



One state. One system.

STO Cash Forecasting

Business Process Workshop (BPW)

2017 STO/SCO Release



Agenda

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

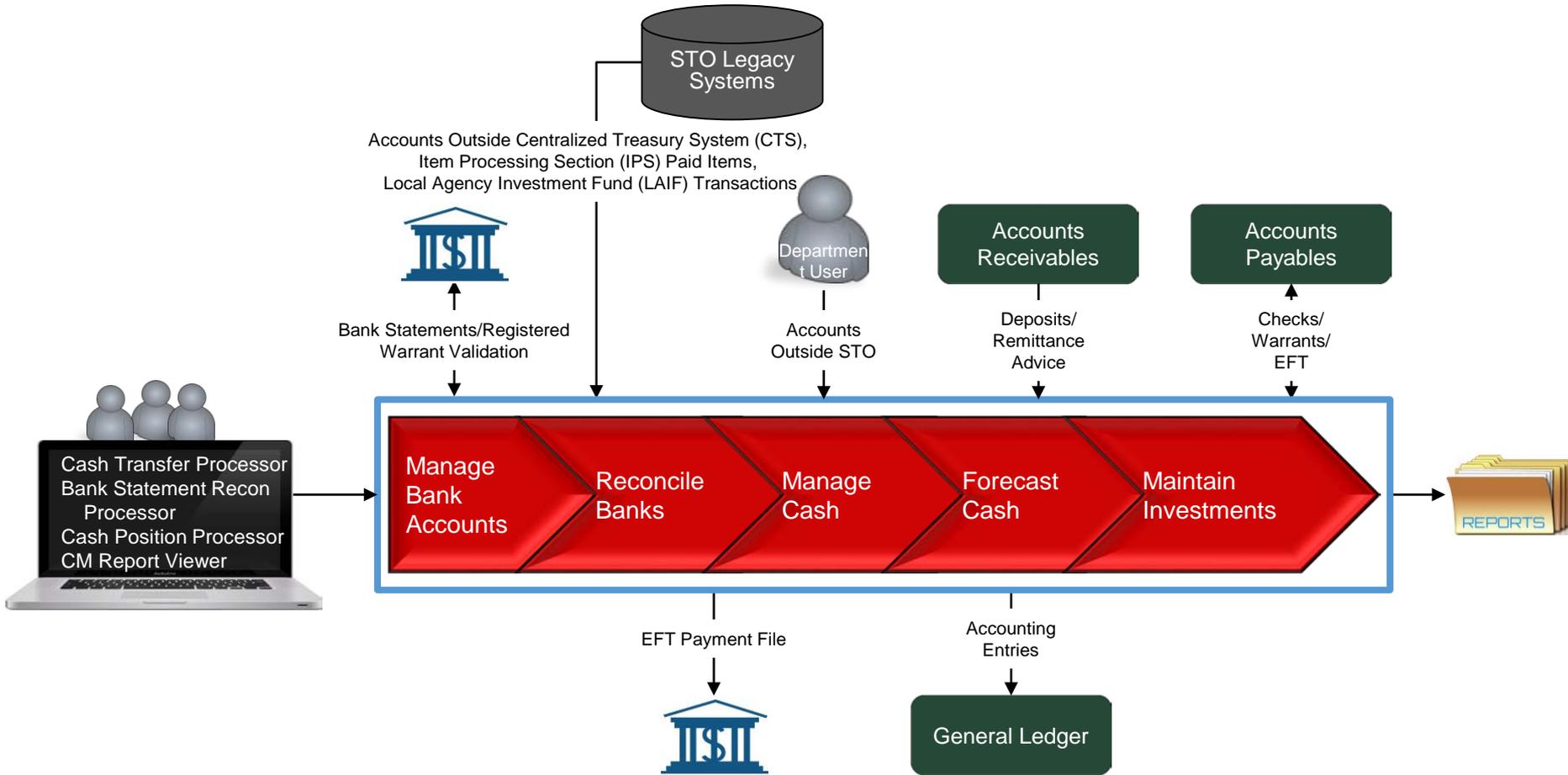
BPW Objectives

- 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
 - STO Change Impact Tool
- Understanding of the new FI\$Cal processes, the next steps, and the support available from FI\$Cal

Cash Management Overview



Key Terms

Term	Definition
Warrant	An instrument drawn by the SCO directing the State Treasurer to pay a specified amount, from a specified fund, to the person or entity named
Check	An instrument issued by State departments from their Office Revolving Fund (ORF) or Agency Trust checking accounts
Bank Deposit	Monies received and placed into the Treasurer’s account at an approved depository bank within the Centralized Treasury System

Key Terms

Term	Definition
Payment Method	Payment methods include Warrant, Check, and EFT
Warrant Release Type	Warrant Release Types include Mail, Bank Pick-up and EFT
SetID	Each Business Unit in FI\$Cal is assigned a SetID, which determines which values in various control tables that a business unit has access to

Control Role Summary

FI\$Cal End-User Role	Responsibilities
STO CM Report Viewer	The STO end user who can run delivered Cash Management reports and any other custom STO report.
STO Cash Forecast Processor	The STO end user who creates and maintains the configuration for cash positions, time spans, and cash position Structured Query Language (SQL) for department cash positions.
AP Viewer	The end user who can view and research vouchers.

