



One state. One system.

Interfaces and Conversions Workshop – BI and AR

2017 Release Departments

August 2016



Agenda

Workshop Objectives

FI\$Cal Interfaces and Conversions Timeline

FI\$Cal Interfaces and Conversion Data Flow

Conversions – BI and AR Modules

Interfaces – BI and AR Modules

Layouts Inventory

Next Steps

Questions

Agenda

Workshop Objectives

FI\$Cal Interfaces and Conversions Timeline

FI\$Cal Interfaces and Conversion Data Flow

Conversions – BI and AR Modules

Interfaces Workshops – BI and AR Modules

Layouts Inventory

Next Steps

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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Interfaces Workshops – BI and AR Modules

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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.

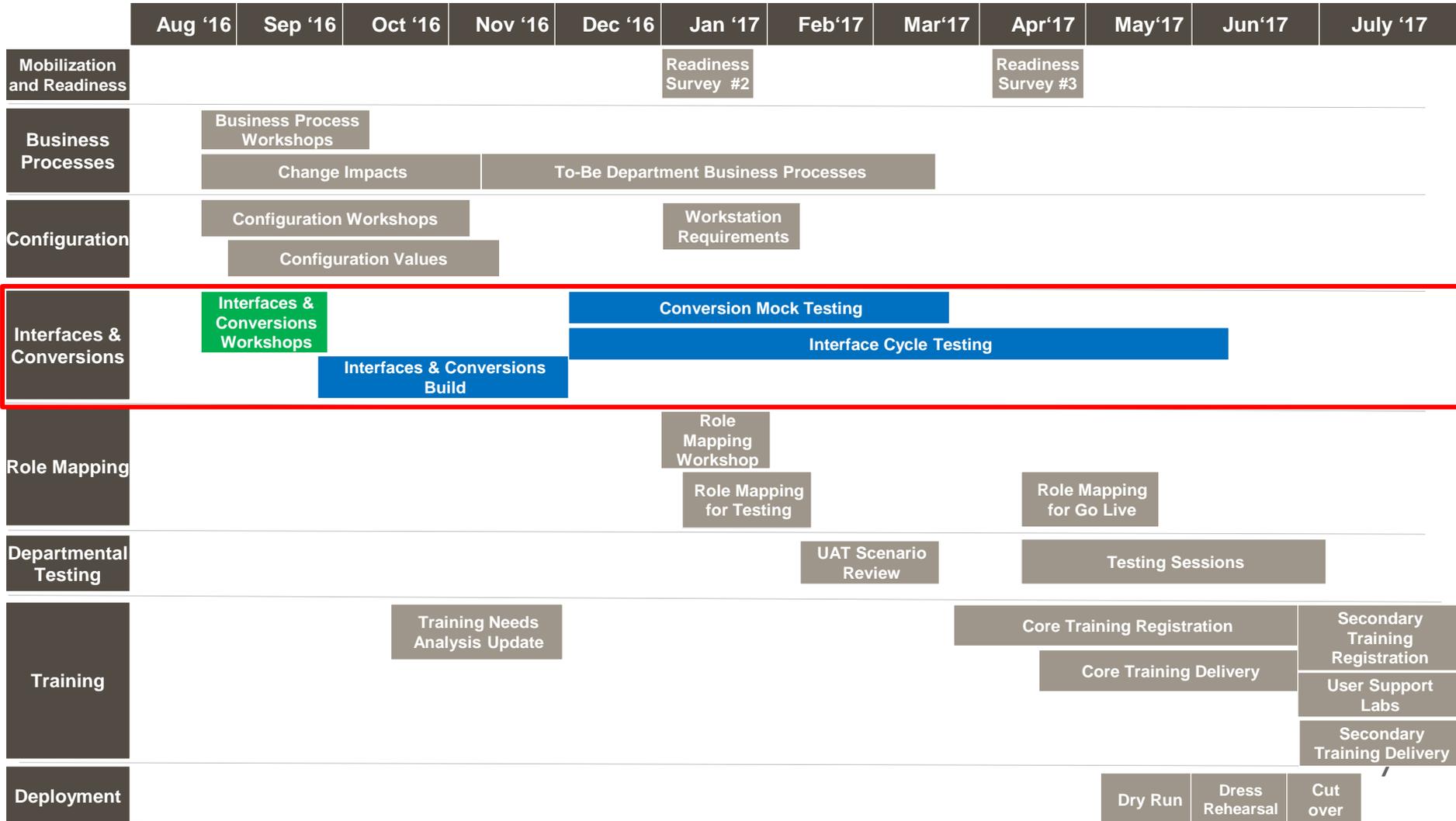
Training

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.

Timeline of 2017 Departmental Activities



Agenda

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FI\$Cal Interfaces and Conversion Data Flow

Conversions Workshops – BI and AR Modules

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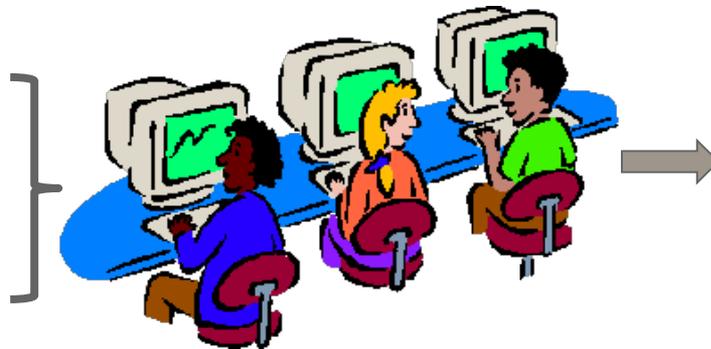
CALSTARS Extracts

