



**FI\$Cal**

*Financial Information System for California*

# FI\$Cal Forum

March 25, 2014

# Agenda

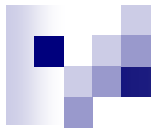
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- Project Status
- Opening Remarks – Department of Finance
- Budget Functionality
  - Base Upload Package
  - Baseline Budget Adjustments
  - Budget Change Proposals
  - Positions (Schedule 8)
- Panel Discussion

## FI\$Cal Project Status

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- Wave 1
  - Test Phase through May 2014
  - Deploy Phase June 2014
  - June 30, 2014 – Wave 1 Departments will complete year-end transactions in legacy system
  - July 1, 2014 – FI\$Cal Go Live
    - Convert and validate data
  - July 16, 2014 – Departments will begin keying in the FI\$Cal System
- Wave 2
  - California Department of Technology approved Special Project Report 5 on January 17, 2014
  - The Control Section 11 Letter was approved on March 13, 2014
  - Kickoff with Departments in April 2014
  - Go Live July 2015



# DEPARTMENT OF FINANCE

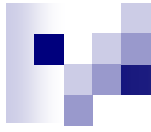
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Kristin Shelton, Program Budget Manager  
Statewide Budget Change Champion

# Finance – Opening Remarks

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- ALL departments that provide information for the annual budget development process are affected by the upcoming go live date
- Budget information will be gathered in many different dimensions
  - Program
  - Fund
  - Category (Object Code)
- Heavy workload for departments much earlier in the budget process
- Majority of this workload will be one-time
- As the budget process winds down, there will be very little need to finalize budget documents as they will be reports from the System
- Different budget deadlines – no slippage
- Budget letters and summer training, in partnership with FI\$Cal, will provide additional details on new processes