STO Cash Forecasting Process Overview

- STO forecasts cash daily to estimate revenues and disbursements
 - The revenue and disbursement forecasting is used to determine the amount of funds that are available for investment or to determine the amount of securities that must be sold to cover daily disbursements
- To provide STO with accurate information, four custom forecasting reports have been created in FI\$Cal: Daily Deposit Forecasting Report, Daily Future Disbursements Forecast Report, Historical Disbursements Forecasting Report and Payment Method Distribution Forecasting Report
- STO will also use the FI\$Cal system to view voucher and warrant data
 - The type of payment (EFT, Mail, etc.) can influence the timing of the payment and is important in STO's cash forecasting process
 - A Cash Forecasting worksheet has been built to search for and provide a customizable spreadsheet of revenue and disbursement data
- Note that all report images provided in this BPW are mockups, and may change when content is tested for Codedrop 3 in March 2016

Daily Deposit Forecasting

- This report will forecast current-day deposits, and will be generated such that STO will be able to view the following information
 - Departments with deposits that have the dollar amount provided on the run control page
 - All deposits over a dollar amount across all banks or departments
- The report will be generated using custom FI\$Cal navigation, and will not be found under the delivered Report Manager page
- Deposits will be shown irrespective of the Deposit Status
- Deposits that have either Depository Bank Details or a Deposit Slip number will be shown

Daily Deposit Reporting Parameters

Dollar Amount

- This will be a required field
- Deposit amount can chosen as the following:
 - Greater than (>)
 - Equal to (=)
 - Greater than or equal to (>=)

Deposit Unit

- Includes all the valid AR Deposit Units
- Required field only when either Depository Bank or CTS Account or both fields are selected as Run Control parameters

Depository Bank

- This field will return the Depository Banks mapped to the Deposit Unit selected

STO Assigned Bank Name

- STO will assign a name to a Depository Bank

CTS Account

- This field will return the CTS Accounts mapped to the Deposit Unit selected

Deposit from Date and Deposit to Date

- This will be a required field
- Only those deposits falling within the date range specified will appear on the report

Daily Deposit Forecasting Report Run Control

[Favorites](#) > [Main Menu](#) > [Banking](#) > [STO Reports](#) > [Daily Deposit Forecasting](#)

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



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

Daily Deposit Forecasting Report

Run Control ID 1111 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

*Dollar(\$ Amount

Deposit Unit

Depository Bank

STO Assigned Bank Name

CTS Account

*Date From

*Date To

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Daily Deposit Forecasting Report

RPTCM008		FI\$Cal Daily Deposit Forecasting Report			Run Date:	October 19, 2016
					Run Time:	22:10:50
Dollar(\$)	Amount >=	200125.000				
Deposit BU:	All					
Depository Bank:	All					
STO Assigned Bank Name:	All					
CTS Account:	All					
Date From:	10/19/2006					
Date To:	10/19/2016					
STO Assigned Bank Name: BOFA MANUAL						
Deposit BU	BU Description	Depository Bank	Demand Account	CTS Account	Deposit Date	Deposit Total
0260	SUPREME COURT	BOFA	D02	088	07/19/2016	\$100,000,000.00
0260	SUPREME COURT	BOFA	D02	088	07/20/2016	\$100,000,000.00
0260	SUPREME COURT	BOFA	D02	088	07/21/2016	\$10,001,000.00
0260	SUPREME COURT	BOFA	D02	088	07/25/2016	\$100,000,200.00
0820	Department of Justice	BOFA	D02	175	07/26/2016	\$100,100,000.00
0260	SUPREME COURT	BOFA	D02	088	07/27/2016	\$200,000,100.00
0260	SUPREME COURT	BOFA	D02	088	08/01/2016	\$99,995,000.00
0260	SUPREME COURT	BOFA	D02	088	08/02/2016	\$100,000,000.00
0521	Sec., Transportation Agency	BOFA	D02	027	08/08/2016	\$100,000,000.00

Daily Future Disbursements Forecasting

- This report will allow STO to predict what types of payments will be heading out on which days
- The FI\$Cal BI Publisher will be used as the reporting tool for this report
- The report will contain the following information:
 - Forecasted payment date, or voucher date
 - Business Unit
 - Vendor – For SPS, this will be the payee name received from inbound files
 - Disbursing Fund – Fund Code
 - Payment Method – Warrant, Check or EFT
 - Warrant Release Type – Mail, Bank Pickup, EFT, etc.
 - Issue Date – Payment Date
 - Expedite Code – Expedite Handling Instructions for Warrants
 - Payment Amount – Payment amount of the warrant or check

Daily Future Disbursements Reporting Parameters

Business Unit

- The Business Unit field will give the option of selecting a specific business unit, or selecting all business units
- The prompt will show only those business units to which a user has access to, as per BU security
- If the report is run with the All Business Unit option selected, the report will feature only those business units to which the user has access as per BU security

