• Runs the Labor Distribution process after Activity Sheets (if applicable) are loaded • Uses configuration managed by the Central LD Maintainer and Central Employee Maintainer **Additional Access:** • Includes additional access associated with the Department LD Processor, Department General Ledger Reporter, Appropriation Viewer, Operating Budget Viewer, GL Reporter, and GL Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
	Controlling budget information • Views department-level budgets using online inquiry screens • Runs reports and distributes to the Department GL Report Viewer as required • Receives nightly batch distributed reports and has access to Report Manager		Ledger Financial Data • View Commitment Control • View Journals • View Budget Journals • View Budget Check Exceptions • View Allocations • View COA Values • View Budget and Reporting Trees • View Closed Budgets • View General Ledger Configuration Items • Run Department-Specific Budget Inquiries • View Override Budget Date Exceptions • Run COA Values Reports • View General Ledger Reports • View Commitment Control Reports • Receive General Ledger Reports • Receive Labor Distribution • Reports	

10. Grants Management (GM)

10.1 Grants Management Process Overview

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

- Capturing profile data about departments requesting the award, sponsors, grant managers, and sub recipients.

- Tracking proposal negotiation details.

- Capturing grant details in proposals, which, once awarded, can be generated into

awards in the system. Once awards exist, they can be updated with award details.

- Printing accurate and complete proposals for sponsors.

- Entering and posting budgets to Commitment Control and Project Costing.

- Managing billing and revenue processes within the Contracts module.

- Running billing processes to generate either invoices or Letter of Credit draws for Project-related transactions.

- Processing revenue and indirect cost accounting entries, which can be journal generated to the General Ledger.

10.2 Grants Management Roles

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

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 9: Grants Management Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
GM Approver	The department end user who: • Maintains proposals and awards and submits grants proposal • Runs all grant reports and run grants queries • Has display access to all grant information	• Create and Maintain Grants	• Maintain Grant Proposals and Awards • Submit Grant Proposals • Run All Grant Reports and Run Grant Queries	• Approves (submit) proposals created by the GM Processor role • Includes additional access associated with the GM Processor, except cannot add proposals or awards and cannot run Generate Award Process **Additional Access:** • Includes additional access associated with the AP Viewer, Customer Viewer, AR Viewer, BI Viewer, Customer Contracts Viewer, Department General Ledger Reporter, Appropriation Viewer, Operating Budget Viewer, GL Viewer, Grant Reporter, Grant Viewer, PC Viewer, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
GM Processor	The department end user who: • Creates and maintains grant proposals and awards • Runs all grant reports and run grants queries Has display access to all grant information	• Create and Maintain Grants	• Add and Maintain Grant Proposals and Awards • Finalize Grant Budgets • Run All Grant Reports and Run • Grant Queries	• Generates Award for proposals approved by the GM Approver role • Includes additional access associated with the GM Approver with the addition of add and Generate Award capability; cannot submit proposals **Additional Access:** • Includes additional access associated with the AP Viewer, Customer Viewer, AR Viewer, BI Viewer, Customer Contracts Viewer, Department General Ledger Reporter, Grant Processor, Appropriation Viewer, Operating Budget Viewer, GL Viewer, Grant Reporter, Grant Viewer, PC Viewer, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Grant Reporter	The department end user who: • Has access to run all grant reports and run grants queries	• Create and Maintain Grants	• Run All Grant Reports and Run Grant Queries	• None

11. Loan Accounting (LA)

11.1 Loan Accounting Process Overview

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

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

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

11.2 Loan Accounting Roles

This section provides details for each FI$Cal end-user role related to the Loan Accounting process, including:

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 10: Loan Accounting Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Loan Approver	The department end user who: • Approves loans and loan transactions	• Establish Loans	• Review Loans • Approve Loans	• Approves loan transactions prepared by the Loan Processor

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Loan Processor	The department end user who: • Enters and maintains loan transactions while being responsible for any loan interface processing • Prepares, maintains, and repays loans • Runs inquiries and reports on loans and loan transactions	• Establish Loans • Maintain Loans • Repay Loans	• Create Loan Transactions • Update Loan Transactions • Post Loan Transactions • Upload Loan Transactions Using Excel to CI • Configure Loan Details • Update Loans • Create Repayment Transactions • Inactivate/Close Loans • Post Loans • Inquire Loans • Run Loan-related Reports	• Processed loan transactions are routed to the Loan Approver • Receives loan approvals from the Loan Approver

12. Procurement (PO)

12.1 Procurement Process Overview

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

The process begins when a requisition is created and approved, and passes the budget check (soft pre-encumbrance). The requisition is sourced to a PO. After the PO is approved and passes a budget check (encumbrance), it is dispatched to support State/department procurement activity. The PO can have change orders (amendments).

When the goods and/or services are delivered, the receipts are recorded in FI$Cal. The State verifies that the goods and/or services are acceptable and conform to the PO. FI$Cal receipt transactions, together with the PO, are copied over to vouchers in the payables area, and are used for automated matching performed in Accounts Payable (AP).

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

12.2 Procurement Roles

This section provides details for each FI$Cal end-user role related to the Procurement process, including:

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 11: Procurement Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
PO Approver 1	The department end user who: • Approves department POs. This approval step is intended as a first-level/program approval • Can be added as part of the PO workflow for approving department POs • Runs procurement reports for their department • Views procurement configuration items • Views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department specific transactions • Views item information	• Create and Approve Requisitions • Manage Purchase Orders • Maintain Items	• Approve POs • Deny POs • Push Back POs • Hold POs • Designate Alternate Approver • Manage Requisition Reports • Manage Purchase Order Reports • Manage Receiving Reports • Manage P-Card Reports • Manage Encumbrance Reports • View Procurement Configuration Items • View POs • View Requisitions • View Receipts • View items	• Reviews and takes approval action for POs by PO Buyer • May add a PO Ad Hoc Approver to the PO process • Creates and runs reports that may be shared with department end users • Views procurement configuration items to be used by all procurement roles • Can only view procurement related transactions related to requisition, purchase orders and receipts **Separation of Duty Requirement:** • Cannot be combined with the AP Approver 2 **Hard Stops:** • Can be assigned the PO Buyer or additional PO Approvers, but will not be able to approve a PO they where they are the buyer **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential purchasing information **Additional Access:** • Includes additional access associated with the AP Viewer, Vendor Viewer, Department Item Viewer, Department PO Reporter, Appropriation Viewer, GL Viewer, PO Configuration View Only, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
PO Approver 2	The department end user who: • Approves department POs. This approval step is intended as a second-level approval and accounting/budget review • Can be added as part of the PO workflow for approving department POs • Runs procurement reports for their department • Views procurement configuration items • Views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions • Views item information	• Create and Approve Requisitions • Manage Purchase Orders • Maintain Items	• Approve POs • Deny POs • Push Back POs • Hold POs • Designate Alternate Approver • Manage Requisition Reports • Manage Purchase Order Reports • Manage Receiving Reports • Manage P-Card Reports • Manage Encumbrance Reports • View Procurement Configuration Items • Edit PO Chart of Account and run Budget Check • View Requisitions • View Receipts • View items	• Reviews and takes approval action for POs submitted by a PO Buyer • May add a PO Ad Hoc Approver to the PO process • Creates and runs reports that may be shared with department end users • Views procurement configuration items to be used by all procurement roles • Can only view procurement related transactions related to requisition, purchase orders and receipts **Separation of Duty Requirement:** • Cannot be combined with the AP Approver 2 **Hard Stops:** • Can be assigned the PO Buyer or additional PO Approvers, but will not be able to approve a PO they where they are the buyer **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential purchasing information • Intended role for Accounting and Budget staff **Additional Access:** • Includes additional access associated with the AP Viewer, Vendor Viewer, Department Item Viewer, Department PO Reporter, Appropriation Viewer, GL Viewer, PO Configuration View Only, and PO View Only

