

Practice and Experience Improve MEC/YEC Performance

A message from Mehdi Ghomeshi, Deputy Director, Business Operation and Solutions



As an accounting professional, closing and reconciling your books is the most important task at year end. If you are new to FI\$Cal, you know that the process has changed. At first it will take longer than it did in your legacy system, but with practice, you will be able to close your books more timely and accurately. In fact, some departments are closing their books faster than ever before using the FI\$Cal system.

To help all of our end users understand processes and meet control agency deadlines, FI\$Cal has dedicated additional resources to assist with month-end and year-end close activities.

MEC/YEC Ticket Express Lane – The FI\$Cal Service Center routes month-end and year-end transaction tickets directly to the On-Site Support Office (OSSO) for immediate resolution on transactions that are preventing departments from closing months. Working in collaboration with the Department of Finance and the State Controller’s Office, OSSO team members resolved 3,700 incidents in the last fiscal year. [Click to continue reading on Page 4](#)

Improved Dashboard Provides Insights into Performance

The Operational Insights Dashboard (OID) is a convenient tool that is now providing end users insights into how well their own business unit is performing based on selected fiscal year and accounting period within different modules.

This dashboard provides summary and detail views of transactions at different levels and can help with month-end and year-end closing. It was recently enhanced to pull data based on the accounting date.

The OID was developed to help reduce time and effort spent on analysis tasks by letting users avoid 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 errors and take corrective action, or to analyze transactional trends.

A [job aid](#) explains in detail how to use this tool. Users with questions or who need training on the OID should contact FI\$Cal’s On-Site Support Office at OSSO@fiscal.ca.gov.

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Updated FI\$Cal Job Aids

Module	Job Aid Title	Job Aid Description	Date Published
Procurement	How to Create an RTV for Multiple PO Distribution Lines 2.0	Provides the Department RTV Processor the instructions to complete a split-distribution return to vendor transaction.	07/24/2018
Accounts Payable	How to Change Use Tax to Sales Tax in a Regular Voucher 1.0	Provides instructions on how to re-classify the Use Tax to Sales Tax on a Regular Voucher.	08/02/2018
Procurement	P-Card Transaction Reconciliation Process in FI\$Cal 4.0	Identifies the steps for reconciling P-Card transactions in FI\$Cal; the required fields when a PO exists and is linked to P-Card transactions; the required fields when a PO does not exist and is not linked to P-Card transactions.	08/06/2018
Accounts Payable	PO Vouchers Spreadsheet Interface 1.0	Provides Department AP Processors with the instructions for preparing a spreadsheet to upload and build Purchase Order (PO) related regular vouchers in FI\$Cal.	08/07/2018
Project Costing	PC Interface Upload 3.0	Provides information on how to set up a .csv file for projects, activities, team, and non-financial transactions for the upload and then how to run the process.	08/07/2018
Accounts Payable	Create a Transit Subsidy Voucher Job Aid 4.0	Provides the detailed process for creating a Transit Subsidy Voucher using a Prepaid Voucher with a Cash Type of Office Revolving Fund.	08/08/2018
Accounts Payable	Voucher Spreadsheet Upload 6.0	Provides the instructions for preparing a spreadsheet to upload and build vouchers in FI\$Cal.	08/23/2018
Accounts Payable	Escheatment Processing 3.0	Provides instructions on escheating check payments.	08/23/2018
Accounts Payable	Journal Voucher Spreadsheet Upload Job Aid 6.0	Provides Department AP Processors with the instructions to download the template, set up the Journal Voucher spreadsheet and upload the spreadsheet in FI\$Cal.	08/23/2018
Budgets	Uploading Budget Templates in Hyperion 2.0	Provides instructions to upload Budget Templates in Hyperion.	08/23/2018
Chart of Accounts, General Ledger, GL Conversions, & Year-End Close	Setting Up Advance to the Office of Revolving Fund in FI\$Cal 4.0	Provides GL Processors and GL Approvers the instructions for replenishing the Office Revolving Fund (ORF) in FI\$Cal.	08/23/2018

To view all new and updated job aids, or to join our subscription list, visit the [FI\\$Cal Job Aids page](#).

FI\$Cal by the Numbers

The FI\$Cal system is one of the largest and most dynamic IT undertakings in the history of the state.



