

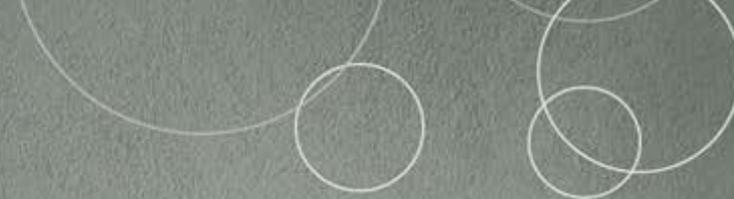


One state. One system.

User Community Forum

October 2016





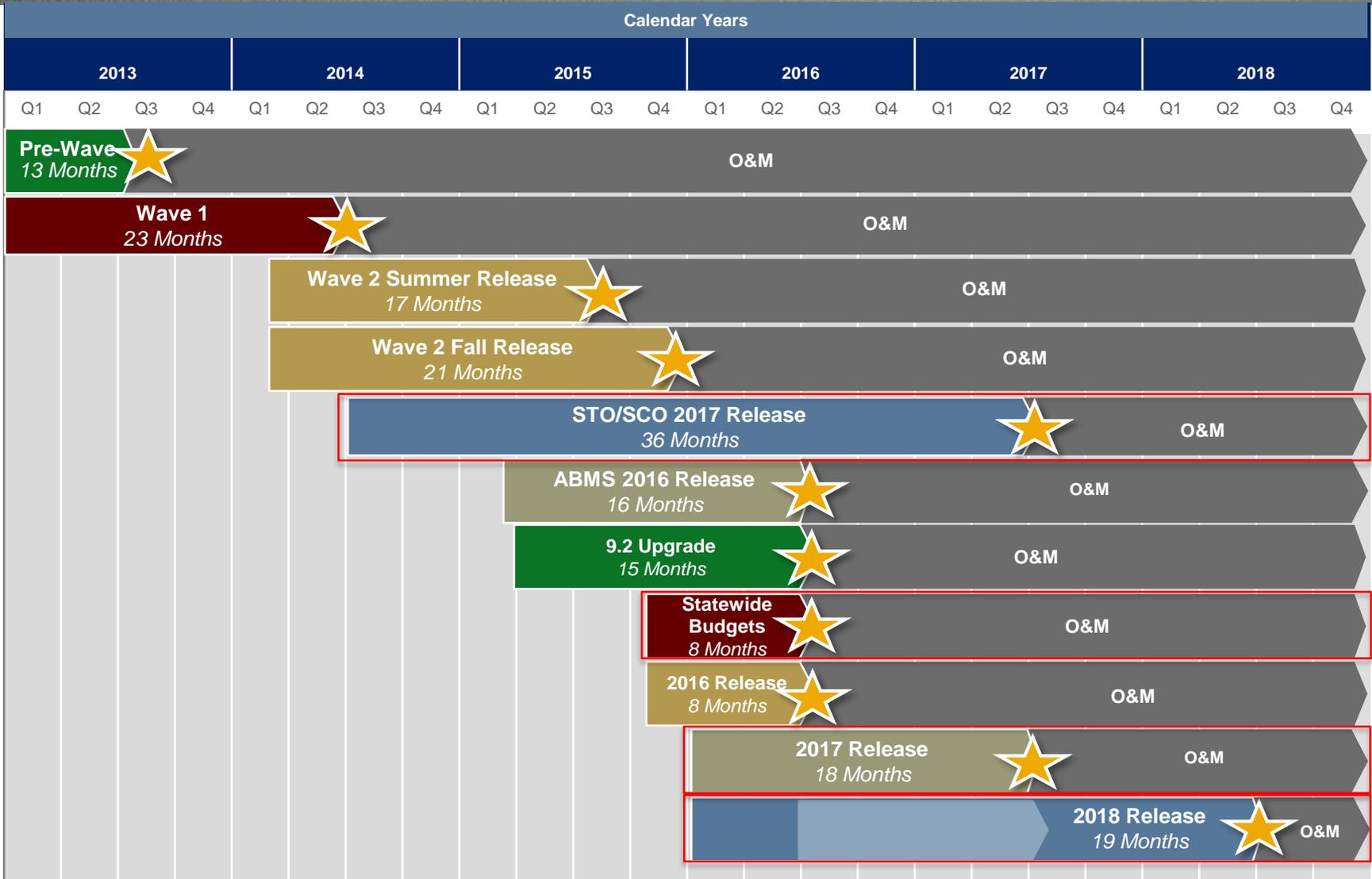
Michael Muth

Department Onboarding Manager



