



FI\$Cal

Financial Information System for California

Statewide Budget Super User Workshop

March 16, 2016

Agenda

- Statewide Budget
- Steps to Go Live with Statewide Budgets
- Business
- Technology
- Training
- Questions and Answers

Statewide Budget

- Statewide budget implementation includes:
 - Budget Development in FI\$Cal
 - Departments will have the option to enter data directly into the system or use Budget Upload Templates

- Departments will have the opportunity to do their operating budgets in FI\$Cal when they implement their accounting functionality

Budget = Hyperion

Departments that are not currently using Hyperion (excludes Wave 1 or Wave 2) populate various templates to submit to Finance for upload. In order to view their data, they need to ask Finance for a report.

Benefits of Direct Access to Hyperion

- Enter data directly into Hyperion – rather than populating numerous upload templates and sending to Finance
- Option to key information or use excel template to upload directly in Hyperion
 - It is more efficient for less complex departments (one or two programs/funds) to enter data directly
 - It may be more efficient for more complex departments, and certain types of adjustments to use upload templates
- Hyperion also has certain guardrails that prevent data from being entered into invalid items that the templates do not have

Benefits of Direct Access to Hyperion

- View/run reports of departmental data directly from Hyperion, supporting better tracking and management throughout the budget lifecycle (e.g. Appropriation Summary, BCP Report, Version Comparison Reports, Multi-Year Reports)
- View/run reports on legislative actions and the final budget details for departmental data – similar to how departments used to view such information via the public portion of Finance’s Change Book System (e.g. Legislative Action Worksheet, Three House Comparison Report)
- Joining the Hyperion community earlier streamlines instructions and communication from Finance – most instructions/communication focus on system data requirements and Hyperion Knowledge

System Overview – Terms

- BU = Business Unit, which is the same as Org Code
- BR = Budget Request
- Issue Codes = System flags to help classify Budget Requests for department use (Finance uses similar coding)
- POV = Point of View
- Budget 2.0 = New Hyperion Release July 29, 2016

Steps to Go Live

- Business
 - Identify staff assigned the Budget Role
 - Departmental Authority Designee (DAD)
 - Memorandum of Understanding (MOU)
- Technology
 - End User Workstation Configuration
- Training
 - Key changes in Budget 2.0 Release – Hyperion Update July 29, 2016
 - FI\$Cal End-User Training
 - Finance Departmental Budget Analyst Training

Business

- Departments work with Department of Finance to provide list of Department Budget Users to FI\$Cal
- The Department Budget Users will be mapped to the budget role in FI\$Cal
- Departments should have existing DADs/Designees for statewide Procurement
- DADs are the only State employees who can authorize access to data, processes and applications within the FI\$Cal system
- MOU between Departments and FI\$Cal

Technology

- Departments Configure Workstations for Hyperion and SmartView
 - Hyperion configuration requirements will vary slightly depending on browser version
 - Additional workstation setup is required to use SmartView, which is an add-in to Excel and allows users to upload data to Hyperion
- FI\$Cal End-User Workstation Configuration Guide Revision 5 (03/07/2016) is available on the FI\$Cal Service Center page of the FI\$Cal website at:
http://www.fiscal.ca.gov/access-fiscal/FISCAL_Service_Center/index.html

Training

- Ensure that existing Hyperion Training (WBT) has been completed
 - Note: Existing WBT courses were developed before Budget 2.0 Redesign
 - Key changes to follow
- Attend FI\$Cal-Provided End-User Upload Template Training (June – July 2016)
- Attend Finance-Provided Training for Departmental Budget Analyst (July – August 2016)
- Attend Finance Hands on Training (August 2016 – ongoing)

