



One state. One system.

Interfaces and Conversions Workshop – AP and AM

2017 Release Departments

September 2016



Agenda

Workshop Objectives

FI\$Cal Interfaces and Conversions Timeline

FI\$Cal Interfaces and Conversion Data Flow

Conversions – AP and AM Modules

Interfaces – AP and AM Modules

Layouts Inventory

Next Steps

Questions

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Workshop Objectives

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FI\$Cal Interfaces and Conversion Data Flow

Conversions – AP and AM Modules

Interfaces – AP and AM Modules

Layouts Inventory

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Questions

Workshop Objectives

- Provide an overview of the Interface and Conversion activities planned for the July 2017 Release
- Provide an overview of the FI\$Cal Interfaces and Conversions Process
- Explain the Interfaces and Conversions in scope for the July 2017 Release
- Explain the Interfaces and Conversion Layouts and impacted business functions for the July 2017 Release
- Explain next steps to assist Departments in preparation for Interfaces and Conversions testing activities

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2017 Release Departmental Activities

Department Mobilization and Readiness

Enables departments with people, tools, and other resources to prepare their department for FI\$Cal and to ensure a successful transition. This includes setting up a Department Implementation Team (DIT) to coordinate the completion of all tasks and activities.

Business Processes

Provides departments with information about FI\$Cal business processes, along with tools and FI\$Cal Project Team support to identify change impacts and update internal department business processes.

Configuration

Allows departments to define values for specific items in FI\$Cal (e.g., list of ship-to locations). Most configuration values apply to Chart of Accounts and Labor Distribution.

Interfaces and Conversions

Interfaces: Allow departments to electronically send or receive data from departmental systems that will continue to be used with FI\$Cal.
Conversions: Allows departments to extract, cleanse and validate data from legacy systems that will be replaced by functionality in FI\$Cal.

Role Mapping

Allows departments to assign security roles to all department end users based on their job requirements and the type of work they will perform in FI\$Cal. Security roles define what users can see and do in FI\$Cal.

Departmental Testing

Provides departments with the opportunity to complete common transactions in FI\$Cal in order to validate that the system performs as planned.

Training

Provides department end users with the knowledge and skill to perform transactions in FI\$Cal. Training courses are offered via web-based and instructor-led options.

Deployment

Prepares departments to fully transition to using FI\$Cal as part of their day-to-day business. This includes practicing activities the way they will happen right before the system goes live.

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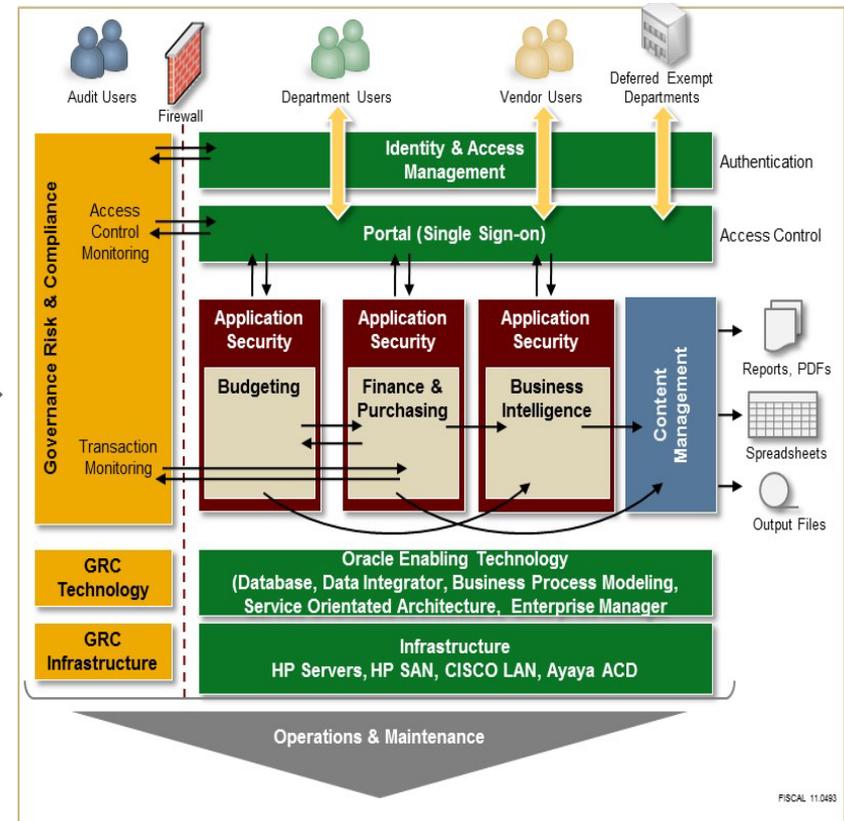
Questions

Conversion Data Flow – Manual Entry

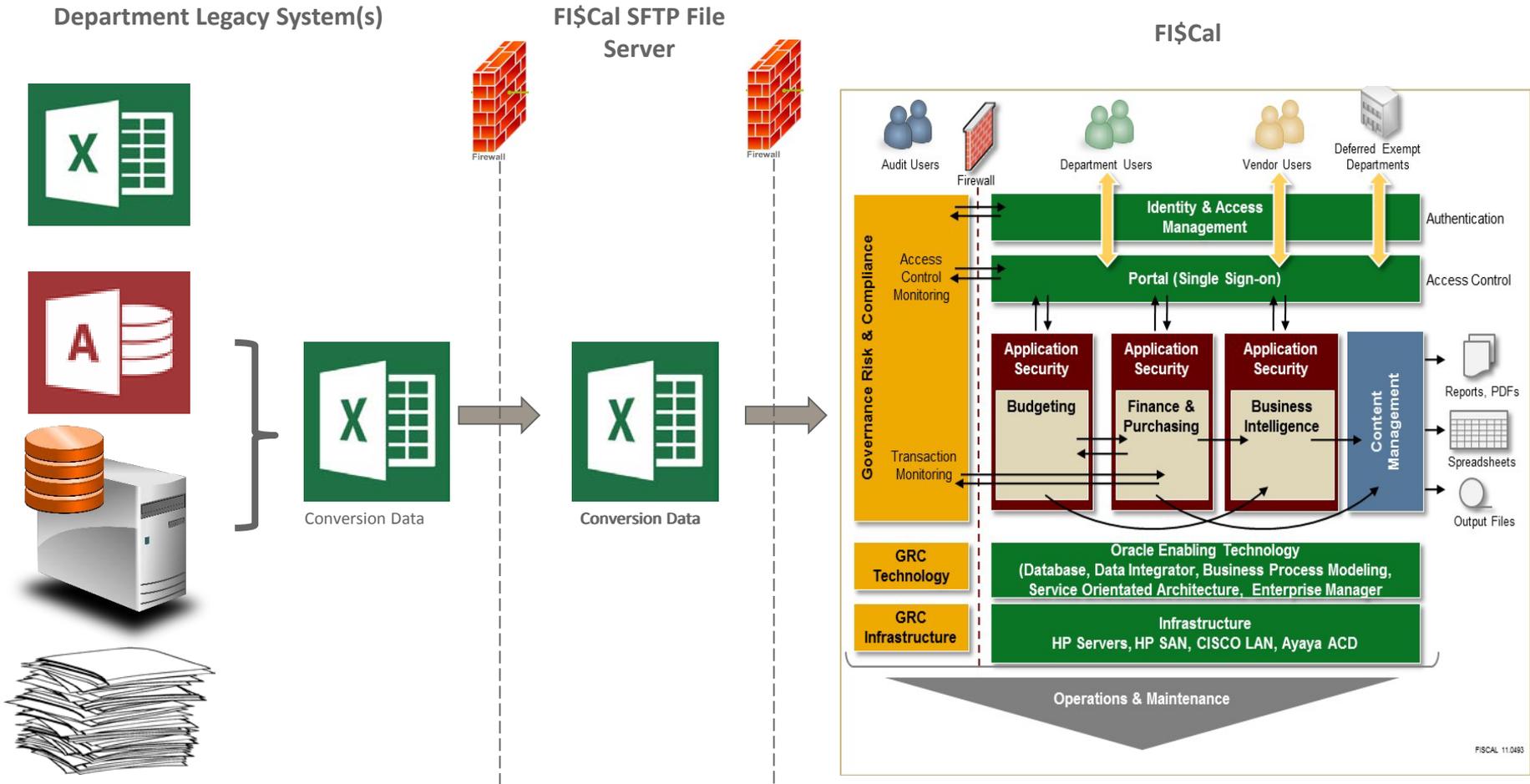
Department Legacy System(s)