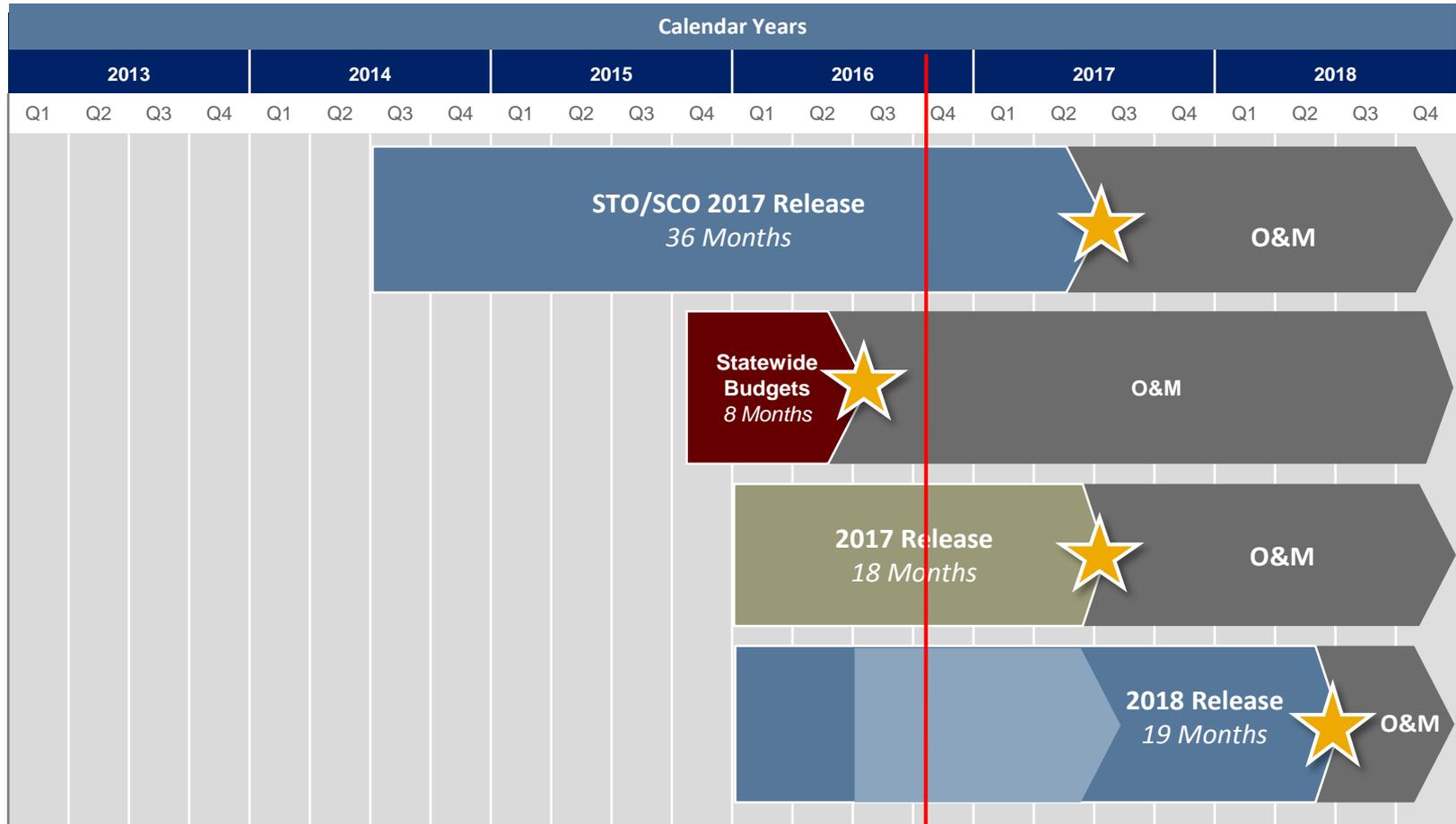
Agenda

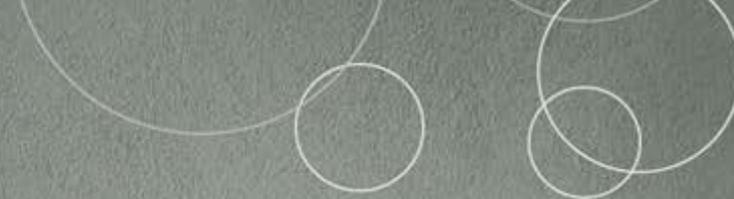
- Project Status
- Tips & Tricks – P-Cards (formally known as Cal Card)
- FI\$Cal Service Center:
 - *What we've heard from you*
- Close