Fund

- This field will allow the user to create a report based on a specific fund

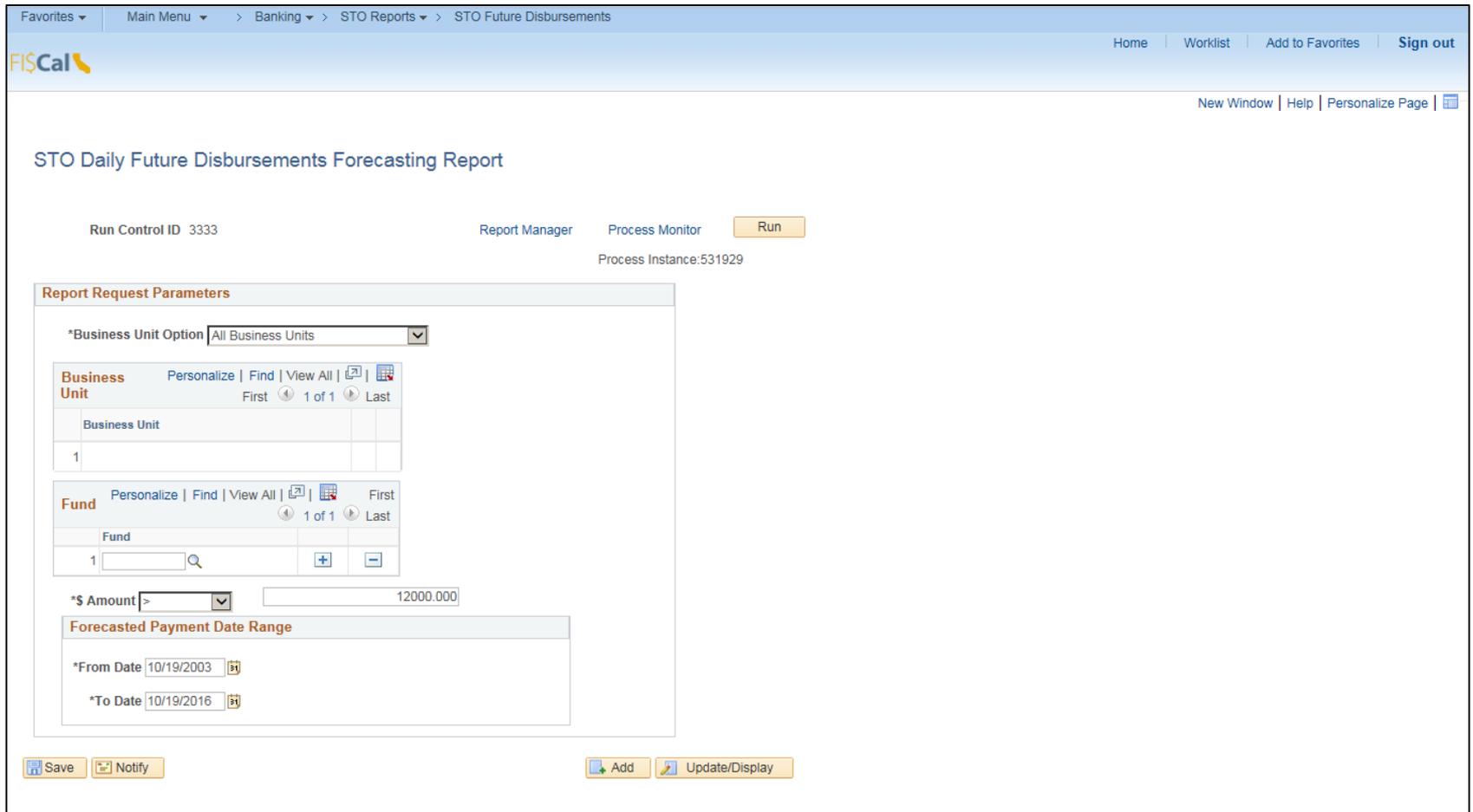
Dollar Amount

- This will be a required field
- Deposit amount can chosen as the following:
 - Greater than (>)
 - Equal to (=)
 - Greater than or equal to (>=)

Scheduled Payment Date Range

- This will be a required field
- Only those disbursements planned to be paid within the date range specified will appear on the report

Daily Future Disbursements Forecasting Report Run Control



The screenshot displays the 'STO Daily Future Disbursements Forecasting Report Run Control' interface. At the top, there is a navigation breadcrumb: 'Favorites > Main Menu > Banking > STO Reports > STO Future Disbursements'. The page title is 'STO Daily Future Disbursements Forecasting Report'. Below the title, the 'Run Control ID' is 3333. There are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. The 'Process Instance' is 531929.

The 'Report Request Parameters' section contains the following fields:

- *Business Unit Option: All Business Units
- Business Unit: 1
- Fund: 1
- *\$ Amount: 12000.000
- Forecasted Payment Date Range:
 - *From Date: 10/19/2003
 - *To Date: 10/19/2016