Budget 2.0 Key Changes

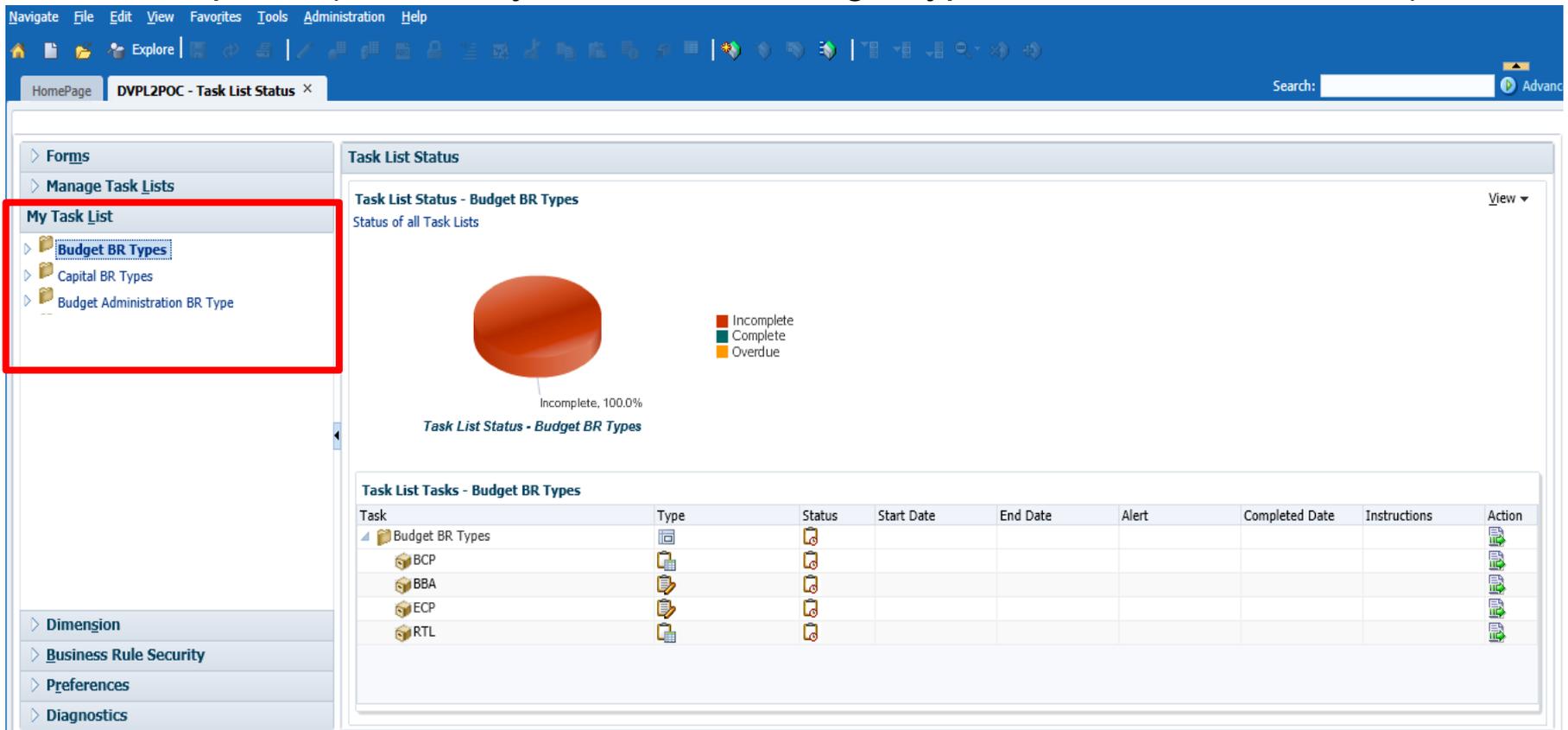
System changes related to Budget 2.0 are intended to improve data entry (reduce the number of “clicks”) and enhance the user experience.

The following are the major changes included in the July 2016 Release:

- Removal of Decision Packages – Data will be entered directly into a Budget Request, eliminating the duplicate data entry experienced in Waves 1 and 2.
- Concatenated Item – improves user navigation within the system, as a user will now have fewer POV selections to chose from.
- Use Reimbursement Item – users will no longer need to create a separate Budget Request for reimbursements and reimbursement data will once again be associated with Fund 0995 in the budget system.

My Task Lists

- From the left pane select “My Task List” and then click on the BR Type required (Previously “Decision Package Types” but in same location)



Task List Status - Budget BR Types
Status of all Task Lists

Incomplete, 100.0%

Task List Tasks - Budget BR Types

Task	Type	Status	Start Date	End Date	Alert	Completed Date	Instructions	Action
Budget BR Types								
BCP								
BBA								
ECP								
RTL								

Decision Package - Removed

Enterprise Performance Management System Workspace, Fusion Edition Logged in as KRISTIN.SHELTON@DOF.CA.GOV | Help | Log Off

Navigate File Edit View Favorites Tools Help

HomePage **CalPLAN - Decision Packages** * Search ▶ Adv

Forms

Decision Package Types

- All Decision Packages
- Compensation Expenses
- Baseline Revenues, Trans...
- Baseline Budget Adjustme...
- Enrollment, Caseload, an...
- Capital Outlay
- Budget Administration Adj...
- Budget Change Proposals

