

CHAPTER 28
FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA (FI\$Cal)
END USER MAINTENANCE

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CHAPTER 28

FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA (FI\$Cal) END USER MAINTENANCE

1. GENERAL INFORMATION. The Financial Information System for California (FI\$Cal) is a statewide accounting, budgeting, cash management, and procurement system used by most state agencies and departments. An Identity Self-Service (ISS) option within FI\$Cal allows Departmental Authority and Designees (DAD) users with enhanced ISS access to perform end user maintenance. Aside from the Commissioner, the other four DAD users are assigned to Administrative Services Division or its sections. The National Institute of Standards and Technology issues a publication that includes information security requirements California has adopted in the State Administrative Manual and Statewide Information Management Manual. Highway Patrol Manual 40.4, Information Security and Administration Manual, and this chapter are consistent with those requirements.
2. USER ROLES. Users of the FI\$Cal system are only able to perform functions consistent with roles assigned to them. The FI\$Cal End User Summary – Role Description Handbook, which has been incorporated into Annex A of this chapter, defines the available roles. Most of the available roles are assigned to Fiscal Management Section and Business Services Section users for accounting and procurement purposes. Common roles assigned to field and other headquarters command users are: Purchase Order Receiving Processor (refer to Annex A), Requisition Processor (refer to Annex B), and Procurement Card Reconciler (refer to Annex C). The Requisition Approver 1 (refer to Annex D), Requisition Approver 2 (refer to Annex E), Requisition Ad Hoc Approver (refer to Annex F), and Procurement Card Approver (refer to Annex C) roles are generally assigned to field Division and headquarters users.
3. REQUESTING NEW USER ACCOUNT. The e-mail address FISCalQuestions@chp.ca.gov has been established to receive user role requests. For all user role requests, the DAD must submit tickets to FI\$Cal through ISS for approval. For new users, a two-step process is required. First, FI\$Cal must create a user account. The DAD receives e-mail notification of the account creation and then submits a second ticket for the roles. The process may take a few days before the user has access.
4. REQUESTING DISABLING OF USER ACCOUNT AND OTHER OPTIONS. In addition to creating new user accounts, the DAD can submit other requests such as enabling existing accounts that have been previously disabled, assigning and removing

specific roles, modifying attributes such as names and classifications, and disabling accounts. Prior to the last day a user no longer requires either FI\$Cal access or specific FI\$Cal roles, a commander, or their designee, shall send an e-mail to FISCalQuestions@chp.ca.gov requesting the account be either disabled or the roles be removed. The e-mail shall reference the effective date. A user account may be disabled because of a separation from the Department, or because current duties no longer require access. Furthermore, when an employee transfers to another command, an e-mail shall be sent so the user profile can be updated to reflect the correct location.

5. ANNUAL ACCOUNT VERIFICATIONS. Annually, a DAD shall forward a current list of active users to field and headquarters commands to verify if accounts should remain active, be updated, or be disabled. Commands shall also verify that users are assigned to correct locations during this process. The DAD shall submit any change requests through the FI\$Cal ISS.

ANNEX A

PURCHASE ORDER RECEIVING PROCESSOR ROLE

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Purchase Order (PO) Receiving Processor	<p>The Department end user who:</p> <ul style="list-style-type: none"> - Manages the receipt of goods and services - Enters receiving inspection results, including acceptance testing - Enters a Return to Vendor (RTV) transaction 	<ul style="list-style-type: none"> • Manage Purchase Orders 	<ul style="list-style-type: none"> • Create Receipt • Update Receipt • Cancel or Close Receipts or Receipt Lines • View Receipts • Inspect Stock Received • Enter Inspection Transaction • View Inspection • Create RTV • Dispatch RTV to Vendor • Update RTV 	<ul style="list-style-type: none"> • Enters receipt information for goods and services dispatched by a PO Buyer • Processes RTV transactions for goods and services that need to be returned

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ANNEX B

REQUISITION PROCESSOR ROLE

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Requisition Processor	<p>The Department end user who:</p> <ul style="list-style-type: none"> - Orders the goods and/or services. The user assigned to this role may or may not be the one who enters the requisition in FI\$Cal. This person's name is on the requisition as the person requesting the goods or services - Enters and updates requisitions - Assigns Procurement Card (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 	<ul style="list-style-type: none"> • Create and Approve Requisitions • Process Procurement Card Transactions • Manage Purchase Orders • Maintain Items 	<ul style="list-style-type: none"> • Create Requisition • Update/Manage Requisition • Cancel Requisition • Reopen Requisition • View Purchase Orders • View Worklist • Receive Notifications of Approved Requisitions • Enter Requisition • Assign P-Card to Requisitions • View Procurement Configuration Items • View POs • View Requisitions • View Receipts • View Items 	<ul style="list-style-type: none"> • Creates and updates requisitions for review and approval by Requisitions Approvers, as needed • 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 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 Department of General Services, Central, and Department Item Processors <p>Hard Stop:</p> <ul style="list-style-type: none"> • Can be assigned the Requisition Approvers or Requisition Ad Hoc Approver, but the end user will not be able to self-approve <p>Suggested Role Combinations:</p> <ul style="list-style-type: none"> • Can be combined with Confidential User to add/update confidential purchasing information • Recommended role for AP Processor, AP Approvers 1-2, and AP Maintainer <p>Additional Access:</p> <ul style="list-style-type: none"> • Includes additional access associated with the Vendor Viewer, Appropriation Viewer, and AP Viewer roles • Includes additional access associated with the Department PO Requestor

