



## **Wave 1 End-User Training Sessions**

### **Questions and Answers**



# WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

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## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Payable Questions and Answers

| Question   | Answer  |
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| Q: What is the definition of Accounting Date in FI\$Cal? How is the date used? How is the date populated?  | A: The Accounting Date is the date the Voucher was created. You will notice that it auto populates with the current date when you create a new voucher. The accounting date and the basis date are used for the calculation of the 45 day prompt payment rule. Once the voucher is submitted the accounting date field is not available nor visible to the approvers in workflow. This can be seen when you log on as an Approver 1, 2 or State Controller's Office (SCO) Audits. |
| Q: Once a voucher is approved by SCO (not scheduled for payment, but approved in workflow by SCO) do the GL entries occur? The question was asked what are the triggers that will post to GL in the AP module? (The debit to expenditures and the credit to AP.) | A: Once all sub-module processes are complete, the GL entries are produced by the journal generation process, which is normally a batch, overnight process.   |
| Q: For a single payment voucher, how do you handle the tax implications if the amount is over \$600.00?  | A: Single payment vouchers cannot report 1099 information. So for these types of vouchers/payments the 1099 tax reporting will have to be done manually by the department.  |
| Q: How does the employee know if a vendor is a withholding vendor when entering a new vendor in FI\$Cal?   | A: When entering a new vendor a STD 204 is required. If the vendor is refusing to include the TIN the "withholding" box needs to be checked because the vendor is subject to 1099 Reporting.  |
| Q: Does a withholding vendor mean the vendor is just subject to 1099 withholding?  | A: When the withholding box is selected the vendor is subject to 1099 Reporting.  |
| Q: If a vendor submits a 204 that has for example Joe Smith DBA Processing Service Network, do you have to make two vendor entries? Parent and child? Child for the DBA? There is just one TIN.  | A:<br>a. Yes.<br>b. Yes<br>c. Yes<br>Correct. A message saying there are duplicate vendors will appear when saving the second record (because of the same TIN). The soft stop will still allow the user to submit the vendor record and the VMF Group will review and approve/deny as appropriate.  |



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### Accounts Payable Questions and Answers

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| Q: When are the batch processes running for the Pitney Bowes check and the IRS check for vendors? What is the frequency?  | A: Once vendor is saved by the department, it goes into workflow to the Central Vendor Approver at the Vendor Management Unit (VMU). They will run after they are transmitted to the VMU. The VMU will run both interfaces before they approve the vendor. The processes will run once a day. If there is a request to expedite the vendor for approval, it can be done on demand by department request and there will be a process to follow to request expedited approvals. |
| Q: Will a W-9 be acceptable as an attachment in this wave rather than the STD 204? If not, will the W-9 ever be a document that can be used instead of the STD 204?   | A: No. Currently, we know only what's acceptable for Pre-Wave and Wave 1.   |
| Q: If a W-9 is acceptable will the business type (i.e. Corporation, Sole Proprietorship, etc.) be included by the originator based on asking the question of the vendor? The W-9 does not include the type of business, or if the vendor is doing business as a resident of California? | A: This is why the State requires the STD. 204 form and not the W-9; it includes the necessary withholding information specific to the State.   |
| Q: How does the user get notified if a vendor is denied approval?   | A: An email will be sent from FI\$Cal to the originator of the request. Any reasons for denial will be included in the email.   |
| Q: Is a new STD 204 required for a vendor change of address? We have in our course material that a USPS change of address or a letter sent on new company letterhead is acceptable? Are those alternatives to a STD 204 acceptable?   | A: Yes, the USPS change of address or a letter signifying and address change submitted on the company letterhead that has the new address included in the letterhead are acceptable.  |
| Q: When are the batch processes running for the Pitney Bowes check and the IRS check for vendors? What is the frequency?  | A: Once vendor is saved by the department, it goes into workflow to the Central Vendor Approver at the Vendor Management Unit (VMU). They will run after they are transmitted to the VMU. The VMU will run both interfaces before they approve the vendor. The processes will run once a day. If there is a request to expedite the vendor for approval, it can be done on demand by department request and there will be a process to follow to request expedited approvals. |



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| Q: Is a new STD 204 required for a vendor change of address? We have in our course material that a USPS change of address or a letter sent on new company letterhead is acceptable? Are those alternatives to a STD 204 acceptable?                       | A: Yes, the USPS change of address or a letter signifying and address change submitted on the company letterhead that has the new address included in the letterhead are acceptable.  |
| Q: If a user tries to enter a voucher ID instead of leaving the default "next" setting, will they get an error message?   | A: No, the user will not receive an error.  |
| Q: When attaching a contract, does the user have to attach the contract each time a payment is requested, or is the first time attachment sufficient?   | A: Departments need to attach the relevant scanned contract pages to each PO. Each PO might require different specific scanned pages from the same contract, or a contract might have been updated since a previous PO was issued against that contract. The FI\$Cal System has no way to determine which contract pages each PO might require, or whether scanned contract pages have changed since a previous PO was issued against that contract. Invoices (and the resulting requests for vouchers to pay those invoices) that reference a specific PO, by definition reference the attachments to that PO, so it is not necessary to attach the scanned contract pages to each invoice issued against the same PO; those contract pages are already attached to the referenced PO. |
| Q. If a department's purchasing unit sends over the hard copy of the contract to SCO, does the Voucher Process have to send one also when creating a voucher? If so, will the payment be delayed at all pending receipt by SCO of the hard copy contract? | A: SCO Audits is requesting the AP Processor to attach the same documentation they would today.   |
| Q. Is there a limit on how many invoice lines can be included on a voucher? If so, what is the maximum amount of lines?   | A: The answer is that there can be only one vendor on a voucher, and although there technically can be multiple invoices from the same vendor on one voucher, FI\$Cal's recommendation is to have only one invoice per voucher. There can, however, be more than one distribution line for the single invoice from a single vendor, on the same voucher. That is, it is at the distribution line level, not at the invoice level, that you would include multiple entries on the voucher.   |



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| <p>Q: If the Dept. receives a spreadsheet from a vendor that they upload into Access then print a report to attach to a claim schedule, will they be able to load the vendor spreadsheet into FI\$Cal? The example of a vendor that submits invoices via a spreadsheet is Enterprise Car Rentals.</p>                                      | <p>A: Departments will have the option to use the voucher spreadsheet for uploading transactions.</p>   |
| <p>Q: When a department needs special handling of a warrant how do they designate that in FI\$Cal. The example in class is that the Dept. wants SCO to send the warrant back to the Dept. rather than to the vendor (including Single Pay Voucher.)</p>  | <p>A: Departments are required to produce paper claims for special handling payments. These transactions will require that a journal entry is made to record the expenditure and record the cash.</p>   |
| <p>Q: Does the sales tax come out of the chart field account that we entered on the voucher or out of some other sales tax "bucket"?</p>   | <p>A: The Sales Tax will be distributed over the expenditures located on the vouchers.</p>  |
| <p>Q: If the sales tax is pulled from a "bucket" what fund does the tax get charged against?</p>   | <p>A: N/A.</p>  |
| <p>Q: How will employee information be entered into FI\$Cal?</p>   | <p>A: Employees will be entered into the Vendor Management File through a conversion process. If the Departments uses CalATERS, the CalATERS system will send the employee data on the department's behalf. Non-CalATERS departments will create the employee vendor record using the vendor file format (spreadsheet) provided by FI\$Cal.</p>   |
| <p>Q: In Uuat one of our students was able to change the scheduled due date for a payment on the payments tab of the voucher while entering a new voucher. Is this going to be possible in the live system? If so, does changing the payment date override the values entered into the Net terms and basis date fields of the voucher?</p> | <p>A: Yes. Dept. user can change the scheduled due date on the payments tab. This field was opened for editing when there is a business need to change the date. Basis date is when you received in the department and the prompt payment act rule is implemented based on the basis date and terms entered in the voucher. Scheduled due date is auto populated from the net terms and basis date.</p> |



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| Q: If a department gets an old invoice that was date stamped as received but not routed in a timely fashion, how do include the late fees they are required to pay? Is it paid via a separate voucher, or would it be a line item on the voucher added when the voucher is entered into FI\$Cal? | A: It would have to be paid either on the voucher that is being entered, or on a separate voucher. The fees would be manually calculated outside FI\$Cal.   |
| Q: Is there any scheduled payment date field to prevent invoices being paid later than the terms set dictate? As of Uuat testing, the payment date can be set outside of the range of the net terms and when pay cycle runs the manually set payment date dictates when payment is made.         | A: The payment terms and the schedule due date on the voucher will dictate when the warrant should be released by SCO.  |
| Q: If a Business Unit has petty cash accounts how do those funds get replenished? Does the department enter a voucher for the funds used and get repaid by SCO from the account that they get replenishment from today?  | A. In FI\$Cal the (petty cash) account will be established through entry of a Prepaid Voucher, then a voucher will be entered later for the expenses paid out and to replenish the account. The voucher will offset outstanding advances. A Chart of Accounts validation will occur at FI\$Cal to ensure that the account needed for the revolving account fund that is used for Petty cash exists. |
| Q: For recovery of travel advances, how does the ORF get replenished?  | A: Existing CalATERS processes will continue with SCO creating both the employee check and the replenishment check that will be sent out from SCO.  |
| Q: Will there be FI\$Cal reports available to show the Departments where the checks are that are distributed based on the CalATERS interface?  | A: In CalATERS there is an ORF ID created so departments can identify where they want the checks to go. In FI\$Cal "pay groups" will be established so that the Department can search by pay group terms and designate where to distribute checks.  |
| Q: Do users get an email notification when a new workflow task is assigned to them?  | A: Yes.   |
| Q: Can there be different users assigned to the AP Approver 1 and AP Approver 2 and only one of them can review and approve a voucher to move it through workflow?   | A: When a user has been assigned both roles of AP Approver 1 and AP Approver 2, and they approve a voucher, it will be approved and ready for pay cycle. If you want a voucher to be subject to two levels of approval. One user is assigned AP Approver 1 and another person assigned AP Approver 2, then the voucher will workflow normally.  |



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| Q: Can there be multiple staff assigned as AP Approver 1 if there does not need to be a AP Approver 2?  | A: The workflow for all vouchers is that it must be approved by AP Approver 1 <u>and</u> AP Approver 2. Two levels of approvals.   |
| Q: What is the timing of the CalATERS interface process into FI\$Cal?   | A: CalATERS interfaces will run daily overnight in a batch process.  |
| Q: For CalATERS departments will they continue to enter claims into CalATERS or will they be entered into FI\$Cal?  | A: Departments will continue to process the Travel Advances and Expense Reports as they do today in CalATERS.  |
| Q: Has there been a business process decision on how claims from CalATERS will be made via ORF account payment and whether each claim has to be entered manually? | A: Travel Expenses sent from AMEX or Enterprise can be entered using a regular voucher and the spreadsheet upload can be used to create the voucher(s).  |
| Q: For CalAters Departments how will they know that a travel advance has cleared?   | A: The CalATERS Expenditure interface wil automatically clear the travel advances and record the expenses.   |
| Q: Is a department's ORF Bank Account # department specific ?   | A: The bank account associated with the department ORF is the same. Each department has their own ORF Account and FI\$Cal will house this information.   |
| Q: What are the default Payment Terms?  | A: The default payment term is 45 days. Available payment terms in FI\$Cal include: Expedite, 10 days, 30 days.  |
| Q: If we need to issue a salary advance to an employee, do we need to hit the open item key?  | A: An open item account and an open item key is established in GL. When a salary advance is needed the department accounting staff will need to add the employee to the open item account. The line item entry will have an open item key associated the transaction/employee. When a salary advance is issued it must include the open item key created for the employee receiving the salary advance. The open item key will also be used in the AR module when recording a deposit. |
| Q: When the employee has a travel advance processed in CalATERS, when we process the claim, is that interfaced in FI\$Cal?  | A: Yes. Travel advance data will interface into FISCAL where the departments will issue their department checks. CalATERS expenditure data will interface/post in FISCAL.  |
| Q: What is definition of the Basis Date field on the Payment Terms page?  | A: The Basis Date is the date an invoice was received in the department. This date will be used to calculate the 45 day prompt payment rule.   |



