



One state. One system.

# Daily General Fund Cash Flow Loans

Business Process Workshop (BPW)

2017 STO/SCO Release



# Agenda

- BPW Objectives
- What You Should Take Away
- Loan Accounting Overview
- User Roles Summary
- Key Terms
- Business Processes
- Role Mapping Activity
- Identifying Change Impacts
- Next Steps
- Appendix

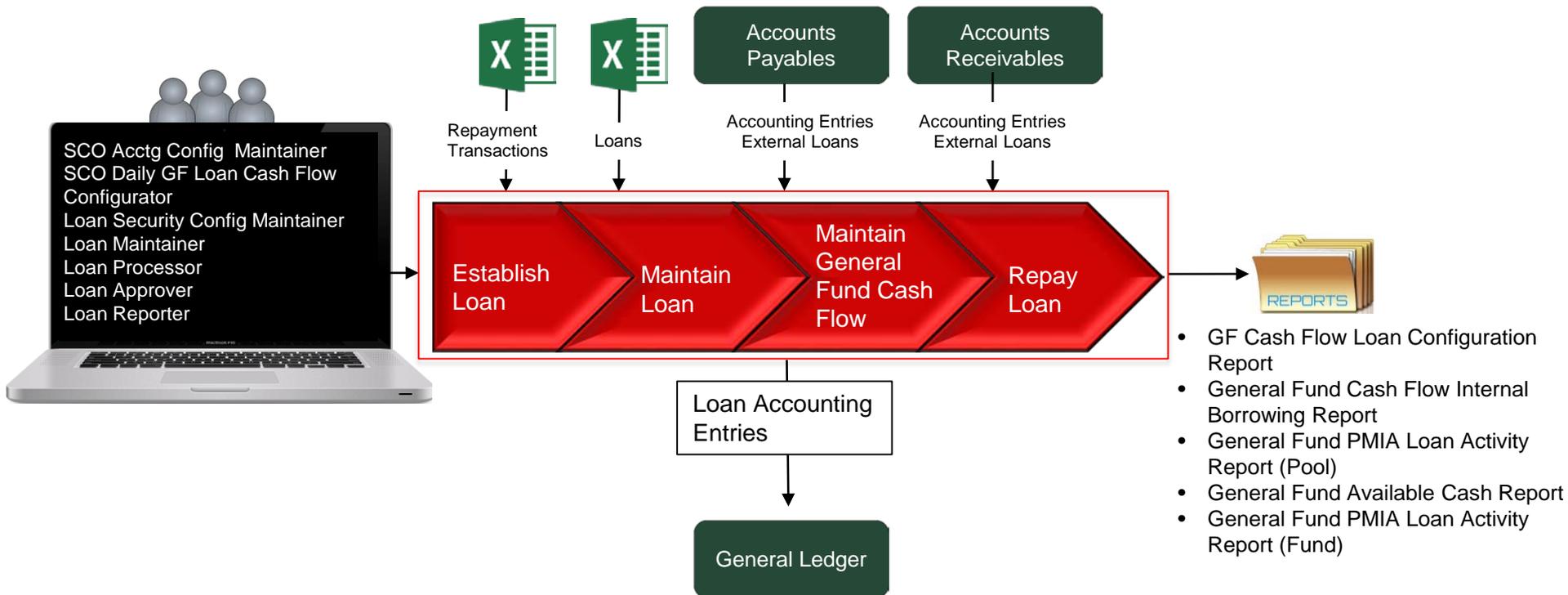
# BPW Objectives

- The Business Process Workshops allow participants to:
  - Learn about new end-user roles and what functions they perform
  - Gain an understanding of the new FI\$Cal business processes
  - See a demonstration of how the new FI\$Cal business processes work in the System
  - Understand the next steps in the implementation phase
  - Know how to get assistance from FI\$Cal

# What You Should Take Away

- Materials from today's session:
  - Business Process Workshop Presentation
  - Role Mapping Tools
  - SCO Change Management Activities
  - STO Change Impact Tool
- Understanding of the new FI\$Cal processes, the next steps, and the support available from FI\$Cal

# Loan Accounting Overview



# User Roles Summary

<b>FI\$Cal End-User Role</b>	<b>Description</b>
<b>SCO Accounting Configuration Maintainer</b>	The SCO end user who can add/update general configuration.
<b>SCO Daily General Fund Cash Flow Configurator</b>	The SCO end user who configures the cash flow loan settings.
<b>Loan Security Configuration Maintainer</b>	End user who assigns loan processing privileges to the end users.
<b>Loan Maintainer</b>	The end user who configures new participants, establishes and maintains loans.

