FI$Cal

One state. One system.

Super User Town Hall

May 2018

ICE BREAKER

- Being a super user, how do you help your department and end users?

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Identity Self Service (ISS)

Eric Harrald

May 2018

Identity Self-Service Portal Makes Processing User Access Requests Easier & Faster!

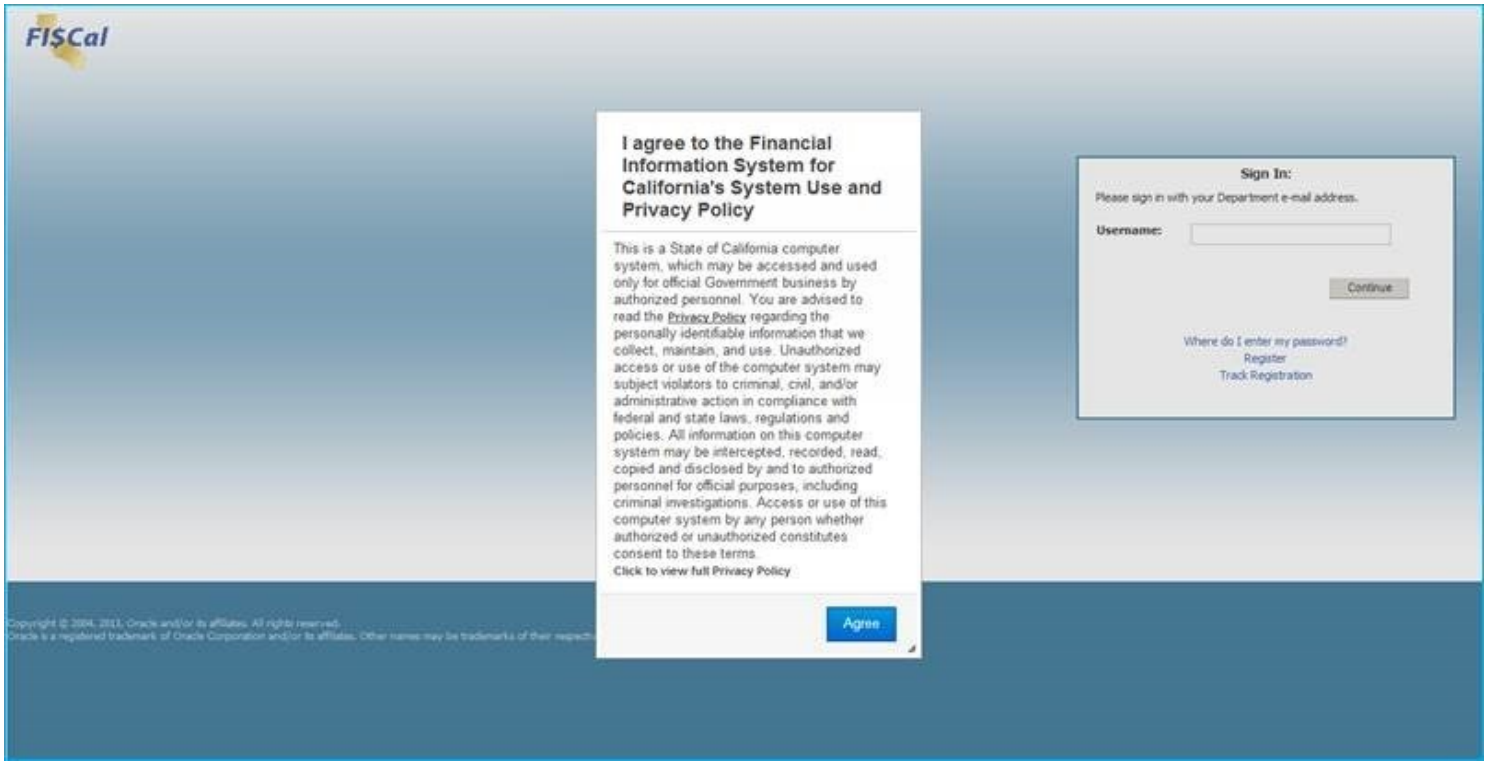
- What is ISS?
  - Automated access request process utilized by Departmental Authorities/Designees (DADs) allowing them to input end user access requests online.
- Who can use ISS?
  - DADs from departments already in the FI$Cal system can access the ISS portal by using their primary FI$Cal production user ID and password.
  - The ISS Login Page is located at https://sso.iam.fiscal.ca.gov/identity
- When?
  - The portal is available to all departments that are live in the FI$Cal system now.
  - Release 2018 Departments can use ISS after their go-live on July 9, 2018.

Identity Self-Service Portal Makes Processing User Access Requests Easier & Faster!

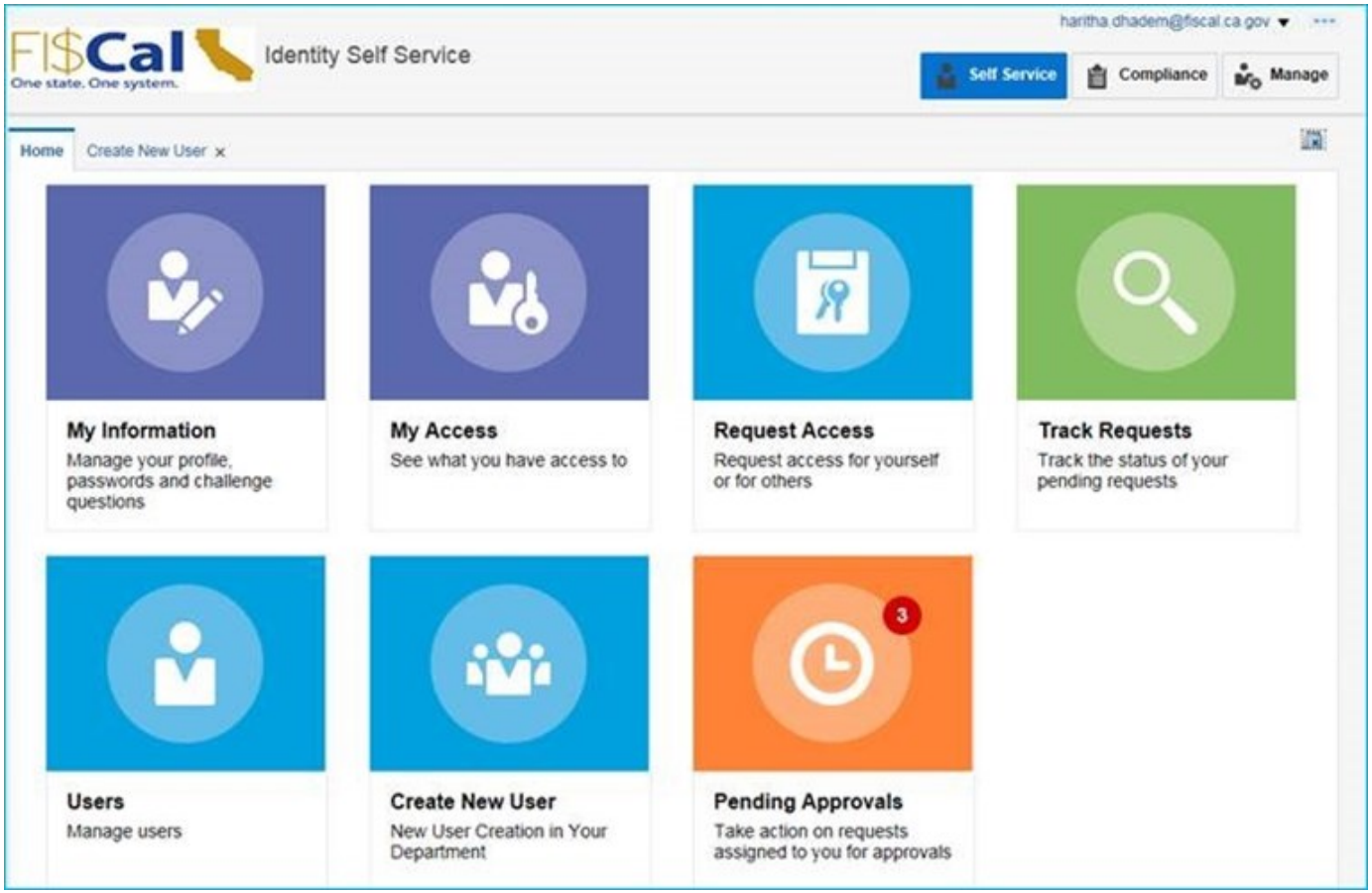
- Why use ISS?
  - Provides faster end user role provisioning by removing the manual steps of completing the paper based form and emailing it to the FI$Cal Service Center (FSC) for processing.
  - Provides DADs with greater control over the requests they submit. Through the portal they can view their department end users and their roles in the FI$Cal system as well as track requests they have submitted or approved.
- How to utilize ISS?
  - Review the Job Aids located at http://www.fiscal.ca.gov/access-fiscal/ISSJobAids.html
- For additional questions on the ISS portal please contact the FI$Cal Information Security Office at fiscal.iso@fiscal.ca.gov.

