



# **FI\$Cal**

*Financial Information System for California*

# Wave 1 Solution Walkthrough (SWT): Cash Management

for Wave 2 Departments

*May 14, 2014*

# Agenda

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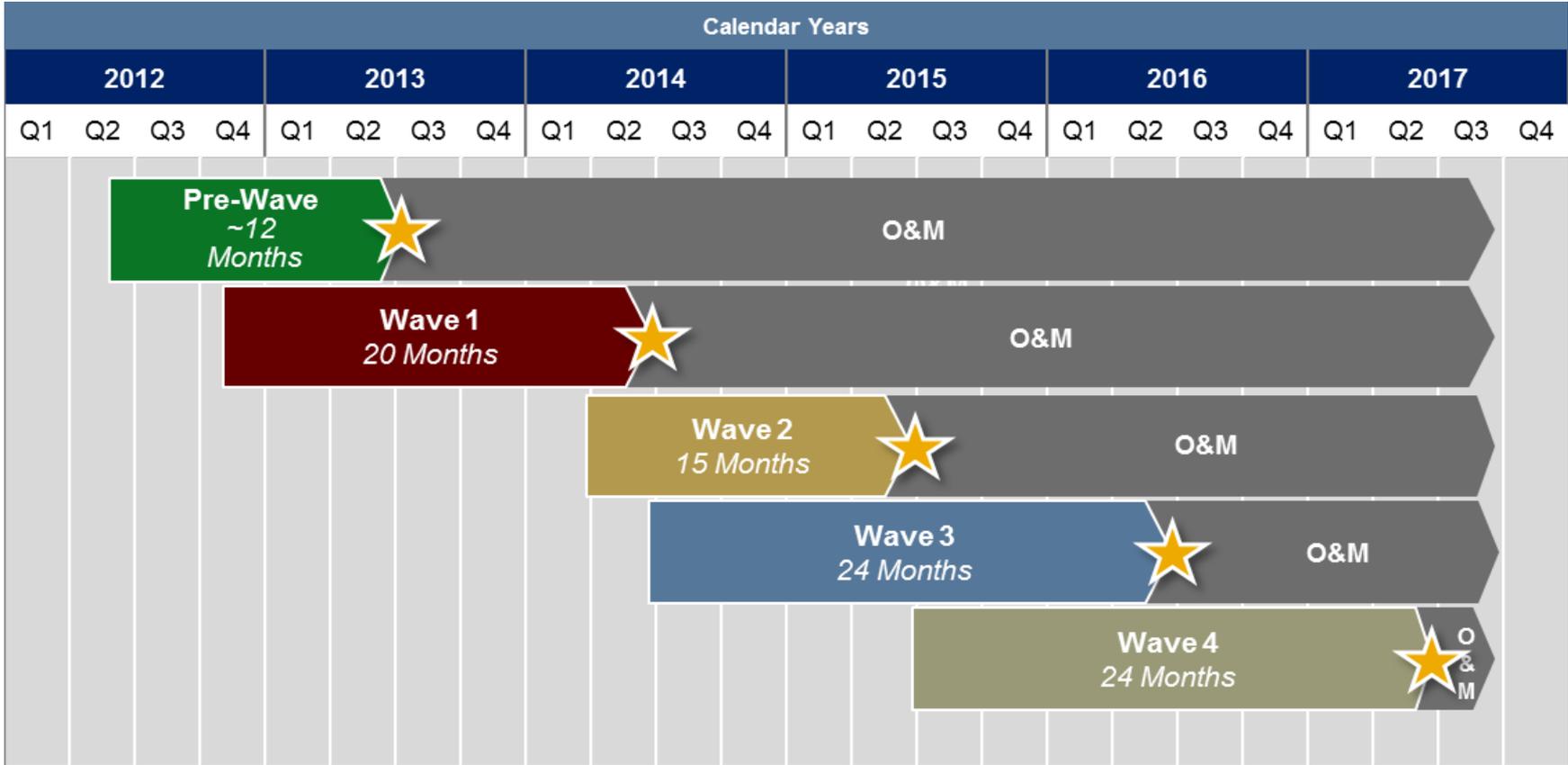
- FI\$Cal Project Overview
- Wave 1 Solution Walkthrough Objectives and Approach
- FI\$Cal Solution Overview
- Key Terms
- Cash Management Overview
- Create Bank Account
  - Process Flows
  - Wave 1 Demonstration
- Reconcile Bank Statement
- Manage Cash
- Forecast Cash
- Technology Considerations
- Session Recap

# FI\$Cal Project Overview

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- The Financial Information System for California (FI\$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.
  
- California's Partner Agencies are working together to form the partnership to support FI\$Cal at the highest level:
  - Department of Finance (DOF)
  - Department of General Services (DGS)
  - State Controller's Office (SCO)
  - State Treasurer's Office (STO)

# FI\$Cal Wave Timeline

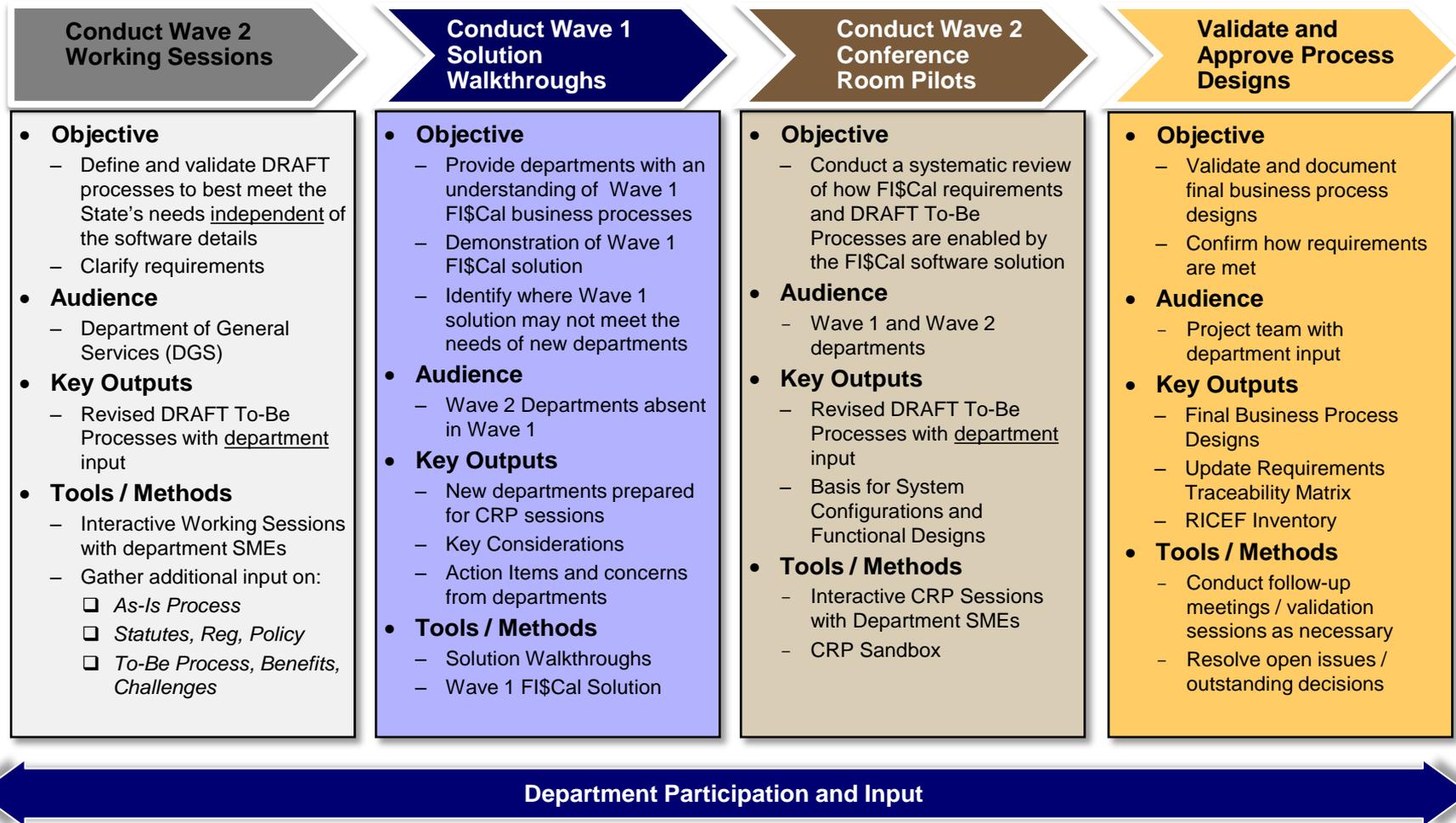


# SWT Objectives

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- The Wave 1 Solution Walkthroughs will provide:
  - An overview of the business process, including key terms and implemented functionality
  - A list of changes with the “To-Be” business process
  - An opportunity to begin thinking about updates to internal department processes
  - A demonstration of the FI\$Cal Wave 1 solution

