



**FI\$Cal**

*Financial Information System for California*

# Cash Management Business Process Workshop (BPW)

***October 16, 2014***

# Agenda

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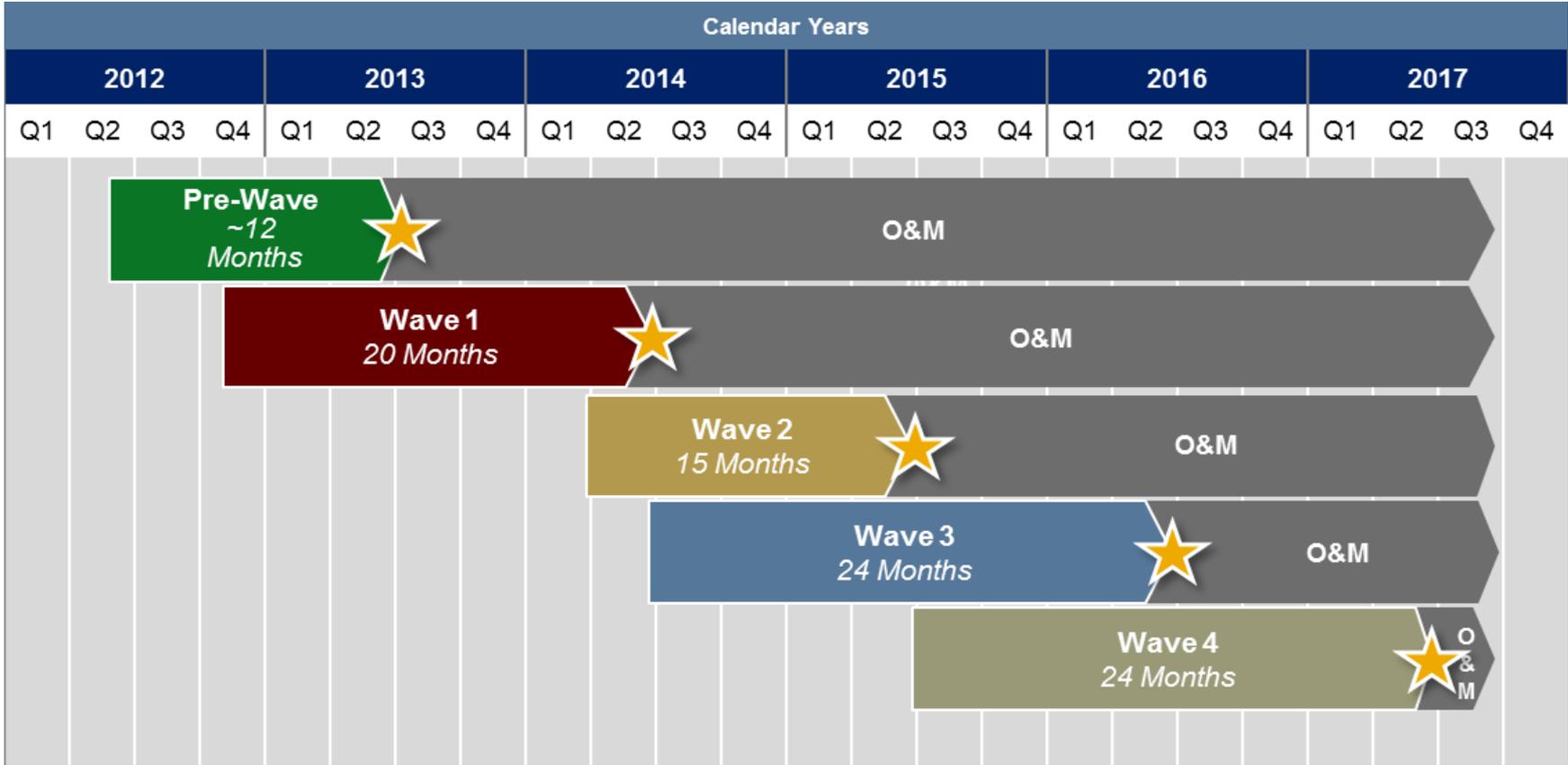
- FI\$Cal Project Overview
- Business Process Workshop Objectives and Approach
- FI\$Cal Solution Overview
- Cash Management—what is included, not included, in future waves
- Cash Management
  - Business Process Overview, Key Terms
  - Process Flows, Screenshots
  - End-User Roles
- Technology Considerations
- Change Impact Activity
- Business Process Workshop Next Steps

# 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

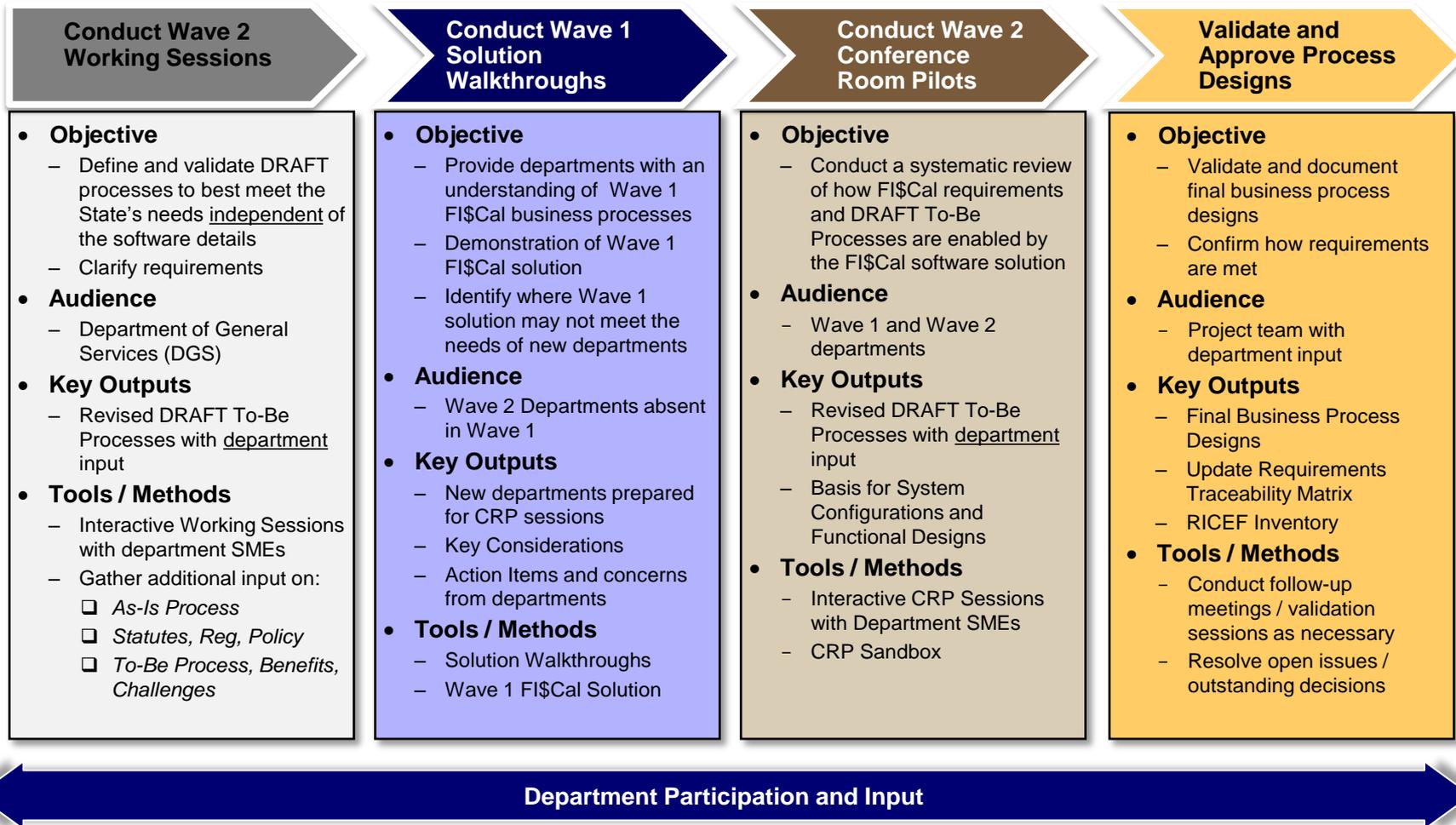


# BPW Objectives

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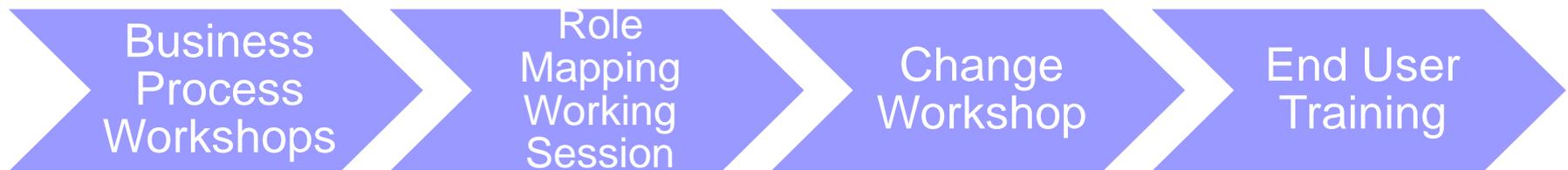
- The Business Process Workshops will provide:
  - An overview of the business process, including key terms and functionality being implemented
  - A list of changes with the “To-Be” business process
  - An opportunity to discuss and begin identifying department-specific changes and impacts
  - An explanation of Wave 2 end-user roles
  - A template to capture department-specific changes and impacts
  - An opportunity to begin thinking about updates to internal department processes