FI\$Cal



Conversion Data Flow - Automatic

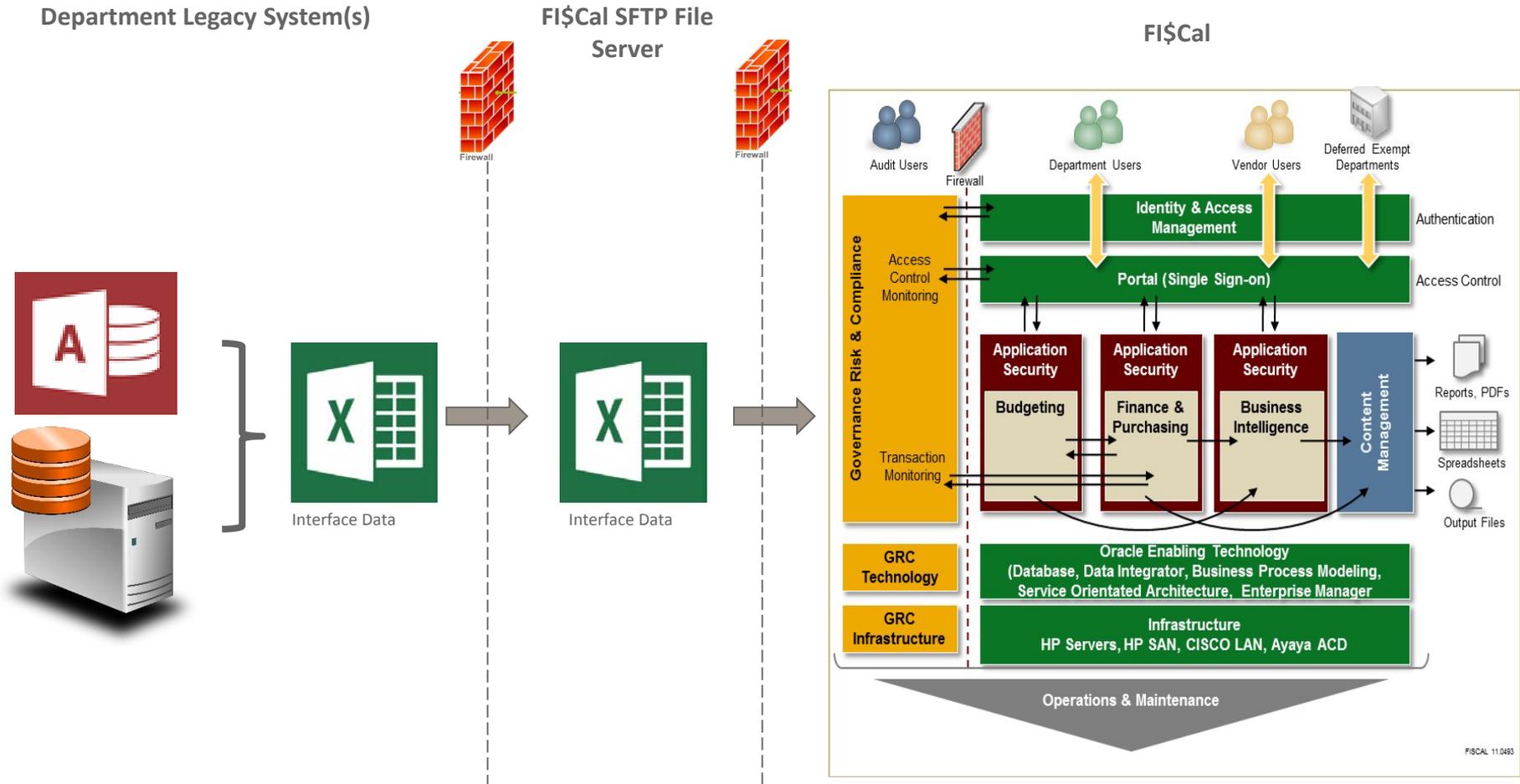


Manual vs Automated Conversions

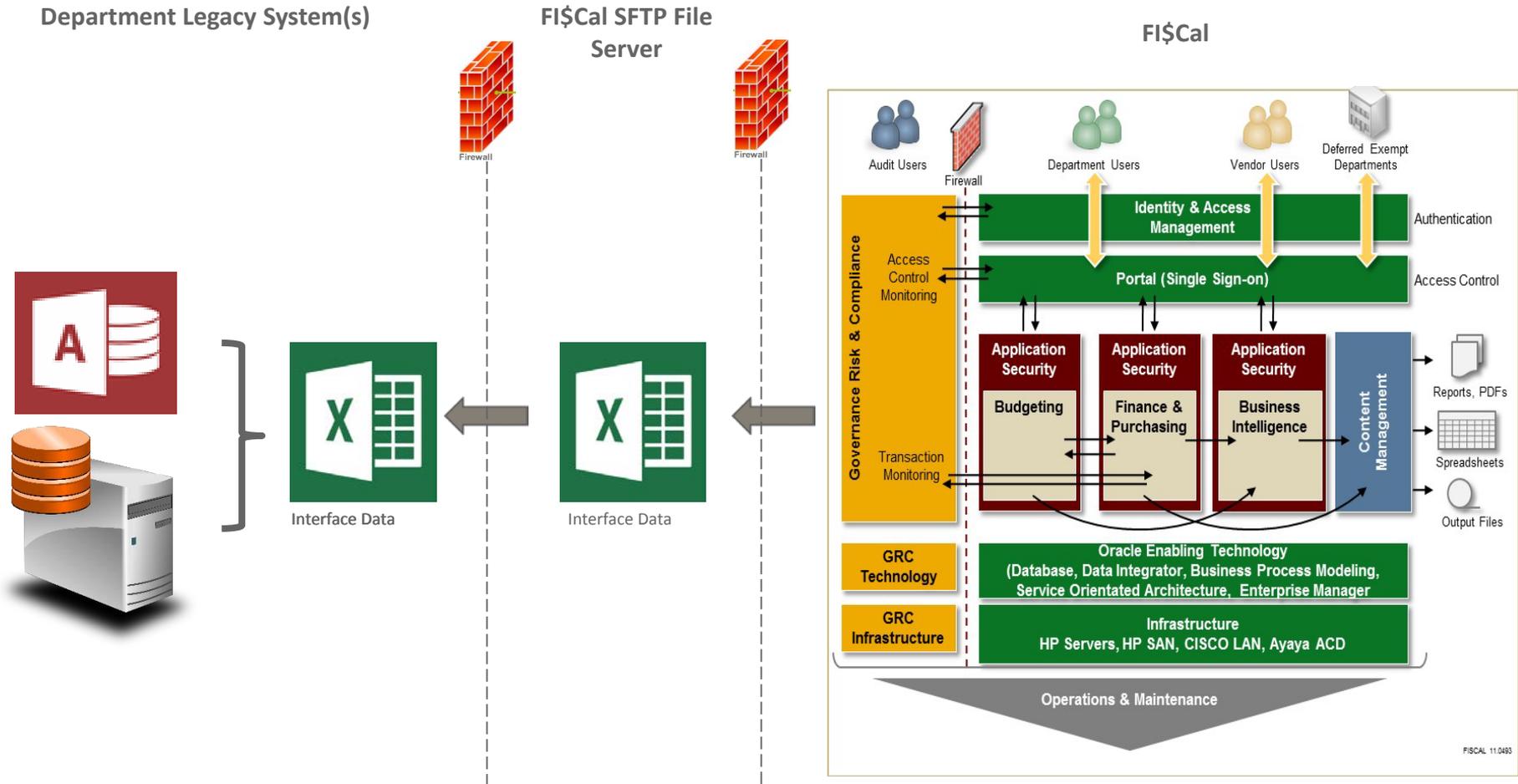
- Volume and accuracy/cleanliness of legacy data are some of the key factors in selecting between a manual and automated conversion
 - Departments with < 25 (or even < 50) *confirmed* transactions for a specific conversion may consider a manual conversion approach for that specific conversion
- The following are key differences in activities performed by the Department for automated vs manual conversions:

Automated Conversions	Manual Conversions
<ul style="list-style-type: none"> ▪ Department submits data to FI\$Cal for loading as part of multiple mock conversions, dry run, and dress rehearsal cycles of testing prior to cutover into Production ▪ Department actively participates in the data correction/resubmissions process during the testing cycles ▪ Conversion test data is available for testing during User Acceptance Testing 	<ul style="list-style-type: none"> ▪ Department does <u>not</u> submit data for loading as part of mock conversion testing ▪ Department manually enters subset of transactions into FI\$Cal during dry run and dress rehearsal cycles of testing prior to keying in the entire set of transactions into Production as part of cutover ▪ Department enters subset of data for User Acceptance Testing

Interface Data Flow – Inbound to FI\$Cal



Interface Data Flow – Outbound from FI\$Cal



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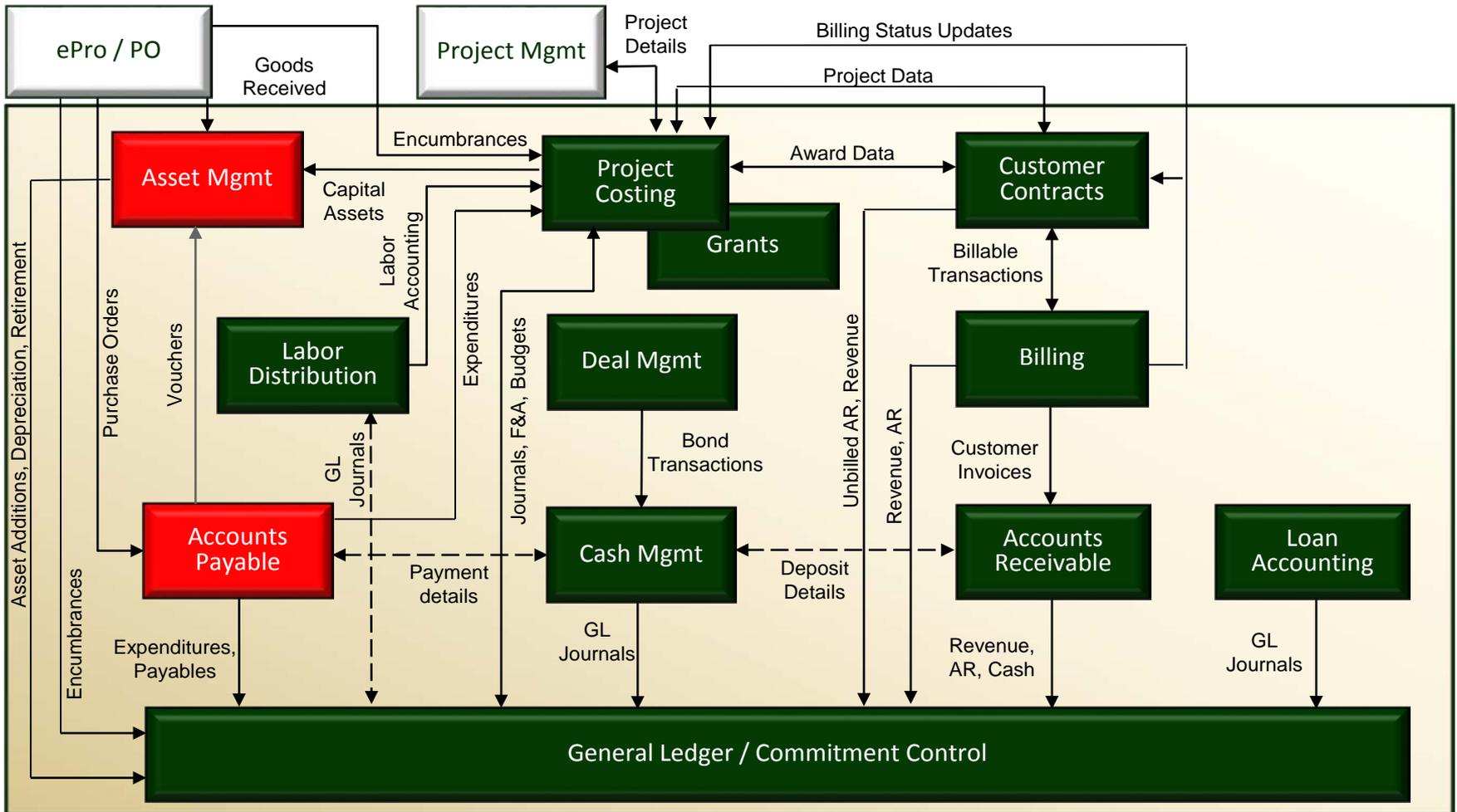
Interface and Conversions Workshop Schedule