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
PO Approver 3	The department end user who: • Approves department POs. This approval step is intended as a third-level approval (authorizing signature) for orders less than $50K • Can be added as part of the PO workflow for approving department POs • Runs procurement reports for their department • Views procurement configuration items • Views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions • Views item information	• Create and Approve Requisitions • Manage Purchase Orders • Maintain Items	• Approve POs • Deny POs • Push Back POs • Hold POs • Designate Alternate Approver • Manage Requisition Reports • Manage Purchase Order Reports • Manage Receiving Reports • Manage P-Card Reports • Manage Encumbrance Reports • View Procurement Configuration Items • View POs • View Requisitions • View Receipts • View items	• Reviews and takes approval action for POs submitted by a PO Buyer • May add a PO Ad Hoc Approver to the PO process • Creates and runs reports that may be shared with department end users • Views procurement configuration items to be used by all procurement roles • Can only view procurement related transactions related to requisition, purchase orders and receipts **Separation of Duty Requirement:** • Cannot be combined with the AP Approver 2 **Hard Stops:** • Can be assigned the PO Buyer or additional PO Approvers, but will not be able to approve a PO they where they are the buyer **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential purchasing information **Additional Access:** • Includes additional access associated with the AP Viewer, Vendor Viewer, Department Item Viewer, Department PO Reporter, Appropriation Viewer, GL Viewer, PO Configuration View Only, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
PO Approver 4	The department end user who: • Approves department POs. This approval step is intended as a third-level approval (authorizing signature) for orders greater than or equal to $50K • Can be added as part of the PO workflow for approving department POs • Runs procurement reports for their department • Views procurement configuration items - views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions • Views item information	• Create and Approve Requisitions • Manage Purchase • Orders Maintain Items	• Approve POs • Deny POs • Push Back POs • Hold POs • Designate Alternate Approver • Manage Requisition Reports • Manage Purchase Order Reports • Manage Receiving Reports • Manage P-Card Reports • Manage Encumbrance Reports • View Procurement Configuration Items • View POs • View Requisitions • View Receipts • View items	• Reviews and takes approval action for POs submitted by a PO Buyer • May add a PO Ad Hoc Approver to the PO process • Creates and runs reports that may be shared with department end users • Views procurement configuration items to be used by all procurement roles • Can only view procurement related transactions related to requisition, purchase orders and receipts **Separation of Duty Requirement:** • Cannot be combined with the AP Approver 2 **Hard Stops:** • Can be assigned the PO Buyer or additional PO Approvers, but will not be able to approve a PO they where they are the buyer **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential purchasing information **Additional Access:** • Includes additional access associated with the AP Viewer, Vendor Viewer, Department Item Viewer, Department PO Reporter, Appropriation Viewer, GL Viewer, PO Configuration View Only, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
PO Ad Hoc Approver	The department end user who: • Can be manually added to each transaction as part of the PO workflow for approving department POs • Runs procurement reports for their department • Views procurement configuration items • Views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions • Views item information	• Create and Approve Requisitions • Manage Purchase Orders • Maintain Items	• Approve POs • Deny POs • Push Back POs • Hold POs • Designate Alternate Approver • Manage Requisition Reports • Manage Purchase Order Reports • Manage Receiving Reports • Manage P-Card Reports • Manage Encumbrance Reports • View Procurement Configuration Items • View POs • View Requisitions • View Receipts • View items	• Reviews and determines the approval action for POs when added into the PO workflow by a PO Approver 1-4, or PO Buyer. Must perform the approval action prior to routing to the next level of approval. • Creates and runs reports that may be shared with department end users • Views procurement configuration items to be used by all procurement roles • Can only view procurement related transactions related to requisition, purchase orders and receipts. **Hard Stops:** • Can be assigned the PO Buyer or additional PO Approvers, but will not be able to approve a PO they where they are the buyer **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential purchasing information **Additional Access:** • Includes additional access associated with the AP Viewer, Vendor Viewer, Department Item Viewer, Department PO Reporter, Appropriation Viewer, GL Viewer, and PO Configuration View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
PO Buyer	The department end user who: • Takes all action on POs including Creates/updates/change orders and dispatch POs and closing, reopening and cancelling POs • Verifies the requisition is ready to move forward in the procurement process, and sources a PO from a requisition • Reviews P-Card requisition and determines if P-card is the appropriate payment mechanism. Must be a Proxy for a PO • Maintains procurement configuration items • Runs procurement reports for their department • Views procurement configuration items • Views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions • Views item information	• Manage Purchase Orders • Process Procurement Card Transactions • Create and Approve Requisitions • Maintain Items	• Enter POs • Update Open POs • Add or Update POs (create POs by copying from requisitions or contracts or by direct PO entry) • Create Encumbrance Only POs (AP Staff) • Dispatch POs and Manage POs (create change orders and cancel, close, and reopen POs) • Assign an Ad Hoc Approvers • Designate Alternate User • Use P-Card on POs • Manage Procurement Configuration Items specific to department • View Procurement Configuration Items • Manage Requisition Reports • Manage Purchase Order Reports • Manage Receiving Reports • Manage P-Card Reports • Manage Encumbrance Reports • View Procurement Configuration Items	• Creates POs and updates open POs • May add a PO Ad Hoc Approver to the PO process • May be inserted as a Requisition AD-Hoc Approver to review the requisition and source to a PO. • Some buyers may be assigned to be a P-Card PO user (allowed to use P-Card to pay POs, must be proxy.) • Views procurement configuration and updates department-specific configuration to be used by all procurement roles • Creates and runs reports that may be shared with department end users • Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO • Buyer, and PO Receiving • Processor • Views items uploaded by the • DGS, Central, and Department • Item Processors **Hard Stops:** • Can be assigned the PO • Approver and PO Ad Hoc Approver role, but will not be able to approve a PO they where they are the buyer **Suggested Role Combinations:** • Can be combined with Confidential User to add/update