# FI\$Cal Design Approach

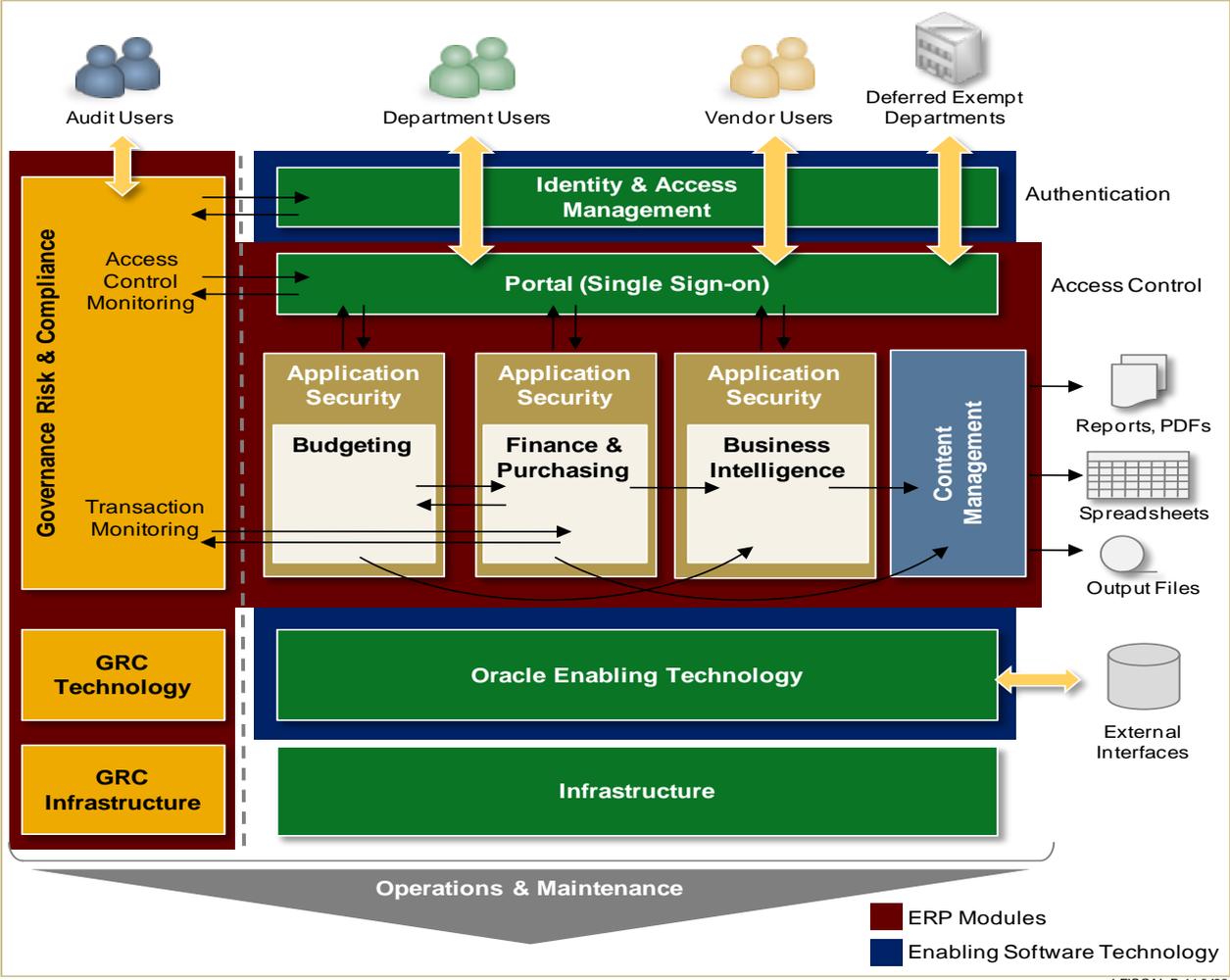


# Ground Rules & Guiding Principles

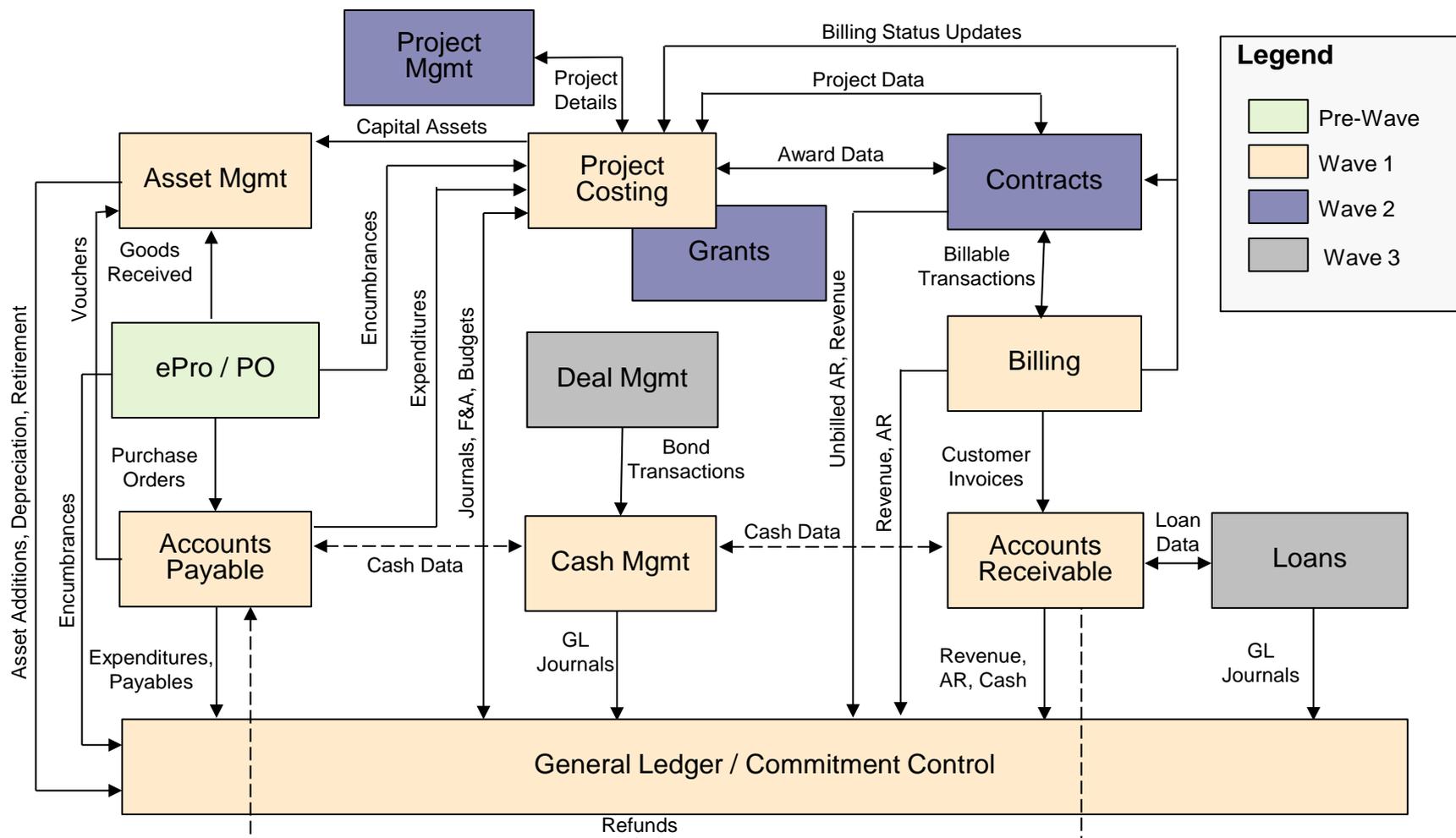
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- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, then assume
- **Consider Best Practices** and business process changes
- **Think of the data** and information you require

# FI\$Cal Solution Overview



# FI\$Cal Accounting Solution



# Cash Management Overview

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- Cash Management includes:
  - Creating and maintaining bank and bank accounts
    - Involves the configuration setup of the FI\$Cal Bank (State Bank), the CTS Accounts, the Warrant Account and the Internal Transaction Account
  - Bank statement reconciliation
    - Process that reconciles system transactions to bank statements and gives control agencies and departments the ability to manage reconciliation
  - Managing cash positions
    - Enables control agencies and departments to view the position of cash in the appropriate bank account

# Cash Management Key Terms

Term	Definition
<b>Centralized Treasury System (CTS) Accounts</b>	Department checking accounts
<b>Bank Account Transfer</b>	The transfer of money between CTS Accounts (not including interagency billing)
<b>Banks</b>	STATE Bank (for Wave 1)
<b>STATE Bank</b>	Includes Department CTS Accounts, the SCO Warrant Account, and the Internal Transaction Account
<b>Internal Transaction Account</b>	Bank account used to facilitate direct and non-direct transfers

# Cash Management Key Terms

Term	Definition
<b>Warrant Account</b>	SCO Account from which warrants are drawn
<b>Bank Statement Reconciliation</b>	The process used to reconcile FI\$Cal transactions to imported bank statement transactions
<b>Item Processing Section (IPS)</b>	The STO section whose system generates the Paid Items file
<b>Centralized Treasury Trust System (CTTS)</b>	SCO's system that records department bank statement transactions and provides monthly department bank statements

# What **IS NOT** Changing for Wave 1

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- The following bank types will continue to be captured outside FI\$Cal:
  - Depository and Presenting banks
  - SCO bank contracts
  - STO bank agreements
- The following process will continue as they are today:
  - Requests for new bank accounts
  - Deposit slips
  - Department Remittances (eFITS)
- Department bank statements will still be produced by SCO
- Departments will still need to reconcile to the monthly bank statement produced today
- Zero Balance Account (ZBA) management and reconciliation will remain the same as it is today

# What is Included in Wave 1

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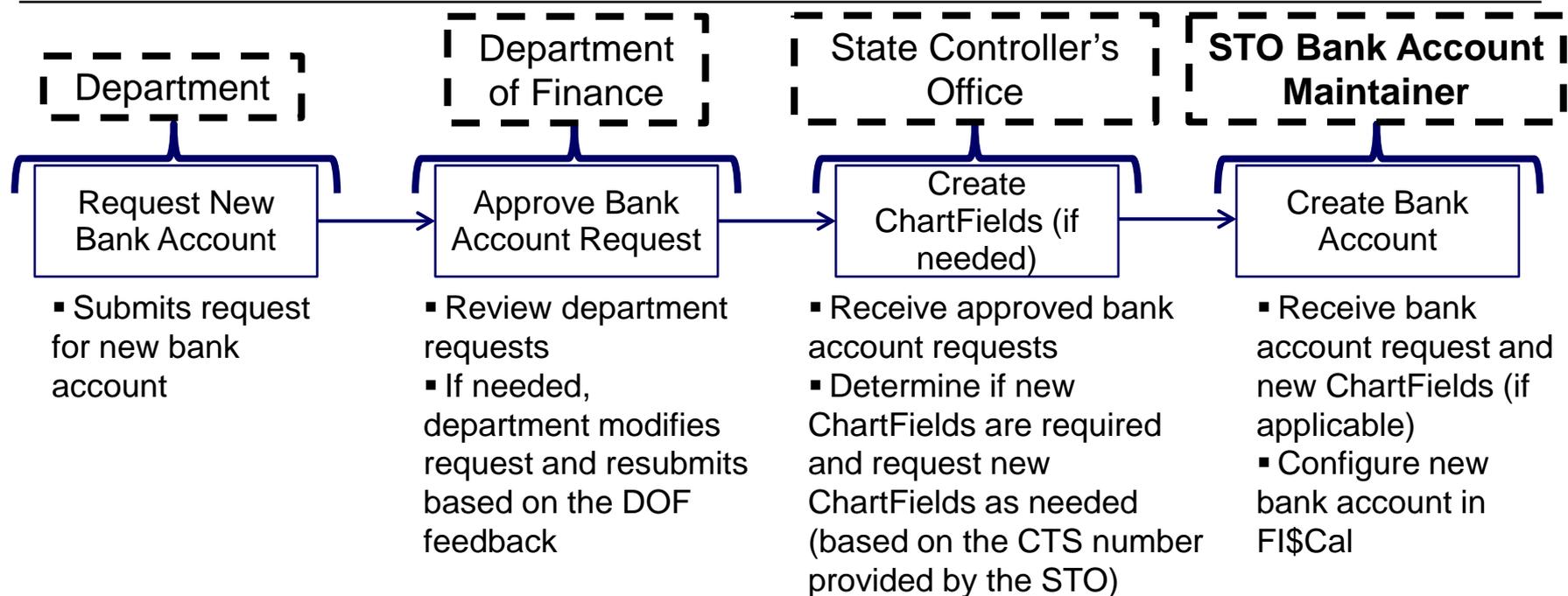
- Department-level cash data will be contained in the FI\$Cal General Ledger (GL) and transaction-level modules (for example, Accounts Receivable and Accounts Payable)
- Wave 1 includes CTS Bank Account conversion and transaction reconciliation
- Banks and bank account configuration will be maintained by STO
- ChartFields associated with bank accounts will be determined by SCO
- Reconciliation will be performed by FI\$Cal overnight on a daily schedule
- Departments will analyze reconciliation exceptions within FI\$Cal
- Adjustments made by SCO will need to be duplicated in FI\$Cal

# Future Cash Management Functionality

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- Wave 3 will introduce additional control agency functionality including:
  - Creation of bank deposit slips
  - Reconciliation of depository bank account
  - Creation of bank statements for all accounts associated with the STATE Bank
- Integration with Depository Banks for ZBA Bank Statement reconciliation will be available beginning in Wave 3

