



# FISCAL Focus

**FISCAL: TRANSPARENCY. ACCURACY. INTEGRITY.**

## **FISCAL FROM A DEPARTMENTAL PERSPECTIVE**

At the Department of Fair Employment and Housing (DFEH) we currently have approximately 15 employees using the FISCAL System. Our first impressions of the System have been very positive. Initially the System seemed a little intimidating but once we began to use it, we really liked it! The System has been a great tool for our procurement process. While there is always a learning curve with any new system and you may experience some drawbacks along the way, once you get used to it you'll find that it is very user friendly and the benefits of the System far outweigh any downsides.

The training provided by FISCAL was very thorough. The trainers were very knowledgeable and if they didn't have an answer to a question they would always find

the answer and get back to us. While the training seemed somewhat redundant at times, it was very detailed and gave us a chance to get our hands on the System allowing us to test it out. This proved to be very helpful.

At DFEH some of the positive benefits of FISCAL that we have seen so far include:

- Being able to streamline our requisition and purchasing processes and reduce paper waste because of the electronic processes within FISCAL.
- The ability to easily set up vendors in the System.
- The ability to add comments or attachments once a Purchase Order (PO) is approved without needing to go back through the approval process.
- Being able to track a PO to see where it is in the approval process.



### **SAVE THE DATE** **FISCAL Forum**

**Monday • October 21 • 9:30 to 11:00 AM**  
**For State Employees Only**

**For more information, please contact our Change Management Office at [fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov).**

For departments that are in future waves, our advice would be to take the time to fully understand Role Mapping and its importance, ask a lot of questions, and come in with an open mind. By doing this you will pick up on things more quickly and will have a better chance of realizing the full potential of FISCAL.

# MYKEL'S PERSPECTIVE

*A Message From FI\$Cal Project Leadership*

My name is Mykel Hammer and I am the Assistant Deputy Director of Administration and the Chief of Procurement at FI\$Cal. I started with the Project four years ago working on the system integrator procurement, transitioned to managing the fit gap phase, and facilitated the negotiation of the FI\$Cal contract. I currently oversee the management of Financial Operations, Procurements, Business Services, and Contract Management within administration.

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challenges, I am not surprised when I am asked by people why I choose to stay with the Project. For me, there is always one resounding reason. I stay because of the people. FI\$Cal has some of the smartest, most dedicated individuals I have ever encountered, and they are truly nothing short of amazing. In the face of adversity, FI\$Cal staff are able to pull together and accomplish unbelievable feats that are astonishing. It is without a doubt that synergy exists at FI\$Cal.

I was first drawn to FI\$Cal based simply on the Project's purpose - to improve the way the State of California does business. Coming from previous experience in a project environment, I didn't expect a walk in the park. Anyone that has been with a project understands that it can be difficult. The days are long, the work can be grueling, and there is never a shortage of tasks to be completed. Given these

I look forward to the day when I can say that I have been part of a project that has positively changed the way the State of California does business, meeting great people every step along the way. You continue to inspire me and together we can do anything, including making FI\$Cal a success. Thank you for being a part of FI\$Cal!

*Mykel Hammer is the Assistant Deputy Director and Chief of Procurement of FI\$Cal's Administration Team*

## GET A JUMP ON FI\$CAL

We get asked by departments in Waves 2-4 if there's anything they can do to prepare for FI\$Cal. We're excited that departments are eager to get going, and now that the FI\$Cal Project is further along, we have some valuable information we can share to help you prepare for your future transition to FI\$Cal. First, it's very important that each department document their 'As Is' procedures. At every department there are processes and procedures outside of the FI\$Cal System that will be impacted by the transition. If 'As Is' processes and procedures are not documented and fully understood, identifying all the processes and procedures that need to be updated before the transition to FI\$Cal is nearly impossible.

Start by determining which systems are used. Once you have those details, it is important to validate that the written procedures match the actual processes employees follow. It is only natural that over time employees amend processes as things change, but those changes are not always captured in the written procedures. It is important that those procedures reflect the current processes employees are using to complete tasks. A solid inventory of 'As Is' procedures is the beginning of a smooth transition to the FI\$Cal System.

Data cleansing is another area where FI\$Cal future wave departments can begin their efforts. To assist departments, we have posted our [Data Cleansing Guidelines](#) to our website. Upon request, we can also provide the file structure layouts for the Wave 1 interfaces and conversion. There will likely be minor changes for future waves but seeing them now should provide some insight in your preparation.

To arrange to receive these file layouts, please contact [fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov).

## GLOSSARY

*This section features acronyms or definitions for the FI\$Cal Project. For a list of additional terms, please visit our website at [www.fiscal.ca.gov](http://www.fiscal.ca.gov).*



**As Is Processes:** The current or existing business processes performed by the State.

**Business Liaison:** The department staff person, part of the Department Implementation Team (DIT), who helps identify impacts to department business processes.

**Business Process Designs:** The business process flows and narratives, key assumptions, and cross team impacts related to each business process within Departments.

**Business Process Workshops (BPWs):** Sessions delivered to Departments on the functionality being implemented for a specific wave. BPWs help Departments build an understanding of the new processes at the process level and an understanding of how their Department will be affected. Departments can then assess changes and impacts at the Department-level.

**Data cleansing:** The process of reviewing, updating and maintaining Legacy System data so that it can be converted into the FI\$Cal solution without intervention at final conversion time.

**Department Implementation Team (DIT):** The department staff persons who will provide direct support to the department in their preparations for FI\$Cal.

**Master Department Workplan (MDW):** Spreadsheet outlining the activities and tasks required for Departments to prepare for the FI\$Cal implementation.