October 2016

2017/2018 Release Timeline





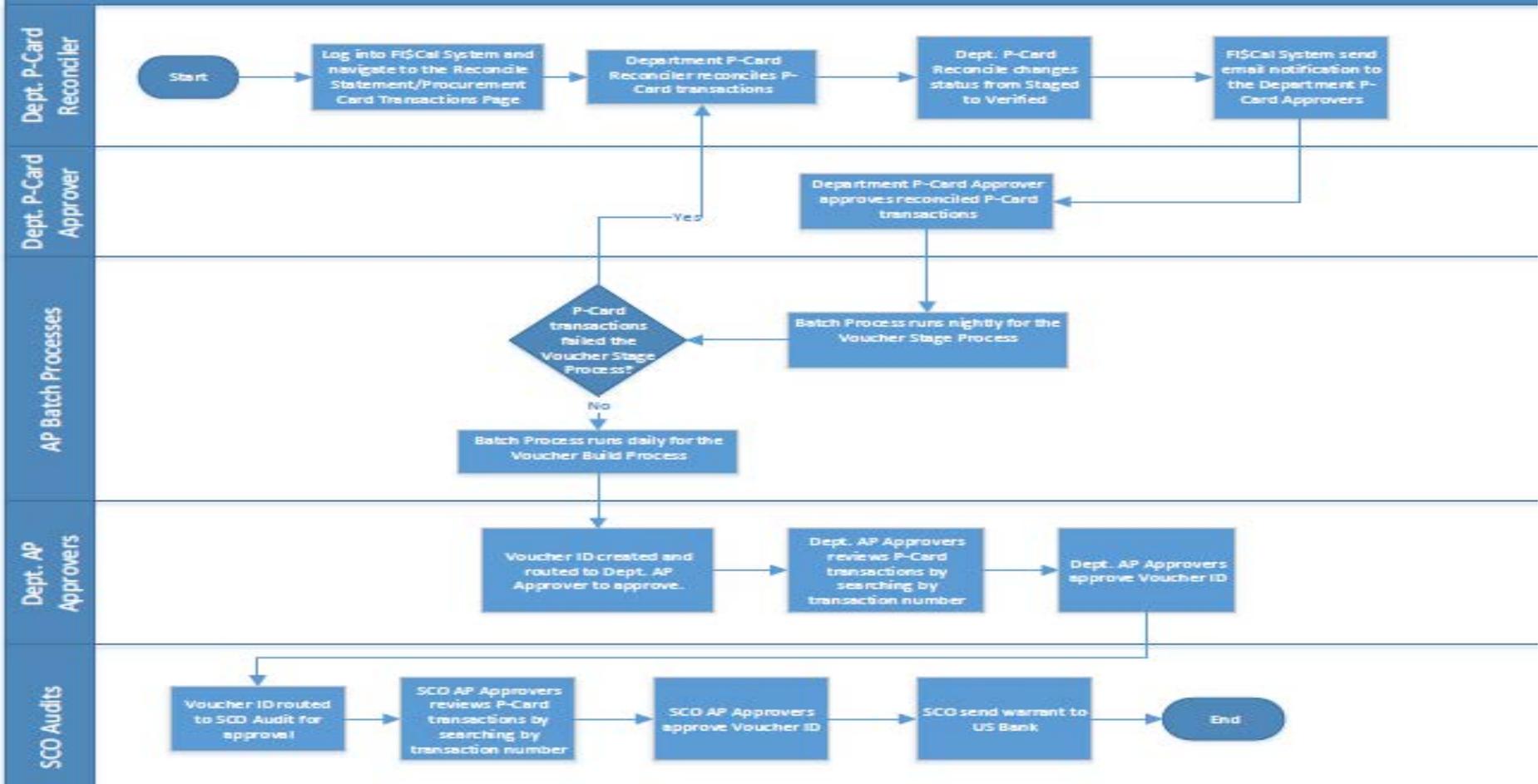
May Lee

FI\$Cal Functional Service Office
P-Card Subject Matter Expert

US Bank Billing Cycle

Date	Responsible Party
22 nd of each month	<p>US Bank closes the current billing cycle so the consolidated P-Card transaction statement can be generated.</p> <p>Note: If the 22nd falls on a weekend or holiday, US Bank will close on the next business day.</p>
23 rd of each month	<p>P-Card transaction statement loads into FI\$Cal System.</p> <p>FI\$Cal System sends email notification to the cardholders, their reconcilers and the Dept. P-Card Maintainer that their bank statements have arrived.</p>
24 th of each month	<p>P-Card transactions are available in FI\$Cal System for the Departments to reconcile and approve so warrant can be issued to pay US Bank.</p>

FI\$Cal P-Card Reconciliation Process



45 days Prompt Payment Act and Email Notification process

Key Points:

- The billing date is your statement date.
- Departments have 30 days to reconcile and approve P-Card transactions.
- SCO Audits have 15 days to approve vouchers for payments to US Bank.
- Starting the 31st day, the FI\$Cal System will send email notification to departments that they have exceeded their 30 days grace period.

