



One state. One system.

User Community Forum

June 2017





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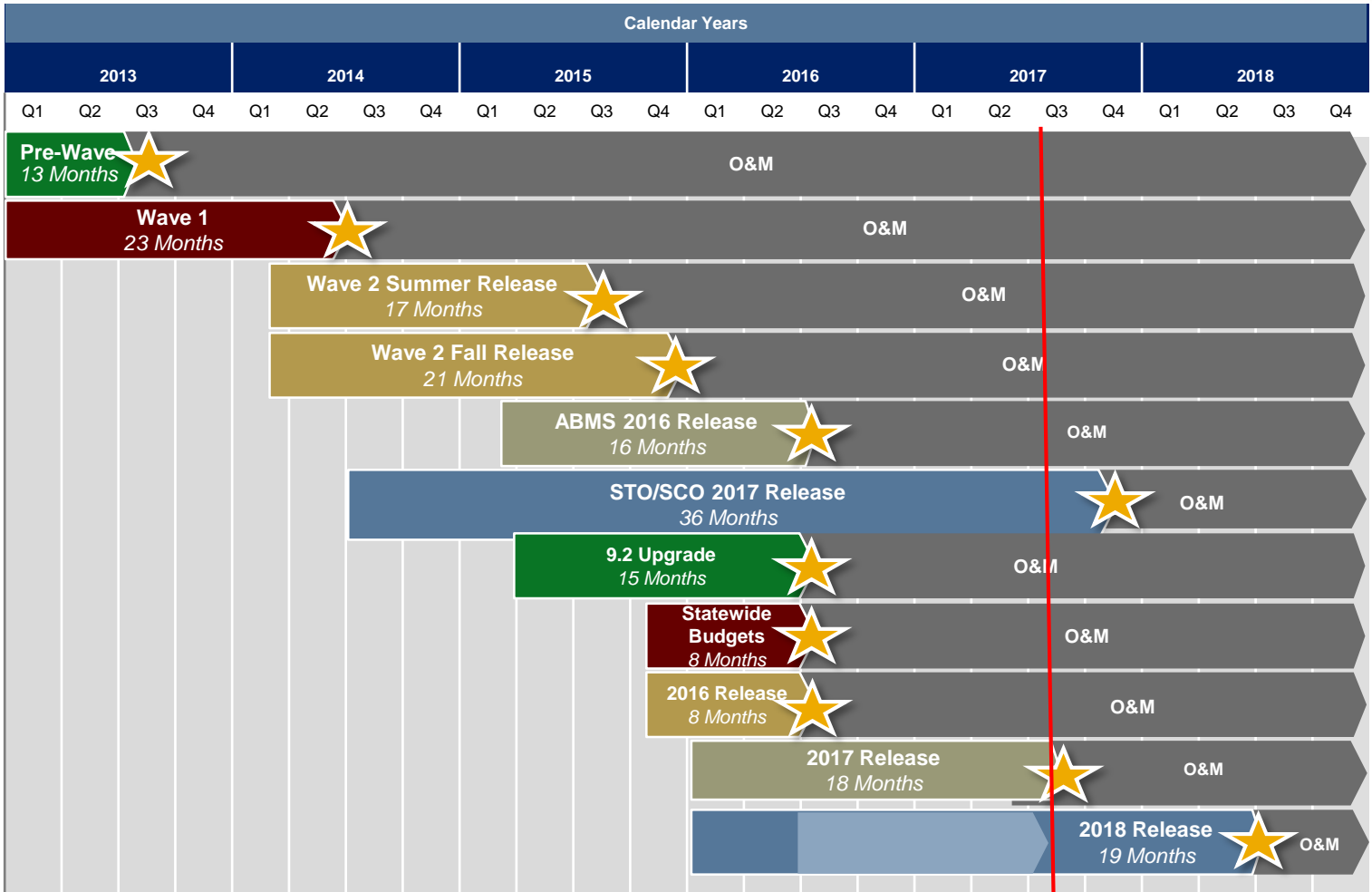
Will Padilla