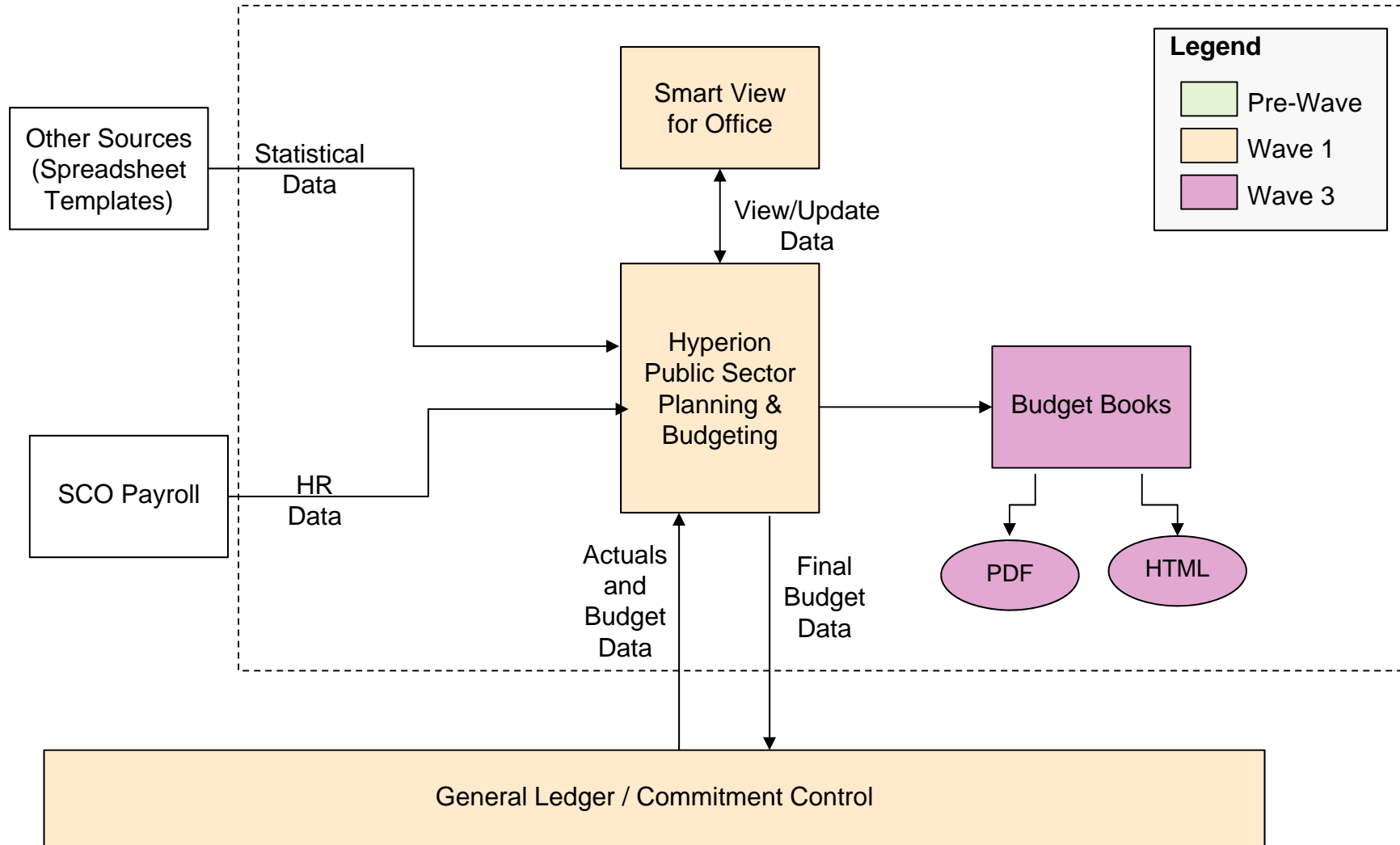


# **BUDGET FUNCTIONALITY**

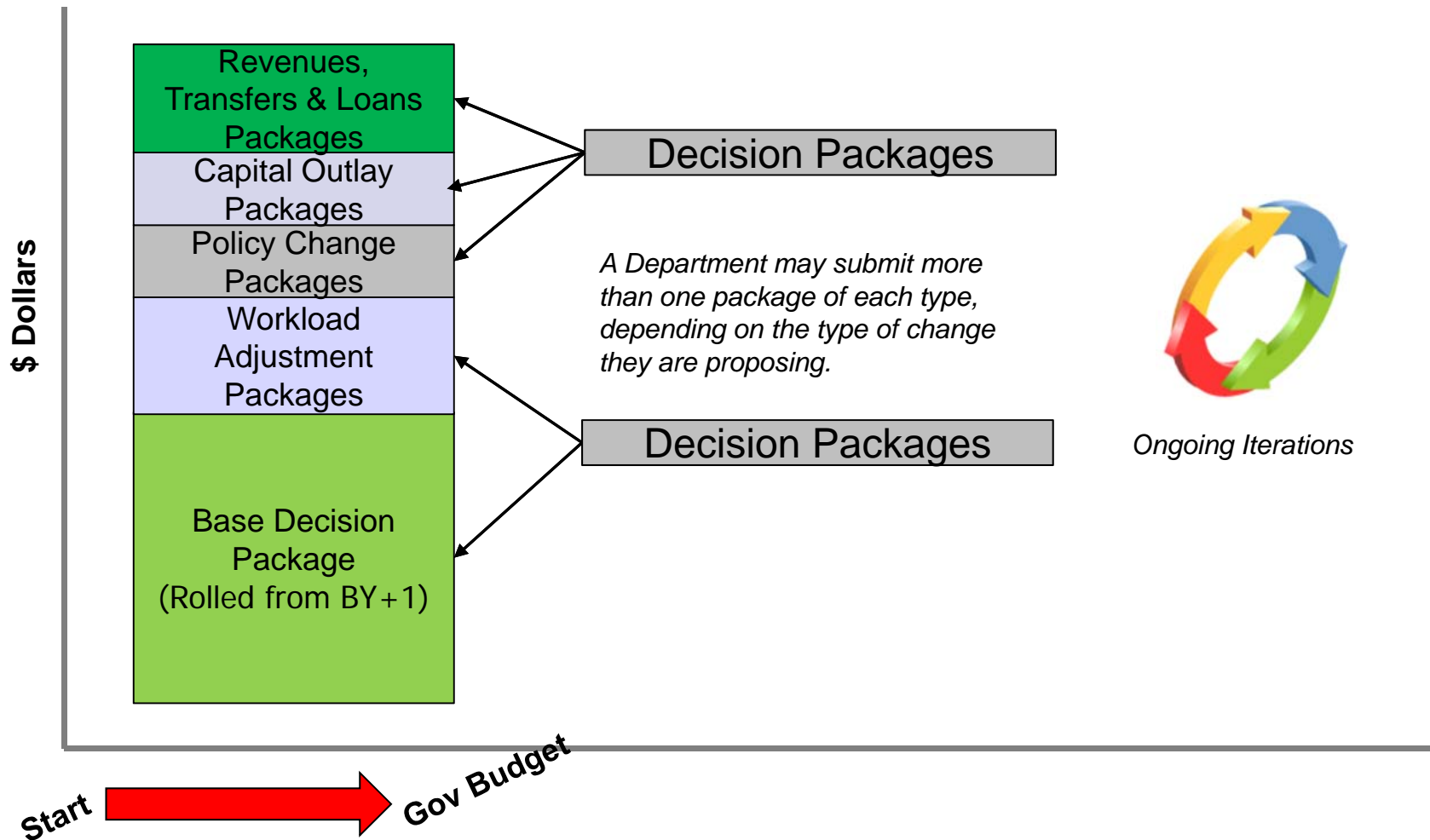
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Amanda Martin