ISS Demo

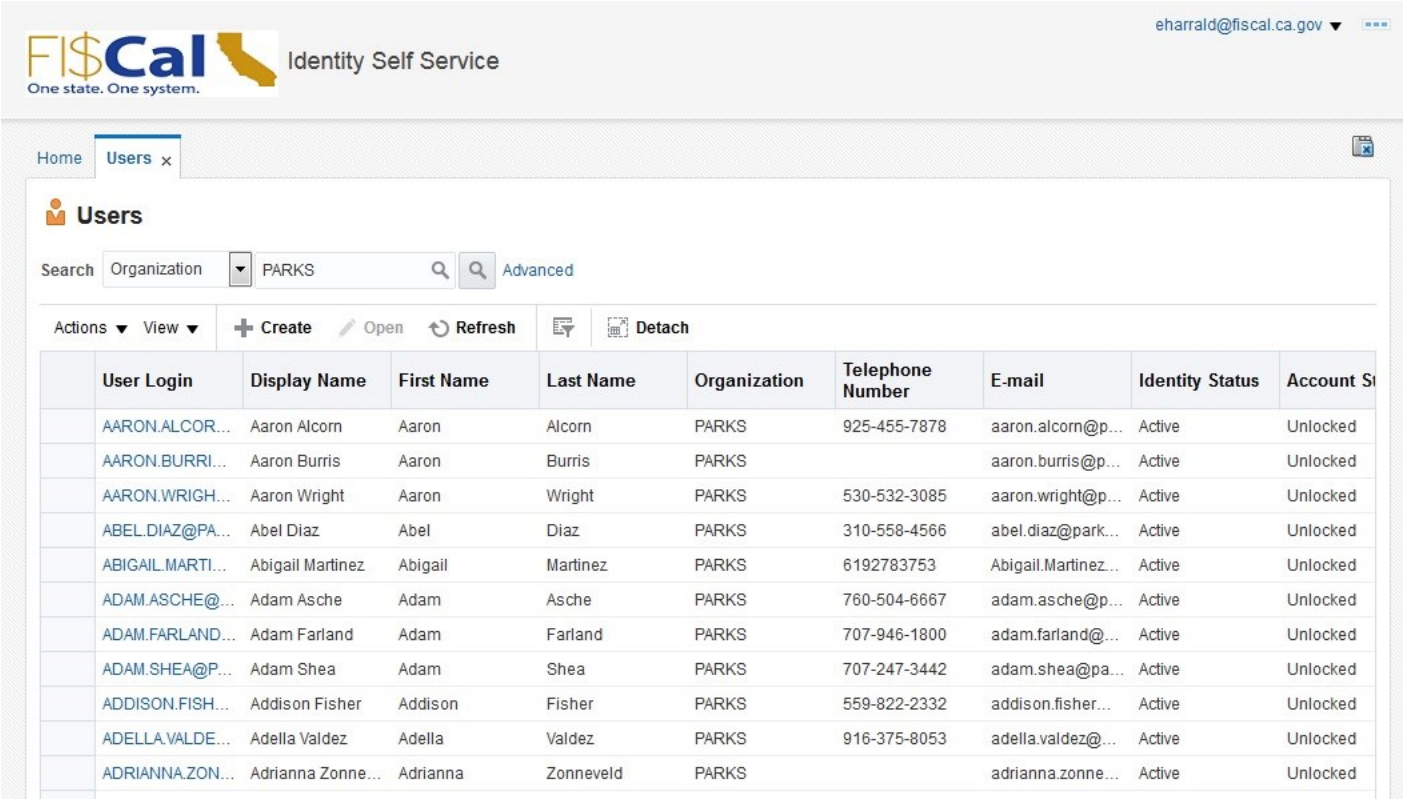
ISS Login Page



ISS Home Page



ISS Users Page – View Department Users



User Login	Display Name	First Name	Last Name	Organization	Telephone Number	E-mail	Identity Status	Account St
AARON.ALCOR...	Aaron Alcorn	Aaron	Alcorn	PARKS	925-455-7878	aaron.alcorn@p...	Active	Unlocked
AARON.BURRI...	Aaron Burris	Aaron	Burris	PARKS		aaron.burris@p...	Active	Unlocked
AARON.WRIGH...	Aaron Wright	Aaron	Wright	PARKS	530-532-3085	aaron.wright@p...	Active	Unlocked
ABEL.DIAZ@PA...	Abel Diaz	Abel	Diaz	PARKS	310-558-4566	abel.diaz@park...	Active	Unlocked
ABIGAIL.MARTI...	Abigail Martinez	Abigail	Martinez	PARKS	6192783753	Abigail.Martinez...	Active	Unlocked
ADAM.ASCHE@...	Adam Asche	Adam	Asche	PARKS	760-504-6667	adam.asche@p...	Active	Unlocked
ADAM.FARLAND...	Adam Farland	Adam	Farland	PARKS	707-946-1800	adam.farland@...	Active	Unlocked
ADAM.SHEA@P...	Adam Shea	Adam	Shea	PARKS	707-247-3442	adam.shea@pa...	Active	Unlocked
ADDISON.FISH...	Addison Fisher	Addison	Fisher	PARKS	559-822-2332	addison.fisher...	Active	Unlocked
ADELLA.VALDE...	Adella Valdez	Adella	Valdez	PARKS	916-375-8053	adella.valdez@...	Active	Unlocked
ADRIANNA.ZON...	Adrianna Zonne...	Adrianna	Zonneveld	PARKS		adrianna.zonne...	Active	Unlocked

ISS New User Page – Request New User

FI$Cal One state. One system. Identity Self Service

eharrald@fiscal.ca.gov

Home | Create New User

Create User

Submit | Save As... | Cancel

Access Justification

Justification

Basic Information

First Name

Middle Name

* Last Name

* Work E-mail

* Primary Business Unit

PeopleSoft Additional Business Units

* City

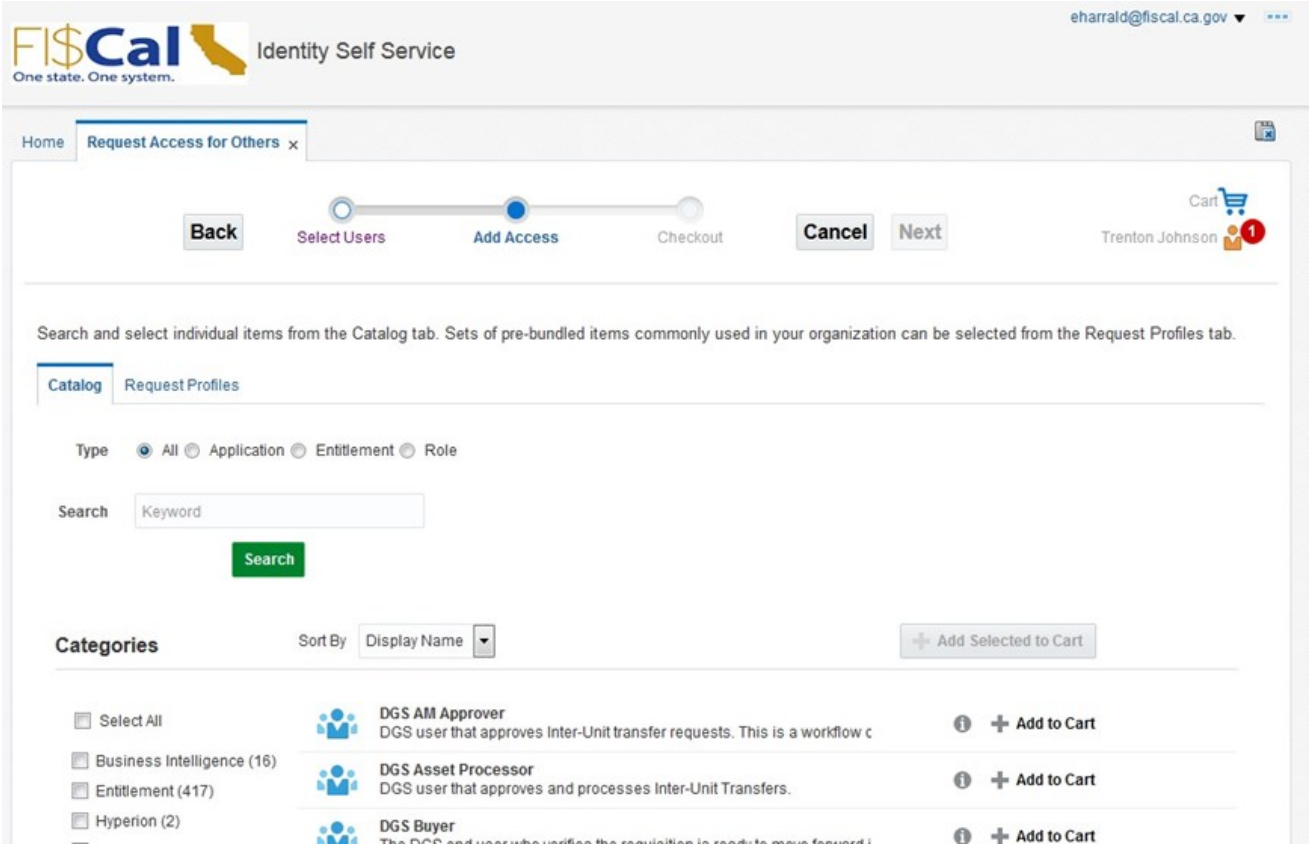
State: California

Current or Previous FI$Cal User: No / Yes

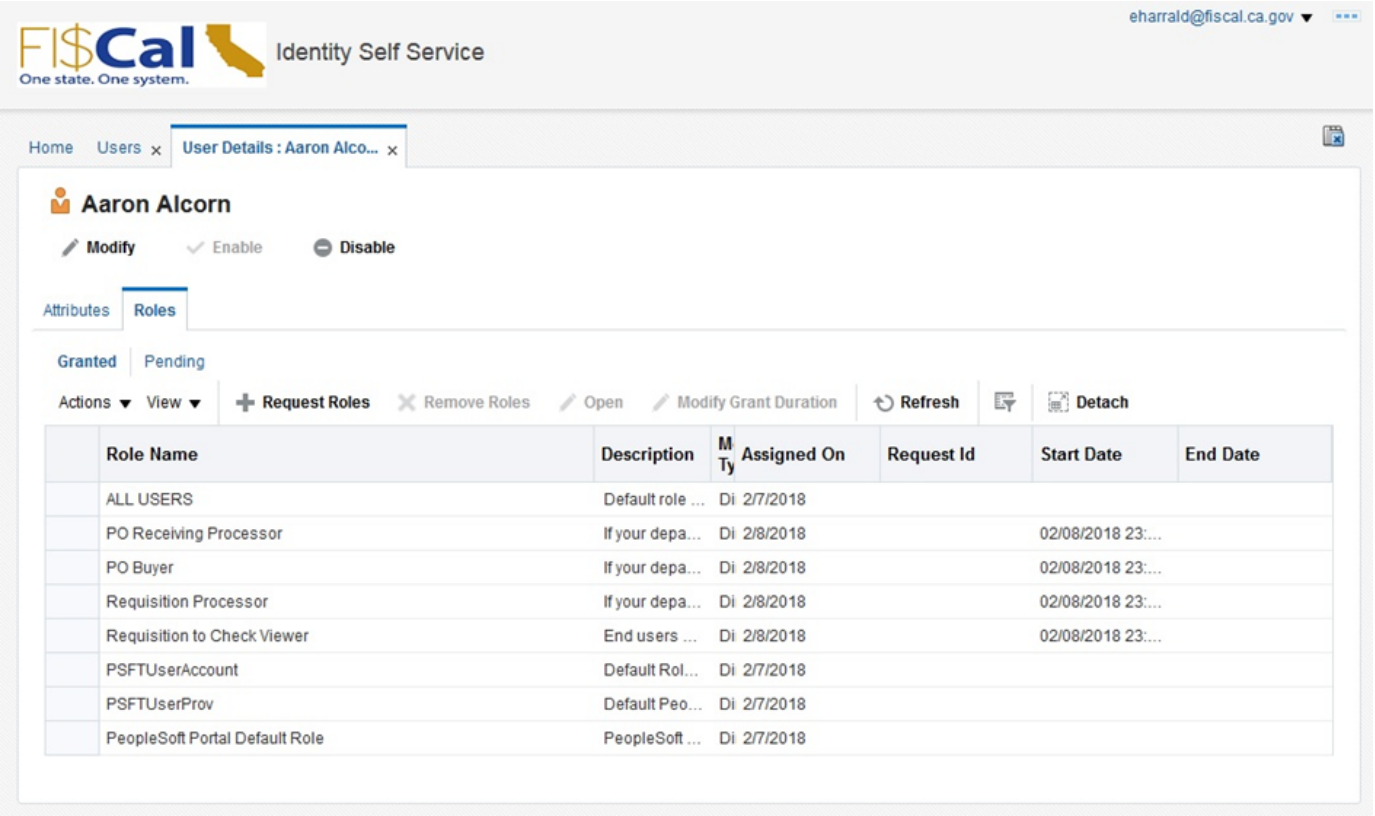
Previous FI$CAL Email

Telephone Number

ISS Request Access Page – Request Roles



ISS View User Roles Page



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Operational Insights Dashboard