FI\$Cal Change Management Office

Agenda

- Project Update
- Cutover Activities
- SCO/STO Impacts
- FI\$Cal Service Center Go-Live Procedures
- Training Update
- Departmental Authority Designee (DAD)
- Close

FI\$Cal Deployment Timeline





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Peter Bedell

FI\$Cal Project Management Office

FI\$Cal Deployment Phase

- FI\$Cal Deployment Phase consists of three executions/iterations of activities required to cutover new functionality and users to FI\$Cal

Iteration	Key Objectives
Dry Run	<ul style="list-style-type: none"> • Identify and execute tasks, in a production-like test environment, which will be required to successfully transition new functionality and users to FI\$Cal <ul style="list-style-type: none"> • Confirm proper owners for each task • Confirm proper sequencing and dependencies between tasks • Capture timings for each task • Validate cutover tasks and processes • Inform and help prepare Departments for cutover to FI\$Cal • Identify and resolve issues prior to cutover
Dress Rehearsal	<ul style="list-style-type: none"> • Dry Run objectives + Execute and further refine timings for each cutover task
Cutover	<ul style="list-style-type: none"> • Successfully cutover/transition new functionality and users to FI\$Cal • Minimize FI\$Cal Production outage window

2017 Release Deploy Phase	May 1	May 8	May 15	May 22	May 29	Jun 5	Jun 12	Jun 19	Jun 26	Jul 3	Jul 10	Jul 17
Dry Run			Dry Run 5/15 – 5/26		Dept Vals. 6/1 – 6/5							
Dress Rehearsal							DR 6/16 – 6/19	Dept Vals.				
Cutover										Cutover 7/7-7/10 ★ Validations + Support >>		

Go Live:
7/10/17

2017 Release – Cutover – Key Activities and Dates

- Cutover conversion files will be due in two sets:
 - 7/5/17 – Customers and Project Costing Conversion Files
 - 7/14/17 at 12:00 p.m. – Remaining Files
- Conversion Files will be loaded into FI\$Cal Production
- Conversion Validations and Manual Entry Sessions will occur at FI\$Cal
- System outage will begin 12:00 p.m. on 7/7/17 and will be available 12:00 p.m. on 7/10/17
- Reminder: 7/1/17 – 7/10/17, FY17/18 transactions for 2017D departments will need to be processed outside of FI\$Cal



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Bill Harrigan/Shela Tobias-Daniel

State Controller's Office/State Treasurer's Office

Current FI\$Cal and 2017 Release Departments (Following Functionality will go-live)

Accounts Payable (AP) Module

Combination Edit

- Based off of the entered account, FI\$Cal will check for a valid ChartField combination of Ref, Fund, ENY, Program

Accounts Receivable (AR) Module

Employee AR

- SCO will create an AR in FI\$Cal on behalf of FI\$Cal departments based on documents provided by department HR staff
 - Departments must create the customer in AR before sending the collection request to SCO
 - Departments will not need to enter employee ARs into FI\$Cal

Current FI\$Cal and 2017 Release Departments (Following Functionality will go-live)

Asset Management (AM) Module

Impacts

Asset Transactions

- Departments will continue to depreciate and amortize assets in FI\$Cal the way they do today
- SCO will now have the ability to see all asset transaction details for enhanced financial reporting

Converted Asset Reconciliation

- Departments will be required to reconcile their converted assets to their financial statements

Capital Asset Reconciliation

- Departments will be required to reconcile all capital assets in FI\$Cal with the correct information that was reported to SCO
- Departments will have to add or retire assets based on their reports to SCO

Current FI\$Cal and 2017 Release Departments (Following Functionality will go-live)

Cash Management (CM) Module

Accounts Outside of CTS (Report 14)

- All required departments will generate a Report 14 for any accounts outside of the Centralized Treasury System (CTS) or to confirm they have no accounts outside CTS
- Departments will generate the Report 14 directly in FI\$Cal for your next reporting period to both SCO and STO, due August 20
- This information must be approved by a department head or designee
- Once Report 14 is generated, departments should print, sign, and send a paper copy with a wet signature to the State Controller's Office as part of year-end reporting requirements (STO will not require a printed/signed copy)

Enhanced Bank Account Transfer & Settlements Pages

- Current FI\$Cal departments will see more detail included on the Bank Account Transfer and Settlements pages. This information includes a pre-populated current date and From and To bank information.

