



FI\$Cal

Financial Information System for California

Asset Management Business Process Workshop (BPW)

July 2016 Departmental Release

Agenda

- BPW Objectives
- Asset Management Overview
 - Asset Management Department User Roles
- Acquiring, Maintaining, Physical Inventory (Stocktaking), Depreciating, Transferring, Retiring/Reinstating Assets as well as Month End Processing will be covered. Each process section will include:
 - Process Overview
 - Detailed End-User Role Description
 - Demonstration
- Change Impact Activity
- Next Steps

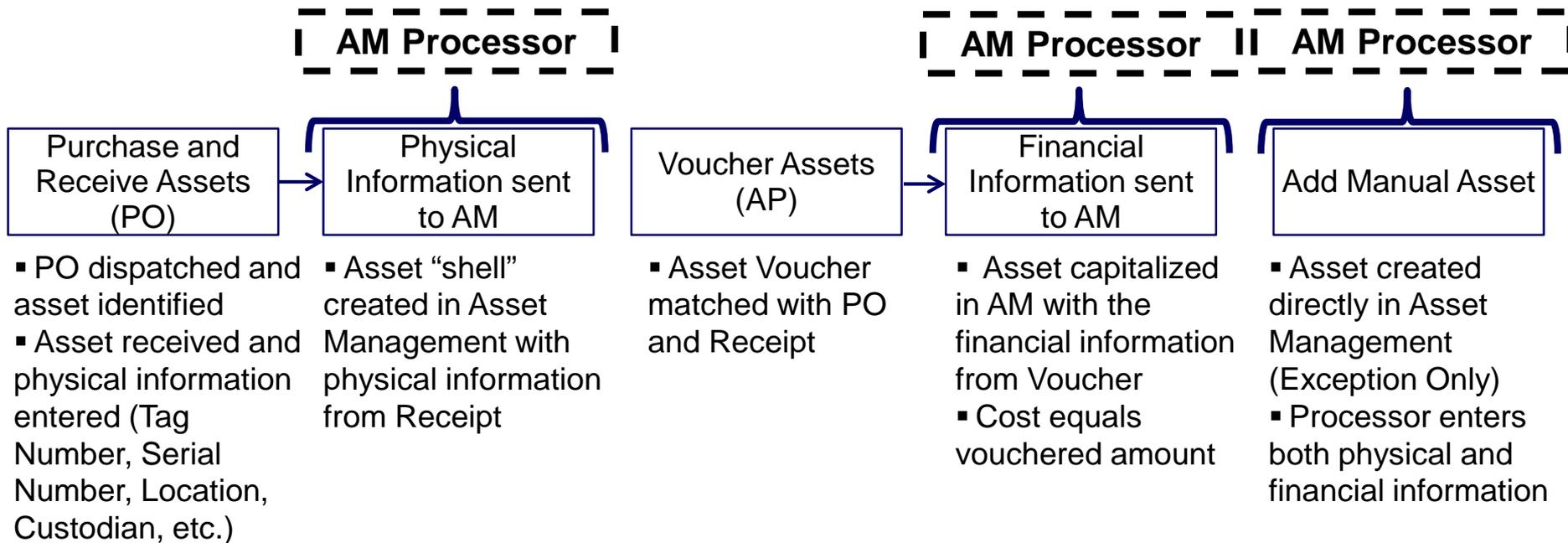
BPW Objectives

- The Business Process Workshops allow participants to :
 - Gain an understanding of the new FI\$Cal processes and end-user roles
 - Understand the next steps in the implementation phase
 - Know how to get assistance from FI\$Cal

What You Should Take Away

- Materials from today's session:
 - Business Process Workshop Presentation
 - Change Impact Tool
- Understanding of the new FI\$Cal processes, the next steps, and the support available from FI\$Cal

