



FI\$Cal

Financial Information System for California

FI\$Cal Project Kick-Off

2017/2018 Release

January 7, 2016

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Agenda

FI\$Cal Overview

Implementation Approach

→ Change Management

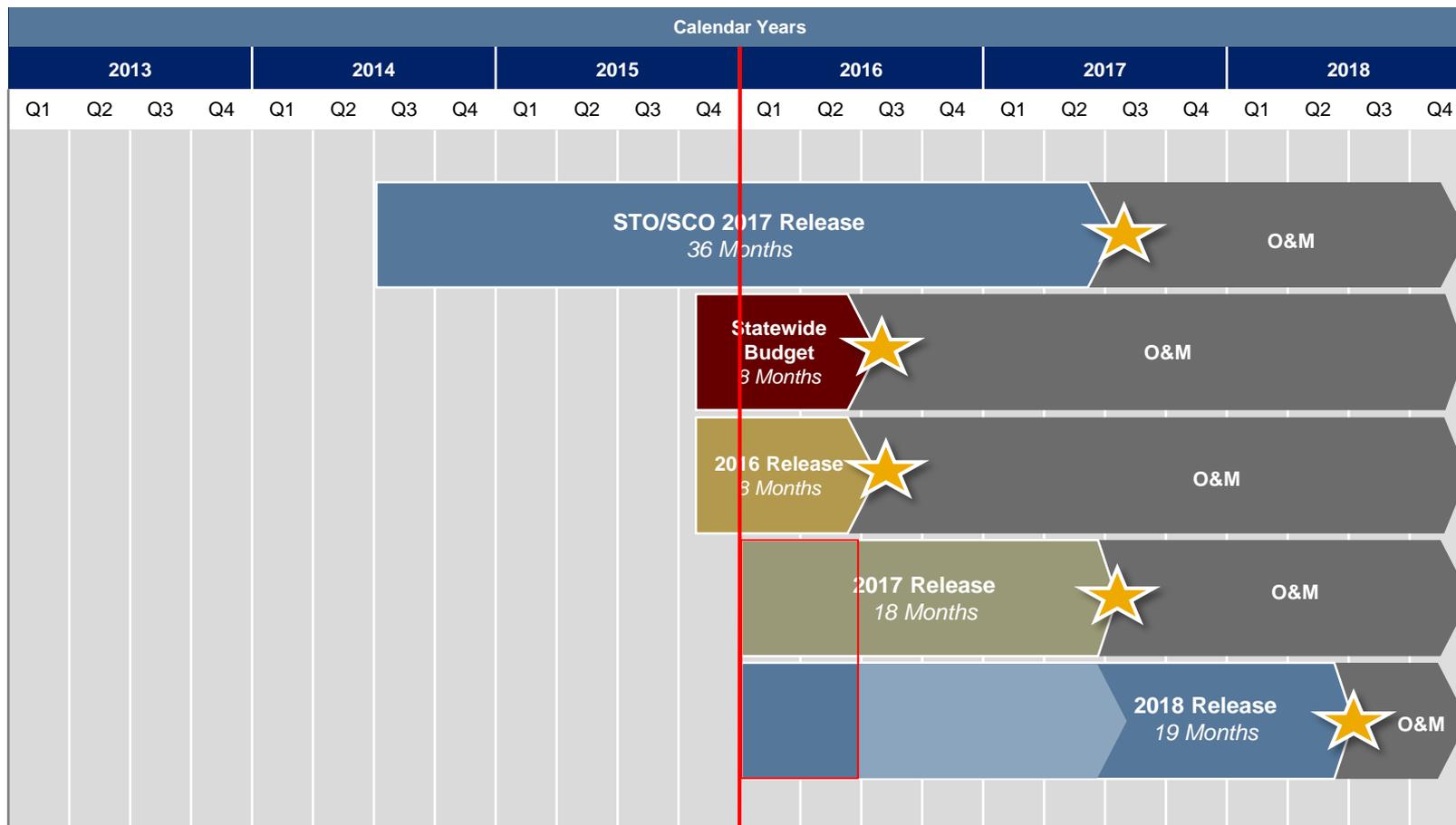
→ Department Implementation Team

→ Department Liaison & Super User Roles

Next Steps

Questions

Timeline



Current State

- Disparate Legacy Systems
- Duplication of Work
- Inconsistent Reporting
- Lack of Transparency