Current FI\$Cal and 2017 Release Departments (Following Functionality will go-live)

General Ledger (GL) Module

Ledger Architecture

- The accrual adjustment ledger will be replaced with a department adjustment ledger
- Journal entries and reports that used the accrual adjustment ledger will now use the department adjustment ledger
- Asset Management entries will go to the department adjustment ledger

Journal Source

- Departments will no longer see the sub-module journal sources when creating a GL journal

Accrual Accounting

- FI\$Cal will now use a new Due To/Due From account and pending cash will no longer be available

Allocations

- Wave 1 departments' allocations were updated for fiscal year 2017 to comply with SCO policy

Current FI\$Cal and 2017 Release Departments (Following Functionality will go-live)

General Ledger (GL) Module

Ledger Security

- Departments will be able to view all basis of accounting and all ledgers in FI\$Cal, but will only be able to post to applicable ledgers

Enhanced Accounting Inquiry

- A new tool, the sub-system accounting entries page, will be available to review your accounting entries

Chart of Accounts

- For current FI\$Cal departments and newly onboarding 2017 Release departments, COA crosswalks will continue to be in place for transactions that occur in a legacy system (payroll). The crosswalk will need to be updated with a default FI\$Cal value for these items to post against.

Current FI\$Cal and 2017 Release Departments (Following Functionality will go-live)

Loan Accounting (LA)

Departmental Loan Accounting

- Departments will record external departmental loans directly in FI\$Cal in the new Loan Accounting Module. Departmental loans will only route to your own department for approvals.
- This does not include any SCO control loans.

Labor Distribution (LD)

Payroll Headers

- Department Payroll Headers will be automatically created/updated in FI\$Cal.

Commitment Control (KK)

Revenue Budgets

- Cross-post revenue entries will now be recorded against the statewide revenue budget, in addition to reimbursements

2018 Deferred and Exempt Department (following functionality will go-live)

Cash Management (CM) Module

Accounts Outside
of CTS
(Report 14)

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- Departments will generate the Report 14 directly in FI\$Cal for your next reporting period to both SCO and STO, due August 20
- This information must be approved by a department head or designee
- Once Report 14 is generated, departments should print, sign, and send a paper copy with a wet signature to the State Controller's Office as part of year-end reporting requirements (STO will not require a printed/signed copy)

Current FI\$Cal and 2017 Release Departments (Following Functionality will NOT go-live)

Accounts Payable (AP) Module

Expedite and Special Handling

- Departments will continue to follow the same process to request expedite payments and special handling

Pay Cycle

- Cash validation will not occur in FI\$Cal during pay cycle

Direct Transfers

- FI\$Cal billed departments will follow the current Direct Transfer Process

Journal Vouchers

- Journal vouchers will not workflow to SCO in FI\$Cal when affecting fund and/or appropriation

Current FI\$Cal and 2017 Release Departments (Following Functionality will NOT go-live)

Accounts Receivable (AR) Module

Deposit Slips

- Departments will continue to enter deposit slips outside of FI\$Cal (e.g., EDF) while recording payment details in FI\$Cal

Deposits

- Cash validation related to credits will not occur in FI\$Cal for deposits

Direct Remittances

- Departments will continue to record payment details through eFITS

Direct Remittances to State Treasury

- Departments will continue to submit Remittance Advices to STO

Current FI\$Cal and 2017 Release Departments (Following Functionality will NOT go-live)

Accounts Receivable (AR) Module

Cash Clearing

- Departments will need to continue to reconcile their payment details to SCO

Delinquent Items

- The delinquent items write off process will not include an SCO approval in FI\$Cal
- Departments will continue to submit write off requests to SCO and submit AR Worksheets in FI\$Cal

AR Employee Collections

- Departments will continue to apply collections to their Employee ARs

Direct Transfers

- FI\$Cal billing departments will follow the current Direct Transfer Process

Current FI\$Cal and 2017 Release Departments (Following Functionality will NOT go-live)