Acquire Assets Summary Flow



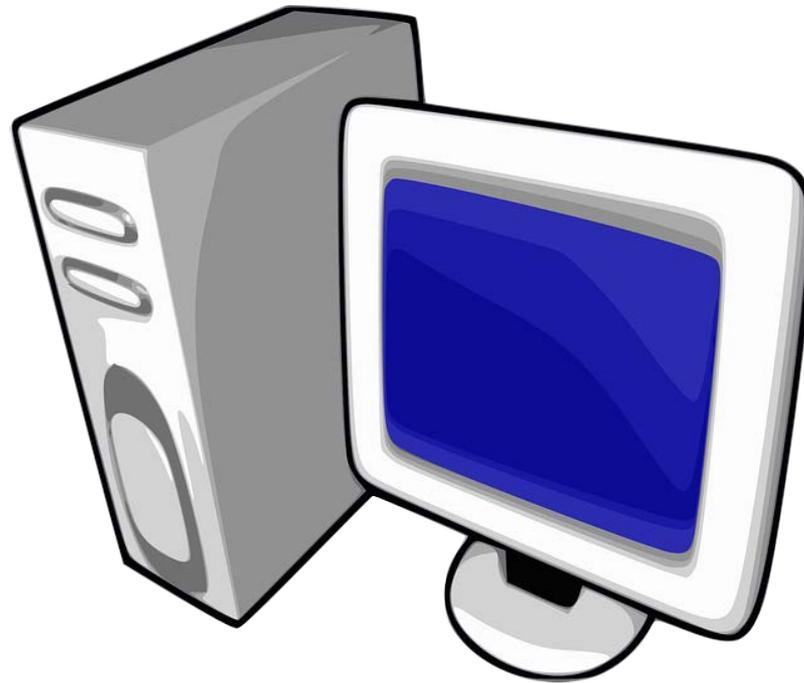
Key Impacts

- Asset Management integrated with PO and AP modules.
- Assets are created using physical information from Receipt and financial information from Voucher.
- Assets may be directly added in Asset Management (donated assets, corrections, etc.).

