

From: fiscal.cmo@fiscal.ca.gov

Sent: Tuesday, March 14, 2017 4:02 PM

Subject: For Your Information – Update and Resources for Direct Transfer Files

Dear Production Departments,

On February 8, 2017, the Department of General Services (DGS) submitted the second direct transfer to the State Controller's Office (SCO) with an SCO Document date of February 17, 2017. The FI\$Cal direct transfer processes initiated after February 23, 2017 encountered a critical error. This error caused delays to DGS, FI\$Cal FSC, and FI\$Cal departments affected by direct transfer vouchers. In order to mitigate further interruptions to Month End Close processing for February 2017, DGS worked with FI\$Cal to resolve processing errors for the February direct transfers on Friday, March 10, 2017. Departments should now be able to see the February direct transfer vouchers.

On March 4, 2017, DGS submitted the third direct transfer file to SCO with an SCO Document Date of March 17, 2017. The direct transfer vouchers associated with the March file will result in direct transfer vouchers with an accounting date of March 17, 2017. Departments should expect to see the March direct transfer vouchers around March 23, 2017.

We request departments to forward their invoice disputes and/or corrections to the appropriation string by completing a DGS Form [AFS 94A](#) and submit to DGS-OFS at: SRFFiscalServices@dgs.ca.gov. If multiple changes are necessary, please use the [AFS 94A](#) as your department's cover letter and attach an Excel document with the associated changes. In keeping consistent with project activities, updates should be made in green and deletes should be made in red. DGS will be issuing a communication shortly.

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



Change Management Office
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From: fiscal.cmo@fiscal.ca.gov
Sent: Wednesday, February 8, 2017 3:01 PM
Subject: Direct Transfer Update

Dear Production Departments,

Please share this information with your AP Processors.

On January 11, 2017, a communication was distributed to production departments announcing the new direct transfer process with the Department of General Services and the State Controller's Office. This communication served as initial notification that departments could view vouchers created with a voucher origin = DT.

On January 19, 2017, FI\$Cal processed the first successful direct transfer interface with the State Controller's Office. This process creates direct transfer (DT) vouchers that record the expenditures for DGS services. DGS used appropriations provided by the departments when they created a Customer Account Number (CAN/DGS Bill Code). FI\$Cal maps the legacy values to FI\$Cal chart of account values. Once the DT vouchers are created successfully, they are subject to SCO approval only.

In the event a department views an error in the appropriation used on the DT voucher, we ask the departments to forward their dispute and correction to the appropriation string by completing a DGS Form [AFS-94A](#) and submit to DGS-OFS at: SRFFiscalServices@dgs.ca.gov.

The FSC has received inquiries from departments. The following questions and answers provide valuable information for all departments regarding DT vouchers:

1. Why aren't DT vouchers subject to department approval?
The appropriations populated on the DT vouchers were submitted by the department and approved by SCO. Changes to the DT distribution line/appropriation string may jeopardize the integrity of the transaction since SCO has moved the funds.
2. What Chartfields are populated on a DT voucher?
DGS uses appropriations provided by the departments when the CAN was set-up. FI\$Cal maps the legacy values to FI\$Cal chart of account values.

Please note: Only one FI\$Cal account value can be configured per each CAN, so DT vouchers will default to the Miscellaneous Expense Account 5390900. It is the billed department's discretion to reclassify the accounts through a journal voucher after the voucher has been paid or through a GL allocation.

3. Can departments request changes to the DT coding configuration? Who maintains this table?
DGS is responsible for maintaining the DT coding configuration in FI\$CAL. The billed department will have to submit CAN Change Request, Form AFS-94A: directly to DGS at SRFFiscalServices@dgs.ca.gov if requesting any changes in the DT Coding associated to their CAN.

4. Are DT vouchers budget checked and posted to Commitment Control (KK) ledger?
Yes, all DT vouchers are subject to budget check. After budget check the DT vouchers are subject to SCO Approval. Once SCO approves the DT vouchers, they are posted.
5. What payment information will be seen for DT vouchers as this is a direct transfer?
On DT vouchers – Payment Tab: the Bank Code = DTNET, Bank Account = 9999
6. What happens if a billed department does not have sufficient funds?
SCO will notify DGS of transactions with Non-Sufficient Funds (NSF). As a result, DGS will resubmit them the following month. A FI\$CAL voucher will not be created if identified as NSF.
7. What is the time gap between the JE date when SCO transferred the money out from the department's appropriation and the creation date of DT voucher in FI\$CAL?
DT vouchers will be created 2 business days after SCO transferred the money out from the department's appropriation.
8. Why can't I take action on DT vouchers? I can only view DT vouchers.
The business process for DT remains unchanged. DGS works with SCO on the DT issues. Departments receive the bill accordingly. In FI\$Cal, DT are processed via a voucher. The appropriations populated on the DT vouchers were submitted by the department and approved by SCO. Changes to the DT Distribution line/appropriation string may jeopardize the integrity of the transaction since SCO has moved the funds.

DGS is currently processing a backlog of DT transactions dating back to July 2016; however, using a prior transaction date has caused issues with the vouchers as the billed departments have closed the months. We are working diligently to resolve existing voucher errors as well as implement a permanent fix to prevent future errors on DT vouchers. This should be resolved in the next 10 working days.

We sincerely apologize for the delay and we continue to appreciate your ongoing patience during the processing of this new functionality in FI\$Cal.

If you have questions, please contact the FI\$Cal Service Center at fiscalservicecenter@fiscal.ca.gov.



FI\$Cal Service Center
FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA
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From: fiscal.cmo@fiscal.ca.gov
Sent: Wednesday, January 11, 2017 3:34 PM
Subject: Direct Transfer Billing is Live in FI\$Cal

Dear Production Departments,

On January 6, 2017, the Department of General Services (DGS) began processing financial transactions in FI\$Cal, including direct transfers with the State Controllers' Office. Although DGS has made every effort to minimize impacts to their departmental customers, they recognize differences of transacting in a shared system and are happy to be moving forward in their partnership with FI\$Cal.

During the processing of Direct Transfers in FI\$Cal, your department may need to perform approved legacy edits to correct Chartfield errors. In order to sync FI\$Cal with the approved edits, your department must submit a Journal Voucher to capture the correction in FI\$Cal. AP Processors can view direct transfer vouchers on the 'Voucher Inquiry' page at the following navigation: Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher. Once the page is open, populate the value = "STATE" in the Origin Set ID field, and populate the value = "DT" in the 'Origin' field. For instruction on how to create an AP Journal Vouchers, please refer to the FI\$Cal Training Academy, Module AP133, Lesson 3.

DGS appreciates your patience during the implementation of this new functionality in FI\$Cal.

If you have questions or experience issues with transacting in FI\$Cal, please contact the FI\$Cal Service Center at fiscalservicecenter@fiscal.ca.gov.



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