P-Card Transaction Approval Process

Key Points:

- Dept. P-Card Approvers will automatically receive email notification to approve P-Card transactions.
- P-Card transaction require only one Dept. P-Card Approver to approve.
- Approve P-Card transactions by navigating to **Purchasing > Procurement Cards > Reconcile > Reconcile Statement.**
- P-Card transaction approval is not available through the Approver's worklist.

P-Card Voucher IDs are system-generated

Key Points:

- P-Card Voucher IDs are system-generated and automatically routed to Account Unit for approval on a daily basis.
- Voucher IDs are staged and built by managing account and by billing date.
- Invoice No on P-Card Voucher ID is system-generated and the managing account is part of the Invoice No naming convention which will print on the Remittance Advice (RA) of the warrant.
- Departments are not to change the system-generated Invoice No on P-Card Voucher IDs because of the managing account.

P-Card Concerns

Outstanding Concerns:

- Process to handle P-Card debit transactions from US Bank
- Existing P-Card negative voucher IDs

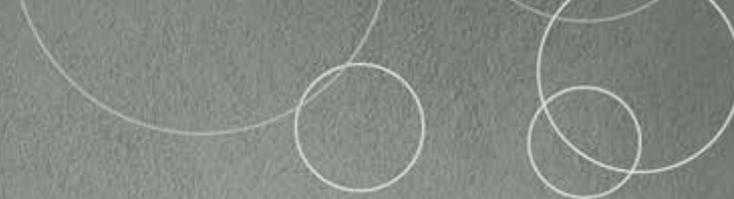
ODMF 1562 - Negative or zero amount P-Card Voucher IDs

Questions?