Module	Conversions and Interfaces	Workshop Date
Billing and Accounts Receivable	<ul style="list-style-type: none"> • CNVAR001A - Customers • CNVAR001B - Contacts • CNVAR002 - Open Receivables • INFAR005 – Inbound Billable Charges and Invoice Adjustments • INFAR011 – Customer ID Extract • INFAR006 – Inbound Interface AR Items from External Systems • INFAR007 – Outbound Interface from AR (Summary and Detail) • INFAR018 – Inbound Customer Receipts Interface (Updates INFAR001) 	 Monday, 8/29/2016
Project Costing Customer Contracts Grants	<ul style="list-style-type: none"> • CNVPC002A - Projects • CNVPC002B - Project Activities • CNVPC002C – Project Teams • CNVPC002D – Project Funds Distribution • CNVPC003 - Customer Contracts • CNVGM001 – Grants • INFPC004 – Inbound Projects Interface • INFPC003 – Inbound Project Transaction Interface • INFPC010 – Outbound Interface for Project Structure • INFPC011 – Outbound Interface for Project Transactions • INFPC012 – Inbound interface to Add/Update Rate Sets 	 Wednesday, 8/31/2016

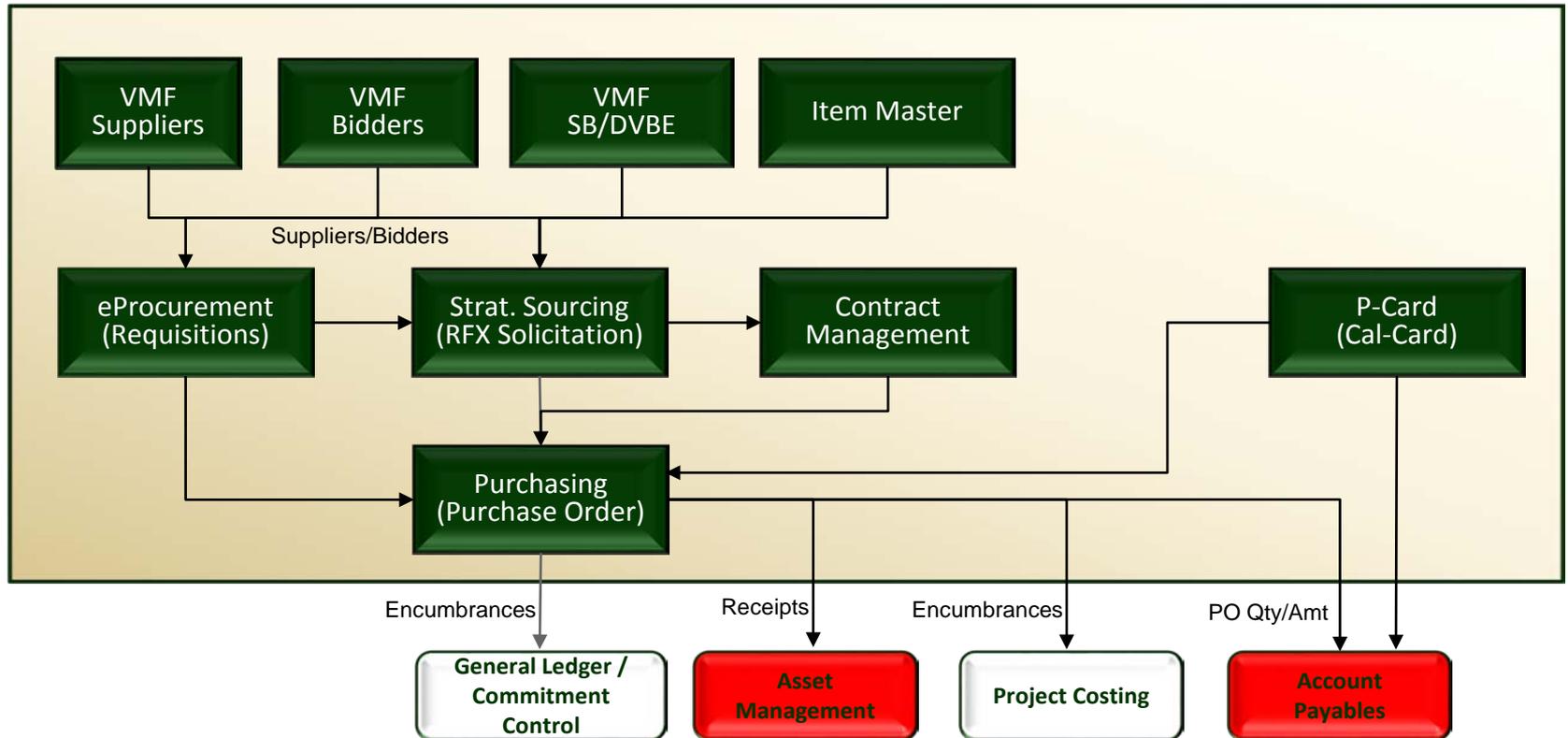
Interface and Conversions Workshop Schedule

Module	Conversions and Interfaces	Workshop Date
Procurement	<ul style="list-style-type: none"> • CNVPO104 - Procurement Contracts • CNVPO107 - Open Purchase Orders • INFPO105 – FI\$Cal SCPRS Interface • INFPO106 – FI\$Cal CSCR Progress Payment Interface 	 Wednesday, 9/7/2016
Accounts Payable	<ul style="list-style-type: none"> • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances • INFAP006 – Inbound Vouchers 	Monday, 9/12/2016
Asset Management	<ul style="list-style-type: none"> • CNVAM001 - Assets • INFAM003 – Inbound Add/Update Asset Information and Asset Transactions • INFAM006 – Inbound Assets Physical Inventory Interface • INFAM005 – Outbound Assets Physical Inventory Interface • INFAM004 – Outbound Assets Transactions Interface 	Monday, 9/12/2016
General Ledger	<ul style="list-style-type: none"> • CNVGL008 - GL Ledger Balances • CNVGL009 - Commitment Control (Budget) • INFGLO90 – Inbound Time Sheet Excel Upload • INFGLO91 – Inbound Timesheet Interface 	Wednesday, 9/21/2016
As Needed	<ul style="list-style-type: none"> • Placeholder session 	Wednesday, 9/21/2016

