FI$Cal

One state. One system.

July 2016 Release

Department Transition Meeting #3

July 13, 2016

Neeraj Chauhan

FI$Cal Project Director

Agenda

- Month End Close / Year End Close (MEC/YEC) Update
- Update on Go/No-Go Decision
- Open Defects and Workarounds
- Cutover to FI$Cal Update
- First 60 Days
- Office Revolving Fund (ORF) Replenishment
- Processing Impacts
- Training Update
- Department Support Teams for Post Go Live
- FI$Cal Service Center (FSC) Update

DOF Policy on Month End Close

- State Policy requires reconciliation within 30 days after the end of the month
- Finance will allow additional time to perform month-end closing (MEC) and to complete July and August reconciliations
- Using FI$Cal as the primary accounting system, departments should comply with policy by FM3 (September) reconciliations
- Dates for expected closure and reconciliation for 2016 departments:
  - FM1 by 9/30
- Departments requiring additional time for MEC and reconciliations must submit a written request to Finance (FSCU) for a temporary exemption to the policy

Month End Close Status for Non-CFS

Wave 1 Non-CFS Dashboard as of July 11, 2016

Dept (BU)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Overall
ABC (2100)	100%	100%	100%	100%	100%	93%	93%	93%	93%	85%	50%	15%	**85%**
ABCAB (2120)	100%	100%	100%	100%	100%	100%	100%	100%	100%	93%	50%	15%	**88%**
ALRB (7300)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	24%	**94%**
BCDC (3820)	100%	100%	100%	100%	100%	100%	100%	100%	93%	91%	70%	50%	**92%**
CAC (8260)	100%	100%	100%	100%	100%	100%	100%	100%	100%	69%	58%	22%	**87%**
CSSSA (6255)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	58%	25%	**90%**
DFEH (1700)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	85%	0%	**90%**
DOF (8860)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	66%	**97%**
OEHHA (3980)	100%	100%	100%	100%	100%	100%	100%	100%	97%	93%	70%	39%	**92%**
Overall	**100%**	**100%**	**100%**	**100%**	**100%**	**99%**	**99%**	**99%**	**98%**	**92%**	**71%**	**29%**	**91%**

%	Legend definition
0% – 49%	Departments working on Transactions (AP, AR, GL and PO)
50%	Transaction completed
51 % - 69%	Departments working on closing subsystem
70%	Depts. closed, ran GL/AM
71% - 99%	Running Reconciliation/PFA report
100%	Depts. MEC closed

Wave 2 Non-CFS Dashboard as of July 11, 2016

Dept (BU)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Overall
CalRecycle (3970)	52%	41%	41%	41%	42%	42%	42%	42%	42%	0%	0%	0%	**32%**
CCFC (4250)	70%	70%	70%	70%	70%	70%	58%	55%	52%	52%	52%	29%	**60%**
CCOA (4180)	70%	42%	42%	42%	42%	42%	42%	39%	39%	39%	39%	6%	**41%**
CDA (4170)	58%	58%	58%	58%	57%	57%	57%	57%	57%	54%	52%	36%	**55%**
DTSC (3960)	84%	67%	63%	60%	58%	58%	56%	56%	54%	52%	42%	39%	**57%**
HSR (2665)	78%	48%	48%	48%	48%	48%	48%	48%	48%	35%	35%	19%	**46%**
Library (6120)	92%	88%	70%	62%	50%	50%	50%	50%	50%	50%	49%	40%	**58%**
SCO (0840)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	49%	**96%**
STO (0950)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	50%	**96%**
VCGCB (7870)	70%	70%	70%	70%	70%	66%	58%	58%	58%	58%	58%	47%	**63%**
VCGCB Fund (9671)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	50%	**96%**
Overall	**79%**	**71%**	**69%**	**68%**	**67%**	**67%**	**65%**	**64%**	**64%**	**58%**	**57%**	**33%**	**64%**

Month End Close Status for CFS

Wave 2 CFS Dashboard as of July 11, 2016

Dept (BU)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Overall
BCSH (0515)	70%	70%	70%	70%	70%	70%	70%	70%	70%	62%	32%	6%	**61%**
BSCC (5227)	70%	70%	70%	58%	46%	46%	45%	45%	19%	19%	20%	6%	**43%**
CATC (2600)	70%	70%	70%	70%	70%	70%	70%	70%	43%	42%	29%	6%	**57%**
CCDA (8790)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	6%	**92%**
CCSWG (8820)	100%	100%	100%	100%	100%	100%	100%	100%	85%	85%	85%	6%	**88%**
CCTC (6360)	70%	70%	70%	70%	70%	50%	50%	52%	45%	42%	30%	6%	**52%**
CGCC (0855)	100%	100%	100%	100%	100%	70%	70%	70%	70%	62%	33%	6%	**73%**
CIRM (6445)	100%	100%	100%	100%	100%	100%	100%	100%	77%	42%	32%	6%	**80%**
CRC (0911)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	6%	**92%**
CSLEG (4185)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	85%	6%	**91%**
CSM (8885)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	85%	6%	**91%**
DSC (3885)	85%	70%	70%	70%	70%	70%	70%	70%	62%	31%	31%	6%	**59%**
EAAP (6125)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	6%	**92%**
EMSA (4120)	100%	85%	77%	60%	46%	45%	44%	43%	33%	33%	21%	6%	**49%**
FI$Cal (8880)	100%	100%	85%	85%	85%	85%	85%	85%	85%	85%	58%	6%	**79%**
FPPC (8620)	70%	70%	70%	62%	58%	58%	45%	44%	43%	40%	21%	6%	**49%**
GOBIZ (0509)	70%	70%	70%	70%	70%	62%	40%	33%	28%	30%	25%	6%	**48%**
GOVOPS (0511)	100%	100%	100%	100%	100%	100%	100%	100%	85%	85%	33%	6%	**84%**
LHC (8780)	100%	100%	100%	100%	100%	100%	100%	100%	85%	85%	85%	6%	**88%**
MHSOAC (4560)	85%	85%	85%	85%	85%	85%	85%	85%	85%	33%	33%	6%	**70%**
OAL (7910)	70%	70%	85%	70%	70%	70%	70%	70%	70%	70%	70%	6%	**66%**
OIG (0552)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	85%	6%	**91%**
OSI (0531)	85%	85%	85%	85%	85%	85%	85%	85%	85%	62%	29%	6%	**72%**
OSPD (8140)	100%	100%	100%	100%	100%	100%	100%	85%	85%	85%	85%	6%	**87%**
RMC (3825)	85%	85%	85%	70%	70%	70%	70%	62%	32%	32%	33%	6%	**58%**
SDRC (3845)	100%	100%	100%	100%	100%	100%	100%	100%	70%	70%	70%	6%	**85%**
SILC (5170)	100%	85%	85%	85%	85%	85%	85%	85%	85%	85%	85%	6%	**80%**
SMMC (3810)	85%	85%	85%	85%	70%	70%	70%	70%	70%	70%	70%	6%	**70%**
SNC (3855)	100%	100%	100%	100%	100%	70%	39%	39%	37%	36%	31%	6%	**63%**
SSC (1690)	100%	100%	100%	100%	100%	100%	100%	100%	85%	85%	85%	6%	**88%**
SSJDC (3875)	100%	100%	100%	85%	70%	70%	70%	70%	70%	70%	22%	6%	**69%**
TAHOE (3125)	70%	70%	70%	70%	70%	62%	46%	46%	46%	39%	33%	6%	**52%**
Overall	**90%**	**89%**	**89%**	**86%**	**84%**	**81%**	**78%**	**77%**	**70%**	**65%**	**54%**	**6%**	**72%**