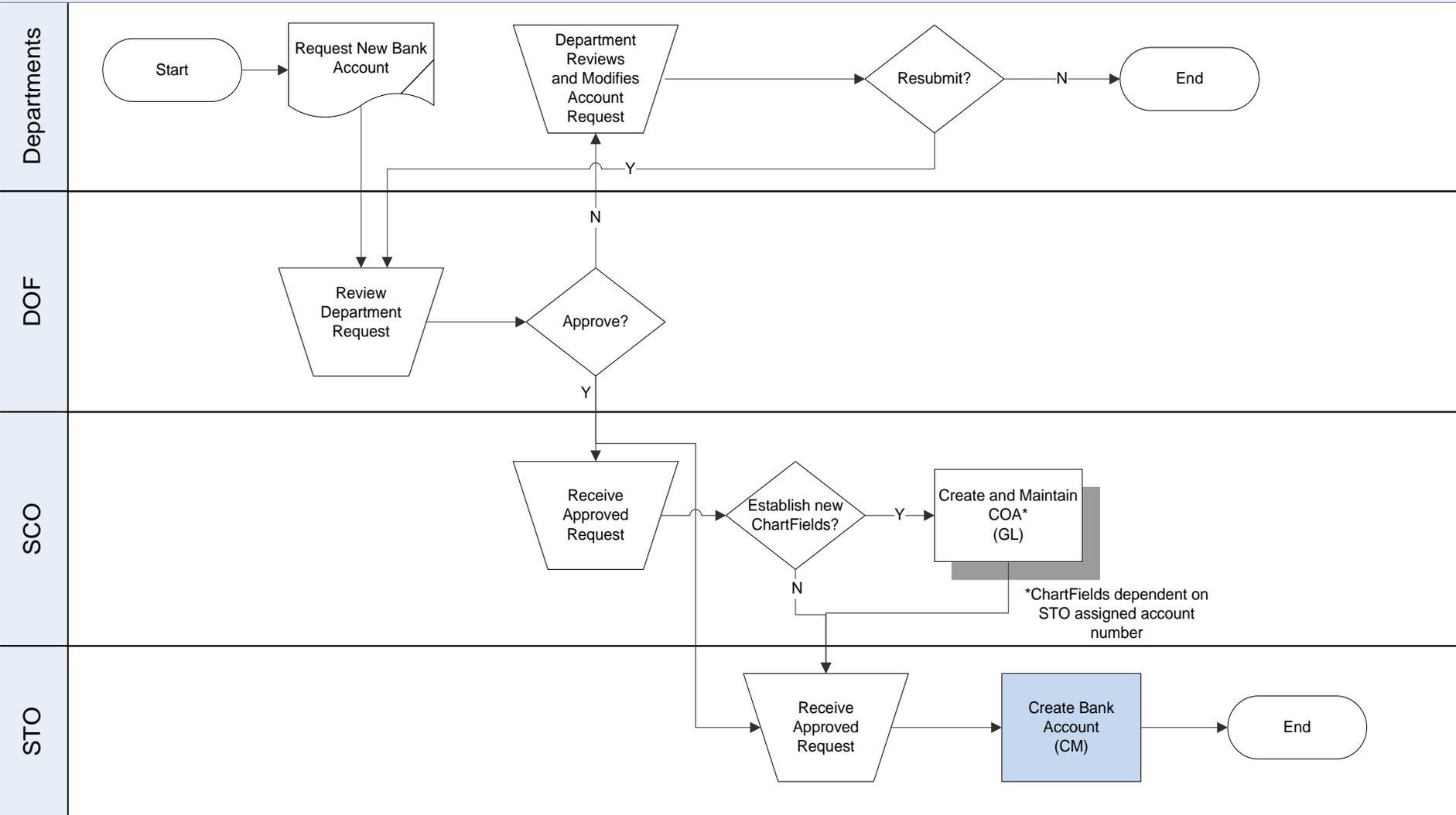
# Create Bank Account



## Key Impacts

- This process facilitates the management of cash in the CTS Accounts, the Warrant Account, and the Interagency Account
- New bank account requests route to DOF, SCO, and STO for approval and processing

# CM - Create and Maintain Bank and Bank Account



# Create Bank Account Demonstration

[Favorites](#) > [Main Menu](#) > [Banking](#) > [Banks and Branches](#) > [Bank Information](#)

[Home](#) | [Worklist](#) | [MultiC](#)

**FI\$Cal**

## Bank Information

SetID: STATE    Bank: STATE  
 \*Description:    
 Short Desc:   
 Country: United States    [Change Country](#)  
 Bank ID Qualifier:   
 Bank ID:

\*Type:   
 \*Status:   
 Agency Location Code:   
 Immediate Origin:   
 Immediate Destination:

**Bank Options**  
 Internal BU  
 Treasury Counterparty  
 Banking Counterparty

**Credit Ratings**    [Personalize](#) | [Find](#) | [View All](#) |  |     First  Last

Agency	Value	Rating	Description
<input type="text"/>	<input type="text"/>		

[Address Information](#)    [Notes](#)    [VAT Defaults](#)

### Key Points:

- All department CTS Bank Accounts, Warrant Account and Internal Transaction Account will be attached to the STATE Bank

# Create Bank Account Demonstration

[Favorites](#) > [Main Menu](#) > [Banking](#) > [Banks and Branches](#) > [Bank Branch Information](#)



## Address Information

SetID:	STATE	Bank:	STATE	State Bank	Branch:	STO-421	
Country:	United States		<a href="#">Change Country</a>		Prefix:	<input type="text"/>	
Address 1:	<input type="text" value="P.O. Box 942809"/>					Phone:	<input type="text"/>
Address 2:	<input type="text" value="Accounting Office Room 538"/>					Ext:	<input type="text"/>
Address 3:	<input type="text"/>					Fax:	<input type="text"/>
City:	<input type="text" value="Sacramento"/>						
County:	<input type="text"/>	Postal:	<input type="text" value="94209-0001"/>				
State:	<input type="text" value="CA"/>	<input type="text" value="California"/>					

### Key Points:

- Bank Branches contains information specific to each department location
- Bank Branch is configured for each department
- Addresses are used by Billing for their invoice payment/remittance address

# Create Bank Account Demonstration

[Favorites](#) | [Main Menu](#) > [Banking](#) > [Banks and Branches](#) > [Bank Branch Information](#) > [External Accounts](#)

[Home](#) | [Worklist](#) | [MultiChannel](#)

**FI\$Cal**

[External Accounts](#) | [Signatories](#) | [Contacts](#) | [Reconciliation](#) | [Account Information](#) | [Collection Methods](#) | [Payment Methods](#) | [Account Settlement](#)

SetID: STATE    Bank: STATE State Bank    External Bank ID: 121113423

**Account Information**

Bank Account: 421    \*Status: Active    \*GL Unit: 0950  
 \*Description: STATE TREASURER'S OFF    Short Desc: GEN-ORF    \*Branch: STO-421  
 \*Account #: 421  
 Sender DO:    RFC:  
 DFI Qualifier: 01    Transit Number    DFI ID: 121113423  
 IBAN:

**Valid Account Currencies**    **Account Use**

\*Currency Code: USD    Acct Type: Check Acct     BI     AR     AP     TR     EX     GP  
 \*Rate Type: CRRNT     DD/AR Draft Cash Ctrl     Cash Clearing     TRF Charge  
 \*Index: MODEL     Drafts Payable     Stmt Accounting     Dep in Transit

**Bank Account Ledger Types**    Personalize | Find | View All | First 1-3 of 4 Last

ChartFields	Acct Type	Reference	Fund	ENY	*Account	Alt Acct	Program	Project	Rptg Structure	Svc
	Cash - AR				1101000	0000000000				
	Cash - AP				1101000	0000000000				
	Cash				1101000	0000000000				

## Key Points:

- GL Business Unit and Cash Account are maintained here
- Account number will be the CTS account number

# Create Bank Account Demonstration

[Favorites](#) > [Main Menu](#) > [Banking](#) > [Banks and Branches](#) > [Bank Branch Information](#) > [External Accounts](#)

[Home](#) | [Worklist](#) | [MultiChannel Console](#)

[External Accounts](#) | [Signatories](#) | [Contacts](#) | [Reconciliation](#) | [Account Information](#) | [Collection Methods](#) | [Payment Methods](#)

SetID: STATE    Bank: STATE    State Bank    External Bank ID: 121113423

**Account Information**

Bank Account: 421    STATE TREASURER'S OFFICE    Target Balance:

**Reconciliation**

\*Recon Method: Automatic    Bank Account #: 421

Enable Workflow     Enforce Bank Statement Edits

**Reconciliation Sources**

Source Type	Source Seq.	Recon Rule	Description	Options	Tolerances	Recon Rule		
Pre-process (before Recon)	5	PS_BANK_STMT_SETUP	Reconciliation Setup Rules	Options	Tolerances			
Recon Process	10	PS_BNK_RCN_DISBRSE	AP Disbursement Rules	Options	Tolerances			
Recon Process	15	PS_BNK_RCN_TRAN	External Transaction Rules	Options	Tolerances			
Recon Process	19	PS_ZZ_BNK_DEPOSIT	Custom AR Deposit Rules	Options	Tolerances			
Recon Process	20	PS_BNK_RCN_DEPOSIT	AR Deposit Rules	Options	Tolerances			
Recon Process	50	PS_BNK_RCN_DEALS	TR Cash Flow Rules	Options	Tolerances			
Post-process (after Recon)	95	PS_BANK_STMT_EXCEP	Reconciliation Exception Rules	Options	Tolerances			

[External Accounts](#) | [Signatories](#) | [Contacts](#) | [Reconciliation](#) | [Account Information](#) | [Collection Methods](#) | [Payment Methods](#) | [Account Settlement](#) | [Account Status Information](#)

## Key Points:

- Reconciliation Rules will be defined and maintained by STO

# Create Bank Account Demonstration

[Favorites](#) > [Main Menu](#) > [Banking](#) > [Banks and Branches](#) > [Bank Branch Information](#) > [External Accounts](#)