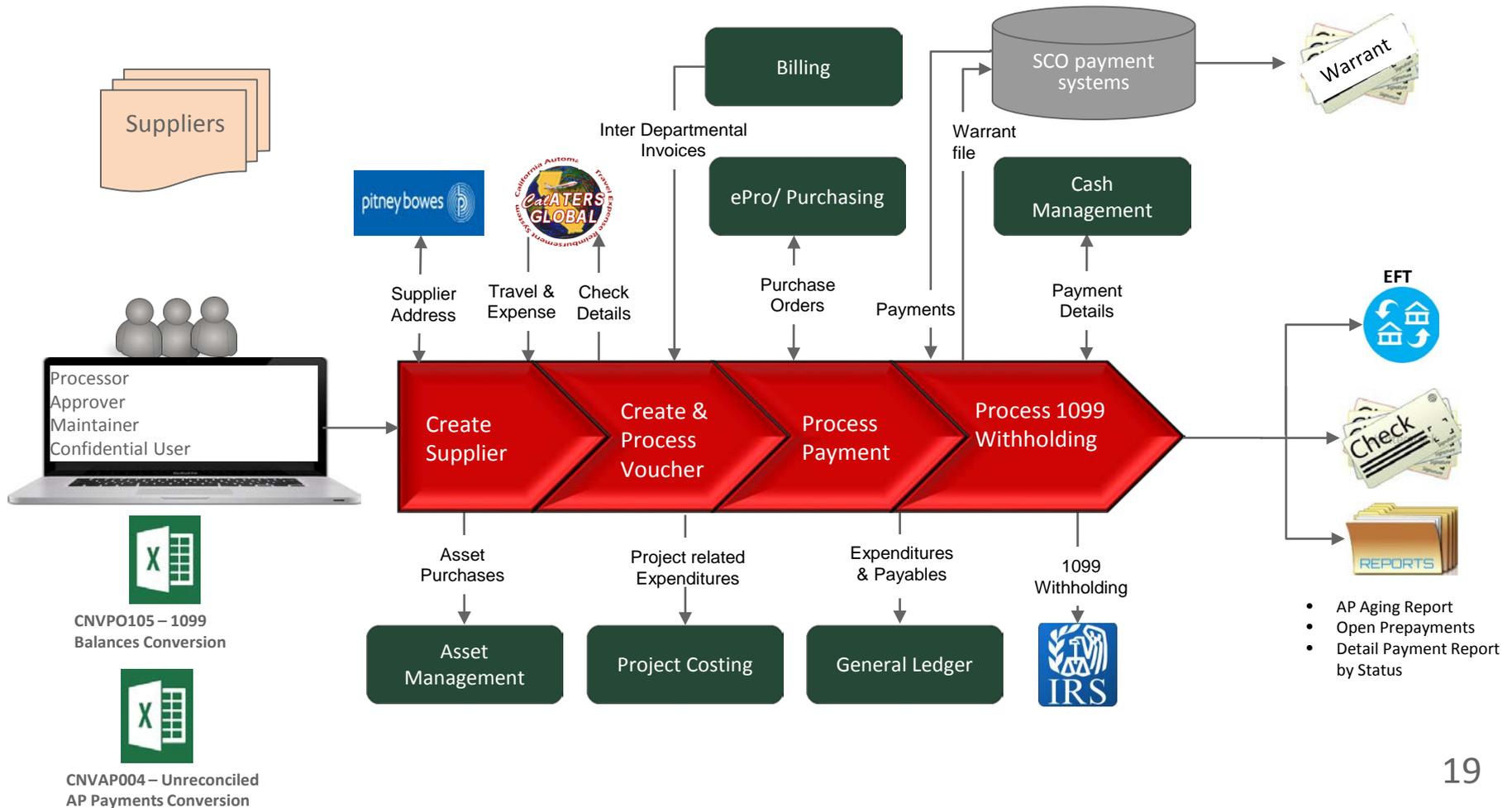
FI\$Cal Solution - Accounting



FI\$Cal Solution - Procurement



FI\$Cal Accounts Payable (AP) Module



Accounts Payables Conversions – Key Terms

Term	Definition
Supplier	<p>Suppliers/payees that are actively doing business with the State, or otherwise receiving payments from the State. Supplier data is used in the following transactions:</p> <ul style="list-style-type: none"> • Requisition Data (Optional) • Purchase Order Entry • Procurement Contract Entry • Receiving/Returning Goods • Voucher Entry • Payments for Goods/Services Purchased • 1099 Reporting

Accounts Payables Conversions – Key Concepts

- FI\$Cal contains a Statewide Suppliers File which can be used by all FI\$Cal Departments
 - The shared suppliers file has been created through previous conversions and online entry of suppliers information by FI\$Cal Departments
- July 2017 Departments can access FI\$Cal to add, change or view supplier information
 - Unique supplier IDs are created within FI\$Cal for each supplier and shared across departments
 - Each supplier is validated and approved by the Vendor Management Group (VMG) before it can be used to source a requisition, create a purchase order, or create a voucher or payment
- Departments must use FI\$Cal Supplier IDs on conversions which require supplier information

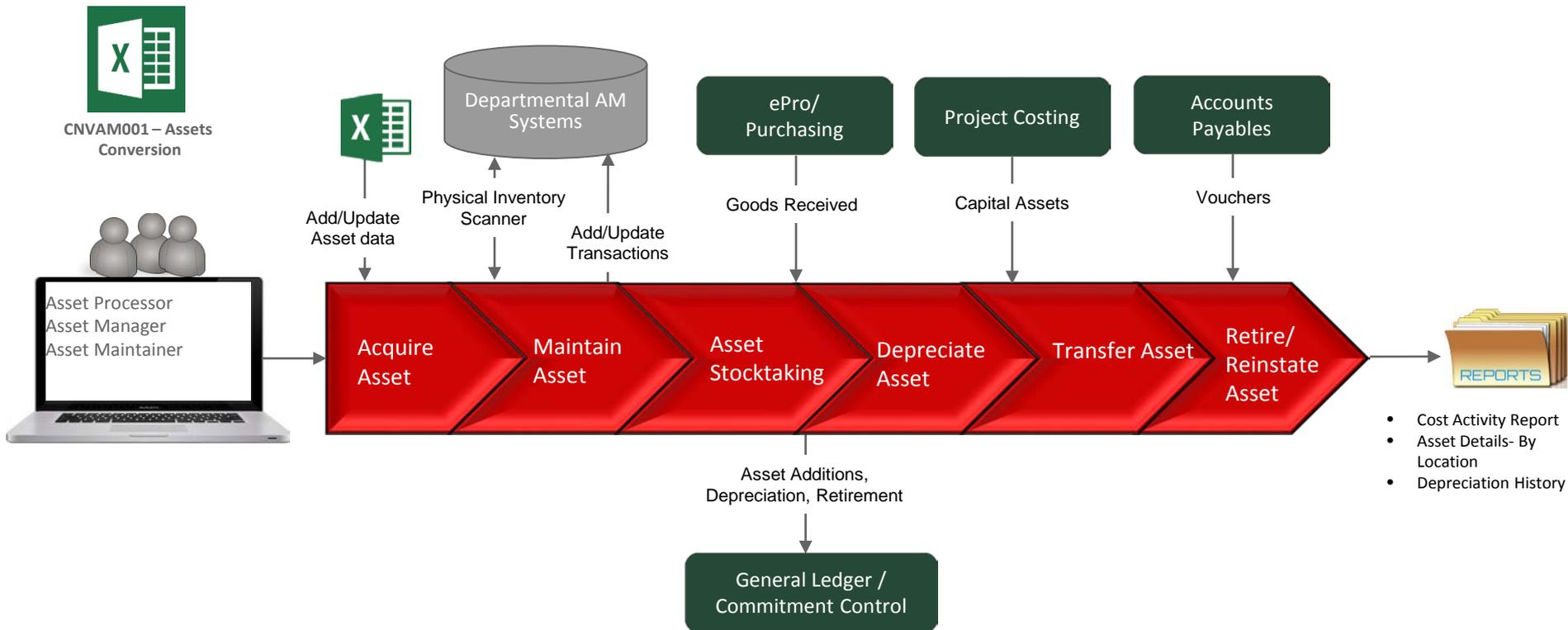
Accounts Payables Conversions – Key Concepts

- Suppliers can be marked as withholding applicable in the FI\$Cal Supplier file
- Accounts Payable invoice (i.e. Voucher) lines in FI\$Cal can be marked as subject to withholding
- FI\$Cal will capture 1099 information and generate a file that is sent to the Franchise Tax Board (FTB)
 - FTB will report to the Internal Revenue Service and print/mail 1099s

Accounts Payables Conversions – Scope

- Unreconciled AP Payments Conversion
 - Only outstanding departmental checks (ORF, General Cash, and Agency Revolving Checks) at the time of go-live
 - Effort should be taken to reconcile as many departmental checks as possible prior to the conversion
- 1099 Balances Conversion
 - Data will be converted to FI\$Cal for 1099 processing:
 - Reportable Payment detail from January - June of the 2017 calendar year
 - One record per supplier, reportable payment type, and withholding type combination for all dollar amounts (no minimum)

FI\$Cal Asset Management (AM) Module



Assets Conversion – Key Terms

Term	Definition
Capital Asset	State property that has a normal useful life of at least one year, costs \$5,000 or greater, and is used to conduct State business. Capital assets must be recorded in FI\$Cal for both financial reporting and property tracking purposes.
Non-Capital Asset	State property that does not meet the State’s capitalization criteria, typically based on the cost threshold, but in which property records are still required to be maintained. Non-Capital assets must be recorded in FI\$Cal for property tracking purposes.
Asset Profile	Template that stores standard depreciation criteria for a type of asset and the corresponding asset books for defaulting. Profiles determine related accounting and depreciation information.

Assets Conversion – Key Concepts

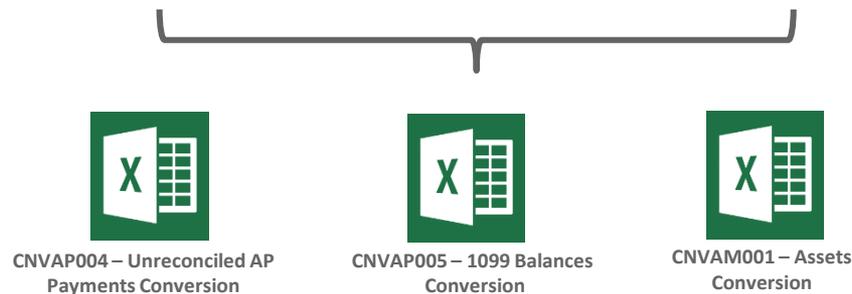
- Assets are primarily added to Asset Management (AM) via integration with the Purchasing (PO) and Accounts Payable (AP) modules. In some cases, assets can be added directly into AM (Online Entry or Automated Conversion Process)
- All assets added to FI\$Cal use Statewide Asset Profiles to standardize useful lives and asset classification for CAFR reporting purposes
- Depreciation is calculated and stored for each individual asset in FI\$Cal
- Accounting Entries for financial transactions will be created and sent to the General Ledger

Assets Conversion – Scope

- All assets for the State of California which are in-service (not retired). Capital (greater than and equal to \$5K) and Non-Capital (under \$5K) assets must be converted into FI\$Cal and include all tangible and intangible assets used in State Government's operations

Conversion Layouts Review

Module	Conversions and Interfaces	Workshop Date
Accounts Payable	<ul style="list-style-type: none"> • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances • INFAP006 – Inbound Vouchers 	Monday, 9/12/2016
Asset Management	<ul style="list-style-type: none"> • CNVAM001 - Assets • INFAM003 – Inbound Add/Update Asset Information and Asset Transactions • INFAM006 – Inbound Assets Physical Inventory Interface • INFAM005 – Outbound Assets Physical Inventory Interface • INFAM004 – Outbound Assets Transactions Interface 	Monday, 9/12/2016



Conversion File Layouts

- Each Conversion work unit has its own File Layout
- Defines overall scope of each conversion
- Provides detailed list of data elements (fields) which need to be converted
- Provides characteristics of each field in the layout
- Provides business details and instructions for populating the layout
- Identifies Required, Conditionally Required, and Optional fields to be converted

Conversion File Layouts – Multiple Tabs

- **Change History Tab** – Tracks updates to the layouts
- **Guide Tab** – Provides overview and instructions for the layout
- **Department Response Tab** – Layout to be populated with data
- **Field List Only Tab** – A different view of the list of fields in the layout.
For informational purposes only

