FI$CAL USER COMMUNITY FORUM

DATE: WEDNESDAY, SEPTEMBER 14, 2016
TIME: 9:00 AM TO 12:00 PM
LOCATION: DEPARTMENT OF GENERAL SERVICES, 707 3RD STREET, WEST SACRAMENTO, CA 95605
ROOM: AUDITORIUM

Facilitators:	Michael Muth Bill Harrigan Wes Riley
Meeting Purpose:	FI$Cal User Community Forum
Type of Meeting:	Informational/Question and Answer

AGENDA TOPICS/MINUTES

#	Topic [Brief description]	Presenter [Name]	Duration [Time in Min.]
1	Introduction/Agenda/Project Status	Michael Muth	**10 min.**
2	State Controller's Office	Bill Harrigan	**90 min.**
3	FSC - What We've Heard From You/Close	Wes Riley	**45 min.**

QUESTIONS AND ANSWERS

Question	Answer
Q1. How are commitment controls going to be handled for continuous appropriations within FI$Cal?	A1. There isn't going to be much change from a functionality prospective; however, the only thing that is changing is workflow. Within FI$Cal, departments will no longer need to submit a transaction request form.
Q2. From an accounting prospective, how does procurement effect SCO/STO within FI$Cal?	A2. The PO is the encumbering document within the System, which will be encumbering funds within the statewide commitment control ledger.
Q3. In regards to the AP module, is FI$Cal getting rid of paper claims?	A3. Yes, departments now have the ability to send claims electronically. The System also allows departments to initiate an expedite function, as well as a same day rush. This allows SCO to run vouchers and pay cycles at SCO.
Q4. Are there any exceptions to the paper claim process?	A4. Not yet. SCO is currently trying to establish a communication functionality between departments and audits to create an approval process for paper claims. There is no longer a business need for paper claims; however, we understand that there may be exceptions.

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Q5. Will cash transfers for bonds be done electronically?	A5. Yes, within FI$Cal there is functionality in place that will better automate the cash transfer information; however, departments are still required to submit a transfer letter requesting the draw amount.
Q6. If sending a paper claim with the expedite function, will I have to report the information to FI$Cal or within FI$Cal?	A6. You will be initiating the expedite function within FI$Cal; therefore, the voucher will now become a "FI$Cal Voucher."
Q7. What is the difference between PFA and PFA Letters?	A7. A PFA Letter is an authorization form that is submitted by departments to SCO notifying them that funds need to be distributed in a certain way. This process will always be necessary. The term PFA is used at the end of the month as a transaction request.
Q8. Within FI$Cal, will we have the ability to submit standard 435 paperwork to SCO.	A8. No, this functionality is not included within the System. Departments will have to manually submit the paperwork to SCO.
Q9. Within FI$Cal, will employees be able to maintain the dual role of processing and approving claim vouchers?	A9. No, employees will no longer be able to approve any voucher that they have created.
Q10. When reissuing a warrant, is the previous warrant permission still available within the System on the payment screen?	A10. We are currently in the process of figuring out the specific of this functionality; however, as of right now the warrant information will be available within the System.
Q11. Will departments still have to amend penalties?	A11. Yes, however the System will give departments the ability to track potential penalties should they arise.
Q12. Currently, are there any known issues regarding System log-in?	A12. Not at this time; however, 2016 department users have had some minor issues logging into the System. If this issue should occur please contact FSC.
Q13. Is there a way to reconcile user roles?	A13. Yes, by request. Please contact FSC regarding reconciliation of user roles.
Q14. If there is a reoccurring issue that is affecting multiple departmental users, is there a way that a communication can be sent out in order to notify all departments of this potential issue?	A14. Yes, we will typically update the FI$Cal Website and send out a mass communication to all departments regarding any issues that affect a large number of users.

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Q15. Are FSC team members still responsible for updating the ticket statuses that are submitted by a specific user?	A15. Yes. Additionally, there is a link titled "Access FSC" which will give specific users access to all known tickets submitted by that specific user.
Q16. The speaker mentioned there will be no more manual claims. I am having a hard time visualizing this since SCO requires invoice approvals in wet signature on the original invoice.	A16. Please refer to SCM-F section 8.A5.1 for specific policy regarding a valid invoice. Chapter 8 - Disbursements, Financing, and Payment Programs
Q17. Regarding replacement warrants - In the past, when we send STD435 to request for a duplicate warrant, SCO sends a duplicate to the payee using the original warrant number and date. However, the new System will give a new warrant number instead. With this new implementation, will the process remain the same for all the agencies? Meaning, will we continue to submit the request using form STD435? If so, how will we get the new warrant numbers from SCO, via interface?	A17. The process will remain the same as it is today. A replacement warrant will be generated for payments instead of a duplicate warrant. You will have access to the warrant number information through the system, or through an interface if you are currently using one.