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FI\$Cal *Focus*

FI\$CAL: TRANSPARENCY. ACCURACY. INTEGRITY.

INTRODUCING FI\$CAL'S CHANGE IMPACT TOOL

FI\$Cal has begun engaging Wave 2 departments in Business Process Workshops (BPWs). BPWs are workshops for departments to learn about the business processes that support FI\$Cal for the various functions for Wave 2. For example, the Purchasing BPW explained how procurements will be handled within the System. BPWs give information on what's changing due to FI\$Cal and the end-user roles that provide users with specific access to perform tasks and activities in FI\$Cal. To help departments work through changes, the Readiness Team has prepared a Change Impact Tool.

The Change Impact Tool is an Excel-based document to help departments analyze how the "to-be" business process will impact their department. The tool lists the steps in the FI\$Cal business process and asks departments to identify impacts to their staff, processes, and technology. The department subject matter experts attending BPW sessions will begin to document how their internal departmental business process needs to change as a result of the FI\$Cal process and who at the department is impacted. For example, a department may currently have eight written approvals for a Purchase Order (PO). The PO may be physically passed along to those individuals. In

FI\$Cal, approvals occur within the application. Approvals are electronically routed to approvers who have been configured in the System and so the number of approvers may be different than in a department's current process. In this example, the department would document an impact for the PO approval process. They may document that the internal documentation needs to be updated to reflect that PO approvals will be within the FI\$Cal application. As for the number of approvers, the team may need to hold an internal working session to determine if eight approvers are still needed.

The Change Impact Tool is for internal departmental use and FI\$Cal subject matter experts will provide support for this tool. FI\$Cal recognizes that updating departmental process documentation will be a significant effort for departments. We heard from Wave 1 departments that it was challenging to know how FI\$Cal works without seeing the System. To mitigate that challenge for Wave 2 departments, FI\$Cal will be making the Wave 1 training materials available on the FI\$Cal website later this month. Wave 2 departments will be able to use the Wave 1 training materials to view the FI\$Cal screens and familiarize themselves with Wave 1 functionality. We hope that this will be a valuable tool for departments.

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BIDSYNC NEWS

With the Wave 2 FI\$Cal rollout in July 2015, all of BidSync's current functionality will be replaced and handled within FI\$Cal. This includes the BidSync California State Contracts Register (CSCR) and the State Contract and Procurement Registration System (SCPRS). The greatest impact of this change will be felt in the CSCR module with formal solicitations currently advertised or in a pending status with an expiration date that is after the July 2015 Wave 2 go live date.

As of July 2015 BidSync CSCR will only be available to view existing solicitations that expire between

July 2015 and August 31, 2015. All new solicitations will be posted in FI\$Cal CSCR. Any Solicitations posted in BidSync's CSCR that have not expired by August 31, 2015, will need to be re-posted in FI\$Cal's CSCR.

FI\$Cal will provide assistance to all departments including Wave 1, future wave, exempt, and deferred departments in the change to FI\$Cal so that departments can perform their business processes without interruption.

If you have any questions, please contact the Change Management Office at fiscal.cmo@fiscal.ca.gov.

GLOSSARY

This section features acronyms or definitions for the FI\$Cal Project. For a list of additional terms, please visit our website at www.fiscal.ca.gov.



Business Process

Workshops (BPWs): Sessions delivered to departments on the functionality being implemented for a specific wave. BPWs help departments build an understanding of the new processes at the process level and an understanding of how their department will be affected. Departments can then assess changes and impacts at the department-level.

Departmental Support:

Activities or meetings to update departments on the FI\$Cal Project and support them in their ongoing efforts to prepare for the FI\$Cal implementation and transition. Examples of Department Support activities include sponsorship outreach, Department Readiness meetings, Department Liaison Network meetings, and engagement, coaching, or working sessions.

End-User Roles: A role is one specific aspect of an employee's job. For FI\$Cal, it is defined as a task or group of FI\$Cal System-related tasks that are logically performed by one person. Each employee may have one or multiple roles as designated by their Department.

Subject Matter Expert (SME): An individual who has deep business knowledge, or understands the intricacies of a particular business process.

To-Be Business Processes: The new or future business processes being designed, developed and implemented for the State as part of the FI\$Cal solution.

WAVE 3 SET TO KICKOFF

Although FI\$Cal is fully engaged with our implementation of Wave 2, on October 8 we will officially kickoff Wave 3. The Wave 3 implementation will introduce the control functions of the State Controller's Office (SCO), State Treasurer's Office, and select control functions of the Department of Finance and Department of General Services. Throughout Wave 3

FI\$Cal will also identify, design, build, test, and implement the many complex interfaces between the SCO, deferred and exempt departments, and FI\$Cal. We look forward to working with our control agencies as FI\$Cal becomes the official accounting book of record with the rollout of Wave 3.

ATTENTION ALL WAVES...

The FI\$Cal Focus often provides information regarding current activities that effect our Wave 1 and 2 departments, but we want to make sure that our future wave departments recognize that they will be experiencing and doing the same kinds of implementation activities as we have been describing for the first waves of FI\$Cal. One of the most effective ways to prepare for FI\$Cal is to begin documenting your current "as is" processes now. In addition, we encourage you to visit the [Information Technology Leadership Academy website](#) for useful information to help you prepare for the transition to FI\$Cal.

SAVE THE DATE
FI\$Cal Forum

Tuesday, November 18, 2014
Department of General Services
Ziggurat Building
707 3rd Street - West Sacramento
For more information, please contact our Change Management Office at fiscal.cmo@fiscal.ca.gov.