

One state. One system.

Leadership Message



Miriam Barcellona Ingenito
Director

The Department of FI\$Cal has established a Cal eProcure Vendor User Group as part of our continuing efforts to improve communications with our stakeholders.

Communication is a key component to the success of the FI\$Cal Project. The Cal eProcure Vendor User Group along with our Customer Impact Committee and our monthly FI\$Cal User Forums,

give us invaluable information about what is working and what needs improvement. With this insight, we can continue to improve the FI\$Cal system for state end users.

This Cal eProcure Vendor User Group expands our efforts to best serve all of our stakeholders – from departments using

Cal eProcure to purchase everything from pencils to safety lighting to the vendors who provide such goods and services.

The Cal eProcure Vendor User Group first met with staff from both FI\$Cal and the Department of General Services (DGS) in early August. Our team and our partners from DGS answered questions and collected feedback from vendors on topics ranging from difficulties getting to the Small Business Certification page, vendors having web browser issues to some reports having a lot of null values.

Initially, the Cal eProcure Vendor User Group is meeting monthly. The next meeting is scheduled for Tuesday, September 13.

Working together we can bring the State of California the best financial management system possible.

New Partner Business Executive for FI\$Cal

Susan Hansen is serving as Acting Partner Business Executive for the Department of Finance. She replaces Terri Tatosian, who served as the Finance Partner Business Executive for four years.

Since 2012, Susan has served as a Subject Matter Expert in the development of the Chart of Accounts and other accounting processes for the Project. In her new role she helps ensure Project objectives are being met, assists with prioritizing and resolving business priorities, and coordinates activities between the Project and the Department of Finance.

Susan has served the State of California since 1989, working in various assignments and levels of management for the Department of Corrections and Rehabilitation, State Water Resources Control Board, and Finance. Susan brings more than 26 years of state government experience in accounting, budgeting, and statewide fiscal and accounting policies and procedures.



Microsoft Excel Security Warning

FI\$Cal users who see the Microsoft Excel Security Warning message while trying to open an online report or query should save the file on their local machine instead of opening the report or query in the browser. They may then open the downloaded file directly from their local machine without an issue.

This is a Microsoft Office 2010 issue that can be permanently resolved by upgrading to Microsoft Office 2013.

Please contact the [FI\\$Cal Service Center](http://fiscalservicecenter@fiscal.ca.gov) at fiscalservicecenter@fiscal.ca.gov with any questions.



FI\$Cal Service Center Resource Page

Make sure to check out the FI\$Cal Service Center's [\(FSC\) Resource page](#). It contains great information such as helpful "How to Videos" and End User Access Guides that may help FI\$Cal users work through issues without having to call the FSC.

TechWire Industry Briefing with FI\$Cal

On August 23, FI\$Cal's Chief Information Officer Subbarao Mupparaju and staff from the Information Technology Division participated in one of TechWire's ongoing Industry Briefings.

Subbarao and his team gave a [status update](#) on the FI\$Cal Project and discussed the potential that FI\$Cal has to become a centralized software service support platform for state entities for functions beyond just finance.



Training: An Accounting Overview

The Department of Finance (DOF) provided Accounting Overview Training in August to staff from 2016 Release departments and new end users from Wave 1 and 2 departments.

DOF subject matter experts gave end users additional tools to understand the concepts, accounting processes, and reports used to complete monthly reconciliations and close accounting periods.

The training covered the following areas:

- General Ledger and Commitment Control
- State Controller's Office/Agency Reconciliation
- Accounts Payable
- Labor

- Cost Allocation
- Accounts Receivable
- Cash Receipts
- Office Revolving Fund and Bank Reconciliations
- Asset Management

The [Accounting Overview Training presentation](#) is available on the [DOF website](#) on their Training web page where you can also find other valuable training resources related to FI\$Cal such as eLearning Courses on General Ledger and Accounts Payable.

Additional training resources for departments can also be found on the [FI\\$Cal Training Academy](#) web page.

SCPRS Upload Process, Education, and Resources (SUPER)

The State Contract and Procurement Registration System (SCPRS) Upload Process, Education and Resources (SUPER) Tool is an Excel template available for departments that want to upload large numbers of transactions into the FI\$Cal SCPRS system at one time.

The SCPRS Upload Tool is primarily for use by Departments that are not live in FI\$Cal. Departments that are live in FI\$Cal do not need to perform separate SCPRS entries, as the FI\$Cal system collects SCPRS data automatically. The tool can,

however, be used by Departments that are live and have a large number of backlog SCPRS transactions that occurred prior to their FI\$Cal go live date and were not previously entered into BidSync or FI\$Cal.

More information on the tool and the process can be found on the Department of General Services website on the [SUPER web page](#). Departments can begin using the SUPER Tool by emailing the SUPER Team at: eprocmre@dgs.ca.gov.