Use ServiceNow for Incident Reporting and More

A new and improved ServiceNow portal is available for reporting incidents when logged into FI\$Cal. You can also use ServiceNow to track open tickets and find answers to Frequently Asked Questions. To preview new features, view the [ServiceNow video](#).

New FI\$Cal Partner Business Executive for DGS

Richard Handewith was recently appointed as the Partner Business Executive for the Department



of General Services (DGS). He replaces Roger Anderson who retired in April.

Richard began his career with DGS in 1998 with the Office of Administrative Hearings (OAH). Over the past 20 years, he has served as the Project Manager of several important DGS IT initiatives including the Fleet Asset Management System for the Office of Fleet and Asset Management; the OAH Practice Manager System; and the Central Plant IT transition for the Building and Property Management Branch.

Richard joined the FI\$Cal project in December 2011 as the technical manager over the DGS FI\$Cal technical team responsible for implementing DGS interfaces and conversions as well as transitioning of the Activity-Based Management System to FI\$Cal. For the past two years Richard has served as the Assistant Partner Executive for the DGS FI\$Cal team.

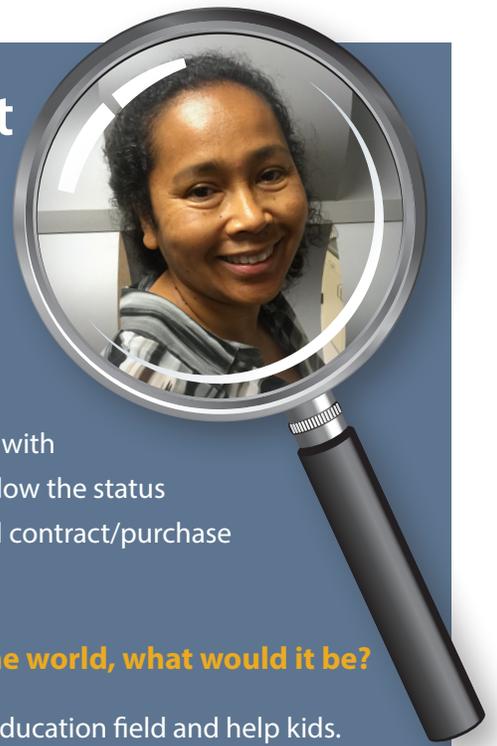
End User Spotlight

Each month we ask our end users a question to get to know you better.

Ann Briggs works as an Associate Business Management Analyst at the Franchise Tax Board (FTB). Ann's been with FTB for 22 years and uses FI\$Cal to follow the status of procurement requests and get final contract/purchase order approvals.

Q: If you could have any job in the world, what would it be?

A: I've always wanted to work in the education field and help kids. Maybe not as a teacher but as a superintendent. I'm glad that I've told my daughter how important education is, and she understands it. She is in eighth grade and wants to go to Stanford and become a pediatrician.



SEPTEMBER 2018 EVENT HIGHLIGHTS

SEPTEMBER 4 & 5

Department Change Impacts Workshop for SCO/STO Milestone 2

Learn how new functionality will improve business processes and reduce dual entry. Contact your DL for details.

UPDATED MONTHLY

FI\$Cal Production Release Notes

Be sure to check for [Production Release Notes](#), which are updated monthly.

SEPTEMBER 20

Monthly FI\$Cal User Community Forum

Thursday, September 20, 2018

Department of Consumer Affairs
2005 Evergreen Street
2nd Floor, Emerald Auditorium
Sacramento, CA 95815

**For more information, please
visit the [FI\\$Cal website](#).**

For the latest information, please visit the [events calendar](#) on the [FI\\$Cal Resources Page](#).

Practice and Experience Improve Performance

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User Support Labs – In 2017, FI\$Cal expanded User Support Labs to year-round, five day a week sessions. End users make appointments to bring in actual work, and receive help completing transactions from FI\$Cal subject matter experts. Frequently, attendees are able to close one or more months in a session.

Weekend Support – In coordination with Department of Finance, OSSO staff work on Saturdays from July through mid-September to support departments working overtime during their busiest time of year.

Self-Reporting Tool – OSSO developed a self-reporting tool, available when users are logged into the system that displays the steps for closing months, provides links to job aids on how to close months, and makes available queries and reports required to close months. The self-reporting tool is a one-stop “how-to” online manual for month-end close.