Decision Packages

Decision Packages

Manage Analysis

Scenario Version Year

Action View Detach

Decision Package	Description	Owner Entity	Scenario	Version
8880-002-BCP-DP-2016-GB	Special Project Report 6-Department	8880-Financial Information System for CA	Gov Budget	Finance Final
8880-001-BCP-DP-2016-GB	Special Project Report 6-Project	8880-Financial Information System for CA	Gov Budget	Finance Final
0968-001-BCP-DP-2016-GB	Compliance Monitoring Staff Augmentation	0968-Tax Credit Allocation Committee	Gov Budget	Finance Final
0968-002-BCP-DP-2016-GB	Development Section Staff Augmentation	0968-Tax Credit Allocation Committee	Gov Budget	Finance Final
8140-001-BCP-DP-2016-GB	State Public Defender Staffing	8140-State Public Defender	Gov Budget	Finance Final
0280-001-BCP-DP-2016-GB	Commission Staffing	0280-Commission on Judicial Performance	Gov Budget	Finance Final
3885-001-BCP-DP-2016-GB	Funding to Support the Update of the Delta Plan and th...	3885-Delta Stewardship Council	Gov Budget	Finance Final
6910-002-BCP-DP-2015-MR	Adjustment to Reflect Only Awards Made to UC and CS...	6910-Awards for Innovation in Higher Ed	Gov Budget	Finance Final
6910-003-BCP-DP-2015-MR	Appropriation to Account for Awards Made to Communi...	6910-Awards for Innovation in Higher Ed	Gov Budget	Finance Final
Total				

Budget Requests Approval Status Justification Notes and Attachments

Action View Detach

No data to display

Decision Package - Removed

Create/Edit Decision Package

Properties | Attributes | Justification | Summary

* Name

Description

Rank

Budget Impact

* Scenario

* Version

* Owner Entity

Decision Package Reviewers

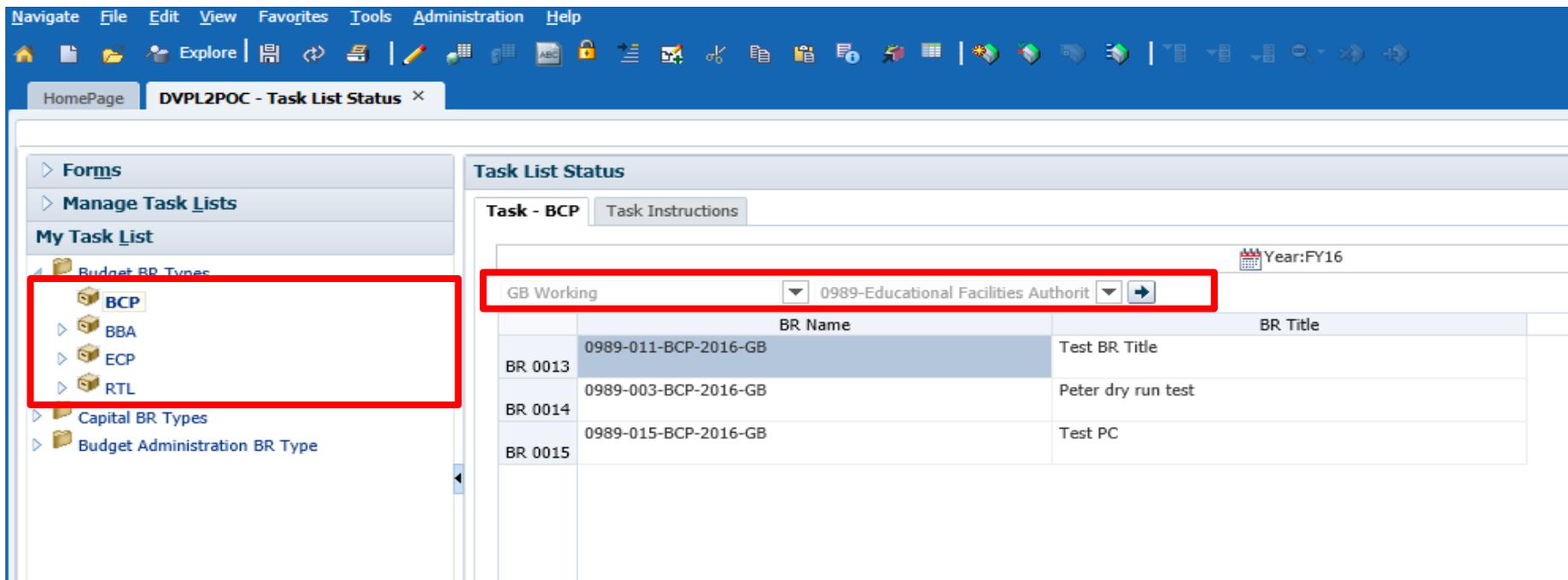
←

Budget 2.0 Retains:
BR Name
BR Title [Description]

Previous Next Cancel Finish

Select Budget Request (BR) Type

- Expand the Budget or Capital BR Type Task List and click the BR Type desired. This opens a simplified form containing the Budget Request(s) for the current POV and the selected BR Type. The POV now is based on a combined “Scenario/Version” and the BU. A department BU should default based on your log-in.