Ho

**SetID:** STATE    **Bank:** STATE    State Bank    **External Bank ID:** 121113423

**Account Information**

**Bank Account:** 421    STATE TREASURER'S OFFICE

**Payment Information**    [Find](#) | [View All](#)    First  2 of 3  Last

**Payment Method:** System Check

**Value Date**    **Holiday Processing Options**

**Value Date Days:**    

Value Date    **Holiday Options:** Not Applicable

**Payment Cutoff Time:**      **Days:**  Allow due date in next month

**Payment Options**    **Payment Form**

Confirm Numbers    **Last Ref Number:** 0000000000

Positive Payment    **Positive Payment Form:**

Payment Schedule    **Form ID:** DEPCHK 

File Copy    **File Copy Form:**

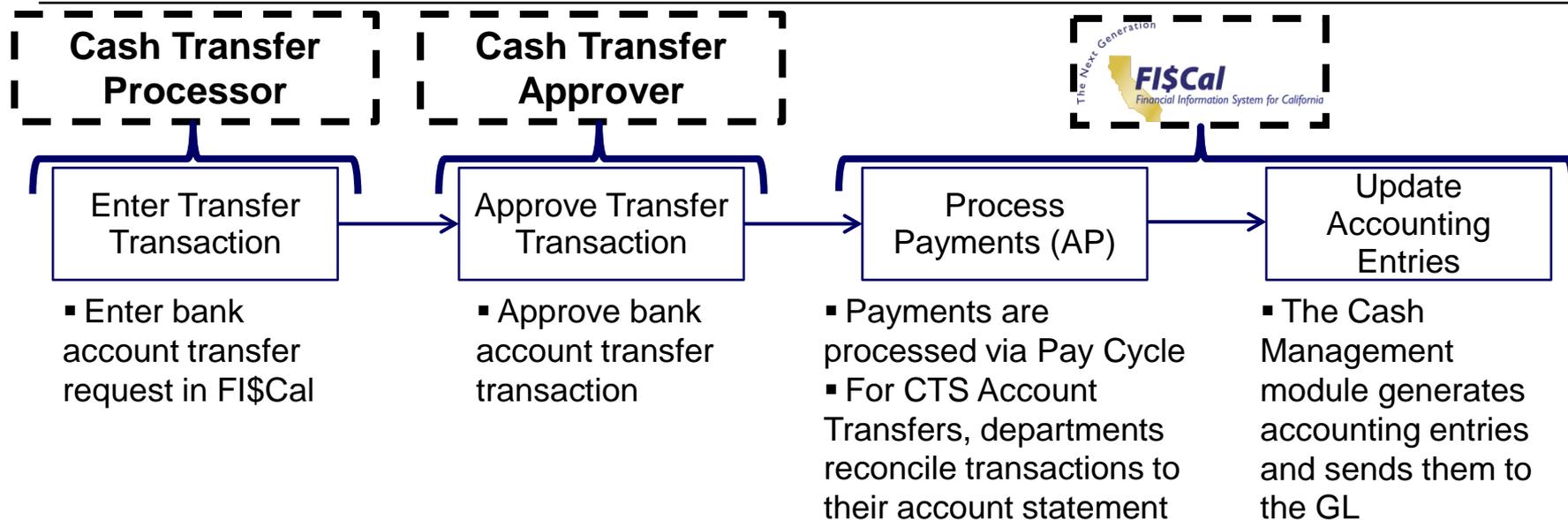
Outstanding/STOP Payment

[Document Sequencing](#)    [Prenote](#)    [Draft Status](#)

## Key Points:

- Payment methods are System Check, Manual Check, ACH
- Outstanding/Stop Payment is controlled at the Bank Account level

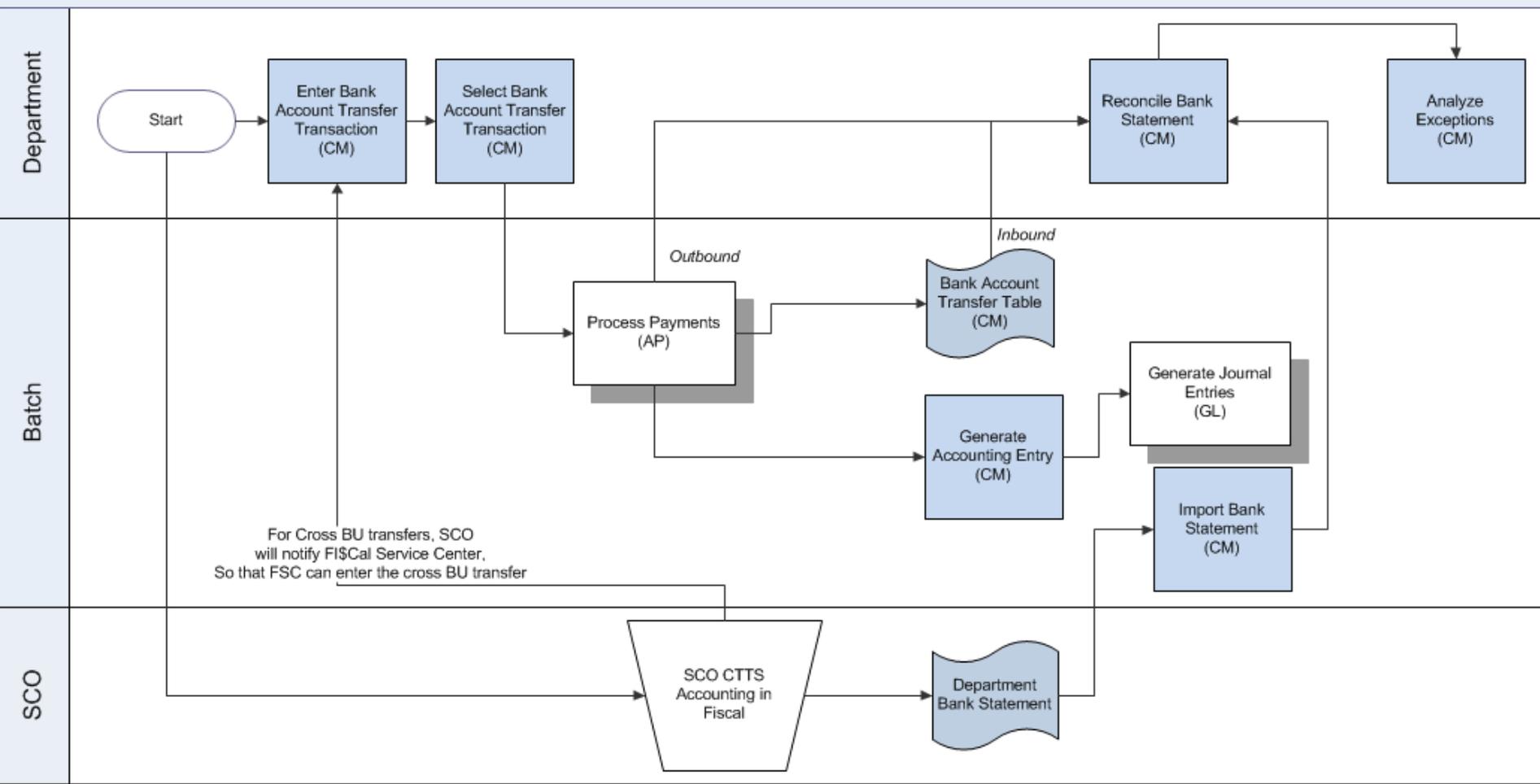
# Bank Account Transfers



## Key Impacts

- Bank account transfers are used to correct mistakes made in the wrong bank account when recording bank deposits or payments and will move cash between the accounts
- SCO Approved Cross Business Unit transactions will be keyed by SCO employees

# CM – Bank Account Transfers (Transfers between Cash)



# Bank Account Transfer Demonstration

[Favorites](#) | [Main Menu](#) > [Cash Management](#) > [Fees and Transfers](#) > [Bank Account Transfer](#)
[Home](#) | [W](#)

**FI\$Cal** New

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### Bank Account Transfer

**Bank Transfer Information**

Business Unit: 3980    Transfer ID: NEXT    Transfer Type: External Transfer  
 \*Description: Correct Deposit 0980    \*Trans Date: 04/29/2014  Chartfields

**Template Information**

Transfer Template ID:      Template Expiration:  
 Repetitive Transfer Code:

**Transfer From Account**

\*Bank Code: STATE  121113423    Cash Type: General Cash  
 Bank Account: 122  122    Payment Method: ACH     Layout: PPD   
 \*Amount: 1,000.00    Currency: USD US Dollar

**Transfer To Account**

Bank Code: STATE  121113423    Cash Type: Agency Cash  
 Bank Account: 024  024    Instru:

Agency Cash  
 General Cash  
 Office Revolving Fund Cash

[Event Log](#)    [Document Sequencing](#)

- Key Points:**
- Correct the transaction keyed to the wrong bank account
  - Agency/ORF/ General Cash types can be selected

# Bank Account Transfer Demonstration

[Favorites](#) > [Main Menu](#) > [Cash Management](#) > [Settlements](#) > [Select Settlements](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign Out](#)

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**FI\$Cal**

[New Window](#) | [Help](#) | [Personalize Page](#)

**Select Settlements** [Preferences](#)

**Settlement Search Criteria**

Source Unit: %  
 Bank Code: %  
 Bank Account: %  
 Currency: %  
 From Date: 04/29/2014 
 To Date: 04/29/2014 
 \*Status: Unselected

Total Payable Amount: USD -1,000.00
 Filter by Source: (All)

Payments - (All)
 
[Personalize](#) | [Find](#) | [View All](#) |   
First  of 1

Payment Information		Settlement Information		Settlement Details									
Select	Source Unit	Source ID	Business Date	Amount	Curr	Stmnt Inst	Cpty	Status	Bank	Account	Cutoff Time	Cutoff Date	
<input type="checkbox"/>	3980	BAX000000058	04/29/2014	-1,000.00	USD	0024		Unselected	STATE	122		04/29/2014	<input type="button" value="v"/>

Select All  Clear All

---

[Favorites](#) > [Main Menu](#) > [Cash Management](#) > [Settlements](#) > [Select Settlements](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#)

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**FI\$Cal**

[New Window](#) | [Help](#) | [Personalize Page](#)

**Select Settlements** [Preferences](#)

**Settlement Search Criteria**

Source Unit: %  
 Bank Code: %  
 Bank Account: %  
 Currency: %  
 From Date: 04/29/2014 
 To Date: 04/29/2014 
 \*Status: Unselected

Total Payable Amount: USD -1,000.00
 Filter by Source: (All)

Payments - (All)
 
[Personalize](#) | [Find](#) | [View All](#) |   
First  of 1

Payment Information		Settlement Information		Settlement Details									
Select	Source Unit	Source ID	Business Date	Amount	Curr	Stmnt Inst	Cpty	Status	Bank	Account	Cutoff Time	Cutoff Date	
<input checked="" type="checkbox"/>	3980	BAX000000058	04/29/2014	-1,000.00	USD	0024		Approved	STATE	122		04/29/2014	<input type="button" value="v"/>

Select All  Clear All

Review Settlements

**Key Points:**

- Selected transfers are approved
- Pay Cycle generates the transfer between accounts

# Bank Account Transfer Demonstration

[Favorites](#) > [Main Menu](#) > [Cash Management](#) > [Treasury Accounting](#) > [Cash Accounting](#) > [Review Bank Account Transfer](#)



## Bank Account Transfers History

**Unit:** 0820      **Accounting ID:** 0000000022      **From Bank Code:** STATE      **From Bank Account:** 175  
**Source Code:** Bank Xfers      **Source ID:** BAX000000021      **To Bank Code:** STATE      **To Bank Account:** 021  
**Acctg Date:** 02/21/2014      **Description:** Offline Accounting Build - Bank Transfer      **Transaction Date:** 02/21/2014

People Soft Generated Accounting Entries Personalize | Find | View All | [?] | [G] | First 1-2 of 2 Last

Line Detail	Chartfields	Additional Details	Journal	Document Sequencing				
Line	GL Unit	Amount	Currency	Exchg Rate	Exch Rt Dtl	Monetary Amount	Currency Code	IU Anchor
1	1 0820	100000.00	USD	1.00000000		100000.00	USD	<input type="checkbox"/>
2	2 0820	-100000.00	USD	1.00000000		-100000.00	USD	<input checked="" type="checkbox"/>