Next Steps

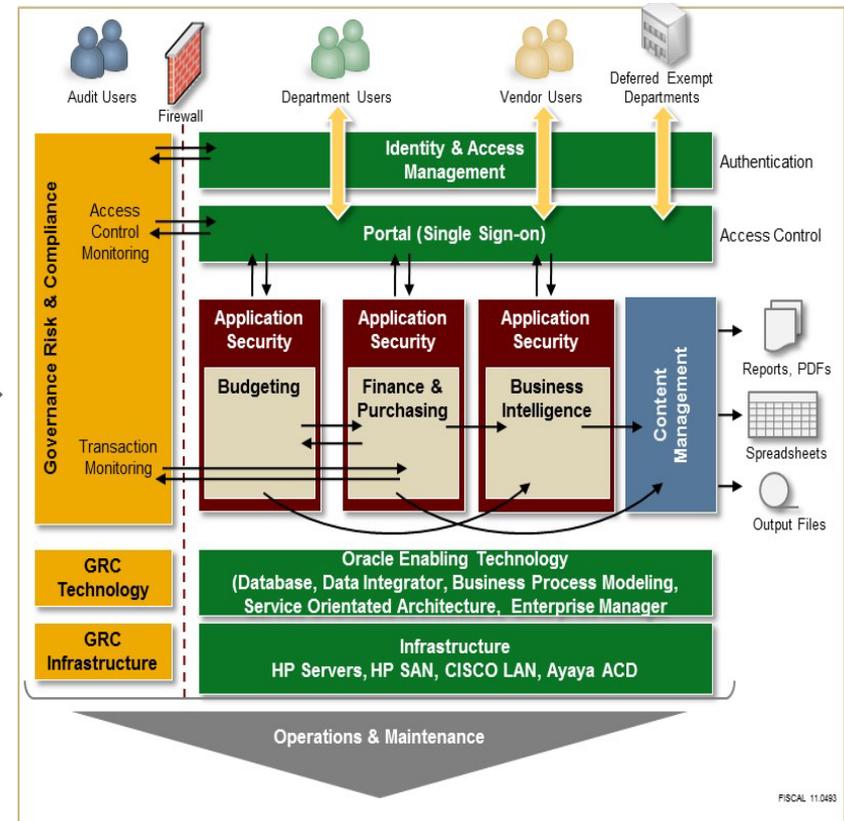
Questions

Conversion Data Flow – Manual Entry

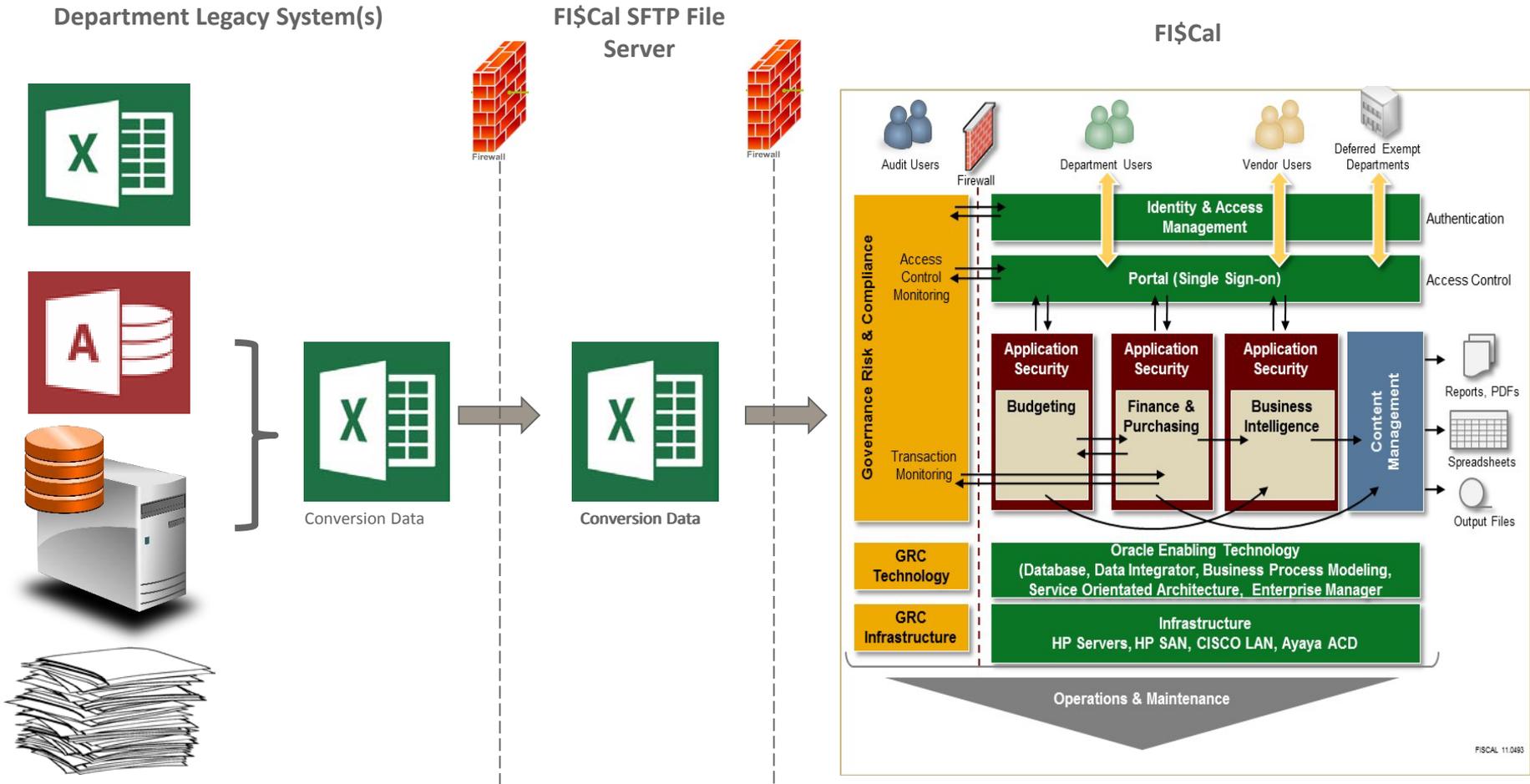
Department Legacy System(s)