Task List Status

Task - BCP Task Instructions

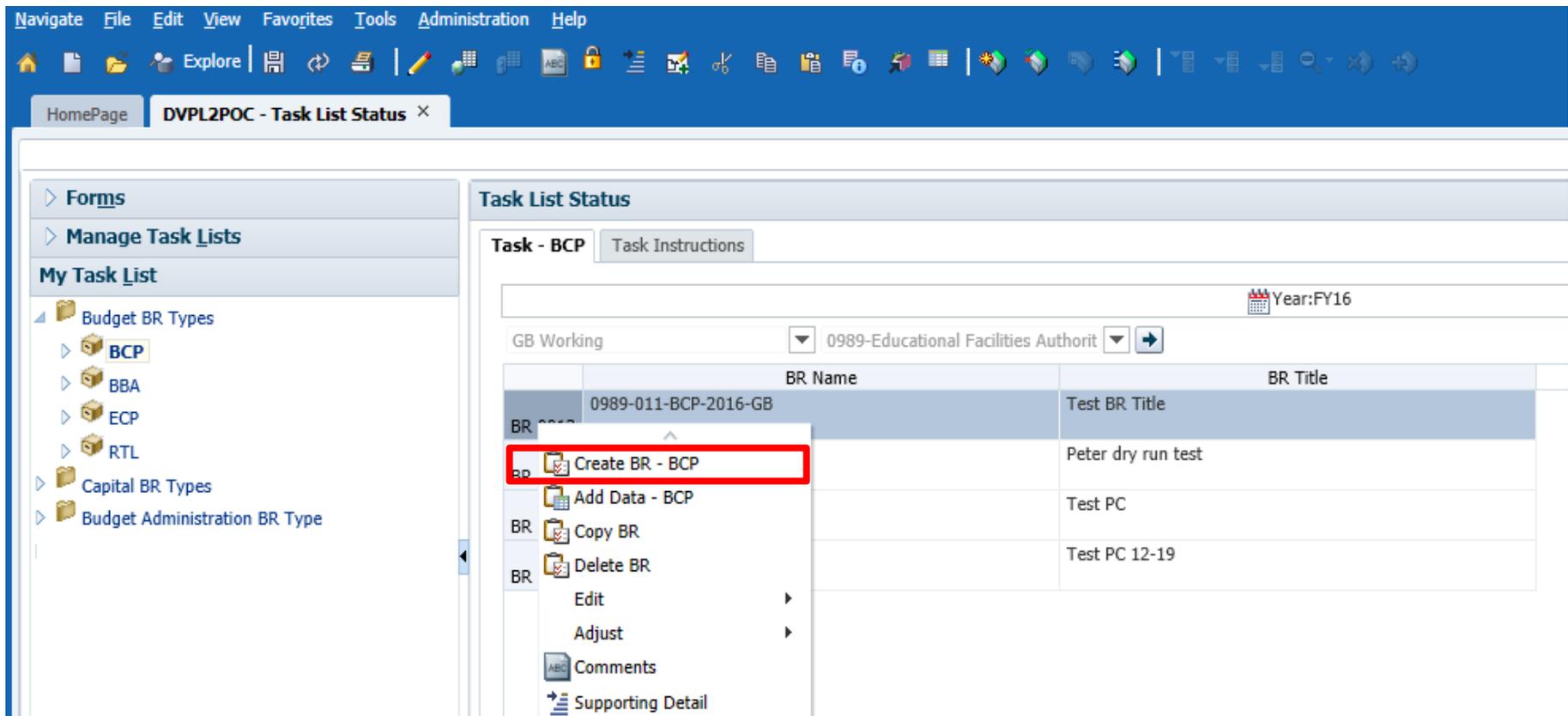
Year: FY16

GB Working 0989-Educational Facilities Authorit

	BR Name	BR Title
BR 0013	0989-011-BCP-2016-GB	Test BR Title
BR 0014	0989-003-BCP-2016-GB	Peter dry run test
BR 0015	0989-015-BCP-2016-GB	Test PC

Create BCP BR Type

- To create a Budget Request, right click on the rows in the form select “Create BR - BCP”, and answer ok to the BR creation prompts.