At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

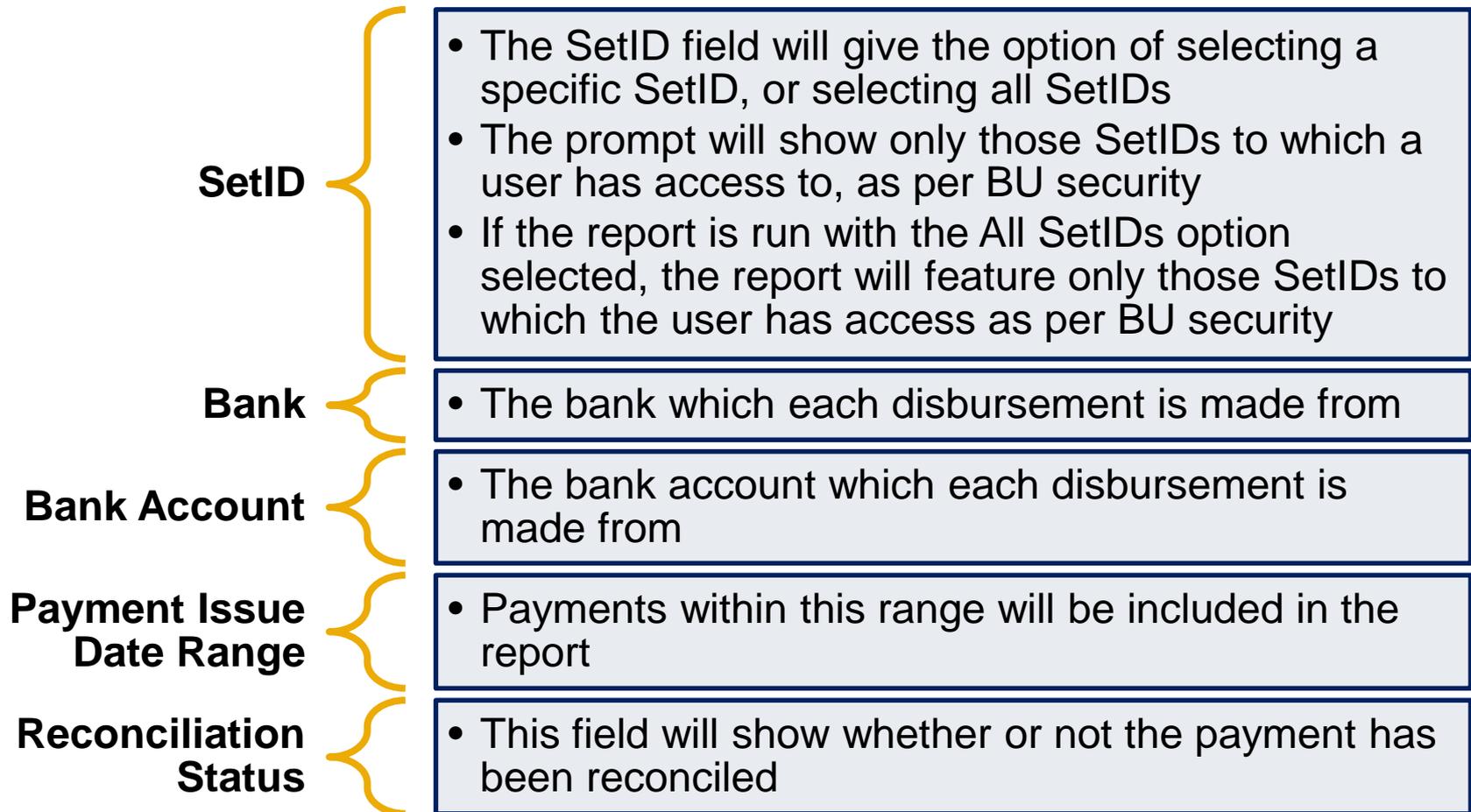
Daily Future Disbursements Forecasting Report

Report ID: RPTCM009	FI\$Cal			STO Daily Future Disbursement Forecasting Report		Run Time: 22:43:11 PM
						Run Date: 10/19/2016
Business Unit :	All					
\$ Amount >	12,000.00					
Disbursing Fund :	All					
Scheduled Payment From Date:	10/19/2003					
Scheduled Payment Through Date:	10/19/2016					
<hr/>						
Forecasted Payment date:	02/27/2015					
Business unit:	0000	Statewide Business Unit				
Vendor:	0000SGP	ABC CORP				
Disbursing fund	Pymnt Method	Warrant Release Type	Expedite Code	Issue Date	Pymnt Amt	
000000001	Warrant	RP		02/27/2015	1,000,000.00	
000000001	Warrant	RP		02/27/2015	21,048,285.42	
0668	Warrant	RP		02/27/2015	1,000,000.00	
0675	Warrant	RP		02/27/2015	1,000,000.00	
0668	Warrant	RP		02/27/2015	21,048,285.42	
0675	Warrant	RP		02/27/2015	21,048,285.42	
0668	Warrant	RP		02/27/2015	1,000,000.00	
0668	Warrant	RP		02/27/2015	21,048,285.42	
TOTAL FORECASTED PAYMENT AMOUNT- Vendor :				0000SGP	88,193,141.	68 \$
TOTAL FORECASTED PAYMENT AMOUNT Business Unit:				0000	88,193,141.	68 \$
Business unit:	0250	Judicial Branch				
Vendor:	0000SGP	DUNKIN DONUTS 767 5TH AVE FL				
Disbursing fund	Pymnt Method	Warrant Release Type	Expedite Code	Issue Date	Pymnt Amt	
0668	Warrant	RP		02/27/2015	500,000.00	
0668	Warrant	RP		02/27/2015	500,000.00	

Historical Disbursements Forecasting

- This report will provide a detailed overview of disbursements that have been issued out of FI\$Cal
- The report will contain the following information:
 - Forecasted payment date, or voucher date
 - Business Unit
 - Vendor – For SPS, this will be the payee name received from inbound files
 - Disbursing Fund – Fund Code
 - Payment Method – Warrant, Check or EFT
 - Warrant Release Type – Mail, Bank Pickup, EFT, etc.
 - IPS Paid Date – This is the date when the payment has been reconciled. This can be blank for unreconciled payments
 - Payment Amount – Payment amount of the warrant or check
 - Bank Account – Bank account associated with the payment

Historical Disbursements Reporting Parameters



Historical Disbursements Forecasting Report Run Control

New Window | Help | Personalize Page | 

STO Historical Disbursements Forecasting

Run Control ID 2424 Report Manager Process Monitor **Run**

Report Request Parameters

Payment Issue Date Range

*From Date 

*To Date 

Reconciliation Status 

SetID 

Bank ID 

Personalize | Find | View All |  |  First  1 of 1  Last

Bank Account	+	-
1 <input type="text"/> 	+	-

 Save
 Return to Search
 Notify
 Add
 Update/Display

Historical Disbursements Forecasting Report

ZZ_CM_DSTRPT [Protect]

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

A1

Report ID: RPTCM010 FISCal

STO Historical Disbursement Forecasting Run Time: 23:18:51 PM

Run Date: 010/19/2016

Bank: All

Account: All

Payment Issue From Date: 10/19/2016

Reconciliation Status: All

Payment Issue Through: 10/19/2016

Date:

Contains confidential information and unauthorized use or disclosure is prohibited by State law.