One State, One System

- Replace aging systems
- Standardize processes
- Automate manual processes
- Secure online system

One State, One System

- Reduce procurement cycle time
- Track spending
- Transparency



**Get Public Procurement
Information**

Click here to
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FI\$Cal Functional Capabilities

Hyperion Budgeting

- Prepare Budgets
- Enact Budgets
- Administer Budgets

Procurement

- Create/Approve Requisitions
- Create/Award Solicitations
- Create/Approve Procurement Contracts
- Create/Approve Purchase Orders
- Create Receipts
- Process P-Cards

Grants Management

- Create Proposals
- Generate Awards
- Update Award Profiles
- Process Grants

Customer Contracts

- Create Customer Contracts
- Activate Customer Contracts
- Amend Customer Contracts
- Close Customer Contracts

Project Costing

- Create Projects
- Create Project Budgets
- Collect, Distribute, & Price Costs
- Process Project Capitalization

Billing/Accounts Receivable

- Create Customers
- Maintain Customers
- Process Bills
- Generate Invoices
- Enter Receivables
- Maintain Receivables
- Collect Receivables
- Apply Payments

Accounts Payable

- Create Vendors
- Create Vouchers
- Perform Voucher Matching
- Process Payments

Cash Management

- Manage Bank Accounts
- Reconcile Banks
- Manage Cash
- Forecast Cash

Asset Management

- Acquire Assets
- Maintain Assets
- Perform Asset Stocktaking
- Depreciate Assets
- Transfer Assets
- Retire/Reinstate Assets
- Lease Assets

Labor Distribution

- Load SCO Payroll Data
- Reconcile Data
- Process Labor Distribution
- Resolve Errors

General Ledger

- Enter Journals
- Process Journals
- Process Allocations
- Process Financial Statements
- Maintain Chart of Accounts

Commitment Control

- Enter Budget Journals
- Define Budgets
- Track Budgets
- Report Budgets

Success Stories

- Book of record for Statewide Procurement
- System of record for the statewide budget (Hyperion)
- Restructured State's Chart of Accounts (COA) for improved budgetary control & financial reporting
- First ever centralized vendor management file for the State
- 154 departments are using FI\$Cal
- Departments have operating budgets in FI\$Cal
- Information flows between modules & subsystems

Change Management

- Engage – Starts today!
- Onboard
- Retain

2017/18 Release Key Activities

Department Mobilization and Readiness

Enables departments with people, tools, and other resources to prepare their department for FI\$Cal and to ensure a successful transition. This includes setting up a Department Implementation Team (DIT) to coordinate the completion of all tasks and activities.

January 2016

Business Processes

Provides departments with information about FI\$Cal business processes, along with tools and FI\$Cal Project Team support to identify change impacts and update internal department business processes.

February 2016 – Go Live

Configuration

Allows departments to define values for specific items in FI\$Cal (e.g., list of ship-to locations). Most configuration values apply to Chart of Accounts and Labor Distribution.

For 2017 – July-Nov 2016
For 2018 – July-Nov 2017

Interfaces and Conversions

Interfaces: Allow departments to electronically exchange data between their systems and FI\$Cal.
Conversions: Allows departments to extract, cleanse and validate data from legacy systems and load into FI\$Cal.

For 2017 – June-Dec 2016
For 2018 – June-Dec 2017

Role Mapping

Allows departments to assign security roles to all department end users based on their job requirements and the type of work they will perform in FI\$Cal. Security roles define what users can see and do in FI\$Cal.

For 2017 – Jan-Mar 2017
For 2018 – Jan-Mar 2018

Departmental Testing

Provides departments with the opportunity to complete common transactions in FI\$Cal in order to validate that the system performs as planned.

For 2017 – April-June 2017
For 2018 – April-June 2018

Training

Provides department end users with the knowledge and skill to perform transactions in FI\$Cal. Training courses are offered via web-based and instructor-led options.

For 2017 – Mar-July 2017
For 2018 – Mar-July 2018

Deployment

Prepares departments to fully transition to using FI\$Cal as part of their day-to-day business. This includes practicing activities the way they will happen right before the system goes live.