# User Roles Summary

<b>FI\$Cal End-User Role</b>	<b>Description</b>
<b>Loan Processor</b>	The end user who enters and maintains loan transactions.
<b>Loan Approver</b>	The end user who approves loans and loan transactions.
<b>Loan Reporter</b>	The end user who runs inquiries and reports on loans and loan transactions in addition to viewing loans and loan transactions.

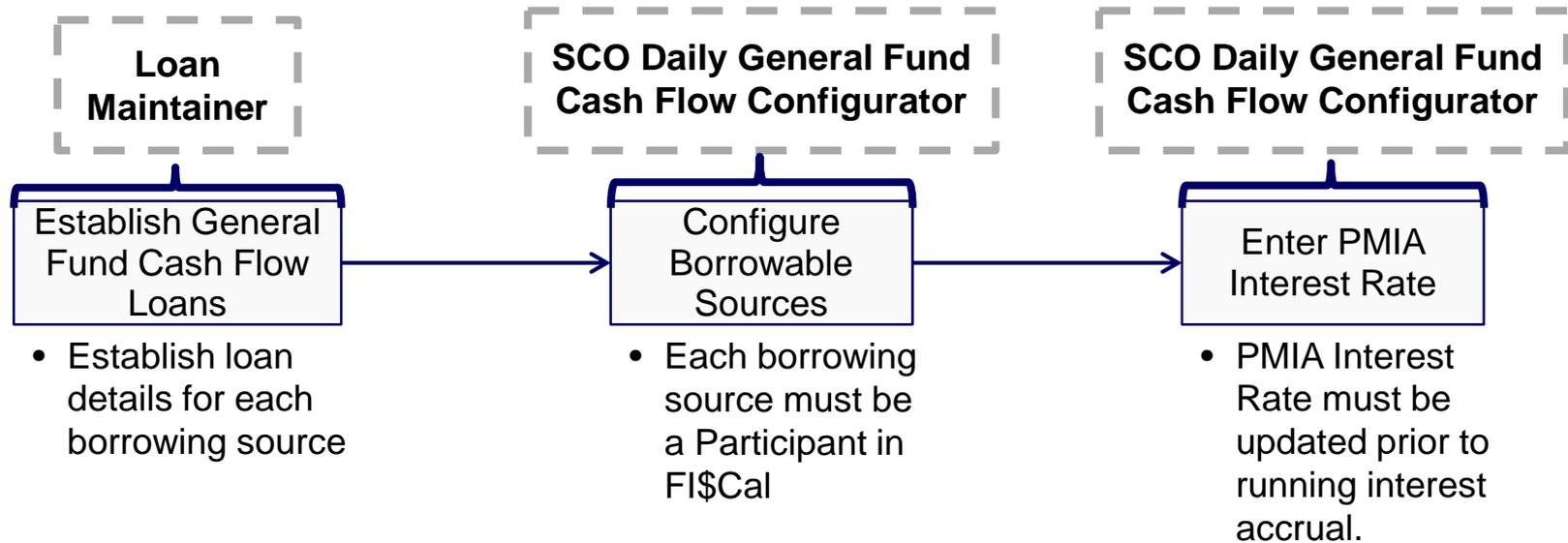
# Loan Accounting Key Terms

Term	Definition
<b>Loan Participant</b>	Participants are the borrowers or lenders of the loans. In FI\$Cal, loan participants can be funds, programs, appropriations, external entities (such as counties, individuals etc.), Pooled Money Investment Account (PMIA), departments, etc.
<b>Loan Transaction</b>	Transactions that results in the increase or decrease of the loan balance. Examples of such transactions are borrowings, repayments, interest accruals, fees, penalties, write-offs, loan forgiveness, etc.
<b>Daily General Fund Cash Flow Loans</b>	Short term cash loans from borrowable funds or from the PMIA to the General Fund, to cover daily cash flow shortages as authorized by Government Code 16310.
<b>Interest Accrual</b>	The way interest is generated on a loan. Interest accrual can be calculated and added to a loan automatically in FI\$Cal based on the loan details using the Interest Accrual process.