# FI\$Cal Design Approach



# What Comes Next?

- **Role Mapping Working Session** – Workshop to review the FI\$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles for Wave 2.
- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI\$Cal business processes and their FI\$Cal end-user roles
- **End-User Training** – Training for department end users that will need to use the System in their assigned FI\$Cal end-user roles



# Ground Rules & Guiding Principles

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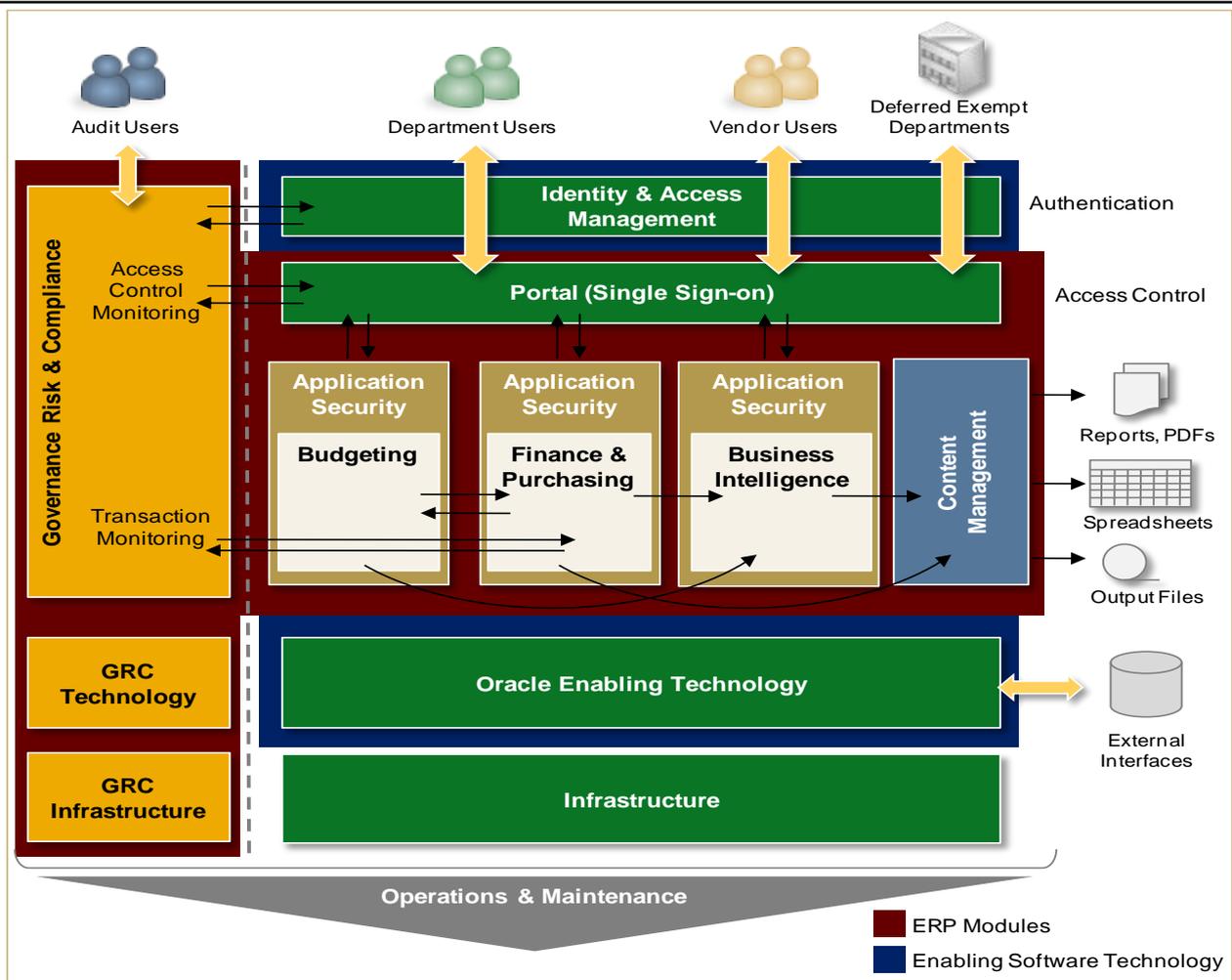
- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, then assume
- **Consider Best Practices** and business process changes
- **Think of the data**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

# What You Should Take Away

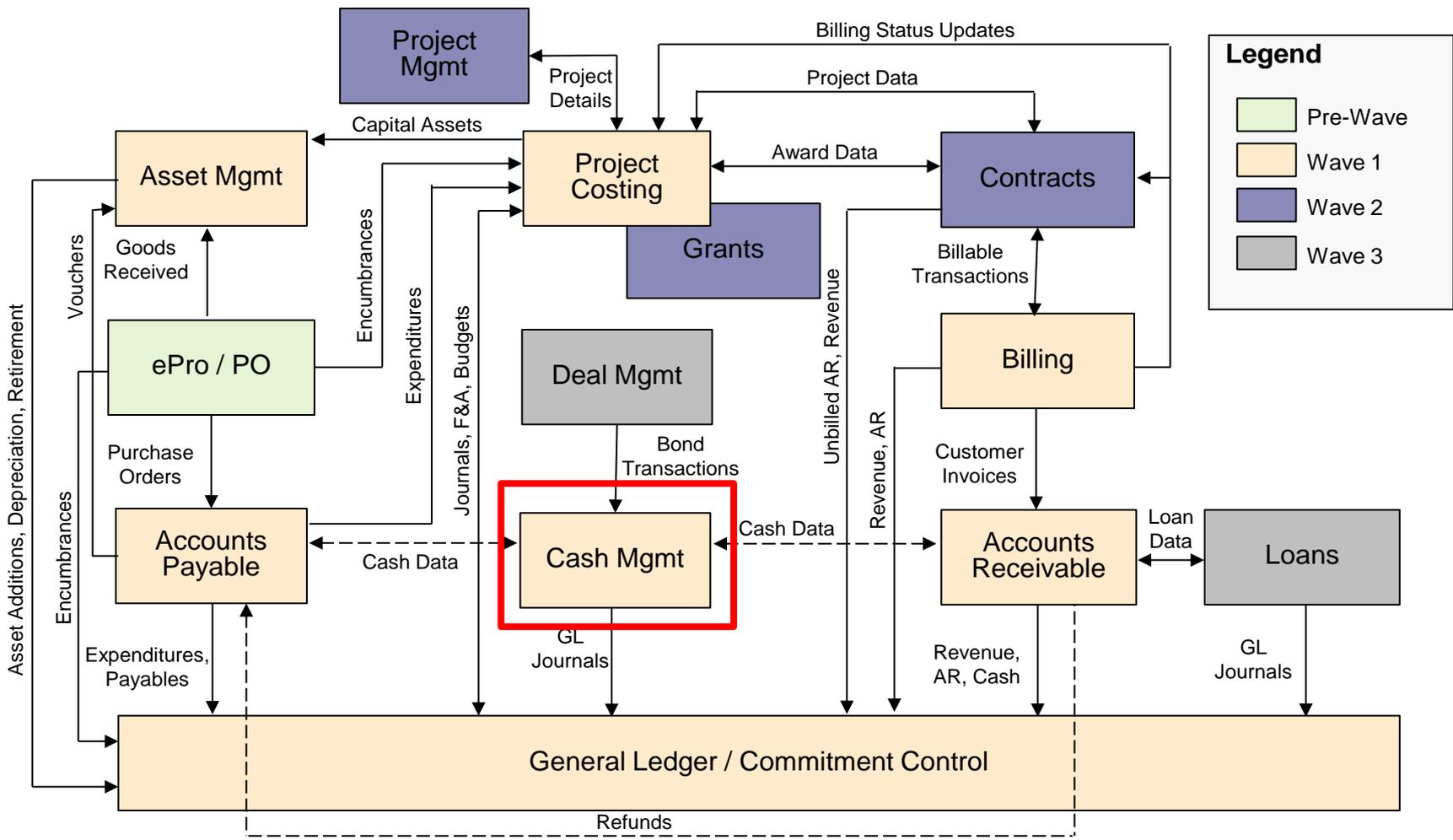
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- Process overview level understanding of the Wave 2 FI\$Cal business processes. For this session, the business processes are:
  - Create Bank Account
  - Bank Account Transfers
  - Reconcile Statement
  - Manage Cash Position
- BPW Change Impact Tool for your department used to identify and manage department-specific impacts
- Understanding of the FI\$Cal end-user roles for participation in the Wave 2 Role Mapping Working Session

# 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

# 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

# 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 2

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- There are currently no new functionalities being deployed in the Cash Management module for Wave 2

