

The Next Generation



FI\$Cal

Financial Information System for California

Legacy Systems Inventory Questionnaire

A guide for filling out the questionnaire

Financial Information System for California



Introduction



About FI\$Cal
<p>The Financial Information System for California (FI\$Cal Project) is a business transformation project for state government in the areas of budgeting, accounting, and procurement. The project will prepare the state systems and workforce to function in an integrated financial management system environment. To ensure the success of the project, the Partner Agencies have entered into a Memorandum of Understanding (MOU) signed by the State Controller, the State Treasurer, and the Directors of the Departments of Finance and General Services. The MOU demonstrates support for the project at the highest levels of these organizations and provides the framework for this project. FI\$Cal is an historic partnership of the Department of Finance (DOF), the State Controller's Office (SCO), the State Treasurer's Office (STO) and the Department of General Services (DGS).</p>
FI\$Cal Vision
<p>To serve the best interest of the state and its citizens and to optimize the business management of the state, we will collaboratively and successfully develop, implement, utilize, and maintain an integrated financial management system. This effort will ensure best business practices by embracing opportunities to reengineer the state's business processes and will encompass the management of resources and dollars in the areas of budgeting, accounting, procurement, cash management, financial management, financial reporting, cost accounting, asset management, project accounting, grant management and human resources management.</p>
Legacy System Inventory Introduction
<p>As a FI\$Cal departmental liaison or subject matter expert, you play a key role in collecting vital information about the State's inventory of accounting, budgeting and contracting/purchasing systems and subsystems. This inventory will be used to help identify systems that will be replaced by FI\$Cal functionality and/or interfaced to or from the FI\$Cal System. The accurate completion of your department's system inventory will provide a solid foundation for additional upcoming FI\$Cal tasks, which will impact your department including data conversion, system interfaces, data cleansing and data migration.</p>
<p>The questions are best answered by a business representative with knowledge of the system, possibly considered the end user, or super user of the system; however, you may need to contact your Information Technology department for assistance.</p>



Just enough. Just in Time. Just for You

System Definition

- Definition of a System for this Inventory
 - A system is defined as an electronic or manual tool owned, maintained or utilized by your organization whose main or sub-purpose is in support of accounting, budgeting and/or procurement/contracting processes.

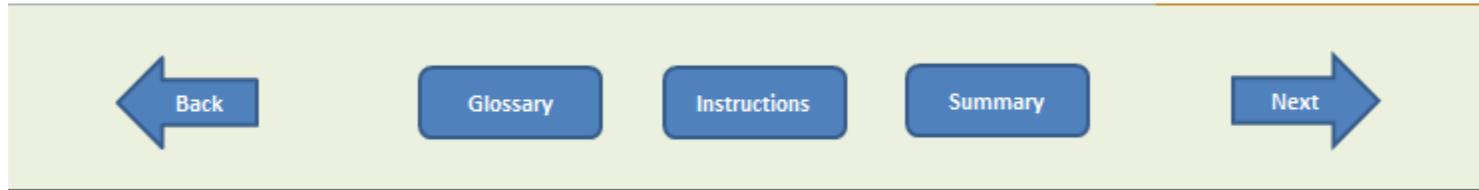
Instructions

 	
Legacy System Inventory Instructions	
About the questionnaire	The questionnaire will inventory 10 unique systems at a time. This means more than one person can be working in different files to inventory your systems. If more than one person is documenting systems on different questionnaires, please ensure that systems are only documented once.
How to navigate through the questionnaire	The questionnaire is divided into 4 areas - functionality, In-bound data flow, Out-bound data flow, and Retire/Replacement. You will answer each set of questions for every Legacy System identified. The top of each page tells you what set of questions you are answering and allows you to move forward or backward (as applicable), and contains quick access to the glossary, instructions, and summary information. Underlined terms are linked to their definition and examples to help you accurately complete the request. Message boxes will appear in most boxes to give more detail about the desired answer.
How to ask questions that relate to the FI\$Cal project	If you have questions, or need additional information about the FI\$Cal project, please email your request to fiscal.cmo@fiscal.ca.gov .
How to ask questions that relate to the Legacy System Inventory Sub-project	If you have questions, or need additional information, please email your request to fiscal.systeminventory@fiscal.ca.gov and a FI\$Cal expert will acknowledge your email within four business hours.
How to submit the questionnaire	Once you have input the information for up to 10 unique systems, save the file and name it with your department's name. Attach the file to an email and send to: fiscal.systeminventory@fiscal.ca.gov and copy your Department Liaison (DL). Please submit the completed questionnaire as soon as possible - do not wait until the end of the collection data period.
System Functionality question set	The system name identified will be used in each question set to ensure consistency.
In-bound Data Flow question set	The dropdown list for the 'System Name' is populated from the systems identified in the Functionality question set. Each system may have a unique number of In-bound data flows.
Out-bound Data Flow question set	The dropdown list for the 'System Name' is populated from the systems identified in the Functionality question set. Each system may have a unique number of Out-bound data
Replacement or Retire question set	The System name will autofill the "System Name" from the data entered in the Functionality question set.
Summary of Systems	The unique systems you've identified in this inventory are listed here, for your convenience, in a summary format. This summary includes the answers to all the questions. Review this list to double-check the answers provided are correct for each system.
Level of effort	There are less than 20 high-level questions for each system, and many questions have drop-down choices to simplify the collection process. No analysis will be required. The amount of time it will take each department to answer the questions will vary depending on how many systems there are and the complexity of the systems to be documented.