Payment Date : 10/19/2016

Business Unit : 0000 STATEWIDE BUSINESS

Vendor : 0000000001 BURBANK UNIFIED

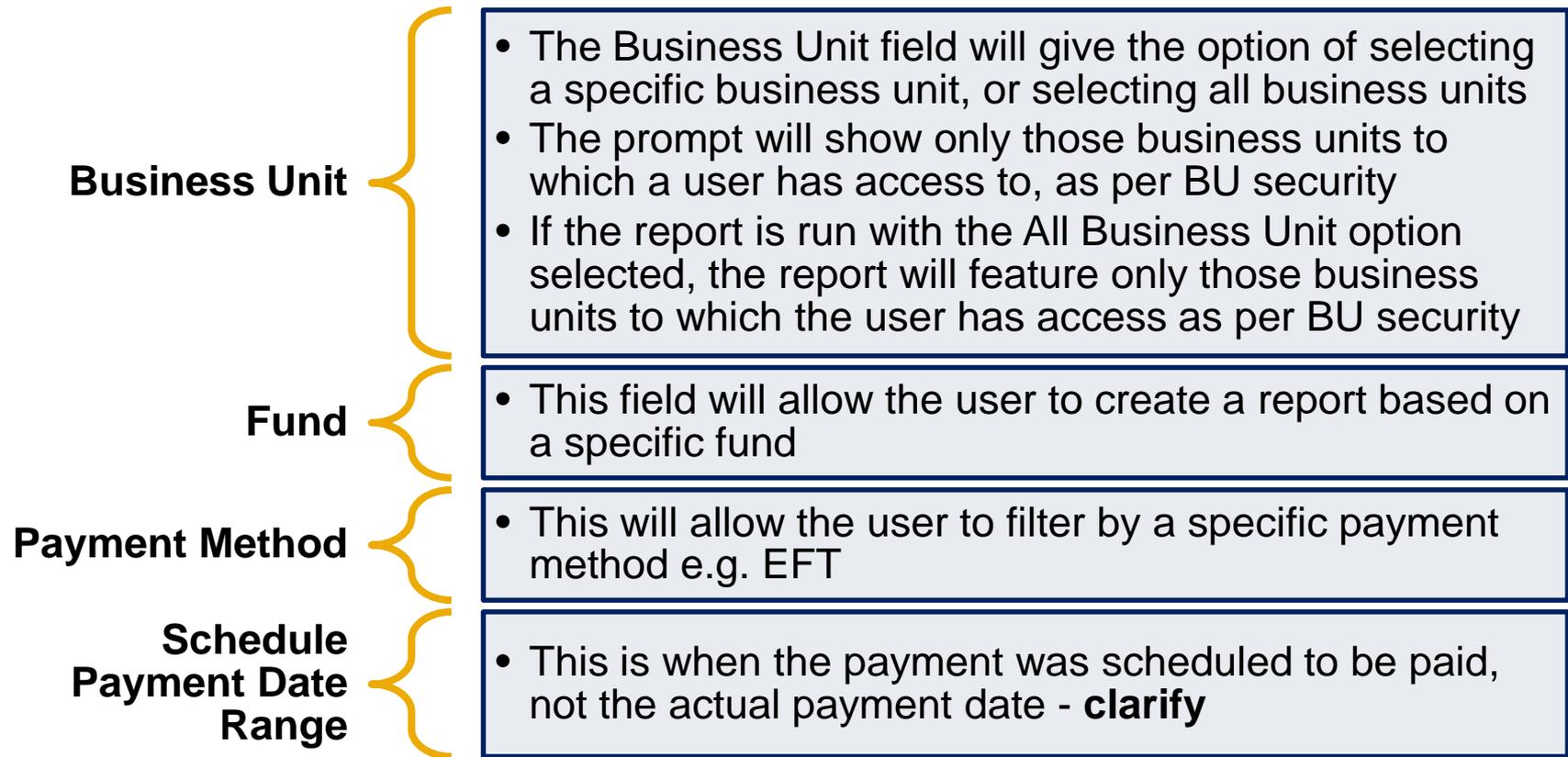
Disbursing fund	Payment Method	Warranty Release Type	Payment Date	Payment Amount	Bank Account	Recon Status
0002	Warrant	RP		2170.000	0000001	Unreconciled
TOTAL PAYMENT AMOUNT - Vendor:			0000000001	2,170.00 \$		
Vendor :			0000000045	EUNICE JOOSUN CHO		
Disbursing fund	Payment Method	Warranty Release Type	Payment Date	Payment Amount	Bank Account	Recon Status
0001	Warrant	RP		497.470	0000000	Reconciled
TOTAL PAYMENT AMOUNT - Vendor:			0000000045	497.47 \$		

Sheet1

Payment Method Distribution Forecasting

- This report will help STO predict the number of payments for a given payment method heading out on a particular day
- The report will contain the following information:
 - Forecasted Payment Date – The scheduled due date
 - Business Unit
 - Payment Method - Warrant, Check or EFT
 - Vendor - For SPS, this will be the payee name received from inbound files
 - Disbursing Fund – Fund Code
 - Issue Date – The payment date
 - Payment Amount

Payment Method Distribution Reporting Parameters



Payment Method Distribution Report Run Control

[Favorites](#) > [Main Menu](#) > [Banking](#) > [STO Reports](#) > [STO Distribution By Pay Method](#)