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
PO Confidential User	The department end user who: • Accesses confidential purchasing information such as Requisitions, Procurement Contracts, Solicitations, POs, and receipts • Department end users will have access to their department specific transactions	• Create and approve Procurement Contracts. • Create and Approve Requisitions • Manage Purchase Orders • Process Procurement Card Transactions	• Add/Update Confidential Purchasing Information • View POs • View Requisitions • View Receipts	• Adds/Updates/Views confidential information when combined with either PO Buyer, Requisition Processor and/or Solicitation Contract Buyer roles. • Adds/Updates/Views confidential information when combined with either PO Approver 1-4 Requisition Approver 1-2, Solicitation Approver and/or Contract Approver 1-4 roles. • Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO Buyer, and PO Receiving Processor **Additional View Access:** • Includes additional access associated with the PO View Only role

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
PO Receiving Processor	The department end user who: • Manages the receipt of goods and services • Enters receiving inspection results, including acceptance testing • Enters a Return to Vendor (RTV) transaction	• Manage Purchase Orders	• Create Receipt • Update Receipt • Cancel or Close Receipts or Receipt Lines • View Receipts • Inspect Stock Received • Enter Inspection Transaction • View Inspection • Create RTV • Update RTV	• Enters receipt information for goods and services dispatched by a PO Buyer • Processes RTV transactions for goods and services that are originally but need to be returned

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Department PO Reporter	The department end user who: • Has access to run procurement reports for their department	• Manage Purchase Orders	• Manage Requisition Reports • Manage Purchase Order Reports • Manage Receiving Reports • Manage P-Card Reports • Manage Encumbrance Reports	• Creates and runs reports that may be shared with department end users **Suggested Role Combination:** • Can be combined with Confidential User to add/update confidential

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Requisition Approver 1	The department end user who: • Is responsible for approving department requisitions. This approval step is intended as a first-level review/ approval by a program approver • Can be added as part of the requisition workflow for approving department requisitions • Views procurement configuration items • Views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions • Views item information	• Create and Approve Requisitions • Manage Purchase Orders • Maintain Items	• View Requisitions • Approve Requisitions • Deny Requisitions • Push Back Requisitions • Assign an Ad Hoc Requisition • Hold Requisitions • View Worklist • Enter Approval Comments • Designate Alternate Approver • View Procurement Configuration Items • View POs • View Requisitions • View Receipts • View Items	• Reviews and determines the approval action for requisitions submitted by a Requisition Processor • May add a Requisition Ad Hoc Approver to the requisition approval process • Views procurement configuration items to be used by all procurement roles • Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO • Buyer, and PO Receiving Processor • Views items uploaded by the DGS, Central, and Department • Item Processors **Hard Stops:** • Can be assigned the Requisition Approver 2 or Requisition Processor, but the end user will not be able to self-approve **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential purchasing information **Additional Access:** • Includes additional access associated with the AP Viewer, Vendor Viewer, Department Item Viewer, Appropriation Viewer, GL Viewer, PO Configuration View Only, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Requisition Approver 2	The department end user who: • Who performs a second-level review/approval for a user who will distribute/assign requisitions to a PO Buyer (worklist distributor). For smaller departments that do not have distributors, these users are also assigned a PO Buyer role • Can be added as part of the requisition workflow for approving department requisitions • Views procurement configuration items • Views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions • Views item information	• Create and Approve Requisitions • Manage Purchase Orders • Maintain Items	• View Requisitions • Approve Requisitions • Deny Requisitions • Push Back Requisitions • Assign an Ad Hoc Requisition • Hold Requisitions • View Worklist • Enter Approval Comments • Designate Alternate Approver • View Procurement Configuration Items • View POs • View Requisitions • View Receipts • View Items	• Reviews and determines the approval action for requisitions submitted by a Requisition Approver 1 • May add a Requisition Ad Hoc Approver to the requisition approval process • Views procurement configuration items to be used by all procurement roles • Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO • Buyer, and PO Receiving Processor • Views items uploaded by the DGS, Central, and Department Item Processors **Hard Stops:** • Can be assigned the Requisition Approver 1 or Requisition Processor, but the end user will not be able to self-approve **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential purchasing information **Additional Access:** • Includes additional access associated with the AP Viewer, Vendor Viewer, Department Item Viewer, Appropriation Viewer, GL Viewer, PO Configuration View Only, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Requisition Ad Hoc Approver	The department end user who: • Can be added as part of the requisition workflow for approving department requisitions • Views procurement configuration items • Views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions • Views item information	• Create and Approve Requisitions • Manage Purchase Orders • Maintain Items	• View Requisitions • Approve Requisitions • Deny Requisitions • Push Back Requisitions • Assign an Ad Hoc Requisition • Hold Requisitions • View Worklist • Enter Approval Comments • Designate Alternate Approver • View Procurement Configuration Items • View POs • View Requisitions • View Receipts • View Items	• Reviews and determines the approval action for requisitions when added into the requisition workflow. Must perform the approval action prior to routing to the next level of approval. • Views procurement configuration items to be used by all procurement roles • Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO Buyer, and PO Receiving Processor • Views items uploaded by the DGS, Central, and Department Item Processors **Hard Stops:** • Can be assigned the Requisition Approvers or Requisition Processor, but the end user will not be able to self-approve **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential purchasing information **Additional Access:** • Includes additional access associated with the AP Viewer, Vendor Viewer, Department Item Viewer, Appropriation Viewer, GL Viewer, PO Configuration View Only, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Requisition Processor	The department end user who: • Creates, updates Requisitions in FI$Cal and submits for approval. • Updates requisitions • Assigns P-Card as a recommended payment mechanism on a requisition • Views procurement configuration items - views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions • Views item information	• Create and Approve Requisitions • Process Procurement Card Transactions • Manage Purchase Orders • Maintain Items	• Create Requisition • Update/Manage Requisition • Cancel Requisition • Reopen Requisition • View Purchase Orders • View Worklist • Receive Notifications of Approved Requisitions • Enter Requisition • Assign P-Card to Requisitions • View Procurement Configuration Items • View POs • View Requisitions • View Receipts • View Items	• Creates and updates requisitions • Receives notification after requisition is approved • Can Update Requisition if denied by Requisition Approvers or PO Buyer • May add an Ad Hoc Approver to the requisition approval process • Views procurement configuration items to be used by all procurement roles • Can only view procurement transaction information entered by other procurement roles, including the Requisition Processor, PO • Buyer, and PO Receiving • Processor • Views items uploaded by the • DGS, Central, and Department • Item Processors **Hard Stop:** • Can be assigned the Requisition Approvers or Requisition Ad Hoc Approver, but the end user will not be able to self-approve **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential purchasing information **Additional Access:** • Includes additional access associated with the AP Viewer, Vendor Viewer, Department Item Viewer, Department Requisition Processor, Appropriation Viewer, Operating Budget Viewer, GL Viewer, PO Configuration View Only, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
P-Card Approver	The department end user who: • Reviews and approves P-card transaction lines that have been verified by the card holder / reconciler • Reviews P-Card statements and accesses P-Card reports for the department	• Process Procurement Card Transactions	• View P-Card Transactions • Approve P-Card Transactions	• When a requisition or PO is used, reviews transactions of the Requisition Processor, PO Buyer, and P-Card Reconciler **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential purchasing information **Additional Access:** • Includes additional access associated with the Department P-Card Reviewer and GL Viewer roles
P-Card Maintainer	The department end user who: • Manages P-Card administration activities for the department	• Process Procurement Card Transactions	• Add or Update Cardholder Profiles • Modify Approved Transactions • Add/Maintain Proxy • Maintain Cardholder Distribution	• Provides administration for all Department P-Card roles **Additional View Access:** • Includes additional access associated with the GL Viewer role
P-Card Reconciler	The department end user who: • Reconciles P-Card transactions and updates distributions. • Can be a proxy, who reconciles on behalf of the cardholder.	• Process • Procurement Card Transactions	• View P-Card Statement Transactions • Reconcile P-Card Transactions • Add Detail to Statement Transaction Lines (such as United Nations Standard Product and Service Codes (UNSPSC), Small Business/Disabled Veteran Business Enterprise (SB/DVBE), Recycle, etc.) • Split/Add Transaction Lines • Scan and Attach Receipts	• When a requisition or PO is used, may reconcile and update on behalf of a Requisition Processor and/or a PO Buyer **Suggested Role Combinations:** • Can be combined with Confidential User to add/update confidential purchasing information **Additional View Access:** • Includes additional access associated with the GL Viewer role