For 2017 – April-June 2017
For 2018 – April-June 2018

Model Office

Training Environment → Fictitious Department

Super Users participate

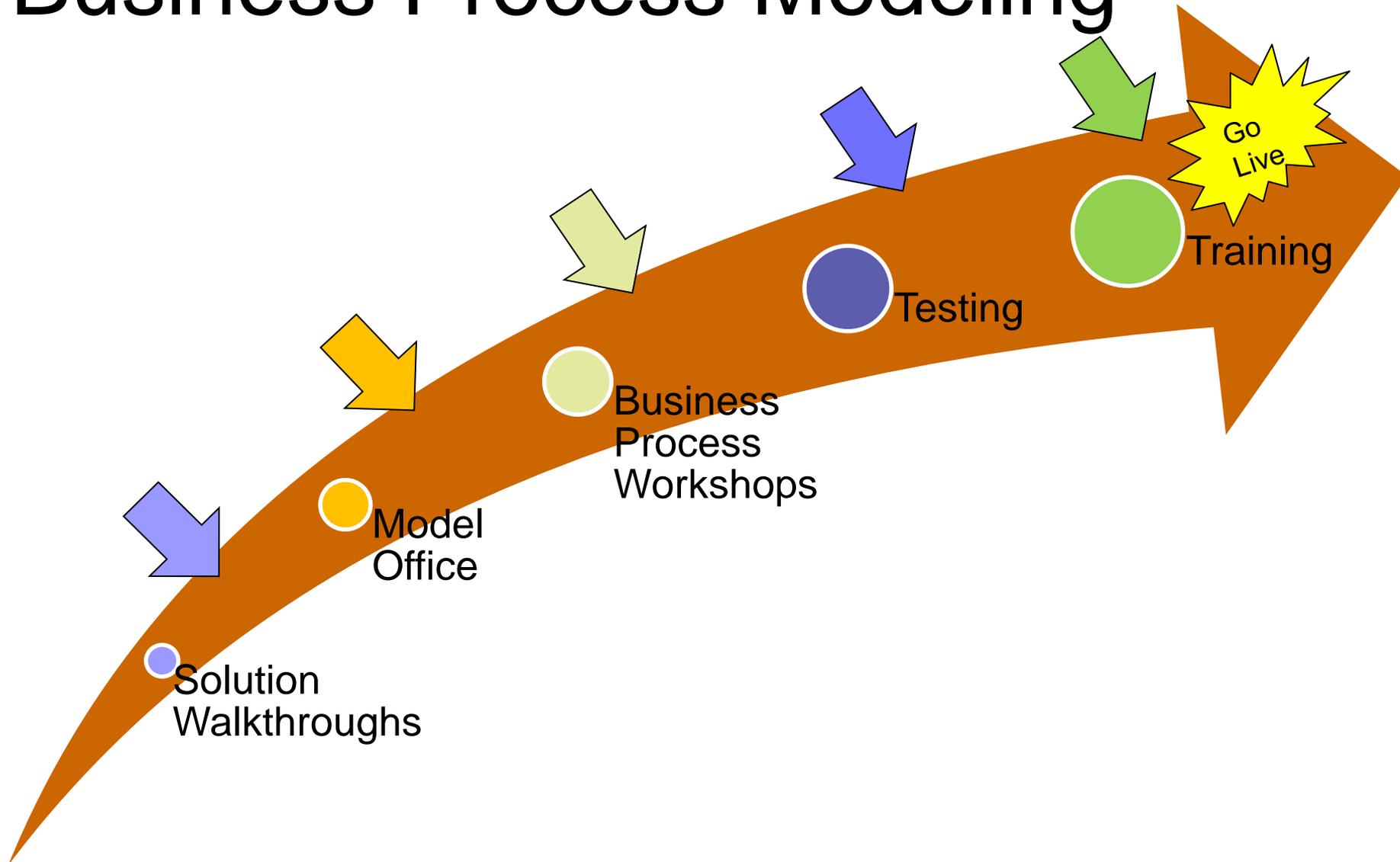
- Objective

- Gain foundational knowledge

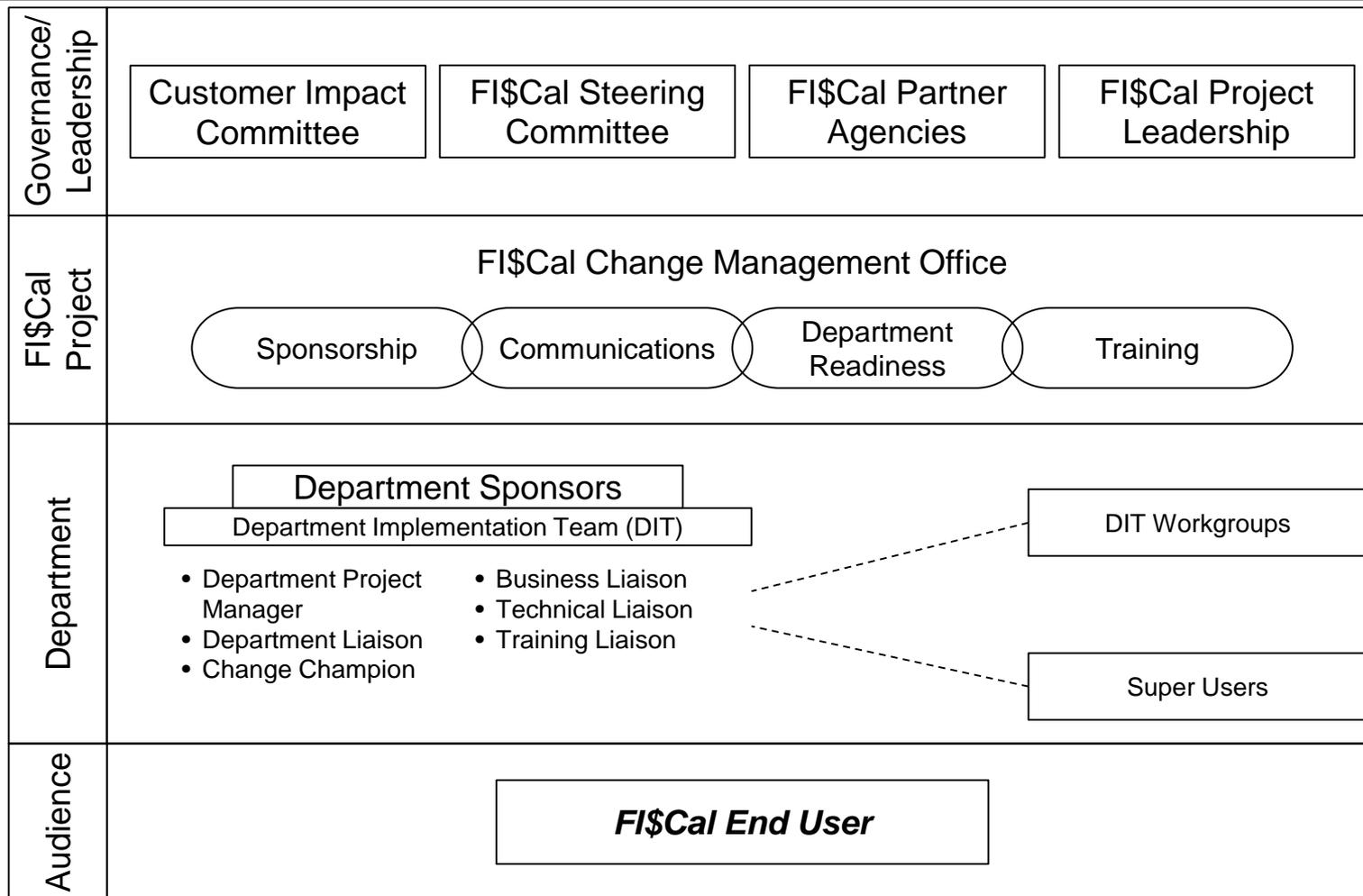
- Departments understand solution earlier