# Budget Functionality



# FI\$Cal Decision Package Concept





# Base Upload Package

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## ■ ***Current Year***

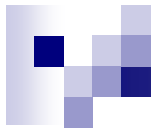
- FI\$Cal will convert from DOF's systems to populate Base Upload Scheduling Template with CY appropriations
- DOF will enter vetoes into the Base Upload Worksheet before sending it to departments
- Departments will schedule payables for Current Year in the template. They will also prepare the normal BR-1 documentation for SCO.
- Items must be scheduled to at least the DF-300 level of Categories. Departments may schedule lower at their option.
- Scheduling will occur in July/August

# Base Upload Package

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## ■ *Past Year*

- Will still complete the Past Year Schedule 10s to collect past year expenditures.
- FI\$Cal will convert from DOF's systems to populate Base Upload Scheduling Template with PY appropriations and expenditures.
- The populated template will utilize the new Chart of Accounts values.
- Occurs after the CY Base Upload Template
- PY Scheduling will occur later in the Fall (September/October)



# **BASE UPLOAD PREVIEW**

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# Base Upload Scheduling Template

- Sample spreadsheet sent to departments

ORG	REF	FUND	YOA	YOB	Program	Project	Obj/ GL/ Receipt Code	
Entity	Reference	Fund	ENY	Year	Program	Project	Category	Description
BU_4300	RF_101	FD_3085	ENY2014	FY14	PG_4140015	No_Project	No_Category	
BU_4300	RF_004	FD_0001	ENY2014	FY14	PG_4145010	No_Project	No_Category	
BU_4300	RF_003	FD_0001	ENY2014	FY14	No_Program	No_Project	AC_L900000	
BU_4300	RF_002	FD_0001	ENY2014	FY14	No_Program	No_Project	AC_L500003	
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140	No_Project	No_Category	

Authorized Current Year Expenditure Amount (Net of Adjustments)	Actual Expenditures Current Year Amount	Current Year Savings Amount	Current Year Carryover Amount
740,000	-	-	-
642,000	-	-	-
-249,393,000	-	-	-
9,869,000	-	-	-
14,777,000	-	-	-
2,518,000	-	-	-

# Base Upload Scheduling Template

- Spreadsheet received from departments

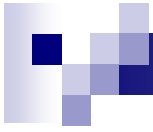
ORG	REF	FUND	YOA	YOB	Program	Project	Obj/ GL / Receipt Code	Description	Authorized Current Year Expenditure Amount (Net of Adjustments)
Entity	Reference	Fund	ENY	Year	Program	Project	Category		
BU_4300	RF_101	FD_3085	ENY2014	FY14	PG_4140015	No_Project	No_Category		740,000
BU_4300	RF_004	FD_0001	ENY2014	FY14	PG_4145010	No_Project	No_Category		642,000
BU_4300	RF_003	FD_0001	ENY2014	FY14	No_Program	No_Project	AC_L900000		-249,393,000
BU_4300	RF_002	FD_0001	ENY2014	FY14	No_Program	No_Project	AC_L500003		9,869,000
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_5100000	Earnings - Permanent	1,566,135
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_5150050	Staff Benefits	783,067
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_5108000	Overtime Earnings (O	469,840
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_5301400	Goods - Other	626,454
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_5302700	Pamphlets, Leaflets, E	313,227
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_5304100	Cell Phones, PDAs, Pa	156,613
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_5306100	Postage - General	313,227
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_53202	Travel: In-State	156,613
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_53206	Travel: Out-of-State	156,613
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_5322400	Training - Tuition and	156,613
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_5324100	Facilities Maintenanc	78,307
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_5326	Utilities	117,460
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_53402	Consulting and Profes	78,307
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_53404	Consulting and Profes	39,153
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_5348250		117,460
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140015	No_Project	AC_5348500		39,153
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140019	No_Project	AC_5100000	Earnings - Permanent	1,252,908
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140019	No_Project	AC_5150050	Staff Benefits	626,454
BU_4300	RF_001	FD_0001	ENY2014	FY14	PG_4140019	No_Project	AC_5108000	Overtime Earnings (O	501,163