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Update on Go/No-Go Decision

- Josh to provide real-time update based on Steering Committee Decision on 7/13.
- Projects discussed were:
  - Application Upgrades (e.g., PeopleSoft v9.2, GRC, I&AM)
  - Departmental Release (July 2016 Release Departments)
  - DGS/ABMS Release
  - Budgets 2.0
  - Statewide Budgeting
  - OBIEE/BI Apps
  - Hardware Refresh – tech only

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Open Defects and Workarounds

- As is commonplace leading up to a go live, not all system defects/issues have been resolved by the project
- The project has assessed each of the open defects related to our July 2016 Release functionality, and identified the appropriate business impact and workaround
- The open defects and workarounds will be shared today

Open Defects and Workarounds (cont'd)

ID	Defect	Module	Business Impact	Workaround
14969	Need to remove "Status" Column from Cal eProcure Bidder Registration Page	Cal eProcure	Status was removed from PeopleSoft 9.2 page, so "Status" column will be blank in Cal eProcure. There is no business impact; user will just see additional "Status" column that is not required.	User will just want to ignore the additional "Status" column – it will be removed at a future date.
13916	The "Look Up Ship To" dialogue box appears erroneously when other dialog boxes display in the Requisition page	ePro	Intermittently, if a user clicks on any link or button that opens up a new window, a second "Look Up Ship To" dialogue box erroneously pops up.	Close the second unwanted window.
15222	Issues related to the new Subsystem Reconciliation Page in PeopleSoft 9.2	GL	The Subsystem Reconciliation Page is not functionality that is in FI$Cal today, but we were hoping to roll this out to aid in the MEC process for current and future departments.	Use current process for subsystem reconciliation in FI$Cal until issue is resolved.

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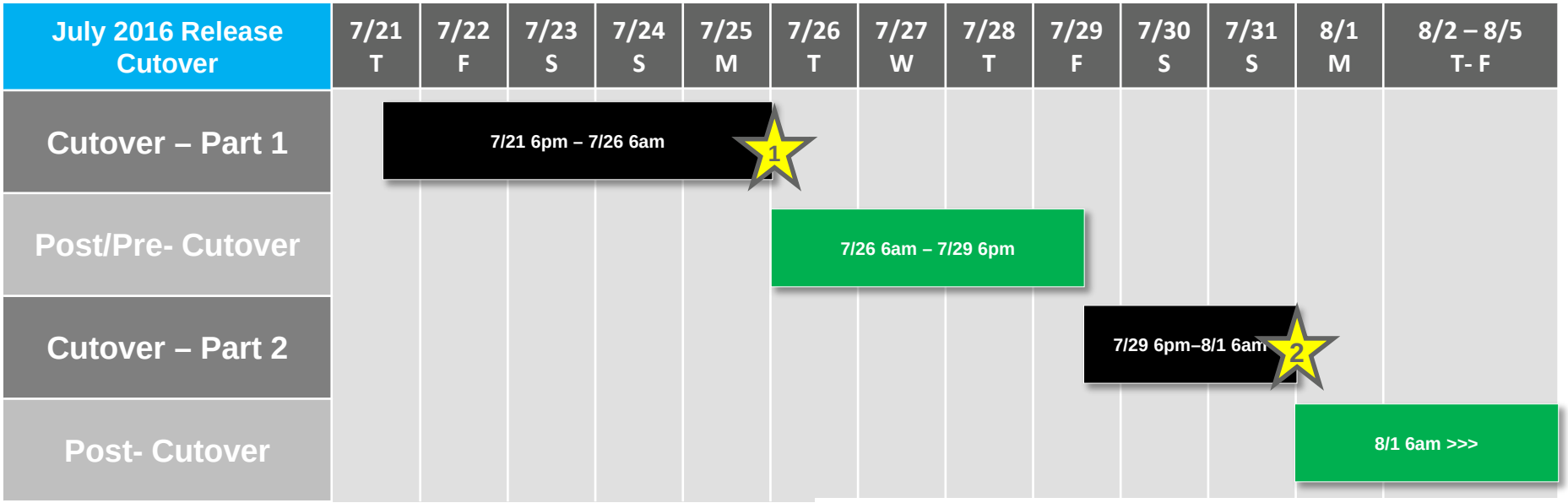
FI$Cal
One state. One system.



July 2016 Release Cutover – Part 1

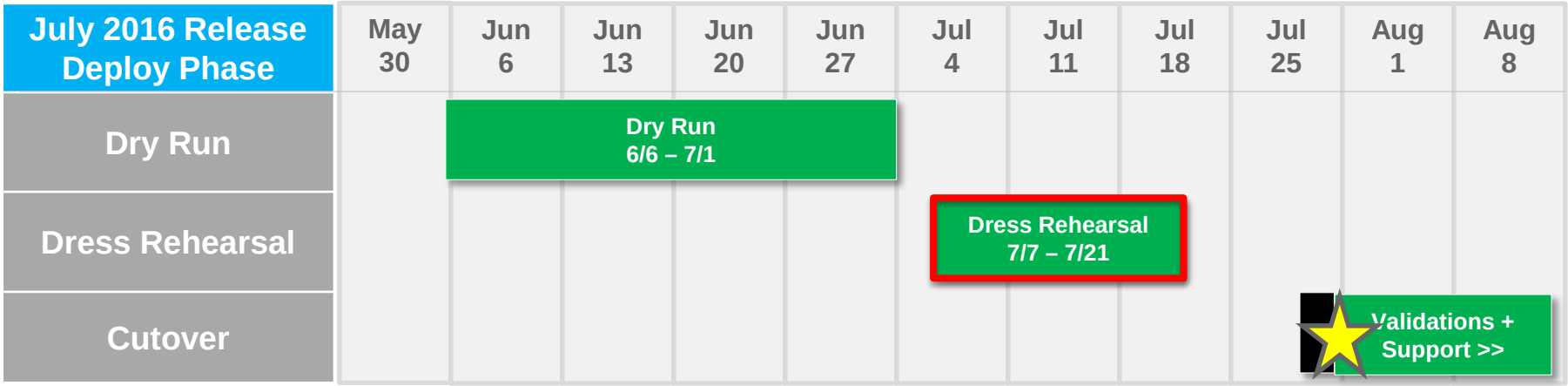
- PeopleSoft and Cal eProcure are unavailable
- PeopleSoft v9.1 is upgraded to v9.2 on 12c and new IAM for existing FI$Cal users
- 2016 Departments and ABMS Code and Config migrated
- OBIEE, GRC, and Primavera upgraded during post cutover
- FI$Cal PeopleSoft and Cal eProcure are available on 7/26