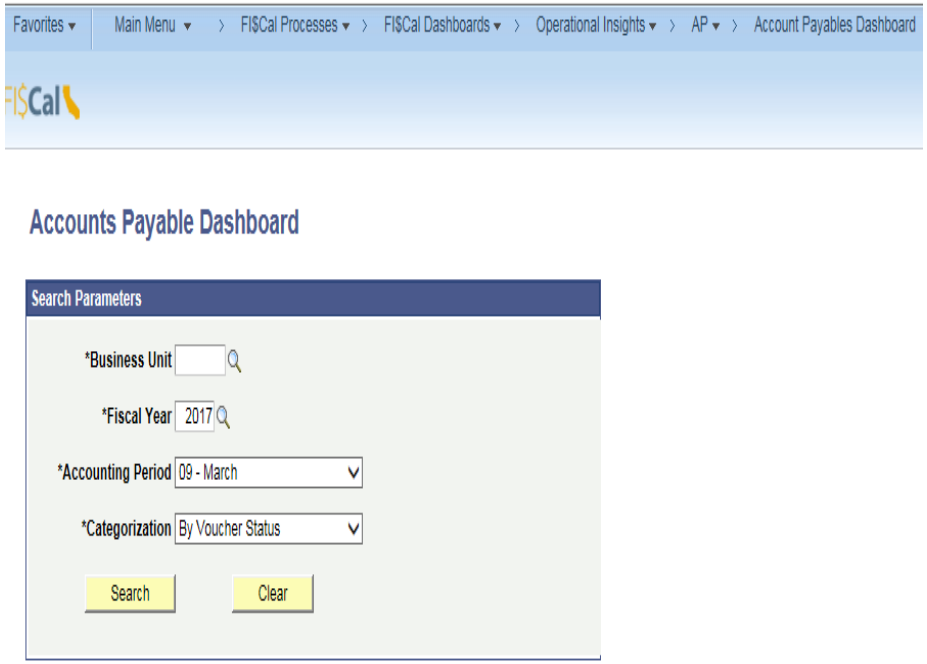
Ray Esquer

May 2018

Operational Insights Dashboards

- Module Specific Dashboards for AP, AR, LD, GL, AM Modules
- Dashboards provide a quick summary view of transactions entered by Department by Fiscal Year and Accounting Period
- Dashboards developed to help reduce effort and time spent by users for analysis tasks by avoiding the need to run multiple queries and searches in the module inquiry screens
- Users are able to drill down to each document or transaction to analyze the errors to take corrective action, or analyse transactional trends
- Dashboards work within the PeopleSoft security and role based access framework
- Operational Insight Dashboard Job Aid FI$Cal.367
- Any feedback on the Operational Insights Dashboards, please contact FiscalOSSOAccountingSection@fiscal.ca.gov

Operational Insights Dashboard – Accounts Payable



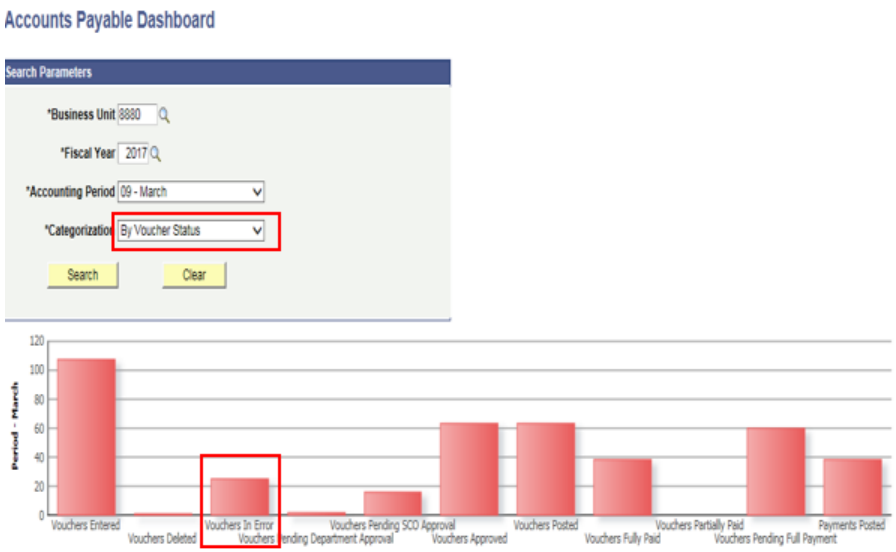
The Accounts Payable Dashboard includes Categories for search that include: By Error Details, By Payment Additional Details, By Sent to GL Status, By Voucher Origin, and By Voucher Status.

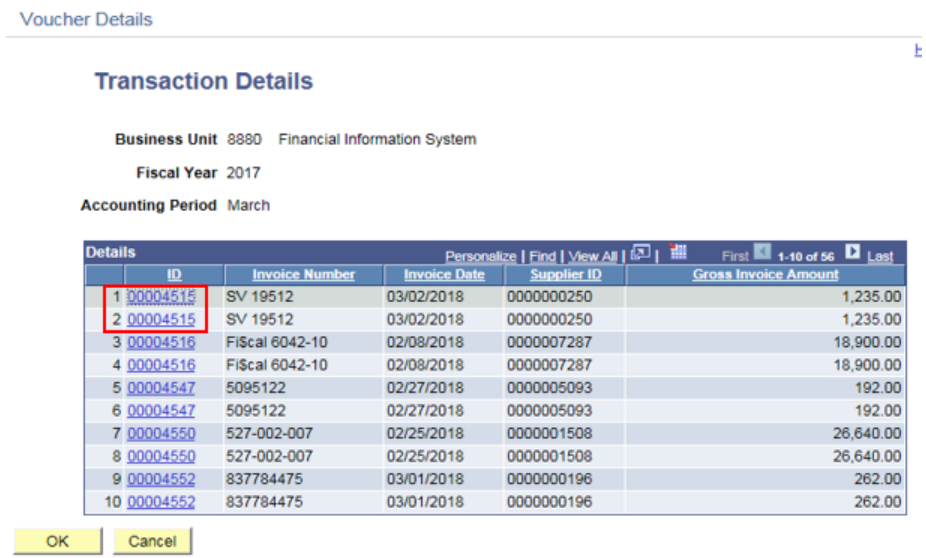
All Fields on the Dashboard page are required fields. An option to Show all Accounting Periods is an option once the Search criteria is displayed.

By Voucher Status

Example: Category By Voucher Status will show the number of Vouchers Entered, Vouchers Deleted, Vouchers in Error, Vouchers Pending SCO Approval, Vouchers Approved, Vouchers Posted, Vouchers Fully Paid, Vouchers Partially Paid, Vouchers Pending Full Payment, and Payments Posted.

Each Category has drill down capability to take the user directly to the Transaction. The example below is related to categorization By Vouchers Status and the drill down option of Vouchers in Error. Links to individual transactions are available for users to access.





	ID	Invoice Number	Invoice Date	Supplier ID	Gross Invoice Amount
1	00004515	SV 19512	03/02/2018	0000000250	1,235.00
2	00004515	SV 19512	03/02/2018	0000000250	1,235.00
3	00004516	Fi$cal 6042-10	02/08/2018	0000007287	18,900.00
4	00004516	Fi$cal 6042-10	02/08/2018	0000007287	18,900.00
5	00004547	5095122	02/27/2018	0000005093	192.00
6	00004547	5095122	02/27/2018	0000005093	192.00
7	00004550	527-002-007	02/25/2018	0000001508	26,640.00
8	00004550	527-002-007	02/25/2018	0000001508	26,640.00
9	00004552	837784475	03/01/2018	0000000196	262.00
10	00004552	837784475	03/01/2018	0000000196	262.00

Display all months

Selecting the “Display all months” option allows for a listing of all Accounting Periods within the Fiscal Year. The Dashboard is point in time information. Any statuses shown will be based on the data available on the day the Dashboard is viewed.

Selecting the “Show all columns” option will allow for a full display by Quarter.

Search Result

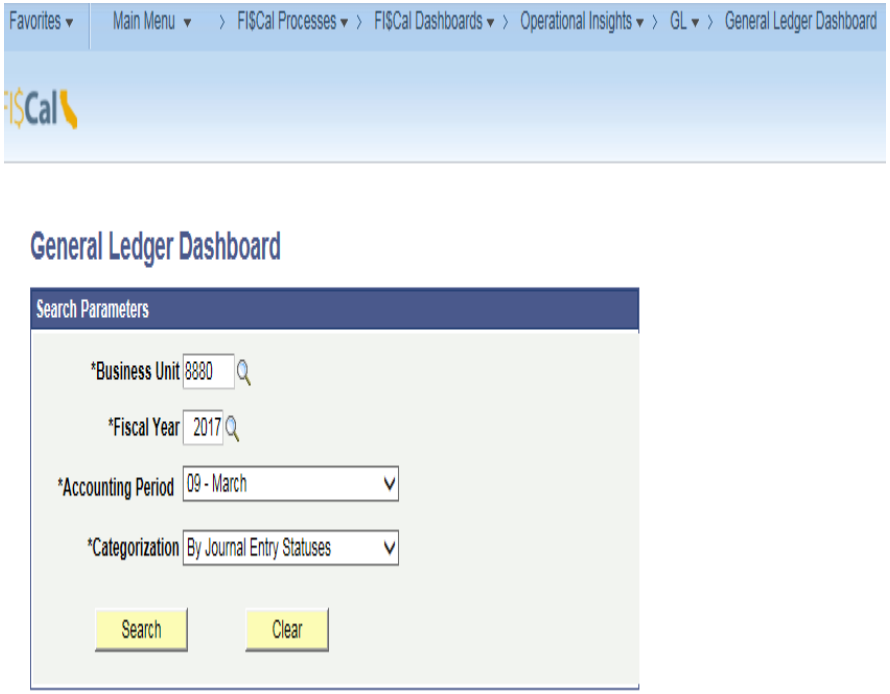
☑ Display all months

Voucher Status Personalize | Find | 1-11 of 11 Last

First Quarter | Second Quarter | Third Quarter | Fourth Quarter

Description	January's Count	January's Amount	February's Count	February's Amount	March's Count	March's Amount
Vouchers Entered	140	9,261,759.03	121	5,573,615.71	110	4,698,530.33
Vouchers Deleted	5	14,542.69	3	16,380	1	439,490.32
Vouchers In Error	0	0	2	18,953.71	28	1,113,846.08
Vouchers Pending Department Approval	0	0	0	0	2	248.76
Vouchers Pending SCO Approval	0	0	0	0	16	838,087.33
Vouchers Approved	135	9,247,216.34	116	5,538,282	63	2,306,857.84
Vouchers Posted	135	9,247,216.34	116	5,538,282	63	2,306,857.84
Vouchers Fully Paid	126	9,247,216.34	101	5,537,282	38	1,617,781.89
Vouchers Partially Paid	0	0	0	0	0	0
Vouchers Pending Full Payment	0	0	3	19,953.71	63	2,641,258.12
Payments Posted	126	9,247,216.34	101	5,537,282	38	1,617,781.89

Operational Insights Dashboard – General Ledger Payable



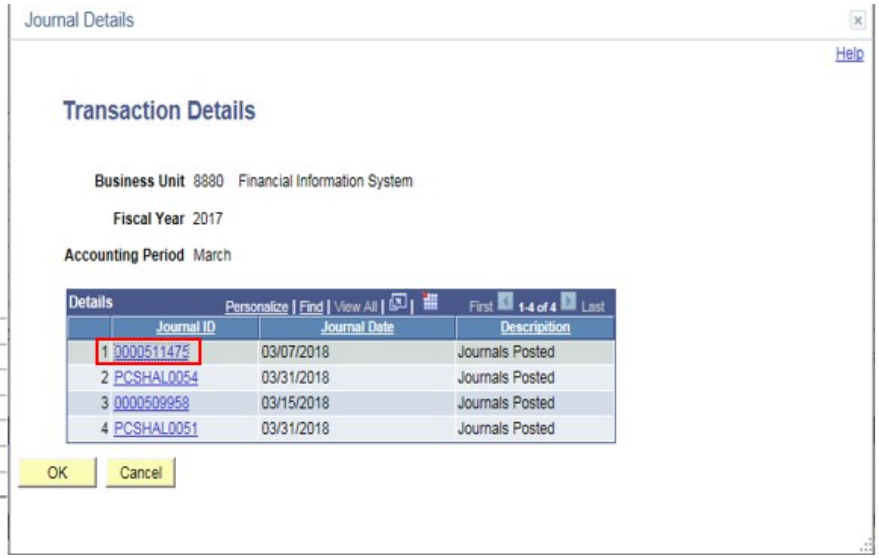
The General Ledger Dashboard includes Categories for search that include: By Journal Entry Statuses, By Journal Source Details, Journals not Posted by Source.

All Fields on the Dashboard page are required fields. An option to Show all Accounting Periods is an option once the Search criteria is displayed.

By Journal Entry Status

Example: Category By Journal Entry Status will show the number of Journals Entered, Journals Deleted, Journals in Error, Journals in Budget Check Error, Journals Pending for Department Approval, Journals Approved, Journals Posted, Journals not Posted, Journals in Suspense.

Each Category has drill down capability to take the user directly to the Transaction. The example below is related to categorization By Journal Entry Status and the drill down option of Journals Posted. Links to individual transactions are available for users to access.



Display all months

Selecting the “Display all months” option allows for a listing of all Accounting Periods within the Fiscal Year. The Dashboard is point in time information. Any statuses shown will be based on the data available on the day the Dashboard is viewed.

Selecting the “Show all columns” option will allow for a full display by Quarter.

Search Result

☑ Display all months

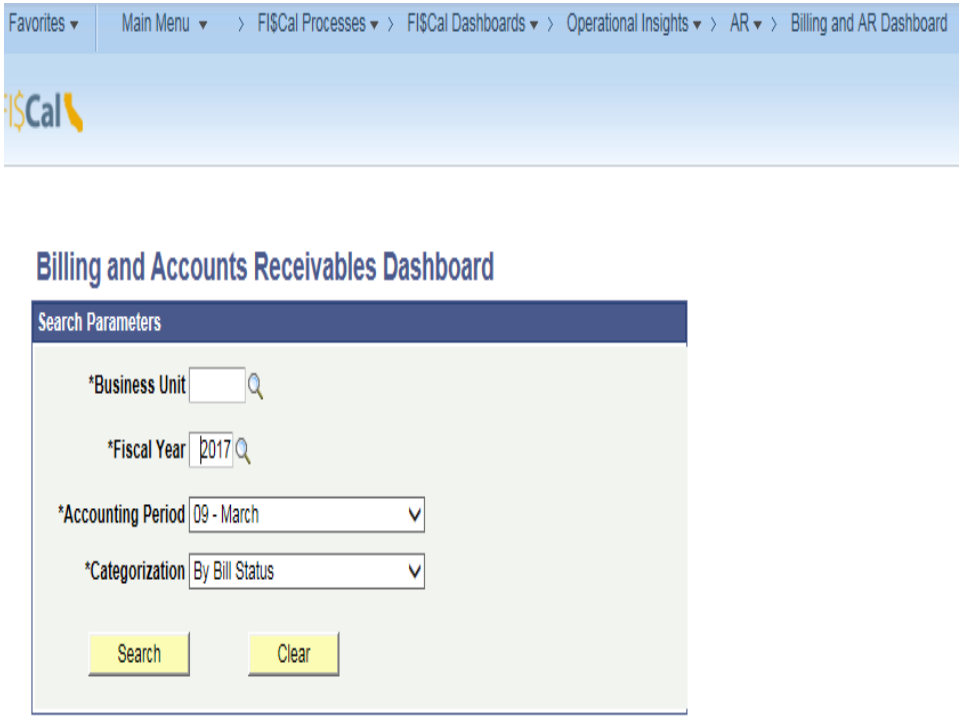
Journal Entry

Personalize | Find | 1-9 of 9 Last

First Quarter | Second Quarter | Third Quarter | Fourth Quarter

Description	Count of Transactions in January	Count of Transactions in February	Count of Transactions in March
Journals Entered	18	43	6
Journals Deleted	0	0	0
Journals In Error	0	0	0
Journals in Budget Check Error	0	0	0
Journals Pending for Department Approval	0	0	0
Journals Approved	0	0	2
Journals Posted	12	37	4
Journals Not Posted	6	6	0
Journals in Suspense	0	0	0

Operational Insights Dashboard – Billing and AR



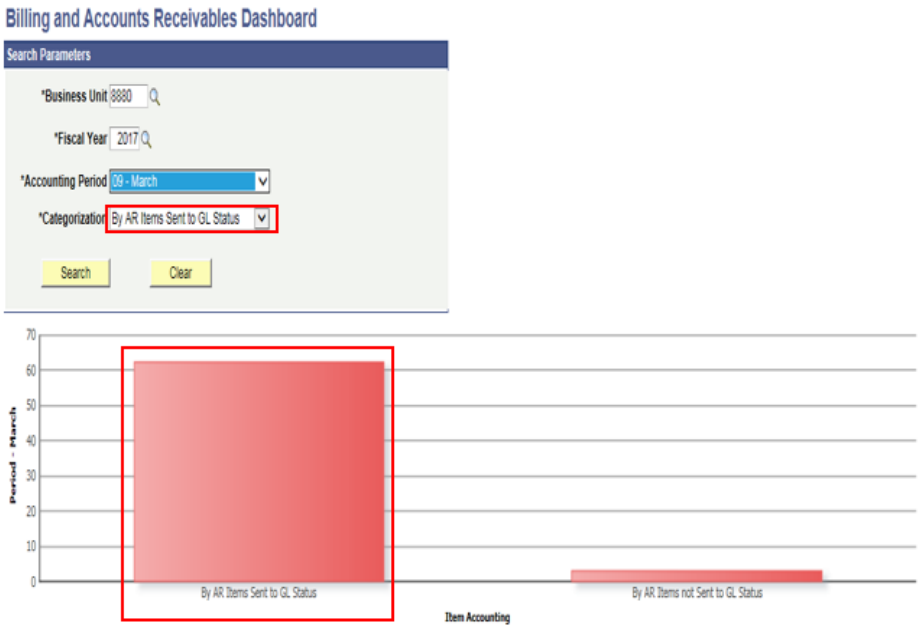
The Billing and AR Dashboard includes Categories for search that include: By AR Items Sent to GL Status, By AR Misc Sent to GL Status, By Bill Status, By Billing Sent to GL Status, By Outstanding AR Payments, By Receivable Status

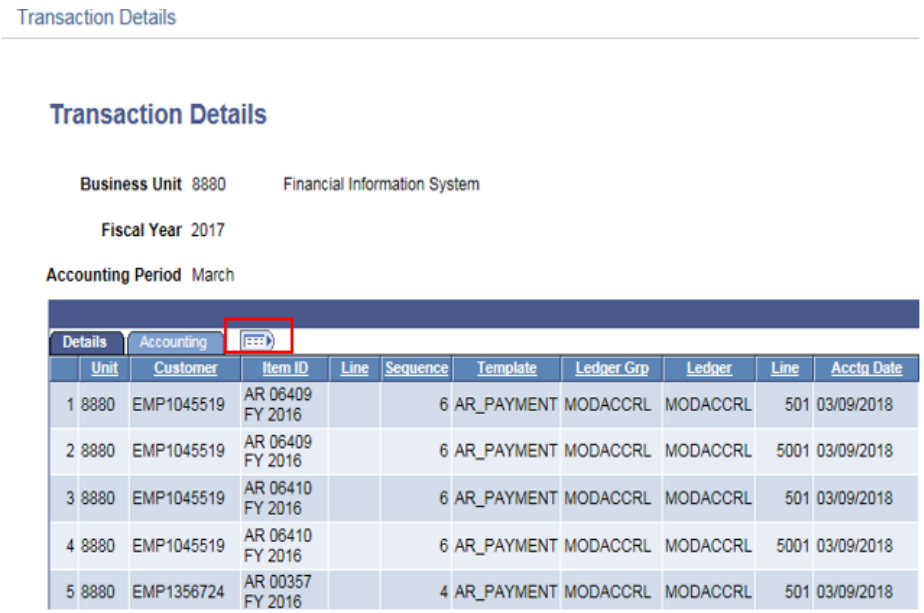
All Fields on the Dashboard page are required fields. An option to Show all Accounting Periods is an option once the Search criteria is displayed.

By AR Items Sent to GL Status

Example: Category By AR Items Sent to GL Status will show the number of AR Items Sent to GL, AR Items not Sent to GL.

Each Category has drill down capability to take the user directly to the Transaction. The example below is related to categorization By AR Item Sent to GL Status and the drill down option of By AR Items Sent to GL Status. Additional detail can be obtained by extended full view for Journal Information.





	Unit	Customer	Item ID	Line	Sequence	Template	Ledger Grp	Ledger	Line	Acctg Date
1	8880	EMP1045519	AR 06409 FY 2016		6	AR_PAYMENT	MODACCRL	MODACCRL	501	03/09/2018
2	8880	EMP1045519	AR 06409 FY 2016		6	AR_PAYMENT	MODACCRL	MODACCRL	5001	03/09/2018
3	8880	EMP1045519	AR 06410 FY 2016		6	AR_PAYMENT	MODACCRL	MODACCRL	501	03/09/2018
4	8880	EMP1045519	AR 06410 FY 2016		6	AR_PAYMENT	MODACCRL	MODACCRL	5001	03/09/2018
5	8880	EMP1356724	AR 00357 FY 2016		4	AR_PAYMENT	MODACCRL	MODACCRL	501	03/09/2018

Display all months

Selecting the “Display all months” option allows for a listing of all Accounting Periods within the Fiscal Year. The Dashboard is point in time information. Any statuses shown will be based on the data available on the day the Dashboard is viewed.

Selecting the “Show all columns” option will allow for a full display by Quarter.

Search Results

☑ Display All Months

Item Accounting

Personalize | Find | First 1-2 of 2 Last

First quarter | Second Quarter | Third Quarter | Fourth Quarter

Description	Count of Transaction in January	Count of Transaction in February	Count of Transaction in March
By AR Items Sent to GL Status	166	88	62
By AR Items not Sent to GL Status	0	0	3

Overview

Module Specific Dashboards have been created for AP, AR, LD, GL, AM Modules. Categories of search by Module include the following:

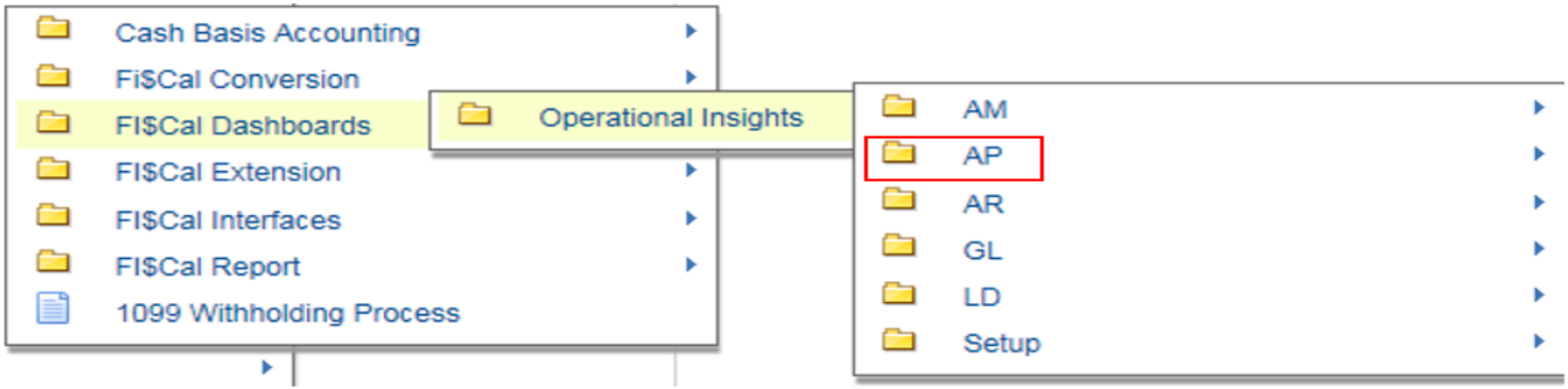
AM – Assets by Statuses, By Sent to GL Status
AP - By Error Details, By Payment Additional Details, By Sent to GL Status, By Voucher Origin, and By Voucher Status.
AR - By AR Items Sent to GL Status, By AR Misc Sent to GL Status, By Bill Status, By Billing Sent to GL Status, By Outstanding AR Payments, By Receivable Status
GL – By Journal Entry Status, By Journal Source Details, Journals not Posted by Source
LD – By Sent to GL Status, By Statuses

*Each Category will have different options available for drill down.

Security

Access to the Dashboard is Role Based. Users with Access to Processing, Approving, or Maintenance Roles in the module will have access to the Dashboard. Any access to transactional information provided in the links will be limited to the Role (e.g. only Processors will be able to update transactions).

Users will only be able to see the navigation for the Roles that they have access to (e.g. Accounts Payable Processor will only see the AP navigation)



Dashboard Demo

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Reports from the FI$Cal System

Rama Gumma
Gloria Martinez

FI$Cal Reports / Queries

- A listing of Reports delivered and developed for FI$Cal can be found on the FI$Cal website under Job Aid FI$Cal.080.
- Each Module (AP, AR, GL, etc.) has a link to Report Job Aid.
- Job Aids can be found at http:/www.fiscal.ca.gov/access-fiscal/job_aids.html
- The Report Job Aid provides end-users with an excel list of reports, and a link to an example of the Run Control and output.

Reports within the FI$Cal System

Below are examples of reports that are currently being used on a regular basis:

- Budget Status Report
- Trial Balance Report
- Final Budget Report

Reports Demo

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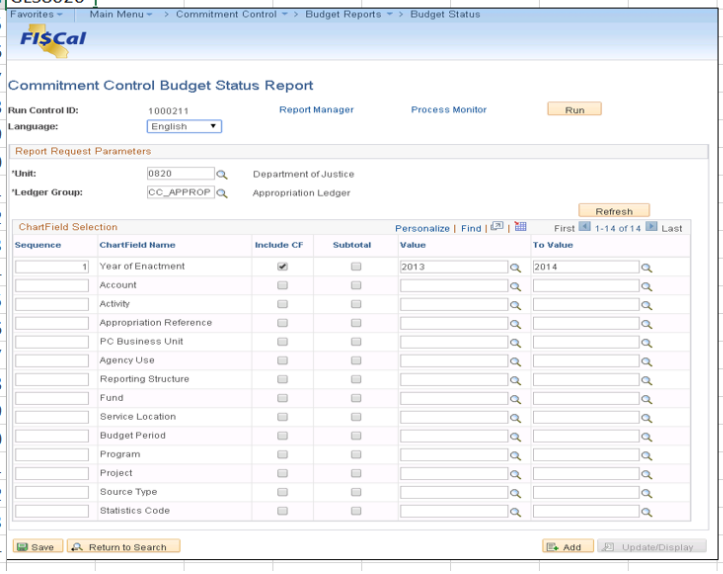
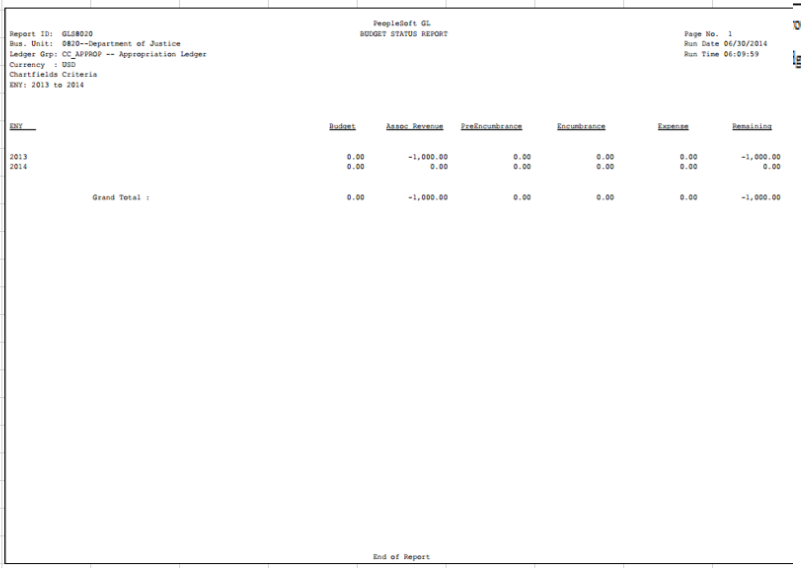
Budget Status Report

Report ID	Module	Report Title	Description	Business Process	Navigation	Reporting Tool	Server Name	Report Format	Security Roles	Totals and Sub-Totals	Sort By Logic	Key inputs	Key Output	Run Control Page / Report Output
GLS1222	KK	Closing Calculation Log Report	Displays the results of the Budget Close process	GL5 - Process Financial Statements	Root > Commitment Control > Close Budget > Closing Calculation Log Report	SQR	PSUNX	PDF	GL Reporter	N/A	N/A	Process Instance, Unit, Ledger, Chartfields	Process Instance, Unit, Ledger, Chartfields	GLS1222
GLS8020	KK	Budget Status	Displays all Commitment Control ledger amounts (budgeted, pre-encumbrance, encumbrance,expense, collected, recognized) and the available balance for the	GL5 - Process Financial Statements	Root > Commitment Control > Budget Reports > Budget Status	SQR	PSUNX	PDF	GL Reporter	N/A	N/A	Business Unit, Ledger, Chartfield	Business Unit, Ledger Group, Chartfield, Budget, Associated Revenue, PreEncumbrance, Encumbrance, Expense, Remaining	GLS8020
GLS8510	KK													

GLS8020

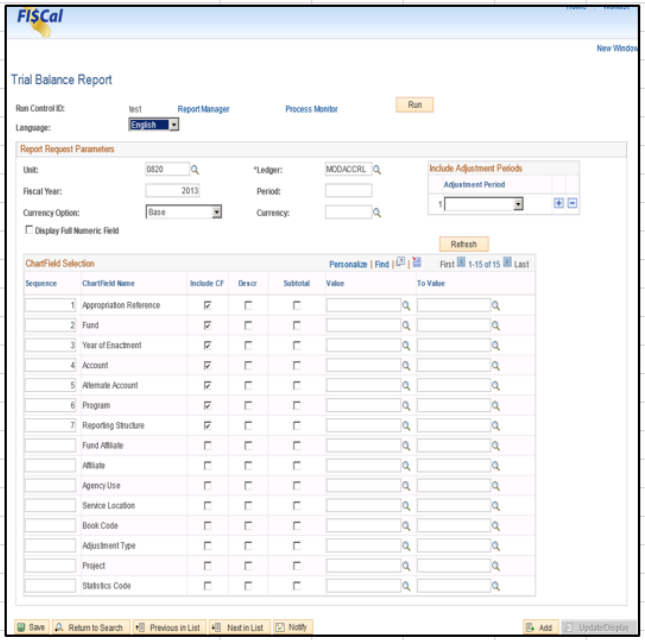


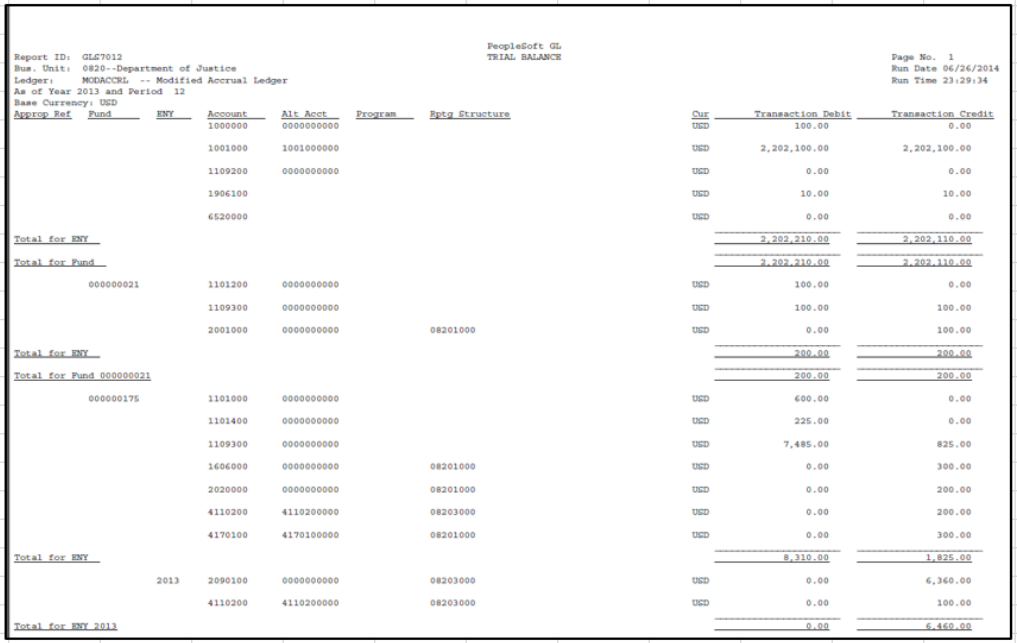


Trial Balance Report

Report ID	Module	Report Title	Description	Business Process	Navigation	Reporting Tool	Server name	Report Format	Security Roles	Totals and Sub-Totals	Sort By Logic	Key inputs	Key Output	Page / Report Output
GLS7012	GL	Trial Balance	Combines detail and summary balance information. Shows the ending ledger balances for the specified year and period by ChartField combination. Also displays subtotals by ChartField. Prints a final total for debits and credits.	GL5 - Process Financial Statements	Root > General Ledger > General Reports > Trial Balance	SQR	PSUNX	PDF	GL Reporter	N/A	N/A	Business Unit, Fiscal Year, Currency Option, Ledger	Various ChartFields, Currency, Transaction Debit, Transaction Credit	GLS7012

GLS7012





PeopleSoft GL
TRIAL BALANCE

Report ID: GLS7012
Bus. Unit: 0820--Department of Justice
Ledger: MODACCRL -- Modified Accrual Ledger
As of Year 2013 and Period 12
Base Currency: USD

Page No. 1
Run Date 06/26/2014
Run Time 23:29:34

Approp Ref	Fund	ENY	Account	Alt Acct	Program	Rptg Structure	Cur	Transaction Debit	Transaction Credit
			1000000	0000000000			USD	100.00	0.00
			1001000	1001000000			USD	2,202,100.00	2,202,100.00
			1109200	0000000000			USD	0.00	0.00
			1906100				USD	10.00	10.00
			6520000				USD	0.00	0.00
Total for ENY								2,202,210.00	2,202,110.00
Total for Fund								2,202,210.00	2,202,110.00
	000000021		1101200	0000000000			USD	100.00	0.00
			1109300	0000000000			USD	100.00	100.00
			2001000	0000000000		08201000	USD	0.00	100.00
Total for ENY								200.00	200.00
Total for Fund 000000021								200.00	200.00
	000000175		1101000	0000000000			USD	600.00	0.00
			1101400	0000000000			USD	225.00	0.00
			1109300	0000000000			USD	7,485.00	825.00
			1606000	0000000000		08201000	USD	0.00	300.00
			2020000	0000000000		08201000	USD	0.00	200.00
			4110200	4110200000		08203000	USD	0.00	200.00
			4170100	4170100000		08201000	USD	0.00	300.00
Total for ENY								8,310.00	1,825.00
		2013	2090100	0000000000		08203000	USD	0.00	6,360.00
			4110200	4110200000		08203000	USD	0.00	100.00
Total for ENY 2013								0.00	6,460.00

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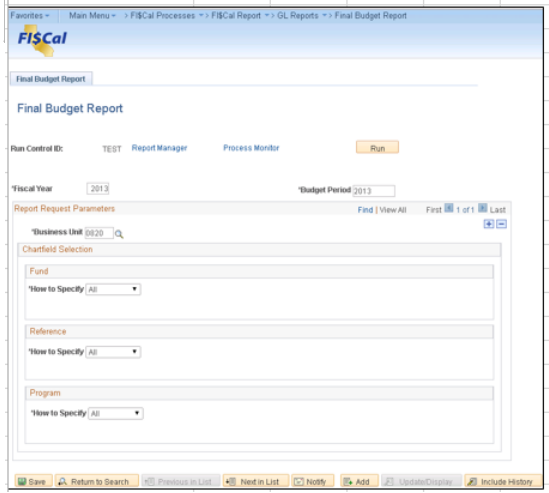
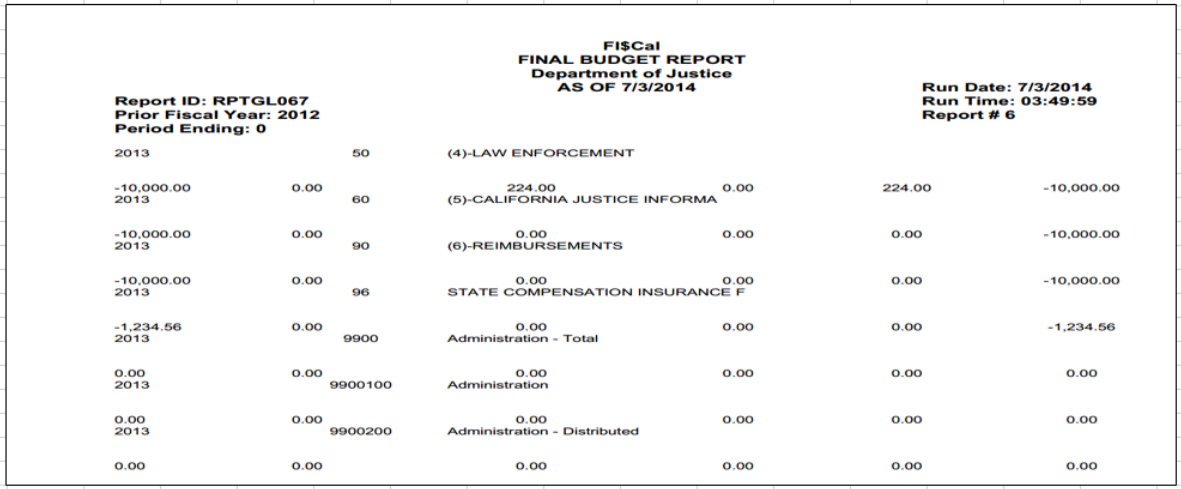
Final Budget Report

Report ID	Module	Report Title	Description	Business Process	Navigation	Reporting Tool	Server name	Report Format	Security Roles	Totals and Sub-Totals	Sort By Logic	Key inputs	Key Output	Page / Report Output
RPTGL067	GL	Final Budget Report	The purpose of the final Budget Report is to report remaining spending authority for a fund, reference and program combination. The report lists appropriations, appropriation expenditures, reimbursements and operating transfers as adjusted by encumbrances. The final Budget Report in conjunction with the final Reconciliation of Controller's Accounts (Year End Report 5) provides departments with a method of reconciling the department's appropriation balances with the State Controller's Office balances as of June 30.The State will need an SQR report at the business unit, Enactment year, fund, reference and program level for their yearend final budget reporting. The reporting financial elements will be "Beginning Spending Authority at the beginning of that year", "Expenditures for that fiscal year", "Encumbrance for that fiscal year", "Prior year Encumbrance	GL5 - Process Financial Statements	Main Menu > FI$Cal Processes > FI$Cal Report > GL Reports >final Budget Report	BI Publisher	PSUNX	PDF	GL Reporter/Report Developer	N/A	N/A	Fiscal Year, Budget Period, Chartifield selection	Budget Period, Appro Ref, Budget Expenditure, Balance	RPTGL067

RPTGL067





FI$Cal
FINAL BUDGET REPORT
Department of Justice
AS OF 7/3/2014

Report ID: RPTGL067
Prior Fiscal Year: 2012
Period Ending: 0

Run Date: 7/3/2014
Run Time: 03:49:59
Report # 6

2013		50	(4)-LAW ENFORCEMENT			
-10,000.00	0.00		224.00	0.00	224.00	-10,000.00
2013		60	(5)-CALIFORNIA JUSTICE INFORMA			
-10,000.00	0.00		0.00	0.00	0.00	-10,000.00
2013		90	(6)-REIMBURSEMENTS			
-10,000.00	0.00		0.00	0.00	0.00	-10,000.00
2013		96	STATE COMPENSATION INSURANCE F			
-1,234.56	0.00		0.00	0.00	0.00	-1,234.56
2013		9900	Administration - Total			
0.00	0.00		0.00	0.00	0.00	0.00
2013		9900100	Administration			
0.00	0.00		0.00	0.00	0.00	0.00
2013		9900200	Administration - Distributed			
0.00	0.00		0.00	0.00	0.00	0.00

Department of Finance Reports Crosswalk

The Department of Finance has a listing of Reports and Queries that end-users access on a regular basis. This listing also provides a Crosswalk to existing CALSTARS Reports that FI$Cal worked with Partner Agencies to customize for end-users.

