

FI\$Cal

Focus

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One state. One system.



Neeraj Chauhan
Chief Deputy Director

Leadership Message

Upgrades, release will require brief shut down

As we approach the month of July, there will be a number of upgrades and system improvements to FI\$Cal, along with the July 2016 Departmental Release. These upgrades and changes will improve

system efficiency, effectiveness, and functionality, as well as enhancing user experience.

In preparation for these system upgrades and the July 2016 Release, FI\$Cal PeopleSoft and Cal eProcure will experience outages for two business days at the end of July, along with two weekends. In an effort to minimize the impact on users, the FI\$Cal PeopleSoft and Cal eProcure outages will occur over two short periods, with the majority of work conducted after business hours and on weekends:

Part One: From Thursday, July 21, at 6 p.m. to Tuesday, July 26, at 6 a.m., this portion of the work will focus on upgrading the PeopleSoft Financials application from version 9.1 to version 9.2 on a new toolset and hardware:

- PeopleSoft and Cal eProcure Production applications are unavailable during this cutover outage window

- PeopleSoft v9.1 is upgraded to v9.2 during the cutover outage window
- PeopleSoft v9.2 and Cal eProcure Production are available for existing Departmental users and bidders/suppliers starting on Tuesday, July 26
- GRC and Primavera applications will be down for an additional period during business hours after July 26

Part Two: From Friday, July 29, at 6 p.m. to Monday, August 1 at 6 a.m., this portion of the work will focus on bringing on DGS ABMS and new Department users onto PeopleSoft 9.2 and existing and new Statewide Budgeting users onto Hyperion Budgets 2.0 (tentatively):

- PeopleSoft applications are unavailable for department users during this cutover outage window
- PeopleSoft Security is set up for the new July 2016 users for DGS ABMS and new Departments during the cutover outage window
- Hyperion Security is tentatively set up for Budgets 2.0 and new Statewide Budgeting users during the cutover outage window
- PeopleSoft v9.2 is available for new 2016 users on August 1
- Hyperion Budgets 2.0 is tentatively available for existing and new 2016 users on August 1

During the July 2016 Release Cutover, existing FI\$Cal Production applications will not be available for existing users during the following downtimes:

Production Application	Impacted Users	Down Time
PeopleSoft	All existing users	July 21 6 p.m. – July 26 6 a.m. July 29 6 p.m. – Aug 1 6 a.m.
Cal eProcure	Bidders/Suppliers, All existing users	July 21 6 p.m. – July 26 6 a.m.
Hyperion Budgets 1.0	All existing users	July 1 - July 5
GRC	Existing SCO users (<10)	July 21 6 p.m. – Aug 1 6 a.m.
Primavera	Existing DGS users (<10)	July 21 6 p.m. – Aug 1 6 a.m.

For more information on how to prepare for the FI\$Cal Outage, please continue to Page 2.





Tips to Prepare for Outage

July 22 through 25 are the days when the (PeopleSoft) system will be unavailable.

Please plan to perform and complete activities within the system prior to the scheduled outages in order to avoid any delays in departmental processing and related activities. Some advice for working around the shutdown:

- During the PeopleSoft upgrade, user Favorites will not be migrated over to the new system. Users will have to recreate their Favorites when the upgrade is finished. We urge you to save a backup of your Favorites before July 25, 2016, by saving them in a Word document or in a text document on your computer and copying them once the upgrade is complete.
- Make sure all transactions are approved and successfully posted before the outage.
- Order any necessary reports to assist in the month-end or year-end reconciliations.
- Cal eProcure (the public procurement portal) will not be accessible (CSCR, SB/DVBE certification application, searching for LPAs, searching for SB/DVBEs). More information will be provided to Departments on any steps that may be

needed regarding advertised solicitations in CSCR. FI\$Cal will be partnering with DGS to communicate to the vendor/bidder community about the outage schedule and its impacts.

- During Part One of the system outage (July 21 to July 26), FI\$Cal Departments will not be able to reconcile or approve outstanding P-Card transactions from previous billing statements. In addition, the P-Card transactions from the consolidated US Bank July statement (dated June 23 to July 22) will be loaded into FI\$Cal on the night of July 26. This will cause a one-day delay in loading of the July statement and in sending email notification to the Department P-Card Reconcilers and Department P-Card Maintainers that their bank statements have been loaded/arrived.
- During the outage, Departments are able to work offline using a paper-based process (Requisition, Purchase Order [STD. 65], the manual claim process to the State Controller's Office [SCO]) or the Office Revolving Fund (ORF) account for emergency transactions. FI\$Cal will be available for transactions from 6 a.m. July 26 until 6 p.m. July 29 and will resume normal processing hours after 6 a.m. August 1. Once the upgrade is complete and the system is back online starting August 1, FI\$Cal Departments will need to key in paper transactions executed offline while the system was unavailable.