July 2016 Release Cutover – Part 2

- PeopleSoft is not available for Dept users
- Data is converted for DGS ABMS and new Departments during pre-cutover and cutover
- DGS ABMS and new Departments users go-live on PeopleSoft v9.2 on 8/1
- Existing users and new DGS ABMS, Departments and Statewide Budgeting users go-live on Hyperion Budgets 2.0 on 8/1

PeopleSoft Production Outage

PeopleSoft Production Available



Go Live: 8/1

Key Dress Rehearsal Conversion Activities for 2016 Departments

- Dress Rehearsal activities are in progress (Planned for 7/7 – 7/21)
- Conversion files from Departments were due 7/6 for 2016 Departments
  - Dress Rehearsal files must represent year-end close transactions/balances
  - Successfully processed Dress Rehearsal files will be used for Cutover as well
  - Any transactions NOT included in the Dress Rehearsal files must be entered MANUALLY post go-live
- Dress Rehearsal Conversion Validations will occur week at Evergreen from 7/19-21

Dress Rehearsal Conversion Validations Schedule for 2016 Depts

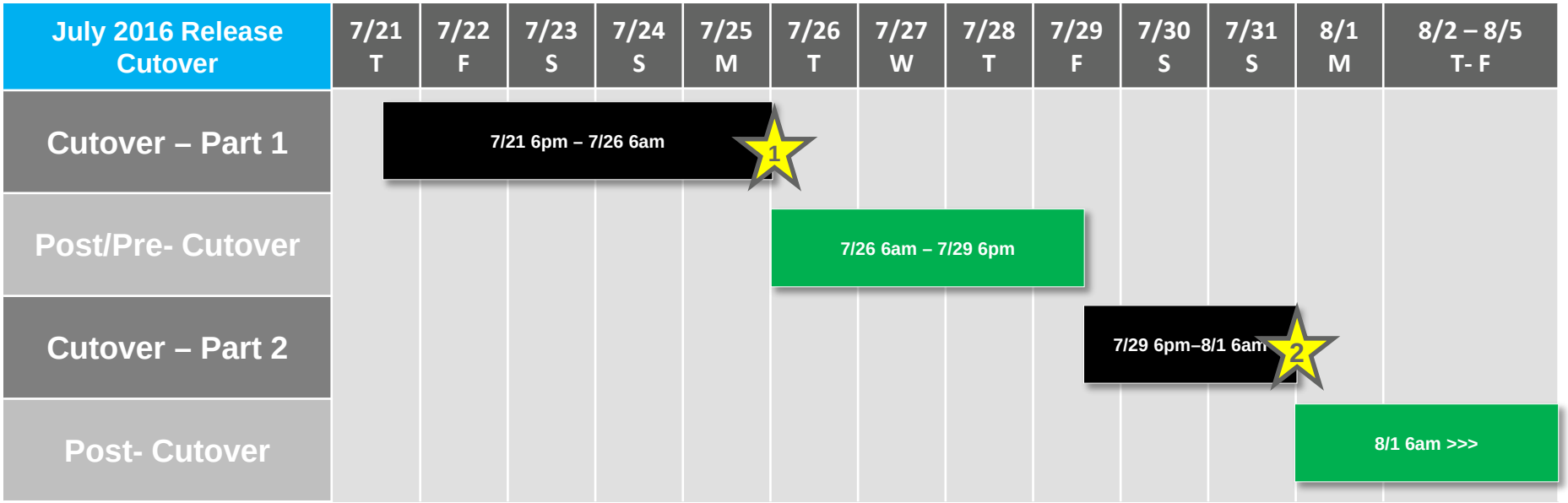
- Dress Rehearsal Validations will occur at Evergreen from 9 am – 4:30pm (Training Room 2)
- Bring any documentation/files needed for reconciliations

FI$Cal 2016 Release Departments - Dress Rehearsal Conversions Validations and Manual			Tuesday 07/19/2016		Wednesday 07/20/2016		Thursday 07/21/2016	
ID	Conversion	Module	9am -12pm	1-4:30pm	9am -12pm	1-4:30pm	9am -12pm	1-4:30pm
CNVAR001A	Customers	AR						
CNVAR001B	Customer Contacts	AR						
CNVAR002	Open Receivables	AR						
CNVAP004	Unreconciled AP Payments	AP						
CNVAP005	1099 Balances	AP						
CNVAM001	Assets	AM						
CNVPO104	Procurement Contracts	PO						
CNVPO107	Open Purchase Orders	PO						
CNVPC002A	Projects	PC						
CNVPC002B	Project Activities	PC						
CNVPC003	Customer Contracts	PC						
CNVGM001	Grants	PC						

Dress Rehearsal Conversion Validations Schedule for DGS ABMS

- Dress Rehearsal Validations will occur at Evergreen from 9 am – 4:30pm
- Bring any documentation/files needed for reconciliations

FI$Cal 2016 Release - DGS ABMS Dress Rehearsal Conversions Validations and Manual Entry			Tuesday 07/19/2016		Wednesday 07/20/2016		Thursday 07/21/2016	
ID	Conversion	Module	9am -12pm	1-4:30pm	9am -12pm	1-4:30pm	9am -12pm	1-4:30pm
CNVPC002A	Projects	PC						
CNVPC002B	Project Activities	PC						
CNVPC002C	Project & Activity Teams	PC						
CNVPC002D	Project Fund Distribution	PC						
CNVPC002E	Project Transactions	PC						
CNVPC002F	Project Custom Attributes	PC						
CNVPC002G	Project Funding Agreements	PC						
CNVPC003	Customer Contracts	PC						
CNVPC003B	Customer Contracts (Prepaids)	PC						
CNVAR002	Open Receivables	AR						
CNVAM001	Assets	AM						
CNVAP004	Unreconciled AP Payments	AP						
CNVAP005	1099 Balances	AP						
CNVPO104	Procurement Contracts	PO						