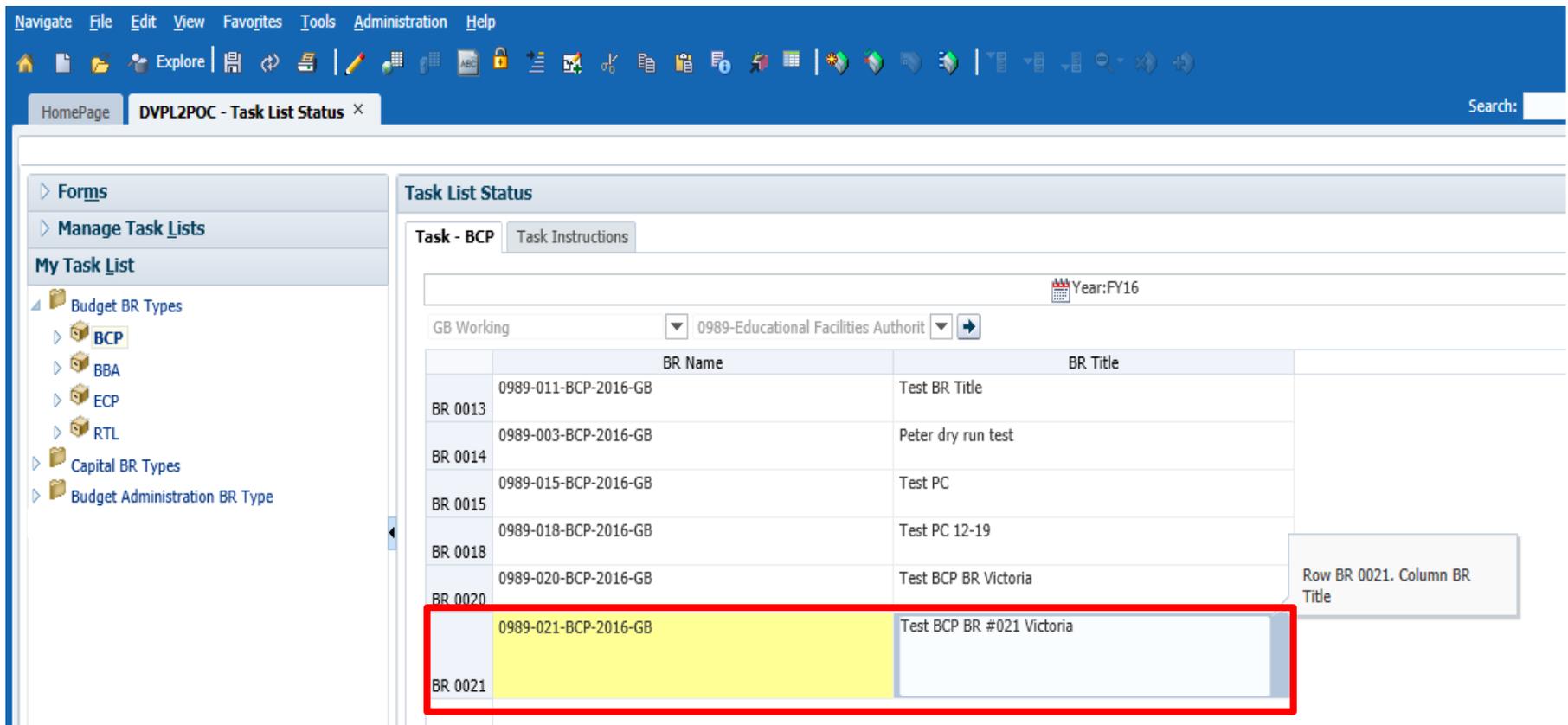


The screenshot shows a web application interface for 'Task List Status'. The left sidebar contains a tree view under 'Forms' > 'Manage Task Lists' > 'My Task List', with 'Budget BR Types' > 'BCP' selected. The main area displays a table with columns 'BR Name' and 'BR Title'. A right-click context menu is open over the row with BR Name '0989-011-BCP-2016-GB' and BR Title 'Test BR Title'. The menu item 'Create BR - BCP' is highlighted with a red rectangle. Other menu items include 'Add Data - BCP', 'Copy BR', 'Delete BR', 'Edit', 'Adjust', 'Comments', and 'Supporting Detail'. The top of the application shows a menu bar (Navigate, File, Edit, View, Favorites, Tools, Administration, Help) and a toolbar with various icons. The browser tabs show 'HomePage' and 'DVPL2POC - Task List Status'.

BR Name	BR Title
0989-011-BCP-2016-GB	Test BR Title
BR 0000	Peter dry run test
BR	Test PC
BR	Test PC 12-19

Enter BR Name

- Enter the BR Name and BR Title for the newly created BR, then click the Save icon on the menu bar.



