



FI\$Cal

Financial Information System for California

Wave 2 Solution Walkthrough (SWT): AR and CM

for Wave 3

November 12, 2014

Agenda

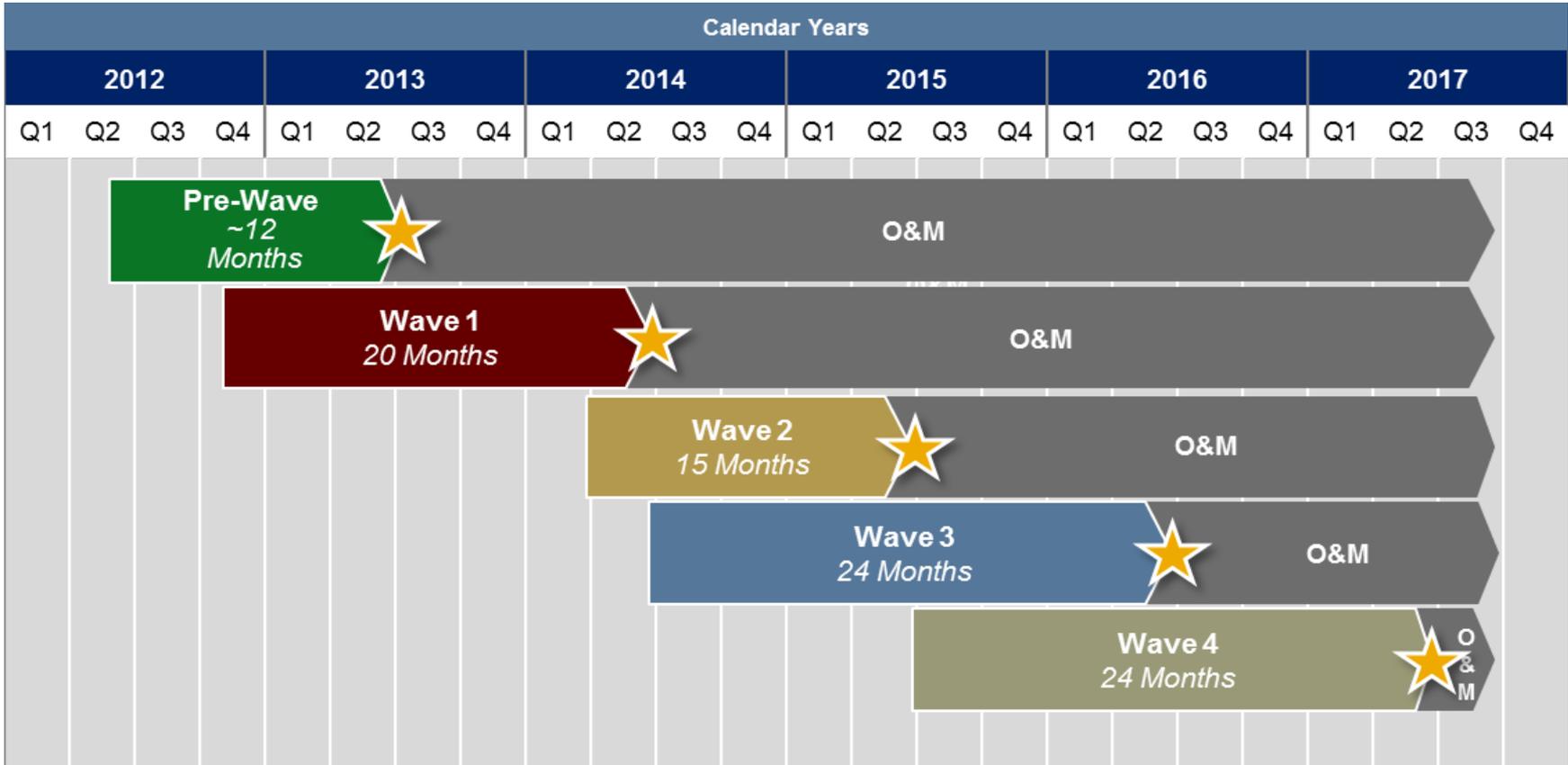
- FI\$Cal Project Overview
- Wave 1 Solution Walkthrough Objectives and Approach
- FI\$Cal Solution Overview
- Accounts Receivable Overview
 - Key Terms
 - Process Payments Process
- Cash Management Overview
 - Key Terms
 - Create Bank Account
 - Reconcile Bank Statement
 - Manage Cash
- Technology Considerations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

FI\$Cal Project Overview

- 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)