Question Overview

- Question overview
 - Functionality
 - Primary Functionality
 - Other Functionality(s)
 - Inbound/Outbound Data Flow Definition
 - Inbound- Identify whether the system receives accounting, budgeting or purchasing information from another system.
 - Outbound- Identify whether the system sends accounting, budgeting or purchasing information to another system.
 - Replace/Retire
 - Is the system going to be replaced or retired “Independent of FI\$Cal” or “Pre-implementation of FI\$Cal”

Navigating through the questionnaire



The top of each question set has navigation buttons.

- Back
 - Will take you to the previous page
- Glossary
 - Takes you to an alphabetical list of terms with definitions and examples
- Instructions
 - The Instruction Page
- Summary
 - The Summary Page
- Next
 - Will take you to the next page

Links to definitions and examples

Legacy System Inventory - System Functionality question set			
Provide a brief description of the functionality of the system.	Choose from the list the format of the system.	Identify the main function of the system.	Choose all applicable detailed functions of the system.
System Description (2)	System Format (3)	Functionality (4)	Other Functionality (5)

Within the question sets, specific terms are linked to definitions and examples.

<div style="text-align: center;">  </div>		
Term	Definition	Example
System Description	Provide a brief description of the functionality of the system	<p>Example #1: Financial Accounting System - Manage the financial transactions of the department including budgeting, expenses, revenue, purchases, and assets.</p> <p>Example #2: Budget Control Database - The Budget Control Database provides a uniform and consolidated mechanism to capture and portray all elements related to the development of the annual Governor's Budget.</p> <p>Example #3: Contract Tracking System - The Contracts Tracking System tracks contract agreements, amendments, information on the requestor, contract monitor, bid process, billing contact, reviews & approvals, funding, subcontractor participation, bids, and status.</p> <p>Example #4: Unclaimed Property System - The Unclaimed Property System tracks and maintains unclaimed property accounts.</p>

Functionality Question Set

		<div style="display: flex; justify-content: space-around; align-items: center;"> Glossary Instructions Summary Next  </div>					
Legacy System Inventory - System Functionality question set							
List the commonly-referred to system name and acronym.		The system Subject Matter Expert.	Provide a brief description of the functionality of the system.	Choose from the list the format of the system.	Identify the main function of the system.	Choose all applicable detailed functions of the system. (choose one from each drop down, up to 6)	Is this system relationship document in an ERD (Entity Relationship Diagram), SRD (System Relationship Diagram) or other methodology that can be shared?
System Name (1)	Acronym (1a)	System Contact Information	System Description (2)	System Format (3)	Functionality (4)	Other Functionality (5)	Documentation (6)
		(name)					
		(email)					
		(phone)					

Dropdown options will appear

You may choose up to 6 items for the system's "Other Functionality". 1 per line

In-Bound Data Flow Question Set

The screenshot shows the 'Legacy System Inventory - In-bound Data Flow question set' interface. At the top, there is a navigation bar with buttons for 'Back', 'Glossary', 'Instructions', 'Summary', and 'Next'. Below this is a table with the following columns:

System Name (choose one)	<i>Identify the name of the in-bound Data Flow.</i> In-bound Name (7)	<i>Describe the general purpose of the in-bound information.</i> In-bound Information Purpose (7a)	<i>Identify whether the in-bound data originates from within (internal) or outside (external) the organization.</i> In-bound Origin Type (7b)	<i>Identify the originating entity that provides the in-bound data.</i> In-bound Entity Name (7c)	<i>Identify the originating system that provides the in-bound data.</i> In-bound System Name (7d)
System Name Choose one.					

This dropdown list will populate with the system names identified in the Functionality Question set.

Systems may have more than 1 In-bound data flow. Identify each data flow in a separate row, choosing the system name each time.

Out-Bound Data Flow Question Set



← Back
Glossary
Instructions
Summary
Next →

Legacy System Inventory - Out-bound Data Flow question set					
	<i>Identify the name of the out-bound Data Flow.</i>	<i>Describe the general purpose of the out-bound information.</i>	<i>Identify whether the out-bound data received within (internal) or outside (external) the organization.</i>	<i>Identify the entity that receives the out-bound data.</i>	<i>Identify the system that receives the out-bound data.</i>
System Name (choose one)	Out-bound Name (8)	Out-bound Information Purpose (8a)	Out-bound Recipient Type (8b)	Out-bound Recipient Name (8c)	Out-bound System Name (8d)
<div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> System Name Choose one. ▼ </div>					

This dropdown list will populate with the system names identified in the Functionality Question set.

Systems may have more than 1 Out-bound data flow. Identify each data flow in a separate row, choosing the system name each time.

Replacement or Retire Question Set

Legacy System Inventory - System replacement and system retire question set						
System Name	Replacement (non-FISCal) (9)	Replacement (non-FISCal) date (9a)	Replacement (non-FISCal) Alternative (9b)	Retire (non-FISCal) (10)	Retired (non-FISCal) date (10a)	Retired (non-FISCal) Alternative (10b)
0						
0						

The system names that are input on the Functionality Question Set will automatically fill in this column.

The date boxes will have dropdown lists to choose the month and year or N/A if the system is not being replaced or retired.

System Summary

	
System Name (1)	0
Acronym (1a)	0
System Description (2)	
System Format (3)	0
Functionality (4)	0
Other Functionality (5)	
Documentation (6)	0
In-Bound (7)	0
Out-Bound (8)	0
Replacement (non-FI\$Cal) (9)	0 0
Replacement (non-FI\$Cal) date (9a)	0
Replacement (non-FI\$Cal) Alternative (9b)	0
Retire (non-FI\$Cal) (10)	0 0
Retired (non-FI\$Cal) date (10a)	0
Retired (non-FI\$Cal) Alternative (10b)	0
System Contact Information	(name)
	(email)
	(phone)

On the Summary page, answers to each question will be listed. This format will allow an easy view of what information you provided for each system in order to validate it was entered correctly.

The number is the count of how many In-bound or Out-Bound data flows were identified.