FI\$Cal



Conversion Data Flow - Automatic

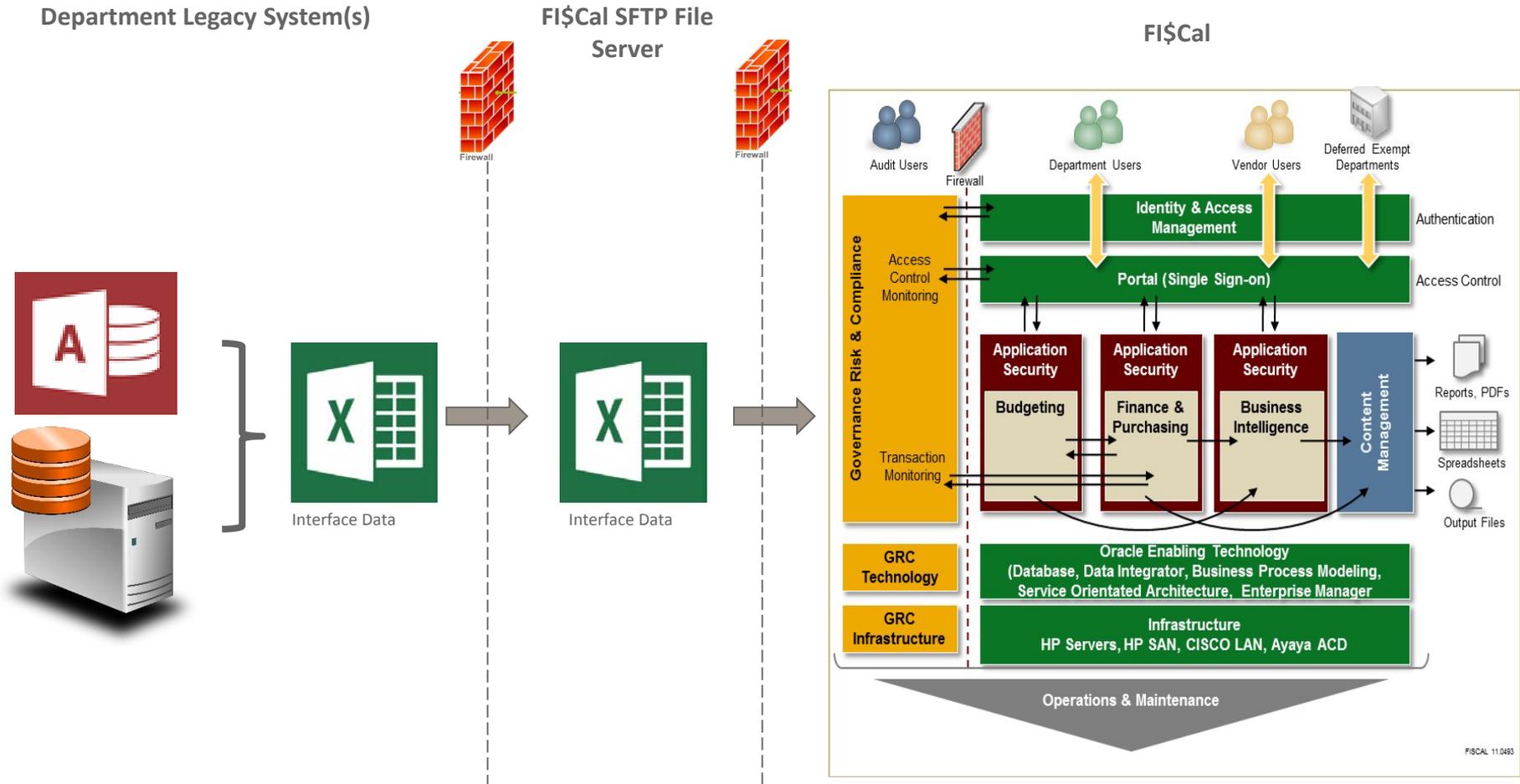


Manual vs Automated Conversions

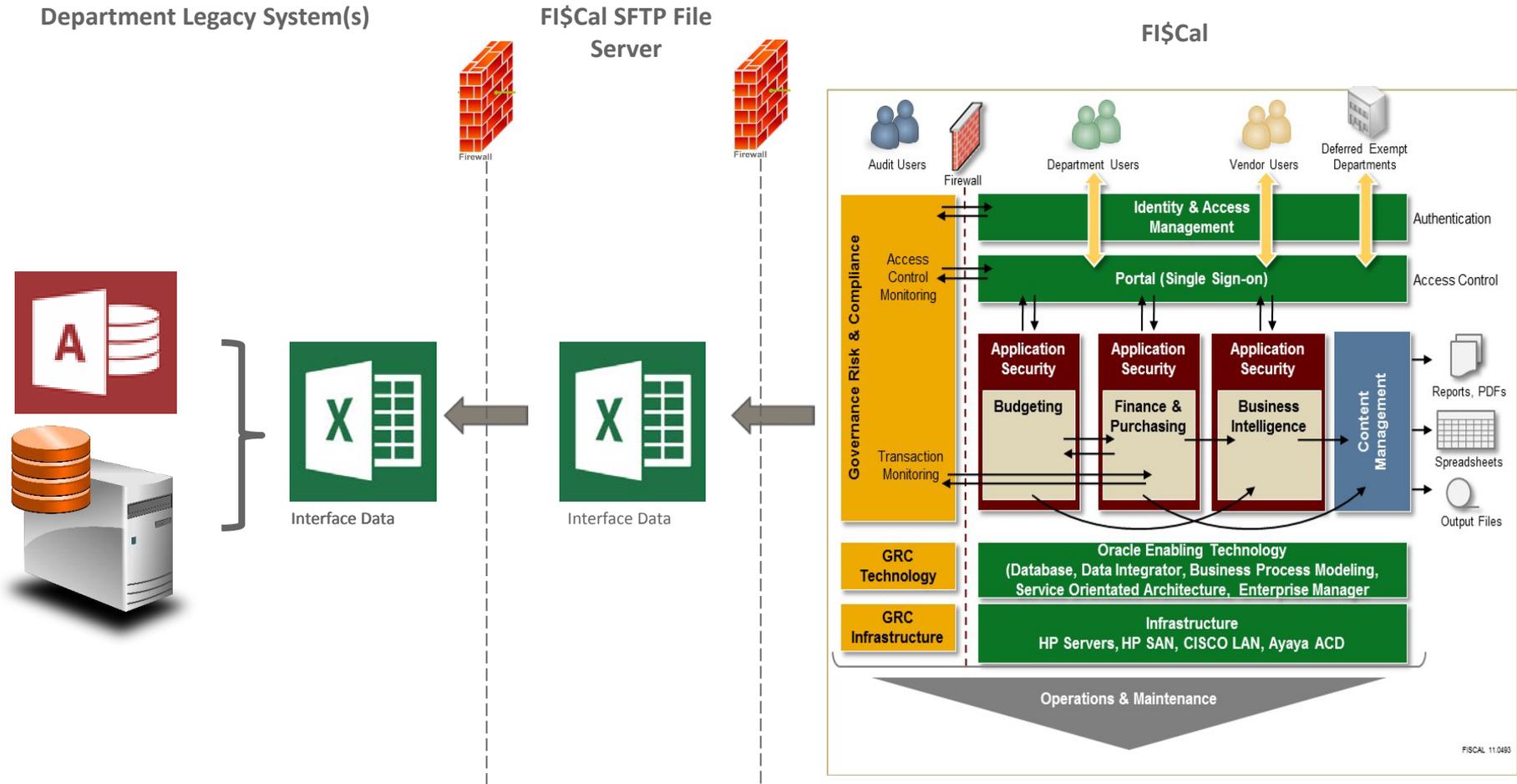
- Volume and accuracy/cleanliness of legacy data are some of the key factors in selecting between a manual and automated conversion
 - Departments with < 25 (or even < 50) *confirmed* transactions for a specific conversion may consider a manual conversion approach for that specific conversion
- The following 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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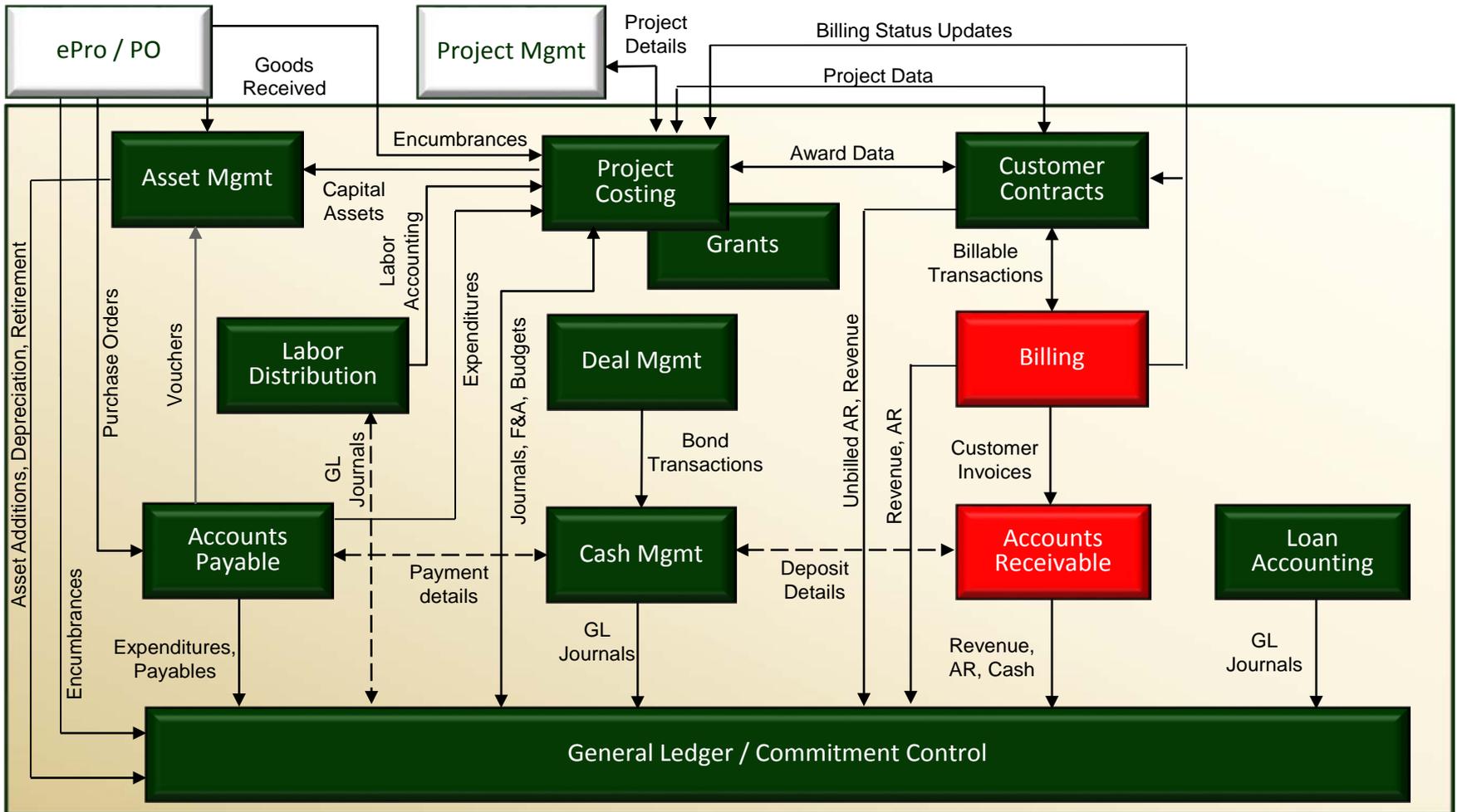
Interface and Conversions Workshop Schedule

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 (Project) • CNVPC002B - Projects (Activities) • CNVPC002C – Projects (Teams) • CNVPC002D – Projects (Funds Distribution) • CNVPC003 - Customer Contracts • CNVGM001 – Grants • INFPC003 – PC003 Inbound Project Transaction Interface • INFPC004 – PC004 Inbound Project Interface • INFPC008 – Inbound Interface to PC to Add/Update Project Structure • INFPC012 – Inbound interface to Add/Update Rate Sets • INFPC010 – Outbound Interface from PC for Project Structure • INFPC011 – Outbound Interface from PC for Project Transactions • INFPC025 – Outbound Interface for Project Structure 	Wednesday, 8/31/2016

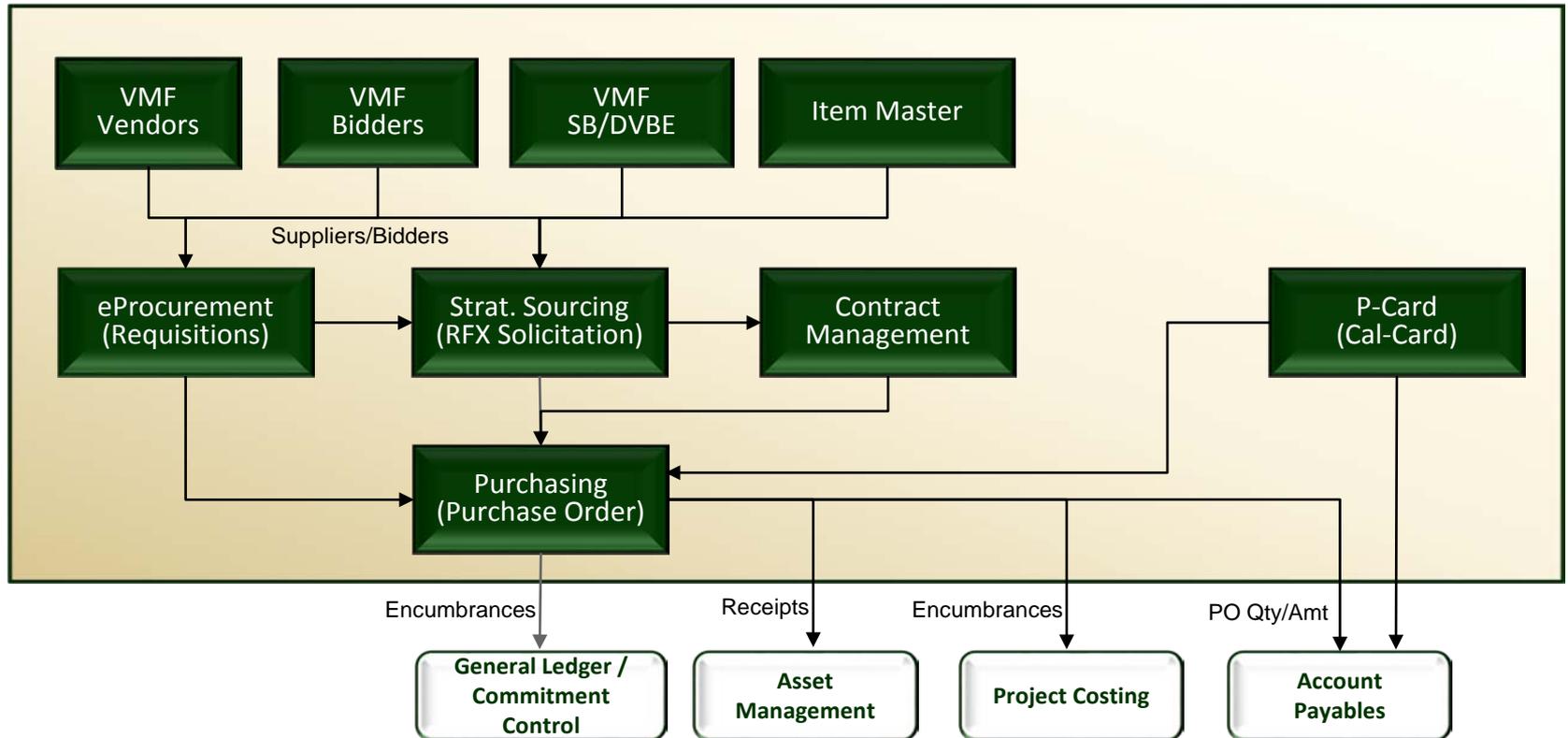
Interface and Conversions Workshop Schedule

Module	Conversions and Interfaces	Workshop Date
Procurement	<ul style="list-style-type: none"> CNVPO104 - Procurement Contracts CNVPO107 - Open Purchase Orders INFPO105 – 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 INFCM012 – External Transactions 	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 Interface for Assets for physical inventory INFAM005 – Outbound Interface for Assets for physical inventory INFAM008 – Outbound Interface for DGS Fleet Asset Management System 	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, 9/14/2016
As Needed	<ul style="list-style-type: none"> Placeholder session 	Wednesday, 9/21/2016

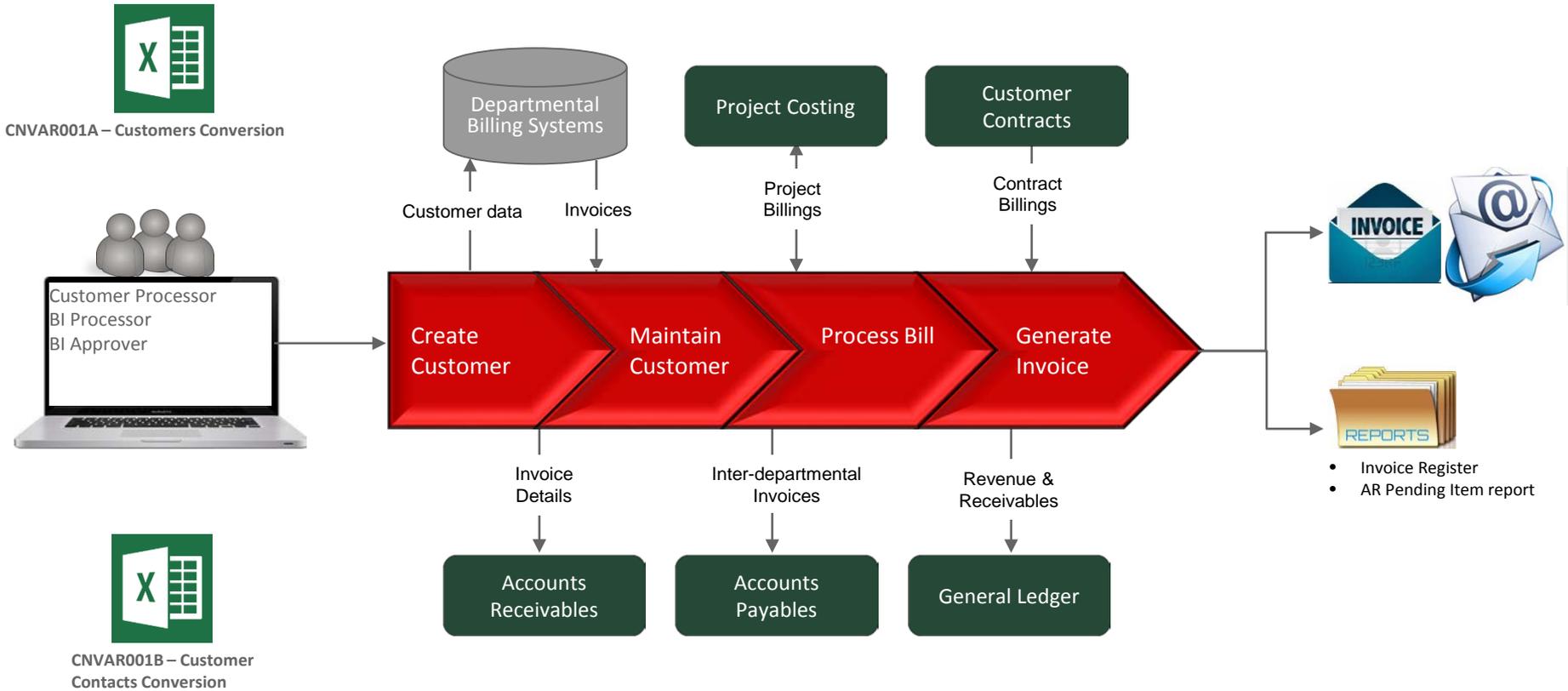
FI\$Cal Solution - Accounting



FI\$Cal Solution - Procurement



FI\$Cal Billing (BI) Module



Customers and Contacts Conversions – Key Terms

Term	Definition
Customer	An entity (external or employees) which receives goods or services from a department and/or owes money to the State
Customer Contact	Individual or unit associated with a customer that the department may interact with for Billing and Accounts Receivable purposes
Customer ID	A unique value/identifier assigned to a customer for tracking a customer profile in the FI\$Cal System