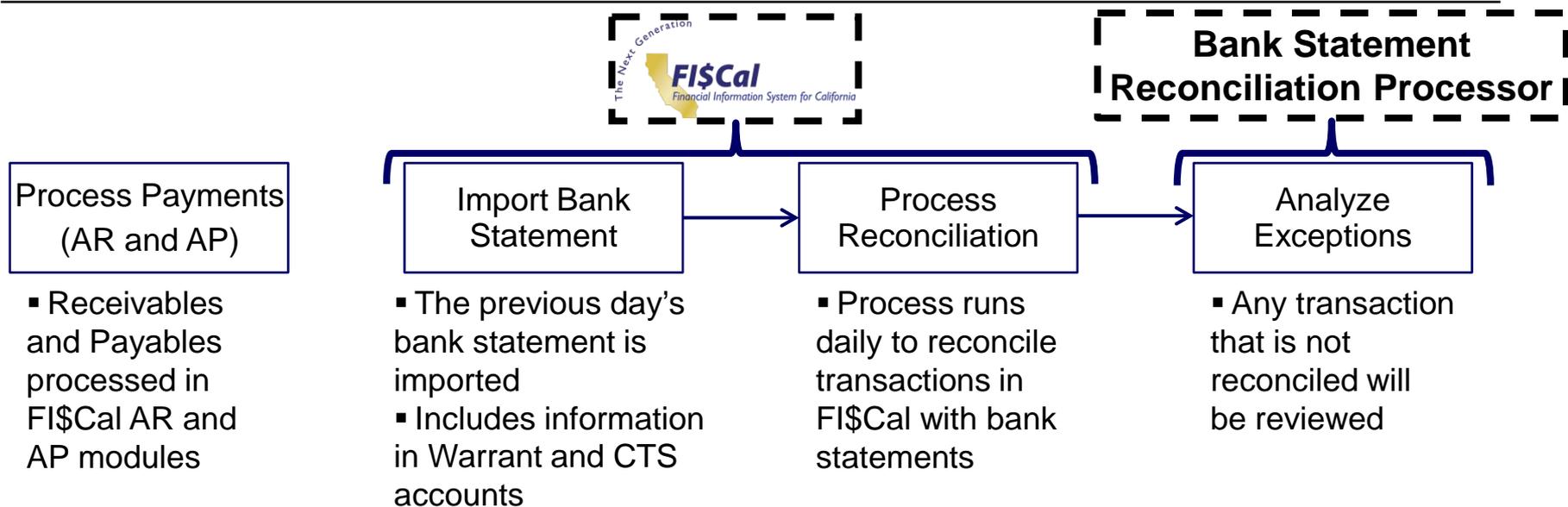
Cash Accounting Reclassification Entries Personalize | Find | View All | [?] | [G] | First 1-4 of 4 Last

Main Information	Chartfields	Journal Reference Information	Budget	Bank				
Line	Description	Monetary Amount	Tax Authority	GL Business Unit	Currency Code	Ledger	Statistics Code	Statistic
1	1 Cash Reversal	100000.000		0820	USD	MODACCRL		
2	1 Cash Reversal	-100000.000		0820	USD	MODACCRL		
3	2 Cash Reclassification	-100000.000		0820	USD	MODACCRL		
4	2 Cash Reclassification	100000.000		0820	USD	MODACCRL		

### Key Points:

- Treasury Accounting & Cash Accounting Entries run via Batch
- Entries are available for review

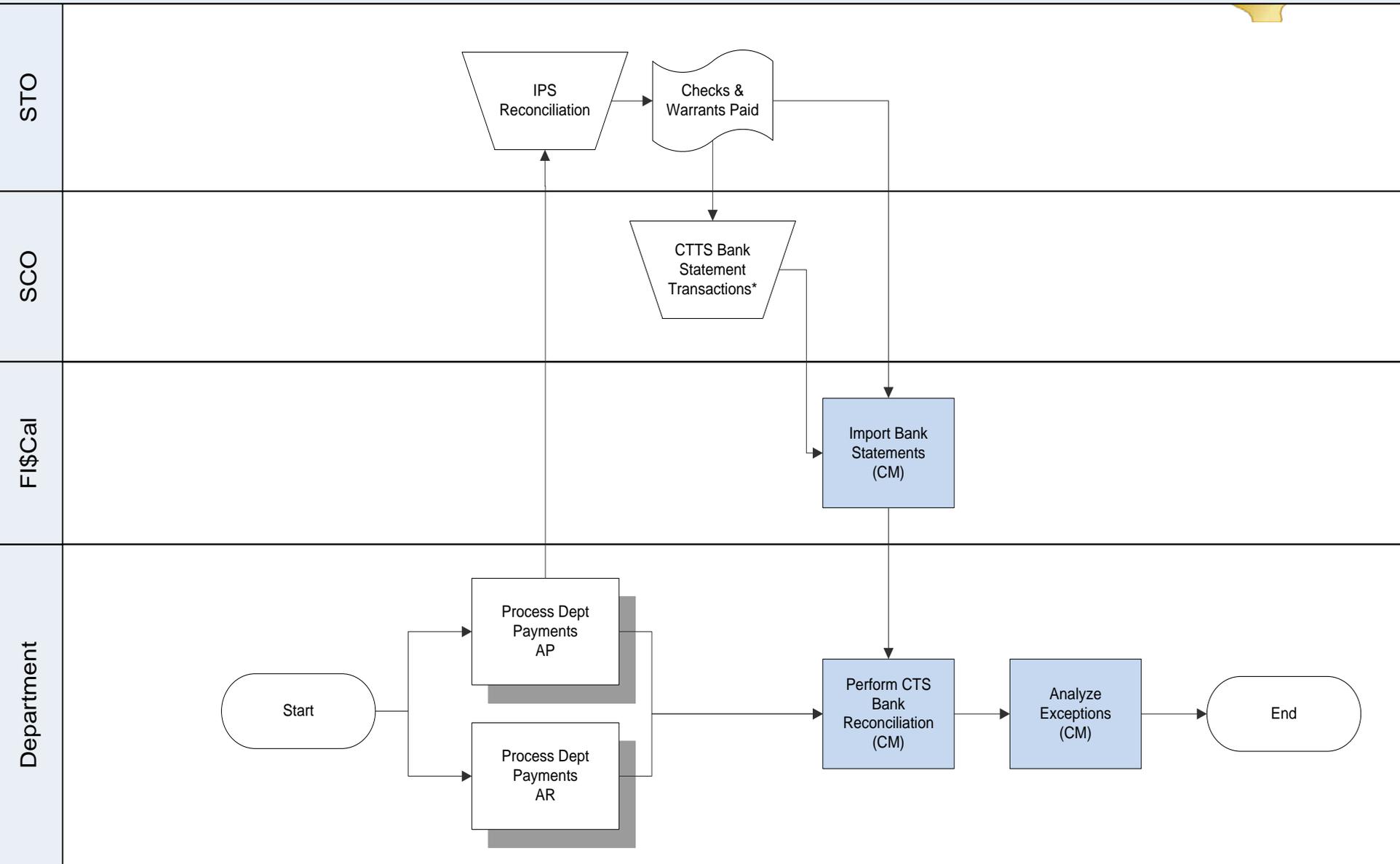
# Bank Reconciliation



## Key Impacts

- SCO analyzes exceptions for Warrant Account
- Departments analyze exceptions for CTS Accounts
- Exceptions may be reviewed daily and must be resolved monthly

# CM – SCO and Department Bank Reconciliation



# Reconcile Statement Demonstration

[Favorites](#) > [Main Menu](#) > [Banking](#) > [Bank Statements](#) > [Enter Bank Statements](#)

**FI\$Cal**

[Bank Balance Entry](#) | [Bank Transaction Entry](#)

**Bank ID:** 121113423      **Account #:** 122      **Currency:** USD  
**Statement ID:** 87      **Statement Date:** 04/05/2014      **Status:** Ready  
**Load Date/Time:** 04/14/2014 1:32:21PM      **Creation Date:** 04/05/2014

**Bank & Balances**      Personalize | Find | View All |      First 1-2 of 2 Last

[Bank Balances](#) | [Funds Availability](#)

*Statement Code	Description	Value Date	Balance		
010	OPENING LEDGER	04/05/2014	55,610.00	+	-
015	CLOSING LEDGER	04/05/2014	55,909.00	+	-

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Refresh](#)

[Add](#) | [Update/Display](#)

[Bank Balance Entry](#) | [Bank Transaction Entry](#)

## Key Points:

- Upload transactions based off of IPS AIAA file & SCO Bank Statements
- Statement Date and Value Date will be determined by SCO Bank Statement (i.e. date reported to STO/SCO)
- Balances will be calculated by the import process

# Reconcile Statement Demonstration

[Favorites](#) > [Main Menu](#) > [Banking](#) > [Bank Statements](#) > [Enter Bank Statements](#)
Home | Worklist | A

**FI\$Cal** New Wind

**Bank ID:** 121113423      **Account #:** 094      **Currency:**  
**Statement ID:** 188      **Statement Date:** 04/16/2014   
**Load Date/Time:** 04/30/2014 10:52:08AM      **Creation Date:** 04/16/2014

**Bank Transactions** [Personalize](#) | [Find](#) | [View All](#) |

Statement Code	Description	Reference	Bank Date	Transaction Amount	Location Code	Trans Code	Reconciliation Status
175	CHECK DEPOSIT PACKAGE	1094000003	04/16/2014 <input type="button" value="BT"/>	42.00	DAO	Deposits	Unreconciled
475	CHECK PAID	000019	04/16/2014 <input type="button" value="BT"/>	60.55		Check	Unreconciled
495	OUTGOING MONEY TRANSFER	00R0	04/16/2014 <input type="button" value="BT"/>	116.45		Funding Receipt	Unreconciled
399	MISCELLANEOUS CREDIT	5796	04/16/2014 <input type="button" value="BT"/>	119.43		Deposits	Unreconciled
175	CHECK DEPOSIT PACKAGE	1094000004	04/16/2014 <input type="button" value="BT"/>	230.00	DAO	Deposits	Unreconciled
495	OUTGOING MONEY TRANSFER	00R0	04/16/2014 <input type="button" value="BT"/>	230.40		Funding Receipt	Unreconciled

## Key Points:

- Reference number will be the deposit number on the deposit slip (from EDF), check number, or JE number
- Location Code has been added to tie to the AR Identifier
- Delivered reconciliation uses Statement Code, Reference ID, Bank Date, Transaction Amount, Trans Code, and Reconciliation Status for processing

# Reconcile Statement Demonstration

[Favorites](#) > [Main Menu](#) > [Banking](#) > [Reconcile Statements](#) > [Automatic Reconciliation](#)

**FI\$Cal**

### Automatic Reconciliation

**Search Criteria**

Bank ID:  
 Account #:

\*Date:  
 From:  
 Thru:

Bank Statements									Personalize	Find	View 100	📄	📄	First	1-25 of 221	Last	
Select	Bank ID	Account #	Statement ID	As Of Date	Trans	Reconciled	Cycle Status	Exceptions									
<input type="checkbox"/>	121113423	0000000	18	02/01/2014	340	0	Ready										
<input type="checkbox"/>	121113423	021	191	04/16/2014	2	0	Ready	<a href="#">Exceptions</a>									
<input type="checkbox"/>	121113423	021	180	04/15/2014	2	0	Ready	<a href="#">Exceptions</a>									
<input type="checkbox"/>	121113423	021	163	04/10/2014	2	0	Ready	<a href="#">Exceptions</a>									
<input type="checkbox"/>	121113423	021	158	04/09/2014	0	0	Ready										

## Key Points:

- Items can be matched across dates
- Reduce manual reconciliation through the use of an automated matching process and integrated data management
- Streamlines the data flow and reconciliation process across the Partner Agencies, Departments and Banks
- Items that do not match according to the reconciliation rules, show up in Analyze Exceptions
- Reconciled transactions can be seen under Semi Manual Reconciliation and un-reconciled if necessary

# Reconcile Statement Demonstration

[Favorites](#) > [Main Menu](#) > [Banking](#) > [Reconcile Statements](#) > [Semi-Manual Reconciliation](#)
Home | Worklist | Ad

**FI\$Cal** New Wind

**Semi Manual Reconciliation** \*Search By:

**Search Criteria**

Bank ID:  Account #:  Statement ID:   
 From Date:  Thru Date:  \*Reconciliation Status:   
 From Amount:  To Amount:  Currency Code: USD

[Advanced Search](#)

Bank Transactions						System Transactions					
Select	Reference	Bank Date	Tran Amt	Type		Select	Reference	Tran Date	Tran Amt	Type	Source
<input type="checkbox"/>	000011	04/16/2014	56,000.00	CHK		<input type="checkbox"/>	0000041	05/05/2014	0.50	CHK	Payables
<input type="checkbox"/>	000010	04/16/2014	200,000.00	CHK		<input type="checkbox"/>	0000042	05/05/2014	8,765.00	CHK	Payables
<input type="checkbox"/>	000020	04/16/2014	500.00	CHK		<input type="checkbox"/>	1094000003	04/08/2014	195.50	D	Receivables
<input type="checkbox"/>	00R0	04/16/2014	2,852.00	U		<input type="checkbox"/>	1094000004	04/08/2014	941.88	D	Receivables
<input type="checkbox"/>	00R0	04/16/2014	858,113.06	U		<input type="checkbox"/>	1094000005	04/08/2014	29.24	D	Receivables

## Key Points:

- Items can be matched ad-hoc
- Total bank transactions must equal total system transactions
- When items do not match 100% according to the automated reconciliation criteria, semi manual recon can be used to match items

# Reconcile Statement Demonstration

[Favorites](#) > [Main Menu](#) > [Banking](#) > [Reconcile Statements](#) > [Semi-Manual Reconciliation](#)
Home | Worklist | Ad

**FI\$Cal** New Wind

**Semi Manual Reconciliation** \*Search By: From Date / Thru Date

**Search Criteria**

Bank ID:  Account #:  Statement ID:  %  
 From Date:  Thru Date:  \*Reconciliation Status:   
 From Amount:  To Amount:  Currency Code: USD

Advanced Search

Bank Transactions					System Transactions					
Select	Reference	Bank Date	Tran Amt	Type	Select	Reference	Tran Date	Tran Amt	Type	Source
<input type="checkbox"/>	000007	04/08/2014	200,000.00	CHK	<input type="checkbox"/>	000019	03/17/2014	60.55	CHK	Payables
<input type="checkbox"/>	000012	04/08/2014	200,000.00	CHK	<input type="checkbox"/>	000020	03/17/2014	500.00	CHK	Payables
<input type="checkbox"/>	000008	04/08/2014	56,000.00	CHK	<input type="checkbox"/>	000021	02/26/2014	140.00	CHK	Payables
<input type="checkbox"/>	1285	04/08/2014	1,088.00	D	<input type="checkbox"/>	000022	02/27/2014	102.00	CHK	Payables
<input type="checkbox"/>	5796	04/08/2014	346.51	D	<input type="checkbox"/>	10000009301	03/10/2014	17,515.580	D	Cash Accounting Deposits
<input type="checkbox"/>	5536	04/08/2014	6,855.30	D						

## Key Points:

- Depending on accounting configuration, items can only be unreconciled if the associated accounting entries have not been posted to the general ledger

# Reconcile Statement Demonstration

## Manual Reconciliation

\* Search By:

### Search Criteria

Bank ID:  
 Account #:  
 \*Status:

From Date:  
 Thru Date:  
 Method:

Total Transaction Amount: 10,330,918.79 USD

### System Transactions

[Personalize](#) | [Find](#) | [View All](#) |  | 
First  1-32 of 32

Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	05/06/2014 <input type="button" value="B1"/>	UNR	1094000044	04/29/2014	1,251.25	D	Receivables	Complete	Deposit
<input type="checkbox"/>	05/06/2014 <input type="button" value="B1"/>	UNR	1094000045	04/29/2014	126,126.20	D	Receivables	Complete	Deposit
<input type="checkbox"/>	05/06/2014 <input type="button" value="B1"/>	UNR	1094333333	05/06/2014	6.68	D	Receivables	None Appl	Deposit
<input type="checkbox"/>	05/06/2014 <input type="button" value="B1"/>	UNR	0000023	05/05/2014	19,675.14	CHK	Payables	Paid	Check
<input type="checkbox"/>	05/06/2014 <input type="button" value="B1"/>	UNR	0000024	05/05/2014	9,812.00	CHK	Payables	Paid	Check
<input type="checkbox"/>	05/06/2014 <input type="button" value="B1"/>	UNR	0000025	05/05/2014	8,765.00	CHK	Payables	Paid	Check

## Key Points:

- This is used for manual ad hoc adjustments that are not recorded on the bank side, or in cases where a credit and a debit on the bank side match to one system transaction

# Reconcile Statement Demonstration

[Favorites](#) > [Main Menu](#) > [Banking](#) > [Reconcile Statements](#) > [Manual Reconciliation](#)
Home

**FI\$Cal**

## Manual Reconciliation

\*Search By: From Date / Thru Date

**Search Criteria**  
 Bank ID:  Account #:  \*Status: Reconciled  
 From Date:  Thru Date:  Method:

Total Transaction Amount: 195.50 USD

[System Transactions](#) [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Calendar](#)
First 1 of 1 Last

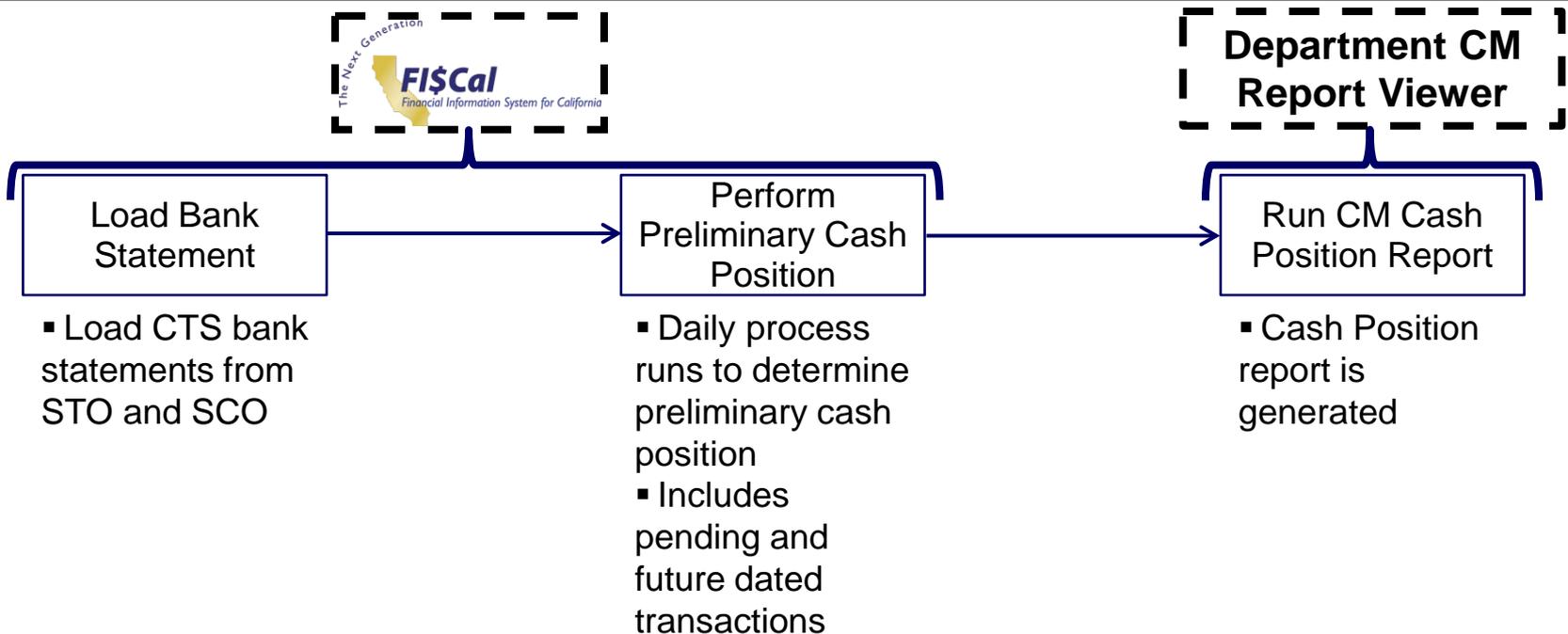
Select	Reconciliation Date	Status	Reference	Transaction Date	Transaction Amount	Method	Source	Status	Detail
<input type="checkbox"/>	<input type="text" value="05/06/2014"/>	REC	1094000003	04/08/2014	195.50	D	Receivables	Complete	Deposit

Select All  Clear All
   [Process Monitor](#)

### Key Points:

- Manually reconciled items can be unreconciled
- Reconciliation dates can be adjusted by searching for all manually reconciled items