Key Cutover Conversion Activities for 2016 Departments

- Data Staging and Loading will occur during pre-cutover and Cutover – Part 2
  - Successfully processed Dress Rehearsal files will be used for Cutover
  - Setup in FI$Cal all external and employee vendors required for conversions by 7/21
- Departments will validate conversion data and enter manual conversions at FI$Cal from 8/1 – 8/5

Pre-Cutover Tasks - 9.2 Upgrade

Departments transacting in FI$Cal need to complete the following pre-cutover tasks for the PeopleSoft 9.2 Upgrade by 5pm on Wednesday, 7/20

MODULE	PRE-CUTOVER TASKS
Accounts Payable	• Clear all voucher posting • Complete processing of any in progress Pay Cycles • Approve all in progress vouchers pending approvals • Vouchers requiring SCO approval must be submitted to SCO by 7/11
Accounts Receivable & Billing	• Clear invoice processing errors • Complete Billing Interface transactions • Successfully post pending open receivables transactions (e.g. pending items, payment worksheets, maintenance worksheets). Transactions will need to be processed by AR Update

Pre-Cutover Tasks - 9.2 Upgrade (cont'd)

Departments transacting in FI$Cal need to complete the following pre-cutover tasks for the PeopleSoft 9.2 Upgrade by 5pm on Wednesday, 7/20

MODULE	PRE-CUTOVER TASKS
Procurement	• Specific instructions regarding advertisements in CSCR will be coming soon.
Asset Management	• Complete in progress Asset Management interface load transactions in FI$Cal
Project Costing, Contracts & Grants	• Process or cancel Customer Contract amendments in Pending or Ready status

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First 60 Days – New Departments

STEP	DATE	ACTIVITY	WHO/HOW
Part A – Conversion Finalization			
A.1	**8/1/16 - 8/5/16**	Conversion validation	• New Departments • At FI$Cal, with FI$Cal support
A.2	**8/1/16 - 8/5/16**	Manual conversions	• New Departments • At FI$Cal, with FI$Cal support
A.3	**8/1/16 - 8/5/16**	Prior year adjustments after conversion file submissions or conversion kick-outs	• New Departments • Begin: At FI$Cal, with FI$Cal support • Continue: At office, if not completed
Part B – Department Configuration Setup			
B.1	**ASAP - 8/11/16**	Validate Chart of Account (COA) values	• New Departments • At FI$Cal, with FI$Cal support
B.2	**8/12/16**	Set up operating budgets (online or using upload)	• New Departments • At FI$Cal, with FI$Cal support

First 60 Days – New Departments (cont'd)

STEP	DATE	ACTIVITY	WHO/HOW
Part C – Begin Transacting			
C.1	**8/15/16 - 9/2/16**	Enter catchup transactions (from July 2016 period)	• New Departments • FI$Cal support available through User Support Labs
C.2	**8/15/16 - on-wards**	Enter current transactions (post -July 2016 period)	• New Departments • FI$Cal support available through User Support Labs
Part D – Begin Month End Closing (MEC) Process			
D.1	**9/2/16 - 9/30/16**	Close July 2016 in FI$Cal	• New Departments • Attend MEC support session at DOF

First 60 Days – Don't Forget

MODULE	ACTION TO TAKE
General Ledger	• Establish ORF • Enter operating budgets • Confirm Allocations • Verify LD Configuration - Setup and verify new employee settings
Accounts Payable	• Setup new external suppliers • Setup new employee suppliers • Enter any paper claims as claims vouchers via second user ID • Record manual payments for ORF vouchers for July • Enter PO vouchers for paper claims that are associated to a PO and link to a PO in FI$Cal • Enter 1099 paper claims as 1099 manual payment vouchers
Procurement	• Request from FSC to close 6/30/16 PO Budget Period following PO conversion validation or manual entry conversion • Enter encumbrance only PO's as amount only • Validate Pcard-Cardholder information setup by FI$Cal • Enter catch-up transactions

First 60 Days – Don't Forget (cont'd)

MODULE	ACTION TO TAKE
Accounts Receivable & Billing	• Request from FSC to close 6/30/16 AR Period following AR conversion validation or manual entry conversion • Enter catch up transactions
Project Costing, Contracts & Grants	• Validate Fund Distribution rules • Enter catch up transactions for Projects, Contracts, Grants, Funding Agreements, Fund Distribution rules
Asset Management	• Add any Assets that were missed during cutover • Request from FSC to close 6/30/16 AM Period following AM conversion validation or manual entry conversion

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Office Revolving Fund (ORF) Replenishment

The new ORF Replenishment solution has two processes:

- A process is determined when the user selects a Vendor:
  - Employees (CalATERS/Non-CalATERS) and the Procurement Card vendor (US Bank)
  - Regular vendors

Office Revolving Fund (ORF) Replenishment:
Employees and P-Card Vendor

When a department has a business need to issue an ORF Advance to an Employee (CalATERS/Non-CalATERS) or the Procurement Card vendor (US Bank) the user will follow these steps:

1. Create a Pre-Paid Voucher
2. Update the distribution line to include the Advance "Account" (13XXXXXX), and update the Fund to be the Department ORF fund
3. Update "Cash Type" to ORF and Bank "Account" to ORF Account
4. Issue payment from Department ORF bank account post departmental approval

Office Revolving Fund (ORF) Replenishment:
Employees and P-Card Vendor

When a department needs to replenish the ORF Advance to an Employee (CalATERS/Non-CalATERS) or the Procurement Card vendor (US Bank) the user will follow these steps:

1. Create Regular Voucher, select the ORF Replenishment Checkbox, copy the PO (if applicable), and select Cash Type of “Warrant” to book expenditure
2. Approval workflow will start with Departmental approval then route to SCO Audits for approval
3. Voucher posting will “Auto-apply” advances to the regular voucher.
4. The outstanding prepaid voucher amount will be reduced with the amount applied to the regular voucher
5. A Warrant will issue, payable to employee/P-Card vendor, for any excess amount due

Office Revolving Fund (ORF) Replenishment: Vendors

When a department has a business need to issue an ORF Advance to a vendor the user will follow these steps :

1. Create a Regular Voucher, copy a Purchase Order (PO) (if applicable)
2. Update account on distribution line to include the Advance "Account" (13XXXXXX), and Fund to Department ORF fund
3. Update "Cash Type" to ORF and Bank "Account" to ORF Account
4. System edits will be implemented to ensure above details are entered on the Advance
   - Budget check will release PO encumbrance
5. Issue payment from Department ORF bank account post departmental approval
   - A field will display on voucher entry and approval pages to identify ORF Advances

Office Revolving Fund (ORF) Replenishment: Vendors

When a department needs to replenish the ORF Advance to a vendor the user will follow these steps:

1. Create a Journal voucher, enter the Regular voucher (ORF Advance) in the "related voucher" field
   - Credit Advance account booked on related regular voucher
   - Debit expenditure account

   (Note: Budget Check will validate expenditure values on distribution line)
1. Approval workflow will route Journal Vouchers to SCO Audits/DAR for approval
   - Message will be displayed on voucher entry and approval pages to identify ORF Replenishments

Office Revolving Fund (ORF) Replenishment UPK's

FI$Cal Staff have created the following five (5) new UPK topics for the new ORF solution:

- Creating a Prepaid Voucher online for a non-salary advance (Employees/PCard Vendor)
- Creating a Regular Voucher to Recover a non-salary advance (Employees/PCard Vendor)
- Creating a Regular Voucher for Regular Vendor ORF Advance
- Creating a Regular Voucher online from a PO (or Receipt)
- Creating a Journal Voucher to recover a Regular vendor ORF advance

These UPK topics will be available in the WBT course AP114 in the FI$Cal Academy when PS 9.2 is released on July 29, 2016

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Cutover Impacts to SCO Warrant Processing

- During cutover, 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
  - Paper-based transactions that are processed during cutover will be keyed into FI$Cal, by departments, when cutover is complete
- In order to comply with the FI$Cal Cutover schedule, the FI$Cal July 2016 SCO Warrant pay cycle will run as follows:
  - Daily: July 5 - 19, 2016. July 19th will be the final pay cycle for approved vouchers before the 9.2 cutover. These warrants will have a warrant issue date of July 25, 2016 unless otherwise specified
  - Daily: July 26 – 27, 2016. Payments will have a issue date between August 1 – 2, 2016, unless otherwise specified

Cutover Impacts to SCO Warrant Processing

- No Warrant Pay Cycles on the following dates: July 20, 21, 22, 25, 28, 29

- Normal SCO Warrant pay cycle processing will resume on 8/1. If a department needs to expedite a warrant payment, a paper claim schedule should be submitted to the SCO

Interface Update – CalATERS Processing

Current FI$Cal Departments:

Dates	Task
07/05/16-07/08/16	• Business as usual for FI$Cal Departments
07/08/16 (EOD)-08/01/16	• FI$Cal CalATERS processing on hold for 2016 Release Cutover activities • Current FI$Cal Departments will need to process any urgent advance payments outside of FI$Cal
08/01/16	• CalATERS catch-up processing starts • Advances from 07/11/16–08/01/15 will be processed first
08/02/16-08/12/16	• Manually record Travel Advance payments paid outside of FI$Cal • Run FI$Cal department pay cycle for unpaid advances • Manually apply applicable Expense vouchers to ORF Advance Vouchers

Interface Update – CalATERS Processing

2016 Release Departments:

Dates	Task
07/01/16-08/01/16	• Release 2016 Departments continue to process CalATERS transactions outside of FI$Cal
07/29/16 (EOD)-08/01/16	• FI$Cal adds Release 2016 Departments to FI$Cal CalATERS Configuration • CalATERS File processing on Hold for Release 2016 Deployment activities
08/01/16	• CalATERS catch-up processing starts • Advances will be processed first followed by expenditures
08/01/16-08//16	• Validate Employee Vendors match CalATERS Transactions • Manually record Travel Advance payment paid outside of FI$Cal • Run FI$Cal Department pay cycle for unpaid advances to issue from FI$Cal • Manually apply applicable Expense vouchers to Travel Vouchers

Cutover Impacts for Statewide Procurement

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

Cutover for CALSTARS Departments

- After 6/30, departments should limit FM12 transactions to those already recognized by SCO. Any adjustments to encumbrances or accounts receivable need to be posted in FM 13
- Any corrections to reconcile or adjustments must be recorded in FM 13 as accruals. The same correction should be recorded in FM01 in FI$Cal except for reverting appropriations
- All transactions posted in FM 13 should have an auto-reverse batches
- All transactions recorded after the cut-over conversion of 6/30 necessary for FM 01 transactions must be manually posted into FI$Cal
- Departments should finish and submit financial reports to SCO on or before August 1st for general fund and feeder funds and August 22nd for all other funds

Cutover for CALSTARS Departments (cont'd)

- Avoid unnecessary revision to financial reports, if possible. If departments need to submit revisions to financial reports, they need to keep a copy of the revision
- Departments must process year-end close and year-end open (YEC/YEO) in CALSTARS as soon as they finish and submit all financial reports to SCO
- Do <u>not</u> post FM13 transactions after submitting financial reports to SCO

Agenda

- Month End Close / Year End Close (MEC/YEC) Update
- Update on Go/No-Go Decision
- Open Defects and Workarounds
- Cutover to FI$Cal Update
- First 60 Days
- Office Revolving Fund (ORF) Replenishment
- Processing Impacts
- Training Update
- Department Support Teams for Post Go Live
- FI$Cal Service Center (FSC) Update

Training Update

- Release 2016 End-User ILT Training – available June 7 – July 28
- 9.2 Upgrade Training deployed (production departments)
- DGS (ABMS) training deployed
- Statewide Budgets (BU222) Upload Training – available July 12 – July 28

User Support Labs (USLs)

- Departments can submit a request to bring in real work to transact in FI$Cal
- FI$Cal Trainers and Subject Matter Experts provide assistance
- USL participants must have completed their required training
- A Super User must also attend

User Support Labs (USLs) (cont'd)

- USLs begin August 15 through September 29
- Held on Tuesdays, Wednesdays, Thursdays
  - 9:00 AM – 11:30 AM
  - Sacramento
  - Southern CA
- AM, AP, BI/AR, CM, GL, PC/CA/GM, PO
- Departments register to attend via MDW Task TRNG612:

Task ID	Task Name	Task Description	Start Date	End Date
TRNG612	Register and Attend User Support Labs (USLs)	Training Liaison registers departments end users for participation in User Support Labs (USLs). USLs provide on-hands support to perform transactions directly in FI$Cal Production.	08/02/2016	09/30/2016