# Base Upload Scheduling Template

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## Items to be Scheduled

- Program and Sub-Program
- Projects (If appropriated or displayed in the Governor's Budget)
- Sub-Funds
- Payables
- Reimbursements
- Categoricals
- Category ( = PeopleSoft Account ChartField)
- Unscheduled



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# Questions

# Baseline Budget Adjustments

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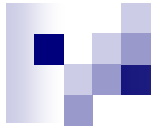
- Replaces the Planning Estimate Worksheet (PEs)
- Adjustments are recorded as either limited-term or ongoing
- Adjustments are recorded for CY, BY, BY+1, BY+2, BY+3, BY+4 on separate Tabs in an Excel Workbook
- The former PE Line numbers will go away
- The PE Line titles will also change
- Adjustments will be scheduled to the same level of detail as the Base Upload Template



# Baseline Budget Adjustments

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- For Wave 1 Only, the first adjustment package you will do after the CY Base Upload will be to remove one-time and limited-terms from your ongoing numbers.
  - This information will form the basis of your budgets going forward so you will not have to “back-out” the same one-times in the future



# **BASELINE BUDGET ADJUSTMENT PREVIEW**

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# Baseline Budget Adjustments

## ■ Example:

- Your Department has \$2,000 for Training Contracts in your base budget CY, BY, and BY+1
- Your Department as \$8,000 in Office Furniture in CY only
- BY and BY+1 adjustment will shift \$2,000 from Ongoing to Limited Term and reduce Ongoing by the \$8,000

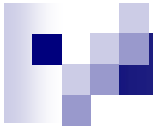
					Limited Term Request BY	OnGoing Request BY	Request Amount BY
					YearTotal	YearTotal	YearTotal
BA State Operations- Support 001	0001 General Fund	3240 Implementation Of The State Water Resources Development System	No_Project	5322100 Training Contracts - Ir	2,000	-2,000	0
BA State Operations- Support 001	0001 General Fund	3240 Implementation Of The State Water Resources Development System	No_Project	5362375 Furniture - Office		-8,000	-8,000

# Baseline Budget Adjustments

- Example Con't:

- BY +2 through BY+4 will reduce \$10,00 from Ongoing

					Limited Term Request YearTotal	OnGoing Request BY2 YearTotal	Request Amount BY2 YearTotal
BA State Operations- Support 001	0001 General Fund	3240 Implementation Of The State Water Resources Development System	No_Project	5322100 Training Contracts - Interdepa		-2,000	-2,000
BA State Operations- Support 001	0001 General Fund	3240 Implementation Of The State Water Resources Development System	No_Project	5362375 Furniture - Office		-8,000	-8,000



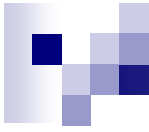
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# Questions

# Budget Change Proposals

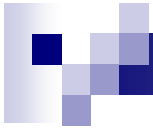
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- Narrative portions are in a Word Document
- Fiscal Details are also an Excel Workbook Templates
- Have the same sections that the current BCPs require
- Position information is different:
  - Specific information must be entered for each class of position
  - Based on the position information provided in the template, FI\$Cal will calculate the costs associated with that position based on system defaults such as taking the mid-step for the classification
  - A reconciliation of the position costs will occur between DOF and Department to come to agreement on the numbers.
- Department and Agency Signatures will still be required on the paper cover page for Waves 1- 3



# **BUDGET CHANGE PROPOSAL PREVIEW**

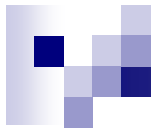
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# Questions





# **BUDGET FUNCTIONALITY**

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Peter Lee

# Schedule 8 Position Template

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- Departments will receive pre-populated template from DOF
- Pre-populated position template sourced from SCO payroll records
  - Purpose: Template will be the initial position file use by departments to determine their authorized baseline positions and salaries
- Department reconciles data with dept. HR, DOF, SCO records
  - Include Supplemental Schedule 8 line items
  - Add Temporary Help and input \$ and FTE
  - Add Overtime and input \$
  - Assign Finance Conversion Code (FCC) structure to each position (Schedule 7A format)
  - Template incorporates validation check and prelim 7A view
- Each Position
  - Must identify Fund % allocation
  - Must identify Program and Reference code
  - Any special pays added to the Salary of the position and notated
  - 7A Footnotes if applicable



# POSITION TEMPLATE PREVIEW

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# Questions

Talk with your Departmental Liaisons

[http://fiscal.ca.gov/about-vision/departments\\_liaison\\_network\\_corner/](http://fiscal.ca.gov/about-vision/departments_liaison_network_corner/)

or e-mail the FI\$Cal project team at:

[fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov)