



**WAVE 2 TRAINING SESSION**  
**PARKING LOT QUESTIONS AND ANSWERS**  
**MAY 6, 2015**  
**1:00 PM – 5:00 PM**  
**TRAINERS: QUINN SAVELL, JOHN GUSTASON**  
**BT SME:**  
**TRAINING FACILITY: SCO**  
**ROOM #: STANFORD**

**2015\_GL101\_PM**  
**QUESTIONS AND ANSWERS**

Question	Answer
Q: Is there an Excel template for GL journal entry?	A: Yes, there is a template to upload for multiple General Ledger (GL) journal entries. Please see the Job Aid titled General Ledger Spreadsheet Journal Upload/General Ledger Spreadsheet Journal on the FI\$Cal website under the End User Supplemental Job Aids & Training Tips tab.
Q: Are all required reports by SCO included in FI\$Cal?	A: Yes, all required Financial reports used to submit a Department's financial statements are available in FI\$Cal.
Q: What is the normal/average turn-around once new chart field values are submitted to FI\$Cal?	A: On average, a new/updated ChartField value request with no questions for the Department will take one to two working days based on the number of values being requested as well as its complexity.
Q: Can you run a query of speed types based on the line item?	A: Speed Types are defined and maintained by each Department. Departments determine which ChartFields to include in a Speed Type code. Hence, it does not have to conform exactly to a line item in the State's enacted budget. A request to have a query created to extract the ChartFields associated with a specific Speed Type code would need to be submitted to the FI\$Cal Service Center (FSC).
Q: What is role/process with SCO related to GL journal entries?	A: In Wave 1 and 2, SCO is not involved in a Department's GL journal approval process in FI\$Cal. Any GL journals that impact appropriation fund balances and their cash will be addressed by the current notification from the Department to the SCO.
Q: How do you set up allocation order?	A: Departments will work with FI\$Cal GL Business Team to look at alternatives to using an allocation order.
Q: Where would select the date to allocate to a prior month/period?	A: Please see the Job Aid titled Maintaining Allocations 2.0 – FI\$Cal.008 on the FI\$Cal website under the End User Supplemental Job Aids & Training Tips tab.