Agenda

- Month End Close / Year End Close (MEC/YEC) Update
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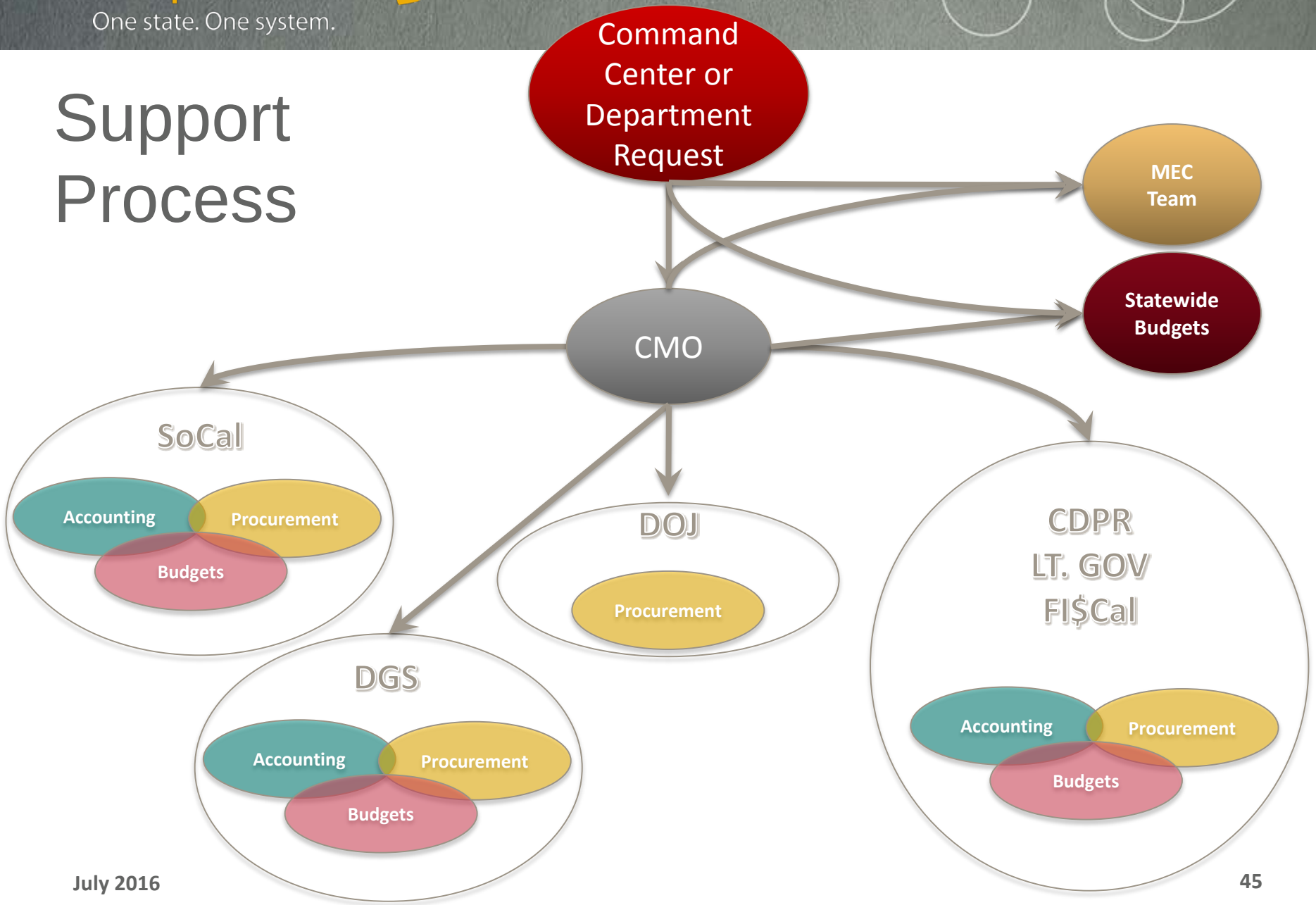
Support Process



Readiness Coordinators

- CAAM, CRB, Science – Jim Caselli
- CDPR – John Avila
- DGS – Rose Hanks
- DOJ – John Avila
- LT GOV – Rita Alarcon

Agenda

- Month End Close / Year End Close (MEC/YEC) Update
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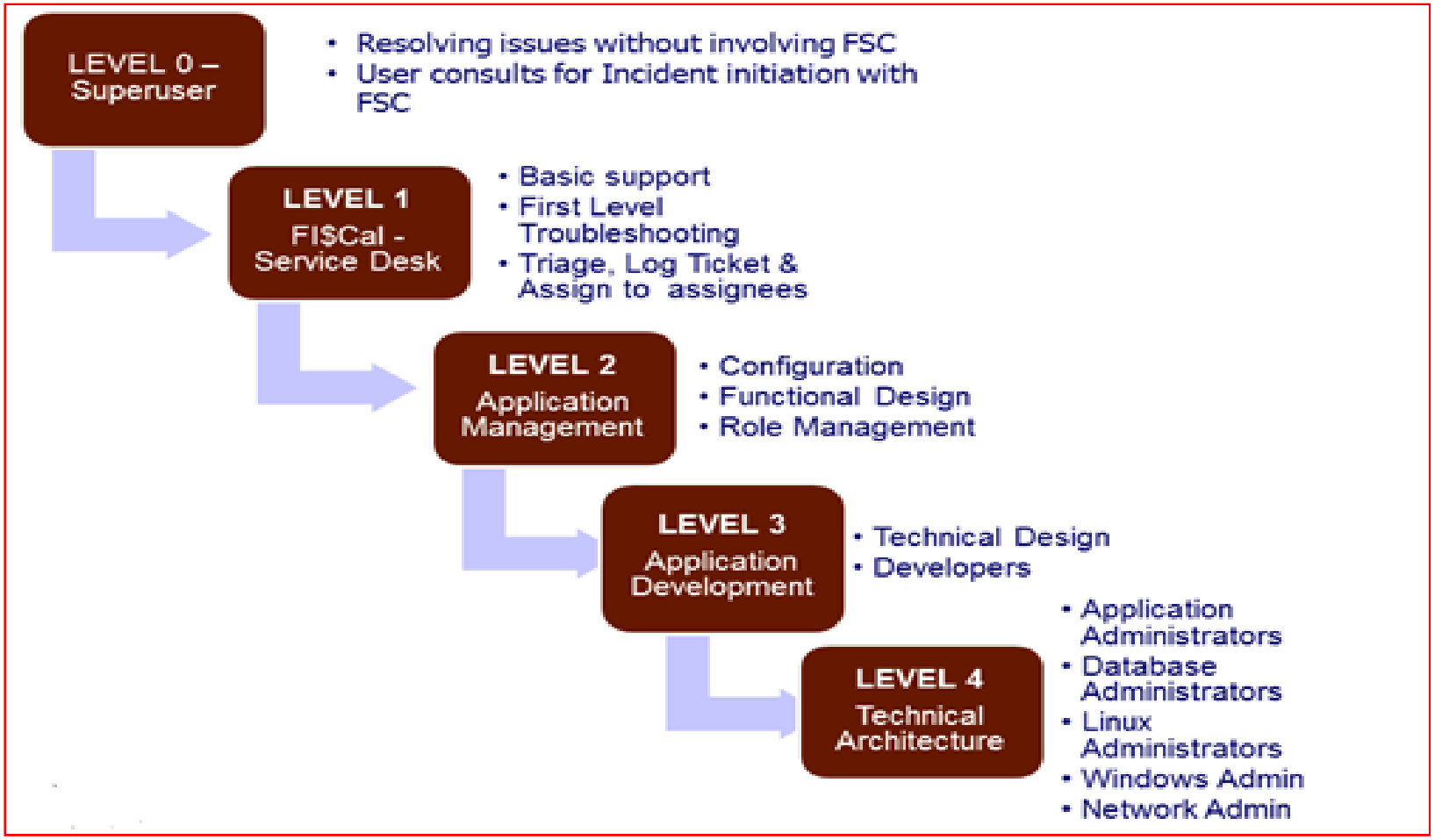
- FI$Cal Service Center (FSC) Update