General Ledger (GL) Module

Book of Record

- The current SCO system will continue to be the State's Book of Record

Journal Workflow

- SCO will not be included in approval workflow for GL Journal entries

Journal Edit

- Cash validation related to credits will not occur in FI\$Cal during journal edit

Plan of Financial Adjustment (PFA)

- Departments will continue to submit their PFA Memo and transactions requests to SCO as they do today

Current FI\$Cal and 2017 Release Departments (Following Functionality will NOT go-live)

General Ledger (GL) Module

Cash Accounting Extension

- Re-class of intra-unit entries to Cash in State Treasury will continue as it does today

Agency Reconciliation Report

- Agency Reconciliation will continue as it does today

Cash Management (CM) Module

CTS Account Transfers

- Departments will continue to initiate CTS account transfers as they do today

Current FI\$Cal and 2017 Release Departments (Following Functionality will NOT go-live)

Procurement (PO) Module

Spending Authority

- Remaining unencumbered spending authority will be handled as it is today

Commitment Control (KK)

Revenue Budgets

- Requests for “budgeted” revenue association will continue to work as it does today.

Project Costing (PC) Module

Federal Trust Fund (FTF) Receipts

- Departments will continue to maintain fund distribution rules and establish federal trust fund project IDs as they do today

Funds Distribution

- Departments will continue to use journal allocations to distribute costs amongst their funds

Funds Distribution Conversion

- Departments will continue to load their fund distribution conversions as they do today

2018 Deferred and Exempt Department (following functionality will NOT go-live)

Accounts Payable (AP) Module

Claims Processing

- Departments will continue to submit paper or electronic claims to SCO

Expedite and Special Handling

- Departments will continue to expedite payments and request special handling as completed today

Accounts Receivable (AR) Module

Deposit Slips

- Departments will continue to submit deposit slip information to STO using either EDF or paper deposit slips

eFITS

- Departments will continue to submit eFITS transactions

Direct Remittances to State Treasury

- Departments will continue to submit the remittance advice to STO

2018 Deferred and Exempt Department (following functionality will NOT go-live)

Cash Management (CM) Module

Bank Statements

- Departments will continue receive bank statements the way they currently do

Zero Balance Accounts (ZBA)

- Departments will continue to receive their ZBA reports from STO

CTS Account Transfers

- Departments will continue to request the SCO initiate cross CTS bank transfers

2018 Deferred and Exempt Department (following functionality will NOT go-live)

General Ledger (GL) Module

Transaction Requests

- Departments will continue to use Transaction Requests
- Transaction Requests will be processed by the SCO as they are today

Cash Validation

- Cash Validation will not occur in FI\$Cal

Agency Reconciliation Report

- The SCO will continue to produce the Agency/Fund Reconciliation Report

2018 Deferred and Exempt Department (following functionality will NOT go-live)

Other Impacts

<p>Loan Accounting</p>	<ul style="list-style-type: none"> • Departments will continue to process loans as they do today
<p>Procurement Encumbrances</p>	<ul style="list-style-type: none"> • Departments will use a special account for procurement only purchase order transactions that will not encumber against the appropriation budgets
<p>Appropriation</p>	<ul style="list-style-type: none"> • Departments appropriation information will continue to be stored in SCO Legacy
<p>Chart of Accounts (COA)</p>	<ul style="list-style-type: none"> • FI\$Cal uses new COA values • Departments will continue to use legacy values in legacy systems
<p>Reports & Viewing</p>	<ul style="list-style-type: none"> • Departments will continue to receive reports from SCO • Departments will continue to view fund balances as they do today

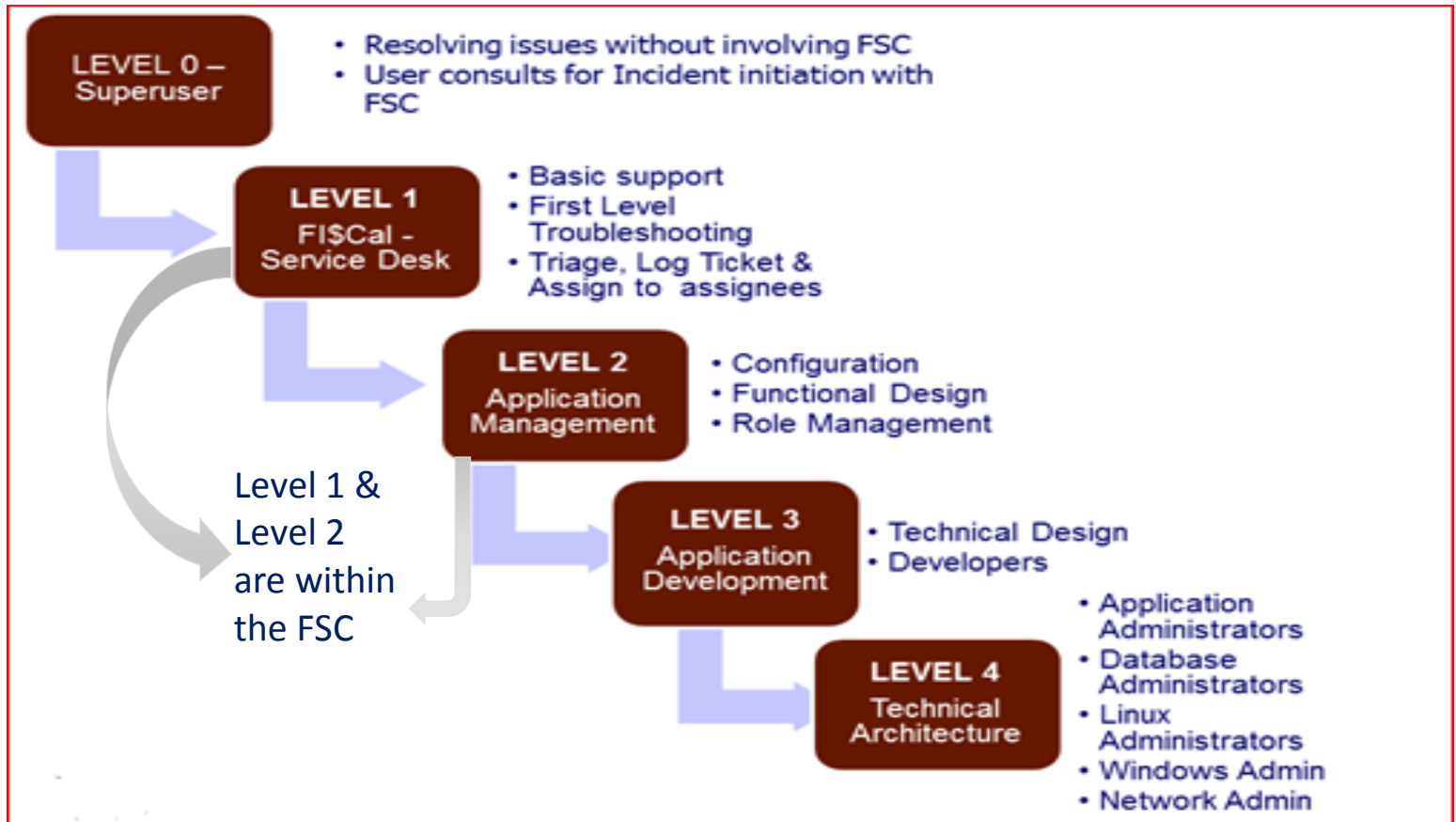


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Maureen Rielley/Marlon Lewis

FI\$Cal Service Center

FI\$Cal – Structure and Services



FI\$Cal Service Center (FSC)

- Mission
 - To serve the best interest of the State and its citizens by providing excellent support and services to the FI\$Cal customers.

Customer Service & Analytics Section (FSC Level 1)

What we do...

- Your main point of contact for new issues and tickets
 - We will resolve the incident immediately if possible.
 - If we cannot, we perform the initial evaluation, triage and prioritization of incidents then route to the proper team(s)
- FSC Analytics and Reports
 - Daily, weekly, and monthly statistics, reports, and presentation decks
 - Analyze trends and triage critical issues

Contact Information

Email: fiscalservicecenter@fiscal.ca.gov

Voice: (855) FISCAL0 (347-2250)

Web: <http://www.fiscal.ca.gov/access-fiscal/>

FSC – Things to do, speed up resolution

- Advise user to clear cache and retry process (as part of incident triage)
- Contact your department Super User to attempt resolution
- Providing the following information speeds up incident processing:
 - Steps leading to the issue
 - FI\$Cal User ID (some Users have multiple ID's)
 - Relevant Screenshots – include URL; Menu Breadcrumbs; Date/Time
 - Affected User's Contact Information – recommend affected user be the customer contact on incident, not Super User
 - If Budget issue – identify whether in Hyperion or PeopleSoft
 - Provide BU & clear description of issue/request in email Subject Line
 - BU + MEC/YEC in email Subject Line for MEC/YEC requests
 - Possible Workarounds
 - Providing this information at incident creation reduces the time for L2 to request additional information for clarification and analysis

FSC – Data Privacy

Be Careful Sharing Data

- Do not share your login credentials with anyone
- Do not email sensitive or confidential data to FSC
- Consider what you are sending – ensure confidential data is not contained in a screenshot or image
- If your problem involves sensitive data, please call the FSC for assistance in redacting the data prior to submission
- Consider requesting a WebEx session which may speed up issue resolution

Business & Functional Services Section (FSC Level 2)

What we do...

Your team of analysts providing functional support

- We perform research of reported incident
 - We work with internal FI\$Cal service teams to determine if the system is functioning as designed, or to perform a fix to the system
 - If we determine that the request is not business function related, we triage with appropriate internal FI\$Cal service teams to resolve the incident
 - Keep open communication as we address your ticket
- Business Services
 - Assist with business services such as releasing vouchers within a stuck status
 - Assist with processes related to closing
 - Collaborate with internal FI\$Cal service teams to address MEC/YEC related tickets



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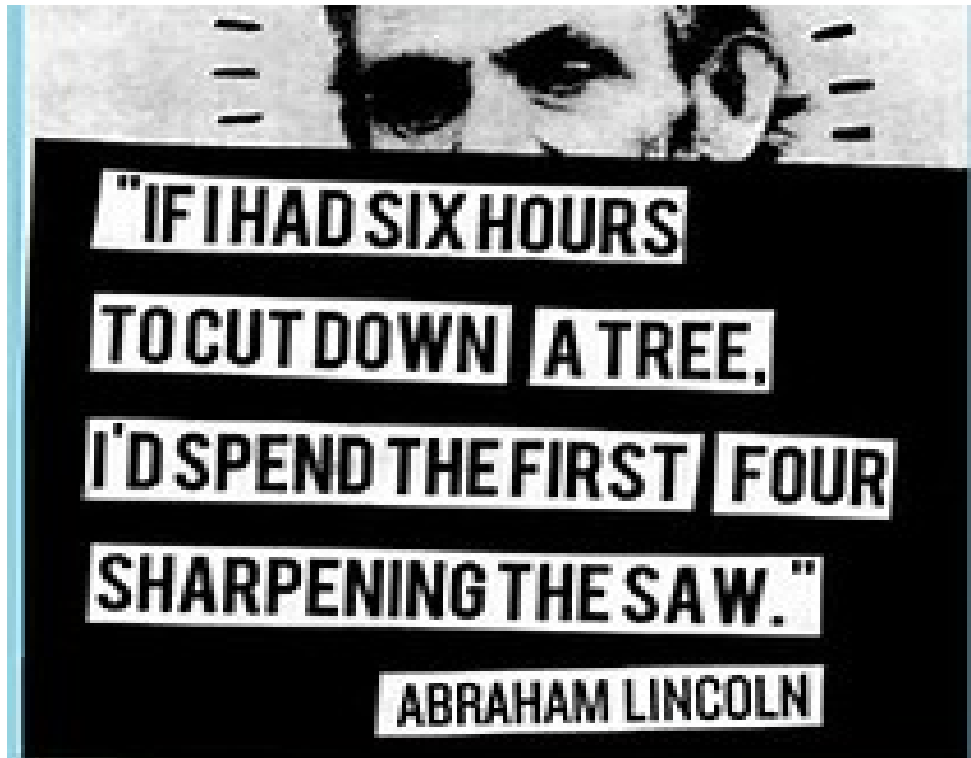
Anthony Ampania

University of FI\$Cal



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UF Progressive Certification Program

Vision

UF creates opportunity for FI\$Cal end users to demonstrate initiative and proficiency in the FI\$Cal system while enhancing the portability of system skills for our state workforce. A UF certificate indicates a commitment to learning, growth and career development.

UF Progressive Certification Program

Mission

Provide end users a progressive learning platform to actively participate in year-round training to excel in the FI\$Cal system.

UF Progressive Certification Program

Goals

- Effectively prepare department end users to engage in the FI\$Cal solution by continuously building their FI\$Cal knowledge and skill base.
- Create a holistic training model to allow departments to integrate UF resources with other modes of learning including on the job experience to meet their needs.

UF Progressive Certification Program

Certification	Solicitations & Contracts	Purchasing	Asset Management	Accounts Payable	Accounts Receivable/Billing	Cash Management	Projects, Grants & Contracts	General Ledger
Bronze	PO142/152 PO244 PO254	PO101 PO112 PO122 PO214 PO225 PO226	AM101 AM112	AP101 AP102 AP113 AP114	BI/AR101 BI/AR102 AR123 AR124 BI113	CM101	PC101 PC112 CA101 GM101	GL101 GL112 GL122 GL142 GL202
Silver	PO143 PO153	PO113 PO123 PO132	AM122 AM132 AM142	AP123 AP133 AP143 AP153	AR225 BI214	CM112 CM122	PC113 PC114 PC222 CA112 GM112	GL132 GL243 GL253 GL263

Whatever you can do or dream you can, begin it.
Boldness has genius, power, and magic in it!

—*W.H. Murray*
(*quoting Goethe*)



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Lawrence Cooper

Enterprise Security Services



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Security Administration Memoranda

Inactive Users

Review of Accounts

Appoint New Designees



Security Administration Memoranda

1. Inactive Users - Security Administration Memo #17-001 dated May 12, 2017
2. Annual Review of User Accounts to Determine Appropriate Access – Security Administration Memo #17-002, dated May 15, 2017
3. Allow Existing Departmental Designees to Appoint New Departmental Designees - Security Administration Memo #17-003 dated May 17, 2017

Security Administration #17-001 Inactive Users

- FI\$Cal will be monitoring and disabling user accounts that are inactive for more than 90 days; role removal will occur after 180 days.
- To remain active, users must log into FI\$CAL at least every 90 days.
- If changes need to be made to the user account or if a user needs to be re-enabled, please use Identity Self Service (ISS) to request changes.

Security Administration #17-002 – Annual Review of User Accounts to Determine Appropriate Access

- FI\$Cal will generate a report of active accounts for each entity. The first report will be provided June 2017, and every January thereafter, to Departmental Authority/Designees (DAD).
- DADs are required to review the report and validate that appropriate roles/access are assigned to their users as well as determine whether an active user account should be disabled.

Security Administration #17-002 – Annual Review of User Accounts to Determine Appropriate Access

- In the event Approval roles or workflow affected items need to be changed, the DAD will need to ensure that any pending items in the System that require workflow/approvals are reassigned to other users to maintain business continuity.
- In the event adjustments need to be made, the DAD should request changes through their Identity Self Service (ISS) account.

Security Administration #17-003 – Allow Existing Departmental Designees to Appoint New Departmental Designees

- To offer Departments/Agencies greater flexibility and speed in appointing users to conduct their business FI\$Cal will now allow Department/Agencies Designees to appoint other Designees.
- The Authority [Department Director, Executive Director (for Boards, Commissions, or Authorities)], Chief Deputy (for Constitutional Offices), or Agency Secretary (for State Agencies) will still need to appoint at least one Designee, who can then appoint other Designees.
- The Departmental Authority and Designee (DAD) Form has been updated to reflect this change.



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Questions and Answers
FI\$Cal Project Information:

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

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

fiscal.cmo@fiscal.ca.gov