Future P-Card Enhancements

P-Card Enhancements to the Reconcile Statement Page

- Add Transaction # (Payment Reference ID on paper statement from US Bank)
- Add DGS Billing Code.
- Build P-Card Report to show the lifecycle from Requisition to Check/Warrant for purchases paid by P-Card.



Wes Riley

Assistant Deputy Director, FI\$Cal Service Center



What We've Heard from You

- “This problem is very urgent; why is my ticket set at only Medium priority?”
- “How do you set Priority on tickets?”

FSC Incident Priority Triage

- Priority = Urgency * Impact
 - Critical:
 - All or major part of production system is down; all or most users unable to perform job; no workaround exists
 - High:
 - ASAP without impacting production; no workaround exists

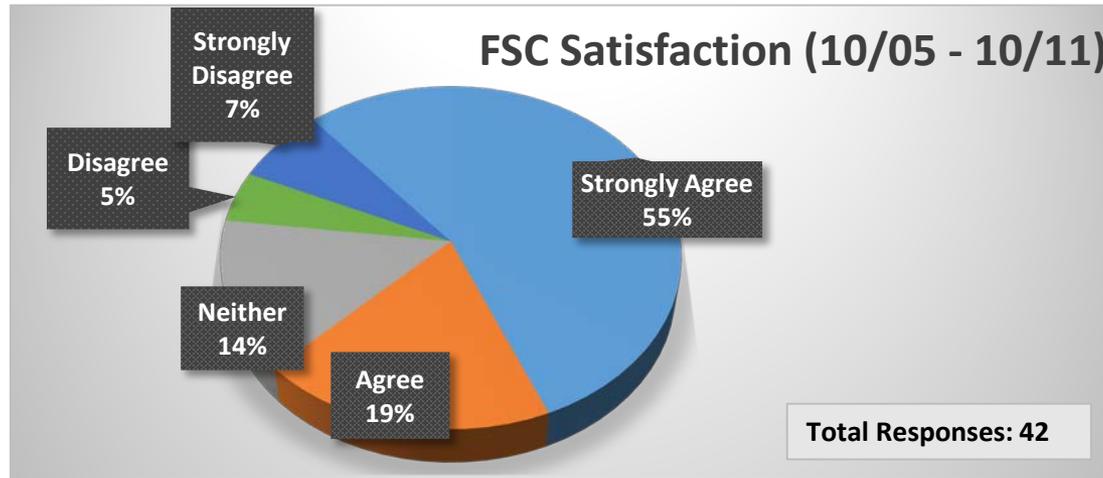
FSC Incident Priority Triage

- Priority = Urgency * Impact
 - Medium:
 - “need this by next week” or “need this by end of month” and a workaround is available meanwhile
 - Low:
 - Resolution is not time sensitive; workaround is available

Your Feedback is *Very* Valuable!

- Survey Response rate has increased
- Overall Satisfaction Above Goal **4.1**
- More video suggestions?

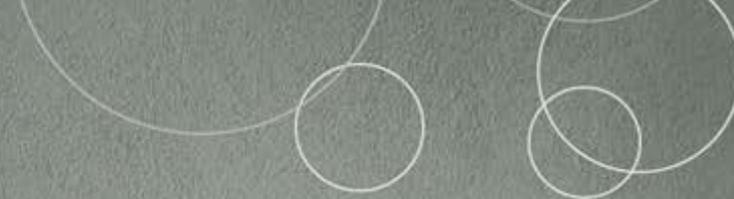
Overall Satisfaction Rate 4.1



516 survey requests sent; 22 surveys completed. Response rate: 4.26%

90-day Overall Satisfaction Trend





FSC Web Page Improvements

- News and Updates
- Known Issues
- Release Notes
- Maintenance Schedule and Outages
- More New How-To Videos

Coming Soon...