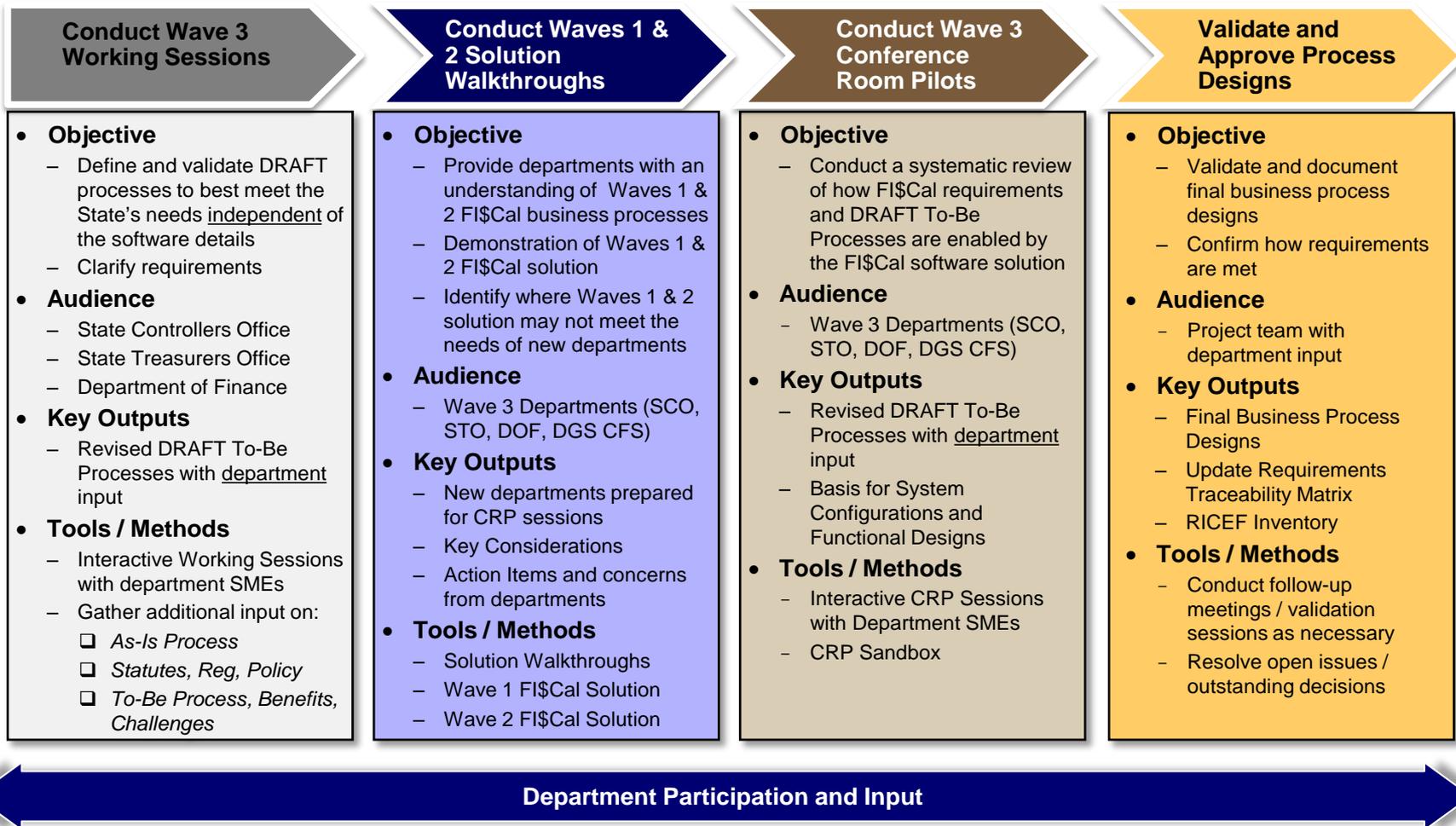
FI\$Cal Wave Timeline



SWT Objectives

- The Wave 1 or 2 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

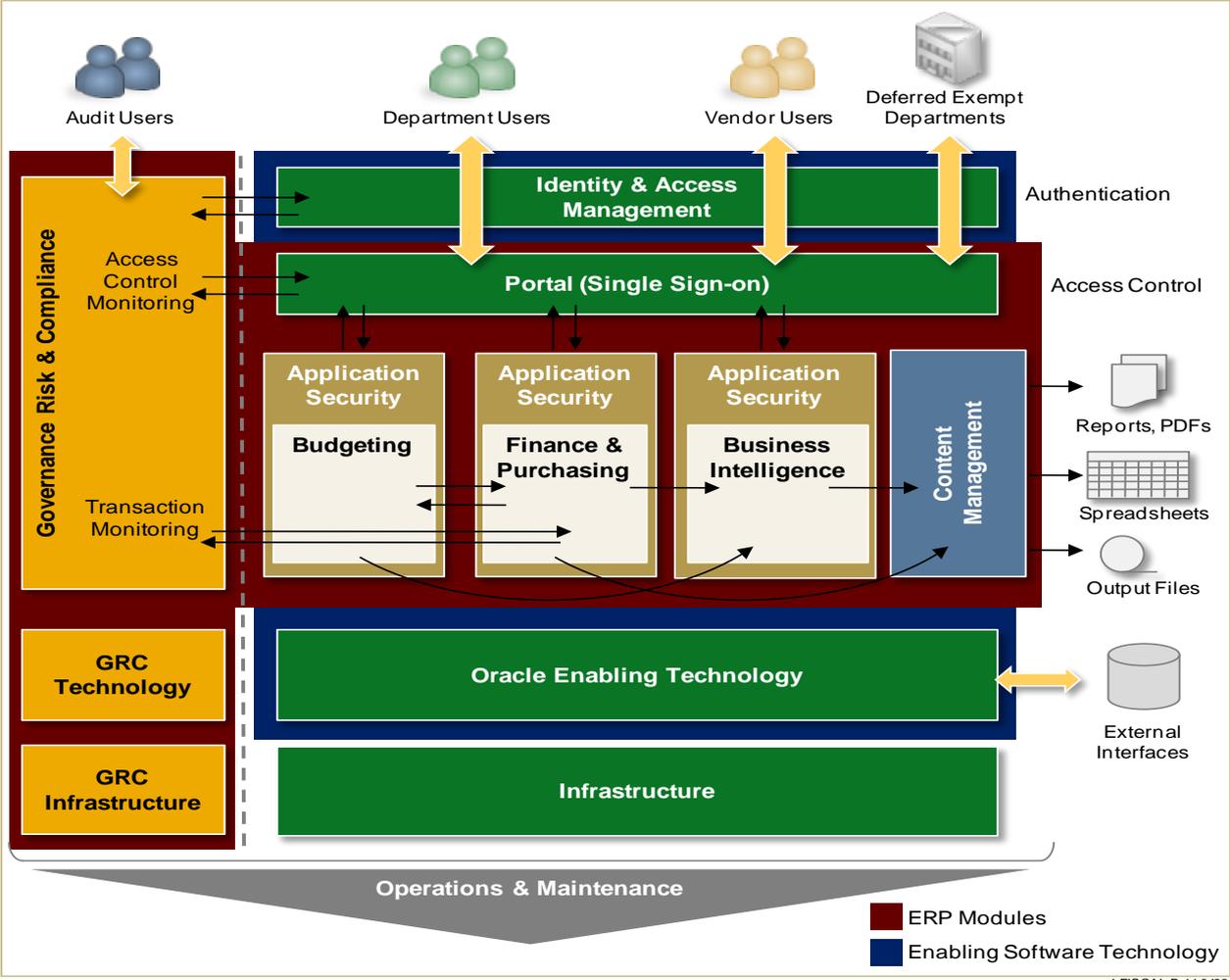
FI\$Cal Design Approach



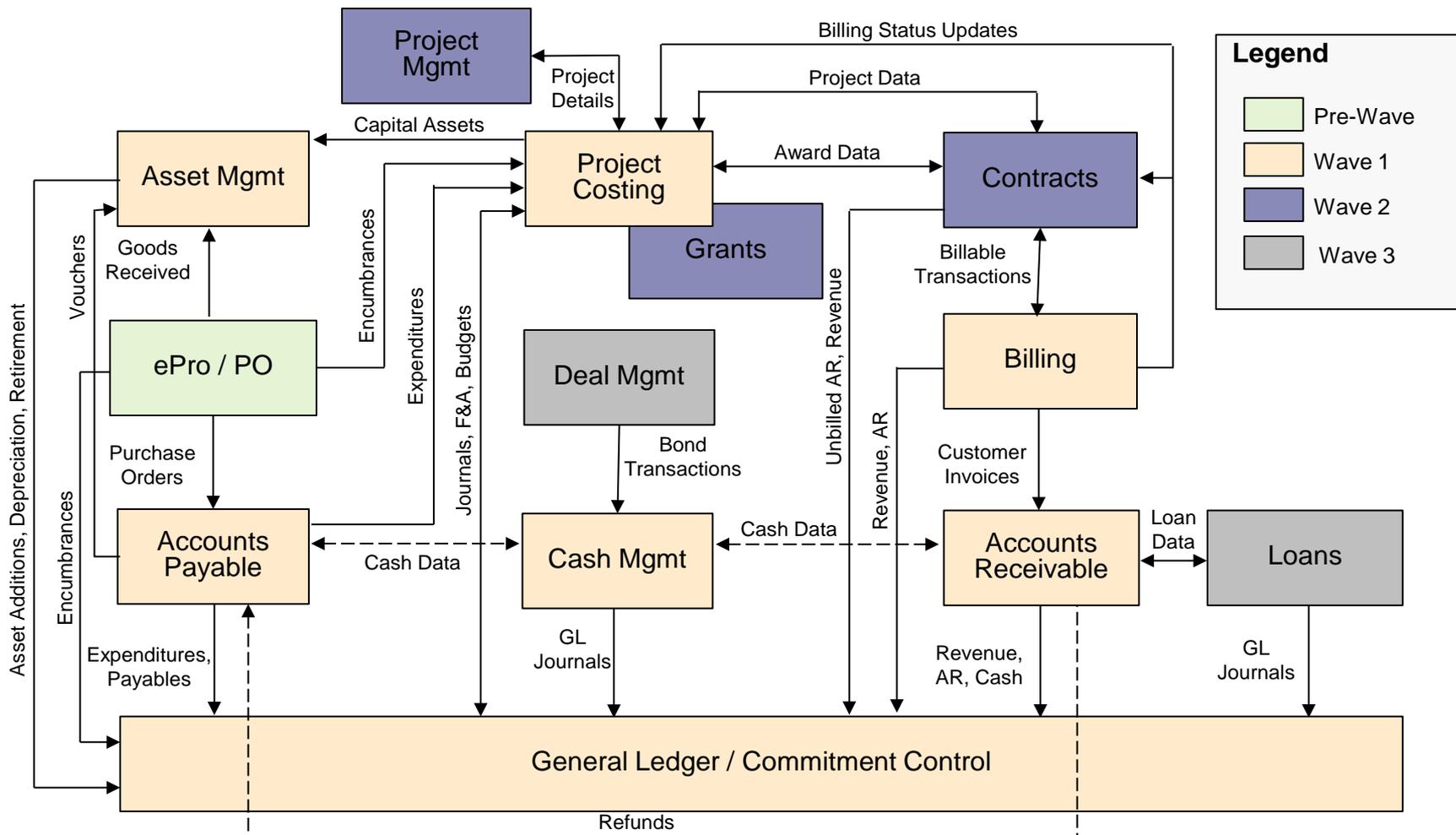
Ground Rules & Guiding Principles

- **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



CRP & SWT Schedule

Business Process	Date	Time	Location
CRP: General Ledger (1 of 2)	10/22/14	9:00 – 12:00	Jade - Evergreen
SWT: Disbursements	10/28/14	9:00 – 12:00	Jade - Evergreen
SWT: Receivables & Cash Management	10/28/14	1:00 – 4:00	Jade - Evergreen
CRP: Disbursements	10/29/14	9:00 – 12:00	Jade - Evergreen
CRP: General Ledger (2 of 2)	11/05/14	9:00 – 12:00	Jade - Evergreen
CRP: Bond Accounting	11/19/14	9:00 – 12:00	Sapphire- Evergreen
CRP: Cash Management	11/19/14	1:00 – 4:00	Jade - Evergreen
CRP: Loan Accounting	12/03/14	9:00 – 12:00	Jade - Evergreen

Process Payments Key Terms

Term	Definition
Bank Deposit	Monies received by the departments and placed into the Treasurer’s account at an approved depository bank within the Centralized Treasury System
System Deposit	A system transaction consisting of one or more customer payments used for balancing and processing purposes
Receivable	A claim against a debtor, such as a person, business, or governmental entity for money owed to the State
Receivable Payment	A receipt that is meant to be applied to a customer’s open receivable balance

Process Payments Key Terms

Term	Definition
Miscellaneous Receipt	A customer payment that is not related to an open receivable. Referred to as a Direct Journal Payment in FI\$Cal (as identified by Journal Directly on the receipt).
Customer Conversation	Documentation of an interaction with a customer or a collection activity. A Customer Conversation may include details on payments and/or receivable collection activities.
Payment Predictor	System process that applies payments against receivables based on configured rules and reference information associated with the payment (for example, Invoice ID)

Process Payments Key Terms

Term	Definition
Payment Worksheet	Method for applying a customer payment to a customer's open receivable items
Non-Sufficient Fund (NSF) Payment	Customer check that has been returned by the bank as a dishonored item.

Process Payments Overview

- The Process Payments business process for Accounts Receivable supports the recording and application of customer payments in the FI\$Cal Accounts Receivable module
- Departments will apply customer payments against invoices or code payments to specific accounting classifications for non-receivable-related payments
- Payments can be entered directly in FI\$Cal or they can originate from an external system and be interfaced into FI\$Cal
- Deposits recorded in the Accounts Receivable module will be integrated with the Cash Management module for the Bank Reconciliation process

What is Included in Wave 1

- Departments will use the FI\$Cal AR module to record and apply customer payments
- Accounting for customer payments will be recorded as follows:
 - When a customer payment is applied to a receivable or coded to a fund, FI\$Cal will record accounting entries into the appropriate cash account (General Cash, Agency Trust, ORF, Cash in State Treasury)
 - For unapplied payments, the department will record a GL Journal Entry to record General Cash and Uncleared Collections
 - Once an unapplied payment has been applied or coded to the proper revenue and cash accounts, the department will record a GL Journal Entry to reverse the original General Cash and Uncleared Collections entry

What is included in Wave 2

- Posted Interagency Voucher payments from FI\$Cal Billed Departments will automatically generate receivable payments for a FI\$Cal Billing Department.
 - This payment generation occurs for direct transfer payments
 - The receivable payments will be flagged for automatic payment application via Payment Predictor.
 - If Payment Predictor is unable to automatically apply the payment, then the department may manually apply the payment to the receivable
- Direct transfer receivable payments from non-FI\$Cal Billed Departments may be created for a FI\$Cal Billing Department through an interface process

What is included in Wave 3

- Generation of bank deposit slips (replacement of EDF & FEDS)
- Automated remittance of funds when the payment is applied (replacement of eFits)
- Consideration for automating the recording of unapplied payment accounting entries
- ZBA processing
- Offsets and netting of receivables vs. payables

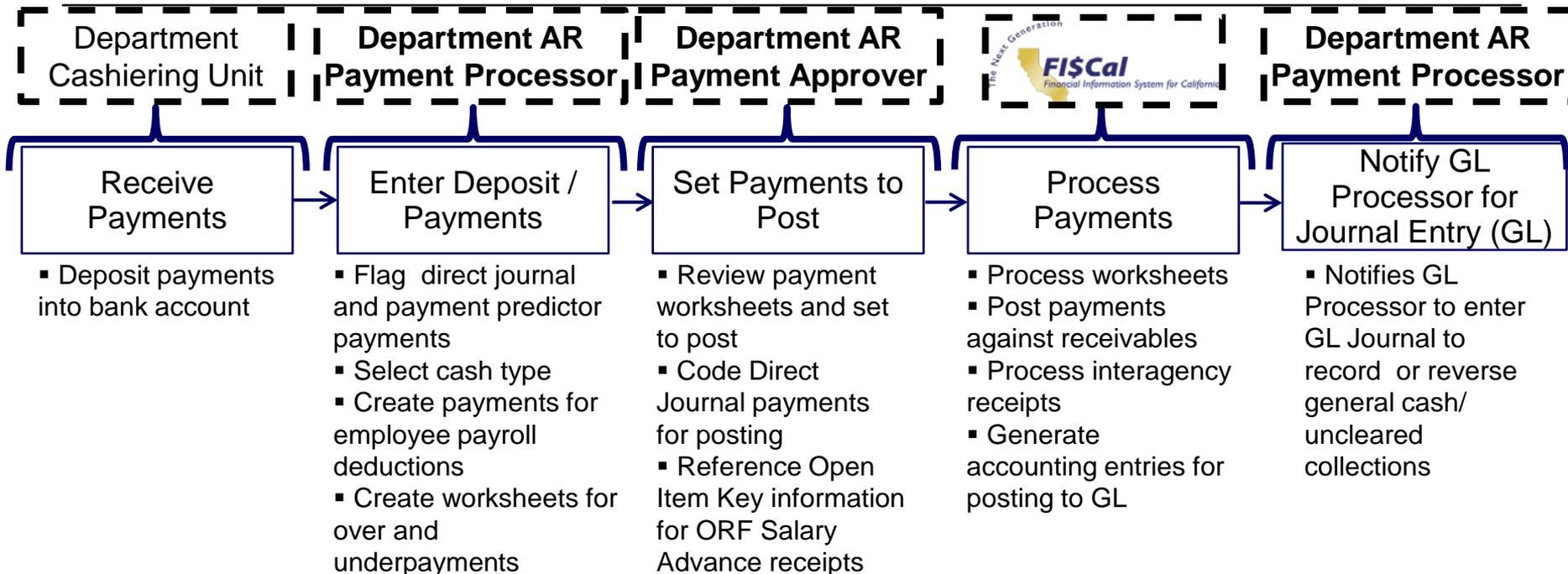
Process Payments Department Roles

FI\$Cal End-User Role	Description
Department AR Payment Processor	The department end user who enters deposit and payment data based on information from the Department's Cashiering Unit. This end user applies payments to invoices (through worksheets or Payment Predictor).
Department AR Payment Approver	The department end user who reviews deposit and payment data. This user is able to review accounting information for receivable payments and set the payments to post. This end user will enter the accounting distribution prior to posting miscellaneous receipt payments.