# Daily General Fund Cash Flow Loans Overview

- FI\$Cal supports automation of the daily General Fund cash flow process, which involves the daily calculation of the General Fund liabilities, and borrowing from a list of borrowable sources to meet them, based on a predefined set of priorities and rules.
- SCO can temporarily transfer money from borrowable funds or from the PMIA to the General Fund, to cover daily cash flow shortages as authorized by Government Code 16310
- If the General Fund cash balance is positive, then any outstanding loans are repaid from the surplus. If negative, loans are processed from available borrowable sources to cover the shortage.
- Loans are processed first from interest-free sources, which are repaid last, to minimize costs.

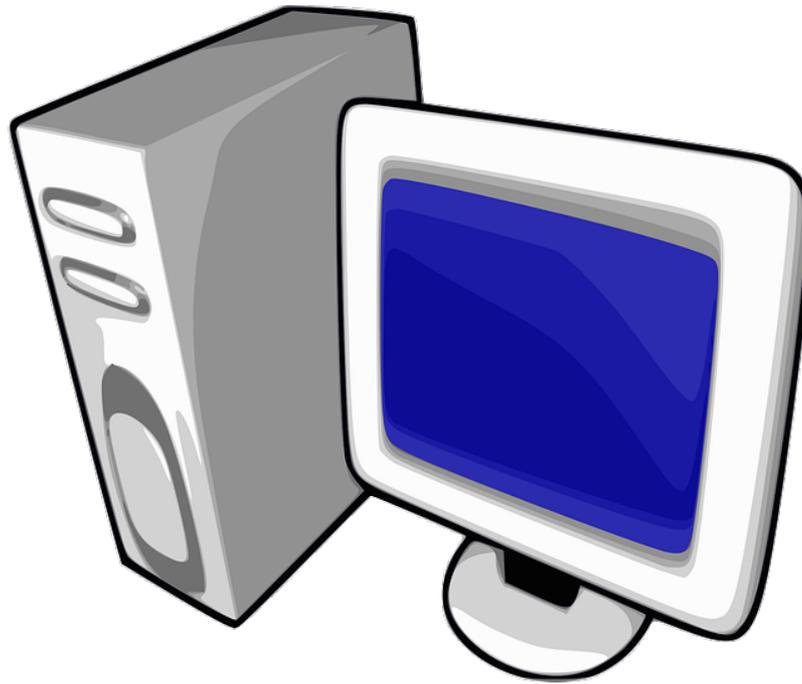
# Configure GF Cash Flow Loans



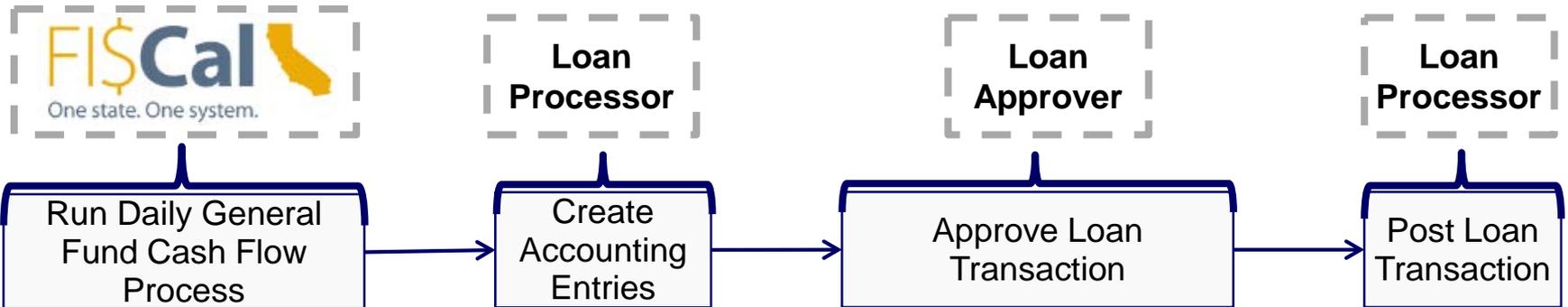
## Key Points

- Before running the Daily General Fund Cash Flow process:
  - Loans must be established between the General Fund and the borrowing sources.
  - Borrowable sources must also be configured and assigned a priority.