- Project understands departments

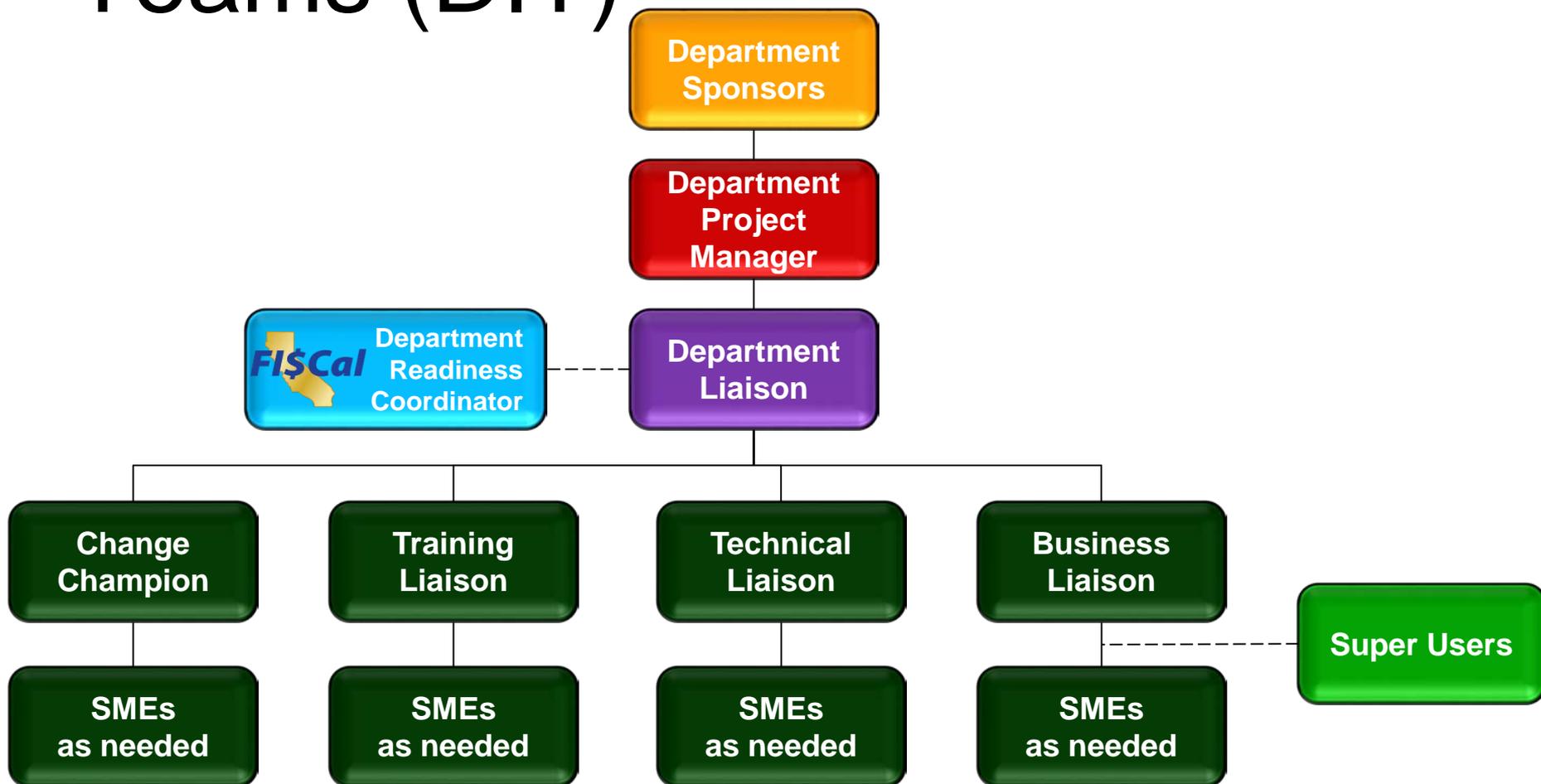
Business Process Modeling



Change Network Structure



Department Implementation Teams (DIT)