Process Payments Department Roles

FI\$Cal End-User Role	Description
AR Viewer	The central and department end user who runs inquiries on receivable and customer payment data for a business unit
AR Reporter	The central and department end user who runs reports on receivable and customer payment data for a business unit

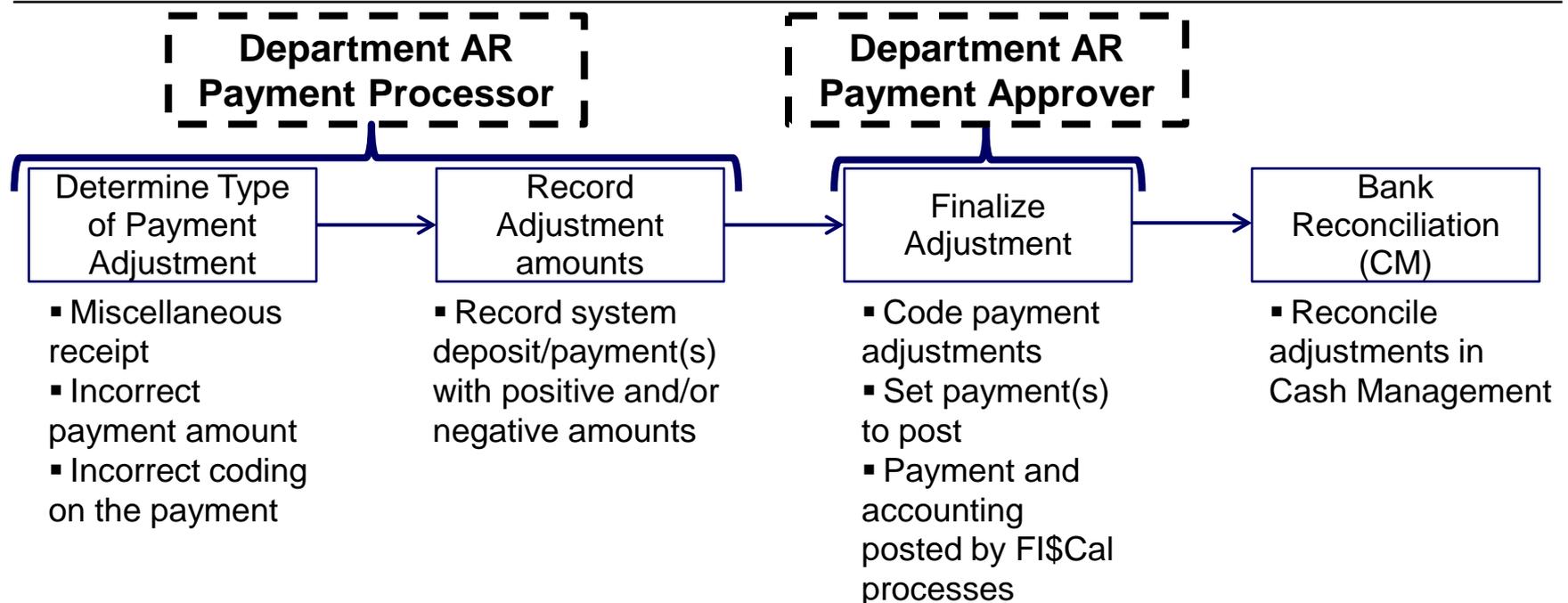
Process Payments



Key Impacts

- Departments continue to use EDF and eFITs processes outside of FI\$Cal
- Dept. AR Payment Approver role is needed to post and code miscellaneous payments. This includes referencing Open Item Keys for ORF Salary Advance Receipts.
- Journal entries need to be submitted to record or reverse general cash/uncleared collections (as applicable)

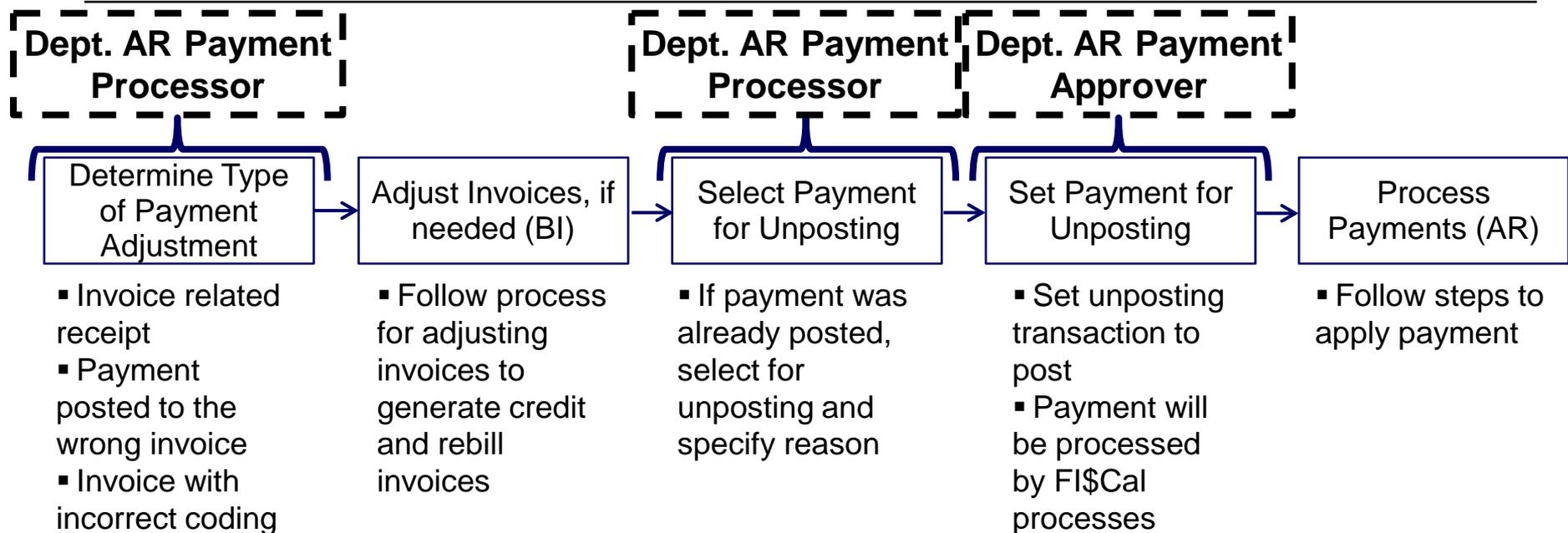
Payment Adjustments – Misc. Receipts



Key Impacts

- Customer payments recorded in the Accounts Receivable module are integrated with the Cash Management module for the bank reconciliation process in FI\$Cal
- Any adjustments requiring updates to transactions at STO or SCO will need to follow the existing processes

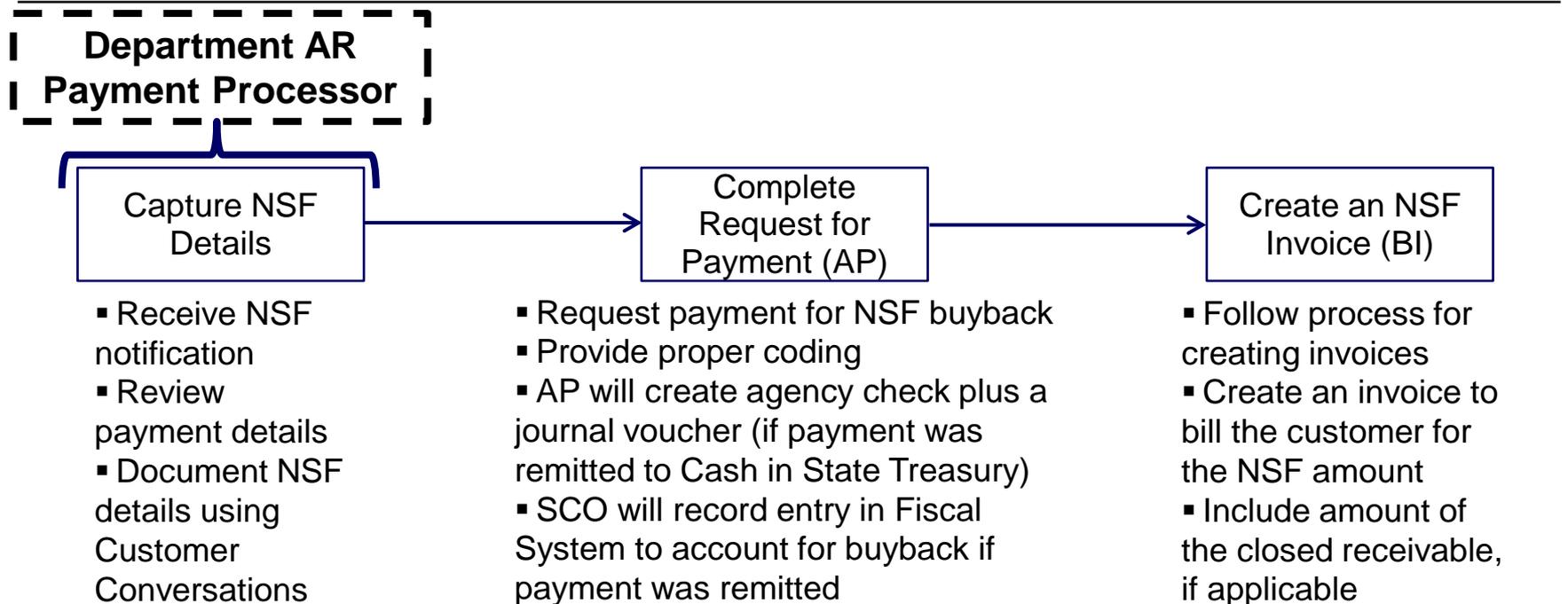
Payment Adjustments – Receivables



Key Impacts

- Payments posted to the wrong invoice can be unposted and reposted
- Adjustment invoices are linked to the original invoice
- Any adjustments requiring updates to transactions at STO or SCO will need to follow the existing processes

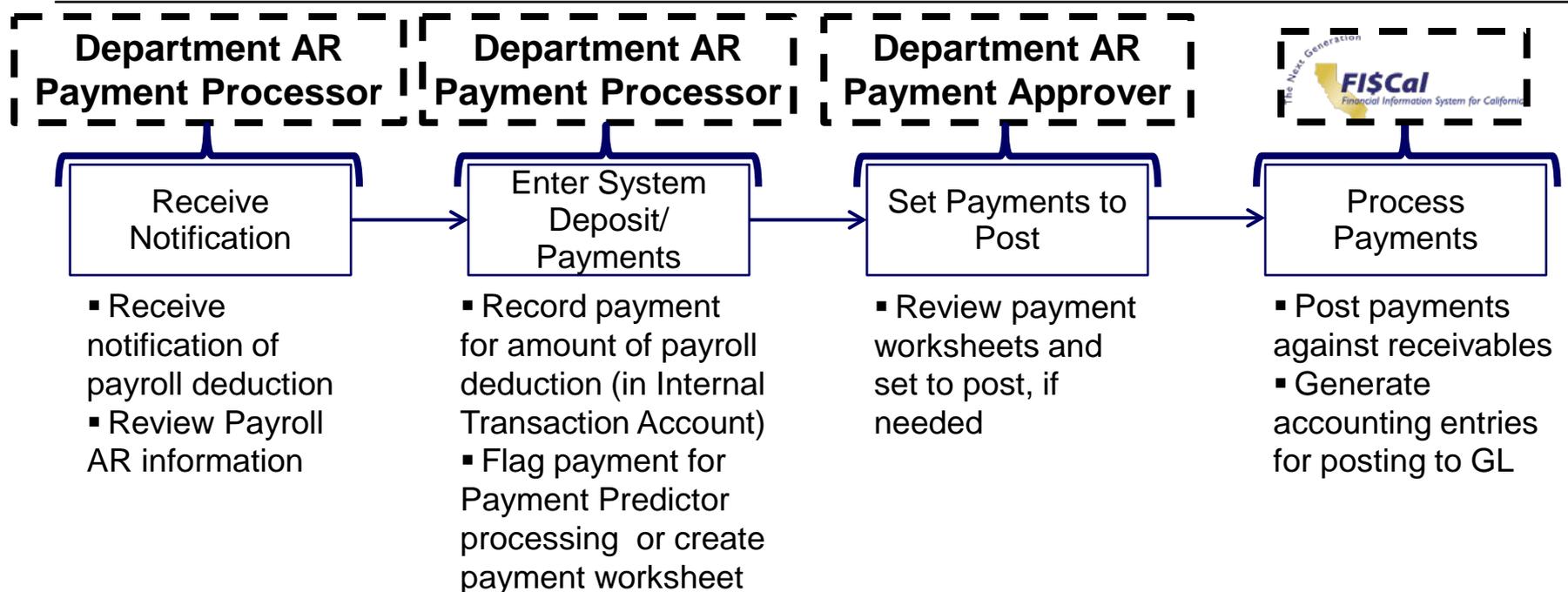
Process NSF Payments



Key Impacts

- NSF details recorded in Customer Conversations for tracking and reporting purposes
- Departments buyback NSFs through agency checks created by using the AP module
- SCO will record entry in Fiscal System to account for buyback if payment was remitted
- Departments will follow the current process to notify STO of NSF items