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

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

STO Payment Method Distribution Forecasting Report

Run Control ID 2424 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

Business Unit Option

Business Unit		Personalize Find View All  First 1 of 1 Last
Business Unit		
1		

Fund		Personalize Find View All  First 1 of 1 Last
Fund		
1		

*Payment Method 

Forecasted Payment Date Range

*From Date 

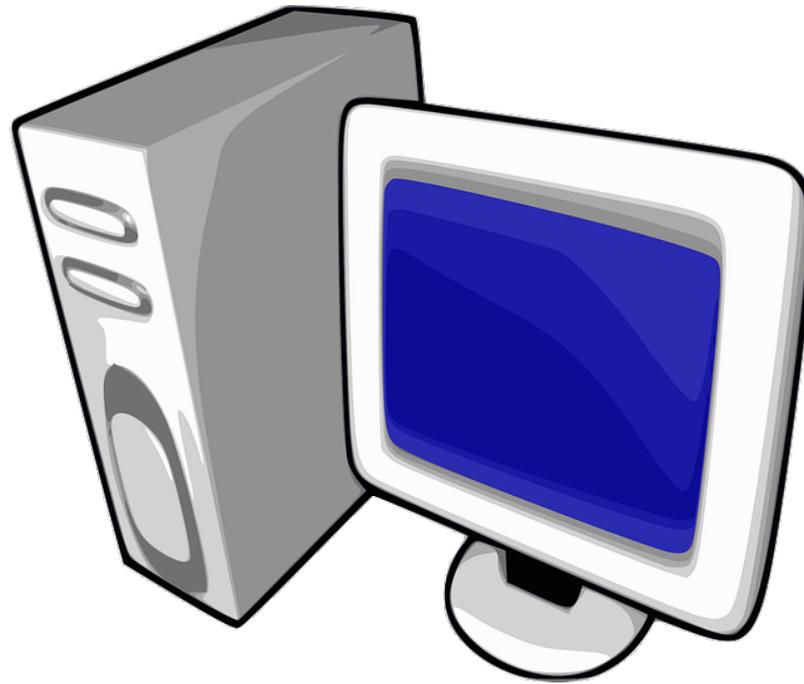
*To Date 

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Payment Method Distribution Report Mockup

Report	: RPTCM011	FI\$Cal	
		STO Payment Method Distribution Forecasting Report	Run Time : 10:24:40 PM
			Run Date : 10/19/2016
Business Unit	: All		
Disbursing Fund	: All		
Payment Method	: Automated Clearing House		
Scheduled Payment From Date	: 10/19/2002		
Scheduled Payment Through Date	: 10/19/2016		
<hr/>			
Forecasted Payment Date	: 07/01/2016		
Business Unit	: 0840 STATE CONTROLLER		
Vendor ID	: 0000045594 GREYJOY & SONS SHIPPING COMPANY		
Disbursing Fund	Issue Date	Payment Amount	
000000094	09/08/2016	108.50	
000000094	09/15/2016	108.50	
000000094	09/22/2016	108.50	
	TOTAL PAYMENT AMOUNT Vendor 0000045594 :	325.50	
Vendor ID	: 0000045598 BOLTON & BOLTON ATTORNEYS AT LAW		
Disbursing Fund	Issue Date	Payment Amount	
0017	09/08/2016	1,000.00	
	TOTAL PAYMENT AMOUNT Vendor 0000045598 :	1,000.00	
	TOTAL PAYMENT AMOUNT Business Unit 0840 :	1,325.50	
	TOTAL PAYMENT AMOUNT PAYMENT DATE 07/01/2016 :	1,325.50	
<hr/>			
Report	: RPTCM011	FI\$Cal	
		STO Payment Method Distribution Forecasting Report	Run Time : 10:24:40 PM
			Run Date : 10/19/2016
Business Unit	: All		
Disbursing Fund	: All		
Payment Method	: Automated Clearing House		
Scheduled Payment From Date	: 10/19/2002		
Scheduled Payment Through Date	: 10/19/2016		
<hr/>			
Forecasted Payment Date	: 07/04/2016		
Business Unit	: 0840 STATE CONTROLLER		
Vendor ID	: 0000000938 1 CALL MATERIALSLLCC		

Cash Forecasting Demonstration



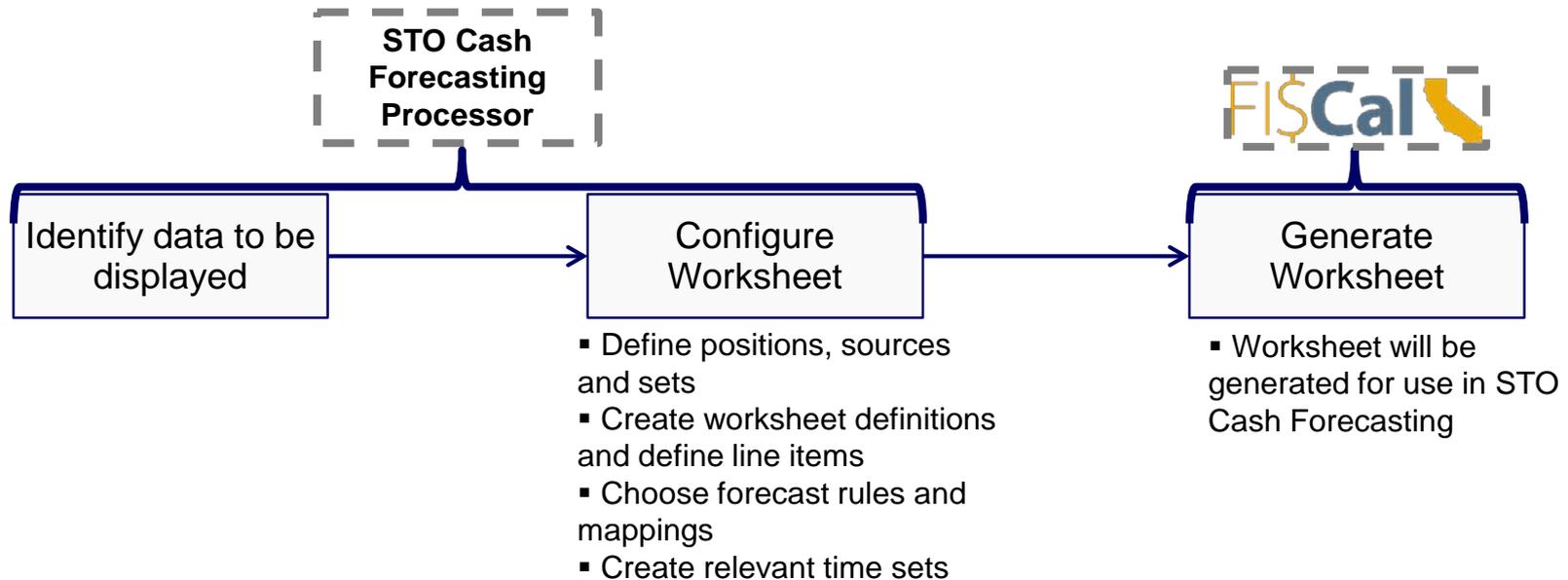
Cash Forecasting Worksheet

- FI\$Cal Cash Management provides a worksheet tool that can be configured to contain dimensions, rules and drill down functionality to meet business needs
 - The worksheet can provide drill down support to access detailed information, multi-source plugins that affect cash forecasting, and support for CSV or XML file interfaces to bring in cash forecast data
 - The worksheet can be used directly to forecast cash positions, or output customized spreadsheets of data for use in external cash forecasting
- The worksheet brings in data from FI\$Cal sources and can show revenues, disbursements, loans, or any type of information that the STO wishes to use for Cash Forecasting, organized by parameters and modified by rules specified in the worksheet configurations

Cash Forecasting Worksheet Configurations

- To demonstrate how the Cash Forecasting Worksheet can be configured to fit STO Cash Forecasting needs, the configurations below will each be explained in detail in the following slides
 - **Positions** – Can categorize FI\$Cal transactions into subgroups and categories, to allow for the viewing of the position of certain categories (e.g. Total Assets or Net Income)
 - **Position Sources** – Determines what data is shown when drilling down on a transaction within a given position
 - **Position Source Sets** – Can group Position Sources to create relevant groups of positions (e.g. Actuals or Intraday values)
 - **Worksheet Definitions** – Determines how worksheet values will be computed and displayed on the worksheet
 - **Worksheet Line Items** – Determines the types of cash information that will be shown on the worksheet
 - **Forecast Rules** – These are the rules that transform FI\$Cal data into forecasted data, without modifying the pre-existing data
 - **Forecast Mappings** – These are custom categories that can be defined to group data by any custom parameters that are needed
 - **Time Sets** – These are custom time categories that can be used to categorize data by any type of time period required, such as biweekly payroll periods or fiscal years

Cash Forecasting Worksheet Process



Key Impacts

- The Cash Forecasting Worksheet allows for end-users to create spreadsheets of relevant data that can be pulled from the FI\$Cal system
- Dimensions, rules and drill down functionality can be used to customize the worksheet to meet business needs

Positions

- In Treasury Management, a position is the total financial value of a particular set of transactions that are performed on behalf of an enterprise
- A cash position analyzes cash flows to determine the amount of cash that is available at a particular time
- A position is a way of categorizing the entire FI\$Cal enterprise transaction database into subgroups, or sources, with totals

Position Sources

- Position source refers to a data source that is used to calculate the cash forecast/position amount for a given item
- The position source configuration determines how the FI\$Cal system drills down into a given transaction, and defines what source data and SQL criteria are used to find that data
- The drill down functionality will be utilized to allow the STO Cash Forecasting Processor to drill down into a given transaction
 - For example, this functionality could be used to look at a disbursement, identify which voucher the disbursement came from, and then use that voucher information to look at which Business Unit and Fund the cash came from
- On the Position Source page, the records from which data is taken can be defined, and various interface options can be changed to configure what drill-down details look like in the worksheet

Position Source Sets

- Position Source Sets are categories used to group position source data
 - Position source data can then be viewed or compared between two source sets on the cash forecasting results page
- The Position Source Set page is used to define position source sets
- Position source sets will be used to create groupings of position sources, including Actuals, Forecasted values, Projected values and Intraday values
- In addition, this will allow the State to view forecasting results by various fields, such as SetID, Worksheet ID, or Amount
- The Position Field Types page can be used to create alias names for the actual field names within a database to allow for easier viewing of position source data

Worksheet Definitions

- Worksheet definitions consist of two parts, the Worksheet definitions themselves and the Worksheet Definition Line Item
 - The Worksheet Definition page will be used to set up a worksheet structure to define the overall processing options, reporting position currencies, forecast rules, source sets, and variance attributes
 - The Worksheet Line Item page will define line items, position sources, and position source processing attributes for the worksheet

Worksheet Definition Page

- The worksheet definition determines how cash forecast results will be computed and displayed, and includes ten fields
 - Print, Copy worksheet
 - Allow Manual Updates – allows the worksheet user to manually input values and rerun cash forecasting
 - Carry Total Forward – Populates the total carried forward row for line items, when viewing by Time set on the Cash Forecasting Results page
 - Variance Alerts Percents – Sets up threshold levels of variance between two source sets, and allows for alert statuses to be configured to notify the end-user whether variance between two source sets is acceptable, warning, or alert percent
 - Reporting Currencies – Defines at least one and up to three different currencies for the cash worksheet

Worksheet Definition Page Cont.