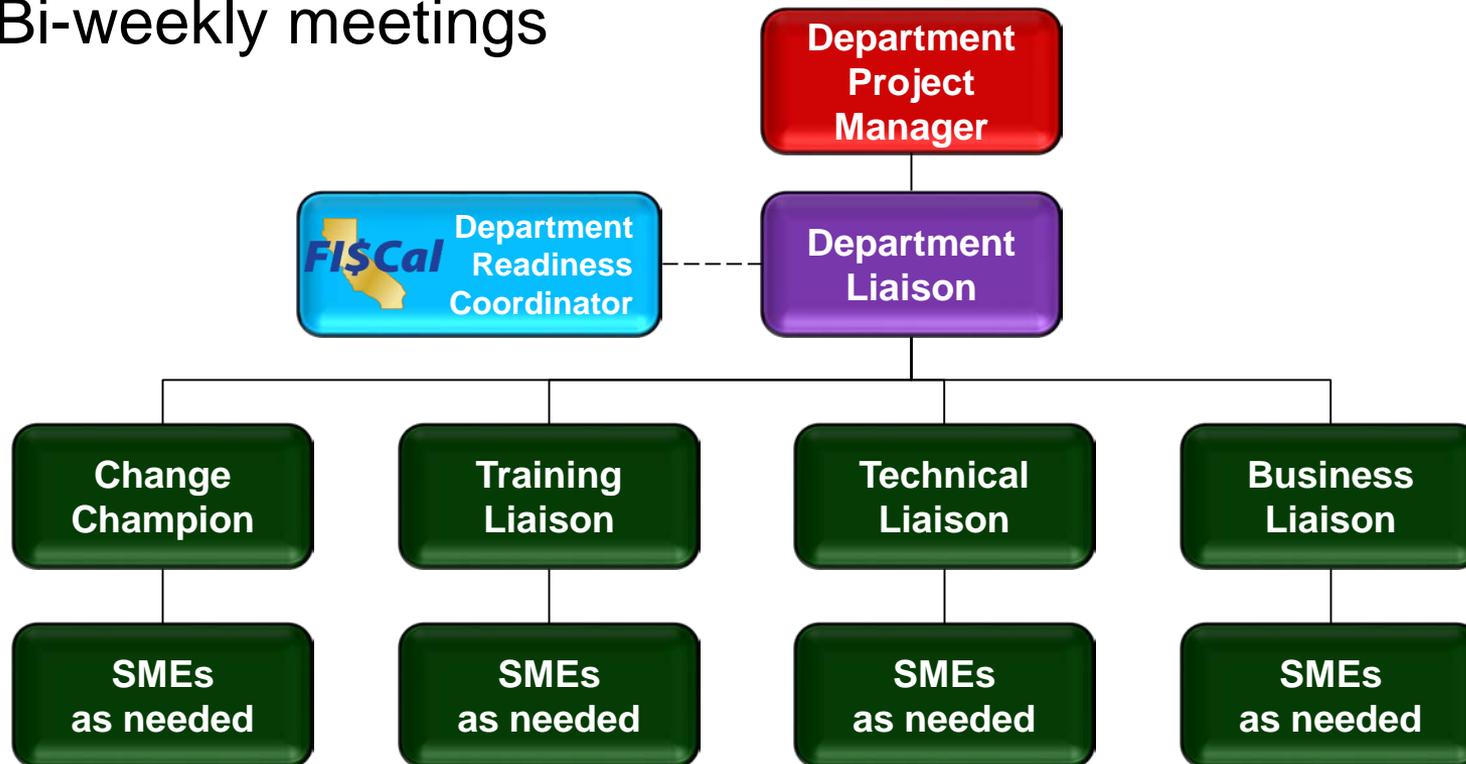


Department Liaisons

- Coordinate and lead the DIT
- Attend FI\$Cal meetings
- Act as the primary point of contact
- Manage Project Master Department Workplan and status

Touchpoint Meetings

- Bi-weekly meetings



Master Department Workplan

Activity / Task ID	Activity / Task Name	Activity / Task Description	Activity / Task DIT Owner(s)	Activity / Task Start Date	Activity / Task End Date	Activity / Task Resources or Supporting Documents
READ002	Identify Department Implementation Team (DIT)	Review the Department Implementation Team (DIT) roles and responsibilities provided in the task documentation. Assign one individual and optionally one back-up for each role.	Department Liaison	09/11/12	09/21/12	Task instructions and response template
TRNG001	Respond to Training Needs Analysis	Respond to Training Needs Analysis survey from FI\$Cal CMO Training.	Training Liaison	09/26/12	10/10/12	Link to survey
SPON001	Participate in Sponsor Interviews	Department Sponsor and as appropriate, Leadership Team, meet with the FI\$Cal CMO to discuss Pre-Wave activities and expectations.	Department Liaison and Department Sponsor	10/01/12	10/26/12	Notes will be provided to the Department Sponsor following the meeting
BUSN001	Gather "As-Is" Process Documentation	Business Liaison gathers their "As-Is" process documentation for Pre-Wave functionality of requisitions and purchase orders to prepare for Business Process Workshops.	Business Liaison	11/05/12	12/28/12	Task instructions
COMM004	Share January DLN Meeting Materials	Following the DLN Meeting, the Department Liaison should work with the Department Implementation Team, especially the Change Champion, to communicate FI\$Cal Project messages throughout their department.	Department Liaison and Change Management Champion	01/10/13	01/17/13	Presentation to be posted to FI\$Cal Project website, www.fiscal.ca.gov .
TECH003	End User Workstation Hardware/Software Requirements	Technical Liaison validates FI\$Cal end user workstations at the department meet the FI\$Cal Project-determined requirements for hardware and software.	Technical Liaison	02/04/13	05/31/13	Task instructions and response template