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| Question   | Answer  |
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| <p>Q: If we need to cut a salary or travel advance to a new employee on their first day, will the employee be loaded into FI\$Cal on their first day so we can issue the payment? If the employee is not loaded into FI\$Cal, how do we get them the payment? What is the turnaround time (expedite) for FI\$Cal to set up an employee with an employee vendor ID?</p> | <p>A: FI\$Cal requires a vendor record to issue payment. Currently, there is a same day expedite process. It will require that the department vendor processor complete the vendor record, attach a completed/signed 204 (employees excluded), and forward through the approval process. Once the department vendor processor submits the vendor request, an email must be sent to the VMF requesting an expedite (include the desired turnaround) and the reason why. Please keep in mind that the time of the day will be relevant. For example if the request is received after 3PM, the VMF cannot guarantee same day approval.</p> |
| <p>Q: Are all state employees going to have a vendor ID? If so, where does the information to create the vendor ID come from and when? CALATERS, SCO (Payroll), etc?</p>   | <p>A: An employee receiving a payment from FISCAL will need to be on the FISCAL Vendor Master File (VMF). Every record on the VMF has a vendor ID. For employees the vendor ID will begin with EMP. Once a department implements FISCAL, a one time conversion of employee records will be prior to go live. The source of the employee date will be determined prior to go live. After conversion employees are added via the normal process, a vendor processor creates and submits the file then approval workflow.</p>  |
| <p>Q: Where can a department enter travel dates in FI\$Cal when creating a prepaid voucher (travel advance)?</p>   | <p>A: CalATERS departments will continue to enter the detailed information in CalATERS. The information will interface with FISCAL. Non-CalATERS departments will create pre-paid vouchers. There are not fields in the prepaid voucher that house details related to a travel advance. This information can either be keyed into the comments field or if the information is on a paper document you can scan and add to the prepaid voucher as an attachment.</p>   |
| <p>Q: How often can departments submit employee information to FI\$Cal to create new employee vendor IDs in FI\$Cal?</p>   | <p>A: A department vendor processor can submit a vendor record, for an employee, when needed.</p>   |
| <p>Q: Can CalATERS departments request new employee vendor IDs using the vendor file format spreadsheet provided by FI\$Cal to avoid going through the CalATERS?</p>   | <p>A: CalATERS Profile Maintenance is separate from the FISCAL VMF. CalATERS departments will continue to perform file maintenance with CalATERS. Please note: CalATERS interfaces into FISCAL.</p>   |
| <p>Q: How quickly can FI\$Cal create a new employee vendor ID in FI\$Cal once a CalATERS department submits the vendor file format spreadsheet to FI\$Cal?</p>   | <p>A: CalATERS employees will be available in the FISCAL VMF for FI\$Cal Go live in July 2014. The employee records in the VMF will have a vendor ID that starts with EMP.</p>  |



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| Q: How quickly can FI\$Cal create a new employee vendor record in FI\$Cal once a non-CalATERS department submits the vendor file format spreadsheet to FI\$Cal?                                | A: The vendor format spreadsheet will only be used for the one-time conversion process prior to the department going live. Vendor records after Go Live will need to be submitted through the vendor record submission process.  |
| Q: In order for an employee to be identified in the open item key, do they need to be set up as a customer In Accounts Receivable module?  | A: An open item key will be an identifier for employees that receive salary advances. This open item key will be part of the chart field values when creating a voucher and when you are making the related deposit in the AR module.  |
| Q: With the regular voucher, if a department forgets to mark the open item key, is there a way to update the account after the fact?   | A: A journal voucher is used to correct chart field values of a completed/paid voucher.  |
| Q: In the Creating a Regular Voucher Online for a Salary Advance topic in AP103, when selecting the Account under the payment options, will departments only see their own ORF bank account #? | A: Yes   |
| Q: For a prepaid expense (e.g. training), how and where is the expenditure recorded in FI\$Cal? How does FI\$Cal know to replenish the agency and not to send another payment to the vendor?   | A: The regular voucher is used to recover outstanding advance amounts for vendors. A Regular voucher requires the vendor and distribution/chart field data. When the regular voucher is entered into the payment process, the vendor is paid and the advance is reconciled with a ORF replenishment. |
| Q: How long will the reports stay in the report manager?   | A: Reports are created from data housed in FISCal. The report data does not expire.  |
| Q: Are there any restrictions to the Run Control ID naming conventions?  | A: Currently, there are no naming conventions established. However, I recommend that the Run Control ID is named after the action you are taking that way you can reuse the run control.   |
| Q: How can departments run a report for open salary advances?  | A: The GL module contains the Open Item Account. The GL will have a report available to each BU to show outstanding advance amount as long as the open item has all the detail required.   |
| Q: If an employee has a Accounts Receivable and a salary advance to be recovered, how does the system know to recover the salary advance before the Accounts Receivable?                       | A: Salary Advance recovery requires an open item key in the distribution line of the voucher and the AR deposit, at the payment level. This will ensure salary advance is recovered on its own transaction.  |



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### Accounts Payable Questions and Answers

| Question  | Answer   |
|---|--|
| Q: How can departments run an open item key report?   | A: It's a GL report on Open Items by open item key.  |
| Q: Is the open item key specific to ORF?  | A: FISCAL will use the open item key only for ORF salary advances.   |
| Q: When CalATERS interface occurs in FISCAL does the ORF replenishment get applied to oldest travel advance first when multiple travel advances have been given.  | A: It would be applied to the oldest in FISCAL.  |
| Q: How will we be able to print a Fiscal system check at our departments? Will the departments have printers configured to print from FISCAL directly when printing a system check?   | A: The decision to print checks locally will be determined by the department. End Users should contact their Headquarters Accounting office for further information regarding printing checks locally. |
| Q: How are the vendor payment information from the Pre-go live period (Jan 1, 2014- June 30, 2014) going to be entered into FISCAL since we are going live mid calendar year and the entire calendar years' payments are needed for year end 1099 processing? | A: For the year-end 1099 processing there is a 1099 conversion process. This will bring in the 2014 1099 transactions prior to Go Live.  |
| Q: When doing a manual payment how can you assign a check # so the System knows to skip that check # the next time pay cycle is run since checks are all using the same check stock?  | A: When the user creates a voucher to record the manual payment the check number will be entered into the payment reference field. The System will then track the check number was used.               |
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### Accounts Receivable Questions and Answers

| Question   | Answer  |
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| Q: How can the departments show that the amount is due upon receipt? | A: Departments can configure "Net Zero" in the System and configure this setup to read, "due upon receipt" to display on the invoice. |



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### Accounts Receivable Questions and Answers

| Question  | Answer   |
|---|--|
| Q: Is the Accounting Date the date the invoice is approved, or when it is created?          | A: The Accounting Date determines when the invoice is posted in the AR and GL modules.   |
| Q: What is the maximum number of characters in the Note and Header sections?                | A: There are 254 characters allowed in both the Notes and Header sections.   |
| Q: If bills are transferred/interfaced to FI\$Cal how are they processed?                   | A: Interfaced bills will enter FI\$Cal as new bills. They will need to be placed in a ready status in FI\$Cal. Once ready, they can be finalized, invoiced, then sent out by the department. FI\$Cal will create a Job Aid for group approving transferred/interfaced bills.   |
| Q: What is the difference between the Invoice Date and the Accounting Date?                 | A: The Invoice Date is the date assigned by the department. This date together with the net terms are used by the System to calculate the invoice due date. The Accounting Date determines when the invoice is posted in AR and GL. Typically, it is the same date, but if the invoice is generated and sent, it may be posted to AR and GL on a later date. |
| Q: Is printing a proforma (copy) required?  | A: Departments don't have to print the proforma, but they have to go through the pre-finalization process.   |
| Q: If the invoice has a posted date before the current open period, when will it be posted? | A: If the accounting date is in the previous month (a "closed period"), it will post in the next open period. Bills cannot be posted to a closed period.   |
| Q: How do you see a "parent/child" in an invoice and in an invoice register report?         | A: For Wave 1, the invoice register lists all invoices by customer name and number. The Wave 1 invoice template displays only the customer name and contact. No references to the Parent Customer are in these reports for Wave 1.   |
| Q: Can you break out an invoice register report so you can see by bill and payment type?    | A: Not in wave 1.0   |



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| Question   | Answer  |
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| Q: Direct invoicing is defaulted on the bill to option tab when creating customers, what is this used for?   | A: Direct invoicing is a direct charge by one department for goods or service provided to another department. The department that is billing sends the direct transfer details to SCO for payment. Direct invoicing streamlines the billing process, combining several steps in the order-to-invoice cycle. PeopleSoft designed direct invoicing for order management environments that require immediate invoicing for shipped goods, instead of a traditional cycle billing. Direct invoicing is active by default. The direct invoicing option moves by defaults to the Bill To section of the Order Entry Form page on the sales order. Because you can change the direct invoicing option by order as well as by customer, you can configure customers' billing requirements. <u>If you do not use the direct invoicing option, you must run individually each of the processes that are included in direct invoicing.</u> |
| Q: Can two users view the same customer at the same time? Will two users have access to edit a customer at the same time?  | A: One user will get a message that the customer is being updated and the user may need to refresh.   |
| Q: What happens to open receivable items and bill to customers that are marked inactive?   | A: The items are still available for reporting, but the customer is not available for any transactions. The invoice will still show; however, you will not be able to create a new invoice. When applying payment, the user will receive a message that the customer is inactive.   |
| Q: Bankruptcy: On the User Defined page, there is no place to provide date bankruptcy notice was received. Where can you see the date bankruptcy was identified? Is there a date that we can put on the invoice? | A: Further information regarding the bankruptcy is done by customer conversation. Bankruptcy information is only at the customer level, it is not captured at the invoice level.  |
| Q: On the customer contact information if selected as the "primary bill to" how does this show on the final proforma invoice?  | A: This contact name will show on the final proforma invoice. FI\$Cal will research to provide more information as to the position of "contact name" on the final proforma invoice.   |
| Q: If you have contacts that oversee the State contract and their contact information require updates, what is the default activity for updates without deleting or re-keying?                                   | A: In Wave 1.0, updates to customer's contact information are entered online. Updates to a contact do not require the creation of a new contact record.   |



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|---|---|
| Q: The FI\$Cal Customer Report does not include customer address, this report only includes address description. Is there another type of report that would provide customer information?   | A: This is the training environment and learners are viewing the a mock up report.  |
| Q: If you want to identify miscellaneous receipts, can you identify and separate from other items in a group? Is there a way to subclassify?  | A: No. This can be completed at the coding string level, not at the level of creating pending item.   |
| Q: How do receiveables that don't have invoices get back to abatement?  | A: Item must be keyed into the payment section of AR.   |
| Q: Will AR Processor need to maintain a list of Group IDs that they have created?   | A: This is a business process decision for departments. If they have a business need to know who processed a group within FI\$Cal, it may be a good idea to have the AR Processor track this information. The System has a field identifying the User ID that entered a group, although this information does not appear on any reports.  |
| Q: What is the impact of adding due date for a credit memo in pending items?  | A: There is no impact, the refund is completed outside of FI\$Cal.  |
| Q: Can we choose when we have AR Update – what's the latest update on AR update schedule? How long does the process typically take? What will you do for Month end and period end? Can we still update before the AR update process runs? | A: AR updates will be 10:00, 12:00, and 3:00. The AR update process will run until all transactions marked for posting are processed. The length of how long AR Update runs is dependent on how many transactions are being picked up within that run. Department users will not be able to run this process manually.  |
| Q: Can departments run multiple reports by submitting one "run control" request?  | A: No. You are able to reuse run control reports and you can also send a request to the FI\$Cal Services Center to run re-occurring reports.  |
| Q: How can we receive a deposit and associate with an AP voucher?   | <p>A: In relation to Salary Advances, a payment recorded in AR can be associated with an AP voucher via an Open Item Key. Other fields, such as Reference, Description of Service, or Payment Notes are free form fields that can reference an AP Voucher ID.</p> <p>For receipts that establish an On Account credit balance that is being refunded, the ZZ_RECEIVABLE_REFUNDS_REPORT displays the customer On Account payment transactions and any AP voucher information for the refund transaction.</p> |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