# Demonstration



# Process GF Cash Flow Loans



- FI\$Cal automatically creates transactions
- Can be run ad hoc by the SCO Daily General Fund Cash Flow Configurator

## Key Points

- The General Fund may borrow from or repay to borrowable sources on a daily basis, as needed, to support the State's financial obligations.
- Configuration rules specify the order in which money is borrowed from borrowable sources and the limitations on the amounts borrowed.

# Overview of Role Mapping

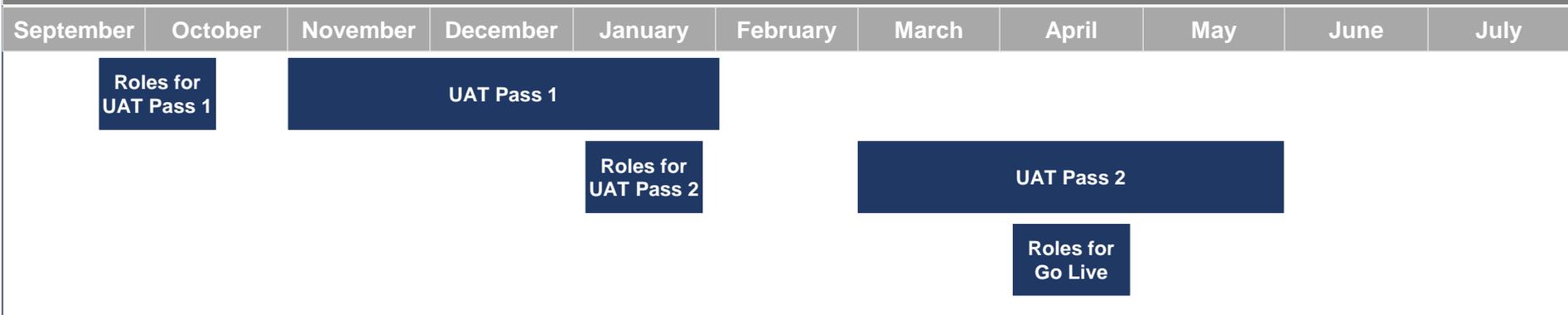
## Description

Role Mapping activities allow SCO and STO to assign security roles to end users based on their job requirements and the type of work they will perform in FI\$Cal. Security roles define what users can see and do in FI\$Cal.

## MDW Tasks

- TECH325a: Assign Roles for UAT Pass 1
- TECH330a: Assign Roles for UAT Pass 2
- TECH335a: Assign Roles for Go Live

## Role Mapping Timeline



# How Role Mapping is Used

- To define what end users see and do in FI\$Cal
- To identify department end users for FI\$Cal end-user training
- To map users to required FI\$Cal end-user training courses based on their role assignments
- To identify participants for department change discussions
- To support enforcement of separation of duties
- To support enforcement of hard stops

# Role Mapping Tools

- Role Mapping Task Instructions and Response Template (TECH325a, TECH330a, TECH335a)
- SCO/STO Release Role Description Handbook
- FI\$Cal Separation of Duties (SOD) Matrix
- FISCAL Hard Stops Matrix
- SCO/STO Release Business Process Workshop (BPW) presentations

Materials are available on the FI\$Cal website:

[http://fiscal.ca.gov/wave\\_3\\_resources/index.html](http://fiscal.ca.gov/wave_3_resources/index.html)

# Separation of Duty and Hard Stops

**Separation of Duty (SOD):** The FI\$Cal Separation of Duties Matrix defines roles that should not be assigned together

*Examples:*

If you are an employee of...	and you are assigned...	you should not also be assigned...
SCO or STO	SCO Warrant Status Configuration Maintainer	AP: SCO Warrant Processor
SCO or STO	AR Payment Processor	BI/AR: STO Deposit Slip Processor

**Hard Stops:** Hard stops are set in FI\$Cal to prevent a user from doing something that could be considered a SOD violation

*Examples:*

If you are assigned the role of...	and you also are assigned the role of...	the System will not allow you to...
SCO AP Processor	SCO AT Approver 1-4	Approve vouchers you have created
STO Cash Transfer Processor	STO Cash Transfer Approver	Approve cash transfers you have created

# TECH325a: Assign FI\$Cal Roles for UAT Pass 1

- **Release Date:** Tuesday, September 20, 2016
- **Due Date:** Wednesday, October 5, 2016
- **Task Information:** Assign FI\$Cal roles to all SCO and STO end users in preparation for UAT Pass 1 starting in November and in support of future training assignments
- **Key Reminders:**
  - All submissions must be received by a Departmental Authority or Designee (DAD)
  - DADs cannot submit role assignments for themselves (i.e., another DAD must submit)
  - Do not make changes to the template format (e.g., add columns, remove columns, etc.)

