# FI$Cal Forum

August 27, 2014

# Agenda

- New FI$Cal Executive Partner
- Wave 1
  - Status
  - FI$Cal Service Center
  - Upcoming Budget Preparation Activities
- Waves 2 & 3 Update
  - Status
  - Functionality
  - Statewide Impact
- Wave 4 Departments

# FI$CAL

Jeff Uyeda

Executive Partner

# Status of Wave 1

Budgets Book of Record

- Go Live
  - June 30, 2014 – Wave 1 Departments completed year-end transacting in legacy systems
  - July 1, 2014 – Cutover
  - July 16, 2014 – Departments began transacting in the FI$Cal System
  - 41 Days Into Production
- Functionality
  - Statewide Chart of Accounts and Budget Structure
  - Core departmental accounting, budgets, procurement, cash management

# FI$Cal End Users

FI$Cal Service Center (FSC)

- Fully Staffed and Operational FSC
- Command Center with additional support coverage through stabilization
- Daily calls with stakeholders
- End user support labs
- On site SWAT teams, as needed
- Regular Service Desk Hours for Application Support and Business Services Requests
  - Monday-Friday, 6:00 AM – 7:00 PM PST (Except State Holidays)
- After Service Desk Hours for Application Support
  - Monday-Friday, 7:01 PM – 5:59 AM PST
  - 24 hour support on weekends and State Holidays

# Wave 1 Departments

- Pre-Wave Departments
- Department of Alcoholic Beverage Control
  - Alcoholic Beverage Control Appeals Board
- Department of Finance
- Department of Justice (Budgets Only)
- San Francisco Bay Conservation and Development Commission
- State Board of Equalization (Budgets Only)
- State Controller's Office (September 2014)
- State Treasurer's Office (September 2014)
  - Contracted Organizations

# DEPARTMENT OF FINANCE

Kristin Shelton, Program Budget Manager

Statewide Budget Change Champion

# Roles (DOF vs. FSC)

- Partnership between Finance and the Project
- Finance continues to be responsible for budget and accounting policy and processes:
  - Issue Budget Letters with instructions and guidance to departments, including required templates
  - What data is required and when budget tasks are due
- The FI$Cal Service Center (FSC) handles **System** related issues:
  - User access and log-in IDs
  - Security – What data user has access to
  - Transactions/System Training – How to enter data in the System based on business rules and policies established by Finance

# Budget Letters

**<u>FI$Cal Budget Letters (BL) Issued:</u>**

- **BL 14-07** Implementation of FI$Cal
- **BL 14-08** Initial Base Upload Template
- **BL 14-18** Baseline Budget Adjustments (FI$Cal Templates)
  - Expenditure adjustments
  - Revenue, Transfers, and Loans
- **BL 14-21** Salary and Wages Supplement

**<u>Upcoming Budget Letters:</u>**

- Employee Compensation Adjustments (early September)
- Employer Retirement Rate Adjustments (early September)
- Budget Administration Adjustments (September)
- Scheduling of Past Year Expenditures (September)

# Budget Change Proposals

- Templates and instructions are available on Finance website
  - Narrative, including Cover Sheet
  - Data – Excel template
  - Wave 1 Departments will attach a PDF of cover sheet and narrative, including any attachments (org chart, workload data, etc.) to Decision Package/Budget Request in Hyperion
  - Hard copies from all departments
- BCPs are due to Finance by September 2
  - Must use current cover sheet and narrative format
  - Fiscal Detail Sheets – Can be submitted in the old format
  - If accepted for review, departments must submit fiscal data in the new templates.
  - Template due date will be provided by your Finance Analyst

# Capital Outlay

- BL 14-07 provides instructions to departments
- No Wave 1 departments are anticipated to have capital outlay projects
- All other departments will submit proposals using the current process – electronic and hard copies
- Forms have been modified slightly and are available on Finance website
- Old forms will still be accepted for review and are due September 2
- Any COBCPs included in the Governor’s Budget will need to be on the new forms prior to January 5, 2015

# Schedule 10s – Expenditures

- No Current Year or Budget Year 10s
- Past Year – Last time hard copy using legacy systems
- Extract legacy system data to create Past Year template
- Departments will be required to schedule expenditures by program/subprogram and category of expenditure (similar to CY/BY Base Upload process)
- Reimbursements will also be associated with a specific program and fund
- Finance will work with the FI$Cal Project to load detailed data in Hyperion