File Layout - Department Response Tab

Grouping: Logical grouping of related data elements

PeopleSoft Field: Technical name for the data element

PeopleSoft Field Label: Description of the PeopleSoft Field

Field Type: Indicates type of values allowed in the field (e.g. Character, Number, Date)

Max Field Length: Max. length of values allowed

Business Description: Business details, instructions, defaults, etc. for populating the field

Dependency: Indicates related field in the same or another layout which must also be populated

CALSTARS Extract: Indicates if the field is provided in the data extract departments can pull from CALSTARS

Required?: Indicates if field is required, conditionally required or optional

Examples: Sample data rows provided in each layout

Grouping			
PeopleSoft Field Name	BUSINESS_UNIT	CUST_ID	ADD_DT
PeopleSoft Field Label	Department Business Unit	Customer ID	Date Added
Field Type	Char	Char	Date
Max Field Length	5	15	10
Format			MM/DD/YYYY
Business Description	Department's FI\$Cal Business Unit / Organization code.	Customer ID/Number from the Department's legacy system. Note: For customers which are employees, use the same numbering logic as vendors: EMP+FI\$Cal Employee # (e.g. EMP0000001)	Represents the date when the customer was added to the Department's legacy system. If unknown, populate with a date of 01/01/1901.
Dependency			
CALSTARS Extract	Available	Available	Available
Required?	Required	Required	Required
Example 1	0840	AR00001	06/06/2013
Example 2-1	0840	AR00002	01/15/2013
Example 2-2	0840	AR00002	01/01/2099
Example 3	0840	AR00003	01/01/2014
Example 4	0840	AR00055	01/01/1901

Conversion File Layout – Data Elements

- Data elements/Fields in the Layout map to fields in the FI\$Cal system and the data provided in the File Layout will be available in the FI\$Cal System for use by the Department

Grouping	CUSTOMER HEADER						
PeopleSoft Field Name	BUSINESS_UNIT	CUST_ID	ADD_DT	SINCE_DT	CUSTOMER_TYPE	NAME1	NAME2
PeopleSoft Field Label	Department Business Unit	Customer ID	Date Added	Since Date	Customer Type	Name 1	Name 2
Field Type	Char	Char	Date	Date	Char	Char	Char
Max Field Length	5	15	10	10	1	40	40
Format			MM/DD/YYYY	MM/DD/YYYY			

Favorites > Main Menu > Customers > Customer Information > General Information

FI\$Cal

General Info | Bill To Options | Ship To Options | Sold To Options

SetID: **8880** **Customer ID:** DEPT002000 **General Info Links:** ...More

*Status: Active

*Date Added: **01/01/1901** ***Since:** 01/01/1901

*Name 1: Legislative ***Type:** Department

Name 2: ***Short Name:** LEGISLATIV

Currency Code: USD **Rate Type:** CRRNT

Sample

Conversion Layouts Review

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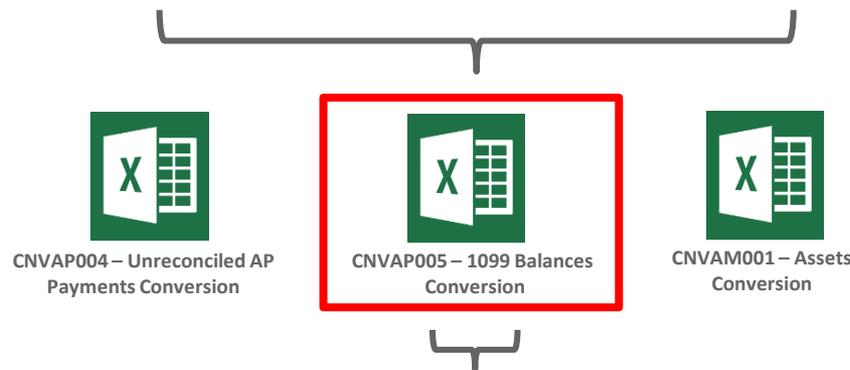
Let's Review!

CNVAP104 – Unreconciled AP Payments Conversion – Key Takeaways

- Conversion is required if you have any outstanding departmental checks (ORF, General Cash, and Agency Revolving Checks) at the time of Cutover to FI\$Cal
- Reconcile as many departmental checks as possible prior to conversion
- Populate ALL Required fields

Conversion Layouts Review

Module	Conversions and Interfaces	Workshop Date
Accounts Payable	<ul style="list-style-type: none"> • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances 	Monday, 9/12/2016
Asset Management	<ul style="list-style-type: none"> • INFAP006 – Inbound Vouchers • CNVAM001 - Assets • INFAM003 – Inbound Add/Update Asset Information and Asset Transactions • INFAM006 – Inbound Assets Physical Inventory Interface • INFAM005 – Outbound Assets Physical Inventory Interface • INFAM004 – Outbound Assets Transactions Interface 	Monday, 9/12/2016



Let's Review!

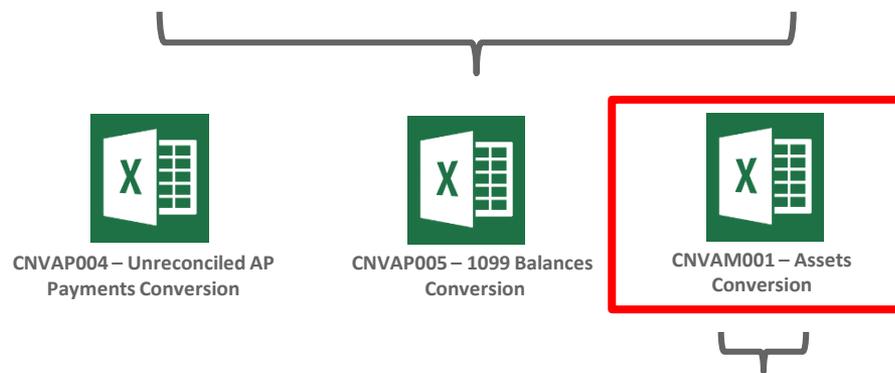
CNVAP105 – 1099 Balances Conversion

Key Takeaways

- Conversion is required if you have any reportable suppliers that your department will need to generate 1099 reports for tax year 2017
- Submit one record per supplier, reportable payment type, and withholding type combination for all dollar amounts (no minimum and no negative amounts)
- FI\$Cal Supplier ID must be provided
 - Department users with appropriate access can look up Supplier IDs in FI\$Cal
 - If a supplier does not exist in FI\$Cal, the AP Supplier Processor will need to create the supplier in FI\$Cal and provide the new FI\$Cal ID once approved
- Populate ALL Required fields

Conversion Layouts Review

Module	Conversions and Interfaces	Workshop Date
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Let's Review!

CNVAM001 – Assets Conversion – Key Takeaways

- Conversion is required if you have any in-service (not retired) assets including Capital (over \$5K) and Non-Capital (under \$5K)
- Assets will be assigned a new FI\$Cal ID; however legacy asset IDs and tag numbers can be provided as a reference
- Non-Capital assets must be designated with the “NONCAP” Asset Profile ID
 - Capital assets cannot be designated with a “NONCAP” Asset Profile ID
- Asset Type and SubType must align for each asset (reference the Conversion Configuration Workbook)

CNVAM001 – Assets Conversion – Key Takeaways

- IT Hardware assets will require a Serial ID; Fleet assets will require a VIN
- Acquisition Date and In-Service Date can be the same; however, if they are different, the Acquisition Date must be the earliest date
- Use the Split Funding Identifier Field for funds assets associated with multiple funds
- Populate ALL Required and Conditionally Required (if applicable) fields

Conversion Configuration Workbook

- Some Data Elements within the Conversion File Layout will require you to provide a specific value configured in FI\$Cal
- The configured values will be available in the Conversions Configuration Workbook
 - Allows you to search by conversion and field
 - Instructions provided in the workbook

Conversion	Field Name	Field Label	Required?	Default Value for Mock Conversion	Comments
CNVAR001	AR_SPECIALIST	AR Specialist	Not Required		

Look Up Configuration

Please specify the Conversion Workunit and the Field Name.

SetID (if applicable)	Control/Dependent Field	Control/Dependent Field Value	Value	Description	Translate/Prompt Table
9100	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0820	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0840	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0860	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0950	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0954	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0956	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0959	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0965	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0968	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST

Conversion Roles and Responsibilities

Activity	Team
Identify Data Source and Fields for Conversion Extract	Department
Extract Conversion Data from Legacy System to Files	Department
SFTP file to FI\$Cal	Department
Load Data to Staging Area	FI\$Cal
Identify Crosswalk Values	Department
Identify Staging / Validation Errors	FI\$Cal
Convert Data to FI\$Cal System	FI\$Cal
Identify Load Errors	FI\$Cal
Resolve Errors and Cleanse Data for next cycle	Department
Validate Converted Data (Dry Run, Dress Rehearsal, and Cutover)	Department

CALSTARS Data Extracts

- Conversion extracts will be available for CALSTARS Departments to assist with population of conversion file layouts
 - Vendors/Suppliers
 - Un-Reconciled AP Payments
 - 1099 Balances
 - Customers
 - Open Receivables
 - Projects
 - Project Activities
 - Purchase Orders
 - General Ledger Balances
- CALSTARS will be sending out a communication with more details in the coming weeks

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FI\$Cal Interfaces and Conversion Data Flow