# 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

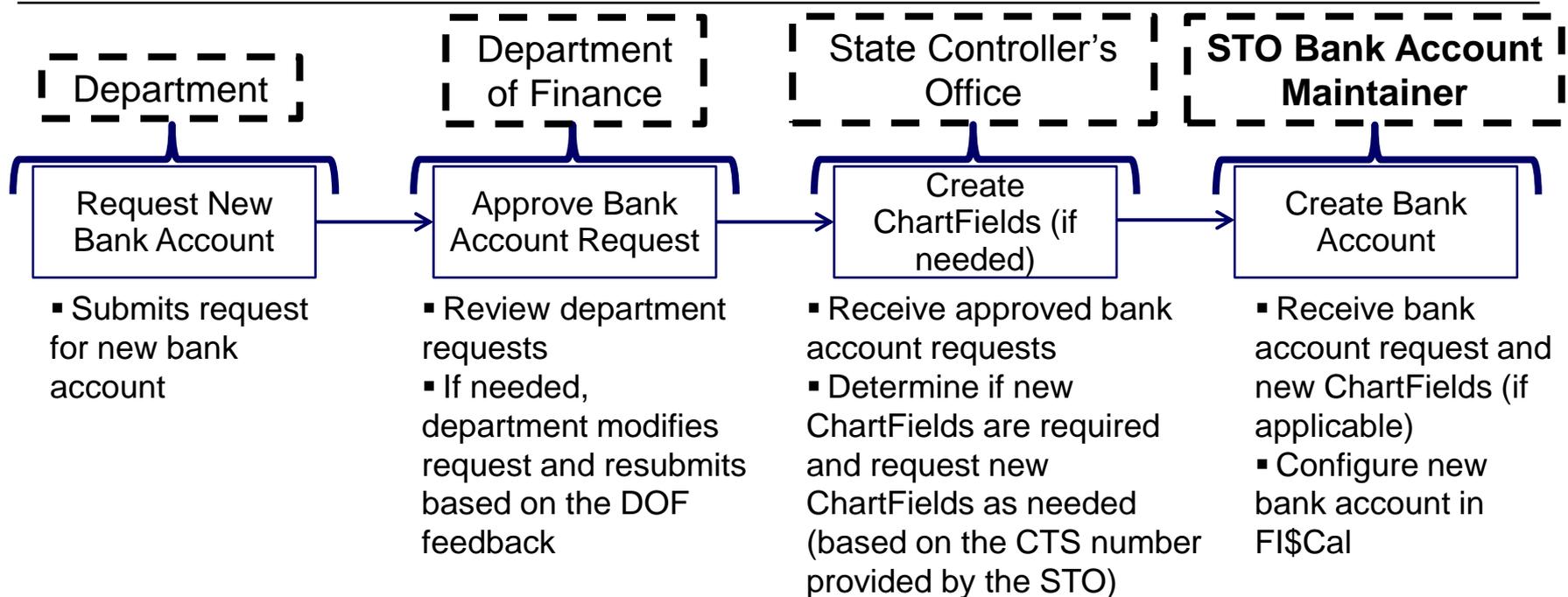
# Cash Management Key Terms

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

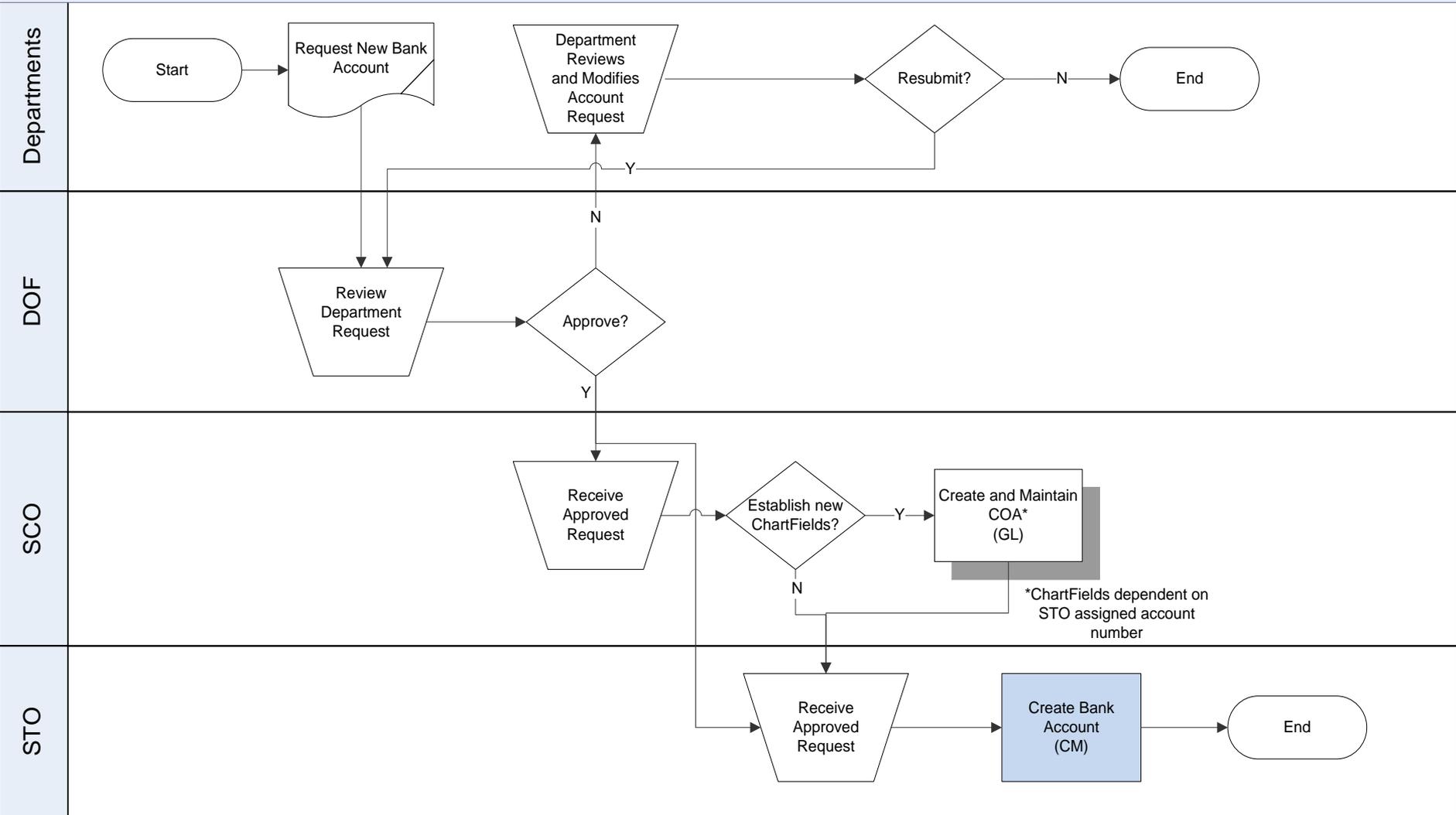
# Create Bank Account



## 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 Illustration

[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](#) | [Print](#) | [Grid](#) | First  Last

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

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

### Key Points:

- Department CTS Bank Accounts, the Warrant Account and the Internal Transaction Account will be under the STATE Bank

# Create Bank Account Illustration

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

**FI\$Cal**

**Address Information**

SetID: STATE    Bank: STATE    State Bank    Branch: STO-421

Country: United States [Change Country](#)

Address 1: P.O. Box 942809

Address 2: Accounting Office Room 538

Address 3:

Prefix:

Phone:

Ext:

Fax:

City: Sacramento

County:     Postal: 94209-0001

State: CA  [California](#)

## Key Points:

- Bank Branch contains information specific to each department location
- One Bank Branch is configured for each department
- The Address is used by Billing for their invoice payment/remittance address

# Create Bank Account Illustration

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

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

[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 Accounts are maintained here
- Account number is the CTS account number