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| Question   | Answer  |
|--|---|
| Q: Is there a maximum number of items you can enter in a pending item group?   | A: No.  |
| Q: Please clarify the process for entering pending item accounting codes on the Accounting Entries tab. How is the accounting entries different when you enter employee AR items? There are individual object codes and types for employee ARs; how is that captured in Pending Item Groups? | A: The accounting entry page will show a debit and a credit. One will credit the expenditure and debit the revenue account. You can create as many revenue and expenditure as needed. You can have an unlimited number of accounting entry lines.                   |
| Q: How do you enter multiple funding codes for one pending item? Will the user need to create individual line items for each funding code?   | A: There is no limit to the number of AR distributions lines for each pending item.   |
| Q: Please provide overview of speed types. Are departments still submitting speed types before golive?   | A: Departments can use the chart field link to set up speed types.  |
| Q: Is there a query to show pending groups that have had their accounting entries deleted by the AR Approver? (So I know who exactly deleted the accounting entries [which approver])  | A: No query available in Wave 1.0.  |
| Q: Is there a report to identify when a large group of pending items is outstanding for x # days (pending item aging)? Basically, when they have not been approved after x # days so they can be escalated/resolved?   | A: No. Departments are able to view a Pending Item report and it will indicate the date an item was created.  |
| Q: Post Now functionality – will SCO have that power?  | A: There will be a specific group identified that will have this ability. This will be communicated to the Departments.   |
| Q: Accounting date is the posted date or invoice date. True or False?  | A: Accounting date drives the date it is posted to the GL and AR module, when they become items in a specific period.   |
| Q: Can users select custom criteria and run a query?   | A: The System does have this functionality; it will be rolled out in future waves.  |
| Q: How long does a query report exist in a System?   | A: You can query information in FI\$Cal as long as the data exists in FI\$Cal. FI\$Cal will follow record retention policies defined in the State Administration Manual (SAM). Also, any queries can be saved in Excel and retained by the user outside the System. |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question  | Answer   |
|---|--|
| Q: How can users identify the type for employee payroll?  | A: You are classifying the type when entering accounting entries.  |
| Q: When running reports, will the date range represent the accounting period?                     | A: Yes.  |
| Q: In report manager, are all reports available to view by all of the appropriate security roles? | A: No, only the user that ran the report has access to view that report. When running a report, a user may define any additional users that are able to view the report by selecting other users within the Distribution hyperlink at the time of running the report process.  |
| Q: Will DOJ be able to create credit memo for unpaid invoices?                                    | A: Yes. There are two ways to adjust a bill – you can adjust a bill through the Billing Module or directly adjust the Receivable in the AR Module.<br><u>In Billing:</u><br>Create Net Adjustment Only: Creates one adjustment line.<br>Create Reversal and Rebill: Creates two new lines, one that credits the original line chosen, and one that reflects the adjustment. Use if you're planning to rebill.<br><u>Credit Line:</u><br>Creates one line with a reversal of the amounts from the original line chosen. |
| Q: If you do a credit in billing do you have to do it in AR?                                      | A: You can either create a credit in billing or create a credit item in AR.<br><br>In billing, you can use the Adjust Bills function to credit an entire bill and reverse the original invoice, or credit an entire bill and rebill with the correct information. After creating the credit in billing, you can run the billing batch jobs to push the invoice/credit into AR.<br><br>In AR, you can directly create a credit open item..  |
| Q: FI\$Cal please explain the one-way relationship between BI and AR?                             | A: Invoices and credit memos will be finalized in billing and interfaced into the AR Module.<br>FI\$Cal will use the AR Module to: <ul style="list-style-type: none"> <li>• Track all receivables</li> <li>• Receive and apply payments</li> <li>• Manage outstanding receivables</li> <li>• Manage payments</li> </ul>  |
| Q: As a approver will I be able to identify if a bill is copied from another ?                    | A: There is no audit trail to tack this information.   |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question   | Answer  |
|--|---|
| Q: Clarify AR Revenue and AR Distribution as Debit and Credit.?  | A: AR revenue is the credit entry and Header-AR distribution is the debit entry.  |
| Q: What is the navigation path to complete line level distribution   | A: Within the Line-Info 1 tab click on the accounting hyperlink at the bottom of the page. Enter the line level accounting information in the Bill Line Distribution-Rev section.   |
| Q: Can you run change status of bills process to go backwards?   | A: Yes. If the bill hasn't been finalized.  |
| Q: Can a department delete a finalized batch of invoices?  | A: You can create credit memo in billing to reverse the invoice or you can create a credit item in AR.  |
| Q: During the change status of bill process, if something in that range is not ready, are you able to leave the status of that specific bill as new?   | A: Only the bills within the specified range will change status to ready. If a bill is not ready to be finalized you may exclude this bill from the range of bill to be processed.  |
| Q: Please clarify if Adjust Selected Bill Line creates a new invoice number, how that relates to original invoice number. If there is a new invoice created what happens to the old invoice (e.g., flagged, etc.)? | A: Every billing transaction is issued a transaction number in AR. When entering a bill adjustment you can reference the original invoice number within the credit memo, but the System will record the transaction under a different item number in the AR Module. |
| Q: What is the difference between "Create Net Adjustment Only" vs. "Create Reversal and Rebill"?   | A: Reversal and Rebill will reverse the original bill line and create a new bill. The net adjustment will just create an adjustment transaction.  |
| Q: During the credit and rebill process, can we bill another customer?   | A: Yes. When the new bill is created you are able to change the customer number if needed.  |
| Q: Did departments provide any other adjustment reason, besides what is currently in FI\$Cal?  | A: Most departments provided the same values. Department options have been included in FI\$Cal.   |
| Q: Please explain what "Prior" field is on the Adjustment History page?  | A: If a prior invoice was sent, that invoice number is displayed here.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question  | Answer   |
|---|--|
| Q: Is the employee ID number equal to payroll ID number and who will assign this number?  | A: For conversions only, the departments may convert their employee's with the current legacy customer numbers. After "go live" when the employee payroll ID from the SCO payroll file is available, departments may transfer the information from the legacy customer number to the new FI\$Cal Employee customer number and set the legacy customer number to inactive in FI\$Cal. Departments will need to be aware that if their legacy customer ID is the employee's social security number (SSN) a new customer number needs to be assign to the employee prior to conversion because they cannot use SSNs as customer numbers in FI\$Cal. |
| Q: What is the "Since Date" for transferred or exported customers?  | A: For all converted customers the "Since" date is January 01, 1901.   |
| Q: How far back can a department bill a customer in FI\$Cal?  | A: The invoice date can go back to 1901 but for accounting purposes the transaction will post to an open accounting period.  |
| Q: When creating a customer, if the customer is an employee but we don't populate the "Type" field is there an error report to fix?                             | A: It will default to "Regular" if configured that way. It has to be a valid value or it will not allow you to save the customer.  |
| Q: How do we correct customers that have been interfaced?   | A: If it was created in error you can deactivate the customer record. If you need to update the customer information you can access the customer record and update the profile.  |
| Q: If you have a customer entered in multiple ways, how do you merge their accounts and is there way to validate while entering if the customer already exists? | A: You can create a parent child relationship within FI\$Cal to link the duplicate IDs. Or you may transfer the financial information to the correct customer record and inactivate the customer records that are no longer needed. Before a customer number is assigned in the System the customer processor may search for the customer within the System. The System will not prevent you from entering the same customer multiple times. The departments may need to established a business process to ensure that duplicate customer numbers are not assigned/entered into FI\$Cal.   |
| Q: Is it true we cannot mandate TIN for our customers, according to law?  | A: True, but in FI\$Cal we have the ability to capture and mask the TIN if the departments have a need to do so.   |
| Q: Will all of our existing department customers with account numbers have new account numbers.... <i>enter unit customer?</i>                                  | A: Yes. For customers and vendors representing state departments, the naming convention for Customer and Vendor IDs will be DEPTXXXX00 where XXXX equals the Department's organization code. When new state departments are created, new customer and vendor records can be added utilizing this naming convention.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

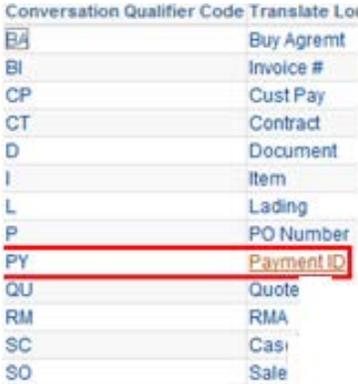
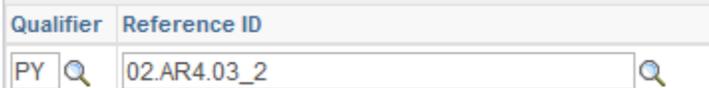
### Accounts Receivable Questions and Answers

