



## FI\$CAL USER COMMUNITY FORUM

DATE: WEDNESDAY, JANUARY 4, 2017

TIME: 9:30AM – 11:00AM

LOCATION: DEPARTMENT OF GENERAL SERVICES, 707 THIRD ST.,  
WEST SACRAMENTO, CA 95605

ROOM: AUDITORIUM

<b>Facilitators:</b>	Julie Bianucci Peter Bedell Wes Riley Bill Harrigan
<b>Meeting Purpose:</b> <b>Type of Meeting:</b>	FI\$Cal User Community Forum

### AGENDA TOPICS/MINUTES

#	Topic <i>[Brief description]</i>	Presenter <i>[Name]</i>	Duration <i>[Time in Min.]</i>
1	Introduction/Agenda/Project Status	Julie Bianucci	<b>5 mins</b>
2	Enterprise Intake Process	Peter Bedell	<b>15 mins</b>
3	FSC: What We've Heard From You / A Look Ahead to 2017	Wes Riley	<b>13 mins</b>
4	SCO: Assets, Encumbrances, & Role Mapping/Close	Bill Harrigan	<b>55 mins</b>

### QUESTIONS AND ANSWERS



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Question	Answer
<p>Q1) Can you please describe several instances/cases where the Enterprise Intake Process (EIP) has been implemented and initiated? What was the outcome?</p>	<p>A1) One instance was when Department of General Services (DGS) requested a reorganization of their department. In this case, the effort was identified as being complex and time-sensitive given the timeline of a production release; therefore, the project was taken down the project release path. We were able to identify that this situation would likely happen to other departments so we're currently looking at streamlining this process.</p> <p>Another example of using this type of process was when Department of Finance (DOF) requested an update to a report that was being produced out of PeopleSoft. Within this report we needed to understand its functionality and its impact. Initially, we thought it was something that could easily go down the production path, but soon realized that it was going to have a significant impact on other departments as well. So, it fit into the Enterprise Intake Process flow.</p>
<p>Q2) When FSC sends back a notification regarding a ticket status, is the ticket number included in the subject line of the email?</p>	<p>A2) Yes, the ticket number will always be included in the subject line of the email. The email notifications are an automated process so everyone should include the ticket number and a brief description of the incident.</p>
<p>Q3) When using the self-service portal, are you able to track the updates being made on your ticket?</p>	<p>A3) Yes, when using the self-service portal you are able to track the updates being made on your ticket. Though these updates do not include specific detail regarding the ticket status you can; however, see a list of where the ticket is at in the process under the "Work Info" tab.</p>
<p>Q4) Once live in FI\$Cal, will SCO reconciliations be automated or will they still need to be manually submitted by the departments?</p>	<p>A4) Departments will still have to submit reconciliations regardless of being live in the System. The only difference you will no longer be reconciling against two systems, it is now just one system.</p>



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Q5) In regards to 2018 departments, do departments convert assets at a summary level or at an item-by-item level?	A5) Future departments will convert all assets at an item-by-item level.
Q6) Will SCO convert the balance of an asset to the detailed line item?	<p>A6)</p> <p>Legacy Process – Departments report both the assets original balance and its in-service date to SCO where they would then run the depreciation for that asset on a yearly basis.</p> <p>New Process – Once SCO is live in FI\$Cal, asset depreciation is done automatically on a month-end-close basis. However, departments must make sure that these reported assets have the correct in-service date and that its original amount is the same as when reported to SCO.</p> <p>Two questions departments should ask themselves:</p> <ol style="list-style-type: none"> <li>1. Is the amount that you reported to SCO for a specific asset the same as what was converted into FI\$Cal?</li> <li>2. Is the in-service date correct in the System and is it different than what you had originally reported to SCO?</li> </ol>
Q7) What happens when departments identify an asset that doesn't have supporting documentation or that has an unknown in-service date?	A7) Policy decision is to be determined by DOF, DGS, and SCO.
Q8) What happens when a capital asset is purchased and received but not officially put into service for several months?	A8) The capital asset will not start to depreciate until it is put into service. It's important to note the actual in-service date.
Q9) What is the monetary amount for an item to be considered an asset vs. just being a usable good?	A9) Within FI\$Cal, everything is an asset. What we are discussing here are capitalized assets over \$5k.
Q10) If a department has an encumbrance availability of three years, will the sweep occur after the third year or prior to that third year?	A10) The sweep will occur after the third year.



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Q11) Could FI\$Cal re-write the language in the budget document that extends the appropriation authority so that departments could bypass the sweep?	A11) Departments would have to seek DOF council on this issue.
Q12) Will the encumbered spending authority be swept on a yearly basis?	Q12) Yes, the encumbered spending authority will be swept on a yearly basis.
Q13) Scenario: If the department pays the invoice once live in FI\$Cal using the ultimate fund, there will be discrepancies between the fund that's paying for the invoice, which is the ultimate fund vs. the fund that is on the PO because the PO will be a clearing account.	<p>A13) We want departments to convert their PO transactions to the ultimate funding for reconciliation purposes and when departments go to pay the invoices by creating vouchers, they will need to upload a scan of the original PO document that shows the PO at the clearing account. SCO will review the scanned document and issue payment.</p> <p>For the conversion of purchase orders (CNVPO107) departments are to provide the ultimate funding, even though the actual purchase orders are at the clearing account level. The actual purchase order will need to be scanned and attached to the voucher for payment. SCO will process even though there is a discrepancy between what is in FI\$Cal (ultimate fund) and what is on the actual purchase order (clearing account).</p>
Q14) What should we do if we do not have receipts for assets purchased and do not know the actual cost?	A14) If we don't have receipts or known cost of the actual asset, please refer to the policy. We are not changing any policies, with SCO coming onto FI\$Cal, there is just more transparency.