Agenda

- Project Status
- Opening Remarks – Department of Finance
- Budget Functionality
  - Base Upload Package
  - Baseline Budget Adjustments
  - Budget Change Proposals
  - Positions (Schedule 8)
- Panel Discussion
FI$Cal Project Status

- Wave 1
  - Test Phase through May 2014
  - Deploy Phase June 2014
  - June 30, 2014 – Wave 1 Departments will complete year-end transactions in legacy system
  - July 1, 2014 – FI$Cal Go Live
    - Convert and validate data
  - July 16, 2014 – Departments will begin keying in the FI$Cal System

- Wave 2
  - California Department of Technology approved Special Project Report 5 on January 17, 2014
  - The Control Section 11 Letter was approved on March 13, 2014
  - Kickoff with Departments in April 2014
  - Go Live July 2015
Finance – Opening Remarks

- ALL departments that provide information for the annual budget development process are affected by the upcoming go live date.
- Budget information will be gathered in many different dimensions:
  - Program
  - Fund
  - Category (Object Code)
- Heavy workload for departments much earlier in the budget process.
- Majority of this workload will be one-time.
- As the budget process winds down, there will be very little need to finalize budget documents as they will be reports from the System.
- Different budget deadlines – no slippage.
- Budget letters and summer training, in partnership with FI$Cal, will provide additional details on new processes.
BUDGET FUNCTIONALITY

Amanda Martin
Budget Functionality

Legend
- Pre-Wave
- Wave 1
- Wave 3

Other Sources (Spreadsheet Templates)
Statistical Data
SCO Payroll
HR Data

Smart View for Office
View/Update Data

Hyperion Public Sector Planning & Budgeting
Actuals and Budget Data
Final Budget Data

Budget Books
PDF
HTML

General Ledger / Commitment Control

March 2014
A Department may submit more than one package of each type, depending on the type of change they are proposing.
Base Upload Package

Current Year

- FI$Cal will convert from DOF’s systems to populate Base Upload Scheduling Template with CY appropriations
- DOF will enter vetoes into the Base Upload Worksheet before sending it to departments
- Departments will schedule payables for Current Year in the template. They will also prepare the normal BR-1 documentation for SCO.
- Items must be scheduled to at least the DF-300 level of Categories. Departments may schedule lower at their option.
- Scheduling will occur in July/August
Base Upload Package

- **Past Year**
  - Will still complete the Past Year Schedule 10s to collect past year expenditures.
  - FISCal will convert from DOF’s systems to populate Base Upload Scheduling Template with PY appropriations and expenditures.
  - The populated template will utilize the new Chart of Accounts values.
  - Occurs after the CY Base Upload Template
  - PY Scheduling will occur later in the Fall (September/October)
Base Upload Scheduling Template

Sample spreadsheet sent to departments

<table>
<thead>
<tr>
<th>ORG</th>
<th>REF</th>
<th>FUND</th>
<th>YOA</th>
<th>YOB</th>
<th>Program</th>
<th>Project</th>
<th>Obj/ GL / Receipt Code</th>
<th>Authorized Current Year Expenditure Amount (Net of Adjustments)</th>
<th>Actual Expenditures Current Year Amount</th>
<th>Current Year Savings Amount</th>
<th>Current Year Carryover Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU_4300</td>
<td>RF_101</td>
<td>FD_3085</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>No_Category</td>
<td>740,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_004</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4145010</td>
<td>No_Project</td>
<td>No_Category</td>
<td>642,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_003</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>No_Program</td>
<td>No_Project</td>
<td>AC_L900000</td>
<td>-249,393,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_002</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>No_Program</td>
<td>No_Project</td>
<td>AC_L500003</td>
<td>9,869,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140</td>
<td>No_Project</td>
<td>No_Category</td>
<td>14,777,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,518,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
## Base Upload Scheduling Template

**Spreadsheet received from departments**

<table>
<thead>
<tr>
<th>ORG</th>
<th>REF</th>
<th>FUND</th>
<th>YOA</th>
<th>YOB</th>
<th>Program</th>
<th>Project</th>
<th>Obj/ GL/ Reciept Code</th>
<th>Description</th>
<th>Authorized Current Year Expenditure Amount (Net of Adjustments)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU_4300</td>
<td>RF_101</td>
<td>FD_3085</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>No_Category</td>
<td>Earnings - Permanent</td>
<td>740,000</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_004</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4145010</td>
<td>No_Project</td>
<td>No_Category</td>
<td>Staff Benefits</td>
<td>642,000</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_003</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>No_Program</td>
<td>No_Project</td>
<td>AC_L900000</td>
<td>Overtime Earnings (O</td>
<td>-249,393,000</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_002</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>No_Program</td>
<td>No_Project</td>
<td>AC_L500003</td>
<td>Permanent Earnings</td>
<td>9,869,000</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>AC_5100000</td>
<td>Goods - Other</td>
<td>1,566,135</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>AC_5150050</td>
<td>Overtime Earnings (O</td>
<td>783,067</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>AC_5108000</td>
<td>Goods - Other</td>
<td>469,840</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>AC_5301400</td>
<td>Pamphlets, Leaflets,</td>
<td>626,454</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>AC_5302700</td>
<td>Pamphlets, Leaflets,</td>
<td>313,227</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>AC_5304100</td>
<td>Staff Benefits</td>
<td>156,613</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>AC_5306100</td>
<td>Overtime Earnings (O</td>
<td>313,227</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>AC_532020</td>
<td>Travel: In-State</td>
<td>156,613</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>AC_532060</td>
<td>Travel: Out-of-State</td>
<td>156,613</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>AC_5322400</td>
<td>Training - Tuition and</td>
<td>156,613</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>AC_5324100</td>
<td>Facilities Maintenance</td>
<td>78,307</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>AC_53260</td>
<td>Facilities Maintenance</td>
<td>117,460</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140019</td>
<td>No_Project</td>
<td>AC_534020</td>
<td>Consulting and Profes</td>
<td>78,307</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>AC_534040</td>
<td>Consulting and Profes</td>
<td>39,153</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140015</td>
<td>No_Project</td>
<td>AC_5348250</td>
<td>Consulting and Profes</td>
<td>39,153</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140019</td>
<td>No_Project</td>
<td>AC_5100000</td>
<td>Overtime Earnings (O</td>
<td>1,252,908</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140019</td>
<td>No_Project</td>
<td>AC_5150050</td>
<td>Staff Benefits</td>
<td>626,454</td>
</tr>
<tr>
<td>BU_4300</td>
<td>RF_001</td>
<td>FD_0001</td>
<td>ENY2014</td>
<td>FY14</td>
<td>PG_4140019</td>
<td>No_Project</td>
<td>AC_5108000</td>
<td>Overtime Earnings (O</td>
<td>501,163</td>
</tr>
</tbody>
</table>
Base Upload Scheduling Template

Items to be Scheduled

- Program and Sub-Program
- Projects (If appropriated or displayed in the Governor’s Budget)
- Sub-Funds
- Payables
- Reimbursements
- Categoricals
- Category ( = PeopleSoft Account ChartField)
- Unscheduled
Questions
Baseline Budget Adjustments

- Replaces the Planning Estimate Worksheet (PEs)
- Adjustments are recorded as either limited-term or ongoing
- Adjustments are recorded for CY, BY, BY+1, BY+2, BY+3, BY+4 on separate Tabs in an Excel Workbook
- The former PE Line numbers will go away
- The PE Line titles will also change
- Adjustments will be scheduled to the same level of detail as the Base Upload Template
Baseline Budget Adjustments

- For Wave 1 Only, the first adjustment package you will do after the CY Base Upload will be to remove one-time and limited-terms from your ongoing numbers.

  - This information will form the basis of your budgets going forward so you will not have to “back-out” the same one-times in the future.
BASELINE BUDGET ADJUSTMENT PREVIEW
Example:

- Your Department has $2,000 for Training Contracts in your base budget CY, BY, and BY+1
- Your Department has $8,000 in Office Furniture in CY only
- BY and BY+1 adjustment will shift $2,000 from Ongoing to Limited Term and reduce Ongoing by the $8,000

<table>
<thead>
<tr>
<th>BA State Operations-Support 001</th>
<th>0001 General Fund</th>
<th>3240 Implementation Of The State Water Resources Development System</th>
<th>No_Project</th>
<th>5322100 Training Contracts - In</th>
<th>Limited Term Request BY</th>
<th>OnGoing Request BY</th>
<th>Request Amount BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YearTotal</td>
<td>YearTotal</td>
<td>YearTotal</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,000</td>
<td>-2,000</td>
<td>0</td>
</tr>
<tr>
<td>BA State Operations-Support 001</td>
<td>0001 General Fund</td>
<td>3240 Implementation Of The State Water Resources Development System</td>
<td>No_Project</td>
<td>5362375 Furniture - Office</td>
<td>8,000</td>
<td>-8,000</td>
<td>-8,000</td>
</tr>
</tbody>
</table>
Baseline Budget Adjustments

Example Con’t:
- BY +2 through BY+4 will reduce $10,000 from Ongoing

<table>
<thead>
<tr>
<th>BA State Operations-Support 001</th>
<th>0001 General Fund</th>
<th>3240 Implementation Of The State Water Resources Development System</th>
<th>No_Project</th>
<th>5322100 Training Contracts - Interdepa</th>
<th>Limited Term Request YearTotal</th>
<th>OnGoing Request BY2 YearTotal</th>
<th>Request Amount BY2 YearTotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3240 Implementation Of The State Water Resources Development System</td>
<td>No_Project</td>
<td>5362375 Furniture - Office</td>
<td>-2,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- BY +2 through BY+4 will reduce $10,000 from Ongoing.
Questions
Budget Change Proposals

- Narrative portions are in a Word Document
- Fiscal Details are also an Excel Workbook Templates
- Have the same sections that the current BCPs require
- Position information is different:
  - Specific information must be entered for each class of position
  - Based on the position information provided in the template, FI$Cal will calculate the costs associated with that position based on system defaults such as taking the mid-step for the classification
  - A reconciliation of the position costs will occur between DOF and Department to come to agreement on the numbers.
- Department and Agency Signatures will still be required on the paper cover page for Waves 1-3
BUDGET CHANGE PROPOSAL PREVIEW
Questions
BUDGET FUNCTIONALITY

Peter Lee
Schedule 8  Position Template

- Departments will receive pre-populated template from DOF
- Pre-populated position template sourced from SCO payroll records
  - Purpose: Template will be the initial position file used by departments to determine their authorized baseline positions and salaries
- Department reconciles data with dept. HR, DOF, SCO records
  - Include Supplemental Schedule 8 line items
  - Add Temporary Help and input $ and FTE
  - Add Overtime and input $
  - Assign Finance Conversion Code (FCC) structure to each position (Schedule 7A format)
  - Template incorporates validation check and prelim 7A view
- Each Position
  - Must identify Fund % allocation
  - Must identify Program and Reference code
  - Any special pays added to the Salary of the position and noted
  - 7A Footnotes if applicable
POSITION TEMPLATE PREVIEW
Questions

Talk with your Departmental Liaisons
http://fiscal.ca.gov/about-vision/department_liaison_network_corner/

or e-mail the FI$Cal project team at:
fiscal.cmo@fiscal.ca.gov