| Question  | Answer  |
|---|---|
| Q: When creating an interagency customer is the GL Business Unit field the business unit you are connecting to? | A: This field is for the GL business unit for the customer department.  |
| Q: Suppose you are entering a customer that already exist, will FI\$Cal automatically checks for duplications?  | A: The System will not prevent you from entering a customer numerous times.   |
| Q: What type of documents would be attached to customer general information tab?                                | A: Memorandums Of Understanding (MOUs), Purchase Orders, contracts, etc., Add/Update Customer Request Forms.  |
| Q: Can we change the “as of date” since employee ARs start aging from the pay period?                           | A: This date can be changed if the item has not been posted yet. This date defaults from the accounting date but the user may change it according to the business need. Once the item has been posted, the As Of Date cannot be changed |
| Q: Does the ‘as of date’ have to be within the accounting period?   | A: No, the ‘as of date’ does not have to be within the accounting period date.  |
| Q: Will there be a charge for using the FSC? If yes, how much?  | A: No.  |
| Q: What does the “Item Accounting Entries” page display?  | A: In this tab, you can see the accounting entries related to the transaction/item entered.   |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question   | Answer   |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
|--|--|-----------------------------|--------------|----|-------------|----|-----------|----|----------|----|----------|---|----------|---|------|---|--------|---|-----------|-----------|-------------------|----|-------|----|-----|----|------|----|------|-----------|--------------|----|-------------|
| <p>Q: What does entry type "PY" mean?</p>  | <p>A: In the FI\$Cal Accounts Receivable Module, PY is a qualifier code for customer conversations, indicating a payment received from a customer. The following is from FI\$Cal User Productivity Kit (UPK) online training course number AR202 – Collecting Receivables UPK W1 (Rev. 2)</p>  <table border="1" data-bbox="678 808 1036 1192"> <thead> <tr> <th>Conversation Qualifier Code</th> <th>Translate To</th> </tr> </thead> <tbody> <tr><td>BA</td><td>Buy Agreemt</td></tr> <tr><td>BI</td><td>Invoice #</td></tr> <tr><td>CP</td><td>Cust Pay</td></tr> <tr><td>CT</td><td>Contract</td></tr> <tr><td>D</td><td>Document</td></tr> <tr><td>I</td><td>Item</td></tr> <tr><td>L</td><td>Lading</td></tr> <tr><td>P</td><td>PO Number</td></tr> <tr><td><b>PY</b></td><td><b>Payment ID</b></td></tr> <tr><td>QU</td><td>Quote</td></tr> <tr><td>RM</td><td>RMA</td></tr> <tr><td>SC</td><td>Casi</td></tr> <tr><td>SO</td><td>Sale</td></tr> </tbody> </table><br> <table border="1" data-bbox="695 1247 1404 1335"> <thead> <tr> <th>Qualifier</th> <th>Reference ID</th> </tr> </thead> <tbody> <tr> <td>PY</td> <td>02.AR4.03_2</td> </tr> </tbody> </table> <p>↑ "PY" here stands for Payment; Reference ID uniquely identifies the specific payment received (date, amount, customer, etc.)</p> | Conversation Qualifier Code | Translate To | BA | Buy Agreemt | BI | Invoice # | CP | Cust Pay | CT | Contract | D | Document | I | Item | L | Lading | P | PO Number | <b>PY</b> | <b>Payment ID</b> | QU | Quote | RM | RMA | SC | Casi | SO | Sale | Qualifier | Reference ID | PY | 02.AR4.03_2 |
| Conversation Qualifier Code  | Translate To   |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| BA   | Buy Agreemt  |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| BI   | Invoice #  |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| CP   | Cust Pay   |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| CT   | Contract   |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| D  | Document   |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| I  | Item   |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| L  | Lading   |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| P  | PO Number  |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| <b>PY</b>  | <b>Payment ID</b>  |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| QU   | Quote  |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| RM   | RMA  |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| SC   | Casi   |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| SO   | Sale   |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| Qualifier  | Reference ID   |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| PY   | 02.AR4.03_2  |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |
| <p>Q: Can you leave the user field empty when running the <i>Groups not Set to Post query</i>?</p> | <p>A: Any field with an asterisk requires a value in it. In some cases, for inquiries and reports, the percent sign can be entered within the field as a wild card, to widen the displayed results. Not all required fields may be labeled with an asterisk inside the System; as a rule, an asterisk always means required, but a field that does not have an asterisk may or may not be required, depending on the transaction (example: for coding a receipt, the Account field is mandatory and has an asterisk, while the Fund field is also required but does not have an asterisk).</p> <p>Regarding the User field question on the inquiry, this field can be left blank to widen the results displayed from the inquiry.</p>  |                             |              |    |             |    |           |    |          |    |          |   |          |   |      |   |        |   |           |           |                   |    |       |    |     |    |      |    |      |           |              |    |             |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question  | Answer  |
|---|---|
| Q: Will the review section of Customer Conversations have any reports?                            | A: The ZZ_CUST_CONVER - Customer Conversation History Report displays Customer Conversations associated with a customer, including conversations associated with a receivable or a payment. Other queries exist that display specific Customer Conversation entries ,including the ZZ_CUSTOMER_BANKRUPTCY – Customers in Bankruptcy report, ZZ_NON_SUF_FND – Non-Sufficient Funds report, and the ZZ_RECEIVABLE_PAYMENT_PLAN_REP – Receivables with Payment Plans report.   |
| Q: Does the FI\$Cal System have a connection to FTB offset?                                       | A: No, there is no outbound interface available to send data from the FI\$Cal System to FTB for FTB Offsets.  |
| Q: Are all refunds being processed through AP or do we have the capability to use a cashier unit? | A: The refund request may generate in AR, but a voucher for the customer refunds will need to be processed in AP.   |
| Q: Is it better to adjust an AR to a new amount or create a new AR?                               | A: This is a departmental decision on how the department would like to adjust a receivable. In Billing, you can credit entire bills, credit and rebill with one action, or select only certain lines to rebill. You can also add lines of activity and rebill, change discounts or surcharges, associate new entry types and reasons with the bills, and calculate new totals. If you need to create and send a new invoice to the customer, then you will need to use the credit and rebill functions within FI\$Cal. After creating the credit in billing, you can run the billing batch jobs to push the invoice/credit into AR.<br><br>If you only need to adjust an invoice balance, and an invoice will not be sent to the customer, then you may create a credit directly in AR. |
| Q: Are we able to apply payments or credits to a specific line item in an open receivable?        | A: In Wave 1, you can apply a payment only to an entire invoice, not to a specific line item.   |
| Q: What is the maximum amount of items you can apply to maintenance worksheet?                    | A: There is no maximum number of items for the maintenance worksheet.   |
| Q: Is there a report/flag that shows if AP has issued a check to a customer for an on-account?    | A: The ZZ_RECEIVABLE_REFUNDS_REPORT displays customer on account payment transactions that have been closed via a refund within a maintenance worksheet it also displays AP voucher information for the refund transaction. This report will display the AP information only if the Invoice ID reference on the voucher is the same as the On Account Item ID recorded within the AR module.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question   | Answer   |
|--|--|
| Q: What specific report notes when an on account has been fully refunded by AR?              | A: The ZZ_RECEIVABLE_REFUNDS_REPORT displays customer on account payment transactions that have been closed via a refund within a maintenance worksheet it also displays AP voucher information for the refund transaction. All refunds are processed in AP.                                   |
| Q: Is it true the process of applying money to on-account amounts will replace the 3730?     | A: The current State process of recording payments in an Uncleared collections account (3730) if the department does not know how the payment should be classified is not changing. What is changing is the ChartField values that will be used to record these type of payments in FI\$Cal.   |
| Q: Where do we post on-account balances? Where is the money being held? Is there a new name? | A: The answer will vary, depending on the scenario. Currently, an On Account payment is coded to credit a receivable account value.  |
| Q: Can someone else delete a conversation after it has been saved?                           | A: A conversation cannot be deleted, but it may be updated after it is saved. A conversation can also be indicated as Closed.  |
| Q: What specific departments are assessing overdue charges in wave 1?                        | A: Department of Alcoholic Beverage Control (ABC) has requested a configuration to assess overdue charges.   |
| Q: Can you reverse assessed overdue charges?   | A: Yes. In AR, a credit memo can be created and applied to an overdue charge to reverse it.  |
| Q: Is there a report for overdue charges?  | A: There is an inquiry that allows users to view overdue charges. This inquiry can have the overdue charge information downloaded into Excel for reporting and analysis. Navigation to this inquiry is Accounts Receivable > Customer Interactions > Overdue Charges > Review Overdue Charges. |
| Q: Is there any method of validating overdue charges that are assessed multiple times?       | A: Departments can use the Overdue charges inquiry page to review summary and detail information for all overdue charge invoices. Navigation to this inquiry is Accounts Receivable > Customer Interactions > Overdue Charges > Review Overdue Charges.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question  | Answer   |
|---|--|
| Q: What indicates if a promise was kept or broken?  | <p>A:</p> <ul style="list-style-type: none"> <li>• If the promise was kept, the “Done” check box should be selected by the department.</li> <li>• If the promise was broken, the “Done” check box should not be selected.</li> </ul> <p>The Broken Promise Review Needed inquiry (navigation: Accounts Receivable &gt; Customer Interactions &gt; Conversations &gt; Broken Promise Review Needed) can be used to search for promise date conversations that have broken promises, where a broken promise action is needed and the Done check box is not selected.</p> |
| Q: On the collections workbench; does the payments tab show the method of payment?                                  | A: The delivered Payment Method field, with limited options for selection (for example. Check, EFT, Giro – EFT), will display within the Collections Workbench. The custom Payment Method field, which has more options for selection, will not display on this page.  |
| Q: Is there a plan to add more dunning letter formats?  | A: Not in Wave 1. This will be analyzed during the implementation of each future wave.   |
| Q: Can the AR approver and the AR processor run and generate dunning letters?                                       | A: In FI\$Cal, dunning letters will be generated by employees who have been assigned the role of Departmental AR Collection Processor.   |
| Q: What is the current review process for dunning letters? (specific to verbiage)                                   | <p>A: When past-due items exist for a customer, dunning letters are sent based on the dunning methods selected when the system was set up. The State of California selected the dunning by days method. Each state department may specify their own dunning interval (30, 60, 90 days, or 20, 40, 60 days) and dunning IDs.</p> <p>No review or approval is necessary for this process. The employee who has been assigned the Departmental AR Collection Processor role may generate the dunning letters and send them to customers.</p>                              |
| Q: BOE does not send employee ARs to collection agencies. Will there be a specific dunning letter for employee ARs? | A: The FI\$Cal system does not require that ARs be sent to collections agencies. In Wave 1, there is only one dunning letter form. A department can determine the text that appears on the dunning letters through configuration.  |
| Q: For departments with AR customers in their legacy systems are they going to be able to transfer over to FI\$Cal? | A: Yes, department are able to keep current customer number, but information must be provided in conversion template.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question  | Answer   |
|---|--|
| Q: Can the Department Customer Processor apply a revenue without creating an AR item?   | A: Every receivable in FI\$Cal is considered as an AR item, if bringing in revenue as a payment and want to classify as miscellaneous, this is possible. Department Processor can also record a miscellaneous receivable to a customer account.  |
| Q: Is there a scenario to use the BI module to create employee ARs?   | A: If a Department Customer Processor has an employee AR that is not a payroll account receivable and want to send the employee an invoice, this is done in the BI module. Only use BI module when creating an invoice. If you don't have to send an invoice, record receivable in AR module. AR modules does not create invoices. |
| Q: When receiving an new employee AR will the Department Customer Processor have to contact the employee's previous department to confirm any outstanding accounts? | A: In future waves, once every department is in FI\$Cal, SCO will have the ability to run a report on an employee's accounts receivables. Currently in Wave 1, if the AR item is a deduction, the deduction will continue from the original department.  |
| Q: How does the Appropriation change for an employee AR deductions when the employee moves to another agency?   | A: SCO will have a report to help reconcile.   |
| Q: When updating or adding a new primary address, does the number for the new address change to number 1 or will the next number be assigned, such as address #2?   | A: It is not always #1, the updated information can be assigned the next number.   |
| Q: Are there any restrictions on the type or size of files that users can upload?   | A: No.   |
| Q: What will happen to inter-agency numbers once other agencies join FI\$Cal in future Waves?   | A: Once departments roll onto FI\$Cal, any department legacy inter-agency bills must be re-created in FI\$Cal.   |
| Q: Is there a filtering or cleansing of department data for the customer import/conversion process?   | A: No. Departments are responsible for cleansing and standardizing customer information.   |
| Q: Is there a comment or note section to indicate why customers are deactivated.  | A: Notes can be added at the Item level. Also at the Customer level, notes can be created in the Customer Conversation section.  |
| Q: Did Finance submit speed type entries for Wave 1?  | A: No. However, a department can create their own Speed Types. Any user account that is mapped to the Department COA Maintainer role has the ability to create Speed Types.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question   | Answer   |
|--|--|
| Q: Can we use the AR module to complete direct transfers and non-direct transfers? Should we only use BI or can AR Processor work in AR module for direct/non-direct transfer?                                   | A: Direct and Non-direct interagency billing transactions must originate in the billing module if invoices need to be generated.   |
| Q: Can you print out the accounting entries for a group of pending items? It would be easier to see and review for some departments enabling users to take notes and follow up with their team regarding issues. | A: No. Accounting entries must be reviewed online in Wave 1.   |
| Q: Reimbursements are budgeted items, do they go through a budget check via the AR update process?   | A: Yes. There is a budget check during the AR update process.  |
| Q: Can we use Excel for batch uploads in BI modules specifically for direct transfers?   | A: The FI\$Cal System is not able to upload a billable charges file directly from Excel; only a text file may be used to interface data into the Billing module. If needed, the department can develop macros within Excel to translate data in Excel to a text file for uploading data into the Billing module.   |
| Q: Can an AR Approver get a print out of one bill, for a department, with multiple funds and multiple lines items?   | A: When entering a bill in FI\$Cal, you can enter multiple bill lines, and each bill line can have multiple accounting lines. For one bill line with multiple accounting lines, the accounting lines must have the same Fund. However, each bill line does not need to be associated with the same Fund, - for example, bill line 1 needs to have all of its accounting lines coded to one Fund, but bill line 2 can have all of its accounting lines coded to another Fund. The accounting strings for bill lines do not print on the invoice form. |