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ANNEX C

PROCUREMENT CARD APPROVER, MAINTAINER, AND RECONCILER ROLES

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
P-Card Approver	<p>The Department end user who:</p> <ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> • Process Procurement Card Transactions 	<ul style="list-style-type: none"> • View P-Card Transactions • Approve P-Card Transactions • View P-Card Statements • Run P-Card Reports 	<ul style="list-style-type: none"> • When a requisition or PO is used, reviews transactions of the Requisition Processor, PO Buyer, and P-Card Reconciler • Reviews statements of Department P-Card users and runs reports for department users <p>Suggested Role Combinations:</p> <ul style="list-style-type: none"> • Can be combined with Confidential User to add/update confidential purchasing information
P-Card Maintainer	<p>The department end user who manages P-Card administration activities for the department</p>	<ul style="list-style-type: none"> • Process Procurement Card Transactions 	<ul style="list-style-type: none"> • Add or Update Cardholder Profiles • Modify Approved Transactions • Maintain Proxy • Maintain Cardholder Distribution 	<ul style="list-style-type: none"> • Provides administration for all department P-Card roles
P-Card Reconciler	<p>The department end user who reconciles P-Card transactions and updates distributions. This user can be the cardholder or a proxy user who reconciles on behalf of the cardholder</p>	<ul style="list-style-type: none"> • Process Procurement Card Transactions 	<ul style="list-style-type: none"> • View P-Card Statement Transactions • Reconcile P-Card Transactions • Add Detail to Statement Transaction Lines (such as United Nations Standard Product and Service Codes [UNSPSC], Small Business/Disable Veteran Business Enterprise [SB/DVBE], Recycle, etc.) • Split/Add Transactions Lines • Scan and Attach Receipts 	<ul style="list-style-type: none"> • When a requisition or PO is used, may reconcile and update on behalf of a Requisition Processor and/or a PO Buyer <p>Suggested Role Combinations:</p> <ul style="list-style-type: none"> • Can be combined with Confidential User to add/update confidential purchasing information

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ANNEX D

REQUISITION APPROVER 1 ROLE

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Requisition Approver 1	<p>The Department end user who:</p> <ul style="list-style-type: none"> - 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 a 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 	<ul style="list-style-type: none"> • Create and Approve Requisitions • Manage Purchase Orders • Maintain Items 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 <p>Hard Stop:</p> <ul style="list-style-type: none"> • Can be assigned the Requisition Approver 2 or Requisition Processor, but the end user will not be able to self-approve <p>Suggested Role Combinations:</p> <ul style="list-style-type: none"> • Can be combined with Confidential User to add/update confidential purchasing information • Recommended role for AP Processor, AP Approvers 1-2, and AP Maintainer <p>Additional View Access:</p> <ul style="list-style-type: none"> • Includes additional access associated with the Appropriation Viewer, Vendor Viewer, and AP Viewer roles

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ANNEX E

REQUISITION APPROVER 2 ROLE

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Requisition Approver 2	<p>The Department end user who:</p> <ul style="list-style-type: none"> - Performs a second-level review/approval for a user who will distribute/assign requisitions to a PO Buyer (worklist distributor). - Can be added as a 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 	<ul style="list-style-type: none"> • Create and Approve Requisitions • Manage Purchase Orders • Maintain Items 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 <p>Hard Stop:</p> <ul style="list-style-type: none"> • Can be assigned the Requisition Approver 1 or Requisition Processor, but the end user will not be able to self-approve <p>Suggested Role Combinations:</p> <ul style="list-style-type: none"> • Can be combined with Confidential User to add/update confidential purchasing information • Recommended role for AP Processor, AP Approvers 1-2, and AP Maintainer <p>Additional View Access:</p> <ul style="list-style-type: none"> • Includes additional access associated with the Appropriation Viewer, Vendor Viewer, and AP Viewer roles

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ANNEX F

REQUISITION AD HOC APPROVER ROLE

Role Name	Role Description	Related Business Processes	Role Responsibilities	Relationships with Other Roles
Requisition Ad Hoc Approver	<p>The Department end user who:</p> <ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> • Create and Approve Requisitions • Manage Purchase Orders • Maintain Items 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Reviews and determines the approval action for requisitions when added into the requisition workflow • 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 <p>Hard Stop:</p> <ul style="list-style-type: none"> • Can be assigned the Requisition Approver or Requisition Processor, but the end user will not be able to self-approve <p>Suggested Role Combinations:</p> <ul style="list-style-type: none"> • Can be combined with Confidential User to add/update confidential purchasing information • Recommended role for AP Processor, AP Approvers 1-2, and AP Maintainer <p>Additional View Access:</p> <ul style="list-style-type: none"> • Includes additional access associated with the Appropriation Viewer, Vendor Viewer, and AP Viewer roles

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