Department P-Card Reviewer	The department end user who reviews P-Card statements and accesses P-Card reports for the department.	• Process Procurement Card Transactions	• View P-Card Statements • Run P-Card Reports	• Reviews statements of Department P-Card users and runs reports for department end users • Can be combined with Confidential User to add/update confidential purchasing information

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Contract Approver 1	The department end user who: • Approves • transactional procurement contracts • Views procurement contract information • Views events/solicitation information	• Administer Vendor Contract • Manage Sourcing	• Approve/Deny Transactional procurement Contracts • Approve/Deny procurement Contracts When Added as an Ad Hoc Approver • View procurement Contract Information	• Approves procurement contracts coming from Solicitation and Contract Buyers or other Contract Approvers • May deny procurement contracts and send the document back to the Solicitation and Contract Buyer for modification • Views procurement contracts entered in FI$Cal by the department or DGS • Views events/solicitations created by Solicitation and Contact Buyers, including approved solicitations **Hard Stops:** • Can be assigned the Solicitation and Contract Buyer, but the end user cannot approve contracts they created **Additional Access:** • Includes additional access associated with the Vendor Viewer, Department Contracts Viewer, Department Item Viewer, Department PO Reporter, Department Solicitation Viewer, and PO View Only

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Contract Approver 2	The department end user who: • Approves procurement transactional procurement contracts • Views procurement contract information • Views events/solicitation information	• Administer Vendor Contract • Manage Sourcing	• Approve/Deny procurement Contracts When Added as an Ad Hoc Approver • View procurement Contract Information	• Approves procurement contracts coming from Solicitation and Contract Buyers or other Contract Approvers • May deny procurement contracts and send the document back to the Solicitation and Contract Buyer for modification • Views procurement contracts entered in FI$Cal by the department or DGS • Views events/solicitations created by Solicitation and Contact Buyers, including approved solicitations