| Q: Do end user have access to COA values identified as statewide accounts?   | A: Some ChartFields are department specific, and departments can see only the values associated with their Business Unit (such as Fund, Program, Reporting Structure). Other ChartFields are statewide (such as Account), and users have access to select any values that are not budgetary.   |
| Q: Is there a report or query to show all items that have been unposted?   | A: No report for this exists.  |
| Q: How do we handle the promise date and the date the payment processes? (Someone paid on time but it takes five days to process the payment.)   | A: Keep a log or log another promise date.   |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question  | Answer  |
|---|---|
| Q: Can you view who entered comments in the conversations?  | A: No, individuals would need to enter their initials on the conversation.  |
| Q: What is the name of the report that will show the different customer relations statuses?   | A: Yes, there is a report. The aging report shows this information.   |
| Q: Is there a specific report for every category for maintenance worksheet usage?   | A: No, not at this time.  |
| Q: Can we print a maintenance worksheet?  | A: No.  |
| Q: Can you mix the types of maintenance activities on the same worksheet?   | A: Yes, as long as the type and reason match.   |
| Q: How can you review the account entries created using a maintenance worksheet?  | A: This information is available on screen but no specific reports are available.   |
| Q: Can you view an image of the check when a a payment is received?   | A: FI\$Cal departments will have the ability to attach information to a payment through a customer conversation. It is a departmental business process whether to attach documentation of payments, and what documents can be attached. In Wave 1, for the AR module, the only item identified as confidential information is the customer's Taxpayer Identification Number (TIN)." |
| Q: In the collections workbench, can I see if the account was sent to FTB?  | A: Yes. The Collections Workbench allows users to review items and item details including if an item was sent to Collections and dates when an item has been sent to FTB.   |
| Q: Do we need to have an inter-agency agreement in place in order to carry out a Direct Transfer and Non-Direct Transfer Agreement (billing)? | A: This is dependent upon the Authorization given to you at the State level. Each department has a different authorization level given to them. State Control Agencies have a unique authorization level to carry out direct transfers (eg: DOF). The government code dictates if you can complete a direct transfer or not.  |
| Q: Can the accounting date be different than the invoice date?  | A: The accounting date is when the AR items created from BI post to the GL. The invoice date is when the invoice date is finalized. They can be different. You can put in whatever you want for Invoice Date, based on when the bill is finalized. The accounting date must be an open period to avoid errors.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question  | Answer  |
|---|---|
| Q: Is there a mail merge for bill entry? For example, I have 1,000 bill lines to enter. Can I do so using a mass upload, or do I have to enter it one by one? | A: Certain departments do have an interface into Excel for large sets of data being sent to BI. For example, DOJ has one. Please reach out to the appropriate configuration contact at DOJ (Carla Rose) to learn the details about this interface file. All of these interfaced bills will come in as "NEW".  |
| Q: Will all current customers be sent over to FI\$Cal?  | A: This is a configuration task. If you do not have employees listed in your customers file, you should include them. They will not be manually entered by FI\$Cal. You should include any employees which will be "customers" in FI\$Cal due to employee ARs against them.   |
| Q: Can bill invoice numbers be re-set back to zero at the beginning of every fiscal or calendar year?   | A: The answer to this question depends on the department's configuration. If a department has a new invoice numbering convention per fiscal year, then the numbers will restart. For example, during the 2013 fiscal year, a department could have invoices of 0000001-13/14, 0000002-13/14, etc. Then during the 2014 fiscal year, request a new Invoice ID numbering convention with a 14/15 suffix such that the numbers become 0000001-14/15, 0000002-14/15, etc. |
| Q: Can we move from "cancelled" to "hold" for a group of bills?   | A: Yes. The Department Billing Processor has the ability to change the status of multiple bills that meet a user's defined criteria. The navigation for this process is Billing > Maintain Bills > Change Status of Bills.  |
| Q: If there was a large set of bills that were accidentally updated in status, can they be changed (like an "undo" button)?                                   | A: There is no "Undo" button, but the Change Status of Bills process can be used to reset the status of a bill or group of bills that are within the user's defined criteria.   |
| Q: How do you find the AR item from a bill (or vice versa)?   | A: The Billing Invoice ID becomes the Item ID in AR.  |
| Q: If you're doing credit and re-bill, is there any way of hiding the original invoice number?  | A: No, the original invoice number will appear on the invoice of the adjustment bill.   |
| Q: How do you deal with credit & re-bill for interfaced bills?  | A: The credit and rebill process is the same, regardless of whether the bill was manually entered into the Billing module or the bill was interfaced into the Billing module. An interface for credit and re-bill is not available in Wave 1.   |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question  | Answer  |
|---|---|
| Q: If you wanted to drill down into the details for an adjustment on the adjustment history page, how will you do so?                                 | A: The adjustment history page display adjustments, if any, only to the entire bill. A user who wants to view the credit and adjustment bills in the Billing module, should navigate to Billing > Review Billing Information > Details, and search with the credit or adjustment Invoice ID. A user can also review high-level billing information within the Accounts Receivable module by navigating to: Accounts Receivable > Customer Accounts > Item Information > Item Billing Data.  |
| Q: Is there any way to search for all adjustments and bills you personally made?  | A: No, this does not exist in Wave 1.   |
| Q: What is the name of the account used when restitution monies are received for another department?  | A: The name of the account didn't change; only the account numbers changed. Example: legacy UCM 1630 - Settlements/Judgments (not anti-trust) and any other moneys received by the State as a result of legal actions is account number 4173500 in FI\$Cal.   |
| Q: What is the process to un-post a payment?  | A: In FI\$Cal, the un-post payment process will be used only when un-posting a payment applied to the incorrect receivable item. Un-posting creates a new group that is the exact opposite of the original group. The un-post group creates a new un-post item activity and new accounting entries for each item that it is un-posting posting (the accounting entries from unposting reverse the accounting entries that were created from posting the payment). After the payment has been un-posted, it will be available to apply to the correct receivable item. |
| Q: For an employee AR; one part is collected from the employee and one part is collected from the State; what part is entered in accounts receivable? | A: Only the employee portion should be entered.   |
| Q: Can you export reports to alternative formats?   | A: At this time reports can be exported using Excel and PFD formats.  |
| Q: Is there a report that will show all the errors and who corrected the error?   | A: No report for correcting errors is available in Wave 1.  |
| Q: Please clarify the difference between general cash (aka 3730) and un-cleared collections cash?   | A: Uncleared collections is a GL accounting entry. In FI\$Cal it is called "Agency Cash". It is a fund that can be ORF (Office Revolving Fund) cash, general cash or agency trust cash. But the fund is what determines what goes where. (cash and state treasury) Essentially, we do have the ability to keep cash and payments locally if we are unsure where it goes.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question  | Answer  |
|---|---|
| Q: What is the relationship between the received by SCO box and the items in the reference information section? | A: All payments received by SCO from other sources. It is equivalent to a manual RA (TC30).<br>Money received on on behalf of agencies to SCO. Funds delivered to SCO.<br>Essentially, private sources, bank owes you money or unclaimed property, so its outside of FI\$Cal payments sent directly to SCO for departments.<br>Payment that never hit the CTS and do not a transfer from one BU to the other.<br>Received and processed by STO, posted by Controller, and we have to report. it.  |
| Q: Where are the chart fields for miscellaneous receipts?   | A: Approver will do this. They will create the accounting entries for miscellaneous receipts.   |
| Q: How do you identify a payment from a non-FI\$Cal department when you have a direct transfer agreement?       | A: Funds Transfer option is used for FI\$Cal and non-FI\$Cal departments.   |
| Q: How do you code uncleared collections into 3730?   | A: The FI\$Cal ChartField value for unclear collections is 2090100. When entering a receipt that is not ready for payment application or coding as a miscellaneous receipt, the department should enter a GL Journal Entry to establish a General Cash and Uncleared Collections balance. The fund on the accounting entry lines for this GL Journal Entry should be a CTS Fund - that is, one that begins with 000000 and ends in the CTS Bank Account Number for example, if money is deposited into CTS Bank Account 175, then the CTS Fund would be 000000175). When the receipt is ready for payment application or coding within the AR Module, the department should complete the receipt in the AR Module and then create a GL Journal Entry to reverse the receipt's amount from Uncleared Collections and General Cash. |
| Q: Will the pending receipts for un-cleared collections match the accounts uncleared collections?               | A: In FI\$Cal, pending receipts are receipts that have not been coded to a fund as miscellaneous receipts, or have not been applied to a receivable. Because these receipts have not been completed in the AR Module, the department should have established a General Cash and Uncleared Collections balance for these receipts in the GL. Any transactions that impact the Uncleared Collections balance will be within the Pending Receipts Aging Report (this includes any inflows and outflows of transactions that reference the Uncleared Collections account).  |
| Q: Is there audit log for payments?   | A: Audit log functionality is not available in Wave 1.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question  | Answer  |
|---|---|
| Q: Does AR have a report to show 1110 unremitted cash?  | A: The AR module does not have a report that shows unremitted cash. Departments may run a GL report (trail balance) using the General/Revolving Fund (CTS account preceded by 6 zeroes). This report includes the balance of unclassified/unremitted cash within the uncleared collections account.   |
| Q: How long can you keep payments in local accounts before SCO comes and gets it?   | A: In the overnight Cash Reclassification process in FI\$Cal, payments that have been coded to a State fund will be reclassified to cash in the State Treasury in the STATEWIDE BU. If agencies need a payment to remain within their agency cash account, the user should enter the payment as a miscellaneous receipt/payment, and code it to the fund that is equal to their agency cash fund. |
| Q: When you select Direct Transfer as Cash Type, should you not see an option for "Cash and State Treasury"? – Following current business processes for Direct Transfers. | A: Cash in the State Treasury is a control cash account, and agencies will not post transactions directly into this account. The only cash types available in FI\$Cal are ORF cash, general cash, and agency trust cash. Direct transfers are entered in FI\$Cal using a cash type of general cash, and the internal transaction bank account is- 9999.   |
| Q: Is it possible to assign a standard customer ID for non-wave one agencies?   | A: Fiscal is setting up Customer ID's for all of the BU's/Agency/Departments. It will be available in wave one, under the statewide value.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question  | Answer  |
|---|---|
| Q: What is the threshold for categorizing an asset as a "Capital Asset"?  | <p>A: SAM – PROPERTY ACCOUNTING<br/>Rev. 411 SEPTEMBER 2010<br/>CAPITAL ASSETS 8602<br/>(Revised 09/10)</p> <p>State property is capitalized for accounting purposes when certain conditions are met. Capitalization means to record the property in the accounting records as assets. Tangible and intangible property must meet the following three requirements in order to be capitalized:</p> <ol style="list-style-type: none"> <li>1. Have an expected useful life of at least one year;</li> <li>2. Have a purchase cost or internally generated cost of at least \$5000 (e.g., four identical assets which cost \$3000 each, for a \$12,000 total, would not meet the requirement); and</li> <li>3. Are used to conduct State business.</li> </ol> <p>When the above three requirements are not met, the property will be recorded as an expenditure and not a capital asset in the General Ledger. See SAM Section 8615 and 8635 for accounting instructions for intangibles.</p> <p>When the term "equipment" is used in SAM, it refers to personal property which is capitalized.</p> |
| Q: Is payment ID number unique within a group or across FI\$Cal?  | A: It should be a unique identifier, but the System does not require it.  |
| Q: Should you be able to see credit items when submitting a payment in the receivables section of the payments tab? | A: Credits are shown because they haven't been closed through the maintenance worksheet.  |
| Q: What is the Received by SCO checkbox used for on the Payments Tab?   | A: These payments are posted directly to the fund by the State Controller's Office and to Cash in State Treasury. Normally these payments are not deposited into a CTS account and then remitted to a fund.   |
| Q: Will we still use EFITS for tell SCO where we want our money to be posted?                                       | A: For Wave 1 and 2 departments will continue to remit receipts to the appropriate fund via EFITs because SCO/Fiscal will still be the book of record for the State of California. In Wave 3 when the State Controller's Office control function are in FI\$Cal, FI\$Cal will be the book of record and all receipts will be posted to the appropriate fund within FI\$Cal. There will be no more eFITS when the State Controller's Office control functions are in FI\$Cal!  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question  | Answer   |
|---|--|
| Q: Will we still have uncleared accounts for \$ that's not ours? When you know for a fact its an overpayment where is the money going, and how do you get it back to the customer if its deposited to the State account and not the local ORF/Dept account? | A: Departments will have the ability to record transactions to cash accounts as they do today. An agency cash fund will be created for each department to use when recording these type of transactions and when processing refunds.   |
| Q: Can you make updates to the account / deposit type after its been posted?  | A: You may correct the payment accounting transactions by creating a 0.00 dollar deposit in FI\$Cal.   |
| Q: How do we validate journal entries for direct transfer for deposits?   | A: Agencies in FI\$Cal will transact in the AR and AP modules using an internal transaction bank account when recording direct transfer transactions. A direct transfer bill/invoice will be created within the Billing Module, a direct transfer payment/receipt will be recorded in the AR as a payment and will be applied to a receivable. The agency that needs to record a direct transfer expenditure in FI\$Cal will enter this transaction in the AP module.  |
| Q: How will taxation work for Deposits? How is it calculated?   | A: When creating an invoice and adding taxes there will be a link to a tax table from the Board of Equalization within the Line Info 1 tab.  |
| Q: Is there anywhere else to do Direct Transfers Payments beyond what we do in the Payments Tab?  | A: No. Direct transfer payments/receipts will be recorded in FI\$Cal through the AR payment process.   |
| Q: When does a payment hit the GL? After its posted? Or after is entered?   | A: Payments are posted to the GL when the payments are marked as completed in AR and the GL journal update process runs.   |
| Q: After the User applies payment, is it possible to see the difference between a direct transfer and non-direct transfer?  | A: Direct transfer payments will be processed using a internal transaction bank account. FI\$Cal Agencies will be able to run a cash receipt report and sort by types of receipts and/or bank accounts.  |
| Q: Is there a report that shows what is reported in SCO vs. what is reported in FI\$Cal?  | A: Wave 1 agencies on FI\$Cal need to reconcile all appropriation month end balances to the SCO appropriation month end balances. The FI\$Cal Agency Reconciliation Report will be used for the reconciliation process. The Agency Reconciliation Report will begin with the SCO ending cash basis appropriation balance. The agency accruals (A/R, A/P, cash in transit, etc.) will be applied to the SCO ending cash basis balance. The resulting SCO final adjusted appropriation balance should match the ending agency accrual basis balance. |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Accounts Receivable Questions and Answers