# Create Bank Account Illustration

[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 Illustration

[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:**

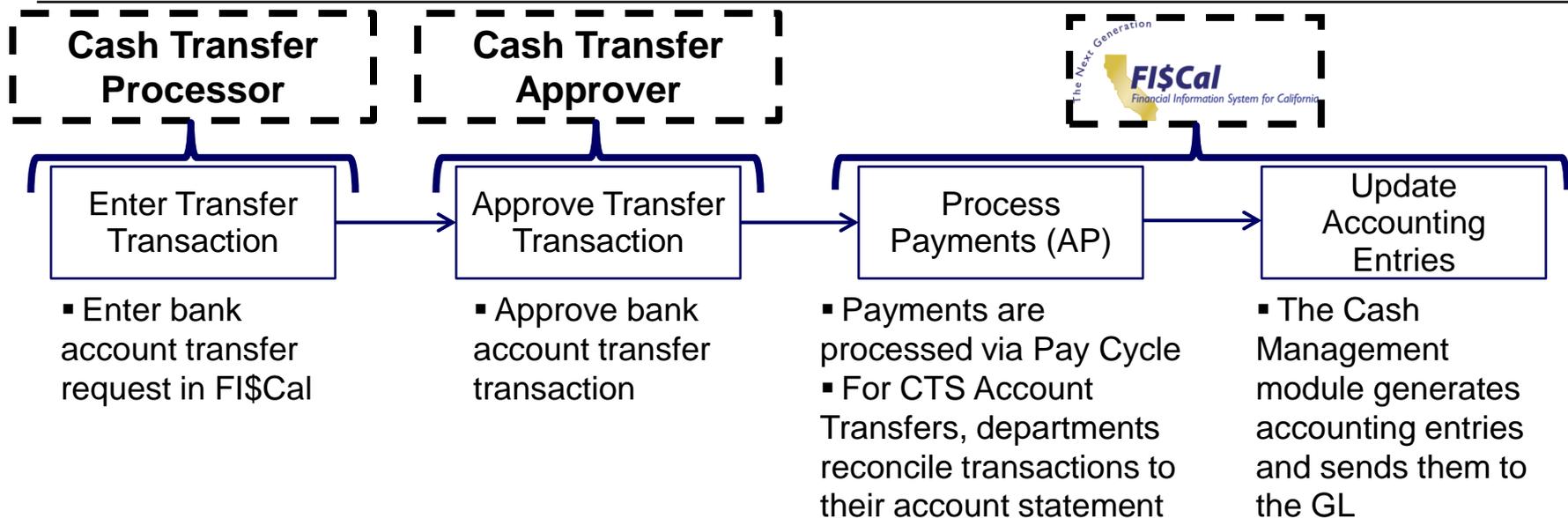
Outstanding/STOP Payment

[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

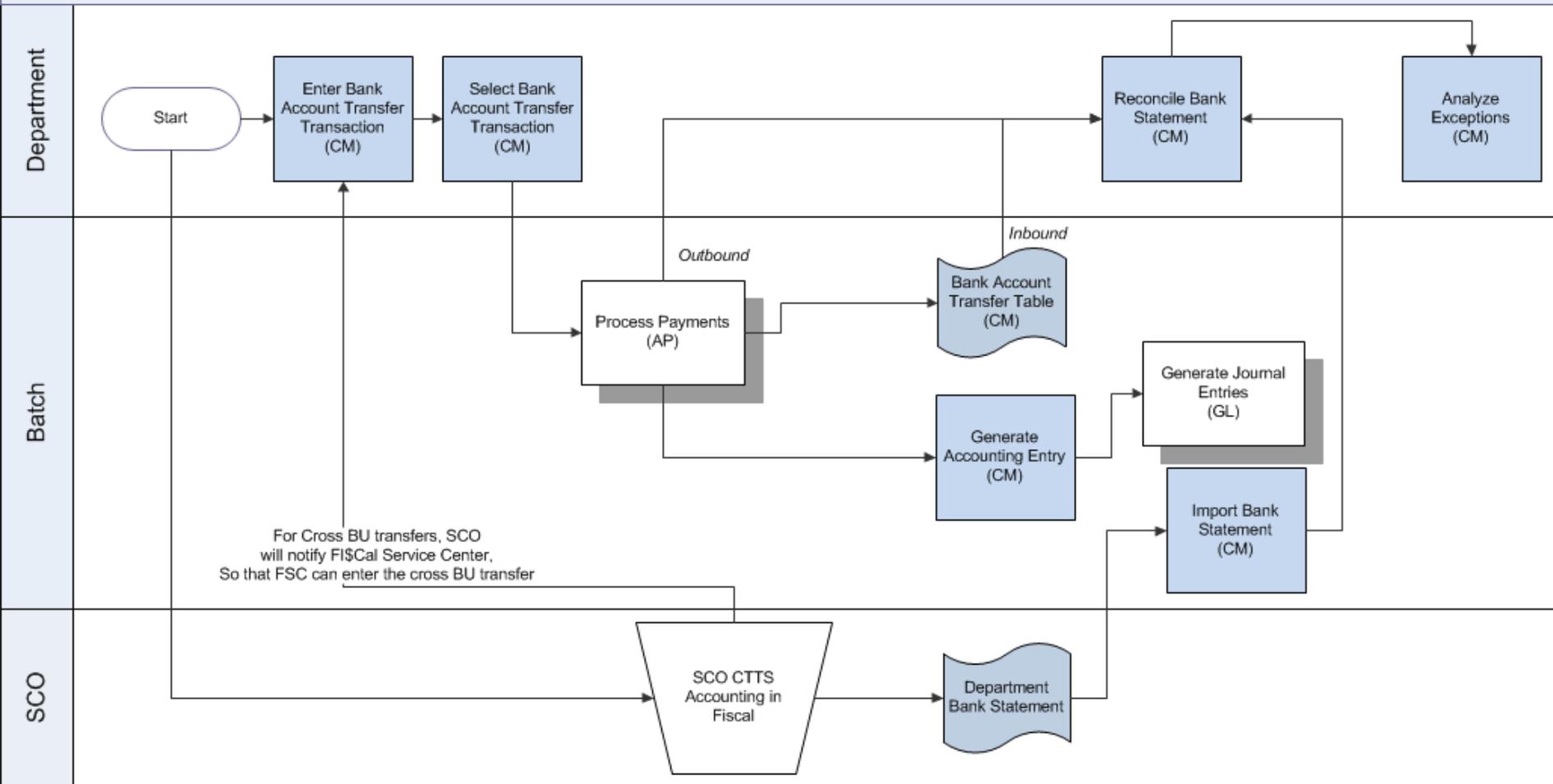
# Bank Account Transfers



## 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 Illustration

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

**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
  - Payment Method must be ACH and Layout must be PPD

# Bank Account Transfer Illustration

[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](#) | 1 of 1 | [Last](#)

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

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

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

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**FI\$Cal**

[New Window](#) | [Help](#) | [Persona](#)

**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](#) | 1 of 1 | [Last](#)

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 Illustration

Favorites ▾ | Main Menu ▾ > Cash Management ▾ > Treasury Accounting ▾ > Cash Accounting ▾ > Review Bank Account Transfer Hi

## 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 | [?] | [ ] | 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 | [?] | [ ] | 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:

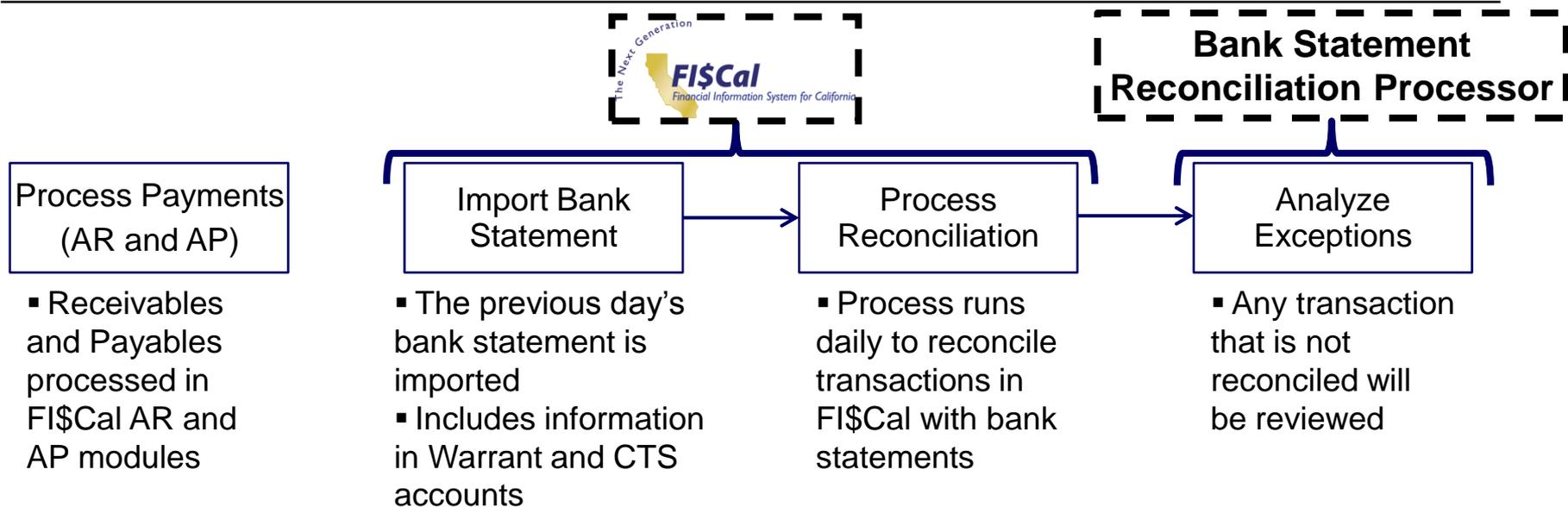
- Treasury Accounting & Cash Accounting Entries run via Batch
- Entries are available for review

# Bank Account Transfers Roles

FI\$Cal End-User Role	Description
Cash Transfer Processor	The central and department end user who creates and submits requests for Bank Account Transfers between CTS Bank accounts
Cash Transfer Approver	The central and department end user who will review and approve all department requests for transfers between CTS Bank Accounts associated with their business unit security

*These roles are only required for departments who have more than one CTS account*