Conversions – AP and AM Modules

Interfaces – AP and AM Modules

Layouts Inventory

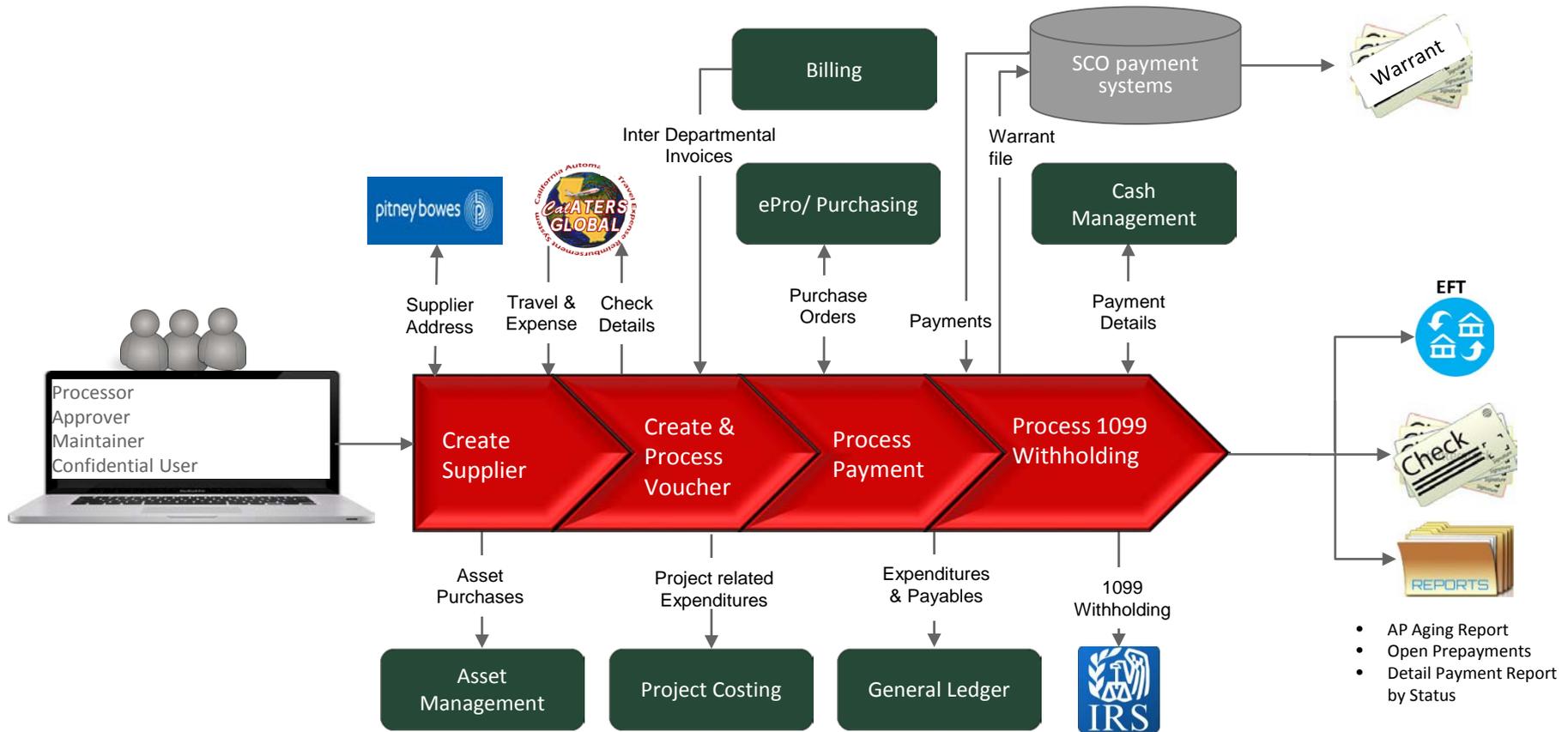
Next Steps

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Interface and Conversions Workshop Schedule

Module	Conversions and Interfaces	Workshop Date
Procurement	<ul style="list-style-type: none"> • CNVPO104 - Procurement Contracts • CNVPO107 - Open Purchase Orders • INFPO105 – FI\$Cal SCPRS Interface • INFPO106 – FI\$Cal CSCR Progress Payment Interface 	 Wednesday, 9/7/2016
Accounts Payable	<ul style="list-style-type: none"> • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances • INFAP006 – Inbound Vouchers 	Monday, 9/12/2016
Asset Management	<ul style="list-style-type: none"> • CNVAM001 - Assets • INFAM003 – Inbound Add/Update Asset Information and Asset Transactions • INFAM006 – Inbound Assets Physical Inventory Interface • INFAM005 – Outbound Assets Physical Inventory Interface • INFAM004 – Outbound Assets Transactions Interface 	Monday, 9/12/2016
General Ledger	<ul style="list-style-type: none"> • CNVGL008 - GL Ledger Balances • CNVGL009 - Commitment Control (Budget) • INFGLO90 – Inbound Time Sheet Excel Upload • INFGLO91 – Inbound Timesheet Interface 	Wednesday, 9/21/2016
As Needed	<ul style="list-style-type: none"> • Placeholder session 	Wednesday, 9/21/2016

FI\$Cal Accounts Payable (AP) Module



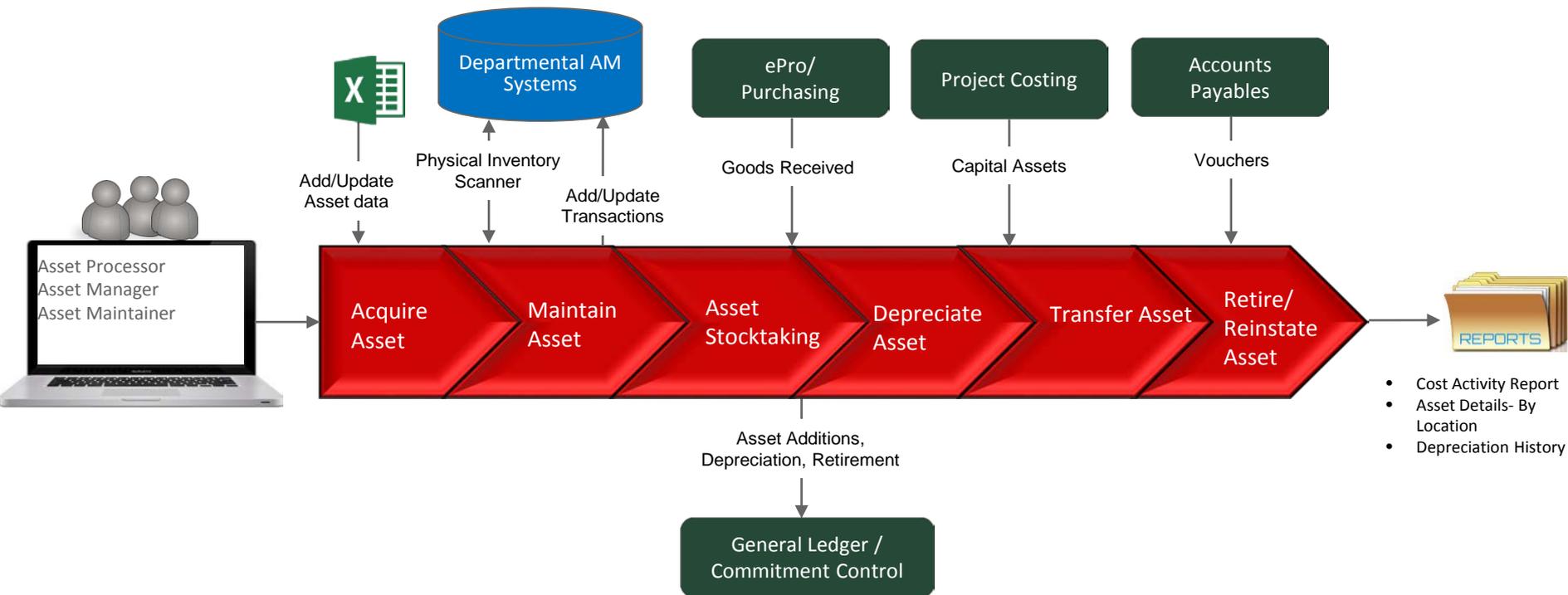
Accounts Payables Interface – Key Terms

Term	Definition
Supplier	<p>Suppliers/payees that are actively doing business with the State, or otherwise receiving payments from the State. Supplier data is used in the following transactions:</p> <ul style="list-style-type: none">• Requisition Data (Optional)• Purchase Order Entry• Procurement Contract Entry• Receiving/Returning Goods• Voucher Entry• Payments for Goods/Services Purchased• 1099 Reporting

INFAP006 – Inbound Vouchers Interface

- Interface allows Departments to load supplier invoices from a Departmental system as vouchers into FI\$Cal
- Interface contains the following levels/types of information:
 - Voucher Header information, including:
 - Voucher Style – Regular or Single Pay
 - Invoice Details
 - Supplier Details
 - Payment Terms Details
 - Voucher Line(s) information with line amount for each line
 - Voucher Accounting Details

FI\$Cal Asset Management (AM) Module



Assets Interfaces – Key Terms

Term	Definition
Capital Asset	State property that has a normal useful life of at least one year, costs \$5,000 or greater, and is used to conduct State business. Capital assets must be recorded in FI\$Cal for both financial reporting and property tracking purposes.
Non-Capital Asset	State property that does not meet the State’s capitalization criteria, typically based on the cost threshold, but in which property records are still required to be maintained. Non-Capital assets must be recorded in FI\$Cal for property tracking purposes.
Asset Profile	Template that stores standard depreciation criteria for a type of asset and the corresponding asset books for defaulting. Profiles determine related accounting and depreciation information.

INFAM003 – Inbound Add/Update Asset Information and Transactions Interface

- Interface allows Departments to add or update asset information and transactions from a Departmental system into FI\$Cal, including:
 - Additions
 - Intra-Unit Transfer (Funds Transfer)
 - Re-categorization
 - Cost Adjustments
 - Physical Asset updates
 - Asset Book Change
 - Inter-Unit transfer of assets (Business Unit Transfer)
 - Retirement of assets
- Interface contains the following types/levels of information:
 - Asset ID and Description, Tag and Serial Numbers, Type and Sub Type, Category, and Profile ID
 - Asset Acquisition Details
 - Asset Cost and Depreciation amounts
 - Asset Accounting Details

INFAM006 – Inbound Assets Physical Inventory Interface

- Interface allows Departments to send asset information from a Departmental system or scanner to FI\$Cal to support physical inventory of assets
- Interface contains the following types/levels of information:
 - Asset Tag Number, Serial ID and Asset ID
 - Physical Inventory Match Status
 - Asset Review Flag
 - Asset Details, including Model, Location, Custodian, etc.