Readiness Dashboard

Sample Readiness Dashboard			
Readiness Category	Readiness Activities	Status	Areas of Concern
SPON	Participate in Sponsor Briefing	G	N/A
COMM	Share FI\$Cal meeting materials	G	N/A
READ	Attend Department Liaison Network meeting	G	N/A
TRNG	Complete training deployment plan Register end users for training	G	N/A
BUSN	Submit configuration values Update department business processes	R	Missing configuration values for Purchasing and Asset Management
TECH	Cleanse department legacy system data Prepare conversion files Prepare interface files Submit role assignments	Y	Delay in data cleansing activities may delay readiness of conversion and interface files
Overall Status		R	

Super Users

- Have a deep knowledge of a department's business processes
- Are empowered to make departmental decisions
- Are committed for the full implementation period
- **Become the most FI\$Cal-savvy department staff**
- **Become the department's key support after go live**

Super User Journey



LEARN
(Phase 1)

Receive access to FI\$Cal Training Academy training a full deployment ahead



PARTICIPATE
(Phase 2)

Participate in on-site activities at FI\$Cal to better understand the System and implementation



IMPLEMENT
(Phase 3)

Complete key implementation activities to ensure your department has the necessary components in place to go live



DEPLOYMENT KNOWLEDGE
(Phase 4)

Learn how to address common go-live challenges by attending knowledge transfer sessions with the FI\$Cal Service Center



TRAIN
(Phase 5)

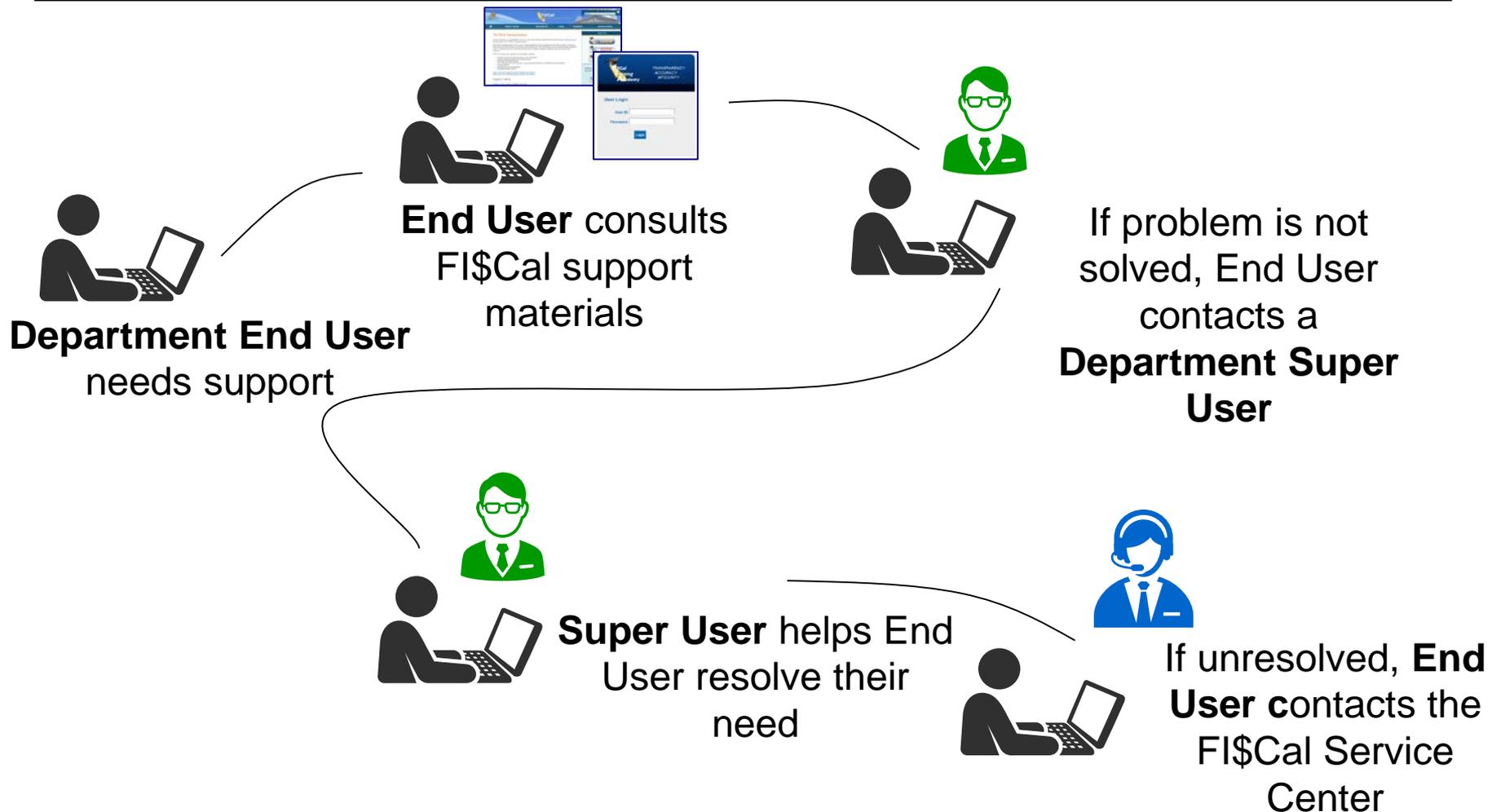
Deliver training to fellow department end users