# Schedule 10R – Revenues

- Each department will be required to report its own special fund revenue, instead of the administering department
- Formerly, a single 10R was submitted by the fund administrator
- 10Rs have been provided to each department that corresponds to the data loaded into Hyperion – Current Service Level
- Incremental changes or adjustments to that baseline will be reported using the new Baseline Revenue, Transfers, and Loans template
- Past Year revenue information is due September 4
- Current Year and Budget Year revenue information is due October 9

# Budget Spreadsheets

- Currently working on System reports to produce budget spreadsheets
- Some format changes are required so they will have a slightly different format (including longer program numbers)
- They will be distributed later than usual – prepopulated with Current Service Level data from base upload templates
- This report can be used to verify data provided in the base upload templates is producing the expected result
- Narrative components of the Governor's Budget publication will be done using the current process – hard copy e-Budget report marked up by departments

# Salaries and Wages

- Salaries and Wages (Schedule 7A) process is unchanged for Wave 1
- Schedule 7A will have a bottom line adjustment to tie to the current service level as reported in department base upload templates
- Shifts some 7A changes to the Changes in Authorized Positions display of the Budget Spreadsheet
- It will likely change in a future wave

# Budget Bill Language Sheets

- This year departments will still manually mark up hard copy of Budget Bill language sheets using a new System report
- Some change in the format to reflect the elimination of payables
- All items will be scheduled to a program
- Reimbursements will be associated with the fund and program that is receiving the reimbursements (will still be shown as a minus on the language sheet)
- The process will change in the future to leverage System capabilities

# Training

- Instructor led System training for departments is complete
- Finance staff training upcoming
- Traditional Governor’s Budget preparation training is complete
- If needed to support the Project rollout, Finance may offer additional training courses to departments

# Summary

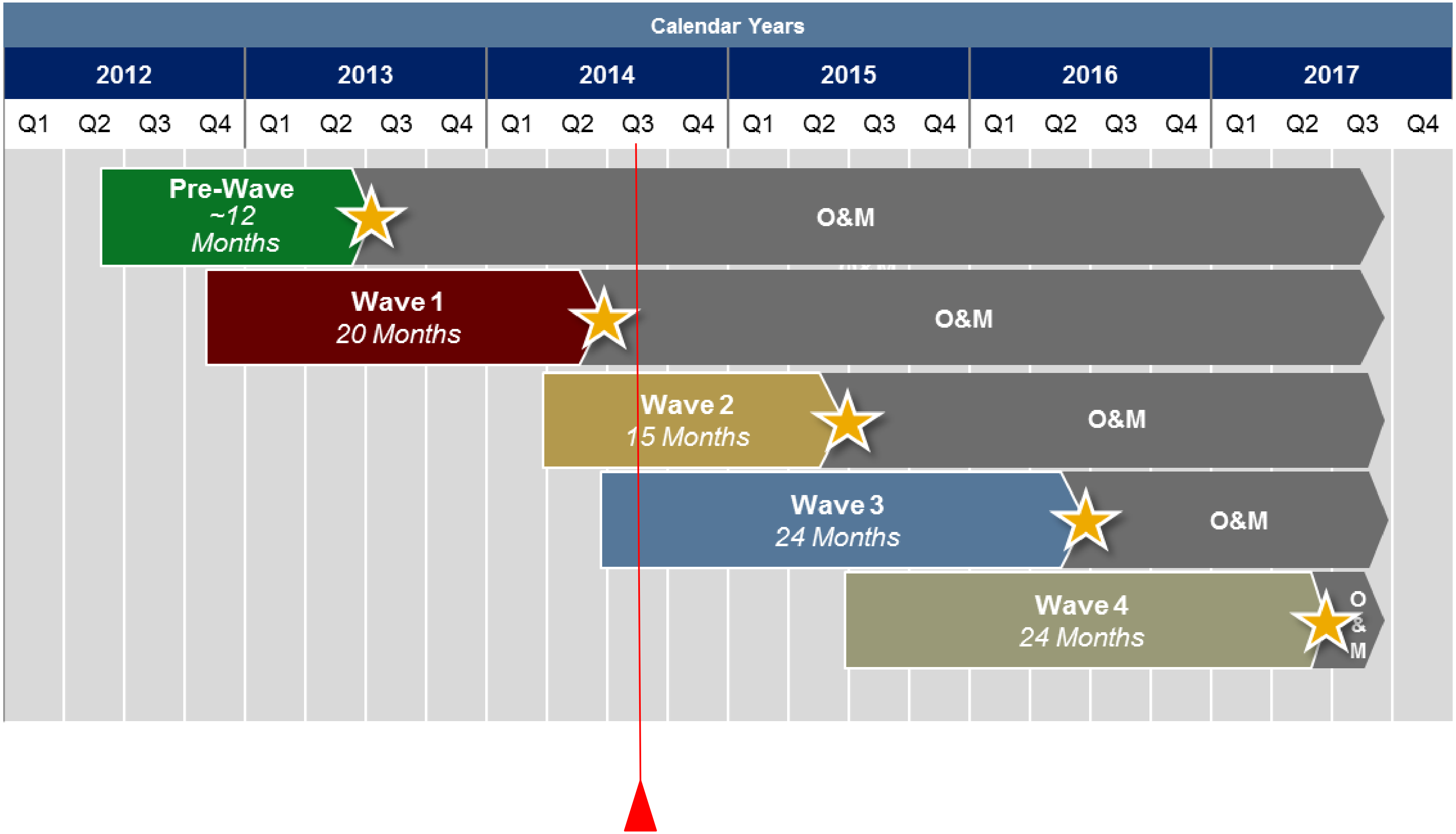
| What's changing? | What's not yet changing? |
|---|---|
| BCP Forms/Template | Schedule 7A |
| Schedule 10s Process | Budget Bill Language Sheets |
| 10R/Revenue Reporting | Budget Letters/Instructions Distribution |
| Budget Spreadsheet | Budget Narrative |