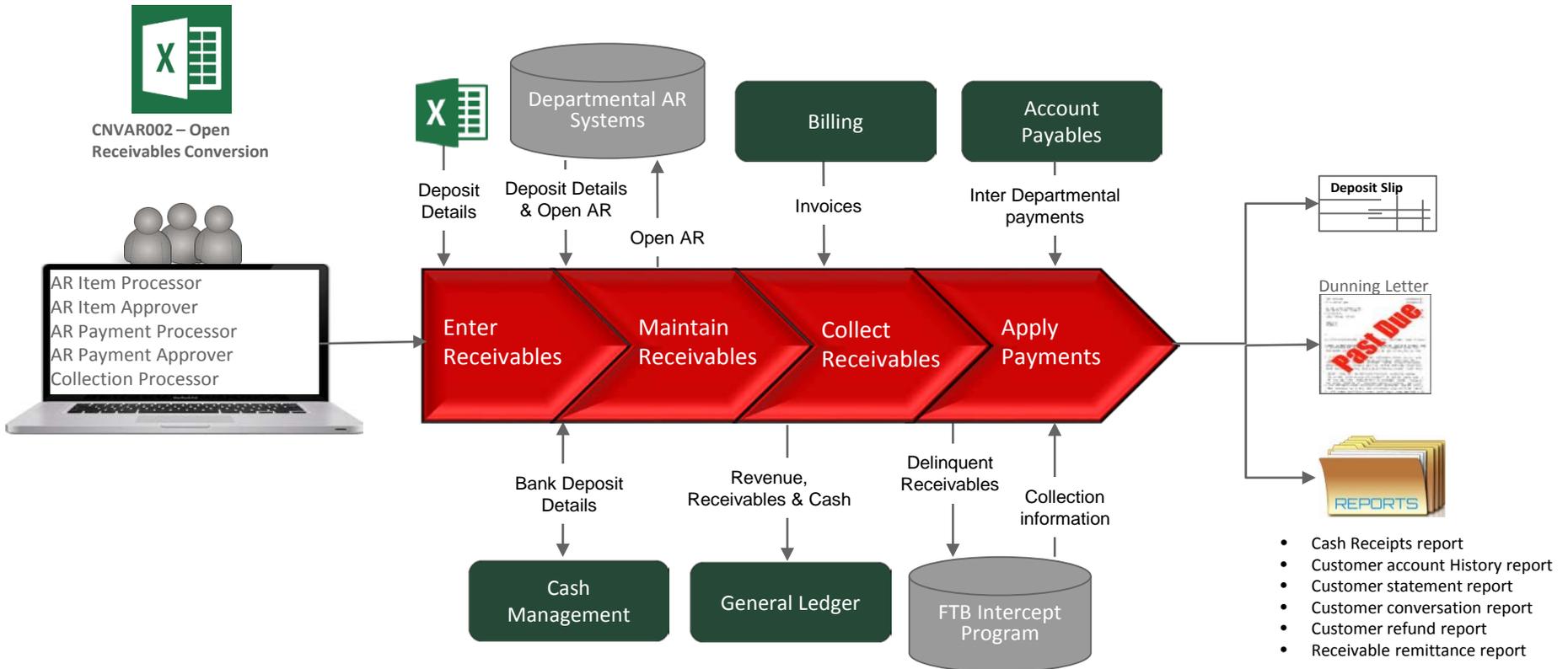
Customers and Contacts Conversions – Key Concepts

- In FI\$Cal, the setup of a customer record is required to create customer contracts (including for bills related to Project Costing), generate invoices, and track receivables
- A department's customer file may contain many types of customers, such as:
 - External entities and individuals
 - State departments/agencies
 - Local governments
 - State employees
- A customer must have at least 1 primary address (> 1 addresses allowed)
- A customer may have one or more customer contacts – contacts are not required, but once setup, can be used on invoices and for other correspondence
 - A customer contact may be linked to 1 or more customers

Customers and Contacts Conversions – Scope

- Only active customers, addresses, and contacts should be converted into FI\$Cal – representing customers which have outstanding receivables or customers that are expected to be billed after go-live

FI\$Cal Accounts Receivable (AR) Module



Open Receivables Conversions – Key Terms

Term	Definition
Receivable	A claim against a debtor, such as a person, business, or governmental entity for money owed to the State
Item ID	A unique identifier (by Department and customer) which identifies a receivable in the FI\$Cal System

Open Receivables Conversions – Key Concepts

- The setup of a customer record is required for tracking receivables
- A receivable may have a debit (+) or credit (-) outstanding balance
- A receivable must have accounting entries associated with it, which the System will send from the FI\$Cal Receivables module to the FI\$Cal General Ledger module
 - Each receivable must have at least two balancing accounting lines
 - Accounting details will be provided in Legacy values and translated, using a pre-configured mapping, during the conversion process

Open Receivables Conversions – Scope

- Only receivables with outstanding (remaining) balances at the time of the conversion
- At time of the cutover conversion at year-end, the amount of the total converted receivables must equal the following:

$$\begin{aligned} & \textit{Open Receivables Conversion} \\ & \quad + \\ & \quad \textit{Year-end Accruals} \\ & \quad = \\ & \quad \textit{Total General Ledger Balance in Accounts Receivables accounts} \end{aligned}$$

- Note: Close as many receivables as possible prior to the conversion
 - Apply received receipts and process adjustments

Conversion Layouts Review

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



CNVAR001A – Customers Conversion



CNVAR001B – Customers Contacts Conversion



CNVAR002 – Open Receivables Conversion

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:

Currency Code: USD ***Short Name:** LEGISLATIV

Rate Type: CRRNT

Sample

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CNVAR001A – Customers Conversion



CNVAR001B – Customers Contacts Conversion



CNVAR002 – Open Receivables Conversion



Let's Review!

CNVAR001A – Customer Conversion – Key Takeaways

- Conversion is required if you have any open receivables, plan to bill and/or have any Federal Grants
- Legacy Customer IDs will be used in FI\$Cal, with following exception:
 - Employee Customers – Use “EMP + FI\$Cal Employee ID” (e.g. EMP0012930) to be consistent with Vendor/Supplier standard for Employees
 - Assign a new ID if legacy system uses SSN for Customer ID
- If FI\$Cal and Legacy IDs are different, Legacy ID can be stored in the Legacy Customer ID Field
- If customer is another FI\$Cal Department, be sure to populate the Interagency Customer and Interagency GL Business Unit fields
 - Setup will assist with system generation of vouchers in case of interagency billing
- Populate ALL Required and Conditionally Required (if applicable) fields

Conversion Layouts Review

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 CNVAR001A – Customers Conversion


 CNVAR001B – Customers Contacts Conversion


 CNVAR002 – Open Receivables Conversion

Let's Review!

CNVAR001B – Customer Contacts Conversion – Key Takeaways

- Conversion is optional, but if contact information is setup in FI\$Cal, the information can be easily used on Customer Contracts and in Billing on invoices
- Link each Contact to 1 or more customers
- Populate ALL Required and Conditionally Required (if applicable) fields

Conversion Layouts Review

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CNVAR001A – Customers Conversion



CNVAR001B – Customers Contacts Conversion



CNVAR002 – Open Receivables Conversion



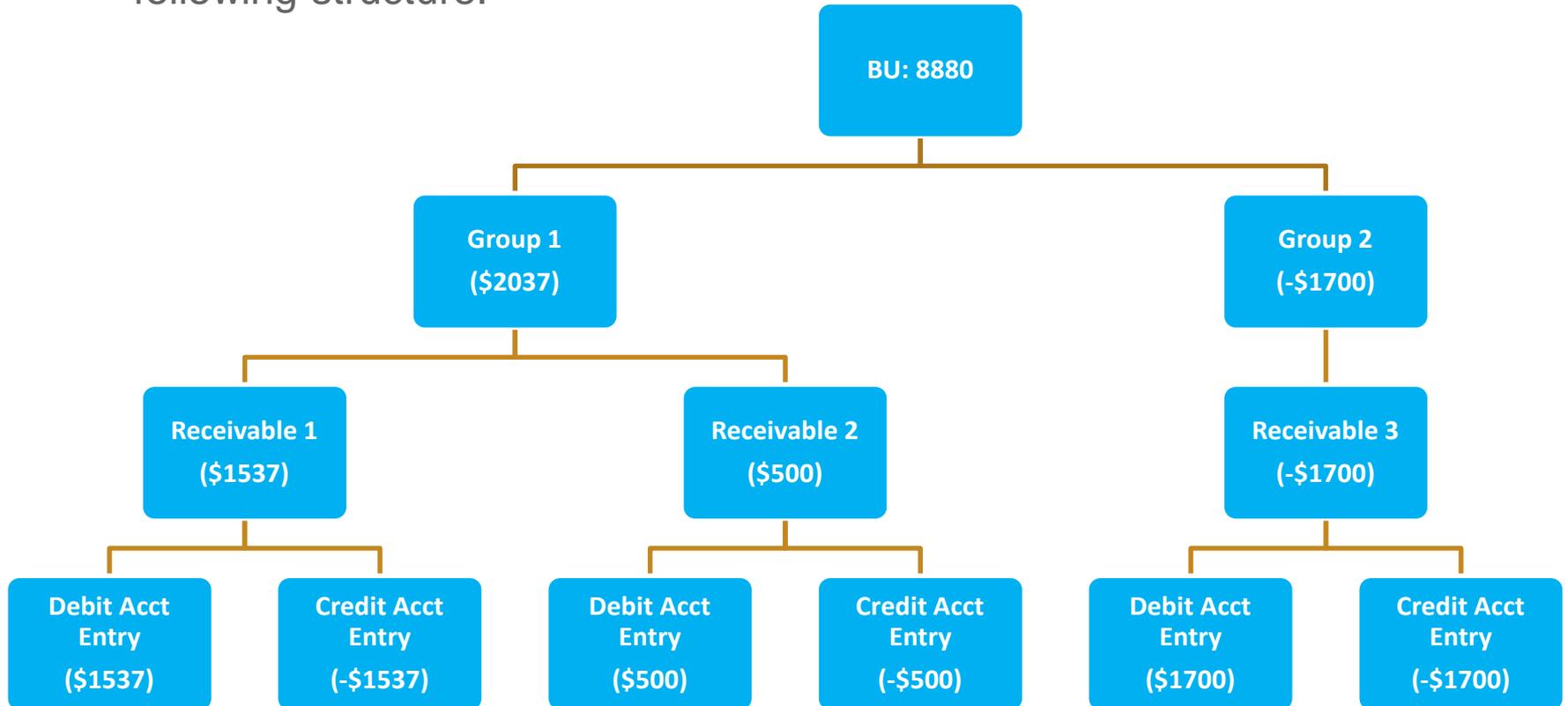
Let's Review!