- Position Source Sets – Enter one or more categories for grouping position source data that can be defined on the Position Source Set page
 - At least one position source must be set as the default
- Forecast Rules – An amount or date type rule can be chosen (Date or Payment Method). Only one amount rule and one date type rule can be associated per worksheet definition
- Variance Definitions – This is where additional source sets can be associated with the worksheet for use in variance calculations
- Source Set 1, 2, and Description – A description must be entered for each pair of source sets that are being used for variance calculations

Worksheet Line Items Page

- Worksheet Line Items determine the types of cash information that will be displayed on the worksheet (i.e. supplier payments, receipts, collections and treasury inflows)
 - This will provide the State with the ability to use Cash-flow and Non-cash flow line items on this page, with the option to display these items in the cash forecasting results
 - The State can update these results manually by using the Allow Manual Updates checkbox
- The Worksheet Definition and Worksheet Line Item pages will be maintained by the STO Cash Forecast Processor

Forecast Rules

- Forecast Rules will be used to determine how cash is forecasted by FI\$Cal
- The following types of rules or scenarios can be created: amount, date, payment method, replacement, worksheet offset
- The amount type rule is used to adjust the forecast amount, and can add a weighting value
 - For example, a weight of 1.1 can be used to forecast a 10% increase in a given value
- Other examples of rules include shifting a given date based on the payment method, or shifting a given date based on the business unit
 - This can be useful when looking at how payment methods can affect the timing of disbursements
- These rules will change the forecasted data without affecting the source data

Forecast Mappings

- The delivered FI\$Cal cash forecasting component stores forecasted results by bank, bank account, business unit, position currency, source set, value date, and transaction currency.
- Seven additional cash forecast dimensions can be created to be used to process cash forecast results by any parameters required
 - These dimensions can be given aliases to increase ease of use
- For each additional dimension mapped, the STO Cash Forecast Processor must update the Position Sources Mappings on the Position Source page and ensure that each mapped dimension refers to existing source data

Time Sets

- Time intervals, or buckets, group cash forecasting results by time, and various rules can be used to define the start/end date and frequency of these buckets
- To create Time Buckets, Time sets must first be defined and depend on the following parameters
 - Number – Indicates the time segment that is being referred to
 - Start – This tells the system how to determine when the given time period starts
 - Cycle – This will define the frequency with which the time segment will repeat
 - End – This tells the system when the period ends, and has similar configurations to the Start parameter
 - Calculate – This will tell the system to create the time intervals
- This functionality can be used to categorize data by months or years, but also by a specialized time frame like payroll periods

Overview of Role Mapping

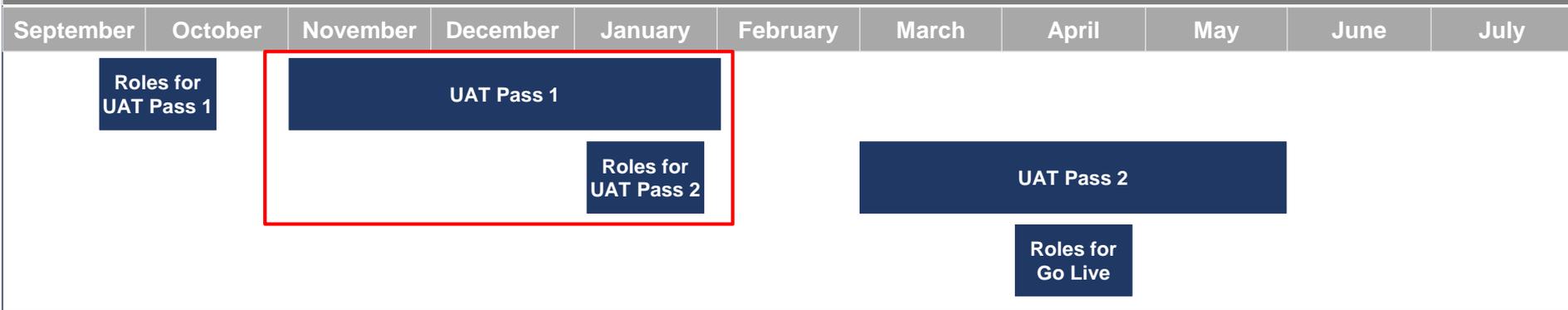
Description

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



Introduction

Process Overview

Cash Forecasting Reports

Cash Forecasting Worksheet

Conclusion

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

Introduction

Process
Overview

Cash Forecasting
Reports

Cash Forecasting
Worksheet

Conclusion

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

TECH325b: Assign FI\$Cal Roles for UAT Pass 2

- **Release Date:** Monday, January 2, 2017
- **Due Date:** Friday, January 27, 2017
- **Task Information:** Assign FI\$Cal roles to all SCO and STO end users in preparation for UAT Pass 2 starting in March
- **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.)

TECH325 Template Preview

The TECH325 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)					Central Bank Statement	
STO Deposit Slip Maintainer	STO Deposit Slip Processor	Bond Viewer	SCO Bond Maintainer	SCO Bond Processor	STO Bond Maintainer	STO Bond Processor	Import Processor	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 user who will maintain bank integration configuration and perform modifications to Ba Statements created by the Import process.

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
- Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
 - Participate in Pilot Training – October to November 2016
 - Complete Change Impact Tools (CIT) – November 18, 2016
 - Participate in UAT Pass 1 – November 2016 to January 2017
 - Change Workshop – December 2016
 - Submit Role Mapping for UAT Pass 2 – January 2 - 27, 2017
 - Participate in UAT Pass 2 – March 2017 to May 2017
 - 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