# FI$CAL

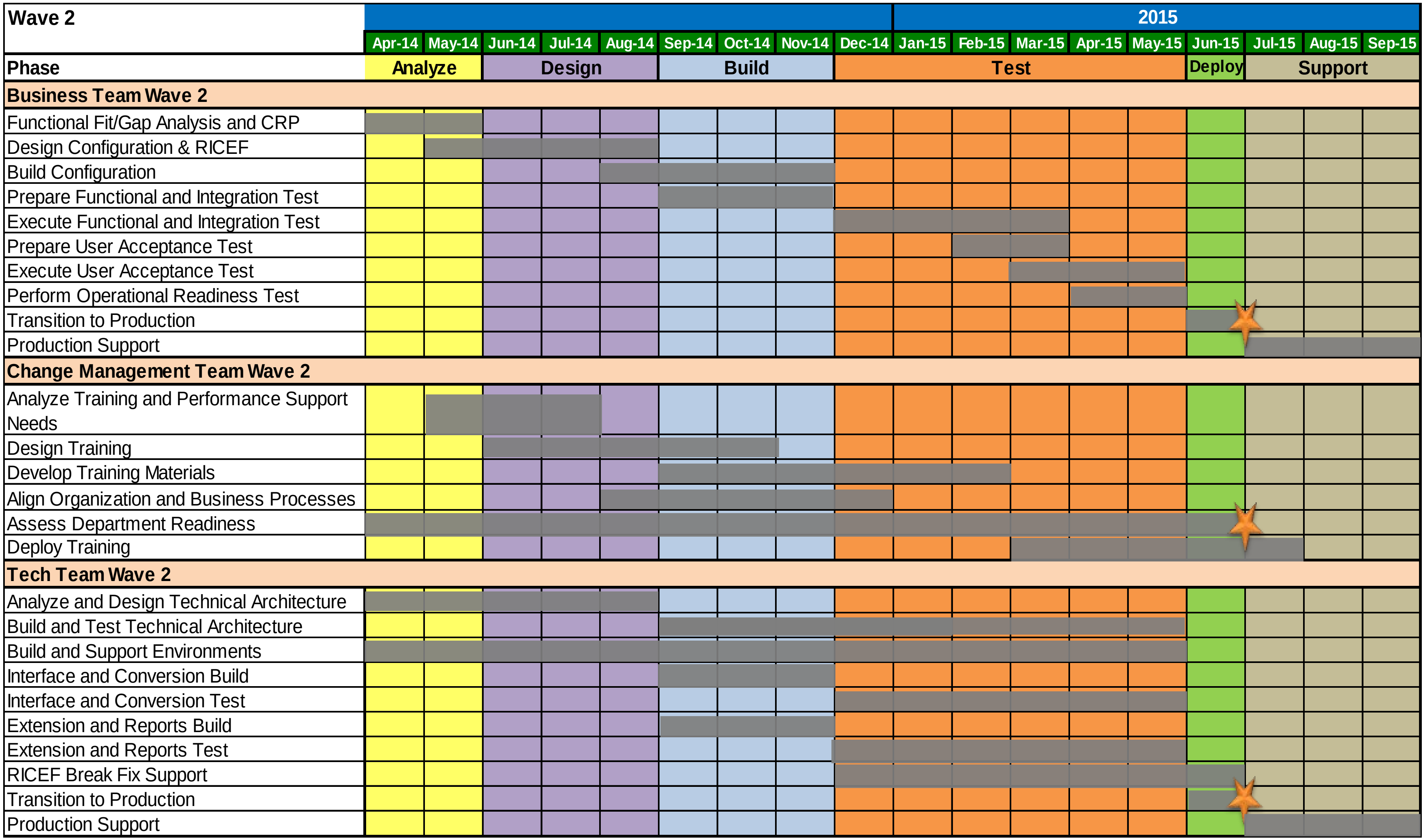
Nevil Pesika

Accenture Business Lead

# FI$Cal Wave Timeline

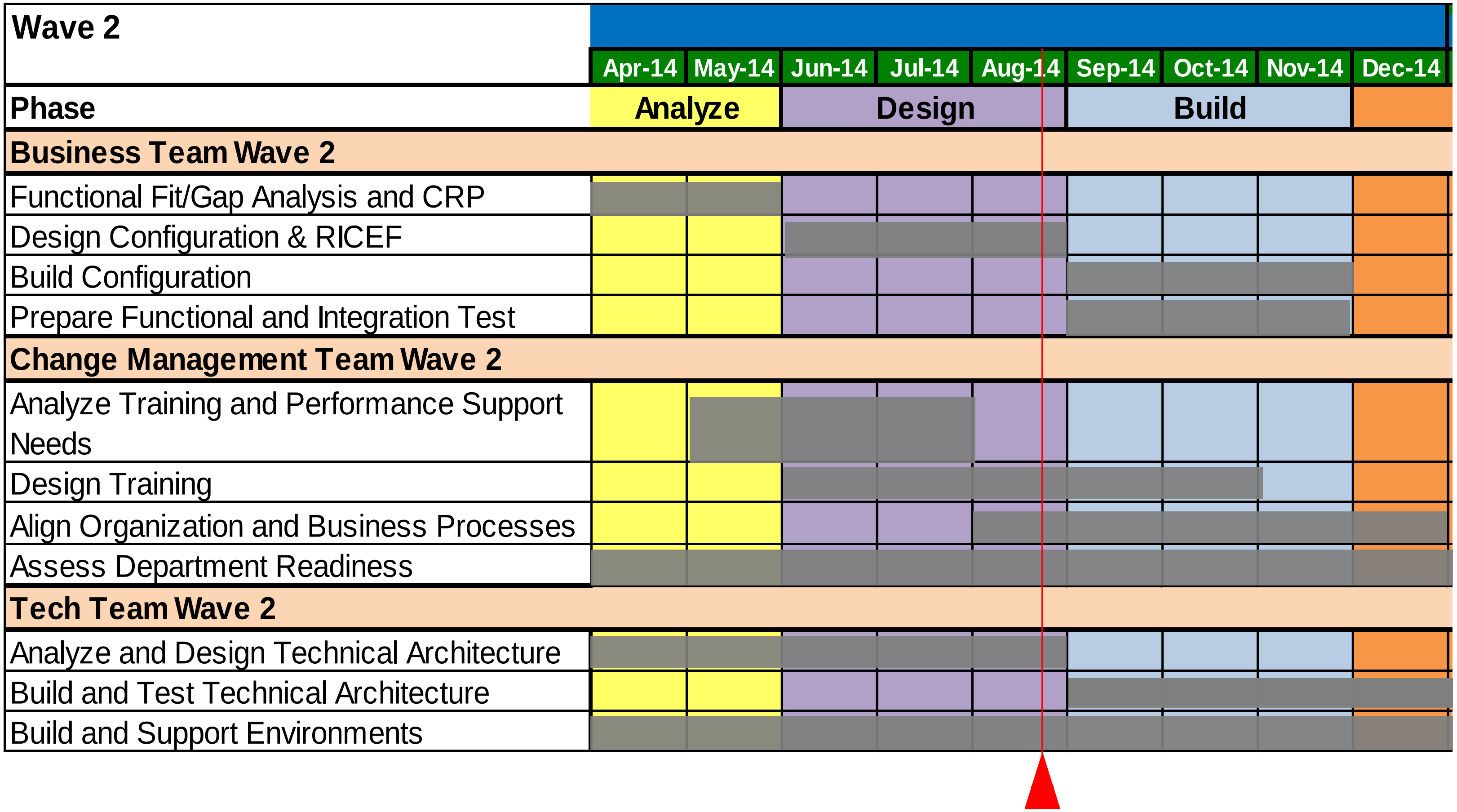


# Wave 2 Project Timeline



# Wave 2 Timeline

## Timeline of Key Activities



# Wave 2 Scope – Functions

- Procurement
  - Sourcing, bidder registration, intent to award communication, contracts, interagency agreements, real property acquisitions
  - Replacement of BidSync functions
  - Public Access to CSCR, SCPRS, SB/DVBE, LPA contracts, and Progress Payments
  - Vendor  certification and self-service invoicing
  - Statewide Vendor Management file for procurement
  - Delegated Authority, G$mart, and CMAS functions
  - Bid Protests

# Wave 2 Scope – Functions

- Accounting
  - Projects/Grants Accounting – Creation of pre-award Grants, Federal funds administration and integration of federal contract billing, Primavera project management
  - Asset Accounting – Hand-held scanning capability
  - Billing – DGS billing

# Wave 2 Scope – Departments

- Department of General Services (Department and Control Functions)
- 50 CFS Client Entities
- Department of Consumer Affairs, Boards (Procurement Only)
- Department of Consumer Affairs, Bureaus (Procurement Only)
- Department of Toxic Substances Controls
- Resources Recycling and Recovery (CalRecycle)
- CalTech for IT Procurement
- Statewide impact for BidSync
- Wave 1 Departments