FI$Cal Training

The Department of Finance provides Training Classes and eLearning courses to assist state departments using the Financial Information System for California (FI$Cal).

Reports Crosswalk can be found at
http://www.dof.ca.gov/Accounting/Consulting_and_Training/FISCal_Training/

Accounting Crosswalks

- Accounting Terminology Crosswalk (.xlsx)
- FI$Cal *(PeopleSoft)* to CALSTARS Reports Crosswalk (.xlsx)

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The listing provided by Finance is in Excel, and can be filtered to identify Reports, Queries, or related CALSTARS Report when applicable.

FI$CAL TO CALSTARS REPORTS CROSSWALK (Rev. 2/20/2018)

Module	Report/Query/ Online Inquiry	Report ID	Report/Query Name	Navigation	FI$Cal Report/Query Description and Purpose	Frequency of Use	CALSTARS Report ID	CALSTARS Report Description
GL	Report	RPTGL067	Final Budget Report (YE Report 6)	FI$Cal Processes > FI$Cal Report > GL Reports > Final Budget Report	Provides a summary status of appropriations, which includes expenditures, encumbrances and balances for each appropriation. Follow steps in Job Aid FI$Cal.235 to generate report.	Monthly/ Annual	B06	Final Budget Report
GL	Report	FIN2001	Journal Entry Detail Report	General Ledger > General Reports > Journal Entry Detail	Shows journal entry detail information by BU, journal ID, date, description, ledger group, source, reversal, foreign currency, rate type, effective date, and effective rate.	Daily		
GL	Report	GLS7002	Ledger Activity	General Ledger > General Reports > Ledger Activity	Lists the detailed journal line activity that is posted against the ledger for the accounting periods that are specified. Also lists the beginning and ending ledger balances by chartfield combination and account.	Daily/ Monthly	HG1	General Ledger Analysis
GL	Report	GLS3000	Open Item Listing Report	General Ledger > Open Items > Open Item Listing Report	Lists open items for specified accounts, including a description of the accounts, the Open Item key field, and a detailed listing of the journal lines that have an open status up to the as of date.	Daily/ Monthly		
GL	Report	RPTGL104	Plan of Financial Adjustment (PFA) Report	FI$Cal Processes > FI$Cal Reports > GL Reports > Plan for Financial Adjustment	Used to make adjustments between funding sources for services rendered, supplies used or a proper proportion of other expenses.	Monthly	Q22	Summarizes the results of the CALSTAS Cost Allocation process by appropriations and program.
GL	Report	RPTGL076	Statement of Capital Asset Group of Accounts (YE Report 19)	FI$Cal Processes > FI$Cal Report > GL Reports > Statement of Capital Assets	Provides the capital assets of a department. It summarizes the information contained in Statement of Changes in Capital Asset Group of Accounts (YE Report 18). Follow steps in Job Aid FI$Cal.230 to generate report.	Monthly/ Annual		

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FI$Cal Service Center

Maureen Rielley

Common Purchase Order Concerns

- PO – Worklist is Empty
- PO – Unable to Change Buyer on Existing Purchase Contracts
- PO – Posting documents to a Posted Event
- PO – Cancelling a SCPRS Entry

	Module	Title	Issue/Concern	Options
1	PO	Worklist is Empty	Approvers not receiving PO/Requisition/Events notification to approve in email or worklist is empty.	If your Requisition or PO has been approved by another Approver or not work flowed to a desired Approver, approval workflow can be retriggered by following the steps below: **1. Open the Requisition or PO** **2. Make changes to the price of any PO line as shown below** **3. Save the PO** **4. Again make changes to price of previously changed PO line and revert the changes made in previous step** **5. Save the PO, then PO will be retrigger for approval.**
2	PO	Unable to Change Buyer on Existing Procurement Contract	Contract buyer is unable to change supplier on an existing procurement contract.	This issue occurs because the buyer of the contract is not listed on your authorized list of Contract Buyer Preferences. To resolve the issue please contact the Fiscal Service Center so that the Security team can add the Buyer on the Contract to your Authorized list in Contract User Preferences.

	Module	Title	Issue/Concern	Options
3	PO	Unable to Close Purchase Order	PO buyer is unable to save a purchase order due to closed accounting period.	System does not allows a User to save any changes made to a PO which has its Accounting Date in a Closed Period. Please follow the steps below to change the Accounting date of a PO. **1. Open the PO** **2. Click on Header Details** **3. Make the Accounting Date as the current date and then click on "OK"** **4. Try to save the PO.** Please find the link below for job aid that explains the steps in detail of how to change an accounting date of a PO http://www.fiscal.ca.gov/access-fiscal/documents/FISCAL.303-AmendingaPOthathasaClosedAccountingPeriod1.0.docx
4	PO	Posting documents to a Posted Event	Users requests for attaching of additional documents to a posted event.	To add attachments, comments or any changes to a posted Event, you have to create a new version of the Event from Event Workbench and then you can attach the required attachment, comments and make other changes. Then submit the Event for approval and once the Event is approved, your added comments, attachment and changes will be visible. For more details kindly click on below link : http://www.fiscal.ca.gov/upk/PO383_v2.1.0/html/tpc/fcfa13b3-1079-40f1-9321-c935dbd02517/topic.html

	Module	Title	Issue/Concern	Options
5	PO	Cancelling a SCPRS Entry	How to cancel a SCPRS entry.	For assistance with Fiscal SCPRS batch processes, please email DGS Procurement at eprocure@dgs.ca.gov
6	GL	GL Journal Upload	GL Journal upload through spreadsheet to be done by referring to the available job aid.	**FI$Cal.001** General Ledger Spreadsheet Journal Upload 4.0 http://www.fiscal.ca.gov/access-fiscal/documents/FISCal.001-GeneralLedgerSpreadsheetJournalUpload4.0.docx General Ledger Spreadsheet http://www.fiscal.ca.gov/access-fiscal/FISCAL.001-5.0Spreadsheet_Journal_Upload.zip
7	GL	Reconciling Agency Recon Report	Reconciling the Agency Recon report and doing Planned for financial adjustment (PFA) in system by following the available job aids.	**FI$CAL.260** Supplemental SCO/Agency Reconciliation Instructions 1.0 http://www.fiscal.ca.gov/access-fiscal/documents/FISCal.260-SupplementalSCOAgencyReconciliationInstructions.docx **FI$Cal.225** Using the Agency Reconciliation Accrual Queries 2.0 http://www.fiscal.ca.gov/access-fiscal/documents/FISCal.225-Using_the_Agency_Recon_Accrual_Queries2.0.docx **FI$Cal.186** Using the Agency Reconciliation Report 3.0 http://www.fiscal.ca.gov/access-fiscal/documents/FISCal.186-UsingtheAgencyReconciliationReport3.0.docx

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	Module	Title	Issue/Concern	Options
8	GL	Data is not returned when running reports	FSC L2 analyzes and provides clarification on any discrepancies reported on the data displayed on various financial reports i.e.: Trial Balance, Agency Reconciliation Report, Final Budget Report, Budget to Actuals Report etc.	These errors usually occur due to a department keying error (ENY). Job Aid available. **FI$Cal.037** http://www.fiscal.ca.gov/access-fiscal/documents/FISCal.037-Reconciling_Between_Sub-Modules2.0.docx
9	KK	Establishing Budget Journals	FSC L2 assists SCO and Departments establish budgets using a spreadsheet to create Budget Journals.	Job Aid available to allow Departments to complete this process. http://www.fiscal.ca.gov/access-fiscal/documents/FISCal.103-Spreadsheet_Budget_Journal_Upload2.0_000.docx
10	KK	Confirming Budget and Chartfield Values	Budget Issue on GL and subsystem transactions. Verify the availability of the budget on the chart fields established for the respective Department.	The department should first check with their Accounting/Budget team to confirm Budget & Chartfield values.
11	KK	Access Related Issues related to Approving Dept. Budgets	Access related issues while processing/Approving Dept. Budgets.	Recommend User validates with Dept. DAD/Designee that the User has Dept. Budget Processor or Dept. Budget Approver (Role Report sent to DAD).
12	AP	Cancelling and Closing Payments	Assisting users in cancelling payment and Closing Non warrant cash type vouchers.	Job Aid available to allow Departments to complete this process. **FI$Cal.058** http://www.fiscal.ca.gov/access-fiscal/documents/FISCal.058-CancelPaymentsMadeFromaDepartmentsOfficeRevolvingFund4.0.docx

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	Module	Title	Issue/Concern	Options
13	AP	Voucher Build Exceptions	Assistance provided to departmental users for vouchers stuck in Voucher Build Exceptions.	Job Aid available to allow Departments to complete this process. **FI$Cal.226** http://www.fiscal.ca.gov/access-fiscal/documents/FISCal.226-CorrectingVoucherBuildErrors2.0.docx
14	AP	Voucher Deletion	Referring departmental users to available job aids for Voucher deletion requests.	UPK exists with this information.
15	LD	Adding/Updating employee Information	Adding/Updating Employee Information.	Job Aid available to allow Departments to complete this process. **FI$Cal.207** http://www.fiscal.ca.gov/access-fiscal/documents/FISCal.207-AddingNewEmployeestoFISCal2.0.docx
16	SD	University of FI$Cal Password Resets	Reset UOF Password.	Users have the ability to click on "Reset My Password"
17	SD	Incident Status	Check the status of their own incidents.	Users can access ServiceNow when logging in to FI$Cal to check the status of their incidents.
18	SD	How-To Questions	How to Questions (run reports; job aids; transactions; access request procedures)	Refer department to FI$Cal Website/Job Aids & Training Tips http://www.fiscal.ca.gov/access-fiscal/job_aids.html
19	SD	Incident Requests	Submitting Incidents	Department Users have the ability to submit their own incidents; attach screenshots from the Self-Service portal.