INFAM005 – Outbound Assets Physical Inventory Interface

- Interface allows Departments to send asset information contained in FI\$Cal to Department systems
- Interface contains the following types/levels of information:
 - Asset ID and Description
 - Asset Status, Type and Subtype information
 - Asset Location and Area ID information
 - Asset Acquisition information
 - Asset Accounting Details

INFAM004 – Outbound Assets Transactions Interface

- Interface allows Departments to send asset transactions information contained in FI\$Cal to Department systems
- Interface contains the following types/levels of information:
 - Asset ID and Description
 - Asset Status, Type and Subtype information
 - Asset Location and Area ID information
 - Asset PO, Voucher and/or Receiver information
 - Asset Transaction Type, including:
 - Additions
 - Adjustments
 - Retirements
 - Reinstatements
 - Transfers

Interface Layouts Review

Module	Conversions and Interfaces	Workshop Date
Accounts Payable	<ul style="list-style-type: none"> • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances • INFAP006 – Inbound Vouchers 	Monday, 9/12/2016
Asset Management	<ul style="list-style-type: none"> • CNVAM001 - Assets • INFAM003 – Inbound Add/Update Asset Information and Asset Transactions • INFAM006 – Inbound Assets Physical Inventory Interface • INFAM005 – Outbound Assets Physical Inventory Interface • INFAM004 – Outbound Assets Transactions Interface 	Monday, 9/12/2016



INFAP006 – Inbound Vouchers Interface



INFAM003 – Inbound Add/Update Assets Interface



INFAM006 – Inbound Assets Physical Inventory Interface



INFAM005 – Outbound Assets Physical Inventory Interface



INFAM004 – Outbound Assets Transactions Interface

Interface File Layouts

- Defines overall scope of each interface
- Provides detailed list of data elements (fields) which need to be exchanged/interfaced between the systems
- Provides characteristics of each field in the layout
- Provides business details and instructions for populating the layout
- Identifies Required and Optional fields to be interfaced

Interface File Layouts – Multiple Tabs

- **Cover Sheet Tab** – Lists the Interface Name
- **General Information Tab** – Provides details on the interface, including file type, file naming convention, validations, etc.
- **Instructions Sheet Tab** – Provides information on the column headings in the file layout
- **File Format Tab** – The actual interface layout, with field lengths, details, etc.
- **Sample File Tab** – Provides a sample file for the interface layout
- **Change Log Tab** – Tracks changes to the file layout

Sample Interface File Layout

Output File Information									
Field Name	Field Type	Field Length	First Position	Last Position	Key Field	Required Field	Valid Values/Defaults	Processing Rules	Description
SETID	Char	5	1	5	Y	N	Value Present in FISCal, If not present, prints blank	SetID to which the Customer is tagged in FISCal.	This field corresponds to the PeopleSoft Set ID and will be configured for each Department.
CUST_ID	Char	15	6	20	Y	N	Value Present in FISCal, If not present, prints blank	Customer ID created in FISCal. For Example: AR00010	This field corresponds to the PeopleSoft Customer ID.
CUST_FIELD_C30_A	Char	30	21	50	N	N	Value Present in FISCal, If not present, prints blank	Legacy Customer ID mapped to the Customer. For Example:AR00010	This field corresponds to the Legacy Customer ID.
NAME1	Char	40	51	90	N	N	Value Present in FISCal, If not present, prints blank	Name of the Customer given.	This field corresponds to the PeopleSoft Customer Name.
NAME2	Char	40	91	130	N	N	Value Present in FISCal, If not present, prints blank	Name of the Customer given. Example : Department of XYZ	Additional Name of the Customer
NAMESHORT	Char	10	131	140	N	N	Value Present in FISCal, If not present, prints blank	Short Name of the Customer given. For Example: ABC	Short Name of the Customer
CUST_STATUS	Char	1	141	141	N	N	Value present in FISCal. 'A' - Active 'I' - Inactive 'T' - Template	Present Status of the Customer .	Status of the Customer

- **Field Name:** Technical name of the field
- **Field Type:** Indicates type of values allowed in the field (e.g. Character, Number, Date)
- **Field Length:** Max. length of values allowed
- **First Position:** Start position for the values in the field
- **Last Position:** Ending position for the values in the field
- **Key Field:** Indicates if the field is a key field for the associated data structure / tables
- **Required Field:** Indicates if the field is required to be populated in the interface
- **Valid Values/Defaults:** Indicates a list of valid values or defaults, if applicable
- **Processing Rules:** Provides details on the processing logic, business logic or output for the field
- **Description:** Provides a description of the field

Interface Layouts Review

Module	Conversions and Interfaces	Workshop Date
Accounts Payable	<ul style="list-style-type: none"> • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances • INFAP006 – Inbound Vouchers 	Monday, 9/12/2016
Asset Management	<ul style="list-style-type: none"> • CNVAM001 - Assets • INFAM003 – Inbound Add/Update Asset Information and Asset Transactions • INFAM006 – Inbound Assets Physical Inventory Interface • INFAM005 – Outbound Assets Physical Inventory Interface • INFAM004 – Outbound Assets Transactions Interface 	Monday, 9/12/2016





INFAP006 – Inbound Vouchers Interface



INFAM003 – Inbound Add/Update Assets Interface



INFAM006 – Inbound Assets Physical Inventory Interface



INFAM005 – Outbound Assets Physical Inventory Interface



INFAM004 – Outbound Assets Transactions Interface



Let's Review!

Interface Layouts Review

Module	Conversions and Interfaces	Workshop Date
Accounts Payable	<ul style="list-style-type: none"> • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances • INFAP006 – Inbound Vouchers 	Monday, 9/12/2016
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INFAP006 – Inbound Vouchers Interface


INFAM003 – Inbound Add/Update Assets Interface


INFAM006 – Inbound Assets Physical Inventory Interface


INFAM005 – Outbound Assets Physical Inventory Interface


INFAM004 – Outbound Assets Transactions Interface


Let's Review!

Interface Layouts Review

Module	Conversions and Interfaces	Workshop Date
Accounts Payable	<ul style="list-style-type: none"> • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances • INFAP006 – Inbound Vouchers 	Monday, 9/12/2016
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INFAP006 – Inbound Vouchers Interface


INFAM003 – Inbound Add/Update Assets Interface


INFAM006 – Inbound Assets Physical Inventory Interface


INFAM005 – Outbound Assets Physical Inventory Interface


INFAM004 – Outbound Assets Transactions Interface

Let's Review!

Interface Layouts Review

Module	Conversions and Interfaces	Workshop Date
Accounts Payable	<ul style="list-style-type: none"> • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances • INFAP006 – Inbound Vouchers 	Monday, 9/12/2016
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INFAP006 – Inbound Vouchers Interface


INFAM003 – Inbound Add/Update Assets Interface


INFAM006 – Inbound Assets Physical Inventory Interface


INFAM005 – Outbound Assets Physical Inventory Interface


INFAM004 – Outbound Assets Transactions Interface

Let's Review!

Interface Layouts Review

Module	Conversions and Interfaces	Workshop Date
Accounts Payable	<ul style="list-style-type: none"> CNVAP004 - Unreconciled AP Payments CNVAP005 - 1099 Balances INFAP006 – Inbound Vouchers 	Monday, 9/12/2016
Asset Management	<ul style="list-style-type: none"> CNVAM001 - Assets INFAM003 – Inbound Add/Update Asset Information and Asset Transactions INFAM006 – Inbound Assets Physical Inventory Interface INFAM005 – Outbound Assets Physical Inventory Interface INFAM004 – Outbound Assets Transactions Interface 	Monday, 9/12/2016



INFAP006 – Inbound Vouchers Interface



INFAM003 – Inbound Add/Update Assets Interface



INFAM006 – Inbound Assets Physical Inventory Interface



INFAM005 – Outbound Assets Physical Inventory Interface



INFAM004 – Outbound Assets Transactions Interface

Let's Review!

Interface Configuration Workbook

- Some Data Elements within the Interface File Layout will require you to provide a specific value configured in FI\$Cal
- The configured values will be available in the Interfaces Configuration Workbook
 - Allows you to search by interface and field
 - Instructions provided in the workbook

Interface ID	Field Name	Field Label	Required?
INFAR001	PAYMENT_METHOD	Payment Method	N

Look Up Configuration

Interface	Field Name	Field Label	SetID (if applicable)	Control/Dependent Field	Control/Dependent Field Value	Value	Description/Comments
INFAR001	ZZ_PAYMENT_METHOD	Payment Method	NA	NA	NA	CC	Credit Card
INFAR001	ZZ_PAYMENT_METHOD	Payment Method	NA	NA	NA	CCK	Cashier's Check
INFAR001	ZZ_PAYMENT_METHOD	Payment Method	NA	NA	NA	CHK	Check
INFAR001	ZZ_PAYMENT_METHOD	Payment Method	NA	NA	NA	CSH	Cash
INFAR001	ZZ_PAYMENT_METHOD	Payment Method	NA	NA	NA	DC	Debit Card
INFAR001	ZZ_PAYMENT_METHOD	Payment Method	NA	NA	NA	EFT	EFT
INFAR001	ZZ_PAYMENT_METHOD	Payment Method	NA	NA	NA	FTR	Funds Transfer
INFAR001	ZZ_PAYMENT_METHOD	Payment Method	NA	NA	NA	MO	Money Order
INFAR001	ZZ_PAYMENT_METHOD	Payment Method	NA	NA	NA	OFF	Offset
INFAR001	ZZ_PAYMENT_METHOD	Payment Method	NA	NA	NA	PRD	Payroll Deduction
INFAR001	ZZ_PAYMENT_METHOD	Payment Method	NA	NA	NA	WIR	Wire / ACH

