



## FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA

2000 Evergreen Street  
Sacramento, CA 95815-4846  
(916) 576-1250

Miriam Barcellona Ingenito  
Executive Partner

June 24, 2016

Dear User:

As we approach the month of July, there will be a number of upgrades and system improvements to FI\$Cal, along with the July 2016 Departmental Release. These upgrades and changes will improve system efficiency, effectiveness, and functionality, as well as enhancing user experience.

In preparation for these system upgrades and the July 2016 Release, FI\$Cal PeopleSoft and Cal eProcure will experience outages for two business days at the end of July, along with two weekends. In an effort to minimize the impact on users, the FI\$Cal PeopleSoft and Cal eProcure outages will occur over two short periods, with the majority of work conducted after business hours and on weekends:

- **Part One: From Thursday, July 21, at 6 p.m. to Tuesday, July 26, at 6 a.m.,** this portion of the work will focus on upgrading the PeopleSoft Financials application from version 9.1 to version 9.2 on a new toolset and hardware:
  - PeopleSoft and Cal eProcure Production applications are down during this cutover outage window
  - PeopleSoft v9.1 is upgraded to v9.2 during the cutover outage window
  - PeopleSoft v9.2 and Cal eProcure Production is available for existing Departmental users and bidders/suppliers starting on Tuesday, July 26
  - GRC and Primavera applications will be down for an additional period during business hours after July 26
  
- **Part Two: From Friday, July 29, at 6 p.m. to Monday, August 1 at 6 a.m.,** this portion of the work will focus on bringing on DGS ABMS and new Department users onto PeopleSoft 9.2 and existing and new Statewide Budgeting users onto Hyperion Budgets 2.0 (tentatively):
  - PeopleSoft Production is down during the cutover outage window; Cal eProcure is up (except for two 3-hour blocks)
  - PeopleSoft Security is set up for the new July 2016 users for DGS ABMS and new Departments during the cutover outage window
  - Hyperion Security is tentatively set up for Budgets 2.0 and new Statewide Budgeting users during the cutover outage window



## FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA

2000 Evergreen Street  
Sacramento, CA 95815-4846  
(916) 576-1250

Miriam Barcellona Ingenito  
Executive Partner

- PeopleSoft v9.2 is available for new 2016 users on August 1
- Hyperion Budgets 2.0 is tentatively available for existing and new 2016 users on August 1

In summary, during the July 2016 Release Cutover, existing FI\$Cal Production applications will not be available for existing users during the following downtimes:

| Production Application | Impacted Users                        | Down Time                                            |
|------------------------|---------------------------------------|------------------------------------------------------|
| PeopleSoft             | All existing users                    | July 21 6pm – July 26 6am<br>July 29 6pm – Aug 1 6am |
| Cal eProcure           | Bidders/Suppliers, All existing users | July 21 6pm – July 26 6am                            |
| Hyperion Budgets 1.0   | All existing users                    | June 30 –July 31<br>(tentative)                      |
| GRC                    | Existing SCO users (<10)              | July 21 6pm – Aug 1 6am                              |
| Primavera              | Existing DGS users (<10)              | July 21 6pm – Aug 1 6am                              |

**July 22 through 25 are the days when the (PeopleSoft) system will be unavailable.**

Please plan to perform and complete activities within the system prior to the scheduled outages in order to avoid any delays in departmental processing and related activities. Some advice for working around the shutdown:

- During the PeopleSoft upgrade, user Favorites will not be migrated over to the new system. Users will have to recreate their Favorites when the upgrade is finished. We urge you to save a backup of your Favorites before July 25, 2016, by saving them in a Word document or in a text document on your computer and copying them once the upgrade is complete.
- Make sure all transactions are approved and successfully posted before the outage.
- Order any necessary reports to assist in the month-end or year-end reconciliations.
- Cal eProcure (the public procurement portal) will not be accessible (CSCR, SB/DVBE certification application, searching for LPAs, searching for SB/DVBEs). More information will be provided to Departments on any steps that may be needed regarding advertised



Miriam Barcellona Ingenito  
Executive Partner

**FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA**

2000 Evergreen Street  
Sacramento, CA 95815-4846  
(916) 576-1250

solicitations in CSCR. FI\$Cal will be partnering with DGS to communicate to the vendor/bidder community about the outage schedule and its impacts.

- During Part One of the system outage (July 21 to July 26), FI\$Cal Departments will not be able to reconcile or approve outstanding P-Card transactions from previous billing statements. In addition, the P-Card transactions from the consolidated US Bank July statement (dated June 23 to July 22) will be loaded into FI\$Cal on the night of July 26. This will cause a one-day delay in loading of the July statement and in sending email notification to the Department P-Card Reconcilers and Department P-Card Maintainers that their bank statements have been loaded/arrived.
- During the outage, Departments are able to work offline using a paper-based process (Requisition, Purchase Order [STD. 65], the manual claim process to the State Controller's Office [SCO] or the Office Revolving Fund (ORF) account for emergency transactions. FI\$Cal will be available for transactions from 6 a.m. July 26 until 6 p.m. July 29 and will resume normal processing hours after 6 a.m. August 1. Once the upgrade is complete and the system is back online starting August 1, FI\$Cal Departments will need to key in paper transactions executed offline while version while the system was unavailable.
- In order to accommodate the outage, the FI\$Cal July 2016 SCO Warrant pay cycle will run as follows:
  - Daily July 5 to July 19. This will be the final pay cycle for approved vouchers before the 9.2 cutover resulting with a warrant issue date of July 25, 2016 unless otherwise specified.
  - July 26 – 27, 2016 with an issue date of August 1–2, 2016 unless otherwise specified.
- Normal SCO Warrant pay cycle processing will resume on August 1, 2016.
- Outside the FI\$Cal Cutover when the system is available, users will be able to create, submit and approve FI\$Cal vouchers. FI\$Cal vouchers approved by the Department accounting staff and SCO Audits during this time will be extracted for processing per the above schedule. If a Department needs to expedite a warrant payment, a paper claim schedule should be submitted to the SCO.



**Miriam Barcellona Ingenito**  
Executive Partner

**FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA**

2000 Evergreen Street  
Sacramento, CA 95815-4846  
(916) 576-1250

We understand the upgrade and outages will occur during a critical time when various month-end and year-end activities need to be completed; we apologize for any inconvenience caused.

Thank you for your understanding. If you have any questions, please contact the FI\$Cal Service Center Office at [fiscalservicecenter@fiscal.ca.gov](mailto:fiscalservicecenter@fiscal.ca.gov).

**FI\$Cal Service Center**

**FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA**

**916.576.1250 (Office)**

**[fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov)**