- More New How-To Videos on P-Cards:
 - How to Reconcile a P-Card Transaction
 - How to Approve a P-Card Transaction
 - How to Reconcile a P-Card Statement

Questions and Answers



FI\$Cal Project Information:

<http://www.fiscal.ca.gov/>

or e-mail the FI\$Cal Project
Team at:

fiscal.cmo@fiscal.ca.gov



APPENDIX

Accounts Payable (AP)

Key Solution Characteristics:

- SCO's existing claims process will remain the same
- Multiple vouchers to a vendor for a business unit can be combined into a single payment
- FI\$Cal vendors will have the option of being paid electronically
- The SCO will no longer have to key-enter claim schedules for electronic claims that result in warrants
- The SCO will no longer have to send warrants to be redeposited to the STO

Training

- **AP221** – Warrant Processing

Configuration

- EFT Codes
- Payment Terms
- Legacy Claim / Payment Defaults
- Registered Warrant Setup
- Post Issuance Payment Details

Conversions

- **CNVAP006/CNVAP007** – Outstanding Warrants Conversion

Interfaces

- **INFAP017** – Inbound Payment Data Specialized Payments
- **INFAP028** – Inbound Merged Warrant Rec file from BRSSISSUES
- **INFAP030** – Inbound Extract of Claim Headers Records
- **INAP031** – Inbound Paper Claims Payment Transactions without Warrant Numbers
- **INFAP023** – Departmental Outbound CD102 Standard Layout
- **INFAP024** – Departmental Outbound Cancelled and Redeposit Warrants
- **INFAP026** – Departmental Outbound CD 102 Standard Layout
- **INFAP027** – Departmental Outbound CD 102 CalSTARS Layout
- **INFAP020** – ACH Payment Print File and Data
- **INFAP025** – Departmental Outbound Redeemed Warrants to STO
- **INFAP033** – RWL Presented Payments STO
- **INFAP034** – RW: Available for Payment
- **INFAP037** – Inbound EFT Reject Payments

Accounts Receivable (AR)

Key Solution Characteristics:

- Users will be able to enter deposit slips for STO reconciliation.
- Departments will be able to deposit money on behalf of other departments.
- The system will automatically generate preliminary deposit accounting entries upon deposit recording, i.e. General Cash and Uncleared Collections.
- Demand Account accounting entries will be created for Treasury books.
- Departments will send AR data electronically for further collection (e.g. FTB Offset, Lottery).
- The System will perform reconciliations between the State Treasury/CTS and outside financial institutions

Configuration

- Cash Type
- Deposit Cash Clearing Defaults
- Receivables Definition
- Collection Code
- Offset Defaults

Conversions

- N/A

Training

- **AR125** – Bank Deposits
- **AR126** – Approving and Reviewing Deposits

Interfaces

- **INFAR019** – EDF Interface

Cash Management (CM)

Key Solution Characteristics:

- Treasury Transaction Life Cycle:
 - CTS banks statements reconciliation
 - Demand bank account reconciliation
- Includes the following types of Accounts:
 - Centralized Treasury System accounts will be maintained in FI\$Cal system
 - Warrant bank accounts
 - Demand accounts
 - Zero-balance accounts
- +70 Reports to aide bank reconciliation section, financial service section, and investment section

Training

- **CM221** – Reconciling Bank Statements for STO
- **CM231** – Managing Accounts Outside CTS (Report 14)
- **CM232** – Transfers for SCO
- **CM241** – Cash Management for STO and SCO

Configuration

- Bank Information
- Netting Accounts
- External Accounts
- Reconciliation Rules
- Deposit Slip Extension
- Position Source

Conversions

- **CNVCM006** – SCO Centralized Treasury Trust System
- **CNVCM007** – FED/EDF, CheckWrite, Frontier
- **CNVCM008** – Accounts Outside CTS Details