Task List Status

Task - BCP Task Instructions

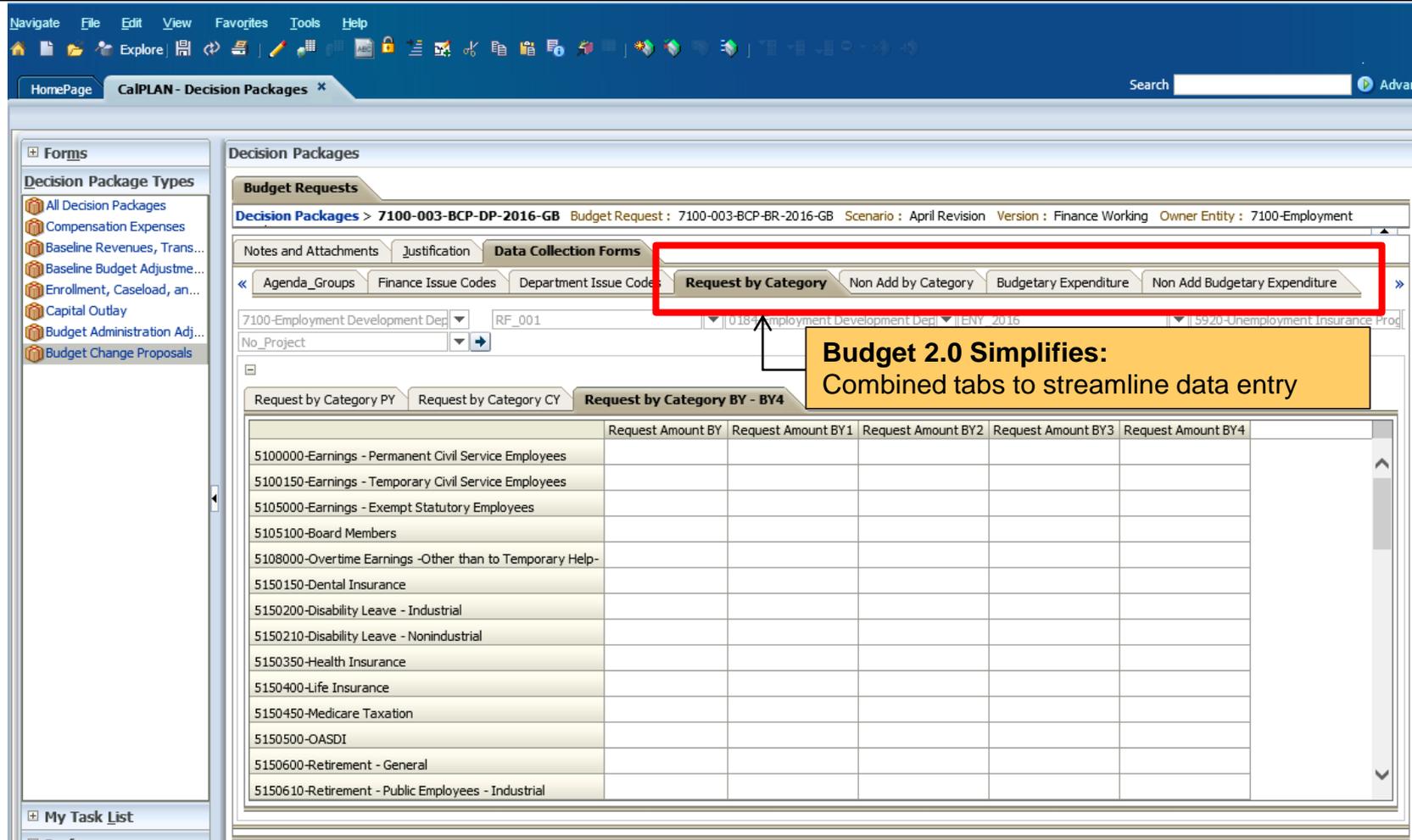
Year: FY16

GB Working 0989-Educational Facilities Authorit

	BR Name	BR Title
BR 0013	0989-011-BCP-2016-GB	Test BR Title
BR 0014	0989-003-BCP-2016-GB	Peter dry run test
BR 0015	0989-015-BCP-2016-GB	Test PC
BR 0018	0989-018-BCP-2016-GB	Test PC 12-19
BR 0020	0989-020-BCP-2016-GB	Test BCP BR Victoria
BR 0021	0989-021-BCP-2016-GB	Test BCP BR #021 Victoria

Row BR 0021. Column BR Title

Simplified and Renamed Data Forms [Aligned to Templates]



Decision Packages

Budget Requests

Decision Packages > 7100-003-BCP-DP-2016-GB Budget Request : 7100-003-BCP-BR-2016-GB Scenario : April Revision Version : Finance Working Owner Entity : 7100-Employment

