



| Term  | Definition   |
|---|--|
| <b>2017 STO/SCO Release</b>                                   | STO and SCO statewide control functionality is deployed and FI\$Cal becomes the book of record for the State of California.  |
| <b>AP</b>   | Accounts Payable   |
| <b>BI</b>   | Business Intelligence  |
| <b>Business Liaison (Department)</b>                          | A person who identifies impacts to department business processes with help from the Business Process Workshop (BPW) Change Impact Tool and influences the adoption of the new process changes. They support the creation of new department-specific tasks for the department's Master Department Workplan (MDW) and assist with assigning FI\$Cal end-user roles and establishing department workflow.   |
| <b>Business Process Designs</b>                               | The business process flows and narratives, key assumptions, and cross-team impacts related to each business process  |
| <b>Business Process Reengineering (BPR)</b>                   | Sessions focused on restructuring the State's existing (as-is) business processes for efficiency, quality, improved outcomes, and usability. The BPR sessions shape and validate the proposed FI\$Cal (to-be) business processes.  |
| <b>Business Process Workshops (BPWs)</b>                      | Workshops to provide departments with an overview of the business processes, including key terms and the functionality being implemented   |
| <b>Change Impact Tool</b>                                     | Readiness tool from the BPWs to help departments identify impacts across the three key impact areas of People, Process, and Technology   |
| <b>Change Champion (Department)</b>                           | A person who promotes the FI\$Cal Project in the department and builds support for it. They identify activities and messages that help staff achieve change readiness, educate people involved about change management, and inspire active participation in major milestone activities. This term was formerly called the Change Management Champion.  |
| <b>Change Network</b>   | The network of groups and individuals designed to support the change effort to implement FI\$Cal and ready departments and their end users. The Change Network is organized into three levels of support: Governance, FI\$Cal, and Department.   |
| <b>Change Workshop</b>  | Workshop designed to help department managers and supervisors understand the FI\$Cal changes so they can lead the department end users they supervise through the transition to FI\$Cal  |
| <b>COA</b>  | Chart of Accounts  |
| <b>Department Implementation Team (DIT)</b>                   | Departmental staff who take the lead in preparing for the FI\$Cal implementation. DIT roles include Department Liaison, Change Champion, Training Liaison, Business Liaison, and Technical Liaison.  |
| <b>(Department)</b>   |  |
| <b>Department Liaison (Department)</b>                        | Focal point of communication and interaction between the FI\$Cal Project and the department staff  |
| <b>FI\$Cal CMO Department Readiness Coordinator (FI\$Cal)</b> | This is the member of the FI\$Cal CMO Department Readiness Team responsible for working with assigned departments. This role is the liaison between the FI\$Cal Project and the department.  |
| <b>Department</b>   | State of California organization involved in the implementation of FI\$Cal   |
| <b>Department End User</b>                                    | An individual at a department who is assigned one or more FI\$Cal end-user roles   |
| <b>Department Role Mapping Submission</b>                     | Completed role mapping template with FI\$Cal end-user role assignments for department employees  |
| <b>FI\$Cal End-user Training</b>                              | Training focused on equipping the State's end users with the skills necessary to use the System to conduct the State's financial business  |
| <b>FSC</b>  | FI\$Cal Service Center   |
| <b>Go Live</b>  | The date when business officially moves to FI\$Cal and in-scope functionality is implemented for the Wave. The go-live date for each FI\$Cal wave/release is:<br><br><ul style="list-style-type: none"> <li>•2016 Release – July 29, 2016</li> <li>•2017 Release – July 2017</li> <li>•2017 Release STO/SCO – July 2017</li> <li>•2018 Release – July 2018</li> </ul>  |
| <b>Hyperion</b>   | One of the software providers that comprises FI\$Cal (Budgeting).  |
| <b>Individual Change Discussion Guides</b>                    | Guides providing managers and supervisors with information on FI\$Cal end-user roles and responsibilities for each business process area. The guides also reference the available FI\$Cal training, support tools (i.e., job aids), and resources (i.e., State of California reference documents) available to department end users. The Individual Change Discussion Guides are used as a communication tool between managers and supervisors and their staff, as well as a reference document for the department after initial discussions are complete. |
| <b>PeopleSoft</b>   | One of the software providers that comprises FI\$Cal (Procurement, Accounting, and Cash Management).   |
| <b>PO (business process)</b>                                  | Purchasing   |
| <b>PO (transaction)</b>                                       | Purchase Order   |
| <b>Role Mapping</b>   | The process of assigning one or more FI\$Cal end-user roles to department end users  |
| <b>Release</b>  | Replaces the term "Waves" . Functionally will be deployed in minor releases (2016, 2017 and 2018).   |
| <b>Role Mapping Workshop</b>                                  | Workshop to review the FI\$Cal end-user roles in detail and discuss the activity of role mapping   |
| <b>RTV</b>  | Return To Vendor   |
| <b>SB/DVBE</b>  | Small Business/Disabled Veteran Business Enterprise  |
| <b>SCO</b>  | State Controller's Office  |
| <b>SME</b>  | Subject Matter Expert  |
| <b>SCPRS</b>  | The State Contract & Procurement Registration System (SCPRS) tracks overall total contracting dollars procured by the State of California.   |
| <b>STO</b>  | State Treasurer's Office   |
| <b>Super User</b>   | Individuals within a department who have received additional training in the use of the System and act as the first tier of Help Desk support for end users in that department.  |
| <b>Technical Liaison</b>                                      | Coordinates system remediation, interface, data conversion, and security activities  |
| <b>Training Liaison (Department)</b>                          | Supports and implements the FI\$Cal Project's training program at their department   |
| <b>UNSPSC</b>   | United Nations Standard Products and Services Code   |
| <b>User Productivity Kit (UPK)</b>                            | A comprehensive online training tool that provides organized individual training session content as a simulation   |
| <b>User Support Labs</b>                                      | Lab sessions to reinforce the knowledge and skills covered during end-user training. This is an opportunity for department end users to continue practicing what they learned in training before and after go live.  |
| <b>Vendor</b>   | Suppliers/pavees that are actively doing business with the State, or otherwise receiving payments from the State   |
| <b>Vendor Management File (VMF)</b>                           | A statewide, central source of vendor information used by departments for procurement, receiving, and payment functions  |
| <b>VMF</b>  | Vendor Management File   |
| <b>Web-based Training (WBT)</b>                               | A self-study course presentation that allows the learners to take the course at their own computer workstation and at their own convenience  |
| <b>Workflow</b>   | The movement of documents and/or tasks through a work process. It is the operational aspect of a work procedure that defines how tasks are structured, who performs them, what their relative order is, how they are synchronized, how information flows to support the tasks, and how tasks are being tracked. In FI\$Cal, workflow can be automated (System driven) or manual (user or business process driven).   |