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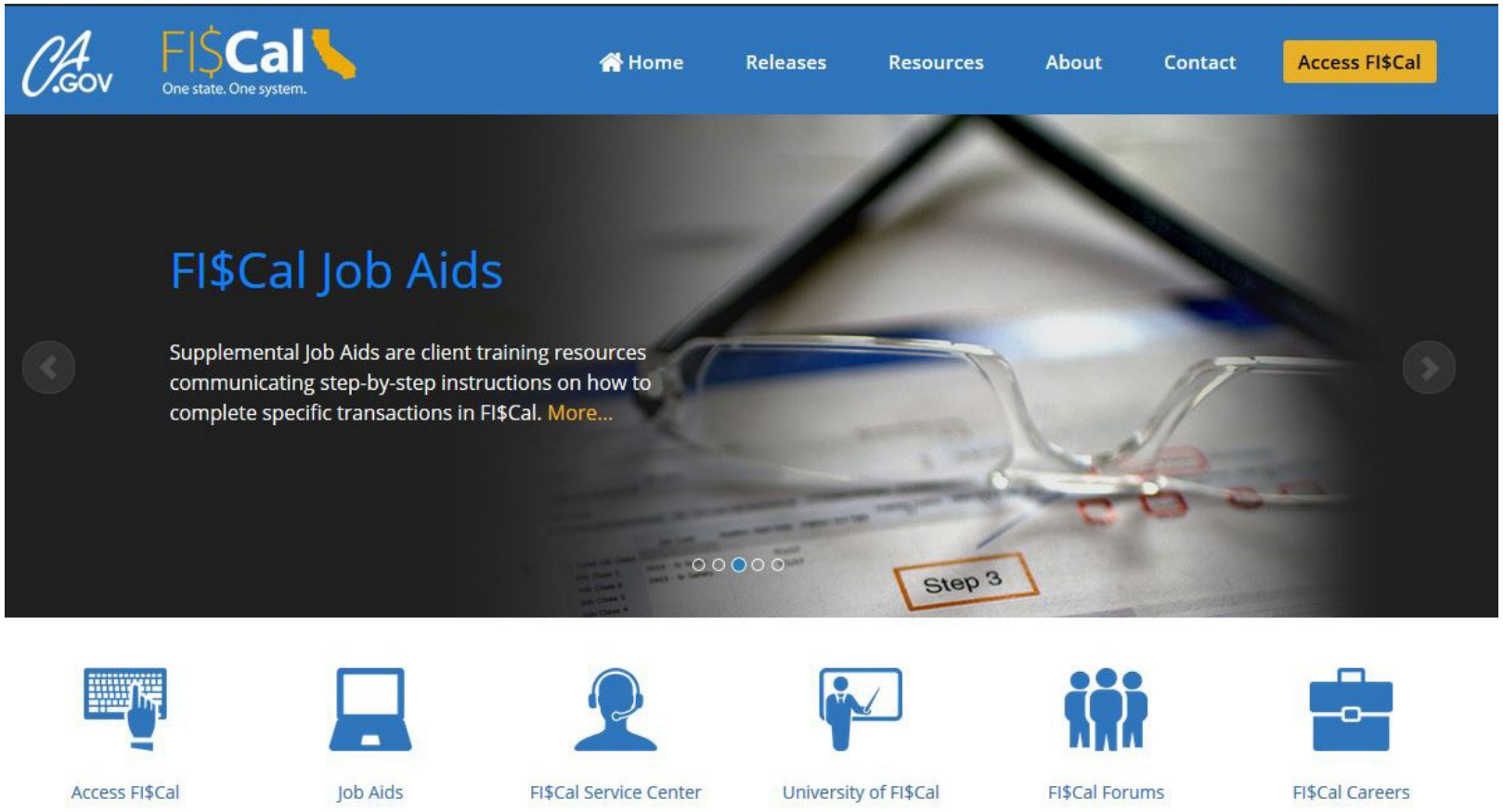
Job Aids Subscription List

Neelima Maheshwari

May 2018

Subscribing to the Job Aids List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FI$Cal Job Aids
Supplemental Job Aids are client training resources communicating step-by-step instructions on how to complete specific transactions in FI$Cal. More...
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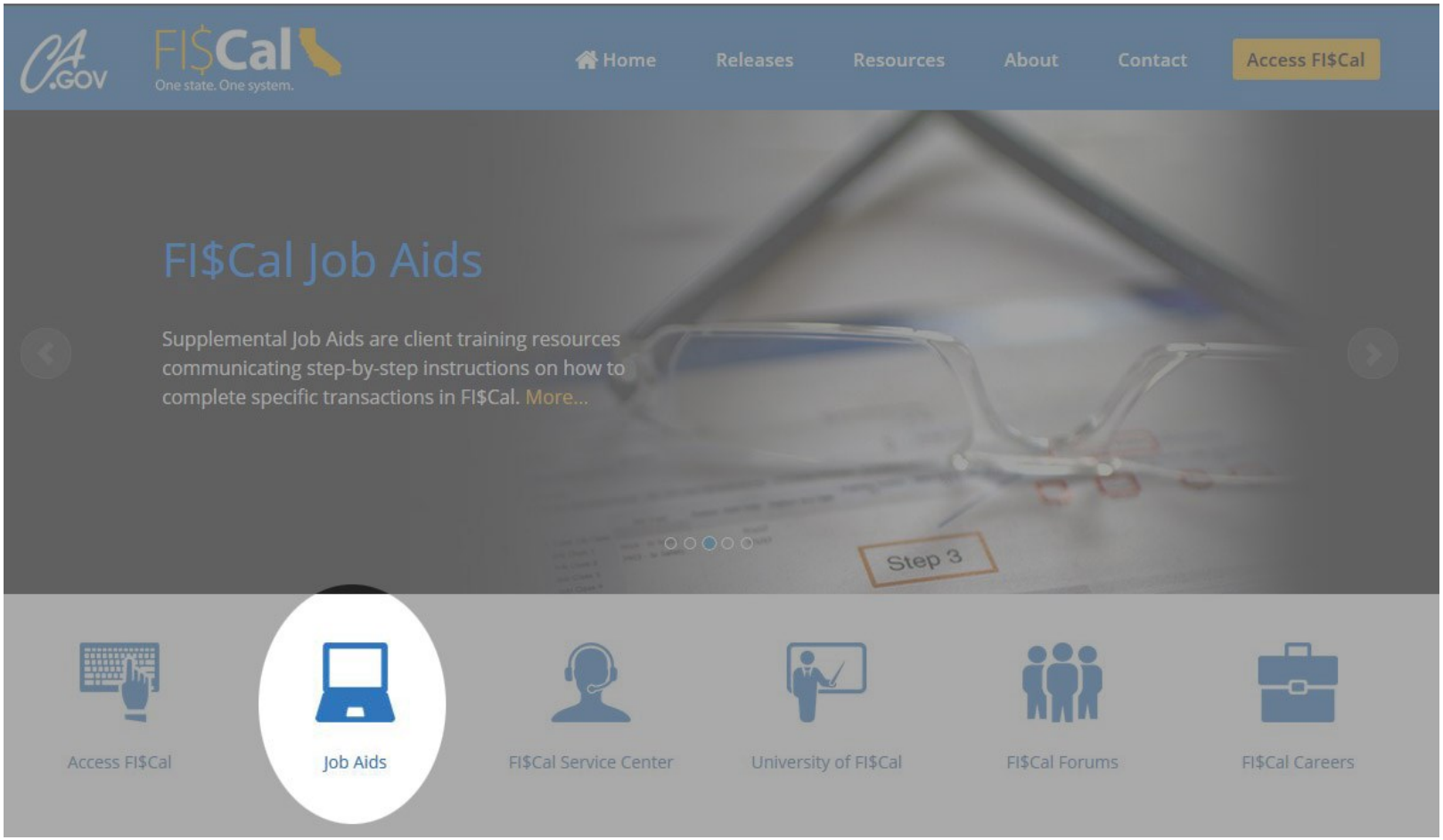
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Supplemental Job Aids & Training Tips

Welcome to the Supplemental Job Aids and Training Tips for FI$Cal end users resources page. Supplemental Job Aids are end user training resources communicating step-by-step instructions on how to complete specific transactions in FI$Cal not covered in the University of FI$Cal for the current wave. FI$Cal Training Tips include *FI$Cal End User Frequently Asked Questions* and helpful *FI$Cal End User Tips and Tricks* for navigating in the System.

- **Job Aid Subscription List** - Sign up to receive emails when Job Aids are revised or when new Job Aids are added to the list.
- Job Aid Inventory List - (Updated 04/10/2018)
- **FI$Cal End User Supplemental Job Aids**
  - Accessing FI$Cal - How to log in 5.0 (Updated 07/29/2016)
  - Accessibility Job Aids
  - Accounts Payable - AP Job Aids
  - Asset Management - AM Job Aids
  - Billing / Accounts Receivable - BI/AR Job Aids
  - Budgets - BU Job Aids
  - Cash Management - CM Job Aids
  - Chart of Accounts - COA Job Aids
  - Commitment Control - KK Job Aids
  - General Ledger, GL Conversions, and Year End Close - GL Job Aids
  - Grants Management - GM Job Aid
  - Identity Self Service (ISS) Job Aids
  - Labor Distribution - LD Job Aids
  - Operational Insight Dashboard Job Aid 1.0
  - Procurement - PO Job Aids
  - Project Costing - PC Job Aids
  - Service Now - SN Job Aids
  - Vendor Management - VM Job Aids

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Manage Your Job Aid Notification Preferences Here

Email *

Last name *

First name *

Department name *

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- Asset Management - AM Job Aids
- Billing / Accounts Receivable - BI/AR Job Aids
- Budgets - BU Job Aids (Includes Commitment Control Job Aids)
- Cash Management - CM Job Aids (Includes Commitment Control Job Aids)
- Chart of Accounts - COA Job Aids
- General Ledger - GL Job Aids (Includes GL Conversions and YEC Job Aids)
- Identity Self Service (ISS) Job Aids
- Labor Distribution - LD Job Aids
- Procurement - PO Job Aids (Includes Vendor Management Job Aids)
- Project Costing - PC Job Aids (Includes Grants Management Job Aids)
- Service Now Job Aids

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Department name *

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- Asset Management - AM Job Aids
- Billing / Accounts Receivable - BI/AR Job Aids
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- Cash Management - CM Job Aids (Includes Commitment Control Job Aids)
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- General Ledger - GL Job Aids (Includes GL Conversions and YEC Job Aids)
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- Procurement - PO Job Aids (Includes Vendor Management Job Aids)
- Project Costing - PC Job Aids (Includes Grants Management Job Aids)
- Service Now Job Aids

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Construction Zone

May 2018

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