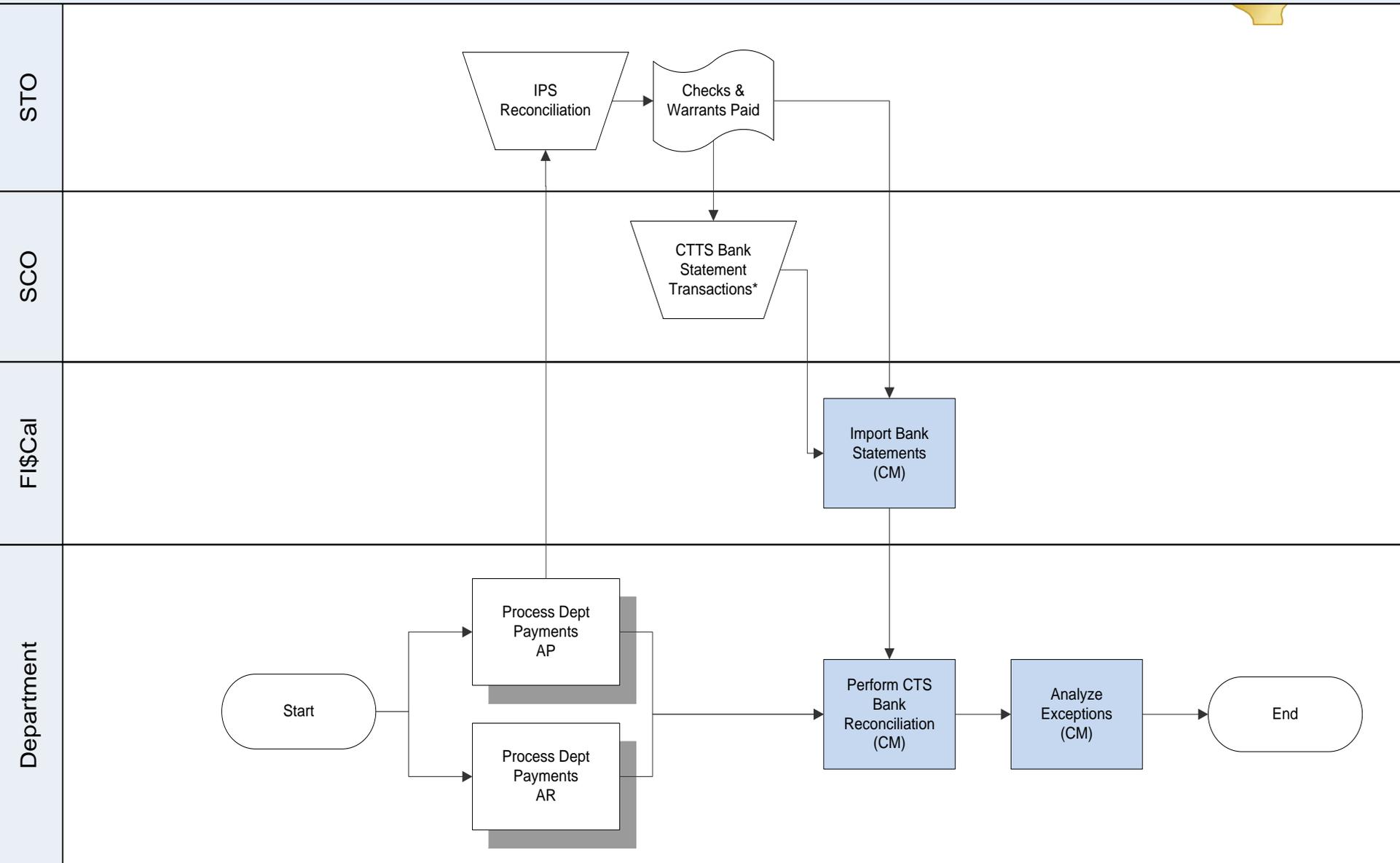
# Bank Reconciliation



## 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 Illustration

[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

*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 Illustration

[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       **Status:**  
**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 Illustration

[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	<input type="button" value="L2"/>	<input type="button" value="G"/>	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 Illustration

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

**FI\$Cal** New Wind

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

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 Illustration

[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 Search  
 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 Illustration

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

**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 Last

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

[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 | 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

# Reconcile Statement Illustration

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

**FI\$Cal**

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

**Bank ID:** 121113423      **Account #:** 093      **Currency:** USD  
**Statement ID:** 177      **Statement Date:** 07/22/2014       **Status:** Complete  
**Load Date/Time:** 08/06/2014 1:25:55PM      **Creation Date:** 07/22/2014 

**Bank Transactions** Personalize | Find | View All |  |  First 1 of 1 Last

[Transaction Information](#) | [Recon Information](#) | [Addenda Information](#) 

Statement Code▲	Description▲	Reference	Trans Code	Reconciliation Status	Activity Type
108 	CREDIT (ANY TYPE)	120001	Deposits ▼	Reconciled ▼	  

## Key Points:

- Use this to change a bank transaction to “Reconciled” only if necessary
- Must contact the Fiscal Service Center to change back to unreconciled

# Bank Reconciliation Roles

FI\$Cal End-User Role	Description
Bank Statement Reconciliation Processor	The central and department end user who reconciles the Bank Statements for each Departmental Bank Account by reconciling transactions via Automatic, Semi-Manual, or Manual Reconciliation and analyzes exceptions to the reconciliation process
Department CM Report Viewer	The department end user who runs reports for Bank Statements, Reconciliation, and Cash Management processing

# 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.

# Next Steps

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- Share BPW materials at your department
- Complete the BPW Change Impact Tool
- Review with your FI\$Cal CMO Department Readiness Coordinator
- Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
  - Role Mapping Working Session – November 2014
  - Change Workshop – February 2015

# Role Mapping Working Session

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- 2-hour facilitation session Intended for Wave 1 and Wave 2 Department Implementation Team (DIT) members
- FI\$Cal will provide DITs with detailed instructions on how to fill out the Role Mapping Tool for their department
  - “Do’s and Don’ts” of the Role Mapping Template
  - To take place at:

**FI\$Cal Project site**  
**2000 Evergreen Street**  
**Jade Auditorium**  
**Thursday, November 6, 2014**  
**9:00 a.m. – 11:00 a.m.**

\*Remote Dial-In will be available to those geographically dispersed

# Cash Management Change Impact Activity

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- Description:
  - FI\$Cal walk through one example change impact
  - At your table, discuss how the FI\$Cal business processes and related change impacts may affect your department
  - Document **three impacts** in your BPW Change Impact Tool
- Roles:
  - **Facilitator** – Helps lead the discussion with your department on the FI\$Cal business processes and change impacts
  - **Recorder(s)** – Captures the department-specific impacts from the activity in your BPW Change Impact Tool
- Time:
  - You will have 30 minutes for this activity.

# Question and Answer

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FI\$Cal Project Information:

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

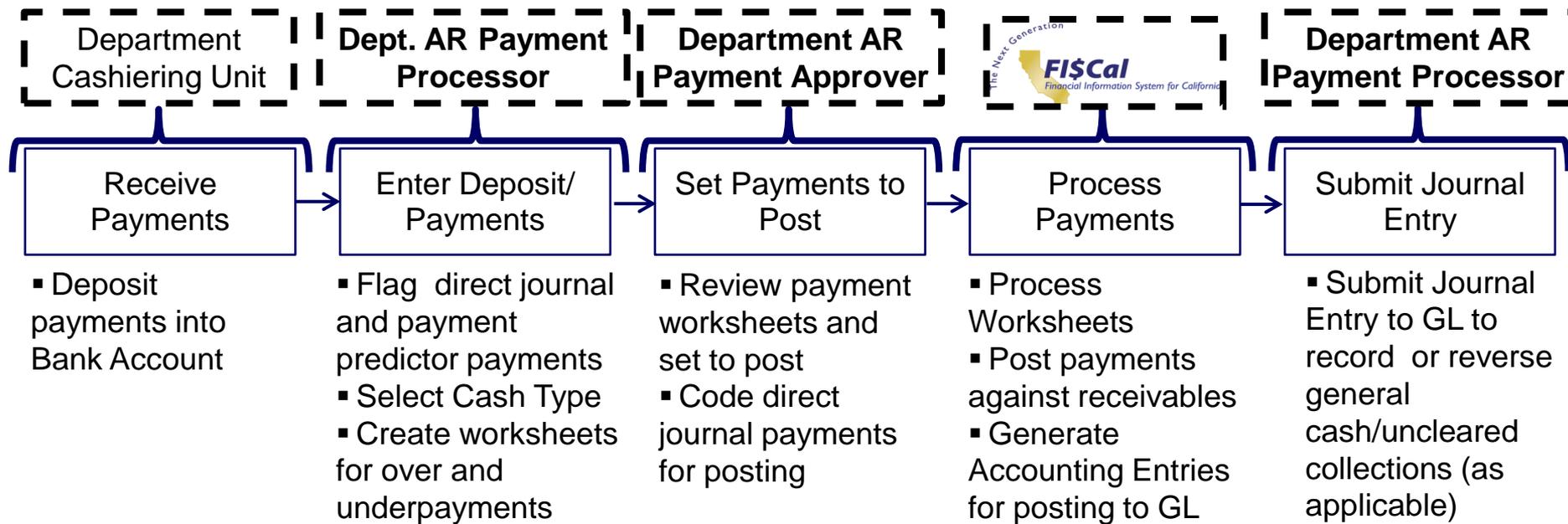
or e-mail the FI\$Cal Project Team at:

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

# Appendix

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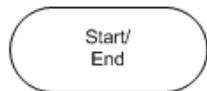
# Process Payments



## 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

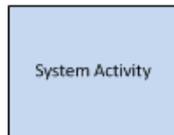
# Guide to Symbols in Flows



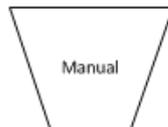
**Start/End** - Indicates point at which the process begins or ends. Does not represent any activity.



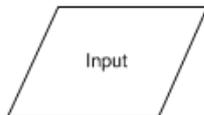
**Decision** - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.



**System Task** - Represents an individual step or activity in FI\$Cal.



**Manual Task** - Represents an individual step or activity in the process that is made out of FI\$Cal.



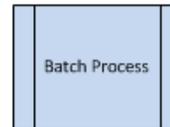
**Input Documents** - A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.



**Connector** - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.



**Interface** - Data conversion from one electronic system to another.



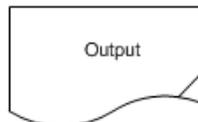
**Batch Process** - Represents a batch process within FI\$Cal.