Operational Insights Dashboard (OID) – The OID, available when logged into the FI\$Cal system, allows end users and managers to easily monitor transactional progress, and find and correct errors that may be preventing close.

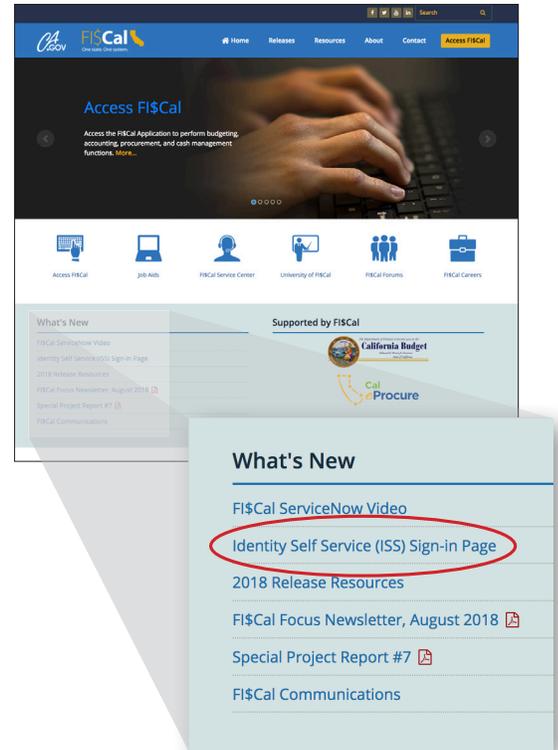
The Business Operation and Solutions Division is here to help with your month-end and year-end close process. Please take advantage of our automated tools and User Support Labs to help you get the most out of the FI\$Cal system.

Identity Self-Service Portal Updates

To make the Identity Self-Service (ISS) portal easier for Department Authorities, Designees (DADs) and Requestors to submit their access or provisioning requests, a new link has been added to the FI\$Cal internet [home page](#) under the “What’s New” column.

Once in the portal, DADs and Requestors are now required to complete the “Justification” field when submitting requests for user role updates. Previously, completing the field was optional. The additional information from the “Justification” field will help in clarifying and identifying requests.

To ensure timely ticket processing, it is important that as soon as DADs receive an access or provisioning request, they submit it through the portal and not hold on to it for other requests to come in. This helps to ensure that ISS



ticketing volumes stay low, allowing FI\$Cal to process the requests within 24 hours and eliminating the need for Requestors to contact FI\$Cal and check the request status. For questions on the ISS portal please contact [FI\\$Cal's Information Security Office](#).

2018 User Support Lab Reminder

User Support Labs (USL) for 2018 Release departments are continuing through the end of September. These labs give end users from our newest departments the opportunity to get post-Go Live support from FI\$Cal subject matter experts while processing real work transactions in FI\$Cal.

Instructions on how to request participation in a USL are available on the [2018 USL Request Form](#). If you have questions regarding the 2018 Release department USL sessions, please email FI\$Cal's [Change Management Office](#).

End users from previous waves and releases can continue to receive help through ongoing [User Support Labs](#) managed by FI\$Cal's On-Site Support Office.

STO Operations and Bank Integration — October 2018

Learn more about how processes will change with integration of STO functionality at our upcoming Department Change Impact Workshops on September 4 and 5.

DEPOSIT SLIPS

Similar process, new system

Departments should take their deposits to the banks in a timely manner



EDF access removed



Deposit Slips are now in FI\$Cal

Record
Generate
Print



AGENCY REMITTANCES



Now enter remittances in FI\$Cal as customer payments and/or direct journals

SCO'S APPROVAL REQUIRED FOR PAYMENTS & DIRECT JOURNALS WITH:



eFITS access removed

FI\$Cal



Entries that credit Cash, credit Expense, or debit Revenue accounts



Zero dollar entries



Negative entries



GL business unit different from the Deposit unit

DIRECT REMITTANCES TO STATE TREASURY

DEPT

STO

SCO



Continue to send Remittance Advice Form



STO operates and SCO interfaces with FI\$Cal as part of Integrated Solution



FI\$Cal

FI\$Cal automatically associates RA to AR items (if applicable), or creates direct journal payments