DEPLOYMENT SUPPORT
(Phase 6)

Act as on-the-ground support to fellow department end users once the system is live (i.e., Level 0 support)

Department Support Process



Support for Super Users

Super User Provides Direct Support to Resolve Issue

TOPIC	COMMON ISSUES
Logging Into FI\$Cal	<ul style="list-style-type: none"> ▪ Login page not known
Completing Common Transactions	<ul style="list-style-type: none"> ▪ Lack of knowledge
System Errors	<ul style="list-style-type: none"> ▪ Failed budget check ▪ Inaccurate Chartfield combinations

Super User Facilitated Working with the FSC to Resolve Issue

Logging Into FI\$Cal	<ul style="list-style-type: none"> ▪ Temporary password is expired ▪ Account is locked due to excessive login attempts
Security Access	<ul style="list-style-type: none"> ▪ End users assigned to security roles they do not need or vice versa ▪ Invalid workflow
Configuration Values	<ul style="list-style-type: none"> ▪ Incorrect values

Next Steps

- January
 - Form your Department Implementation Team (DIT)
 - Participate in Solution Walkthroughs (SWTs)
 - Respond to User Readiness Survey

- February
 - Participate in Model Office Sessions

Solution Walkthrough Schedule

Session	Presentation (Cal Lottery – 700 N. 10 th)	Est. Duration for Presentation
Kickoff	1/7/2016 10am-12pm & 1:30-3:30PM	2 hrs (2016 KO: 1 hrs)
Purchasing	1/12/2016 9am-12pm	3 hrs (2016 SWT: 2:03 hrs)
Billing / Accounts Receivable	1/12/2016 1pm-4pm	2.5 hrs (2016 SWT: 3:07 hrs)
Grants Mgmt/ Customer Contracts	1/13/2016 9am-12pm	3 hrs (2016 SWT: 2:23 hrs)
Project Costing	1/13/2016 1pm-4pm	2 hrs (2016 SWT: 1:46 hrs)
Accounts Payables	1/19/2016 9am-12pm	3 hrs (2016 SWT: 1:24 hrs)
Asset Management	1/19/2016 1pm-4pm	2 hrs (2016 SWT: 1:13 hrs)
Cash Management	1/20/2016 9am-12pm	2.5 hrs (2016 SWT: 1:53 hrs)
Labor Distribution	1/20/2016 1pm-4pm	2 hrs (2016 SWT: 2:26 hrs)
General Ledger / Commitment Control	1/21/2016 9am-12pm	3 hrs (2016 SWT: 2:39 hrs)

Questions



FI\$Cal Project Information:

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

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

fiscal.cmo@fiscal.ca.gov