**Flow Arrow**



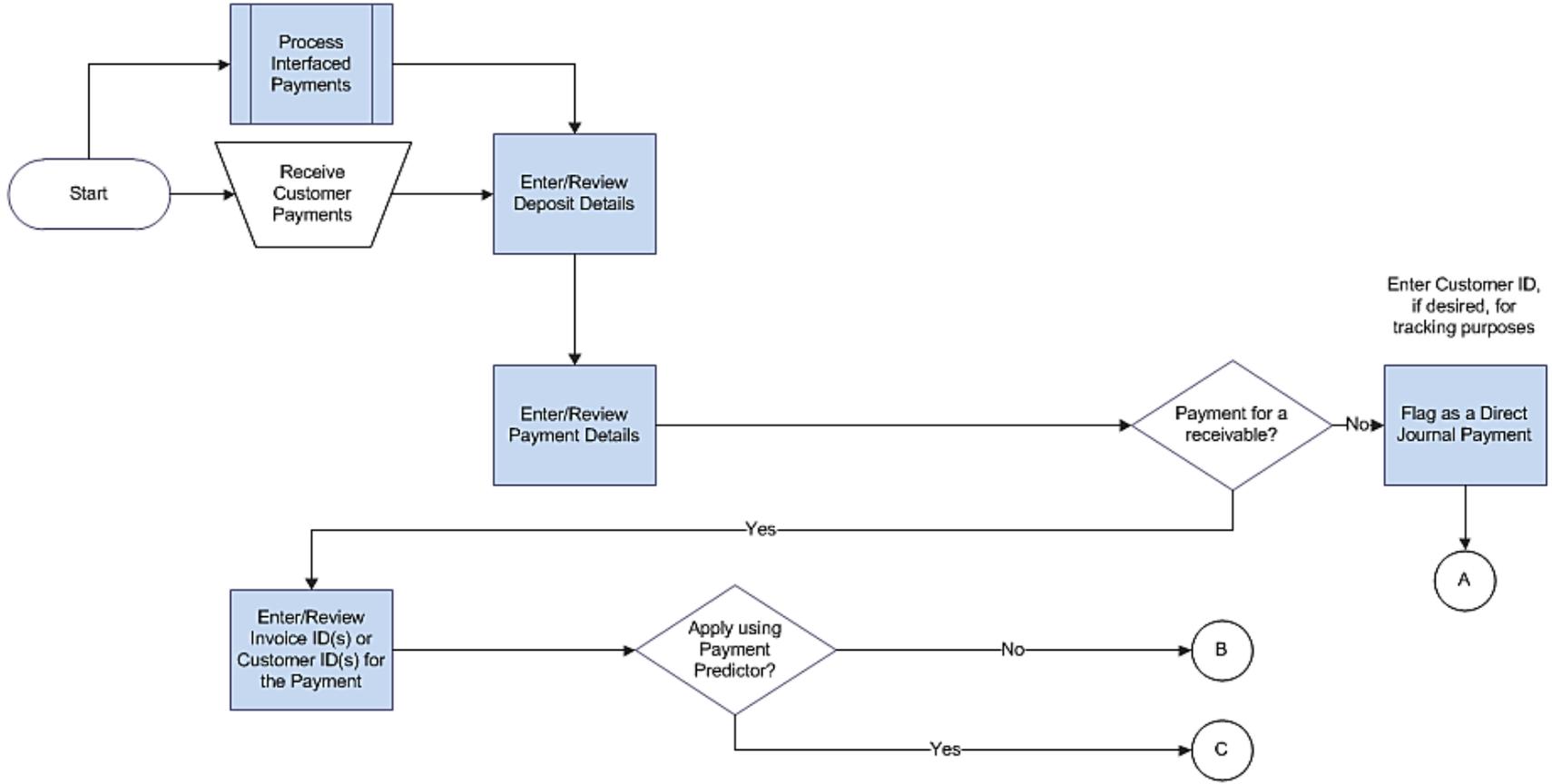
**Intra Integration Process** - A input or Output to some other process within the same capability



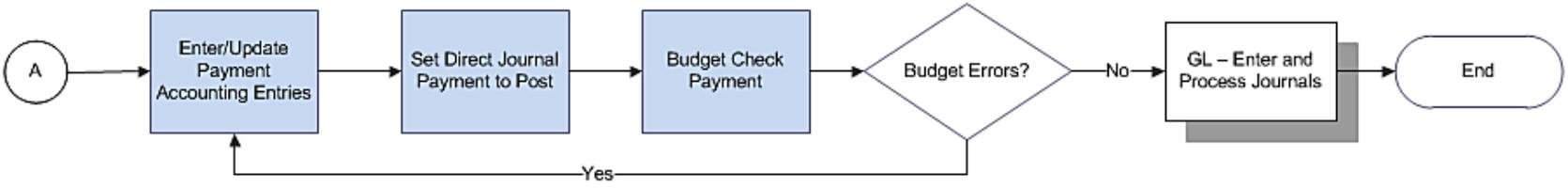
**Output Documents** - An electronic document that is created by the process and can be printed (for example - any kind of report).

AR4 – Process Payments

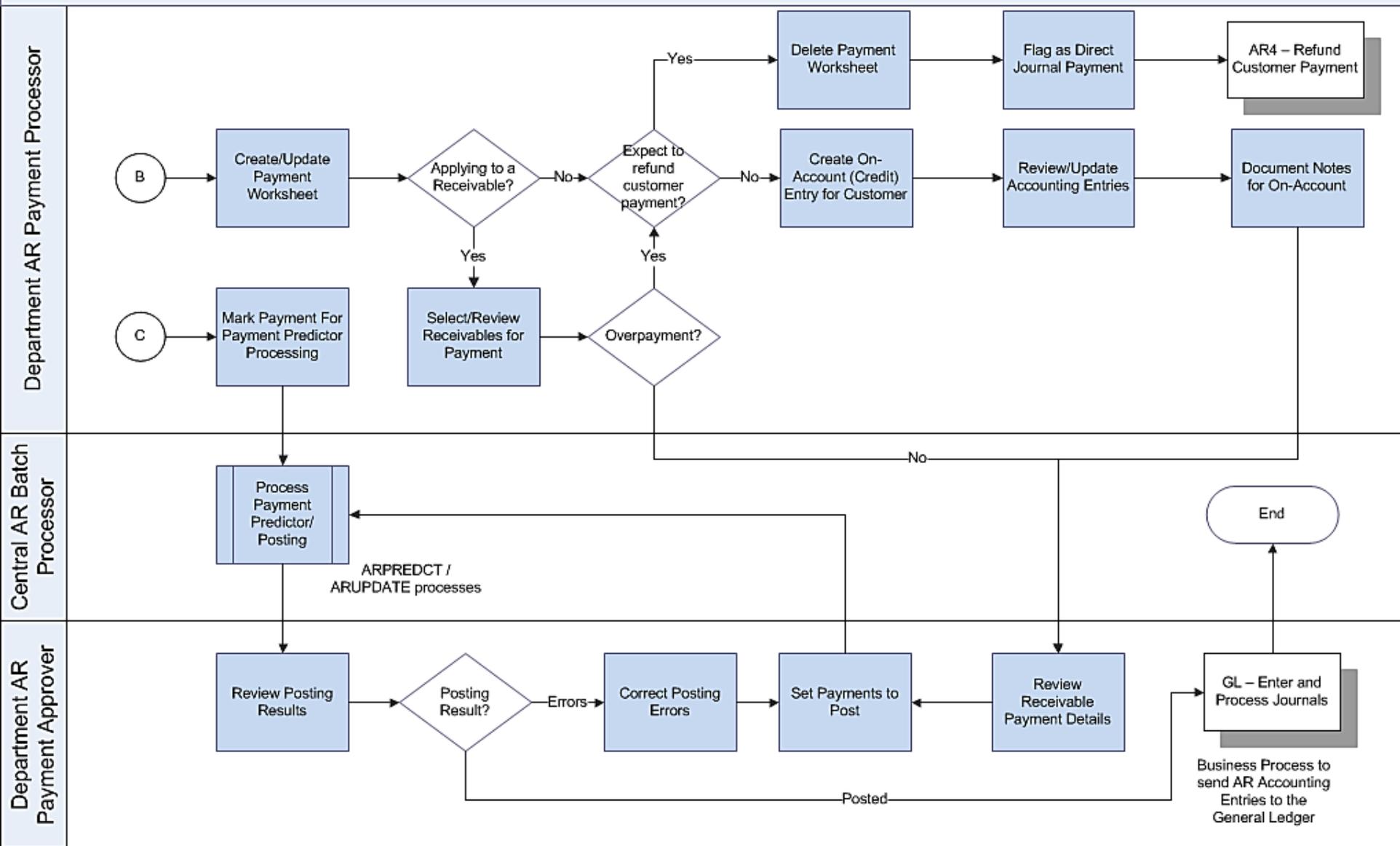
Department Cashiering Unit / Department AR Payment Processor