| Question  | Answer  |
|---|---|
| Q: AR201 In the GL - can you run a report by payment ID number?               | A: No, in GL the user can inquire by date, ChartField, journal type or journal number. Payments received by the State are tracked in AR and payments going out are tracked in AP. |
| Q: Is it possible to assign a standard customer ID for non-wave one agencies? | A: FI\$Cal is creating Customer ID's for all of the BU's/Agency/Departments, it will be available in wave one.  |

### Asset Management Questions and Answers

| Question   | Answer   |
|--|--|
| Q: If someone did/did not mark an asset in error (and it has already been processed), who downstream in the process corrects the error and how?                  | A: The Asset Processor would have to enter the asset into the AM module manually if an asset was not flagged as an asset. These types of errors would be discovered through the Asset Audit report. If an asset was incorrectly flagged as an asset this would also be discovered through the Asset Audit report. The Asset Processor could fix this by retiring the incorrect asset and creating an Express Add manually. |
| Q: Can you set parameters for the Asset Audit reports?   | A: Yes. There will be some fields that can be set.   |
| Q: How often will the System interface procurement into Asset Management reports?  | A: Nightly.  |
| Q: Is there an AM Approver role?   | A: There is not an approver role, however there is an AM Manager role.   |
| Q: Do you need the PO Viewer role to view PO information for an asset? In other words how much PO information can an AM Processor/Approver view with their role? | A: AM Processor will have access to all PO information with the ability to view the details.   |
| Q: How do AM Managers get access to confidential AM information.   | A: Departments must assign confidential roles.   |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Asset Management Questions and Answers

| Question   | Answer   |
|--|--|
| Q: How can a department verify if/when an asset is paid for?                                       | A: The physical asset management information will be available, financial information will not appear until it is actually “paid for.” FI\$Cal will follow up with where AM processors are able to view financial information.   |
| Q: What is the process to complete inter-unit transfer?  | A: The approval process remains the same and happens outside of FI\$Cal. Currently, the role to transfer an asset in FI\$Cal is still being determined. The options include: <ul style="list-style-type: none"> <li>• Departments will call FI\$Cal Service Center (Central Processor) to request retiring an asset and submit a copy of the 152, once FSC has verified they will transfer asset.</li> <li>• The transferring department would retire the asset and the receiving department would “Express Add” the asset.</li> <li>• Adding a central role for Partner Agencies to complete the transaction in FI\$Cal.</li> </ul> |
| Q: Will the depreciation follow the transfer asset to the new department?                          | A: Yes. If the depreciation is happening within the System, the financials will transfer with the asset within the System.   |
| Q: Is the Department Asset Configurator Maintainer mapped to a role in FI\$CAL?                    | A: The role is Z_DEPT_AM_CFG_MAINT. The role is limited to configuration items that are department specific, such as area definition and asset class.  |
| Q: Will there be documentation/job aids with explanations on what the “Useful Life” standards are? | A: Yes, FI\$Cal will be producing a job aid on the overall capitalization process, including profiles and lives.   |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Asset Management Questions and Answers

| Question   | Answer   |
|--|--|
| Q: When updates are made to the concept slides/UPK materials, will end-users be notified? If not, where to they go to monitor/view updates to materials/information? | <p>A: End users will be notified when there are major changes to the UPK training materials. These changes typically occur after training delivery is complete.</p> <p>To view the latest available UPKs:</p> <ol style="list-style-type: none"> <li>1. Go to <a href="http://www.fiscal.ca.gov/">http://www.fiscal.ca.gov/</a></li> <li>2. Click ACCESS FI\$Cal</li> <li>3. Click Fi\$Cal Training Academy</li> <li>4. Click Fi\$Cal Training Academy Login</li> <li>5. Enter your FI\$Cal Training User ID and Password</li> <li>6. From the Training Records pulldown menu, select Current Learning Modules.</li> </ol> <p>Note the title and version number of each UPK. (For example, AM101–Introduction to FI\$Cal Asset Management UPK W1 (Rev. 2))</p> |
| Q: If you're already in the UPK/concept slides, is there anywhere to see the 'last updated' date?  | A: This information is located on the Title Slide of the course in Green lettering.  |
| Q: If a PO is set up correctly and the receiver entered the tag but not the serial number: Can the receiver go back and change it?                                   | A: The serial number needs to be entered; it will not allow a save without it. They can enter the tag number later; it is not required.  |
| Q: If an asset tag is created when will it interface?  | A: If the receipt has not been interfaced to AM, the tag number can be entered in the receipt and it would interface that night. If the receipt has already interfaced, then the tag number needs to be entered in the AM module.  |
| Q: If a manger needs to view purchase orders to verify an asset is marked correctly? Is there a report?  | A: Asset processor would be able to see what purchase orders should have been marked as an asset through the Asset Audit Report or queries can be run to search the data.  |
| Q: When is an item marked as "Put into Service"?   | A: Coming from PO/AP, the asset is put into service once the asset is interfaced from AP into AM and is loaded. This happens nightly.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Asset Management Questions and Answers

| Question  | Answer  |
|---|---|
| Q: If a tag was not entered can it be added later?  | A: Yes. If the receipt has not been interfaced to AM, the tag number can be entered in the receipt and it would interface that night. If the receipt has already interfaced, then the tag number needs to be entered in the AM module.  |
| Q: What is the non-capital threshold?   | A: \$4999.99 or less.   |
| Q: How frequently should exceptions be resolved (monthly)?  | A: Although not necessary, you can resolve daily, however they must be addressed monthly.   |
| Q: For Review Bank Statements: Trans Codes, will we be using all codes? Which ones will we use?   | A: We will be using the following Transaction Codes:<br>D for Deposit<br>ACH for ACH<br>CHK for Check<br>G - ORF Replenishment<br>U - eFits Remittance  |
| Q: On the Review Bank Statements transaction group box, is the reference column the deposit or check number? Are we going to use the funds availability tab?  | A: Reference column is either check number, deposit number or anything to do with journals, a compilation of everything. Populates from the bank statement. The FI\$Cal side will have different system reference numbers.  |
| Q: For the running semi manual reconciliation process, when we drill down to the transaction, what is the statement code?   | A: It is the banking code to help define the transaction; for example 175 – deposit.  |
| Q: What is the difference between the Semi Manual Reconciliation screen and the Reconciliation Exception Report?  | A: The screen only shows reconciled bank side, but not the System side. The Reconciliation Exception Report shows both.   |
| Q: In the last lesson of the course, “Understanding Checking Account Reconciliation” PowerPoint slides 11-14 regarding the “Reconciliation Aging Report” would like a better definition of what we are comparing or entering. For slide 25 are these new discrepancies caused by FI\$Cal that departments may see or are there more real life discrepancies that could be listed on this slide? | A: The reconciliation and the reconciliation aging report are currently being modified, and the FI\$Cal Cash Management team is in the process of creating Job Aids for them. After completion, review, and approval, these Job Aids will be published on the FI\$Cal web site. |
| Q: What was the configuration task that populated the identifier field?   | A: BUSN127  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Asset Management Questions and Answers

| Question  | Answer   |
|---|--|
| Q: Is it possible to assign a standard customer ID for non-wave one agencies? | A: Fiscal is creating Customer ID's for all of the BU's/Agency/Departments, it will be available in Wave 1.  |
| Q: What is the threshold for categorizing an asset as a "Capital Asset"?      | <p>A: <b>SAM – PROPERTY ACCOUNTING Rev. 411 SEPTEMBER 2010 CAPITAL ASSETS 8602</b><br/>(Revised 09/10)</p> <p>State property is capitalized for accounting purposes when certain conditions are met. Capitalization means to record the property in the accounting records as assets. Tangible and intangible property must meet the following three requirements in order to be capitalized:</p> <ol style="list-style-type: none"> <li>1. Have an expected useful life of at least one year;</li> <li>2. Have a purchase cost or internally generated cost of at least \$5000 (e.g., four identical assets which cost \$3000 each, for a \$12,000 total, would not meet the requirement); and</li> <li>3. Are used to conduct State business.</li> </ol> <p>When the above three requirements are not met, the property will be recorded as an expenditure and not a capital asset in the General Ledger. See SAM Section 8615 and 8635 for accounting instructions for intangibles.</p> <p>When the term "equipment" is used in SAM, it refers to personal property which is capitalized.</p> |

### General Ledger Questions and Answers

| Question  | Answer   |
|---|--|
| Q: What is the timeline for batch processing? Is it overnight, hourly, etc?                                     | A: Batch processing can be set on a schedule such as hourly but generally is overnight.  |
| Q: When submitting for approval, does an email go to that person that it's been submitted to them for approval? | A: There isn't any e-mail system internal to FI\$Cal. In the top right corner of the FI\$Cal homepage is a link to a Worklist. Any journals requiring approval would show up here. |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### General Ledger Questions and Answers

| Question   | Answer  |
|--|---|
| Q: In today's GL 102 call I was asked if FI\$Cal was offering any other journal entry template other than "state" and "stat" as shown in the training  | A: FI\$Cal will not be designing other templates but each user can customize the template for their use.  |
| Q: In the training environment and UAT environment there is only the State template for the chart of accounts in the journal. Will they only show the dept's after Go Live? If not is there a way to filter? | A: FI\$Cal will not be offering any other templates beside "state" and "stat", but each user can customize a template for their own use.  |
| Q: How will journal entries be received after Go Live? Right now a printed report is received from SCO every morning and that is manually entered into the system-for example: cancelling a warrant.         | A: Until Wave 3, SCO will continue their current processes. Several interfaces will be going back and forth, but this issue is an AP reconciliation issue.  |
| Q: How many years of history will be kept in the system?   | A: This has not been decided yet, it will be decided in the Service Level Agreement.  |
| Q: Is there a specific place you can add footnotes or description for specific journal adjustment? For example CalSTARS has a multipurpose searchable field that text can be entered into.                   | A: No, there is no where for general comments that could be searched upon. There is a description field in each journal and attachments can be entered with description, but they are not searchable. |
| Q: In the training environment and UAT environment there is only the State template for the chart of accounts in the journal. Will they only show the dept's after Go Live? If not is there a way to filter? | A: FI\$Cal will not be offering any other templates beside "state" and "stat", but each user can customize a template for their own use.  |
| Q: How will journal entries be received after Go Live? Right now a printed report is received from SCO every morning and that is manually entered into the system-for example: cancelling a warrant.         | A: Until Wave 3, SCO will continue their current processes. Several interfaces will be going back and forth, but this issue is an AP reconciliation issue.  |
| Q: How many years of history will be kept in the system?   | A: This has not been decided yet, it will be decided in the Service Level Agreement.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### General Ledger Questions and Answers

| Question   | Answer   |
|--|--|
| Q: Is there a specific place you can add footnotes or description for specific journal adjustment? For example CalSTARS has a multipurpose searchable field that text can be entered into. | A: No, there is nowhere for general comments that could be searched upon. There is a description field in each journal and attachments can be entered with description, but they are not searchable.   |
| Q: Are we setting up commitment control with tolerances? Does central or department maintain? At what level appropriation or operating?  | A: At the appropriation level, there are no tolerances. The system would allow them at the departmental level, but so far we have not received any requests for tolerances. They can be configured centrally, but we can't guarantee they will be set up by go live.   |
| Q: What is the equivalent of "The Budget Clearing Report" in Fiscal?   | A: It appears to be a department specific report. We can research if you will provide a copy of the current report or a list of the detail items produced in the report.   |
| Q: In the lookup ledger group menu, what does CC_CLRNG Appropriation Main Items represent?   | A: The main appropriation item in the budget act, similar to a control level.  |
| Q: Will there be UPK job aids to explain budget errors?  | A: The Training Team will work with the Business Team to develop a job aid for budget error messages.  |
| Q: How do we use the Hyperion Budget Inquiry page and who would use it?  | A: This page is used to view budgets that have been loaded into Commitment Control from Hyperion for validation purposes. There are two budget roles that will have access to this page, however it is expected that SCO will be the primary user. There are several custom budget reports that are being built for departments to use in PeopleSoft that mirror current budget reports. |
| Q: Are we setting up commitment control with tolerances? Does central or department maintain? At what level appropriation or operating?  | A: At the appropriation level, there are no tolerances. The system would allow them at the departmental level, but so far we have not received any requests for tolerances. They can be configured centrally, but we can't guarantee they will be set up by go live.   |
| Q: What is the equivalent of "The Budget Clearing Report" in Fiscal?   | A: It appears to be a department specific report. We can research if you will provide a copy of the current report or a list of the detail items produced in the report.   |
| Q: In the lookup ledger group menu, what does CC_CLRNG Appropriation Main Items represent?   | A: The main appropriation item in the budget act, similar to a control level.  |
| Q: Will there be UPK job aids to explain budget errors?  | A: The Training Team will work with the Business Team to develop a job aid for budget error messages.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### General Ledger Questions and Answers