- In order to accommodate the outage, the FI\$Cal July 2016 SCO Warrant pay cycle will run as follows:
 - Daily July 5 to July 19. This will be the final pay cycle for approved vouchers before the 9.2 cutover resulting with a warrant issue date of July 25, 2016 unless otherwise specified.
 - July 26 – 27, 2016 with an issue date of August 1–2, 2016 unless otherwise specified.
- Normal SCO Warrant pay cycle processing will resume on August 1, 2016.
- Outside the FI\$Cal Cutover when the system is available, users will be able to create, submit and approve FI\$Cal vouchers. FI\$Cal vouchers approved by the Department accounting staff and SCO Audits during this time will be extracted for processing per the above schedule. If a Department needs to expedite a warrant payment, a paper claim schedule should be submitted to the SCO.

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

webex

New tool means quicker service



WebEx, an online meeting tool, is now available to FI\$Cal clients who call into the FI\$Cal Service Center (FSC). The tool enables FSC representatives to see clients' screens and better help them navigate solutions to their problems. Wes Riley, FSC Assistant Deputy Director, said the tool will help the team resolve tickets more quickly.

Clients can request to use WebEx at any time during their ticket life cycle. FSC can accommodate up to five people simultaneously in a WebEx if they all are experiencing a similar issue. WebEx allows clients to either speak directly by phone with a FSC representative or use the tool's chat feature.

In addition to its efficiency, WebEx is a secure, encrypted method for ticket resolution. Clients are in control of what they share. WebEx allows clients to share just a browser screen or a full desktop view.

Please note that, FSC will work with clients in departments that have internal information permissions that limit their accessibility to WebEx. WebEx is not required. It is an optional resource as long as your department is comfortable using it.

Clients with questions may contact FSC at fiscalservicecenter@fiscal.ca.gov or call (855) 347-2250. (See how it works)

On-Demand Videos

To better assist users, the FI\$Cal Service Center (FSC) is creating short instructional videos. Current titles include "[How to Access the FSC](#)" and "[How to Reset Your Password](#)." You can also access the videos under General Resources on the [FSC page](#).



We also have a helpful video titled "[Password Reset](#)" for the FI\$Cal Training Academy (FTA). Watch these and many more on our [YouTube channel](#) at www.youtube.com/user/CaliforniaFISCal.

User Community Forum

Our most recent User Community Forum took place June 15 at the East End Complex in Sacramento.

Topics of discussion:

- [Project Status](#)
- [Tips and Tricks on the Role of Super Users](#)
- [FI\\$Cal Service Center – What we've heard from you](#)



If you were unable to attend the Forum or if you want a copy of the [presentation](#) you can access it at our [website](#).



If you have questions regarding your role in converting to FI\$Cal, please contact the designated Change Champion for your department.

For more information on upcoming events, please visit our website at www.fiscal.ca.gov or email us at fiscal.cmo@fiscal.ca.gov.

July 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 2016 Release Training Liaison Support Call (Teleconference)
4 HOLIDAY	5 2017 Release DCA, SWRCB Sponsor Briefing (Web Meeting) 2017 Release NRA Sponsor Briefing (Web Meeting) 2016 Release User Acceptance Testing	6	7 2017 Release CCCCCO Sponsor Briefing (Web Meeting)	8 2016 Release Training Liaison Support Call (Teleconference) 2017 Release CHRB, CalPIA, POST, PERB Sponsor Briefing (Web Meeting) 2017 Release CDI, SOS, CSAC Sponsor Briefing (Web Meeting)
11 Customer Impact Committee (CIC) Meeting 2016 Release User Acceptance Testing	12 2017 Release OES, CDFA, CalVet Sponsor Briefing (Web Meeting) 2017 Release CHHS Sponsor Briefing (Web Meeting)	13 2016 Release Transition Meeting #3	14	15 2016 Release Training Liaison Support Call (Teleconference)
18	19	20	21 FI\$Cal System Unavailable after 6:00 p.m. - PeopleSoft 9.2 Cutover Monthly FI\$Cal User Community Forum (Location TBA)	22 FI\$Cal System Unavailable - PeopleSoft 9.2 Cutover 2016 Release Training Liaison Support Call (Teleconference)
25 FI\$Cal System Unavailable - PeopleSoft 9.2 Cutover	26 FI\$Cal PeopleSoft 9.2 Go Live!	27	28	29 FI\$Cal System Unavailable after 6:00 p.m. 2016 Release, DGS, ABMS, and Hyperian Budgets 2.0 Cutover 2016 Release Training Liaison Support Call (Teleconference)