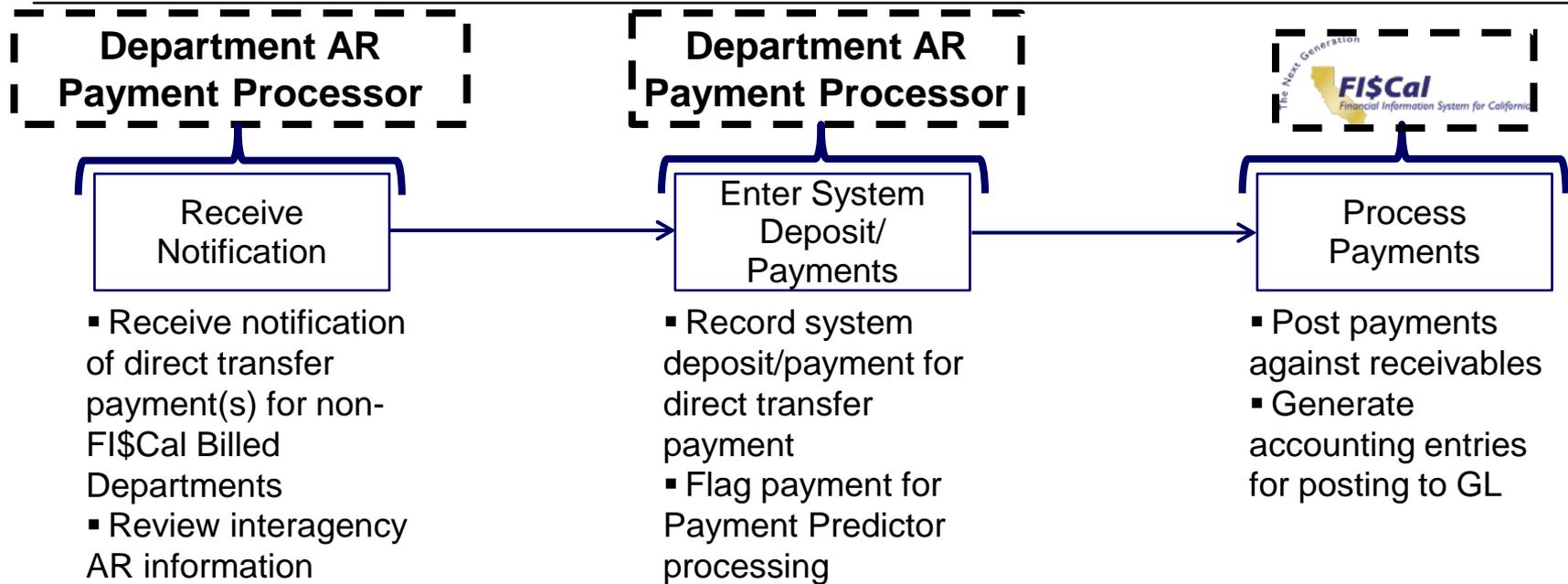
Process Payroll Deduction Payments



Key Impacts

- Departments use existing process for receiving payroll deduction notifications
- Payroll deduction receipts will be recorded in FI\$Cal AR to clear out outstanding Payroll receivables
- FI\$Cal AR Payment Predictor functionality streamlines payment application by using receivable reference(s) on the payment to clear corresponding outstanding receivable(s)

Process Direct Transfer Payments (Online)



Key Impacts

- Departments use existing process for receiving direct transfer notifications
- Direct transfer receipts will be recorded in FI\$Cal AR to clear out outstanding interagency receivables
- FI\$Cal AR Payment Predictor functionality streamlines payment application by using receivable reference(s) on the payment to clear corresponding outstanding receivable(s)

Process Payments - Deposits

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

FI\$Cal

Totals Payments

Unit: 0820 Deposit ID: NEXT

*Accounting Date:

*Bank Code: State Bank

*Bank Account: 175

*Deposit Type: Regular

Bank Deposit Number:

Control Currency:

Format Currency:

Rate Type:

Exchange Rate:

Identifier:

Control Totals			
Control Total Amount:	<input type="text" value="750.00"/>	*Count:	<input type="text" value="1"/>
Entered Total Amount:	0.00	Count:	1
Difference Amount:	0.00	Count:	-1
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

Control Data	
*Received:	<input type="text" value="04/09/2014"/> <input type="button" value="B1"/>
*Entered:	<input type="text" value="04/09/2014"/> <input type="button" value="B1"/>
Posted:	
Assigned:	<input type="text" value="Z_FUNC_SUPER_USER"/> <input type="button" value="Q"/>
User:	Z_FUNC_SUPER_USER

Key Points:

- Deposit ID is system assigned. Bank Deposit Number is used to record the Deposit Slip Number. Identifier is used to record the Location Code for the deposit.
- Bank Code/Account and Deposit Type are configured values that will be selected for each deposit
- Control Total Amounts are compared against entered total amount and count

Process Payments - Deposits

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)

FI\$Cal

[Totals](#) | [Payments](#)

Unit: 0820 Deposit ID: NEXT Date: 04/09/2014 Balance: Not Balanced

Payment Information [Find](#) | [View All](#) First 1 of 1 Last

Payment Seq: 1 *Payment ID: SWTPAY1001 *Accounting Date: 04/09/2014

Amount: 550.00 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method: Check [Attachments \(0\)](#)

Additional Payment Information [Find](#) | [View All](#) First 1 of 1 Last

Payment Method: Check Reference Number: 1254 Received by SCO

Cash Type: Gen Cash City Code:

Check Date: 04/09/2014 County Code:

Description: Tax Amount:

Notes

Customer Information [Find](#) First 1 of 1 Last

Customer ID: DOJ0800048 Business Unit: 0820

Remit From: DOJ0800048 Remit SetID: 0820

Name: Tony Stark

Detail References

Reference Information [Personalize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Qual Code	Reference	To Reference
1	SWTITEM0001	

Key Points:

- Payment ID is a free-form field that can be used to capture an identifier for the payment (e.g. check number, journal ID, etc.)
- Payment Predictor or Journal Directly flags can be set for each payment
- Additional payment information can be recorded for reporting purposes
- Cash Type notes the final Cash Account associated with the payment. If recorded to General Cash and a State Fund, then the payment will be reclassified as Cash in State Treasury
- One or more Customer or Item (Invoice) references can be selected for a payment

Process Payments - Deposits

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)

FI\$Cal

[Totals](#) | [Payments](#)

Unit: 0820 Deposit ID: 159 Date: 04/09/2014 Balance: Not Balanced

Payment Information Find | View All First 2 of 2 Last

Payment Seq: 2 *Payment ID: MISCPAY2001 *Accounting Date: 04/09/2014

Amount: 200.00 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method: Check Attachments (0)

Additional Payment Information Find | View All First 1 of 1 Last

Payment Method: Cash Reference Number: Received by SCO

Cash Type: Gen Cash City Code:

Check Date: County Code:

Description: Tax Amount:

Notes

Customer Information Find First 1 of 1 Last

Customer ID: DOJ0800028 Business Unit: 0820

Remit From: DOJ0800028 Remit SetID: 0820

Name: Philip J. Fry

Key Points:

- Customer reference information can be provided for the miscellaneous payment, but is not required
- Item (Invoice) reference information fields are not available for entry/editing for Direct Journal payments

Process Payments – Receivable Payments

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Create Worksheet](#)

FI\$Cal

Payment Worksheet Selection

Deposit Unit: 0820 Payment ID: SWTPAY1001 Payment Predictor
 Deposit ID: 159 Payment Amount: 550.00 USD
 Deposit Status: None Applied Payment Status: Identified

Customer Criteria

Customer Criteria: **Customer Reference** Find | View All First 1 of 1 Last

Customer Items

Customer ID: DOJ0800048 **Business Unit:** 0820
 Name: Tony Stark
 Remit SetID: 0820 Remit From ID: DOJ0800048
 Corporate SetID: 0820 Corporate ID: DOJ0800048
 MICR ID: Link MICR

Reference Criteria

Reference Criteria: **Item Reference** Personalize | Find | View All | First 1 of 1 Last

Specific Value

Restrict to: All Customers

Match Rule: Exact Match

Detail Reference

Item Status

Qual Code **Reference**
 | SWTITEM0001

Item Inclusion Options

All Items Deduction Items Only Items in Dispute Only
 Exclude Deduction Items Exclude Collection Items Exclude Dispute Items

Worksheet Action

 Created at: Items: 0

Key Points:

- Customer and Reference information will be populated on the payment worksheet if entered on the payment. If not on the payment, this information can be updated on the payment worksheet as well.
- Build button generates the worksheet based on the references provided

Process Payments – Receivable Payments

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Update Worksheet](#)

FI\$Cal

Payment Worksheet Application

Deposit Unit: 0820 Deposit ID: 159 Payment ID: SWTPAY1001 Payment Sequence: 1
 Payment Accounting Date: 04/09/2014 Payment Currency: USD

Item Action
 Entry Type: Reason:

Item Display Control
 Display:

Row Selection
 Choice: Range:

Row Sorting
 Sort All By:

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

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6										
View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt			
	1	<input checked="" type="checkbox"/>	550.00	USD	SWTITEM0001		0820	DOJ08000	PY						

 Revenue Distribution Add Conversation Letter of Credit ID:

Balance

Amount:	550.00	Remaining:	0.00	Unearned:	0.00
Selected:	550.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Key Points:

- Based on the reference information, items can be selected for payment application
- User can select/deselect items as required if more than one item is available for selection
- Remaining amount on the worksheet must be zero to post the worksheet

Process Payments – Misc. Receipts

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Direct Journal Payments](#) > [Create Accounting Entries](#)

FI\$Cal

[Accounting Entries](#) | [Deposit Control](#)

Unit: 0820 Deposit ID: 159 Payment: MISCPAY2001 Seq: 2

Amount: 200.00 USD

Complete Entry Event:

Budget Status:

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

ChartFields	Currency Details	Budget	Journal Reference Information						
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Reference	Fund	ENY	*Account	Alt Acct
1	1 0820	Speed Type	-200.00	USD		0001	201	4144500	4144500000

Total

Lines: 1	Total Debits: 0.00	Currency: USD	Total Credits: 200.00	Currency: USD	Net: -200.00
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Key Points:

- One or more accounting classifications can be entered for the Direct Journal
- Speed Types can be configured / set up to default classification that is commonly used
- Salary Advance payments should reference Open Item Keys
- If coding is to a State Fund and Cash Type is General Cash, then the payment will be reclassified to Cash in State Treasury

Process Payments – Misc. Receipts

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Direct Journal Payments](#) > [Create Accounting Entries](#)

FI\$Cal

[Accounting Entries](#) | [Deposit Control](#)

Unit: 0820 Deposit ID: 159 Payment: MISCPAY2001 Seq: 2

Amount: 200.00 USD

Complete Entry Event:

Budget Status:

[Distribution Lines](#) Personalize | Find | View All | | First 1-2 of 2 Last

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Reference	Fund	ENY	Account	Alt Acct	Progr
1	1 0820	Speed Type	-200.00	USD		0001	2013	4144500	4144500000	
2	2 0820	Speed Type	200.00	USD		0001		1109300	0000000000	

Total

Lines: 2 Total Debits: 200.00 Currency: USD Total Credits: 200.00 Currency: USD Net: 0.00

Key Points:

- The Cash accounting entries are defaulted from the bank account set up. This cash entry will be reclassified based on the Cash Type and Fund coding for the payment
- Mark the Complete flag to enable the Direct Journal for posting. The receipt will be available for posting once it has passed budget checking.

Technology Considerations

Interface	Definition
Customer Receipts	<p>This inbound interface will create deposits and customer payments by importing receipt information from interface files provided by Departments into FI\$Cal.</p> <p>Any interface errors identified during error processing need to be corrected via resubmission of corrected file (e.g. incorrect control totals) or transaction being sent in subsequent interface file processing (e.g. incorrect transactions).</p> <p>Types of Transactions</p> <ol style="list-style-type: none"> 1. Receipts for outstanding receivables 2. Miscellaneous Receipts

Cash Management Overview

- 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

Cash Management Key Terms

Term	Definition
Centralized Treasury System (CTS) Accounts	Department checking accounts
Bank Account Transfer	The transfer of money between CTS Accounts (not including interagency billing)
Banks	STATE Bank (for Wave 1 & 2)
STATE Bank	Includes Department CTS Accounts, the SCO Warrant Account, and the Internal Transaction Account
Internal Transaction Account	Bank account used to facilitate direct and non-direct transfers

Cash Management Key Terms

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

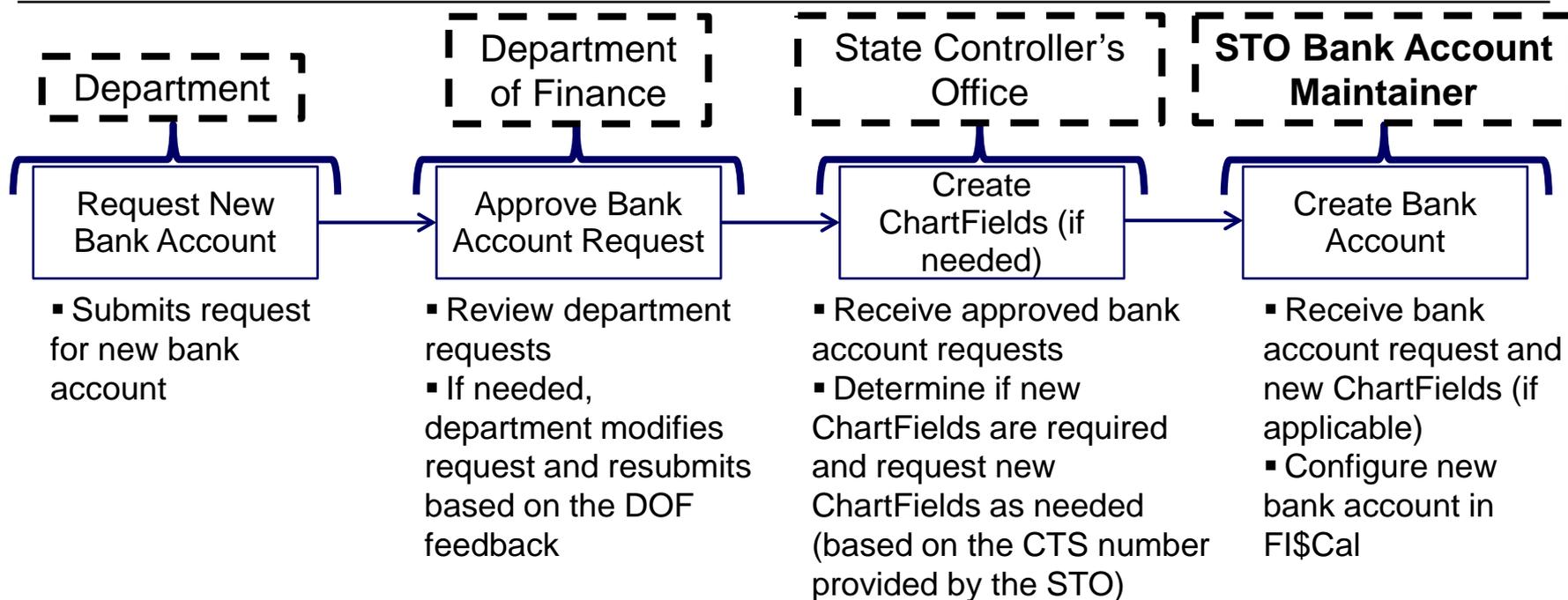
What is Included in Wave 2

- 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 2 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
- Automatic 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 Included in Wave 3

- These features will be covered in the Cash Management CRP Session:
 - Creation of bank deposit slips
 - Reconciliation of depository bank accounts
 - Creation of bank statements for Warrant account
 - Retirement of the Centralized Treasury Trust System
 - Integration with Depository Banks for ZBA Bank Statement reconciliation will be available beginning in Wave 3
 - Statement of Cash Accountability
 - Department accounts outside of the CTS
 - SCO approval of Bank Account Transfers for departments
 - Automated recording of adjustments

Create Bank Account



Key Impacts

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

Create Bank Account

[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:

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

Create Bank Account

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



Address Information

SetID:	STATE	Bank:	STATE	State Bank	Branch:	STO-421
Country:	United States		Change Country		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:

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

Create Bank Account

Treasury Counterparties

SetID: STATE Counterparty: STATE

*Description: State Bank Country: USA

Short Desc: State Bank Bank ID Qualifier: US Bank

*Type: External Bank ID: 121113423

*Status: Active Notes:

Counterparty Options

Internal BU

Corporate Treasury

Treasury Counterparty

Banking Counterparty

Counterparty Roles

Deal Counterparty Issuer Broker

Address Information Settlement Instructions

Credit Ratings Personalize Find View All First 1 of 1 Last

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

Key Points:

- Treasury Counterparty is used so that the accounts can interact with each other
- Banking Counterparty is used so that the State Bank can interact with other banks

Create Bank Account

[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

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

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

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

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

[Personalize](#) | [Find](#) | [Print](#) | [Calendar](#)

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		<input type="checkbox"/>	<input type="checkbox"/>
Recon Process	10	PS_BNK_RCN_DISBRSE	AP Disbursement Rules	Options	Tolerances		<input type="checkbox"/>	<input type="checkbox"/>
Recon Process	15	PS_BNK_RCN_TRAN	External Transaction Rules	Options	Tolerances		<input type="checkbox"/>	<input type="checkbox"/>
Recon Process	19	PS_ZZ_BNK_DEPOSIT	Custom AR Deposit Rules	Options	Tolerances		<input type="checkbox"/>	<input type="checkbox"/>
Recon Process	20	PS_BNK_RCN_DEPOSIT	AR Deposit Rules	Options	Tolerances		<input type="checkbox"/>	<input type="checkbox"/>
Recon Process	50	PS_BNK_RCN_DEALS	TR Cash Flow Rules	Options	Tolerances		<input type="checkbox"/>	<input type="checkbox"/>
Post-process (after Recon)	95	PS_BANK_STMT_EXCEP	Reconciliation Exception Rules	Options	Tolerances		<input type="checkbox"/>	<input type="checkbox"/>

[Save](#) | [Return to Search](#) | [Notify](#)

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

[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

[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: **Holiday Options:** Not Applicable

Value Date **Days:** Allow due date in next month

Payment Cutoff Time:

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

Create Bank Account

Beneficiary Bank | Beneficiary Address

SetID: STATE **Instructions: 0421**

*Description: Treasurer's Office, State Our Instructions/Receive Into Partner Instructions/Pay Into

Account Information Find | View All First 1 of 1 Last

*Currency: USD Dollar Description: STATE TREASURER'S OFFICE

Name 1: STATE TREASURER'S OFFICE

Name 2: GEN-ORF

Bank Name: STATE

Branch Name: STATE TREASURER'S OFFICE Country: USA United States

Bank ID Qualifier: 001 United States Bank Acct Type: Check Acct

Bank ID: 121113423

Account #: 0421

DFI Qualifier: 01 Transit Number DFI ID: 121113423

IBAN:

Mandate Details

Mandate BU: 0950 Mandate ID:

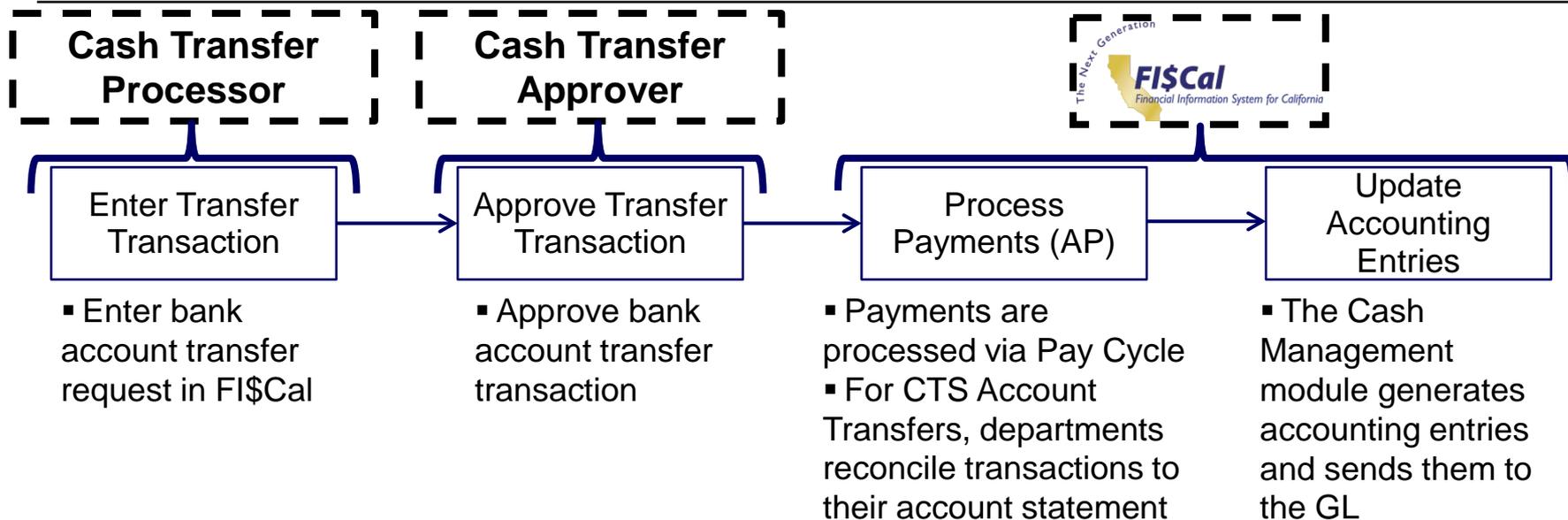
EFT Options | Routings | Remittance Advise Attributes

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Key Points:

- Each CTS Bank account will have a unique settlement Instruction.

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

Bank Account Transfer

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

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

FI\$Cal New Window | Help | Personalize Page

Select Settlements

Settlement Search Criteria [Preferences](#)

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="Refresh"/>

Select All Clear All

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

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

FI\$Cal New Window | Help | Persona

Select Settlements

Settlement Search Criteria [Preferences](#)

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="Refresh"/>

Select All Clear All

Review Settlements

Key Points:

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

Bank Account Transfer

[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 | First 1-2 of 2 Last

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"/>

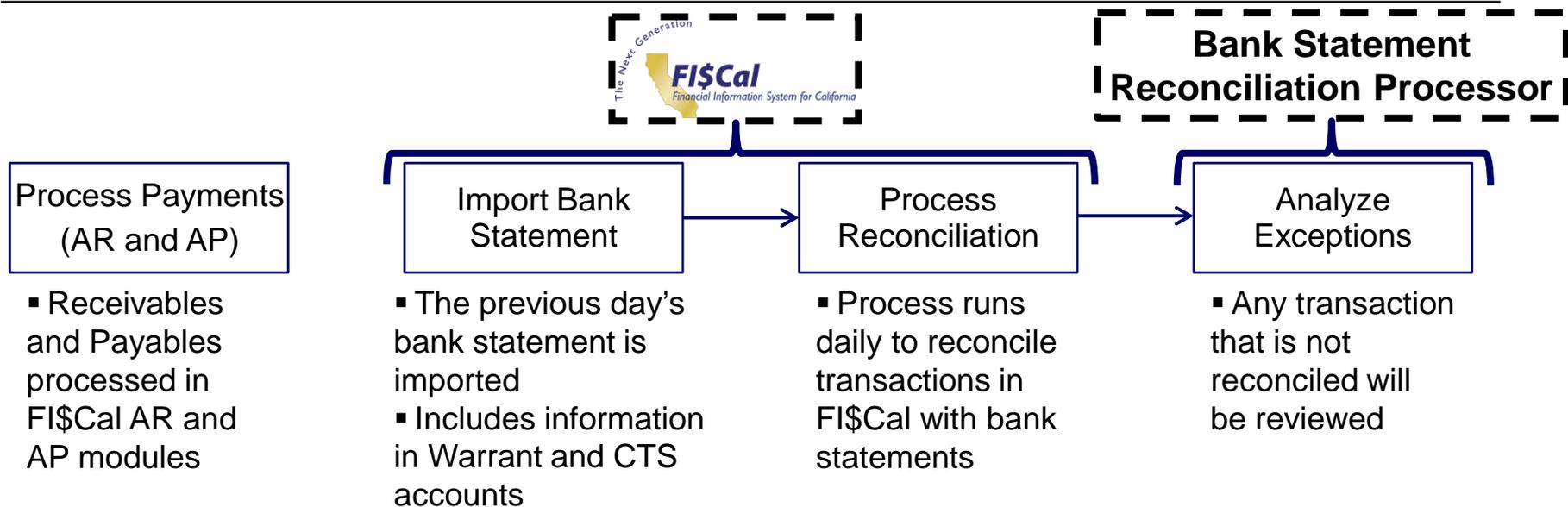
Cash Accounting Reclassification Entries Personalize | Find | View All | First 1-4 of 4 Last

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 for checks must be reconciled daily
- All other exceptions may be reviewed daily and must be resolved monthly

Reconcile Statements

[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 will be determined by SCO Bank Statement (i.e. date reported to STO/SCO)
- Balances will be calculated by the import process

Reconcile Statements

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

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

FI\$Cal New Wind

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

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="text"/> <input type="button" value="B"/>	42.00	DAO	Deposits	Unreconciled
475	CHECK PAID	000019	04/16/2014 <input type="text"/> <input type="button" value="B"/>	60.55		Check	Unreconciled
495	OUTGOING MONEY TRANSFER	00R0	04/16/2014 <input type="text"/> <input type="button" value="B"/>	116.45		Funding Receipt	Unreconciled
399	MISCELLANEOUS CREDIT	5796	04/16/2014 <input type="text"/> <input type="button" value="B"/>	119.43		Deposits	Unreconciled
175	CHECK DEPOSIT PACKAGE	1094000004	04/16/2014 <input type="text"/> <input type="button" value="B"/>	230.00	DAO	Deposits	Unreconciled
495	OUTGOING MONEY TRANSFER	00R0	04/16/2014 <input type="text"/> <input type="button" value="B"/>	230.40		Funding Receipt	Unreconciled

Key Points:

- Reference number will be the deposit number on the deposit slip (from EDF/FEDS), 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 Statements

Favorites ▾ Main Menu ▾ > Banking ▾ > Reconcile Statements ▾ > Automatic Reconciliation



Automatic Reconciliation

Search Criteria

Bank ID: Account #:

*Date: From: Thru:

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	Exceptions
<input type="checkbox"/>	121113423	021	180	04/15/2014	2	0	Ready	Exceptions
<input type="checkbox"/>	121113423	021	163	04/10/2014	2	0	Ready	Exceptions
<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
- Reconciled transactions can be seen under Semi Manual Reconciliation and un-reconciled if necessary

Reconcile Statement

Favorites ▾ | Main Menu ▾ > Banking ▾ > Analyze Exceptions ▾ > Auto Reconciliation Exceptions

FI\$Cal

Automatic Reconciliation Exceptions *Search By: From Date / Thru Date ▾

Search Criteria

Bank ID: Account #:
 Statement ID: Currency Code:
 From Date: Thru Date: Search

Auto Reconciliation Exceptions Find | View All First 1-3 of 3 Last

	Reference	Exception	Bank / Tran Amt	Bank / Tran Date	Bank Tran Type / Tran Status
<input type="checkbox"/> Reconcile	0001826 None	Not Found In System	250.00	10/10/2014	CHK Check
<input type="checkbox"/> Reconcile	1244000153 None	Not Found In System	2,427.50	10/10/2014	D Deposits
<input type="checkbox"/> Reconcile	1244000154 None	Not Found In System	2,646.00	10/10/2014	D Deposits

Select All Clear All

Key Points:

- Items that do not match according to the reconciliation rules, show up in Analyze Exceptions
- Exceptions should be researched in the module of origin (AR for deposits, AP for checks, etc.)
- Unresolved exceptions will affect the monthly Book to Bank reconciliation

Reconcile Statements

[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 amount on bank transactions must equal to total amount on system transactions
- When items do not match 100% according to the automated reconciliation criteria, semi manual recon can be used to match items

Reconcile Statements

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"/>	0199393	07/14/2014	184.48	CHK	<input checked="" type="checkbox"/>	4	07/30/2014	95,510.83	D	Receivables
<input type="checkbox"/>	0199295	07/21/2014	65.00	CHK	<input checked="" type="checkbox"/>	2	09/11/2014	46,460.80	D	Receivables
<input type="checkbox"/>	1104000899	10/07/2014	228,210.00	D	<input type="checkbox"/>	1000135	10/23/2014	65.00	CHK	Payables
<input type="checkbox"/>	1104000897	09/18/2014	157,198.00	D	<input type="checkbox"/>	1000134	10/23/2014	65.00	CHK	Payables
<input checked="" type="checkbox"/>	1104000895	08/12/2014	141,971.63	D	<input type="checkbox"/>	1000133	10/23/2014	65.00	CHK	Payables

Key Points:

- Depending on accounting configuration, items can only be unreconciled if the associated accounting entries have not been posted to the general ledger
- This page will show you the items which have been grouped and matched together

Reconcile Statements

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 Statements

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

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 Statements

[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 |  | 

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

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

First 1 of 1 Last

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

Technology Considerations – Interfaces

Interface	Definition
1. Positive Pay Interface to STO (Outstanding Checks/Stops)	This outbound interface provides STO with a file that lists the payments that are authorized for processing by STO. At the end of the day, payment information containing all outstanding checks and stop payments is generated and transmitted to STO.
2. Paid Items File (AIAA) from IPS	Daily inbound IPS interface to import Paid Items
3. Bank Statements File (Treasury Trust) from SCO	Daily inbound CTTS interface to import CTS bank statements

Key Impacts

- These are already existing interfaces that will require limited information from your department.

Session Recap

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

Question and Answer



FI\$Cal Project Information:

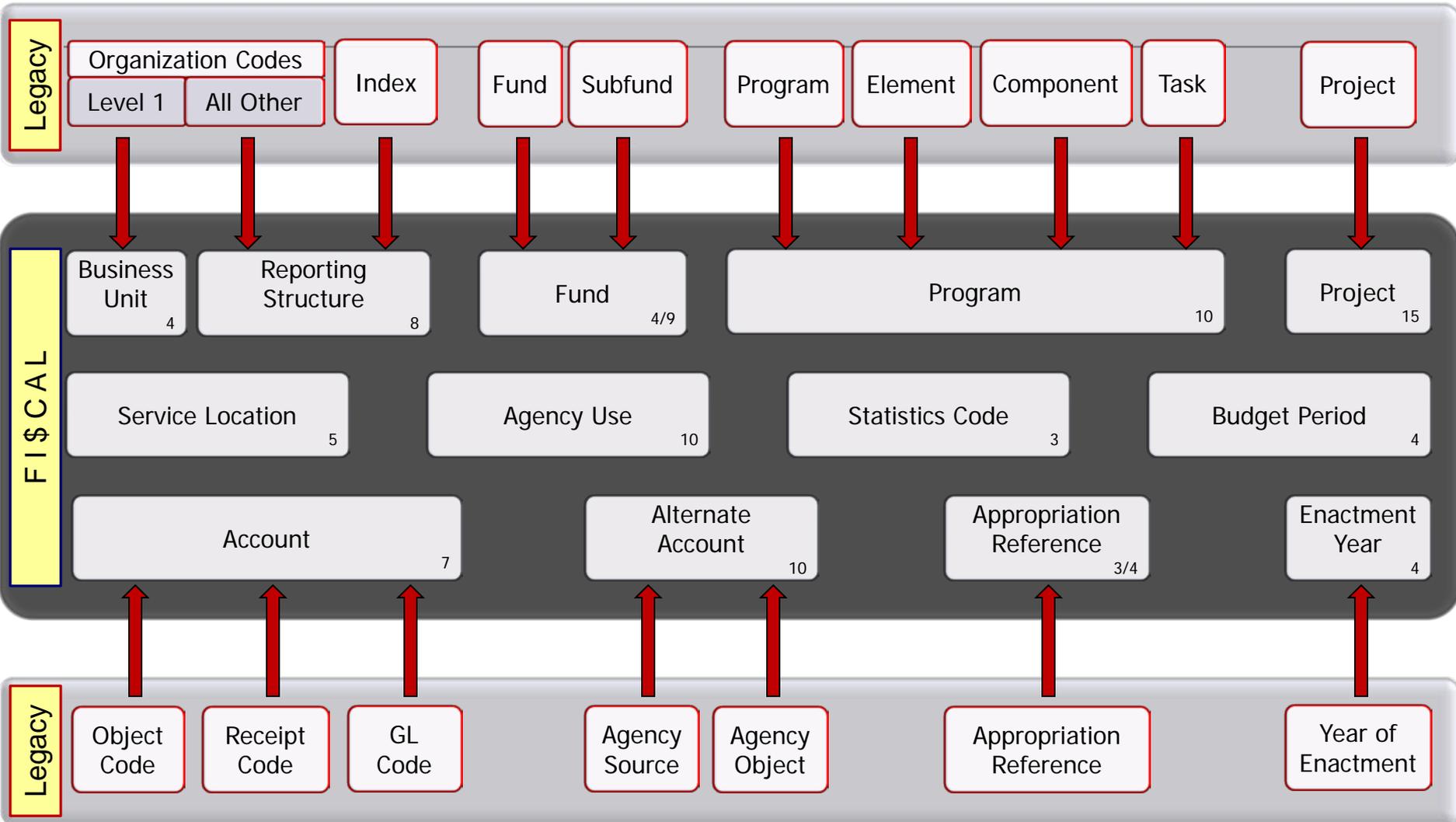
<http://www.fiscal.ca.gov/>

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

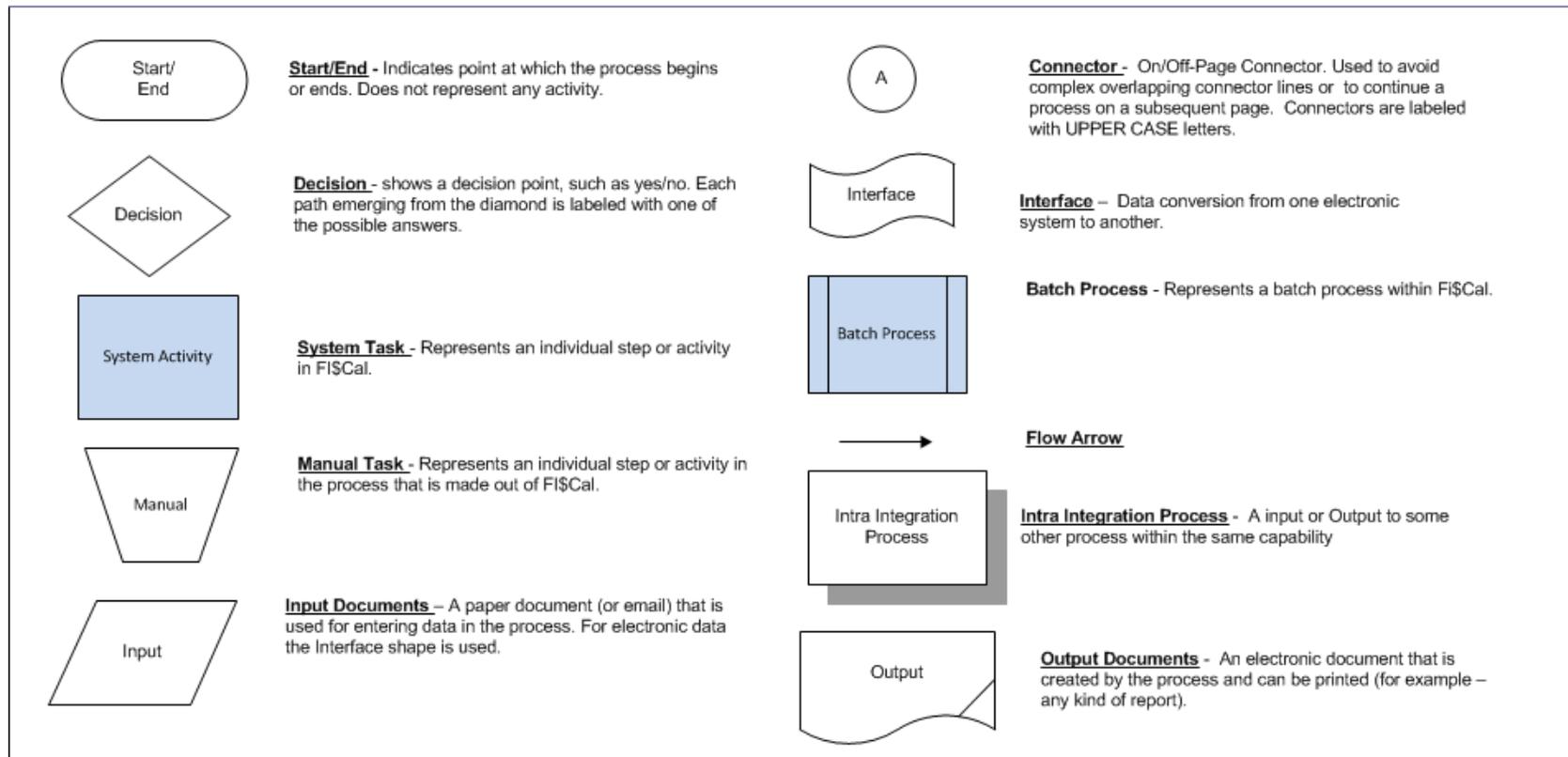
fiscal.cmo@fiscal.ca.gov

Appendix

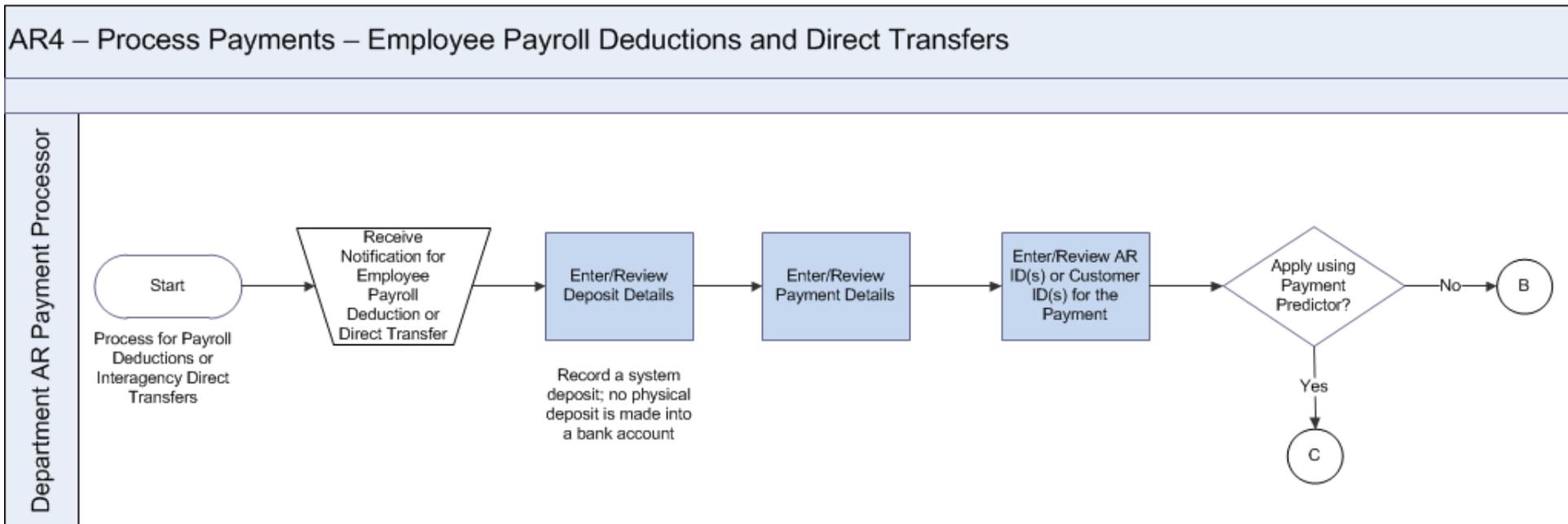
ChartField / UCM Codes Cross-reference



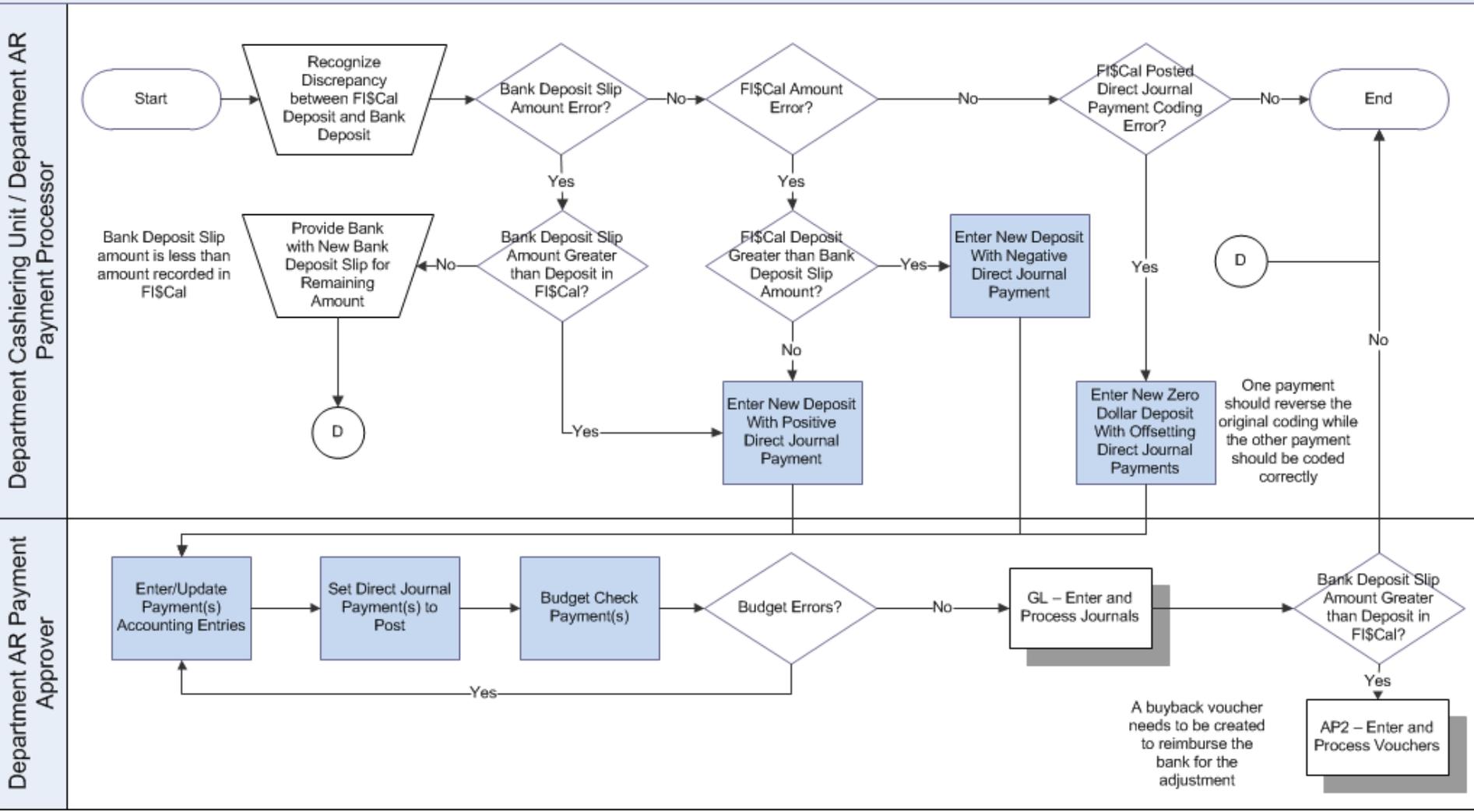
Guide to Symbols in Flows



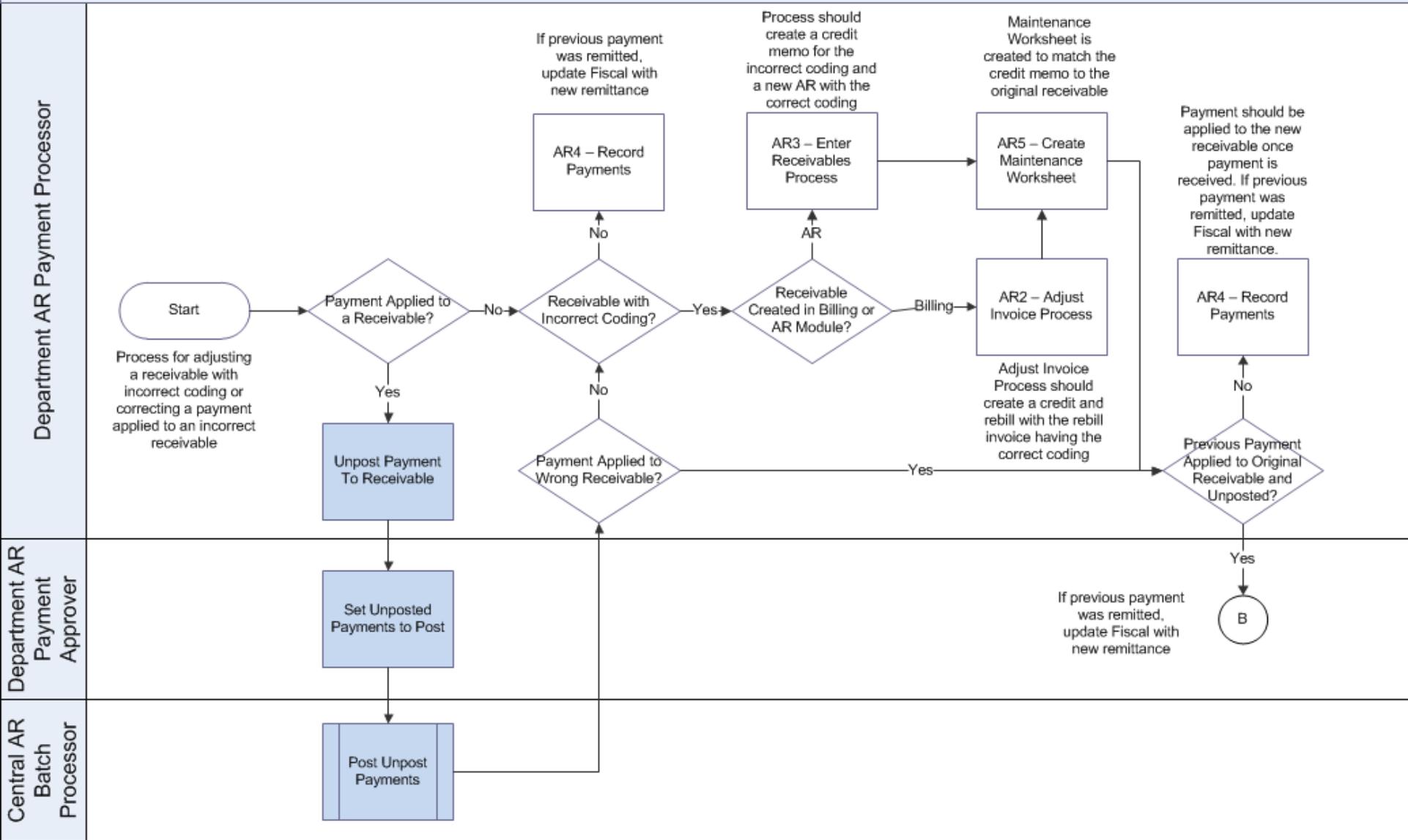
Employee Payroll Deductions



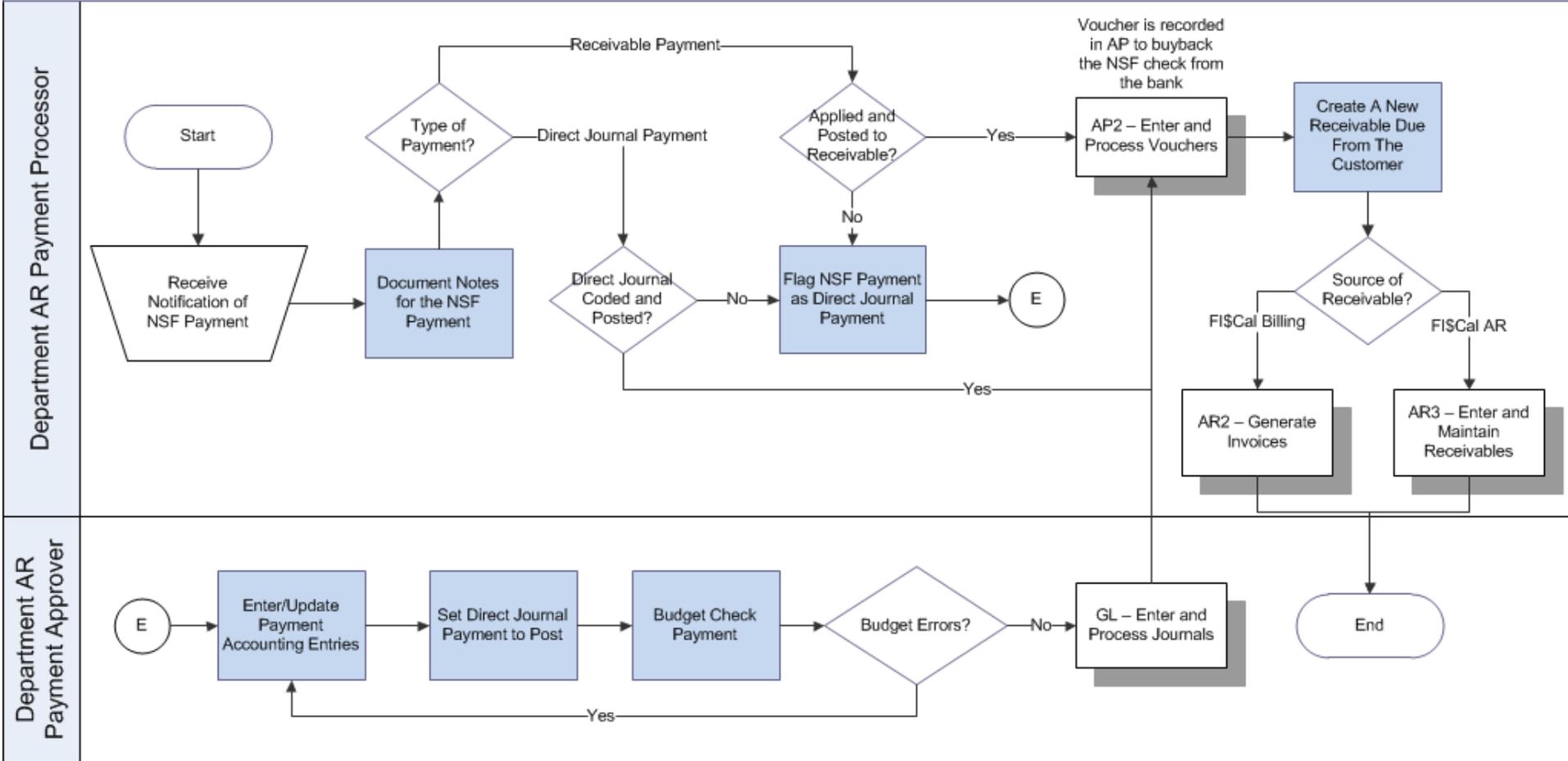
AR4 – Process Payments – Direct Journal Deposit Adjustments



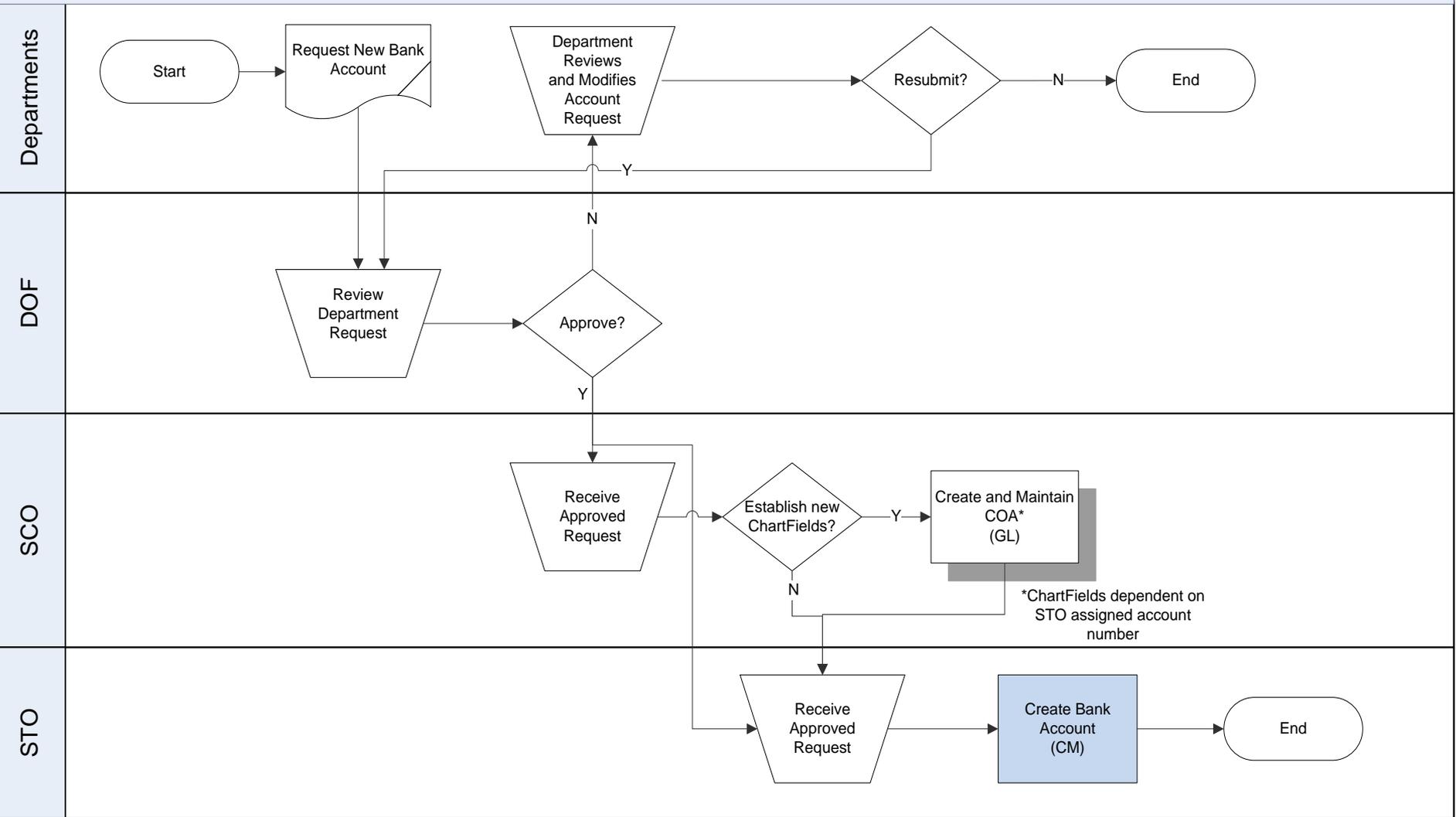
AR4 – Process Payments – Receivable Payment Adjustments



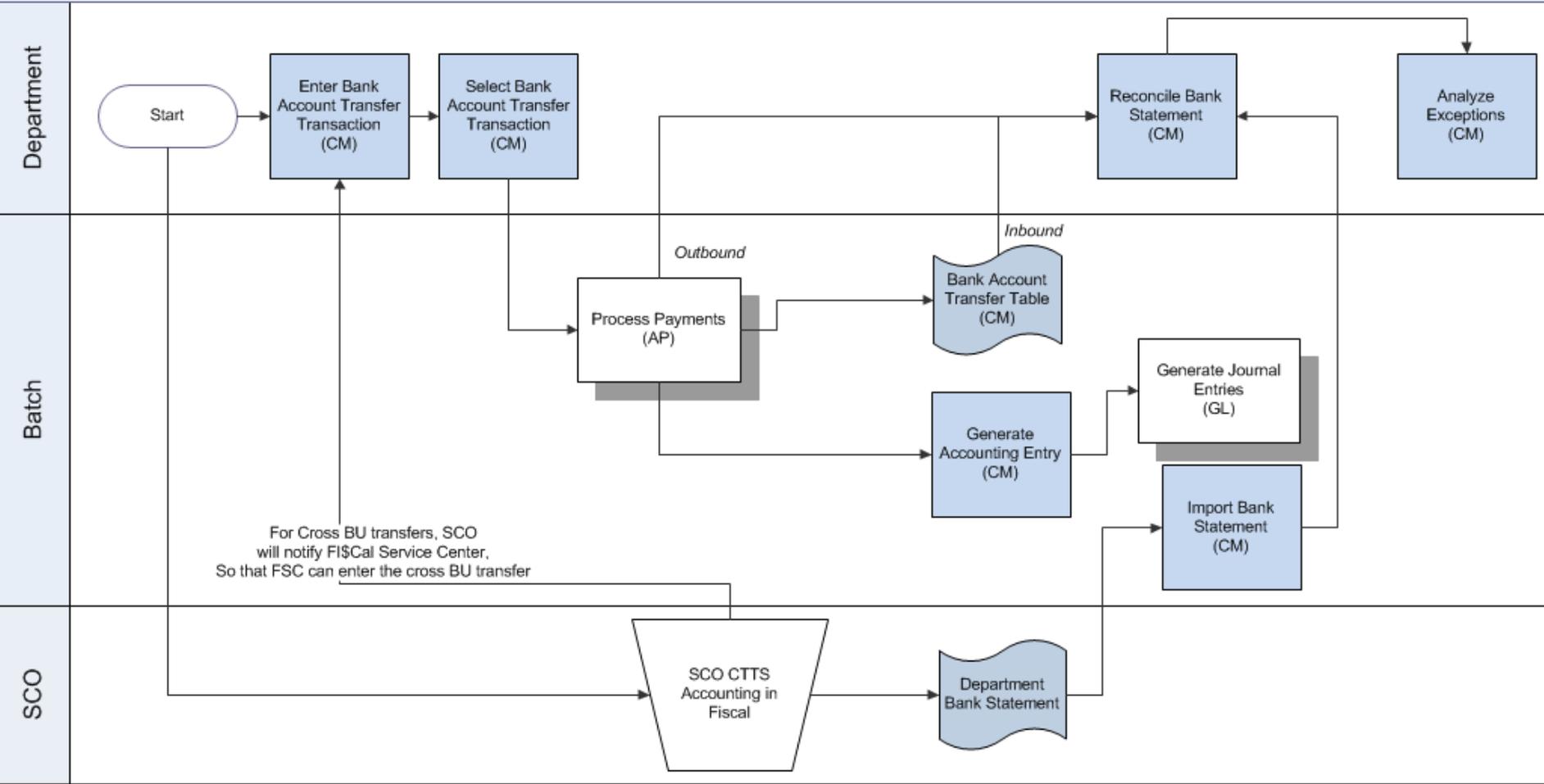
AR4 – Process Payments – Non-Sufficient Funds (NSF) Payment



CM - Create and Maintain Bank and Bank Account



CM – Bank Account Transfers (Transfers between Cash)



CM – SCO and Department Bank Reconciliation