# TECH325a Template Preview

The TECH325a Response Template consists of two main parts:

- **User Information:** Complete all information for each end user who will have access to FI\$Cal for the SCO/STO Release

User Information												
BU*	Last Name*	First Name*	Middle Name or Initial	Department Email*	Phone* #####	Job Classification*	City*	State*	Location* (Select the closest Training Hub)	Training Accommodation Requests or Assistive Learning Needs	State employee? (Yes or No)	Current or Previous end user of FI\$Cal? If yes, provide current/prior email address(es) used for FI\$Cal access.

- **FI\$Cal Roles** (listed by Module): Mark with an “X” any role that should be assigned to the user (a brief description is included)

		Bond Accounting (BA)						
STO Deposit Slip Maintainer	STO Deposit Slip Processor	Bond Viewer	SCO Bond Maintainer	SCO Bond Processor	STO Bond Maintainer	STO Bond Processor	Central Bank Statement Import Processor	Central Bank Statement Processor
Mark with an "X" the STO end user who will configure any configuration relate to the deposit slip.	Mark with an "X" the STO end user who will enter and update deposit slip information for non-FI\$Cal departments.	Mark with an "X" the SCO, STO, or department end user who will run inquiries on bonds.	Mark with an "X" the SCO end user who will have responsibility for any interface processing related to bonds.	Mark with an "X" the SCO end user who will process bonds, including viewing bond details to validate, reversing bonds, and performing any necessary manual refunding or defeasances.	Mark with an "X" the STO end user who will have responsibility for any interface processing related to bonds.	Mark with an "X" the STO end user who will process bonds, including viewing bond details to validate, reversing bonds, and performing any necessary manual refunding or defeasances.	Mark with an "X" the central end user who will maintain bank integration configuration and import bank statements from the State Treasurer's Office (STO) and SCO into the system when the automated batch process has problems.	Mark with an "X" the central end user who will maintain bank integration configuration and perform modifications to Ba Statements created by the Statement Import process.

# SCO Change Management Activities (Sept 2016-Feb 2017)



Activity:

- Workshop to review high level process flows of new functionality
- Provide short demonstration to some of functionality

BPW inputs:

- Functional Designs
- Parking Lot Items
- Test Scripts

BPW Outputs:

- Role Mapping guideline
- Significant process impacts
- Guide to Change discussions and Process Confirmation

Activity:

- Workshop to review the roles and the template to populate
- Pass #1 will be due COB October 5th

Role Mapping inputs:

- Functional Designs
- BPWs
- As-Is processes

Role Mapping Outputs:

- End User population for training & Surveys
- Populate UAT testing environment with actual roles

Activity:

- Facilitated Q&A meetings to walk through processes at a sub process level with demos where possible.
- Cross team/function oriented

Process Confirmation inputs:

- BPWs
- Parking Lot Items
- Business Process Plan

Process Confirmation Outputs:

- ID Functional Roles for transition training
- Identify organizational responsibility for functions with integrated system
- Change Impact Tool completion
- ID Role Mapping updates

Potential Output:

- Provide information for documenting To-Be business processes

Activity:

- The training team opportunity to deliver new ILT courses for system training delivery

Pilot inputs:

- Functional Test Scripts
- Business JAD sessions
- BPW discussions

Pilot Outputs:

- UAT Training
- Exposure to new materials for end users
- Feedback for training content and deliver

Activity:

- Testing system functionality in a testing environment

UAT inputs:

- FDs
- Role Mapping
- BPWs
- Configs
- Testing scenarios

UAT Outputs:

- Provide feedback to training team on pilot information

Activity:

- Consistent delivery of timely information for end users

Coms inputs:

- Role Mapping
- BPWs
- Process Confirmation Mtgs
- Pilots

UAT

- UAT
- Coalitions
- FDs
- Configs

Coms Outputs:

- An end user population excited and ready to bring on the change

# Change Impact Activity

- Description:
  - A walkthrough with the FI\$Cal team to assist departments to complete example change impacts
  - Departments will have the understanding on how to complete the remainder of the tool on their own
  - 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
- Tool:
  - Change Impact Tool – Task to document the changes in People, Process, Technology, and Communication that will arise from the implementation of FI\$Cal business processes