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
				Hard Stops: • Can be assigned the Solicitation and Contract Buyer, but the end user cannot approve contracts they created **Additional Access:** • Includes additional access associated with the Vendor Viewer, Department Contracts Viewer, Department Item Viewer, Department PO Reporter, Department Solicitation Viewer, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Contract Approver 3	The department end user who: • Approves procurement transactional contracts • Views procurement contract information • Views events/solicitation information	• Administer Vendor Contract • Manage Sourcing	• Approve/Deny procurement Contracts When Added as an Ad Hoc Approver • View procurement Contract Information	• Approves procurement contracts coming from Solicitation and Contract Buyers or other Contract Approvers • May deny procurement contracts and send the document back to the Solicitation and Contract Buyer for modification • Views procurement contracts entered in FI$Cal by the department or DGS • Views events/solicitations created by Solicitation and Contact Buyers, including approved solicitations **Hard Stops:** • Can be assigned the Solicitation and Contract Buyer, but the end user cannot approve contracts they created **Additional Access:** • Includes additional access associated with the Vendor Viewer, Department Contracts Viewer, Department Item Viewer, Department PO Reporter, Department Solicitation Viewer, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Contract Approver 4	The department end user who: • Approves procurement transactional contracts • Views procurement contract information • Views solicitation information	• Administer Vendor Contract • Manage Sourcing	• Approve/Deny procurement Contracts When Added as an Ad Hoc Approver • View procurement Contract Information	• Approves procurement contracts coming from Solicitation and Contract Buyers or other Contract Approvers • May deny procurement contracts and send the document back to the Solicitation and Contract Buyer for modification • Views procurement contracts entered in FI$Cal by the department or DGS • Views events/solicitations created by Solicitation and Contact Buyers, including approved solicitations **Hard Stops:** • Can be assigned the Solicitation and Contract Buyer, but the end user cannot approve contracts they created **Additional Access:** • Includes additional access associated with the Vendor Viewer, Department Contracts Viewer, Department Item Viewer, Department PO Reporter, Department Solicitation Viewer, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Contract Ad Hoc Approver	The department end user who: • Approves transactional contracts • Views contract information • Views events/solicitation information	• Administer Vendor Contract • Manage Sourcing	• Approve/Deny Contracts When Added as an Ad Hoc Approver • View Contract Information	• Approves contracts coming from Solicitation and Contract Buyers or other Contract Approvers. Must perform the approval action prior to routing to the next level of approval. • May deny contracts and send the document back to the Solicitation and Contract Buyer for modification • Views contracts entered in FI$Cal by the department or DGS • Views events/solicitations created by Solicitation and Contact Buyers, including approved solicitations **Hard Stops:** • Can be assigned the Solicitation and Contract Buyer, but the end user cannot approve contracts they created **Additional Access:** • Includes additional access associated with the Vendor Viewer, Department Contracts Viewer, Department Item Viewer, Department PO Reporter, Department Solicitation Viewer, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Solicitation Approver	The department end user who: • Approves solicitation events posted to CSCR. • Views events/ solicitation information • Views contract information	• Manage Sourcing • Administer Vendor Contract	• Approve Solicitation Event Prior to posting to CSCR	• Receives and views events for approval from the Solicitation and Contract Buyer • Denies events that go back to the Solicitation and Contract Buyer for modification and resubmission • Inserts Ad Hoc Approver as needed • Views contracts entered in FI$Cal by the department or DGS **Hard Stops:** • Can be assigned the Solicitation and Contract Buyer, but the end user cannot approve solicitations they created **Additional Access:** • Includes additional access associated with the Vendor Viewer, Department Contracts Viewer, Department Item Viewer, Department PO Reporter, Department Solicitation Viewer, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Solicitation Ad Hoc Approver	The department end user who: • Can be inserted as an approver as needed • Views events/ solicitation information Views contract information	• Manage Sourcing • Administer Vendor Contract	• Approve Solicitation Event Prior to posting to CSCR on an Ad Hoc Basis	• Receives and views events for approval from the Solicitation and Contract Buyer. Must perform the approval action prior to routing to the next level of approval. • Denies events that go back to the Solicitation and Contract Buyer for modification and resubmission • Inserts Ad Hoc Approver as needed • Views contracts entered in FI$Cal by the department or DGS **Hard Stops:** • Can be assigned the Solicitation and Contract Buyer, but the end user cannot approve solicitations they created **Additional Access:** • Includes additional access associated with the Vendor Viewer, Department Contracts Viewer, Department Item Viewer, Department PO Reporter, Department Solicitation Viewer, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Solicitation and Contract Buyer	The department end user who: • Creates/modifies events/solicitation • Reviews and provides suggested markups to events/solicitation prior to approval and posting to CSCR • Views events/solicitation information • Creates/modifies transactional procurement contracts • Reviews and provides suggested markups to procurement contracts, and events/solicitation documents prior to approval and/or posting to CSCR • Views procurement contract information	• Manage Sourcing • Administer Vendor Contract	• Enter or Modify events/solicitation • Select Collaborators and Send events/solicitation for Collaboration • Review Collaboration Edits and Select Ones to Accept and Reject • Send Events/Solicitations for Approvals • Mark Protest Flags as Needed • Create/Modify Transactional Procurement Contracts • Insert Ad Hoc Contract Approvers • View Contract Information	• Selects Collaborators to review the event/solicitation draft • Receives edits from collaborators and accepts or reject them • Submits event/solicitation for approval of the Solicitation Approvers • May receive event/solicitation approval denials from approvers for edits and resubmission back to the Solicitation Approvers • Submits procurement contracts for approval to the Contract Approvers • Receives documents routed for review/edits by the Solicitation and Contract Buyer • Views procurement contracts entered in FI$Cal by the department or DGS **Hard Stops:** • Can be assigned the Contract Approvers 1-4, Contract Ad Hoc Approver, Solicitation Approver, or Solicitation Ad Hoc Approver, but the end user cannot approve contracts or solicitations they created **Additional Access:** • Includes additional access associated with the Vendor Viewer, Department Vendor Processor, Department Contracts Viewer, Customer Contracts Processor, Department Item Viewer, Department PO Reporter, Department Solicitation Viewer, and PO View Only roles

13. Project Costing (PC)

13.1 Project Costing Process Overview

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

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

13.2 Project Costing Roles

This section provides details for each FI$Cal end-user role related to the Project Costing process, including:

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 12: Project Costing Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
PC Maintainer	The department end user who: • Is responsible for updates to department PC configuration values • Has inquiry access to all project information	• Create and Maintain Project • Collect, Distribute, and Price Costs • Project Capitalization	• Manage Project Configuration Items • View Centrally Maintained Project Configuration Items • View Projects • View Activities • View Project Grants • View Project Contracts • View Project Assets • View Project Reports	• Can update department PC configuration items to be used by the PC Processor • Can view all project information entered by the PC Processor **Additional View Access**: • Includes additional access associated with the AP Viewer, Customer Viewer, AR Viewer, BI Viewer, Customer Contracts Viewer, Appropriation Viewer, Operating Budget Viewer, GL Viewer, Grant Viewer, PC Viewer, and PO View Only roles
PC Processor	The department end user who: • Is responsible for additions and updates to the Project, Activity, and Team Definitions Has access to all PC batch reports and PeopleSoft Query Viewer • Has inquiry access to all project information	• Create and Maintain Project • Create and Maintain Project Budgets • Collect, Distribute, and Price Costs • Project Capitalization	• Create Projects • Create Project Budgets • Manage Projects • Manage Activities • Close Projects • Manage Project Grants • Manage Project Assets • View Project Reports • Run Queries • View Projects • View Activities • View Project Grants • View Project Contracts • View Project Assets • View Project Reports	• Creates and maintains all project information to be processed by the PC Job Processor and Central PC Batch Processor • Can view reports of all project activities of the PC Job Processor **Additional View Access**: • Includes additional access associated with the Assets Viewer, AP Viewer, Customer Viewer, AR Viewer, BI Viewer, Customer Contracts Viewer, Department Project Processor, Appropriation Viewer, Operating Budget Viewer, GL Viewer, Grant Viewer, PC Reporter, PC Viewer, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
PC Job Processor	The department end user who: • Has access to all PC batch processes needed to run on an ad hoc basis • Processes project and contract billing and project process (milestones) • Processes project and contract revenue Has inquiry access to all project information	• Collect, Distribute, and Price Costs • Project Capitalization • Process Billings and Revenue • Create and Maintain Project	• Upload Project, Activity, Team, and non-financial data • Run Batch Process, as required • Processes Contract Billing Milestones and Contract Billing • Processes Contract Revenue Milestones and Contract Revenue • View Projects • View Activities • View Project Grants • View Project Contracts • View Project Assets • View Project Reports	• Has similar abilities to the Central PC Batch Processor, without centrally maintained Project Utilities • Can view all project information entered by the Department Project Processor **Additional Access**: • Includes additional access associated with the Customer Viewer, Contracts Billing Processor, Contracts Revenue Job Processor, Department PC Batch Processor, Grant Viewer, and PC Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
OES PC Statewide Incident Maintainer	The department end user who: • Will allow an OES End-User the ability to assign a Statewide Incident Number. This number is then available for any Department/Agency to select the Incident Number. This Incident Number will then be utilized to see all Departments/Agencies associated with that Statewide Incident.	• Create and Maintain Project • Collect, Distribute and Price Costs • Project Capitalization	• Manage and Maintain Statewide incident configuration items • Run the Statewide Summary Report	**Hard Stops:** • None **Suggested Role Combinations:** • Maintain/update the statewide incident configuration items to be used by the PC Processor