Department AR Payment Approver

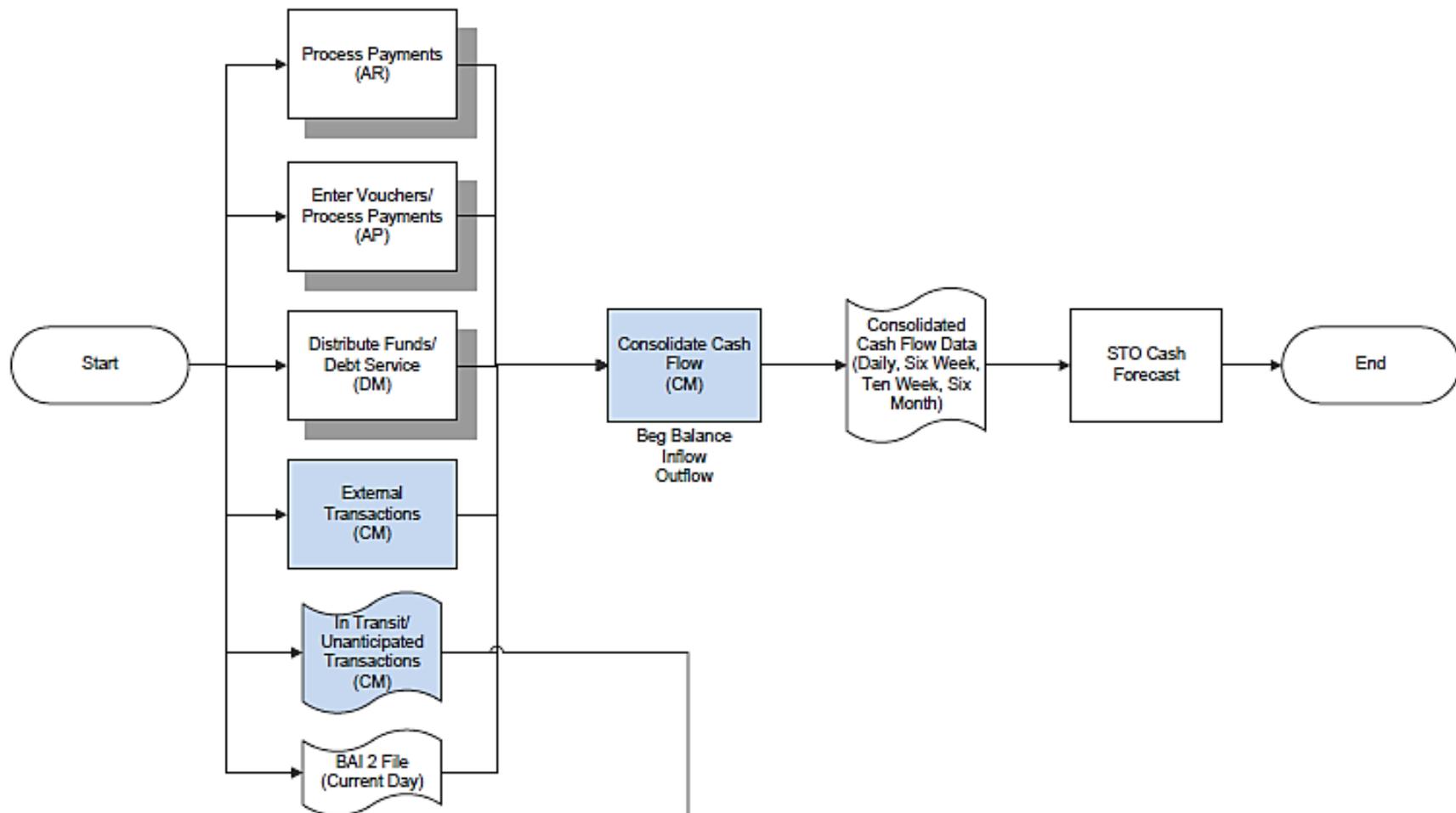


# AR4 – Process Payments



# CM – Cash Forecast

STO & Partner Agency



SCO/DOF

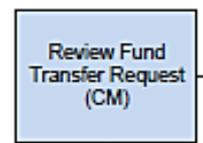


# CM – EFT Payment Bank Reconciliation (SCO EFT Disbursement Contract)

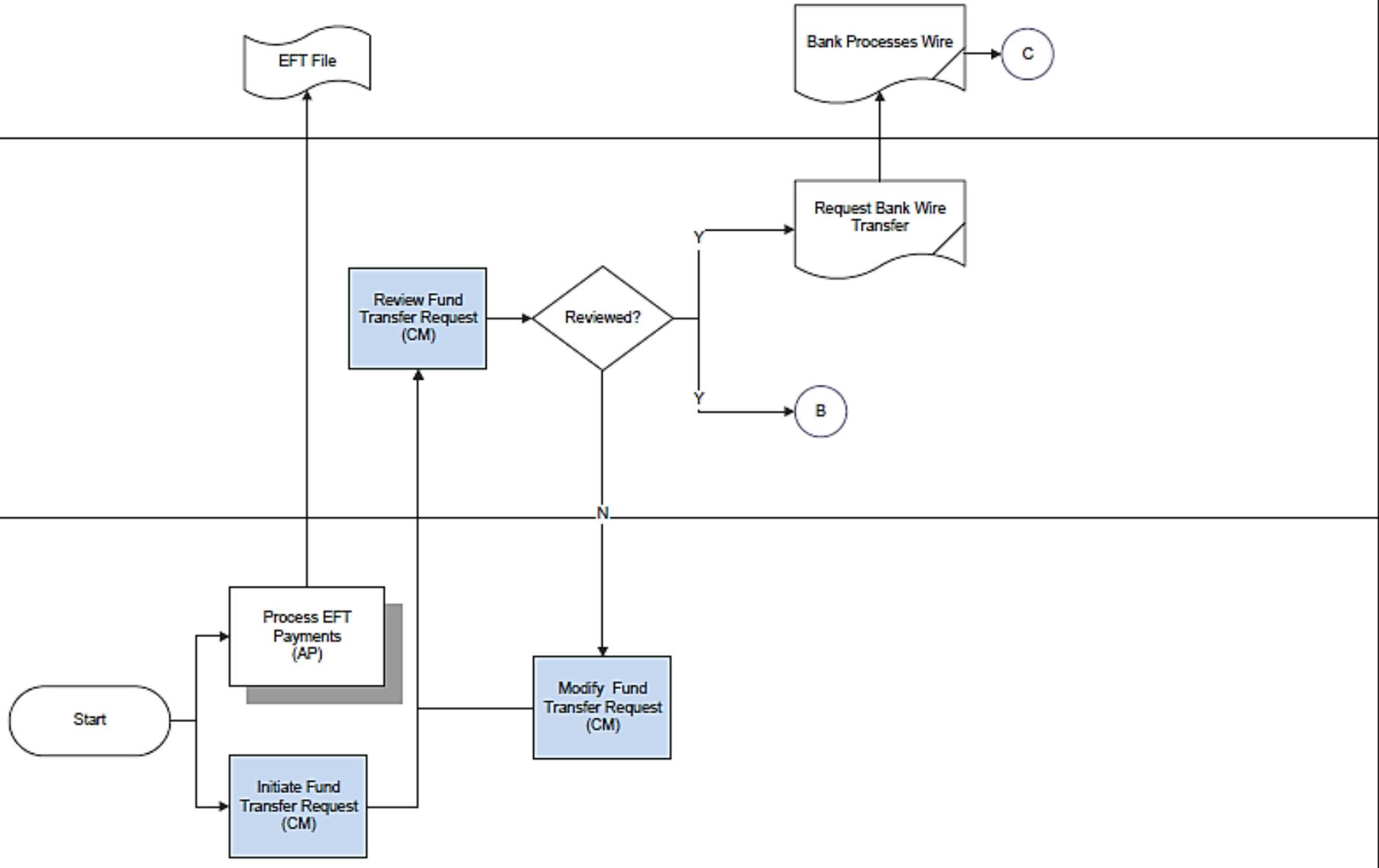
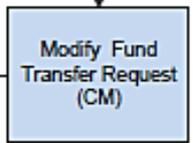
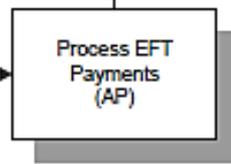
Banks



