



# FI\$CAL USER COMMUNITY FORUM

DATE: TUESDAY, FEBRUARY 21, 2017

TIME: 9:30 AM TO 11:00 AM

LOCATION: 707 3rd St, West Sacramento, CA 95605

ROOM: ZIGGURAT BUILDING

<b>Facilitators:</b>	Julie Bianucci Wes Riley Eleanor Alvarez Bill Harrigan
<b>Meeting Purpose:</b>	FI\$Cal User Community Forum
<b>Type of Meeting:</b>	

## AGENDA TOPICS/MINUTES

#	Topic <i>[Brief description]</i>	Presenter <i>[Name]</i>	Duration <i>[Time in Min.]</i>
1	Introduction/Agenda/Project Status	Julie Bianucci	15 min.
2	FSC: What We've Heard From You/A Look Ahead to 2017	Wes Riley	15 min.
3	SCO: Vouchers, Purchase Orders, & Suppliers	Eleanor Alvarez	30 min.
4	SCO: Role Mapping, Assets, & Accounts Receivable	Bill Harrigan	40 min.

## QUESTIONS AND ANSWERS

Question	Answer
Q1) Introduction – In regards to the April end user training, will FI\$Cal be hosting these training session or will it be held at the departments?	A1) Due to space constraints and availability, the end user training will be held at the departments or at a third party training facility such as IS Inc.
Q2) Introduction – In terms of roles/responsibilities, what is the difference between the Readiness Coordinator and the Retention Analyst?	A2) Readiness Coordinator – Assists/coordinates with departments who are in the process of going live into FI\$Cal. Once these departments are live within the System, the Readiness Coordinator transfers their coordination efforts to the next wave of departments.  Retention Analyst – Provides ongoing assistance to all departments who are already live within FI\$Cal. Department will utilize the Retention Analyst as a point of contact for all departmental needs going forward.



## FI\$CAL USER COMMUNITY FORUM

DATE: TUESDAY, FEBRUARY 21, 2017

TIME: 9:30 AM TO 11:00 AM

LOCATION: 707 3rd St, West Sacramento, CA 95605

ROOM: ZIGGURAT BUILDING

Question	Answer
Q3) Introduction - What is FI\$Cal doing in order to successfully transfer the knowledge from the Readiness Coordinator to the Retention Analyst?	A3) As it currently stands, we are in the process of building the Retention Unit; however, we will ensure that all departmental knowledge is transferred to the Retention Analyst so that we can continue to coordinate and assist with all departments as needed. In addition, we expect that some Readiness Coordinators will likely transfer positions as a Retention Analyst.
Q4) Introduction – If a department is currently working on a production enhancement, should departments wait to notify the Retention Analyst instead of notifying the Readiness Coordinator?	A4) Any department who is currently developing a production enhancement or who has any suggestions regarding enhancements, should contact FSC or the Enterprise Intake Process leads, not the Readiness Coordinators.
Q5) FSC – Given the possibility that department will be adding 3,000 users at the same time, is there any process of phasing these users into the System?	A5) Yes, departments will be utilizing the TECH330 role mapping tasks when establishing department users. This process will be in phases so that departments will be able to add, remove, or delete users as they see fit, as we get closer to Go Live.
Q6) FSC – For departments that are currently practicing within FI\$Cal – module training, will we need to create a new login and/or profile once these departments are live within the System?	A6) No, departments will not need new profiles or login information; however, the Security Team will be making role changes to your profile before going live into the System.
Q7) SCO – How does the process of creating an expenditure voucher within CalATERS affect contractors or non-state employees?	A7) When creating a profile within CalATERS, one thing you have to indicate on your profile is whether or not you are a state employee.
Q8) SCO – Are CalATERS employees automatically converted into FI\$Cal?	A8) No, due to previous complications, we are now requiring that all employee suppliers be manually entered into the System.
Q9) SCO – Will employees be required to submit Form 204?	A9) No, state employees are not required to submit Form 204, this information is already validated in SCO's employee table.
Q10) SCO – Will departments be able to create their own toll/process for making a one-time payment to a supplier?	A10) FI\$Cal currently offers a single payment voucher as a means of making a one-time payment to suppliers. As a reminder, we ask that you include the supplier's information under the "payee" portion of the voucher.
Q11) SCO – CalATERS will interface with FI\$Cal once someone receives a travel advance, will this transaction then create an AR entry within FI\$Cal or will the transaction stay within CalATERS?	A11) From a process perspective, nothing will be changing within CalATERS, the only difference is that all travel advances will be interfaced over to FI\$Cal. FI\$Cal will be receiving a copy of the approved travel advance and receipt of payment through FI\$Cal's ORF or through the departments pay cycle. This travel advance is then recorded back into CalATERS.