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
PC Reporter	The department end user who: • Has access to all PC batch reports and PeopleSoft Query Viewer.	• Create and Maintain Project • Create and Maintain Project Budgets • Collect, Distribute, and Price Costs • Project Capitalization	• View Project Reports • Run Queries	• Can view reports of all project activities of Department Project Processor and Department PC Job Processor

14. Viewer Only Roles

14.1 Viewer Only Roles

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

- Role Name
- Role Description
- Related Business Process
- Role Responsibilities
- Relationships with Other Roles

Table 13: Viewer Only Roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
BU, DM, GL, and LA Viewer	The department or control end user who: • Views department-level budgets using online inquiry screens • Runs inquiries on bonds • Has access to General Ledger and Commitment Control online inquiry screens and read-only access to Create Journal Entry pages • Receives nightly batch distributed reports and has access to Report Manager • Allows users access to view Statewide Controlling budget information • Runs inquiries on loans and loan transactions	• Enter and Process Budget Journals • Track Funds • Enter and Process Journals • Enter and Process Budget Journals • Process Allocations • Process Financial Statements • Maintain Chart of Accounts • Process Financial Statements • Enter and Process Budget Journals • Establish Loans • Maintain Loans • Repay Loans	• Run Department Specific Budget Inquiries • View Override Budget Date Exceptions • View Bond Information • Inquire General Ledger Financial Data • View Commitment Control • View Journals • View Budget Journals • View Budget Check Exceptions • View Allocations • View COA Values • View Budget and Reporting Trees • View Closed Budgets • View General Ledger Configuration Items • Receive General Ledger Reports • Receive Labor Distribution Reports • Run Statewide Budget Inquiries • View Override Budget Date Exceptions • View Loan Balances, Loan and Transaction Inquiry, Posted Transactions, and Loan Payoff Projections	**Suggest Role Combinations:** • Recommended role for GL Processor, GL Approvers 1-2, AP Processor, AP Approvers 1-2, and SCO AT Approvers 1-3 **Required Role Combinations:** • This role is a prerequisite role for Appropriation Viewer, Operating Budget Viewer, GL Reporter, and Department GL Report Viewer **Additional Access:** • Includes additional access associated with the Department General Ledger Reporter, Department Loan Viewer, Appropriation Viewer, Operating Budget Viewer, GL Viewer, and SCO Loan Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
GM, CA, and PC Viewer	The department end user who: • Has display-only access to all grant information • Has display access to all contract information • Has inquiry access to all project information.	• Create and Maintain Grants • Create and Amend Contracts • Create and Maintain Project	• View Only Access to Grant Pages • View only access to Contracts transaction pages • View Projects • View Activities • View Project Grants • View Project Contracts • View Project Assets • View Project Reports	• Same access as the GM Processor role, except display only • Same access as CA Processor role, except display only • Can view all project information entered by the PC Processor **Additional View Access:** • Includes additional access associated with the Customer Contracts Viewer, Grant Viewer, and PC Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Order to Cash Viewer	The department end user who: • Runs inquiries and reports on customer data for a SetID. This end user will not have access to confidential data • Runs inquiries on billing data for a business unit Runs inquiries on Receivable and customer payment data for a business unit • Runs reports for Bank Statements, • Reconciliation, and Cash Management processing • Views the FTB Offset page and collection codes	• Set Up and Maintain Customers • Generate and Adjust Invoices • Enter and Maintain Receivables • Process Payments • Collect Receivables • Manage Cash • Process Payments	• View Customer Information • View Customer Conversations • Create and View Reports • Generate Customer Extract Files View Billing Data • Reprint Invoices • View Printed Bills • View Bill Summaries • View Billing Errors • View Customer Information • View Dunning Letters and Overdue Charges • View Payments • View Pending Receivables • View Worksheets • View Posting Errors • View Posted Payments • Run Cash Management Reports • View Cash Management Reports • View FTB Offset Page • View Collection Codes	• Cannot view confidential information entered by BI/AR Confidential User • Creates and runs reports that may be shared with other department end users • Able to view data created and maintained by other Billing roles • Able to view data maintained by other AR roles • Runs reports that may be shared with other department end users **Additional View Access:** • Includes additional access associated with the Customer Viewer, AR Viewer, BI Viewer, and Department CM Report Viewer roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Req to Check Viewer	The department or control end user who: • Views both financial and physical asset information. • Department end users will only view assets within their business unit • Views vendor information • Views voucher and payment information • Views procurement transactions, such as requisitions, POs, and receipts. Department end users can only view department-specific transactions • Views procurement configuration items • Views item information • Views solicitation information • Views contract information	• Maintain Assets • Enter and Maintain Vendors • Create and Maintain Invoices • Manage Purchase Orders • Maintain Items • Manage Sourcing • Administer Vendor Contract	• View Asset Physical Information • View Asset Financial Information • View Owned Assets • View Transferred Assets • View Retired Assets • View Reinstated Assets • View Depreciation Information • Run Asset Reports • View Vendor Information • Search for Vendor • View Vendor History • View Vendor Conversations • View Voucher Information • View Payment Information • View POs • View Requisitions • View Receipts • View Procurement Configuration Items • View Items • View Solicitation User • View Contract Information	• Can view information entered by AM Maintainer, AM Manager, and AM Processor • Can view vendors entered by the AP Supplier Processor • Vendor-related attachments are not visible • Can view vouchers entered by the AP Processor • Can only view procurement transaction information entered by other Procurement roles • Views procurement configuration items to be used by all procurement roles • Views items uploaded by the DGS, Central, and Department Item Processors • Views solicitations created by Solicitation and Contract Buyers, including approved solicitations • Views contracts entered in FI$Cal by the department or DGS **Suggested Role Combinations:** • Recommended role for AP Processor, AP Approvers 1-2, and SCO AT Approvers 1-3 • Can be combined with Confidential User to add/update confidential accounts payable information • Can be combined with Confidential User to add/update confidential purchasing information • Can be combined with Confidential User to view confidential vendor information **Additional View Access:** • Includes additional access associated with the Assets Viewer, AP Viewer, Vendor Viewer, Department Contracts Viewer, Department Item Viewer, Department Solicitation Viewer, PO Configuration View Only, and PO View Only roles