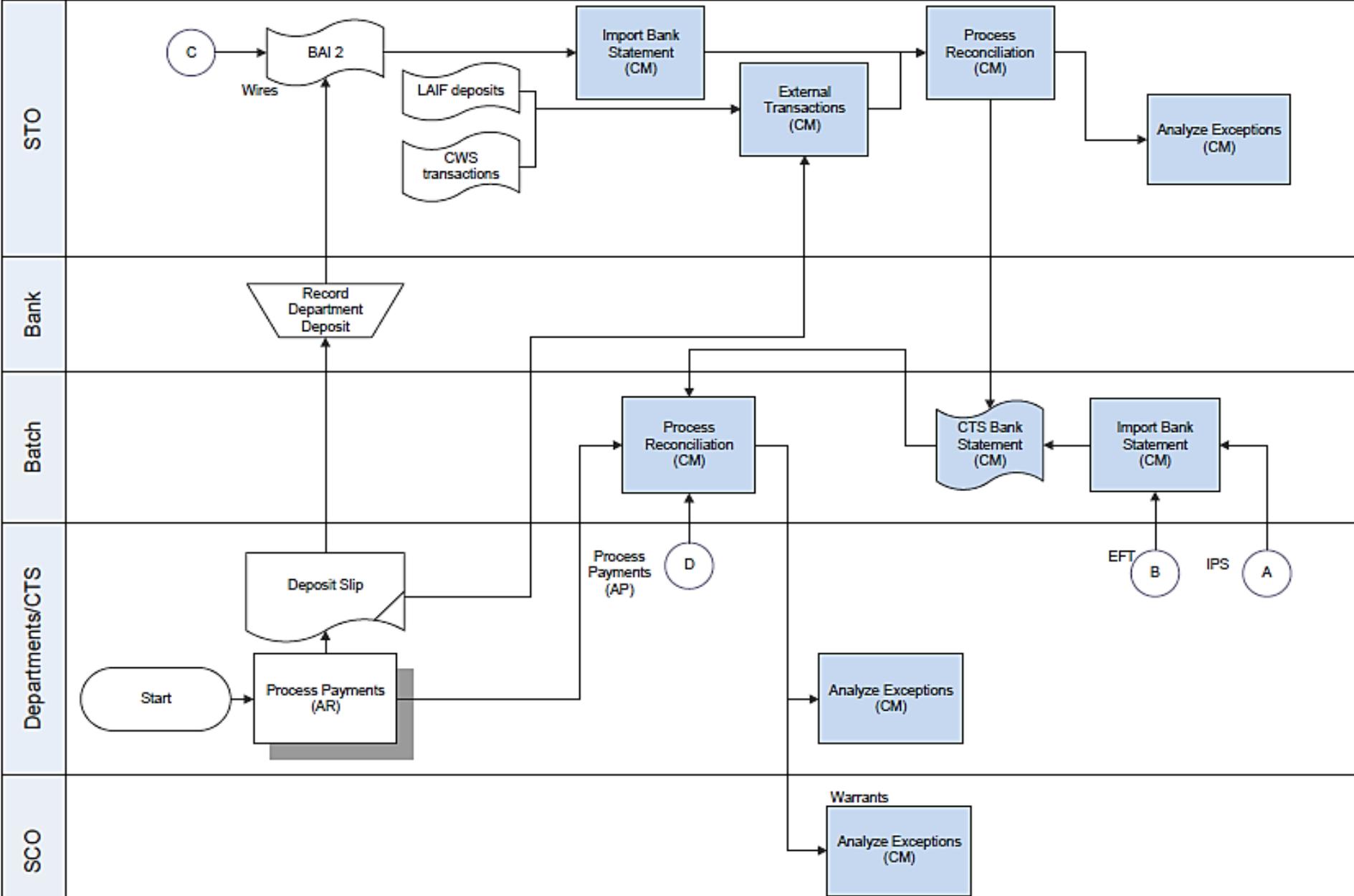
STO



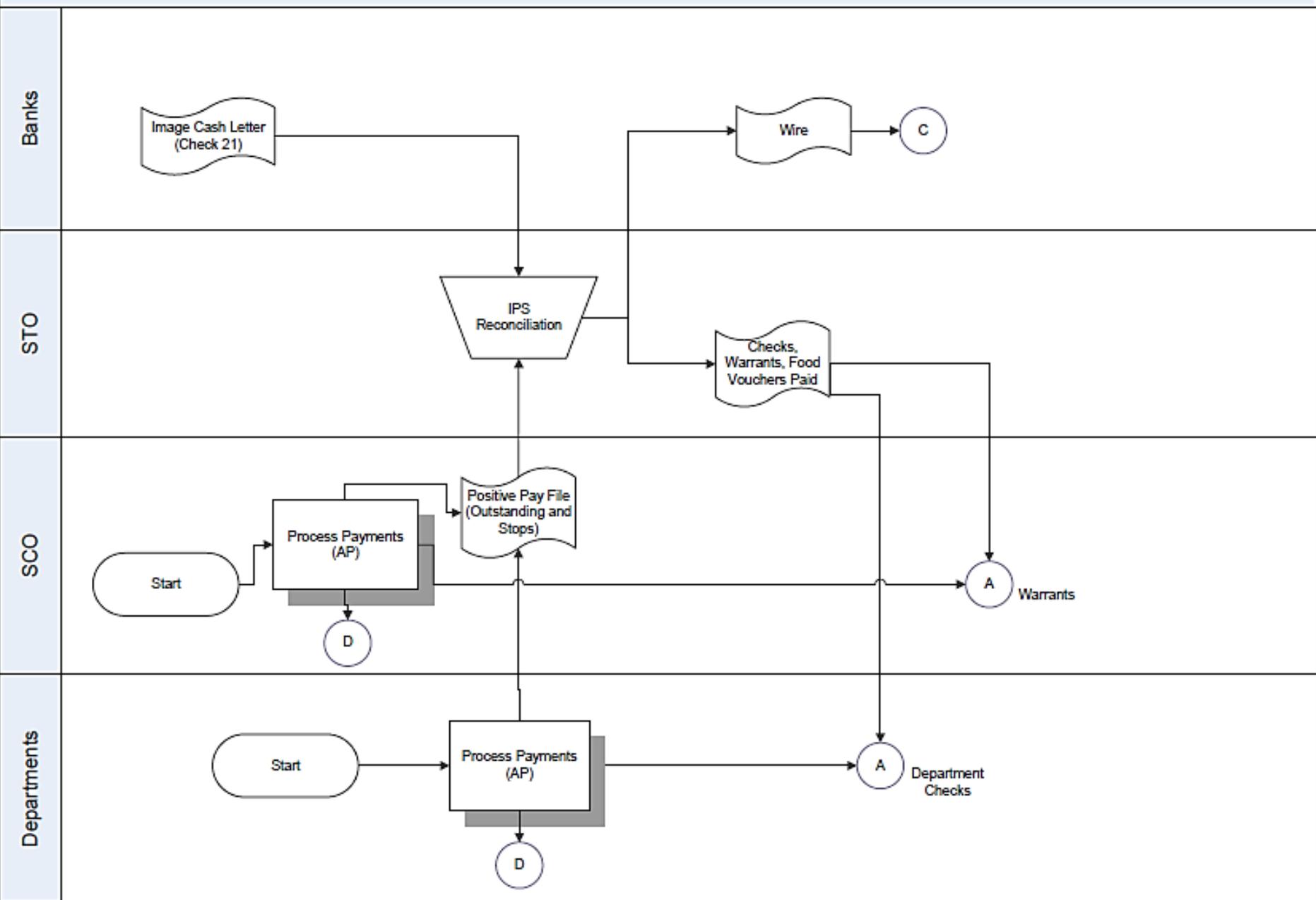
SCO



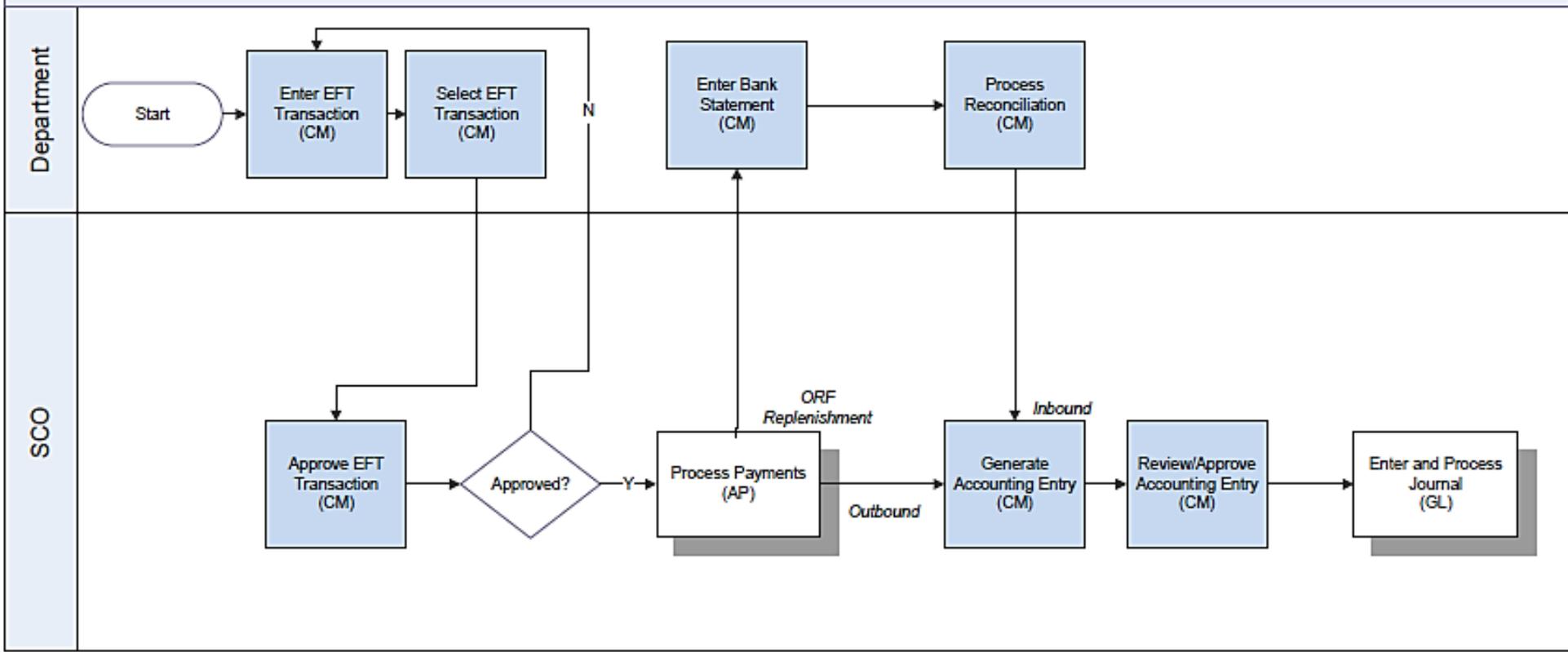
# CM – Bank Statement Reconciliation



# CM – SCO and Department Payment/Disbursement Bank Reconciliation



# CM – Manage Cash: EFT (ORF Replenishment)



# ChartField / UCM Codes Cross-reference