# DEPARTMENT OF GENERAL SERVICE

Jim Butler

Deputy Director/Chief Procurement Officer

Procurement Division

# DGS Legacy Systems

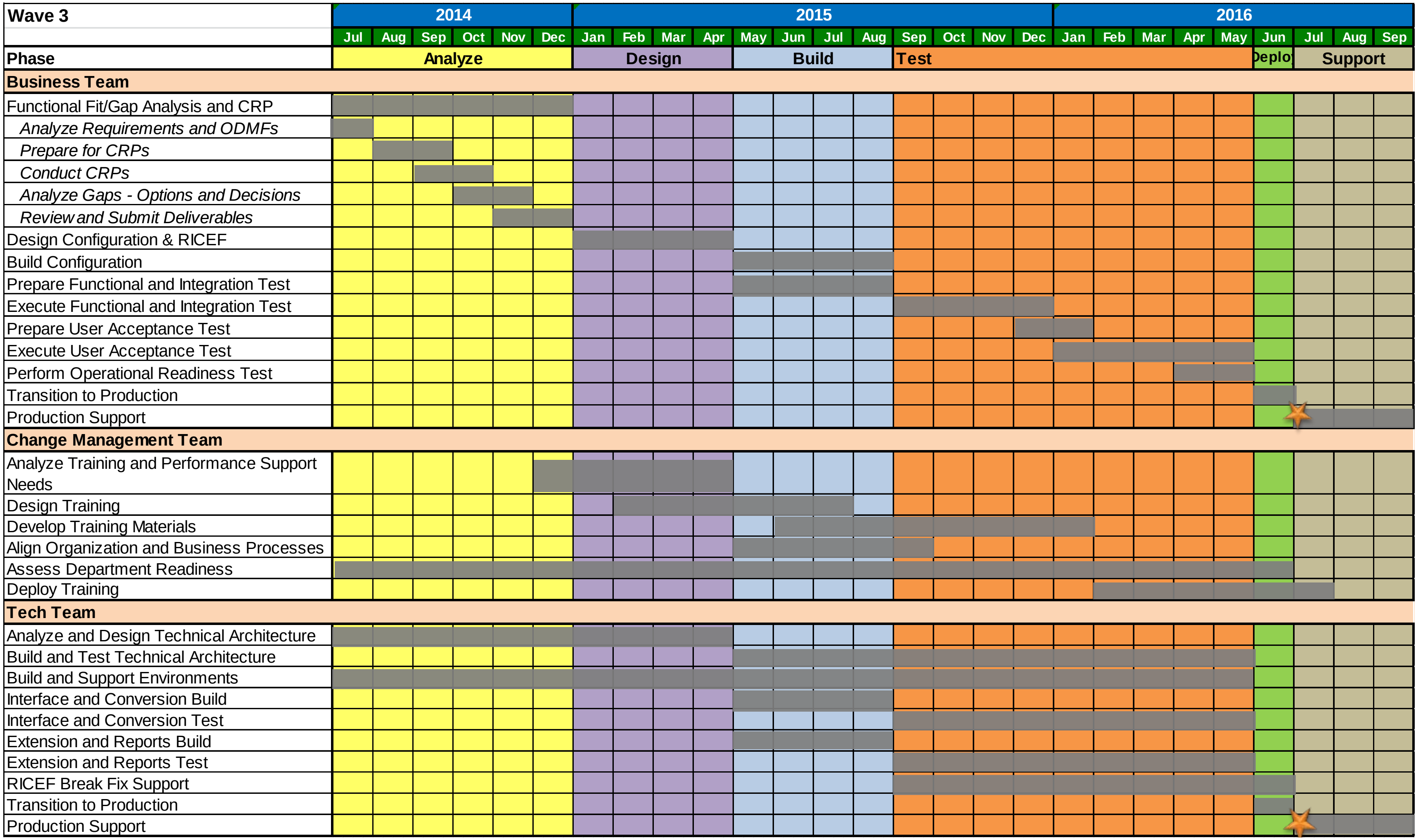
- Replacement of BidSync
- Replacement of
  - Activity Based Management System (ABMS)
  - California Multiple Award Schedules (CMAS)
  - CFS Equipment (CFSE) – Fixed Assets Application
  - Purchasing Information Network (PIN) – Part of BidSync
- Interfaces to
  - Statewide Property Inventory (SPI)
  - Project Accounting and Leave (PAL) – HR functionality of ABMS
  - Fleet Asset Management System (FAMS)
- Disposition (Interface or replace) of DGS Legacy Systems with FI$Cal functions

# FI$CAL

Nevil Pesika

Accenture Business Lead

# Wave 3 Project Timeline



# Wave 3 Scope – Functions

- Accounting
  - General Ledger/Book of Record
  - Cash Management/Control Function
  - Bond Accounting
  - Loan Accounting
  - Analytics
- Budgeting
  - Governor's Budget Publication System (GBPS) Replacement
  - Human Capital Planning (HCP) – position budgets and compensation drills
  - Legislative Counsel's Bureau (LCB) – electronic interaction
- Procurement
  - Analytics

# Wave 3 Scope – Departments

- State Controller's Office (SCO)
- State Treasurer's Office (STO)
- Department of Finance (DOF)
- DGS/CFS Unit (for Bond Accounting)
- Future Wave & Deferred Exempt Departments (for Statewide Reporting)

# Wave 3 – Applications/Modules

- PeopleSoft Upgrade to Version 9.2
- PeopleSoft General Ledger
- PeopleSoft Deal Management
- PeopleSoft Cash Management
- PeopleSoft Custom Loan Accounting Module
- Oracle OBIEE/BI Answers
- Legacy Data Repository
- Governor's Budget Presentation System (GBPS)

# Wave 4 Departments

- Document ‘As Is’ Processes
  - Go to www.fiscal.ca.gov
  - Scroll to ITLA logo and Click
  - Use ITLA materials

www.fiscal.ca.gov

or e-mail the FI$Cal Project at:
fiscal.cmo@fiscal.ca.gov