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Query Viewer	• This Role grants access to the Query Viewer Page only. • This Role does grant access to any Records or Tables to create/update Queries.		• View Queries	• None **Suggested Role Combination:** • None

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Query Scheduler	• This Role grants access to the Schedule Query Page only. • This Role does grant access to any Records or Tables to create/update Queries.		• Schedule Queries	• Schedules queries that may be shared with other department end users **Suggested Role Combination:** • None

Appendix A – Role to Business Process Matrix

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

Note: For acronym definitions, see Appendix B Glossary

Accounts Payable

This appendix provides a matrix mapping the Accounts Payable FI$Cal end-user roles to the Accounts Payable FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Accounts Payable FI$Cal business process for the 2017 Release in the corresponding column.

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

Table 14: Accounts Payable End-User Role to Business Process Map

FI$Cal End-User Role	Enter and Maintain Vendors	Create and Maintain Invoices	Process Payments	Withholding	Enter and Maintain Vendors	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transactions	Set up and Maintain Customers	Collect Receivables	Enter and Process Vouchers
AP Approver 1	X	X									
AP Approver 2	X	X									
AP Ad Hoc Approver		X									
AP Confidential User	X	X				X	X	X	X	X	X
AP Maintainer		X			X						
AP Payment Processor		X	X		X						
AP Processor		X			X						
AP Supplier Processor		X		X	X						

Asset Management

This appendix provides a matrix mapping the Asset Management FI$Cal end-user roles to the Asset Management FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Asset Management FI$Cal business process for the 2017 Release in the corresponding column.

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

Asset Management End-User Role to Business Process Map

FI$Cal End-User Role	Acquire Assets	Leased Assets	Maintain Assets	Transfer Assets	Retire/Reinstate Assets	Asset Month-end Processing	Asset Depreciation	Asset Stocktaking	Run Asset Reports
AM Approver 1			X	X					
AM Approver 2			X	X					
AM Confidential User			X						
AM Maintainer			X						
AM Manager			X	X	X	X	X	X	
AM Processor	X	X	X						

Billing / Accounts Receivable

This appendix provides a matrix mapping the Billing/Accounts Receivable FI$Cal end-user roles to the Billing/Accounts Receivable FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Billing/Accounts Receivable FI$Cal business process for the 2017 Release in the corresponding column.

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

Table 15: Billing/Accounts Receivable End-User Role to Business Process Map

FI$Cal End-User Role	Set up and Maintain Customers	Generate and Adjust Invoices	Enter and Maintain Receivables	Process Payments	Collect Receivables	Create and Approve Requisitions	Manage Purchase Orders	End and Maintain Vendors	Enter and Process Vouchers
AR Confidential Reporter	X		X	X	X				
AR Configuration Maintainer				X					
AR Item Processor	X		X	X	X				

FI$Cal End-User Role	Set up and Maintain Customers	Generate and Adjust Invoices	Enter and Maintain Receivables	Process Payments	Collect Receivables	Create and Approve Requisitions	Manage Purchase Orders	End and Maintain Vendors	Enter and Process Vouchers
AR Item Requestor			X						
AR Payment Processor	X		X	X	X				
BI Processor	X	X							
BI/AR Approver	X	X	X	X	X				
BI/AR Confidential User	X	X	X	X	X	X	X	X	X
Deposit Slip Processor			X						

Bond Accounting

This appendix provides a matrix mapping the Bond Accounting FI$Cal end-user roles to the Bond Accounting FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Bond Accounting FI$Cal business process for the 2017 Release in the corresponding column.

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

Table 16: Bond Accounting End-User Role to Business Process Map

FI$Cal End-User Role	Create and Manage Bond	Authorize Bond	Issue Bond	Distribute Funds	Track Funds
DM Processor	X	X	X		X

Budgeting

This appendix provides a matrix mapping the Budgeting FI$Cal end-user roles to the Budgeting FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Budgeting FI$Cal business process for the 2017 Release in the corresponding column.

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

Table 17: Budgeting End-User Role to Business Process Map

FI$Cal End-User Role	Enter and Process Journals	Enter and Process Budget Journals	Process Financial Statements	Enter and Process Labor Distribution	Process Allocations	Process Financial Statements	Maintain Chart of Accounts
BU Approver	X	X	X	X	X	X	X
BU Processor							

Cash Management

This appendix provides a matrix mapping the Cash Management FI$Cal end-user roles to the Cash Management/Treasury FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Cash Management FI$Cal business process for the 2017 Release in the corresponding column.

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

Table 18: Cash Management End-User Role to Business Process Map

FI$Cal End-User Role	Manage Cash	Reconcile Statements	Bank Account Management	Bank Reconciliation
CM Approver	X			
CM Processor	X	X	X	X
Confidential Bank Account Approver			X	

Customer Contracts

This appendix provides a matrix mapping the Customer Contracts FI$Cal end-user roles to the Customer Contracts FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Customer Contracts FI$Cal business process for the 2017 Release in the corresponding column.

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

Table 19: Customer Contracts End-User Role to Business Process Map

FI$Cal End-User Role	Create and Amend Contracts	Process Billing and Revenue
CA Approver	X	
CA Processor	X	

General Ledger

This appendix provides a matrix mapping the General Ledger FI$Cal end-user roles to the General Ledger FI$Cal business processes in which the role has responsibility. An "X" means

that the role in the corresponding row is part of the General Ledger FI$Cal business process for the 2017 Release in the corresponding column.

