

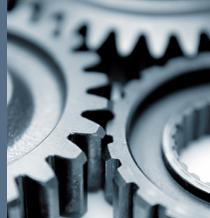
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One state. One system.

Leadership Message



Neeraj Chauhan
FI\$Cal Project Director

Welcome to the new look for FI\$Cal! We are excited to share our new branding with you. You will be seeing a new color palate and feel on a range of items like our presentations, posters and more. In addition to the new look for FI\$Cal, we would like to stress our commitment to excellent customer service. We are dedicated to bringing a quality system to the state of California, but with an increased sense of team work. We are thankful for the patience of the departments working with FI\$Cal and providing such helpful feedback and support. Ultimately, your feedback will help create a better system that will be a long-lasting provider for the state. We will work together to make that difference. We are *One State, One System*.

Upcoming Hyperion Training Activities

Preparations are underway to bring all departments onto the FI\$Cal System for Budgeting. The Department of Finance (DOF) uses the FI\$Cal System to create the statewide budget. With the Statewide Budget functionality that will be implemented with FI\$Cal's 2016 Release, departments will develop and submit their proposed budgets to DOF by entering budget data directly into the FI\$Cal System or through an automated budget upload template.

End users should take advantage of the following training opportunities that will help with use of the new functionality:

- **Upload Template Training**
 - Provided by FI\$Cal
 - Training sessions from June through July
 - Registration via FI\$Cal Training Academy begins May 9
 - Watch for FI\$Cal's training notification, coming soon
- **Governor's Budget Process Training**
 - Training Sessions provided by DOF from July through August
 - Registration begins in June (look for information, by email from DOF)
- **Hands-On Budget Training**
 - DOF, Budget Analysts will work directly with Department Budget staff
 - Ongoing training sessions beginning in August
 - Watch for upcoming information from DOF



A Statewide Budget Super User Workshop was held in March to help prepare departments for the upcoming implementation. If you were unable to attend the workshop or you want to review the presentation it is available on our [website](#).

For more information on FI\$Cal training, please contact your [Department Liaison](#), or email fiscal.cmo@fiscal.ca.gov. For more information on DOF Budget Training, contact your DOF Budget Analyst, or look for updates [here](#).

FI\$Cal, in collaboration with DOF, is committed to providing you with ongoing support throughout this transition process.

On-Demand Videos

To better assist users, the FI\$Cal Service Center (FSC) is creating short instructional videos. The first of which is a one-minute video titled, "[How to Reset Your Password](#)." You can also access the video under General Resources on the [FSC page](#).

User Community Forum

Our latest User Community Forum took place March 23 at the East End Complex in Sacramento.

Topics of discussion at this forum were:

- *Project Update*
- *Tips and Tricks on Cal eProcure and Procurement*
- *FI\$Cal Services Center – What we've heard from end users.*

If you were unable to attend the Forum or just want an extra copy of the presentation you can [access it here](#).

Showing Our Appreciation

On April 14, during a Department of General Services (DGS) Procurement Division meeting, FI\$Cal's Executive Partner Miriam Barcellona Ingenito, Project Executive Neeraj Chauhan, and DGS Partner Business Executive Roger Anderson presented awards to members of DGS's Procurement Division in recognition of their efforts in making the Fall Release a success.



Returned Warrants

End users have generated 31,831 warrants to vendors using the FI\$Cal System since the implementation of Wave 1 in July 2014. Of the warrants that have been generated, 103 have been returned by the United States Postal Service as undeliverable for the following reasons: 1) the vendor changed locations and did not inform the department, 2) an incorrect address or invalid address was keyed when the vendor record was set up or 3) the wrong address was selected (from multiple addresses available) when populating the Voucher page – Payments tab.

Users can prevent the majority of these errors by validating that the address on the invoice matches the address on the Voucher page – Payments tab since the address on the Payments tab is the one that gets populated onto the warrant. (The address on the Invoice tab does not get populated onto the warrant.)

If the address is incorrect on the Payments Tab, end users must submit a Vendor Update Request Form in FI\$Cal to have the vendor address information updated.



Currently, FI\$Cal team members perform the tasks needed to reunite wayward payments with the correct vendor. However, due to the increased volume of returned warrants, this responsibility will be transitioning to the departments in the next few months. Starting July 1, CD-173 Returned Warrant Inquiries will be sent directly to each department for processing per SAM 8422.6 Delivery of Warrants, using the same process as non-FI\$Cal issued warrants. If you have any questions on returned warrants or the July transition, please contact Cathy Leal (cathy.leal@fiscal.ca.gov) or Monte Hand (monte.hand@fiscal.ca.gov).