| Question  | Answer   |
|---|--|
| Q: How do we use the Hyperion Budget Inquiry page and who would use it?   | A: This page is used to view budgets that have been loaded into Commitment Control from Hyperion for validation purposes. There are two budget roles that will have access to this page, however it is expected that SCO will be the primary user. There are several custom budget reports that are being built for departments to use in PeopleSoft that mirror current budget reports. |
| Q: Can you use the allocation process for gap charges?  | A: All allocation steps will be configured prior to go live.   |
| Q: What does the Budget Journal approval look like? For example, how many approval levels are there?  | A: Budget journals are not subject to approval workflow. The ability to post budget journals is determined by security role.   |
| Q: Explain the budget statuses displayed on the Budget Overview Inquiry page (open, closed and hold).   | A: Open: It can be transacted against.<br>Closed: No transaction against.<br>Hold: Budget can be adjusted (added or reduced), but not transacted against.  |
| Q: On target page, what is mask in value/mask field?  | A: The mask is used as a special designation to identify certain activities.   |
| Q: On the round options tab, are they going to be consistent across departments? Are they going to use one or are they going to be different? | A: Yes, normal option is consistent for everybody.   |
| Q: Will end users have the ability to view steps? Will they have a list or job aid?   | A: GL viewer role will have access to see this.  |
| Q: When processing allocations, how do we handle month end, since it goes into the next month, what date is entered?                          | A: When making the selection specify for the end of the month as your true period would be defined in the allocation step.   |
| Q: On the Allocations Log Report, is the total debit the distributed amount or the original pool?   | A: The Total Debit is the distributed amount. The Pool Amount is displayed under the 'Pool Amount' column and the Basis Amount is displayed under the 'Basis Amount' column. These two amounts, along with the 'Basis Total,' derived the Target Amount for the ChartField combination.  |
| Q: If Allocations Log Report did not balance, how would you analyze it and fix the problem?   | A: By definition it has to balance.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### General Ledger Questions and Answers

| Question   | Answer  |
|--|---|
| Q: FI\$Cal does budget checking, however where does FI\$Cal check the cash account. Is this part of the budget check workflow in a different module?               | A: In the future (Wave 3), in addition to budget checking FI\$Cal will check Cash. For Waves 1 & 2, the State Controller's Office (SCO) will do the cash validation. SCO Legacy is the book of record for Waves 1 & 2.    |
| Q: When does cash checking happen?   | A: In Waves 1 & 2, cash checking is done by SCO before the warrant is issued/mailed.  |
| Q: Currently the Governor's Budget (line items) is manually entered into a department's legacy system. How will this transaction/process take place in FI\$Cal?    | A: Appropriation budgets will be uploaded by SCO from Hyperion to PeopleSoft Commitment Control (KK) via an interface. Once the appropriation budgets are in KK, departments can create their departmental budgets in KK. |
| Q: When will journal data interface into commitment control module from other FI\$Cal modules/Hyperion   | A: General ledger data including Commitment Control (KK) data will post during an overnight batch process from Hyperion and other modules.  |
| Q: When completing a query, once saved a Process Instance number is assigned. Is there a cap on the Process Instance numbering?                                    | A: The numbers are assigned indefinitely.   |
| Q: In commitment control, if there is a change in the budget does the whole process start over again or does it adjust?  | A: Hyperion will export budget adjustments to PeopleSoft as budget transactions (in layperson terms an electronic journal).   |
| Q: While on the Output Options tab, are users supposed to select the Post Journals button? What happens if a user does or doesn't select the Post Journals button? | A: Once we go live journals will be posted overnight during batch processing. All of our training and testing scripts instruct the user to manually select the posting so they can see the results.                       |
| Q: What process and procedure do departments follow to make changes to allocation steps? What is the turnaround time?  | A: Prior to going live departments send in a configuration change request. After we go live department can call the FI\$Cal Service Center (FSC) and request changes. The FSC turnaround time has yet to be determined.   |
| Q: Will users be able to update allocation steps throughout the year? If so, what is the process?  | A: If the allocation steps need to be changed, users will go through the FI\$Cal Service Center.  |
| Q: Can users run a report to show allocation steps processed monthly, etc.   | A: Yes, within the module there is a Reports tab which allow users to run these types of reports.   |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### General Ledger Questions and Answers

| Question  | Answer  |
|---|---|
| Q: In the chart field, is a program required on all transactions? Revenue receipts too?   | A: A program is required for reimbursement and expenditures.  |
| Q: On the chart field, the service location say its maintained by department, are the departments responsible to update the locations? Or will departments need to submit a request to Central? | A: Departments can update the location.   |
| Q: What role is responsible to create speed charts? What training class teaches this?   | A: The AP Maintainer is responsible to create speed charts. Accounts Payable (AP301) touches on this topic.   |
| Q: Will Central allow a department to submit their speed chart spreadsheets to be uploaded using something similar to the interface program values?   | A: The functionality for spreadsheet upload of SpeedChart values does not currently exist in FI\$Cal. It will be considered for a future enhancement. Until that time, job aid FI\$Cal.114 is available on the Accounts Payable Job Aid website <a href="http://www.fiscal.ca.gov/access-fiscal/accountspayablejobaids.html">http://www.fiscal.ca.gov/access-fiscal/accountspayablejobaids.html</a> |
| Q: Will the CO maintainers build and maintain TREES? Can any department create/build a TREE?  | A: Yes, CO Maintainers will be responsible for their <b>departmental</b> TREES. Yes, the departments can create TREES.  |
| Q: When adding a new value will the system allow a user to enter less than 8 digits? Can you enter an 8 digit field when if/it does not start with your BU prefix?                              | A: Yes, the Departmental COA Maintainer has the ability to enter less than 8 digits, and can also choose to not follow the numbering format that has been established for the departments to use. However, this is not recommended, because this will affect maintenance of the various trees impacted by the new coding structure, and possibly require establishing new trees.                    |
| Q: What data goes in chart field attributes?  | A: ChartField Attributes are an optional feature when establishing a ChartField (CF) value. CF Attributes are used to further define a CF Value for reporting purposes.   |
| Q: In the [GL labor] distribution link, can you distribute process results to other users in FI\$Cal, like you can other reports?   | A: If the question is referring to the Process Detail that's available after a Process Instance has run, then no, those results cannot be distributed to other users.   |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Purchasing Questions and Answers

| Question   | Answer  |
|--|---|
| Q: Is it possible to add freight charges at the header level instead of the line level?  | A: A buyer can enter some freight charge information in the Purchase Order Defaults page; however, the cost cannot be entered here. A new line can be created for Freight Charges to reflect freight charges for the entire order rather than at the line level. Ensure this line item is non-taxable.                |
| Q: In the DBA relationship, if a Child relationship is incorrectly set and has added Child relationships added to it, how do you fix this?     | A: User would submit a Vendor Change Request form and list all the details of the problem in the comments section of the form to the Vendor Management Unit.  |
| Q: If there are attachments at the header level on the PO, will those also be viewable when the PO is dispatched?                              | A: If the attachments are added with Send to Vendor Checkbox selected, then attachment will be added to email.  |
| Q: Does FI\$Cal replace the Standard 67 for printing (like it replaces the Standard 65)?   | A: No – at this point, the FI\$Cal System has not integrated the STD 67 (OSP Print Request) Form. This will be a back office procedure (outside of FI\$Cal).  |
| Q: When reconciling P-Card transactions from a statement, where does the transaction number come from (FI\$Cal or Bank)?                       | A: The transaction number is the number in the US Bank monthly statement file.  |
| Q: When approving reconciled P-Card transactions, does the “Notify” button send an email or a message in FI\$Cal?                              | A: Unlike requisitions and POs, which notify the buyer, the Notify button for the P-Card Approval process sends an email notification to the P-Card Approver.   |
| Q: Is there a budget check that occurs during the Purchase Order creation process in addition to the budget check when a voucher is processed? | A: Yes. When a purchase order runs through budget check it is then encumbered. <ul style="list-style-type: none"> <li>• When a PO voucher is budget checked the encumbrance is relieved and the expenditure is recorded.</li> <li>• When a non- PO voucher is budget checked the expenditures is recorded.</li> </ul> |
| Q: Do sales tax amounts copy over from the PO when creating a voucher using the Copy from PO function?   | A: Yes. Sales tax will copy over from the PO.   |
| Q: If a Purchase Order (PO) is being denied, when are the funds disencumbered on the PO?   | A: The funds are not disencumbered until the close process is run. As part of the close process, the Buyer must re-run the budget check. After the budget check is re-run during the close process, the funds are disencumbered.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Purchasing Questions and Answers

| Question   | Answer   |
|--|--|
| Q: If an item is purchased with a procurement card only (no Purchase Order), but the Buyer wants to create a PO for tracking only purposes, does the Buyer still need to submit the PO for approval, dispatch the PO, and upload the PO's XML file to BidSync? | A: Yes, all POs created in FI\$Cal will go through an approval process. Once the PO is created and approved, dispatch the PO using the Phone method, and attach the PO to the P-Card transaction. You do not need to dispatch a physical PO to the vendor. The BidSync process will remain consistent with current procedures.         |
| Q: When rejecting items at the time of receiving by entering a value in the reject quantity field on the "more details" tab, how does a receiver track the replacement of items if the receipt status has been marked "fully received"?                        | A: The Receiver can enter values in the fields on the Details tab but is not able to track these rejected/returned items. It is the RTV processor role to do it. "Fully received" is the point of time the receiver receives the quantity delivered from the vendor of that shipment in regardless of the original quantity of the PO. |
| Q: If a P-card transaction is linked to a PO, and the P-card reconciler updates/splits the distribution information, will the distribution updates be carried over/back to the PO?   | A: If the PO is tied to a P-Card transaction, and the PO has multiple lines, the System will automatically split the transaction.  |
| Q: Since the June CalCard bill will be received in July, will it be reconciled in FI\$Cal or not?  | A: The June P-Card statement will be handled per current business processes. The July statement will be the 1 <sup>st</sup> reconciled in FI\$Cal.   |
| Q: Can you use service options under "specials" to order one time services under 5k?   | A: Yes, you can put anything that is not under contract under "specials". Notate it in the Acquisition Type and Method.  |
| Q: Is the Account equivalent to Object ID in the distribution fields?  | A: Yes, please refer to the Chart of Accounts crosswalk for all equivalent terminology.  |
| Q: After a PCard transaction has been approved, do they (the person that reconciled) get notification that it has been approved? Or do they need to go back in.  | A: No, the Dept. P-Card Reconciler will need to log into FI\$Cal to verify the approved status of P-Card transactions.   |
| Q: Will the approver get notification once the reconciler has done the reconciliation, changed status from staged to verified?   | A: Yes, the Dept. P-Card Approver will received a System generated email to approve the verified transaction. FYI, the Dept. P-Card Reconciler will need to select "Verified" from the status drop-down when reconciliation is complete and then save before the transaction status change from Staged to Verified.                    |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Purchasing Questions and Answers

| Question  | Answer   |
|---|--|
| Q: Will there be a separate reports course developed that covers a variety of System and ad hoc reports?  | A: Yes, a separate reporting overview course (web-based training ) is in the final stages of review and will be ready to launch soon. Reporting is also covered in the module training course where it fits into the business processes.   |
| Q: Can end users run a report to find out what Purchase Orders (POs) are on "hold" status so that an approver or manager will know if there are pending POs that are not being processed by the designated approver(s)? | <p>A: There are a couple of ways to get to this information:</p> <ol style="list-style-type: none"> <li>1. Best Way: A simple search from the "Find an Existing Value Page," filtering by PO Status (set to On Hold). How to use this Search page is included in the training. When you click search you will see a list of all the POs that are currently "on hold." - Click on any one of them to access the PO.</li> <li>2. There is also a query that can be run to view Requisitions &amp; POs. When this information is downloaded to Excel, you can easily sort by "PO Status" and find what you are looking for.</li> </ol> <p>To find out more information, there is a SS (Self Study) topic for searching PO's in the PO103 course. There is also a SS topic for searching Requisitions in the PO102 course. SS topics are accessible by revisiting the User Productivity Kits (UPKs) for each of these courses in the FI\$Cal Training Academy.</p> |
| Q: In what amount of time will a requisition or P.O. escalate if it is not acted on (approved, denied, pushed back, or placed on hold) in someone's worklist?   | A: 5 days.   |
| Q: Are there standard rules in place for who gets approval notifications and escalations?   | A: Yes, notifications works as a reminder to the approver that a worklist item has been pending approval for 5 days  |
| Q: Confirm that when someone adds an alternate user, the requisitions or PO will not appear in their worklist.  | A: Correct.  |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Cash Management Questions and Answers