FI$Cal Service Center (FSC) – Mission

- Vision
  - To provide our clients the best end to end FI$Cal user experience with dedicated customer support, clear effective communication, and fast, high quality service delivery
- Mission
  - To serve the best interest of the State and its citizens by providing excellent support and services to the FI$Cal customers

FSC – Structure and Services



FSC – Contact Information

Email: fiscalservicecenter@fiscal.ca.gov

Voice: (855) FISCAL0 (347-2250)

Web: http://www.fiscal.ca.gov/access-fiscal/

Access FI$Cal

Welcome to Access FI$Cal. This page provides you with access to the FI$Cal System, maintenance information, access to training, and access to the FI$Cal Service Center.

Access the FI$Cal application.

Access FI$Cal Service Center Information.

Access the FI$Cal Training Academy.

Access application maintenance notices.

Outage Notification:

- **Tuesday, 06/14/16 5:00 AM to 8:00 AM:** Hyperion will be unavailable due to planned maintenance. PeopleSoft will not be affected.
- **Friday, 06/17/16 5:00 AM to 8:00 AM:** Hyperion will be unavailable due to planned maintenance. PeopleSoft will not be affected.
- **Saturday, 06/18/16 3:00 AM to 8:00 AM:** Both PeopleSoft and Hyperion will be unavailable due to Monthly Production Planned Maintenance.
- **Saturday, 06/18/16 5:00 PM to Sunday, 06/19/16 6:00 AM:** Both PeopleSoft and Hyperion will be unavailable due to Monthly Production Planned Maintenance.

Known Issues:

All PeopleSoft data integrity errors and related issues have been resolved. The FI$Cal Production PeopleSoft environment has been fully restored.

Important Information:

For information on bidder and supplier activities, please use Cal eProcure (https://caleprocure.ca.gov). Cal eProcure is the new vendor portal that will replace BidSync.

FI$Cal Release Notes:

FI$Cal System release notes on issues impacting end users are now posted online.

FSC – Incident Types

- Service Restoration
  - A service restoration incident is a “break/fix” scenario; the system is not working as designed and a fix is required.

Examples: Errors, Repairs, Process or Batch Failures, Performance Issues

- Service Request
  - A service request incident is a change, enhancement, or assistance with a user procedure where the system is otherwise working as designed.

Examples: Business Process Support, User Account Maintenance, Configurations

What are Restorations?	What are Requests?
“It is broken”	“I need help”
“It is not working”	“I need training”
“I am getting an error”	“I don’t know how to…”
“I am unable to connect”	“It would be nice if the System..”
“I can’t do my job”	“Can you change something for me?”
“Something isn’t working right”	“Can you change security roles for me?”

FSC – Incident Ticket Management

- **Step 1: <u>Intake</u> - One incident/request per ticket and one ticket per incident/request**
  - Tickets can be associated to each other & Agents see your prior history.
  - Relationships are used for items that are important for investigation and future reference
- **Step 2: <u>Resolution</u> - The incident initiator/requestor confirms the incident/request resolution**
  - If the resolution is satisfactory, the initiator/requestor sends an email confirmation indicating that the resolution is satisfactory. The incident/request can now be Resolved.
  - If the resolution is not satisfactory, the initiator/requestor sends an email indicating that the resolution was not satisfactory. The incident/request can be reopened.
- **Step 3:<u>Resolved → Closed</u> after 5 days**
  - 5 days after you receive automatic resolution notification email the incident will automatically set to Closed

FSC – Be Careful Sharing Data

- Do not email sensitive or confidential data to FSC
- Consider what you are sending - Data shown in a screen shot or image
- If your problem involves sensitive data, please call FSC first
  - FSC will help you on the phone to redact the sensitive data
- To share information on your screen, consider WebEx screen sharing tool

FI$Cal Project Information:

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

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

fiscal.cmo@fiscal.ca.gov

APPENDIX

Release Functionality

Current FI$Cal Functionality

Departmental Accounting

- Asset Management
- Accounts Payable
- Billing/Accounts Receivable
- Cash Management
- Primavera
- Project Costing
- Customer Contracts
- Grants
- General Ledger
- Chart of Accounts
- Commitment Control
- Labor Distribution
- Allocations

Departmental Budgeting

- Planning, etc.

Departmental Procurement

- Requisition
- Purchase Order
- Receiving
- P-Cards
- EPP/SABRC – embedded in Req, PO
- Items for CALPIA

DGS Procurement

- Enhanced Vendor Portal
- EPP/SABRC configuration
- SB/DVBE Certification
- Solicitations
- Items for LPAs
- Procurement Contracts
- SCPRS in FI$Cal
- Procurement Billing

“Catch Up” Transactions

- FI$Cal is providing you with a tracking tool for recording transactions that take place in your legacy systems from 7/1/16 until go live
- Successfully recording your “catch up” transactions and quickly entering them into FI$Cal post go live is one of the most important lessons learned from W2

	A	B	C	D	E	F	G	H	I	J
1	Entering Assets			Asset Header Information						
2		ID	Business Unit	Asset ID	Asset Type	Asset Subtype	Transaction Date	Accounting Date	In Service Date	Cost
3	Example==>	1	8860	NEXT	<valid value>	$1,000.00	5/5/2015	5/5/2015	5/5/2015	$4,313.00
4	Example==>	2	8860	NEXT	<valid value>	$2,599.99	5/5/2015	5/5/2015	5/5/2015	$753,256.0
5	Begin Here==>									
6										
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17										

Spreadsheet Uploads

- The following spreadsheet uploads will be available for depts post go live during the "dual entry" period (related job aid in parentheses):
  - **AP** – Voucher Upload (FI$Cal.056) → Template for each dept will be provided before go live
  - **KK** – Budget Journal Upload (FI$Cal.103)
  - **GL** – Journal Upload (FI$Cal.001)
  - **PC** – Project Upload (FI$Cal.156)

Supplemental Job Aids & Training Tips

Welcome to the Supplemental Job Aids and Training Tips for FI$Cal end users r
by-step instructions on how to complete specific transactions in FI$Cal not cove
FI$Cal End User Frequently Asked Questions and helpful *FI$Cal End User Tips*