Interface – Roles & Responsibilities

Activity	Team
Using the defined scope, identify the development objects for interfaces for the FI\$Cal Application	FI\$Cal
Using the defined scope, identify the development objects for interfaces for the Legacy Applications	Department
Map legacy data elements to FI\$Cal data elements based on layout & mapping provided	Department
Manage completion of FI\$Cal interface activities - Technical Design, Build, and Unit Test interfaces	FI\$Cal
Manage and participate through completion of legacy interface activities - Technical Design, Build, and Unit Test interfaces	Department
Functional and Integration Test activities, process the interfaces file within the FI\$Cal Application including evaluation of error and log files	FI\$Cal & Departments
Resolve Interface Errors (Interface Test)	FI\$Cal & Departments

Agenda

Workshop Objectives

FI\$Cal Interfaces and Conversions Timeline

FI\$Cal Interfaces and Conversion Data Flow

Conversions – AP and AM Modules

Interfaces – AP and AM Modules

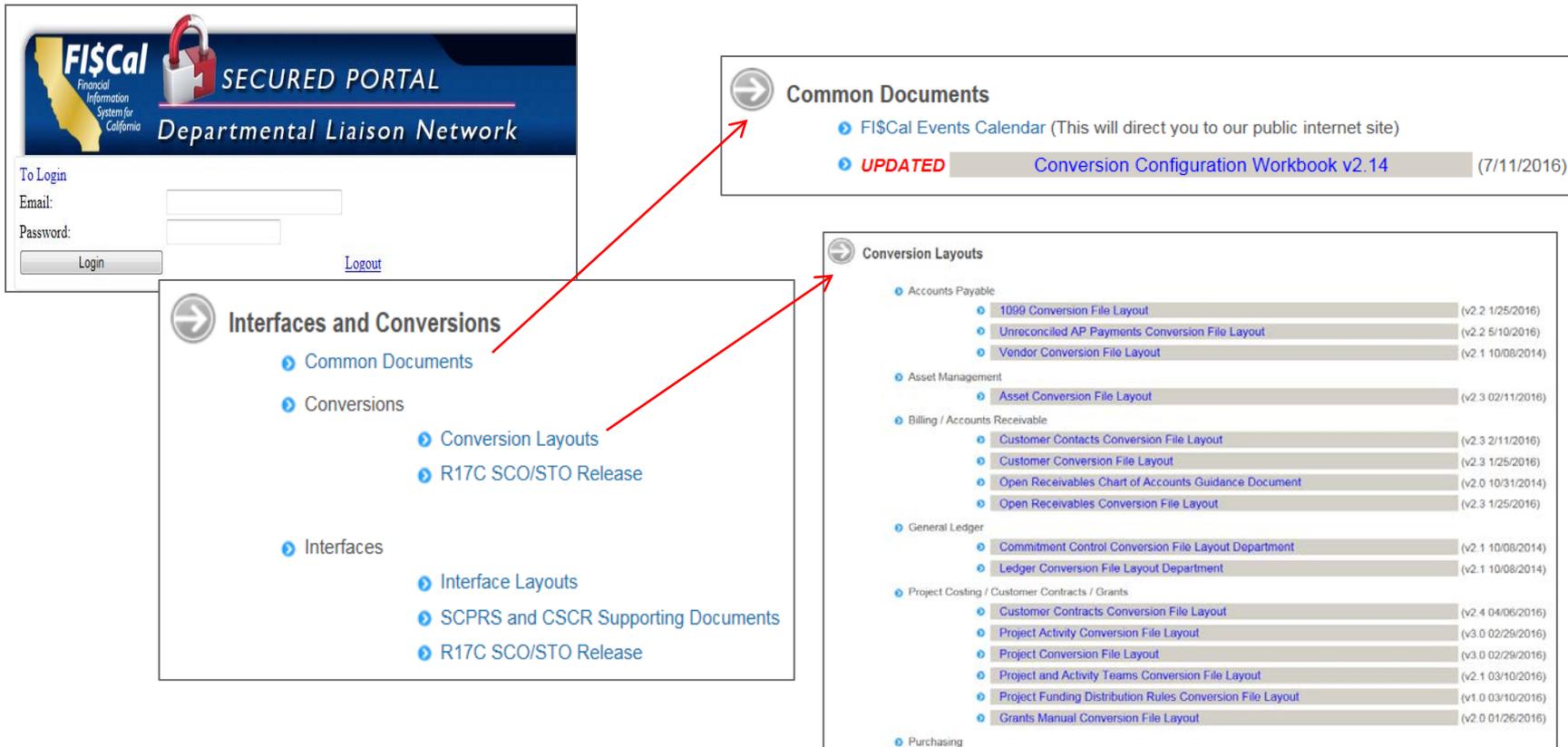
Latest Layouts

Next Steps

Questions

Layouts on the Department Liaison Network

- Latest Layouts and Configuration Workbook will always be available on the DLN Website (<https://dln.fiscal.ca.gov/login.aspx>)



The screenshot displays the FI\$Cal SECURED PORTAL Departmental Liaison Network interface. It includes a login section with fields for Email and Password, and a Logout link. The main navigation menu is titled "Interfaces and Conversions" and contains the following items:

- Common Documents
- Conversions
 - Conversion Layouts
 - R17C SCO/STO Release
- Interfaces
 - Interface Layouts
 - SCPRS and CSCR Supporting Documents
 - R17C SCO/STO Release

Two red arrows point from the "Common Documents" and "Conversion Layouts" items in the navigation menu to their respective content panels. The "Common Documents" panel lists:

- FI\$Cal Events Calendar (This will direct you to our public internet site)
- UPDATED** Conversion Configuration Workbook v2.14 (7/11/2016)

The "Conversion Layouts" panel lists various conversion file layouts categorized by department or function:

- Accounts Payable
 - 1099 Conversion File Layout (v2.2 1/25/2016)
 - Unreconciled AP Payments Conversion File Layout (v2.2 5/10/2016)
 - Vendor Conversion File Layout (v2.1 10/08/2014)
- Asset Management
 - Asset Conversion File Layout (v2.3 02/11/2016)
- Billing / Accounts Receivable
 - Customer Contacts Conversion File Layout (v2.3 2/11/2016)
 - Customer Conversion File Layout (v2.3 1/25/2016)
 - Open Receivables Chart of Accounts Guidance Document (v2.0 10/31/2014)
 - Open Receivables Conversion File Layout (v2.3 1/25/2016)
- General Ledger
 - Commitment Control Conversion File Layout Department (v2.1 10/08/2014)
 - Ledger Conversion File Layout Department (v2.1 10/08/2014)
- Project Costing / Customer Contracts / Grants
 - Customer Contracts Conversion File Layout (v2.4 04/06/2016)
 - Project Activity Conversion File Layout (v3.0 02/29/2016)
 - Project Conversion File Layout (v3.0 02/29/2016)
 - Project and Activity Teams Conversion File Layout (v2.1 03/10/2016)
 - Project Funding Distribution Rules Conversion File Layout (v1.0 03/10/2016)
 - Grants Manual Conversion File Layout (v2.0 01/26/2016)
- Purchasing

Agenda

Workshop Objectives

FI\$Cal Interfaces and Conversions Timeline

FI\$Cal Interfaces and Conversion Data Flow

Conversions – AP and AM Modules

Interfaces – AP and AM Modules

Layouts Inventory

Next Steps

Questions

Next Steps

- Begin interface and conversion preparation activities
 - Download layouts from the DLN and review each interface and conversion layout applicable to your department
 - Download CALSTARS Extracts
 - Begin any design and build activities for non-CALSTARS conversions
 - Begin any design and build activities for interfaces
 - Cleanup data that will be converted
 - Map existing supplier to suppliers in FI\$Cal and setup any missing ones (both external and employees, as required)
- Attend the next workshop
- Attend the FI\$Cal Outreach Sessions
- Get Ready for Interface and Conversion Testing!
 - Departments participating in automated conversions or interface testing will need to submit test files at beginning of **[December 2016](#)**

FI\$Cal Outreach Sessions

- FI\$Cal Conversion/Interface Team will conduct outreach sessions following the workshops
 - Initial group sessions at FI\$Cal – ‘What to Expect’
 - Weekly Conversion/Interface Assistance Sessions at FI\$Cal
 - Sessions will start **late September 2016**
 - Site visits for local departments/WebEx session for non-local departments, as needed upon request
- Conversion/Interface Assistance Session Content
 - Detailed discussion of conversion and interface file layouts
 - Assistance in preparing initial CALSTARS sourced conversion files
 - Support for ongoing conversion file preparation and data cleansing activities
 - Support for ongoing interface file preparation and interface testing preparation activities
 - Review of department readiness for upcoming conversion and interface test cycles

Interface and Conversions Workshops – Next Session

Module	Conversions and Interfaces	Workshop Date
Procurement	<ul style="list-style-type: none"> • CNVPO104 - Procurement Contracts • CNVPO107 - Open Purchase Orders • INFPO105 – FI\$Cal SCPRS Interface • INFPO106 – FI\$Cal CSCR Progress Payment Interface 	 Wednesday, 9/7/2016
Accounts Payable	<ul style="list-style-type: none"> • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances • INFAP006 – Inbound Vouchers 	 Monday, 9/12/2016
Asset Management	<ul style="list-style-type: none"> • CNVAM001 - Assets • INFAM003 – Inbound Add/Update Asset Information and Asset Transactions • INFAM006 – Inbound Assets Physical Inventory Interface • INFAM005 – Outbound Assets Physical Inventory Interface • INFAM004 – Outbound Assets Transactions Interface 	 Monday, 9/12/2016
General Ledger	<ul style="list-style-type: none"> • CNVGL008 - GL Ledger Balances • CNVGL009 - Commitment Control (Budget) • INFGGL090 – Inbound Time Sheet Excel Upload • INFGGL091 – Inbound Timesheet Interface 	Wednesday, 9/21/2016
As Needed	<ul style="list-style-type: none"> • Placeholder session 	Wednesday, 9/21/2016

Agenda

Workshop Objectives

FI\$Cal Interfaces and Conversions Timeline

FI\$Cal Interfaces and Conversion Data Flow

Conversions – AP and AM Modules

Interfaces – AP and AM Modules

Layouts Inventory

Next Steps

Questions

Questions & Answers



FI\$Cal Project Information:

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

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Team at:

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