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

Table 20: General Ledger End-User Role to Business Process Map

FI$Cal End-User Role	Enter and Process Journals	Enter and Process Budget Journals	Enter and Process Labor Distribution	Process Allocations	Process Financial Statements	Maintain Chart of Accounts
Department Employee Maintainer			X			
GL Approver 1	X	X	X	X	X	X
GL Approver 2	X	X	X	X	X	X
GL Maintainer	X	X	X	X	X	X
GL Processor	X	X	X	X	X	X
GL Reporter					X	
LD Processor	X	X	X	X	X	X

Grants Management

This appendix provides a matrix mapping the Grants Management FI$Cal end-user roles to the Grants Management FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Grants Management FI$Cal business process for the 2017 Release in the corresponding column.

Note: Only FI$Cal end-user roles related to one or more of the FI$Cal departmental Grants Management business processes are included.
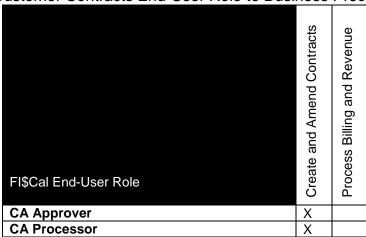
Table 21: Grants Management End-User Role to Business Process Map

FI$Cal End-User Role	Create and Maintain Grants
GM Approver	X
GM Processor	X

Loan Accounting

This appendix provides a matrix mapping the Loan Accounting FI$Cal end-user roles to the Loan Accounting FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Loan Accounting FI$Cal business process for the 2017 Release in the corresponding column.

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

Table 22: Loan Accounting End-User Role to Business Process Map

FI$Cal End-User Role	Establish Loans	Maintain Loans	Repay Loans
Loan Approver	X		
Loan Processor	X	X	X

Procurement

This appendix provides a matrix mapping the Procurement FI$Cal end-user roles to the Purchasing FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Procurement FI$Cal business process for the 2017 Release in the corresponding column.

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

Table 23: Procurement End-User Role to Business Process Map

FI$Cal End-User Role	Create and Approve Requisitions	Manage Purchase Orders	Process Procurement Card Transactions	Manage Sourcing	Administer Vendor Contracts	Enter and Maintain Vendors	Set up and Maintain Customers	Collect Receivables	Create and Maintain Invoices	Maintain Items
PO Approver 1		X								X
PO Approver 2		X								X
PO Approver 3		X								X
PO Approver 4		X								X
PO Ad Hoc Approver		X								X
PO Buyer		X	X							X
PO Confidential User	X	X	X			X	X	X	X	
PO Receiving Processor		X								
Requisition Approver 1	X	X								X
Requisition Approver 2	X	X								X
Requisition Ad Hoc Approver	X	X								X
Requisition Processor	X	X	X							X
P-Card Approver			X							
P-Card Maintainer			X							
P-Card Reconciler			X							
Contract Approver 1				X	X					
Contract Approver 2				X	X					
Contract Approver 3				X	X					
Contract Approver 4				X	X					
Contract Ad Hoc Approver				X	X					
Solicitation Approver				X	X					
Solicitation Ad Hoc Approver				X	X					
Solicitation and Contract Buyer				X	X					

Project Costing

This appendix provides a matrix mapping the Project Costing FI$Cal end-user roles to the Project Costing FI$Cal business processes in which the role has responsibility. An "X" means that the role in the corresponding row is part of the Project Costing FI$Cal business process for the 2017 Release in the corresponding column.

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

Table 24: Project Costing End-User Role to Business Process Map

FI$Cal End-User Role	Create and Maintain Project	Create and Maintain Project Budgets	Collect, Distribute, and Price Costs	Project Capitalization
PC Maintainer	X		X	X
PC Processor	X	X	X	X
PC Job Processor	X	X	X	X

Appendix B – Glossary

Abbreviations, Acronyms, and Terms	Definition
Ad Hoc	The department end user who can be added as an approver during the workflow process
AP	Accounts Payable
AR	Accounts Receivable
AT	Audit Tool
Automatically Assigned Roles	Supplemental roles that are automatically assigned by FI$Cal when a department assigns the listed role to an end user. The additional roles provide the end user with the full functionality intended for the listed role
BA	Bond Accounting
BI	Billing

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

Abbreviations, Acronyms, and Terms	Definition
Department Role	A FI$Cal end-user role designated specifically for performing a departmental function.
Deposit Slip	A deposit slip is a small form that is used to deposit funds into a bank account. In FI$Cal a Deposit Slip indicates the account, amount, and location of the deposit
Disbursements	A division within SCO responsible for disbursing payments
DM	Deal Management
DMS	Debt Management System
DOF	Department of Finance
ERPi	Enterprise Resource Planning Integrator
FDM	Financial Data Quality Management
FI$Cal	Financial Information System for California
FI$Cal End User	An individual who will use or be impacted by FI$Cal or new FI$Cal business processes, e.g. the change in a process from manual to automated
FI$Cal End-User Role	A group of tasks that defines the access and responsibilities provided to an assigned FI$Cal end user
FTB	Franchise Tax Board
GAAP	Generally Accepted Accounting Principles
GL	General Ledger
GM	Grants Management
Hard Stop Requirements	Roles that can be assigned in conjunction with the listed role; however, the end user cannot perform the actions associated with the multiple roles within the same transaction
IRS	Internal Revenue Service
LD	Labor Distribution

Abbreviations, Acronyms, and Terms	Definition
Maintain Configuration	The ability to update configurable options of FI$Cal. These configuration options were either determined by the FI$Cal Project or collected from departments. Details on maintaining configuration by departments or as a central activity will be communicated to departments prior to go live.
PAA	Purchasing Authority Application
PAC	Purchasing Authority Contact
PC	Project Costing
P-Card	Procurement Card
PCO	Procurement and Contracting Officer
PO (business process)	Purchasing
PO (transaction)	Purchase Order
Role Mapping	The process of assigning one or more FI$Cal end-user roles to department end users.
RTV	Return to Vendor
Separation of Duty Requirements	Roles that CANNOT be assigned in conjunction with the listed role in order to maintain an adequate system of internal control within a department
SS	Strategic Sourcing
Suggested Role Combinations	Roles that FI$Cal recommends are assigned or not assigned in conjunction with the listed role. Some additional roles are recommended to provide the end user with additional functionality typically associated with the listed role. Some roles are not recommended to be combined as the functionality of one role will override the functionality of the other role
UNSPSC	United Nations Standard Products and Services Code
Vendor Management File (VMF)	A statewide, central source of vendor information used by departments for procurement, receiving, and payment functions.
VMF	Vendor Management File
XML	Extensible Markup Language