## FI\$CAL USER COMMUNITY FORUM

DATE: TUESDAY, FEBRUARY 21, 2017

TIME: 9:30 AM TO 11:00 AM

LOCATION: 707 3rd St, West Sacramento, CA 95605

ROOM: ZIGGURAT BUILDING

Question	Answer
Q12) SCO – Will departments have to create a journal voucher in order to correct a direct transfer voucher due to hitting the incorrect line item?	A12) Yes, the account that it's hitting is 5390900 (Miscellaneous Expense) Account. Departments will be required to work with DGS regarding issue.
Q13) SCO – As a result of the SCO release, when will departments have access to these new summary roles – Deal Management Processor, AR Confidential Reporter, AR Configuration Maintainer, etc.?	A13) Department users will be able to access these new summary roles beginning July 1, 2017.
Q14) SCO – For 2018 departments, do we need to add user roles now since SCO/STO are going live into the System in 2017?	A14) Yes, all 2018, Exempt, and Deferred departments are required to submit TECH330b – Department Role Mapping by 3/3/17.
Q15) SCO – Is there a limited number of users for each role?	A15) No, there is no limit to the number of users per role, it's up to the departments to create a separation of duties.
Q16) SCO – What is a CFS department?	A16) A CFS or Contracted Fiscal Services, is a department that requires additional accounting resources in regards to its practices and procedures. DGS is responsible for providing these resources.
Q17) SCO – If we're currently a CFS department that's already in FI\$Cal, are we still required to submit the TECH330 – Role Mapping?	A17) Yes, departments are required to submit TECH330b.
Q18) SCO – Are cash deposits included in the AR module?	A18) Yes, all cash deposits will be entered under the AR module.
Q19) SCO – Are departments required to convert open AR's as part of our conversion process for go-live? Do we load the beginning balance or the ending balance?	A19) Yes, departments will be required to convert all open AR's as part of the conversion process. Departments must state the current balance on these AR's.
Q20) SCO – Do departments still have to fill out RA's?	A20) No, the RA process is now included in the System.
Q21) SCO – If a department should receive funding from an external source without actually knowing when the payment will be received, how should these departments handle this type of transaction?	A21) Departments are still required to utilize the AR module in order to process those incoming receipts.
Q22) SCO – Is the EDF going to be taken offline?	Q22) For departments already live within FI\$Cal, EDF's are no longer needed.
Q23) SCO – How does an agency handle disputed invoices? How are they tracking, reporting, aging, and resolving these invoices?	A23) This is a policy related issue. We ask that departments seek DOF and DGS council.
Q24) SCO – Does every department need to establish a payment document for every check received?	A24) Not necessarily, if departments would like to track every incoming check, than yes. Departments are able to establish a payment document for each deposited check.



## FI\$CAL USER COMMUNITY FORUM

DATE: TUESDAY, FEBRUARY 21, 2017

TIME: 9:30 AM TO 11:00 AM

LOCATION: 707 3rd St, West Sacramento, CA 95605

ROOM: ZIGGURAT BUILDING

Question	Answer
Q25) SCO – Are departments required to use the special printer and ink for an EDF? If not, how do the banks recognize the maker line when scanning the check?	A25) FI\$Cal replaces EDF, but remote deposits will still use the MICR printer.
Q26) SCO – Are remote deposits similar to EDF's?	A26) No.
Q27) SCO – If departments post aggregates to the AR Module, how will we submit write-offs within FI\$Cal?	A27) Departments will not be able to do this within FI\$Cal because you aren't showing the transactional history within the System. That being said, FI\$Cal departments will be able to record a deposit, provide the deposit slip information, and then print that slip within FI\$Cal. Each deposit slip has specific bank account information that is passed through the System so that SCO & STO will be able to easily identify these deposits.
Q28) SCO – Will a dishonored check categorize a department as non-compliant?	A28) No.
Q29) SCO – In regards to bank deposits, does the time window require the specific deposit coding in the account it needs to go into, need to comply with the same time as the deposit?	A29) No, you can still enter the deposit as an uncleared collection.
Q30) SCO – If an exempt department (CSU) cannot access FI\$Cal until July 1, 2017 with the roles assigned in TECH330d, can the view-direct remain accessible in order to confirm accurate data within FI\$Cal?	A30) View-Direct for previous transactions will still be utilized; we are not converting previous transactions. For your current year and future transactions departments will be using FI\$Cal in order to analyze what has been recorded.
Q31) SCO – For nonexempt departments, is everything going to uphold the status quo as far as remittance advices and E-fits? Is it going to be uploaded into FI\$Cal? What's the timing for posting money to our accounts?	A31) For non-FI\$Cal department AR impacts – departments will continue to submit the same way that you currently have been doing. FI\$Cal will be running interfaces with other systems in order to extract such information. As soon as the interface is conducted, departments will have access to that information.
Q32) SCO – Is the remote deposit process going to change from how it currently stands today?	A32) FI\$Cal replaces EDF, but remote deposits will still use the MICR printer.