Notes and Attachments Justification **Data Collection Forms**

Agenda_Groups Finance Issue Codes Department Issue Codes **Request by Category** Non Add by Category Budgetary Expenditure Non Add Budgetary Expenditure

7100-Employment Development Dep RF_001 018 Employment Development Dep ENY 2016 5920-Unemployment Insurance Prod

No_Project

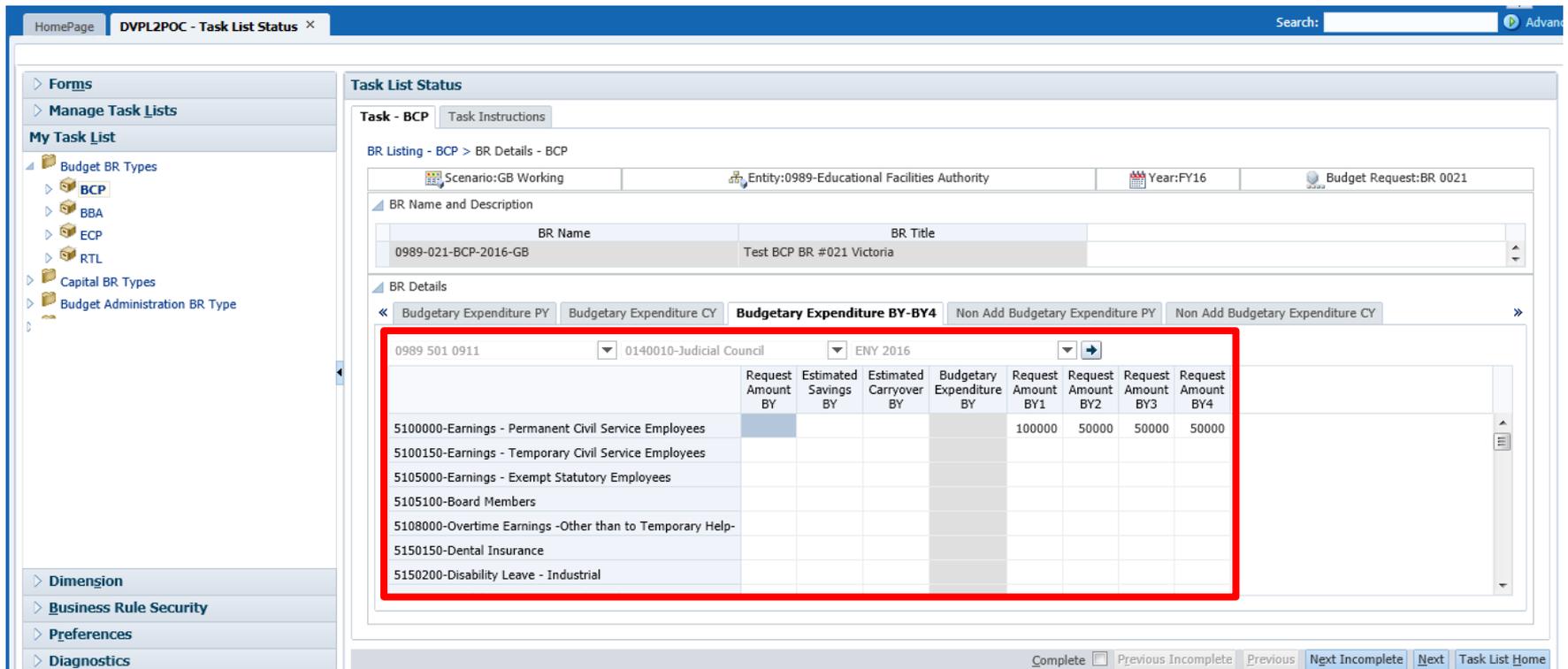
Request by Category PY Request by Category CY **Request by Category BY - BY4**

	Request Amount BY	Request Amount BY1	Request Amount BY2	Request Amount BY3	Request Amount BY4
5100000-Earnings - Permanent Civil Service Employees					
5100150-Earnings - Temporary Civil Service Employees					
5105000-Earnings - Exempt Statutory Employees					
5105100-Board Members					
5108000-Overtime Earnings -Other than to Temporary Help-					
5150150-Dental Insurance					
5150200-Disability Leave - Industrial					
5150210-Disability Leave - Nonindustrial					
5150350-Health Insurance					
5150400-Life Insurance					
5150450-Medicare Taxation					
5150500-OASDI					
5150600-Retirement - General					
5150610-Retirement - Public Employees - Industrial					

Budget 2.0 Simplifies:
Combined tabs to streamline data entry

Simplified and Renamed Data Forms

- Combined Request by Category and Budgetary Expenditure forms. Data for a each year (PY, CY, BY-BY4) can be entered on one from, including “Request Amount, Savings, and Carryover”. Budgetary Expenditure (amount in final budget) is calculated.