| Question   | Answer  |
|--|---|
| Q: What is the Bank ID?  | A: The Bank ID is the routing number for the State Bank.  |
| Q: What is the Bank Account number?  | A: The Bank Account number is the Centralized Treasury System (CTS) account number. This number is unique to each department.   |
| Q: In production, will all departments use the same Bank ID number?  | A: All departments using the State Bank, will use the same Bank ID number.  |
| Q: When approving bank transfers, in the Select Settlements page, there is a deny button. If the approver denies the bank transfer, how will the end user know if the bank transfer was denied (not approved), since there is not a confirmation page once it is denied? | A: In the workflow, once the transfer is denied, when the Processor searches for it, it is gone and out of the System. Nothing exists to show the user the transfer was not approved.   |
| Q: Is there a report an end user can run to show the approved and denied transactions?   | A: Not at this time.  |
| Q: Is there a way to clear the queue once reports are run?   | A: No, there is not.  |
| Q: Since there is no Confirmation or Notification, how does the processor know that a Bank Account Transfer Request has been denied?   | A: The Review Settlements Page (a view only page) displays the status of transfer requests but only on the day they are keyed. This is delivered PeopleSoft functionality. Any confirmation or notification process for approval/denial of Bank Account Transfer requests will have to take place outside the system. Departments should plan to put in place internal procedures for notification of approval/denials such as emails, etc. |
| Q: Is there a report for approved/denied transactions?   | A: No. No report of this nature was requested.  |
| Q: Is there a way to pre populate the state code?  | A: Not at this time.  |
| Q: Upon navigating to Banking>Reconciliation Statements there are four choices: 1)Automatic 2) Semi-Manual 3) Manual. Is the Automatic Reconciliation page going to be available? If so, how would it work in our departments?   | A: You can run the Automatic if necessary. However, it will run every night. Use the Semi-Manual process to search for and reconcile transactions for accounts that did not get reconciled through the nightly Automatic process. We do not recommend using the Manual Reconciliation page.   |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Cash Management Questions and Answers

| Question  | Answer  |
|---|---|
| Q: On overview slide, regarding the internal transaction account – the bank account used to facilitate direct and non-direct transfers; what is it and how does it fit into cash management?                      | A: This is a Bank Account that Accounts Payable (AP) and Accounts Receivable (AR) will use to facilitate Direct and Non-Direct Transfers. Cash Management will configure the account. The use of the Internal transaction Account will be addressed in AP and AR sessions.  |
| Q: What adjustments made by SCO will need to be duplicated in Fiscal?   | A: If a department calls SCO to request a transfer or adjustment due to an error, they would then need to duplicate in FI\$Cal to ensure that the System side is recorded in order to reconcile.  |
| Q: Please explain Bank Account Transfer - Transfer types: Internal Transfer and External Transfer.  | A: Internal Transfers are transfers between your department CTS accounts. External Transfers are transfers from your department CTS account to another department CTS account.  |
| Q: Under cash management settlements we are using Select Settlements page to approve. What role and why would the Approved Settlements page be used?  | A: The Select Settlement page is used to approve bank account transfers. The Approve Settlement page is used to deny an approved transfer that is incorrect. These pages are primarily accessed by the Cash Transfer Approver role.   |
| Q: On Create Cash Accounts Entries page what role is making entries and how do they know what transaction types to select. (six different transaction types are listed – do we run all of them?)                  | A: CM Journal Processor is the role.<br><br>The appropriate transaction types are run by batch overnight. The department does not have to run this, it will run on its own. A department could select one of the transaction types if necessary based upon the entries they have keyed into AP and/or AR based on their transactions. |
| Q: When you are searching to review a bank statement on Review Bank Statement page, when you select an account number, are the transaction codes affiliated with that account number? We need more clarification. | A: The transaction codes you see will be affiliated only with your own account number. The transaction codes will be selected from a dropdown list - the delivered transaction codes cannot be changed. To select everything, click on the bank.  |
| Q: Which transactions should you use and which ones do you never use?   | A: Many of the listed codes will not be used in the FI\$Cal System. Some may be used in future waves.   |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

|  |  |
|--|--|
| Q: Are you reconciling using a transaction code?                               | A: Reconciling is based on the type of transaction being performed - according to the information the system gets from SCO bank statements - adjustments, deposits, checks, etc. Reconciliation rules were established for each situation. Reconciliation will not match checks. |
| Q: Are we matching SCO warrant activities with CTS (department) bank accounts? | A: This will be semi-reconciliation. Warrant account is only for control agency staff - no one else will see it.   |

### Cash Management Questions and Answers

| Question   | Answer  |
|--|---|
| Q: With AP and AR, are there certain times where transactions are posted throughout the day. If we need to reconcile transactions entered in error, is that done at certain times, or when the System is updated at 10AM, 12PM, and 3PM? | A: Transactions are posted nightly – not sure if we can see them in CM throughout the day – but probably in real time. There is a batch process done throughout the night. You will not be able to see new checks unless you run a cycle in AP. Not sure about AR – we will have to research it.  |
| Q: Why are we still using the General Checking Account Reconciliation form?  | A: We are still using S/S to reconcile bank account from controller's general ledger. There is no standard form used for Wave 1. Will use a standard form in Wave 3. Controller's is not in the System yet.   |
| Q: If funds are placed into the wrong CTS account who will transfer the money to the correct account? If the accounts are in the same business unit? If the accounts are outside of the business unit?                                   | A: If a Department has more than one CTS account and they place funds into the wrong CTS account, they can then use the Bank Account Transfer functionality to transfer over the money into the correct account. They would also still need to contact SCO legacy to make sure the transfer is on both of their CTS account statements. |

### Labor Distribution Questions and Answers

| Question   | Answer   |
|--|--|
| Q: Can you back date an Effective Date on your Task ID and what does the correction look like? | A: It is unlikely that the system will be configured to allow for changes to the effective date of any record. However, the user can accomplish this by re-entering the same Task ID and dating it earlier than the existing record. |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

|   |   |
|---|---|
| <p>Q: Can multiple people from different units process the same person's time sheet?</p>  | <p>A: Yes, multiple people can process the same person's timesheet. Labor roles are assigned on the Business Unit level, therefore, anyone in the Business Unit that has the role of timesheet processor can process any timesheet.</p>   |
| <p>Q: Can an individual activity sheet be submitted for a portion of hours in a particular month and the remainder of hours run off the default settings?</p> | <p>A: Yes, you can submit the individual activity sheet and have a specific number of hours applied to a certain code and the remainder of the hours can be set to use the default for that employee. The total hours on the activity sheet should be 100% for that pay period.</p> |

### Labor Distribution Questions and Answers

| Question   | Answer  |
|--|---|
| <p>Q: If an employee is part of an employee group, can they submit individual activity sheet?</p>  | <p>A: One or all employees in an employee group can hand in an individual activity sheet, if one isn't submitted then it defaults to the group settings.</p>  |
| <p>Q: Is there a report that gives you all your Task IDs and their associated descriptions?</p>  | <p>A: No report, but there will be a query. There may be a query training.</p>  |
| <p>Q: When configuring an employee group, and you pull in a Task ID, do the chartfield values display for the Task ID that you are using?</p>  | <p>A: No...because the purpose of Task ID is to make chartfield changes easy. Otherwise, too inhibiting.</p>  |
| <p>Q: If you enter a personal online activity sheet, and you are looking at the EE ID, have additional fields been added to search beyond EE ID (e.g., more narrowing options)?</p>  | <p>A: Unfortunately, no...will keep in mind for future waves<br/><br/>You'd have to do an EE query for now...</p>   |
| <p>Q: Can you do a separate timesheet for OT charged to another fund?</p>  | <p>A: Yes.</p>  |
| <p>Q: At STO, Payroll Reporting Unit indicates which fund the payroll will be coming out of. Currently it is set up with a clearing account and then we do LD and eventually a PFA (Plan of Financial Adjustment) which moves the expenditure from the clearing account to the federal program once the money is received from the Fed. How will this work in FI\$Cal?</p> | <p>A: Until Wave 3, SCO will continue their current processes. Clearing accounts will NOT be going away, even when SCO comes on board. When you post indirect labor to your cost pool, it will most likely be your clearing account and the LD process would run to allocate those labor hours. For indirect labor costs posted to other programs as part of LD, you would do an allocation in the General Ledger module.</p> |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

|   |  |
|---|--|
| <p>Q: How should retired annuitants, that may not work at all, be set up in FI\$Cal?</p>  | <p>A: It is up to each individual department how they set up their own accounts. Every person must have defaults set up in the system, but you can have them submit an activity sheet in order to allocate the costs (if you choose). If there is no record of pay for hours worked in the payroll file, there is nothing to distribute during the LD process. A missing activity sheet would not be detected unless there is actually data in the payroll file that needs distributing.</p> |
| <p>Q: There is an override check box on a budget checking exception, what happens if we check that for a Statewide budget item?</p> | <p>A: That check box will only work for SCO with appropriate role. This option will be greyed out on everyone else's screen, not allowing them the option to check the box accidentally.</p>   |

### Labor Distribution Questions and Answers

| Question  | Answer   |
|---|--|
| <p>Q: Are vacation, comp, sick, time dealt with in FI\$Cal?</p>   | <p>A: No, FI\$Cal does not communicate with HR regarding the timekeeping of employees. The only exception is vacation time, which could be added at the GL level and tracked on timesheets if your department needs to report on money spent to vacation hours, but it does not keep individual records for each employee and it is not mandatory.</p>                             |
| <p>Q: Can LD maintainer set up two different active employee options or defaults with different effective dates at the same time?</p> | <p>A: If you have two active records for the same employees, the labor transaction will post according to the effective date of the records. Yes, you can keep both records active for different fiscal years. The pay period will determine which record to use. If the record is inactive you will receive an error or it will go to another previously dated active record.</p> |
| <p>Q: Will the Task ID query be available for departments to run?</p>   | <p>A: A task ID query can be requested from the FSC. The FSC will provide the ability for departments to run the task ID query.</p>  |
| <p>Q: What is the number of characters for Task ID field?</p>   | <p>A: Six alpha numeric characters.</p>  |
| <p>Q: Can a maintainer have a Task ID with two active Enactment Years?</p>  | <p>A: Yes an task ID can contain more than one enactment year.</p>   |
| <p>Q: Can maintainers copy a Task ID in order to create a new Task ID with new fiscal year?</p>                                       | <p>A: Currently it is a manual process to copy task IDs for the new year. FI\$Cal will review this as an enhancement for next year.</p>  |
| <p>Q: Do you have to inactivate old records every year?</p>   | <p>A: No, this is not required. However this is something a department can determine as their own business process.</p>  |
| <p>Q: What is the process for how the initial expenditures for payroll will be recorded in the a department's clearing accounts?</p>  | <p>A: The initial posting of the expenditure is done through a GL Journal posting by the department.</p>   |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

|   |   |
|---|---|
| Q: Does budget checking also check available cash along with checking reserved spending authority?        | A: A manual process with a PFA to SCO will still be followed. Starting in Wave 3, budget checking will include cash.  |
| Q: Can a report run several times with the same process instance number?                                  | A: No, you can use the same run control. Every time the process is ran, it will have a different Process Instance number.   |
| Q: When should the LD processor delete accounting entries vs. drilling into the transaction and updating? | A: When errors are identified, the configuration is updated and the LD process is re-run. When the LD process is re-run, any incorrect accounting entries will be deleted as part of the process. |

### Labor Distribution Questions and Answers

| Question   | Answer  |
|--|---|
| Q: If your department did not submit any combination edits as part of the upfront configuration activities, will FI\$Cal have a set of statewide combination edits they will be able to use? | A: There is a subset of statewide combo edits that will be used statewide. This subset will be available statewide in addition to any department specific combo edits that were submitted.                                    |
| Q: What is the Labor Distribution ID number?   | A: The labor distribution ID number is assigned to all transactions associated with a particular employee during the labor run. It's used to ensure that all transactions for an employee post as a group or fail as a group. |
| Q: Is there a report to view ChartField combination errors for employee groups?  | A: There will be columns for groups include on the ChartField Combo Errors report.  |
| Q: What happens at the end of the month when you have to close and still have undistributed labor costs in their clearing account?   | A: If you have costs that you are not able to distribute before the month closes, you will have to distribute those costs in the next fiscal month.   |
| Q: In the distribution link, can you distribute process results to other users in FI\$Cal, like you can other reports?   | A: If the question is referring to the Process Detail that's available after a Process Instance has run, then no, those results cannot be distributed to other users.   |
| Q: Is there any system configuration in labor that would prevent cost allocation from running if there is still undistributed labor in the clearing account?                                 | A: No, there isn't anything in labor to prevent cost allocation from running.   |



## WAVE 1 TRAINING SESSIONS QUESTIONS AND ANSWERS

### Project Costing Questions and Answers

| Question  | Answer  |
|---|---|
| Q: How are Labor Distribution and Project Costing going to relate each other? | A: These three PC chart fields (PC Business Unit, Project and Activity) must be included in expenditure transactions including labor in order for the transactions to post to Project Costing.                                |
| Q: Are we forced to have sequential ID numbers?                               | A: No, it is not mandatory but FI\$Cal team advises using NEXT functionality (sequential # through the state). The System does not enforce sequential numbering, however the project id number needs to be unique in FI\$Cal. |
| Q: Is there a recommended project ID type for IT Projects?                    | A: There is none.   |