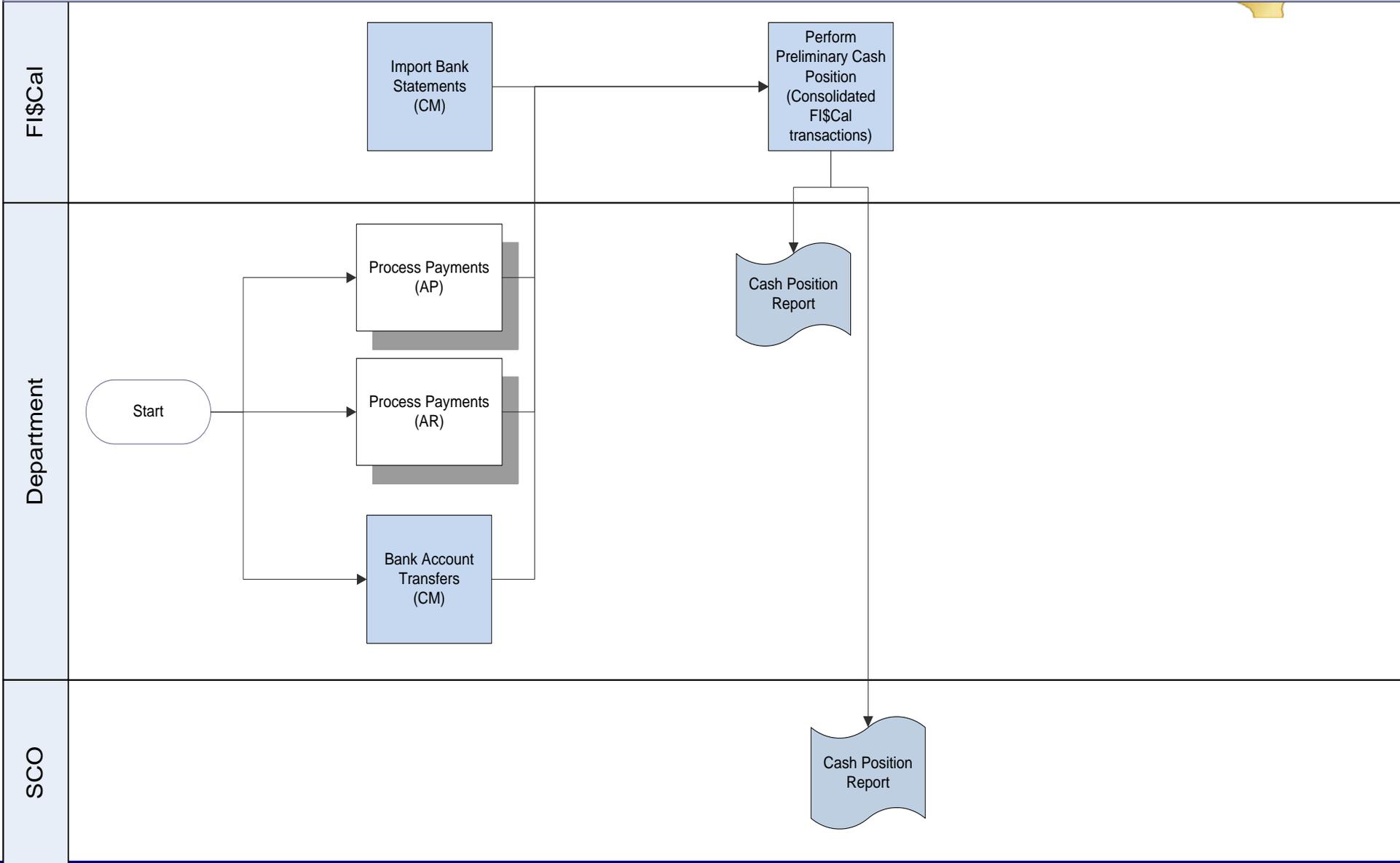
# Manage Cash Position



## Key Impacts

- State staff view, monitor, and forecast the balances in any bank account in FI\$Cal associated with their Business Unit
- FI\$Cal provides visibility into pending and future transactions to support Cash Positioning and Cash Balance Forecasting

# CM – Manage Cash Position



# Technology Considerations – Interfaces

Interface	Definition
<b>1. Positive Pay Checks (Outstanding Checks/Stops)</b>	Daily outbound outstanding items and stopped payments file from AP to IPS
<b>2. Paid Items File (AIAA) from IPS</b>	Daily inbound IPS interface to import Paid Items
<b>3. Bank Statements File (Treasury Trust) from SCO</b>	Daily inbound CTTS interface to import CTS bank statements

## Key Impacts

- These are already existing interfaces that will require limited information from your department.
- All Wave 2 departments will be automatically enrolled in these interfaces based on Wave 2 configuration.

# Data Protection Overview

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- FI\$Cal will receive and retain various types of data that will need to be protected. All data can be classified as:
  - Public
  - Personally Identifiable Information (PII)
  - Sensitive
  - Confidential
- Various state agencies assisted FI\$Cal in the development of a **Data Classification and Protection Framework**

# Data Protection – Key Terms

Term	Definition
<b>Public Information</b>	Information maintained by state agencies that is not exempt from disclosure under the provisions of state or federal laws.
<b>Confidential Information</b>	Information maintained by state agencies that is exempt from disclosure under the provisions of state or federal laws.
<b>Sensitive Information</b>	Information maintained <b>by state agencies</b> that requires special precautions to protect from unauthorized use, access, disclosure, modification, loss, or deletion. Sensitive information may be either public or confidential.
<b>Personally Identifiable Information</b>	Information that identifies or describes an individual. This information must be protected from inappropriate access, use, or disclosure and must be made accessible to data subjects upon request.

# Data Protection Overview

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- All data that is received, retained, and transmitted by FI\$Cal protected by:
  - Business Unit
  - Encryption
  - Role Based Access
- In addition, data classified as PII, sensitive, and confidential will receive the additional protection of:
  - Masked
  - Tracking when added, updated, deleted, and read
  - Role Based Access, such as Confidential User

# Data Protection Processes & Fields

Process Name	Field Description	
CM1 - Create and Maintain Bank Accounts	Bank Routing Number	<b>Sensitive</b>
CM1 - Create and Maintain Bank Accounts	Bank Account Number	
CM2 - Reconcile Statement	Beginning Balance for a bank statement	
CM2 - Reconcile Statement	Total credits on a bank statement	
CM2 - Reconcile Statement	Total debits on a bank statement	
CM2 - Reconcile Statement	Ending Balance for a bank statement	
CM2 - Reconcile Statement	Credit lines on a bank statement	
CM2 - Reconcile Statement	Debit lines on a bank statement	
CM2 - Reconcile Statement	Date the transaction processed via the bank	
CM1 - Create and Maintain Bank Accounts	Bank Name	<b>Public</b>
CM1 - Create and Maintain Bank Accounts	Bank Account Name	
CM1 - Create and Maintain Bank Accounts	General Ledger Business Unit	

## FI\$Cal Standard Protection Framework

### Standard Data Protection level For:

Confidential (Protected under the Public Records Act), Electronic Protected Health Information (e/PHI), Federal Tax Information, Notice Triggering Information, Payment Card Industry, Personally Identifiable Information (PII) and Sensitive Information, the following is the Standard Data Protection Level:

1. Mandates that Govern the Collection of this Field – State Administrative Manual (SAM).
2. Federal Tax Information Labeling – None.
3. FI\$Cal Standard Protection Method(s):
  - Business Level Security.
  - Encryption.
  - Masked (SSN, TIN, and Payment Card).
  - Role Based.
4. FI\$Cal Standard Actions to be Tracked:
  - Add, Delete, Update and Read.
5. FI\$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI\$Cal currently).

<b>Public</b>	<b>Confidential</b>	<b>PII</b>	<b>Sensitive</b>
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**Cash Management classified as Sensitive with the exception of the fields highlighted to be Public**

# Data Protection – Next Steps

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- FI\$Cal is expecting this framework confirmed by Wave 1 departments will also meet the data protection requirements of Wave 2 departments
- Opportunity to request additional data protection in Wave 2 task TECH201: Review Data Classification and Protection Framework

# Session Recap

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- Key Considerations
- Future Action Items
- Action Items
- Concerns

# Question and Answer

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FI\$Cal Project Information:

<http://www.fiscal.ca.gov/>

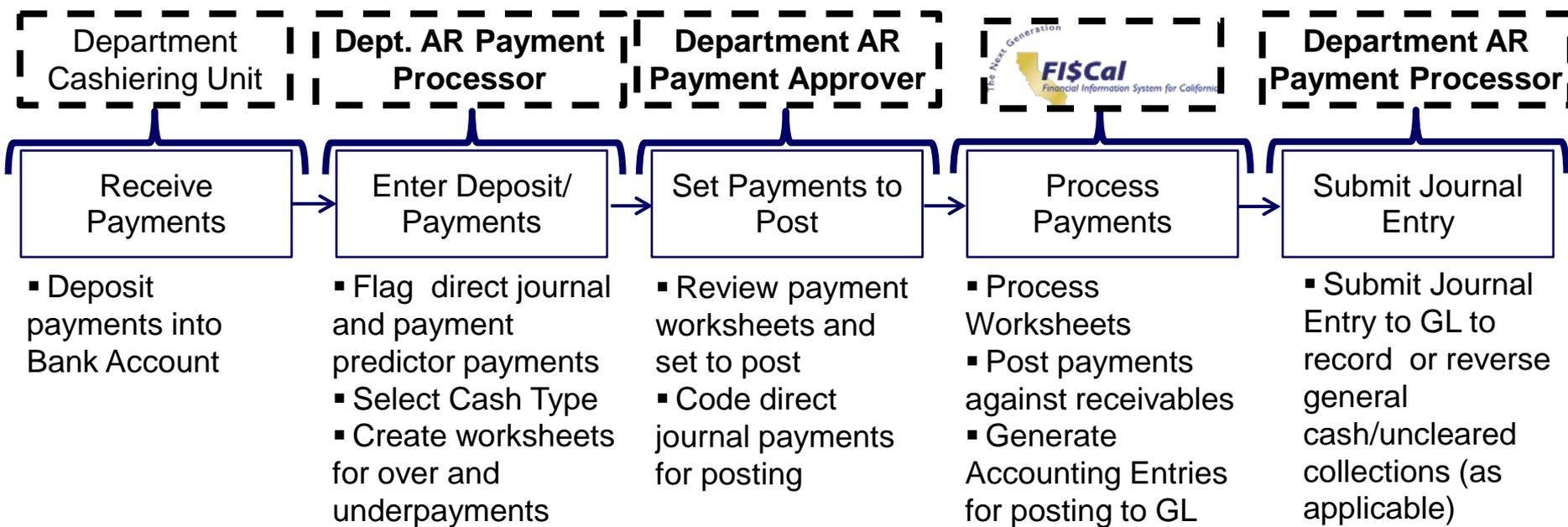
or e-mail the FI\$Cal Project Team at:

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

# Appendix

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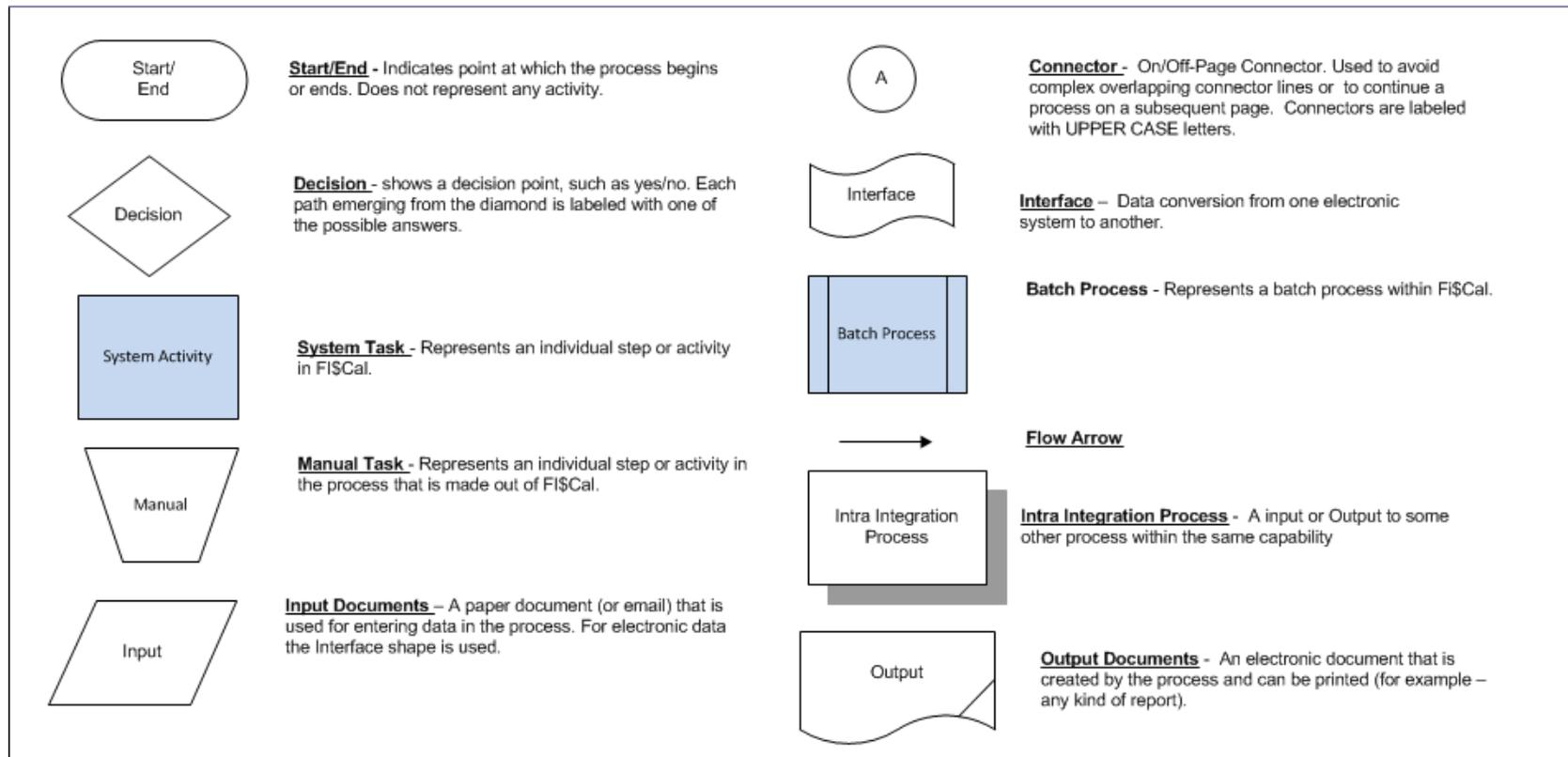
# Process Payments



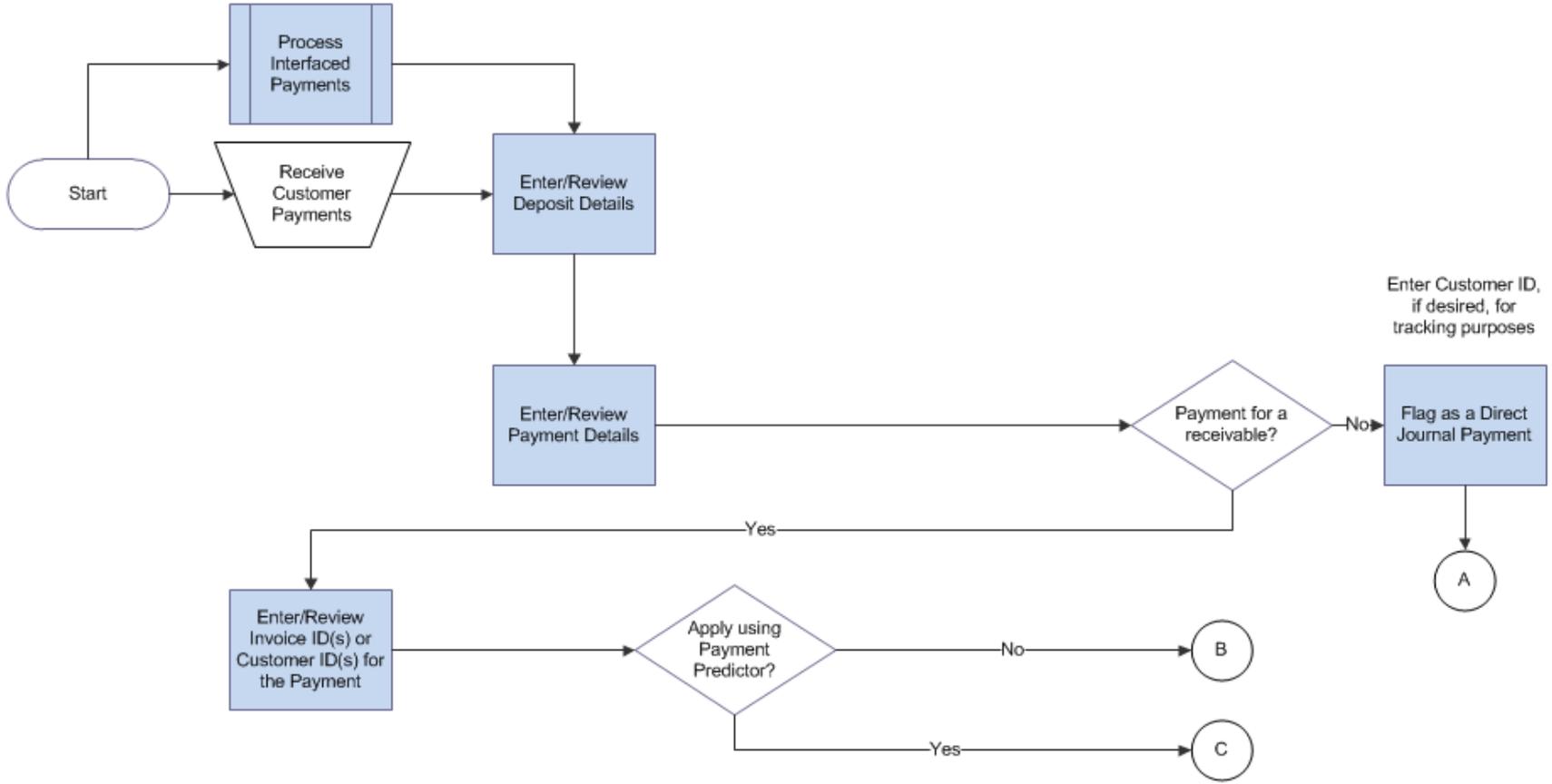
## Key Impacts

- Department AR Payment Processor/Approver enter Journal Entries which affect cash balances
- Journal Entries need to be submitted daily to record or reverse General Cash/Uncleared Collections

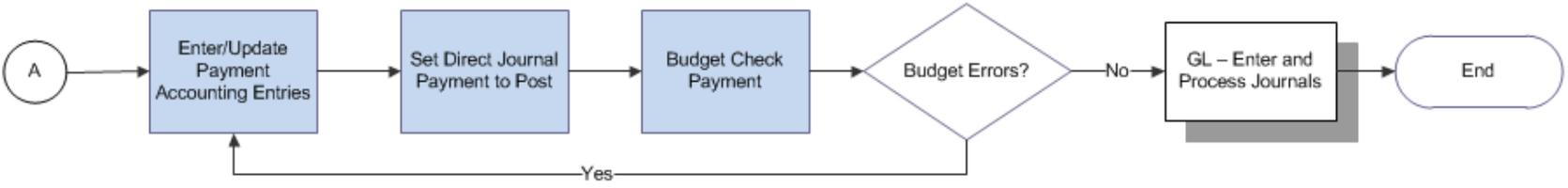
# Guide to Symbols in Flows



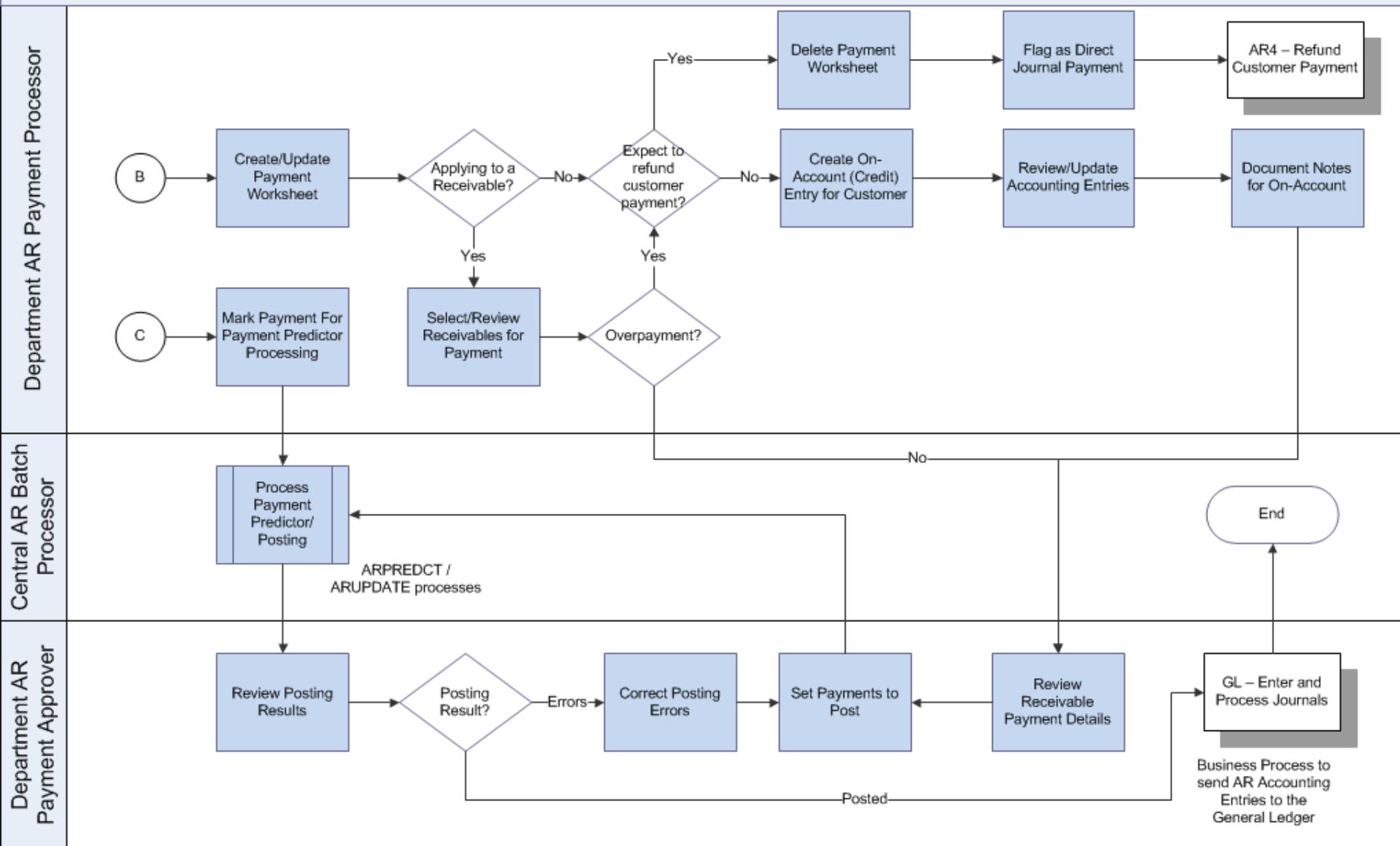
Department Cashiering Unit / Department AR Payment Processor



Department AR Payment Approver



# AR4 – Process Payments



# ChartField / UCM Codes Cross-reference