The screenshot shows the 'Task List Status' form in the FI\$Cal application. The form is titled 'Task - BCP' and is for 'Budgetary Expenditure BY-BY4'. The form is for the scenario 'GB Working', entity '0989-Educational Facilities Authority', year 'FY16', and budget request 'BR 0021'. The form is for the BR '0989-021-BCP-2016-GB' with the title 'Test BCP BR #021 Victoria'. The form is for the category '0989 501 0911' and the council '0140010-Judicial Council' for the year 'ENY 2016'. The form is for the 'Budgetary Expenditure BY-BY4' view. The table below shows the data for the 'Budgetary Expenditure BY-BY4' view.

	Request Amount BY	Estimated Savings BY	Estimated Carryover BY	Budgetary Expenditure BY	Request Amount BY1	Request Amount BY2	Request Amount BY3	Request Amount BY4
510000-Earnings - Permanent Civil Service Employees					100000	50000	50000	50000
5100150-Earnings - Temporary Civil Service Employees								
5105000-Earnings - Exempt Statutory Employees								
5105100-Board Members								
5108000-Overtime Earnings -Other than to Temporary Help-								
5150150-Dental Insurance								
5150200-Disability Leave - Industrial								

Concatenated Item

- Combined Org – Ref – Fund POV into a single Item
- Only “Valid” items will be available
- Once again can use Reimbursement as an item

BR Summary | Program Budget Measures | Workload Measures | Agenda_Groups | Finance Issue Codes | Department Issue Codes | **Request by Category** | Non Add by Category | Budgetary Expenditure

7100-Employment Development Dep | RF_001 | 0184-Employment Development Dep | ENY_2016 | 5920-Unemployment Insurance Prog

No_Project

BR Details

<< Budgetary Expenditure PY | Budgetary Expenditure CY | **Budgetary Expenditure BY-BY4** | Non Add Budgetary Expenditure PY

7100 001 0184 | 5920-Unemployment Insurance | ENY 2016

Reimbursements – Use Old method

- Reimbursement tab is eliminated and reimbursement changes will be made directly in an item
- Will not need to associate with “AC 48” codes – greater transparency to what costs are reimbursed
- Will map existing Reimbursements to items

7100-Employment Development Dep ▼ RF_001 ▼ 0184-Employment Development ▼ ENY_2016 ▼ 5920-Unemployment Insurance Prog ▼
 No_Project ▼ →

	Request Amount BY	Request Amount BY1	Request Amount BY2	Request Amount BY3	Request Amount BY4
4800000-Intradepartmental Reimbursements - From other units prg in the same orga					
4810000-Interdepartmental Reimbursements - From other state dept comms boards et					
4820000-Reimbursements from the Federal Government					
4830000-Reimbursments from local governmental entities within the State					
4840000-Reimbursements from private individuals firms institutions or corporatio					
4850000-Reimbursements - Other					

Department Activity Timeline

Activity	Start	End
Confirm Existing Hyperion Training WBT is complete	11/16/15	03/31/16
Configure Workstations for Hyperion and SmartView	03/07/16	05/01/16
Work with Finance Budget Analyst and FI\$Cal to Identify Budget Users	03/04/16	03/14/16
Register for <i>FI\$Cal</i> -Provided End-User Training	05/01/16	06/06/16
Attend <i>FI\$Cal</i> -Provided End-User Training	06/06/16	07/29/16
Receive System Access Notification	June 2016	June 2016
Register for <i>Finance</i> -Provided Training	June 2016	June 2016
Attend <i>Finance</i> -Provided Training for Departmental Budget Analysts	July 2016	Aug 2016
Attend <i>Finance</i> Hands-on Training	Aug 2016	Ongoing

Next Steps

- Confirm existing FI\$Cal training on Hyperion has been completed
- Obtain FI\$Cal End-User Workstation Configuration Guide
- Coordinate configuration of end-user workstations for Hyperion access and use of SmartView

Note: The FI\$Cal Change Management Office and your Finance Budget Analyst are here to assist you throughout the process. Please reach out if you have any questions or need help.

Questions



Resources and Support

- FI\$Cal Resources

- <http://www.fiscal.ca.gov/access-fiscal/budgetsjobaids.html>

- Department of Finance Resources

- http://www.dof.ca.gov/FISCAL_Resources/

- FI\$Cal Service Center

- http://www.fiscal.ca.gov/access-fiscal/FISCAL_Service_Center/index.html

- Email: fiscalservicecenter@fiscal.ca.gov