Interfaces

- **INFCM033** – Outbound Bank Statement Details
- **INFCM011** – IPS Paid Item Interface for Adjustment
- **INFCM018** – IPS Paid Item Interface
- **INFCM003** – Inbound Bank Statement Interface 1
- **INFCM004** – Inbound Bank Statement Interface 2
- **INFCM005** – Inbound Bank Statement Interface 3
- **INFCM006** – Inbound Bank Statement Interface 4
- **INFCM007** – Inbound Bank Statement Interface 5
- **INFCM008** – Inbound Bank Statement Interface 6
- **INFCM009** – Inbound Bank Statement Interface 7
- **INFCM010** – Inbound Bank Statement Interface 8
- **INFCM012** – External Transactions Interface

Bond Accounting (DM)

Key Solution Characteristics:

- Capture and process an unlimited number of deals and trades
- Capture Bond Proceed Information via Accounts Receivable
- Process Debt Service as Vouchers in Accounts Payable
- Template based definitions that provide seamless integration with General Ledger
- Visibility to deal transactions reflected in the Cash Position
- Eliminate potential errors with straight-through processing
- Record multiple changes to principal balances during the life of the Deal
- Provides liquidity management, such as; streamlining deal initiation, administration, settlement accounting, and position monitoring
- Manage Deal accruals and amortization
- Automatic generation of accrual and payment schedules for interest bearing instruments and swaps
- Bond Debt Service Forecasting Information

Training

- **DM101** – Issuing, Processing and Refunding Bonds for SCO and STO
- **DM102** – Distributing and Tracking Funds

Configuration

- Accounting Templates
- Treasury Counterparties
- Settlement Instructions
- Define Instruments
- Facilities (Bond Act)
- Portfolios (Program)

Conversions

- **CNVDM001** – Outstanding Bonds Conversion

Interfaces

- **INFDM001** – GO – Excel to CI
- **INFDM002** – LRB – Excel to CI
- **INFDM003** – Fees – Excel to CI
- **INFDM004** – Refunding App Engine
- **INFDM006** – Load Debt Service Schedules

Loan Accounting (LA)

Key Solution Characteristics:

- Custom Module implemented to create, maintain and repay loans
- Automated process to handle Daily General Fund Cash flow loans for SCO
- Supports posting to all ledgers in FI\$Cal
- Interest accrual automated for all loans
- Accounting rules created to avoid manual accounting entries wherever possible

Configuration

- Loans
- Participants
- General Fund Cash Flow Loan Parameters

Conversions

- **CNVLA001** – Outstanding Loans

Training

- **LA101** – Introduction to Loan Management
- **LA102** – Loan Transaction Processing
- **LA103** – Managing Daily General Fund Cash Flow Loans

Interfaces

- **INFLA002** – Loan Details/Transaction Upload (Excel Uploads)

General Ledger (GL)

Key Solution Characteristics:

- Statewide Book of Record under multiple bases of accounting (Cash, Modified Accrual, Budgetary/Legal)
- Statewide Chart of Accounts supplemented by departmentally defined codes (Alternate Account, Reporting Structure, Service Location)
- Automated cash validation
- Automated cost allocations
- Automated cash transfers between bond funds
- Automated investment accounting
- Automated recording of Transaction Requests for Non-FI\$Cal departments
- Automated PMIA interest allocation

Configurations

- Function Codes (Appropriations)
- Revenue Codes
- Message Codes

Conversions

- **CNVGL008** – Ledger Balances
- **CNVGL009** – Appropriation Balances

Training

- **GL301** – Month-End Close and Processing Transaction Requests for SCO
- **GL302** – Reviewing Budget Exceptions and Managing Cash Validations
- **GL304** – Running the Agency and Fund Reconciliation Process (Non-FI\$Cal Departments)

Interfaces

- **INFGL114** – Outbound Agency Reconciliation Details
- **INFGL115** – Outbound Fund Reconciliation Details
- **INFGL118** – Inbound Year End Accruals
- **INFGL120** – Outbound Prior Year Accruals
- **INFGL108** – Inbound Transaction Requests (Non-FI\$Cal Departments)
- **INFLA001** – Inbound Investment Transactions
- **INFAR016** – Inbound eFITS Transactions