- **Inventory of Job Aids to be Published** – Click Here (10/15/2014)
- **FI$Cal End User Supplemental Job Aids**

  - Accessing FI$Cal 2.0 - How to log in
  - Accounts Payable - AP Job Aids
  - Asset Management -AM Job Aids
  - Billing - BI / Accounts Receivable - AR Job Aids
  - Budgets - BU Job Aids
  - Cash Management - CM Job Aids
  - Chart of Accounts - COA Job Aids
  - Commitment Control - KK Job Aids
  - General Ledger - GL Job Aids ***UPDATED***
  - Labor Distribution - LD Job Aids
  - Project Costing - PC Job Aids
  - Procurement - PO Job Aids ***UPDATED***
  - Vendor Management - VM Job Aids

  - Non-Business Process Job Aids

Year End Close Tasks for FI$Cal Depts

STEP	TASK
1	• Update SpeedCharts, Task IDs and SpeedTypes due to expiring ChartFields or Budget Combinations at this time
2	• Close PO encumbrances attached to Appropriations which expire on 6/30
3	• Evaluate current Operating Budget Structure configuration and if modifications are required please contact FSC by 6/30
4	• Enter FY2016 Operating Budgets before 7/14 if Control or Track with Budget. Please place activity on hold if request sent to FSC to modify Budget Structure
5	• FY2016 Appropriation Budget will be posted by 7/14
6	• Submit select Governmental Fund Financial Statements to SCO by 8/1
7	• Submit Non-Governmental and all remaining Fund Financial Statements to SCO by 8/22

Topics for Super User Support

General Information

How to Access Resources on the FSC Website

- The FSC website can be accessed on the FI$Cal website via the following navigation:
  - *FI$Cal Home Page > Access FI$Cal > Access FI$Cal Service Center Information*
- The FSC website contains the following information and documents:
  - *Helpful Videos*
  - *Contact Information*
  - *End User Access Forms*
  - *Workstation Configuration Guide*
  - *Configuration Modification Request Form*
- **Link**: http://fiscal.ca.gov/access-fiscal/FISCal_Service_Center/index.html

How to Access FI$Cal Training Materials

FI$Cal Training Academy (FTA)

- The FTA provides many training resources in one location, including Instructor-led and Web-based training, Learning Programs tied to roles, and User Productivity Kits (UPKs), and can be accessed via the following navigation:
  - *FI$Cal Home Page > Access FI$Cal > Access FI$Cal Training Academy > FI$Cal Training Academy Login*
- **Link:** http://fiscal.ca.gov/training-academy/index.html

Job Aids

- Job Aids are step-by-step instructions on how to complete specific transactions in FI$Cal not covered in the FTA, and can be accessed via:
  - *FI$Cal Home Page > Access FI$Cal > Access FI$Cal Training Academy > FI$Cal End User Supplemental Job Aids and Training Tips*
- **Link:** http://fiscal.ca.gov/access-fiscal/job_aids.html

Topics for Super User Support

General Information

How to Manage Configuration

- Configuration Ownership Matrix is a reference tool to aid departments in completing the Configuration Modification Request form. It contains the following:
  - *Module (Business Process that the configuration is associated with)*
  - *Configuration Item Name*
  - *Description (description of the Configuration Item)*
  - *Change Requestor (who can submit a request)*
  - *Change Approver (who can approve a request)*
  - *Change Coordinator (who can configure the request)*
  - *Source of Change (the environment the request is configured in)*
- The Configuration Ownership Matrix can be accessed on the FI$Cal website via the following navigation:
  - *FI$Cal Home Page > Access FI$Cal > Access FI$Cal Service Center Information*
- **Link:** http://www.fiscal.ca.gov/access-fiscal/FISCal_Service_Center/index.html

How to Run Reports (for All Modules)

- FI$Cal will allow end users to run reports and view financial statements for all modules
- Training on how to run reports for all modules can be accessed through the FI$Cal website via the following navigation:
  - *FI$Cal Home Page > Access FI$Cal > Access FI$Cal Training Academy > FI$Cal Training Academy Log-In > Training Course: RPT101 Introduction to Reporting*
- **Link:** http://fiscal.ca.gov/training-academy/index.html
- **Training Course:** *RPT101 Introduction to Reporting*

Topics for Super User Support

Purchasing

Comparing CSCR and BidSync

- California State Contracts Register (CSCR) and State Contract & Procurement Registration System (SCPRS) training can be found on the FI$Cal website via the navigation below
  - *FI$Cal Home Page > Resources > Fall Release*
- The training provides simulated system transactions and guided instructions and covers the following topics:
  - SCPRS and CSCR Overview
  - FI$Cal SCPRS Processing
  - FI$Cal CSCR Processing
  - Progress Payments
  - Searching in FI$Cal
- **Link:** http://fiscal.ca.gov/training-academy/future_release_training.html

How to Use a P-Card

- P-Card is replacing Cal-card and allows departments to transact with vendors and is another method for departments to procure goods and services. The P-Card will have a holder, approver and a maintainer role
- P-Card training can be accessed through the FI$Cal website via the following navigation:
  - *FI$Cal Home Page > Access FI$Cal > Access FI$Cal Training Academy > FI$Cal Training Academy Log-In > Training Course: PO226 Using P-Cards*
- **Link:** https://mss.netdimensions.com/mss/servlet/ekp/login?getnews=Y
- **Training Course:** *PO226 Using P-Cards*

Topics for Super User Support

Purchasing

How to Determine if a Vendor is Open for Ordering

- In order to transact with a vendor, the vendor must be in the vendor management file (VMF). The VMF is the master file that holds vendor record for the state of California
- Training on how to determine if a vendor is open for ordering can be accessed on the FI$Cal website via the following navigation:
  - *FI$Cal Home Page > Access FI$Cal > Access FI$Cal Training Academy > AP101: Entering a new supplier request and updating a supplier record*
- **Link:** http://fiscal.ca.gov/training-academy/index.html
- **Training Course**: *AP101: Entering a New Supplier Request and Updating a Supplier Record*

Topics for Super User Support

Accounting

How to Approve a Voucher

- FI$Cal has a workflow process that allows an approver to review vouchers before they are submitted for payment or posted to the general ledger. An invoice is a document that comes in from your vendor that gets entered into the voucher
- Training on how to approve a voucher can be accessed on the FI$Cal website via the following navigation:
  - *FI$Cal Home Page > Access FI$Cal > Access FI$Cal Training Academy > AP101: Approving a voucher*
- **Link:** http://fiscal.ca.gov/training-academy/index.html
- **Training Course:** *AP123: Voucher Workflow*