# Next Steps

- Share BPW materials at your department
- Attend Process Confirmation Meetings
- Complete the BPW Change Impact Tool
- Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
  - Submit Role Mapping Task – October 5, 2016
  - Participate in Pilot Training – October to November 2016
  - Participate in User Acceptance Testing Pass 1 – November 2016 to January 2017
  - Change Workshop – December 2016
  - End-User System Training – March 2017 to May 2017

# Question and Answer



FI\$Cal Information:

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

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

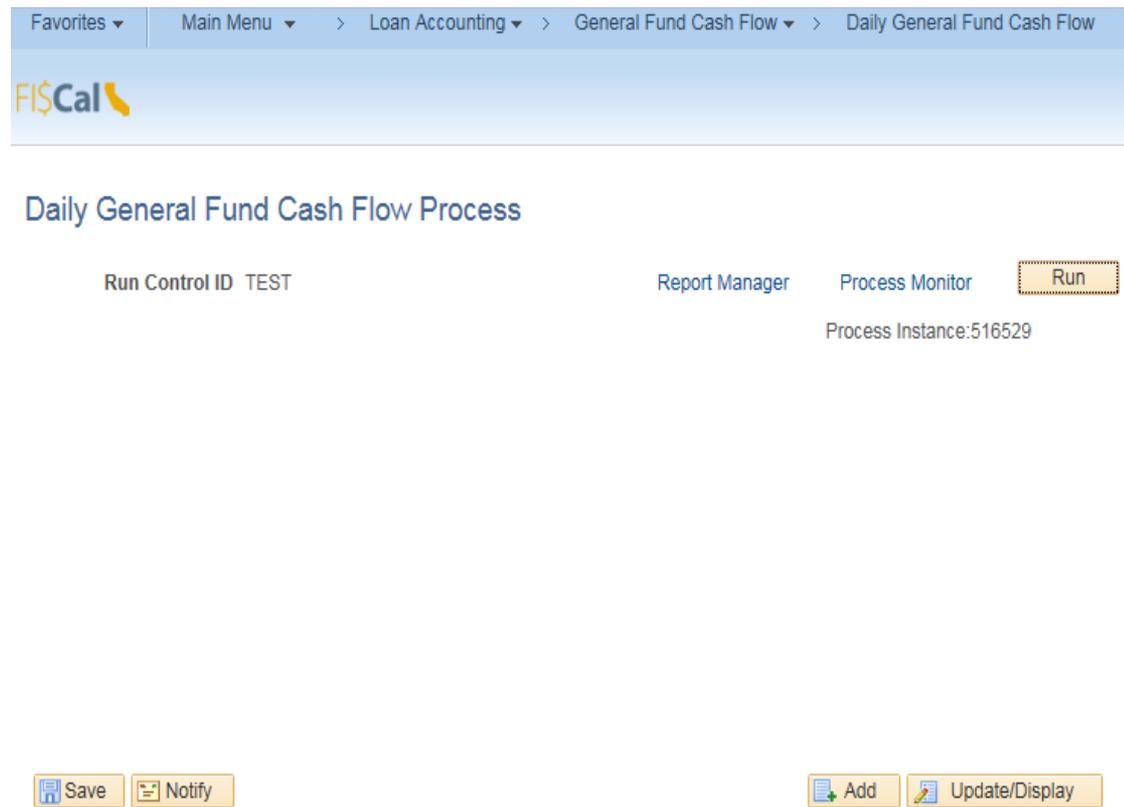
[fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov)

# Appendix

- Daily General Fund Cash Flow Process Page
- General Fund Available Cash Report Page

# Daily General Fund Cash Flow Process Page

- Main Menu > Loan Accounting > Daily General Fund Cash Flow Process



The screenshot shows the FISCal web application interface. At the top, there is a breadcrumb navigation path: Favorites > Main Menu > Loan Accounting > General Fund Cash Flow > Daily General Fund Cash Flow. Below this is the FISCal logo. The main heading is "Daily General Fund Cash Flow Process". Underneath, there is a "Run Control ID TEST" label. To the right, there are three buttons: "Report Manager", "Process Monitor", and "Run" (which is highlighted with a dashed border). Below the "Run" button, the text "Process Instance:516529" is displayed. At the bottom of the page, there are four buttons: "Save", "Notify", "Add", and "Update/Display".