On-Demand Videos

The FI\$Cal Service Center (FSC) created short instructional videos to better assist users. Current titles include "[Contracts How-To Video](#)" and "[How to Access the FSC Self-Service Portal](#)." Access these videos and more under the General Resources Tab on the [FSC page](#).

We also have a helpful video titled "[Password Reset](#)" for the FI\$Cal Training Academy (FTA).

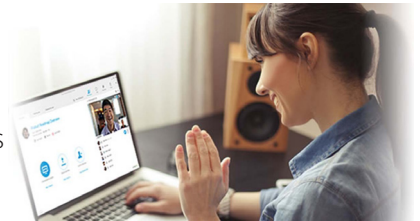
Watch these and many more on our [YouTube channel](#).



WebEx Now Available

WebEx - a tool that enables FSC representatives to see the client's screen and better help them navigate solutions to their problems is now available to FI\$Cal clients who call into the FI\$Cal Service Center (FSC). Clients can request to use the tool at any time during their ticket life cycle.

Please contact the FSC at fiscalservicecenter@fiscal.ca.gov or call 855.FISCAL0 (855.347.2250) with any questions.



User Community Forum

Our most recent User Community Forum took place August 17 at the East End Complex in Sacramento.

Topics of discussion:

- *Project Status*
- *SCPRS Upload*
- *Overview of Changes when SCO/STO Control Agencies are Implemented (July 2017)*

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

Upcoming Forums

Los Angeles - Thursday, September 8, 2016

Sacramento - Wednesday, September 14, 2016

For more information and how to register for these events, please visit our [website](#).



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

September 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 R16 AM,AP, PO User Support Labs R17 COA Config. Wkshp - CSD COA Config. Wkshp - CDFA Purchase BPW COA Config. Wkshp - DCSS COA Config. Wkshp - MILITARY	2
5 LABOR DAY HOLIDAY	6 R16 AP, GL, PO User Support Labs R17 DCA, SWRCB Sp. Bfg. (WM) Rel. COA Config. Wkshp - DOC Rel. Accounts Payable BPW Rel. CNRA Sp. Bfg. (WM) Rel. COA Config. Wkshp - BHC Rel COA Config. Wkshp - CALVET	7 R16 BI/AR, CM, PC/CA/GM User Support Labs R17 COA Config. Wkshp - COASTAL COA Config. Wkshp - DOI Purchasing I&C Workshop COA Config. Wkshp - CDFW COA Config. Wkshp - DCA	8 Monthly Fi\$Cal User Community Forum - Los Angeles R16 AM,AP, PO User Support Labs R17 COA Config. Wkshp - SOS Accounts Payable BPW COA Config. Wkshp - SWRCB COA Config. Wkshp - DOJ CCCC0 Sp. Bfg. (WM)	9 R17 CHRB, CalPIA, POST, PERB Sp. Bfg (WM) Rel. CDI, SOS, Sp. Bfg (WM)
12 R17 Accounts Payable I&C Workshop Asset Management I&C Workshop Operating Budget Kickoff	13 R16 AP, GL, PO User Support Labs Rel. Grants, Customer Contracts and Project Costing BPW	14 Monthly Fi\$Cal User Community Forum - Sacramento R16 BI/AR, CM, PC/CA/GM User Support Labs R17 General Ledger and Commitment Control I&C Workshop	15 R16 AM, AP, PO User Support Labs R17 Grants, Customer Contracts and Project Costing BPW	16
19 R17 Oper. Budget Kickoff Rel. Oper. Budget Workshop - CDFW Oper. Budget Workshop - DCSS	20 R16 AP, GL, PO User Support Labs R17 Oper. Budget Wkshp - DOC Oper. Budget Wkshp - OES Billing / AR BPW Oper. Budget Wkshp - CDFA Oper. Budget Wkshp - Energy	21 R16 BI/AR, CM, PC/CA/GM User Support Labs R17 Oper. Budget Wkshp - Coastal Commission Oper. Budget Wkshp - SOS Oper. Budget Wkshp - CSAC Oper. Budget Wkshp - POST	22 R16 AM, AP, PO User Support Labs R17 Oper. Budget Wkshp - CHRB Oper. Budget Wkshp -PERB Billing / AR BPW Oper. Budget Wkshp -CCCC0 Oper. Budget Wkshp -CSD	23
26 R17 Oper. Budget Wkshp - CALVET Oper. Budget Wkshp - SCC	27 R16 AP, GL, PO User Support Labs R17 AM and CM BPW Oper. Budget Wkshp - CCC Oper. Budget Wkshp - OSHPD Oper. Budget Wkshp - DMHC Oper. Budget Wkshp-Military	28 R16 BI/AR, CM, PC/CA/GM User Support Labs R17 Oper. Budget Wkshp - BHC Oper. Budget Wkshp - DCA Oper. Budget Wkshp - DOJ Oper. Budget Wkshp - SWRCB	29 R16 AM, AP, PO User Support Labs R17 GL, CC & LD BPW	30