CNVAR002 – Open Receivables Conversion – Key Takeaways

- Conversion is required if a Department has any open receivables
- Any customer listed in the Open Receivables Conversion must also be listed in the Customer Conversion
- Receivables can be grouped by Group IDs
 - Used by the system for processing
 - All receivables in the group must be valid before the system will post the entire group
 - Sum of the individual receivable Entry Amounts in the group must equal the group Control Amount
 - Count of the individual receivables in the group must equal the group Control Count
 - Consider creating a group for each set of 25-50 receivables

CNVAR002 – Open Receivables Conversion – Key Takeaways

- Data in the Open Receivables Conversion File Layout can have the following structure:



CNVAR002 – Open Receivables Conversion – Key Takeaways

- Each Item must have at least one credit and one debit line and net to zero
- Populate the Distribution Type as either 'A' or 'U':
 - The value 'A' should be provided for the Accounts Receivable Line of the item (e.g. 1312, 1314, 1410)
 - The value 'U' should be provided for the revenue, reimbursement, or abatement coding line (e.g. 8000,8100)
- If the outstanding receivable amount is positive, the 'A' line represents the debit and the 'U' represents the credit.

GROUP INFORMATION				PENDING ITEM INFORMATION			BASIC DISTRIBUTION INFORMATION		LEGACY CHARTFIELD
GROUP_BU	GROUP_ID	CONTROL_AMT	CONTROL_CNT	GROUP_SEQ_NUM	ITEM	ENTRY_AMT	SYSTEM_DEFINED	MONETARY_AMOUNT	ZZ_FUND
Group Business Unit	Group ID	Control Amount	Control Count	Group Seq Number	Invoice ID	Entry Amount	Distribution Type	Distribution Amount	Fund
8880	CONV001	2037.00	2	1	ITEM0001	1537.00	A	1537.00	0001
8880	CONV001	2037.00	2	1	ITEM0001	1537.00	U	-1537.00	0001
8880	CONV001	2037.00	2	2	ITEM0002	500.00	A	500.00	0942
8880	CONV001	2037.00	2	2	ITEM0002	500.00	U	-500.00	0942

CNVAR002 – Open Receivables Conversion – Key Takeaways

- If the outstanding receivable amount is negative, the 'A' line represents the credit and the 'U' line represents the debit

GROUP INFORMATION				PENDING ITEM INFORMATION			BASIC DISTRIBUTION INFORMATION		LEGACY CHARTFIELD
GROUP_BU	GROUP_ID	CONTROL_AMT	CONTROL_CNT	GROUP_SEQ_NUM	ITEM	ENTRY_AMT	SYSTEM_DEFINED	MONETARY_AMOUNT	ZZ_FUND
Group Business Unit	Group ID	Control Amount	Control Count	Group Seq Number	Invoice ID	Entry Amount	Distribution Type	Distribution Amount	Fund
8880	CONV002	-1700.00	1	1	ITEM0003	-1700.00	A	-1700.00	0001
8880	CONV002	-1700.00	1	1	ITEM0003	-1700.00	U	1700.00	0001

- Use the FI\$Cal Conversions Chart of Accounts (COA) Guide document for additional details on what specific ChartFields must be populated
- 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

Agenda

Workshop Objectives

FI\$Cal Interfaces and Conversions Timeline

FI\$Cal Interfaces and Conversion Data Flow

Conversions – BI and AR Modules

Interfaces – BI and AR Modules

Layouts Inventory

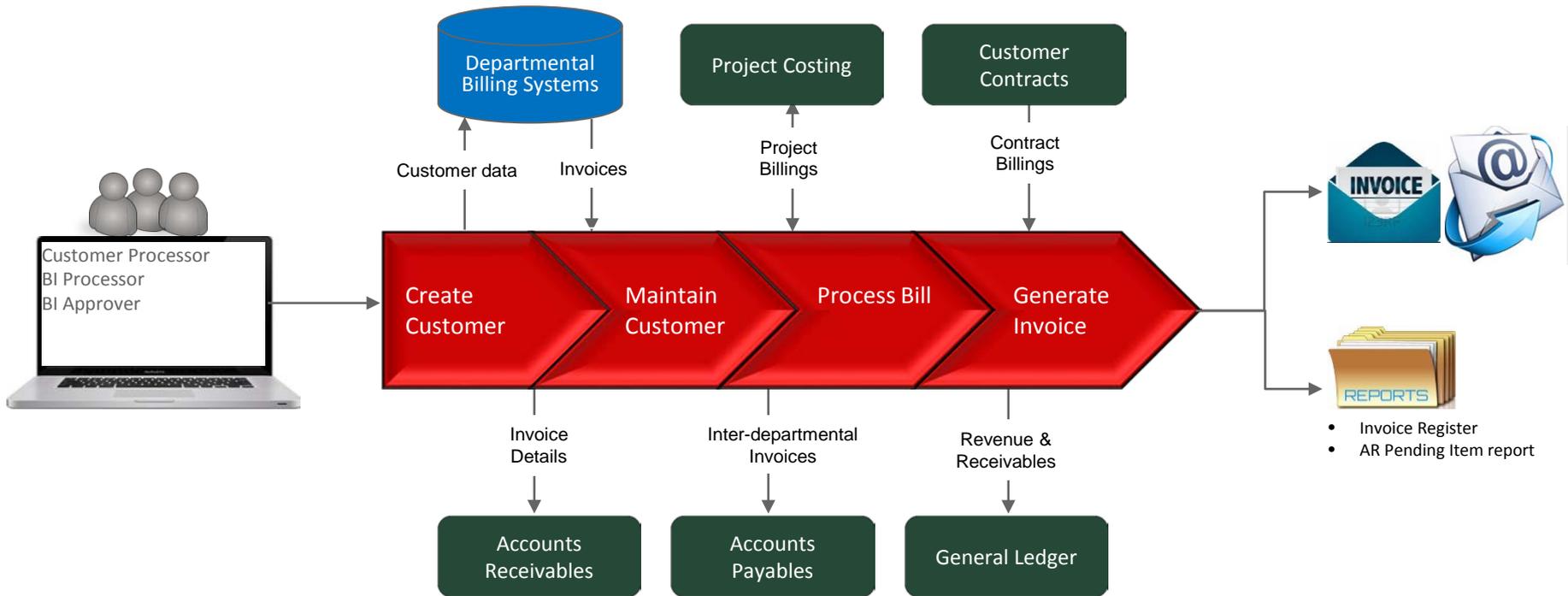
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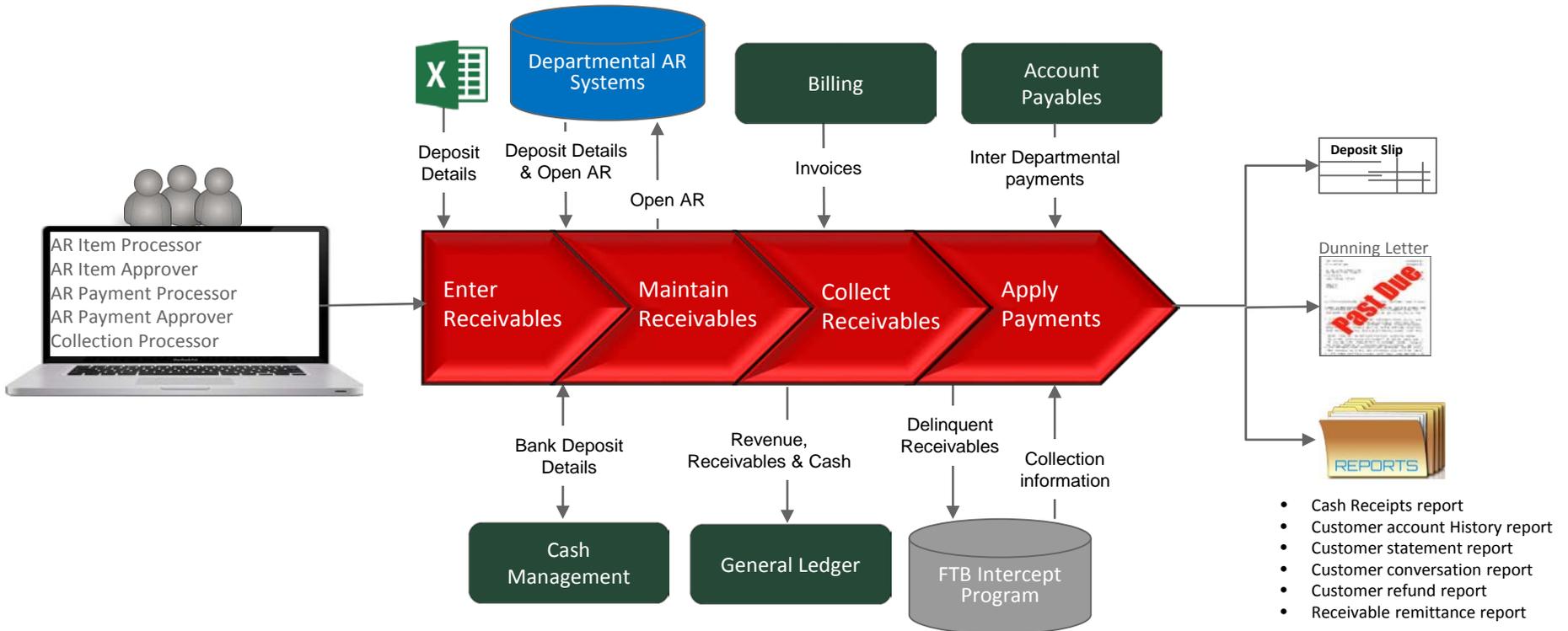
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FI\$Cal Billing (BI) Module



FI\$Cal Accounts Receivable (AR) Module



Billing and Accounts Receivables Interfaces – Key Terms

Term	Definition
Customer	An entity (external or employees) which receives goods or services from a department and/or owes money to the State
Customer ID	A unique value/identifier assigned to a customer for tracking a customer profile in the FI\$Cal System
Receivable	A claim against a debtor, such as a person, business, or governmental entity for money owed to the State
Item ID	A unique identifier (by Department and customer) which identifies a receivable in the FI\$Cal System

INFAR005 – Inbound Billable Charges and Invoice Adjustments Interface

- Interface allows billable charges from a Departmental system to be loaded into FI\$Cal in order to generate invoices for customers
 - Customers must already exist in FI\$Cal in order to generate invoices
- Interface allows the following types of invoice transactions:
 - New invoices with positive amounts to be billed
 - New invoices with credit amounts to be included on the invoice
 - Adjustments invoices to send a new invoice with an adjustment amount
- Interface contains the following levels/types of information:
 - Billing Header – Information about the customer/overall invoices
 - Billing Line(s) – One or more individual charges which make up the invoice
 - Line Distributions – Accounting details (in either FI\$Cal OR UCM) for each bill line
 - Billing Notes – Additional notes to be included on the invoice

INFAR011 – Outbound Customer ID Extract Interface

- Interface sends customer related information from FI\$Cal to a Departmental system
- Interface contains the following types of information:
 - Customer ID and Name
 - Customer Address
 - Customer Contact information
 - Customer Direct Transfer Coding details

INFAR006 – Inbound Interface for AR Items from External Systems

- Interface allows open receivables from a Departmental system to be loaded into FI\$Cal for tracking and payment/receipts application purposes
 - Customers must already exist in FI\$Cal in order to establish open receivables
- Interface contains the following levels/types of information:
 - Receivable Group(s) – One or more groups containing a set of receivables
 - Item (s) – One or more individual receivables in a group
 - Item Distributions – Accounting details (in either FI\$Cal OR UCM) for each item line

INFAR007 – Outbound Interface from AR (Summary and Detail versions)

- Interface sends accounts receivables related information from FI\$Cal to a Departmental system
- Interface is available in two versions:
 - Summary – Information is summarized at the individual item level
 - Detail – Activity for each individual item is included
- Interface contains the following levels/types of information:
 - Item and Customer IDs
 - Item Status (Open or Closed)
 - Item Accounting details

INFAR018 – Inbound Customer Receipts Interface

- Interface allows Departments to interface payment/receipt information from a Departmental system to be loaded into FI\$Cal
 - Interface is an update to INFAR001 – Customer Receipts Interface
- Receipts can be for outstanding receivables in FI\$Cal or they can be recorded without a receivable (Direct Journal)
- Interface contains the following levels/types of information:
 - Deposit Control – One or more deposits containing a set of payments/receipts
 - Payment (s) – One or more individual payments that make up a deposit
 - Item Reference (s) – Open receivable information linked to a payment (optional)
 - Customer Reference (s) – Customer information linked to a payment (optional)
 - Distributions – Accounting details (in either FI\$Cal OR UCM) for each Direct Journal payment

Interface Layouts Review

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



INFAR005 – Inbound Billable Charges



INFAR011 – Customer ID Extract



INFAR006 – Inbound AR Items



INFAR007 – Outbound Interface from AR



INFAR018 – Inbound Customer Receipts

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

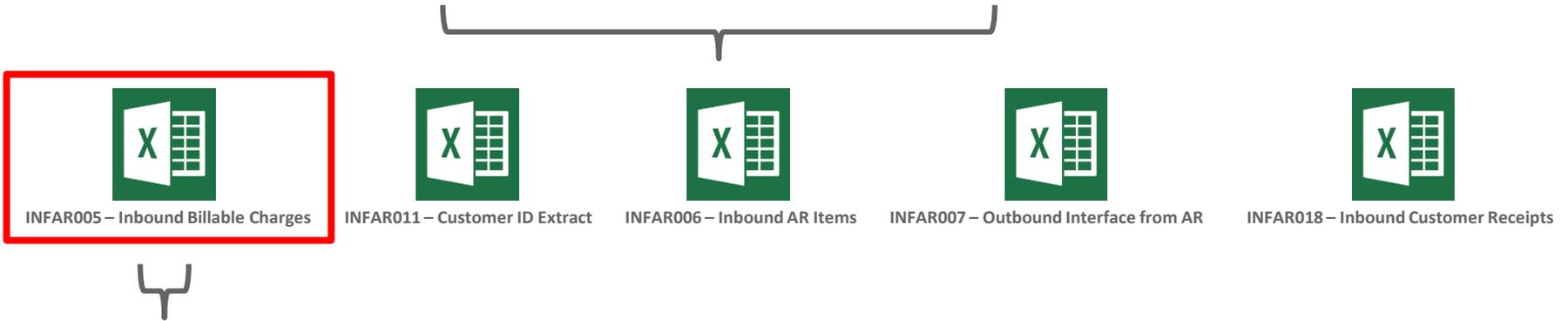
Sample Interface File Layout

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

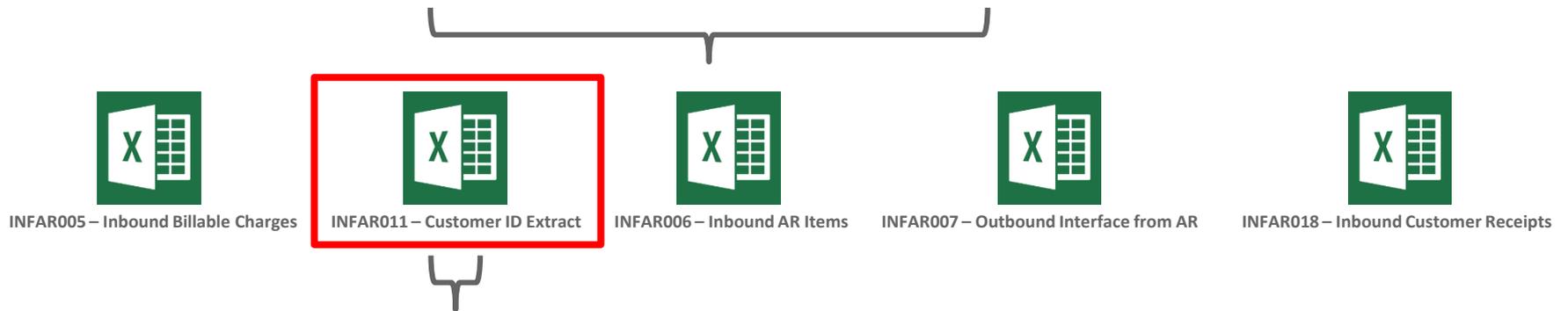
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Let's Review!

Interface Layouts Review

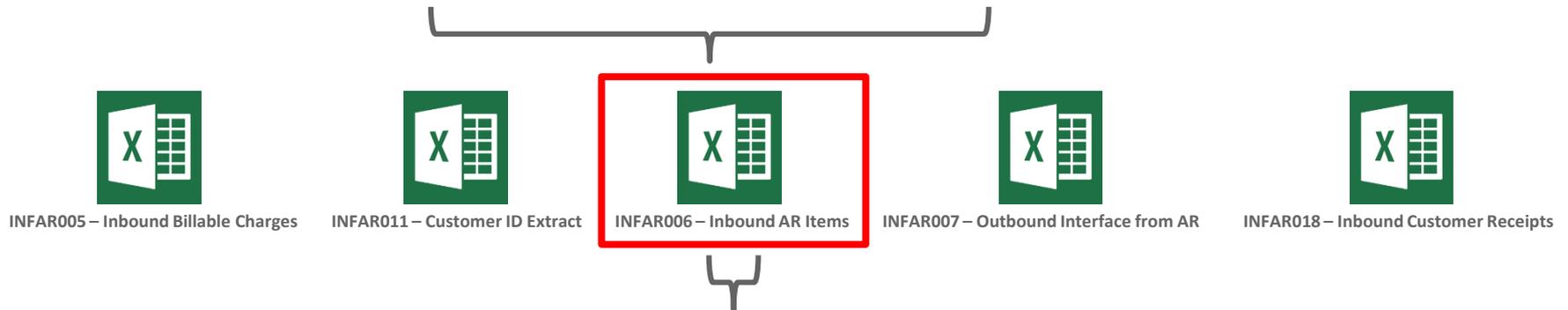
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Let's Review!

Interface Layouts Review

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Let's Review!

Interface Layouts Review

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INFAR005 – Inbound Billable Charges



INFAR011 – Customer ID Extract



INFAR006 – Inbound AR Items



INFAR007 – Outbound Interface from AR



INFAR018 – Inbound Customer Receipts



Let's Review!

Interface Layouts Review

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INFAR005 – Inbound Billable Charges



INFAR011 – Customer ID Extract



INFAR006 – Inbound AR Items



INFAR007 – Outbound Interface from AR



INFAR018 – Inbound Customer Receipts



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 – BI and AR Modules

Interfaces – BI and AR Modules

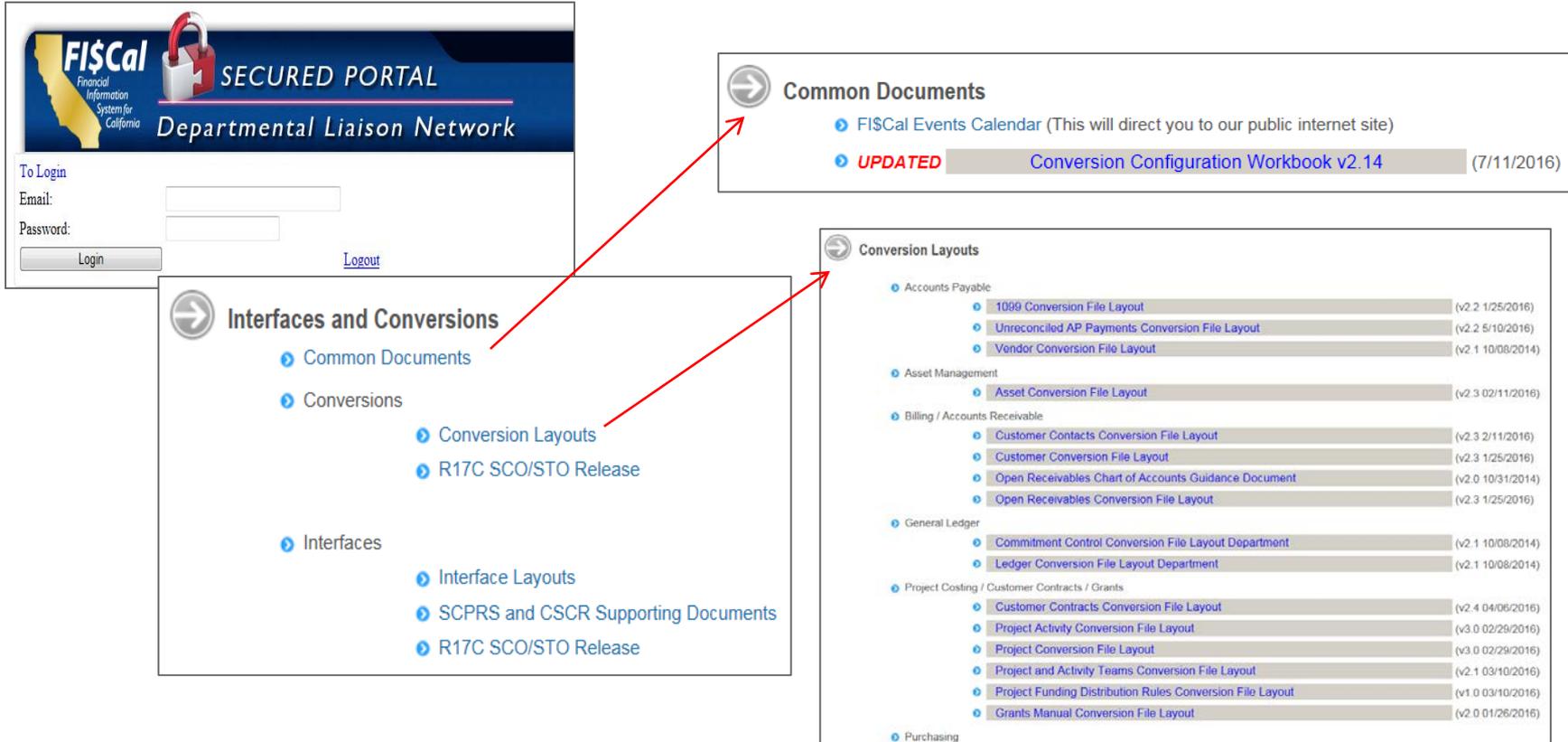
Latest Layouts

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 shows the login page for the FI\$Cal SECURED PORTAL Departmental Liaison Network. The page includes a login form with fields for Email and Password, and a Login button. A Logout link is also present. Three callout boxes highlight navigation options:

- Interfaces and Conversions**
 - Common Documents
 - Conversions
 - Conversion Layouts
 - R17C SCO/STO Release
 - Interfaces
 - Interface Layouts
 - SCPRS and CSCR Supporting Documents
 - R17C SCO/STO Release
- Common Documents**
 - FI\$Cal Events Calendar (This will direct you to our public internet site)
 - UPDATED** Conversion Configuration Workbook v2.14 (7/11/2016)
- Conversion Layouts**
 - 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 – BI and AR Modules

Interfaces – BI and AR 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
- 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

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Project Costing Customer Contracts Grants	<ul style="list-style-type: none"> • CNVPC002A - Projects (Project) • CNVPC002B - Projects (Activities) • CNVPC002C – Projects (Teams) • CNVPC002D – Projects (Funds Distribution) • CNVPC003 - Customer Contracts • CNVGM001 – Grants • INFPC003 – PC003 Inbound Project Transaction Interface • INFPC004 – PC004 Inbound Project Interface • INFPC008 – Inbound Interface to PC to Add/Update Project Structure • INFPC012 – Inbound interface to Add/Update Rate Sets • INFPC010 – Outbound Interface from PC for Project Structure • INFPC011 – Outbound Interface from PC for Project Transactions • INFPC025 – Outbound Interface for Project Structure 	Wednesday, 8/31/2016

Agenda

Workshop Objectives

FI\$Cal Interfaces and Conversions Timeline

FI\$Cal Interfaces and Conversion Data Flow

Conversions – BI and AR Modules

Interfaces – BI and AR Modules

Layouts Inventory

Next Steps

Questions

Questions & Answers



FI\$Cal Project Information:

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

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

fiscal.cmo@fiscal.ca.gov