Acquire Assets End-User Roles

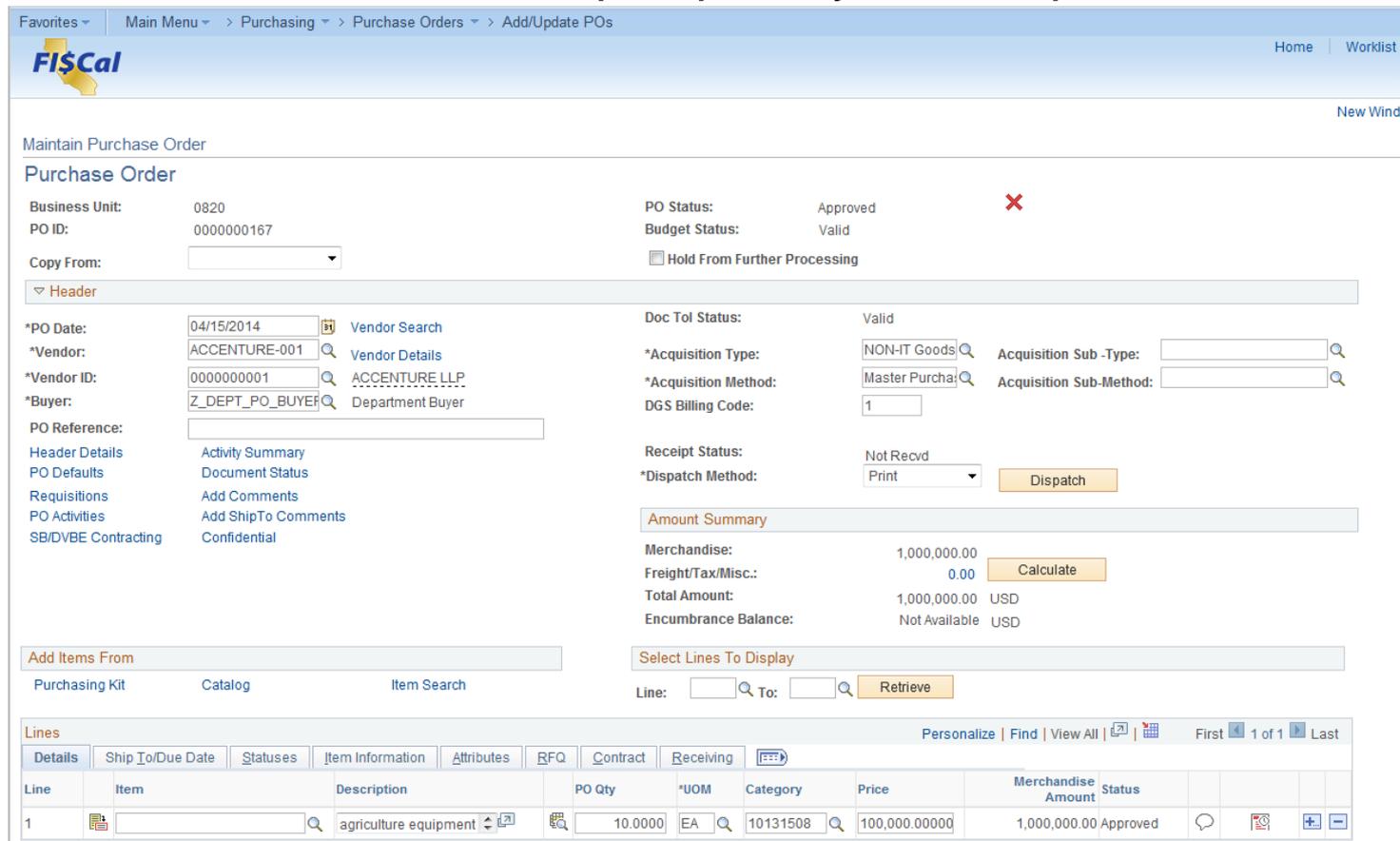
FI\$Cal End-User Role	Responsibilities
AM Processor	The department end user who processes assets originating from Purchasing, Accounts Payable, and/or Project Costing, as well as enters assets directly in the Asset Management module.

Demonstration Overview



Acquire Assets – Illustration

- Screenshot of PO with multiple quantity – description



Maintain Purchase Order

Purchase Order

Business Unit: 0820 PO Status: Approved ✖
 PO ID: 0000000167 Budget Status: Valid
 Copy From: Hold From Further Processing

Header

*PO Date: 04/15/2014 Vendor Search
 *Vendor: ACCENTURE-001 Vendor Details
 *Vendor ID: 0000000001 ACCENTURE LLP
 *Buyer: Z_DEPT_PO_BUYEF Department Buyer
 PO Reference:

Doc Tol Status: Valid
 *Acquisition Type: NON-IT Goods Acquisition Sub -Type:
 *Acquisition Method: Master Purcha Acquisition Sub-Method:
 DGS Billing Code: 1
 Receipt Status: Not Recvd
 *Dispatch Method: Print

Amount Summary

Merchandise: 1,000,000.00
 Freight/Tax/Misc.: 0.00
 Total Amount: 1,000,000.00 USD
 Encumbrance Balance: Not Available USD

Add Items From

Select Lines To Display
 Line: To:

Lines Personalize | Find | View All | | First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1	<input type="text"/>	agriculture equipment	10.0000	EA	10131508	100,000.00000	1,000,000.00	Approved

Acquire Assets – Illustration

- Receipt – serialize button

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)
[Home](#) | [Worklist](#)

FI\$Cal New Window

Maintain Receipts

Receiving

Business Unit: 0820 Receipt Status: Open ✘
 Receipt ID: NEXT [Add Header Comments](#) [Activities](#)
[Header Details](#)

[Header](#)

[Close Short All Lines](#) [Print Delivery Report](#) [Run PO Receipt Accrual](#)

Select Purchase Order

[Receipt Lines](#) | [More Details](#) | [Links and Status](#) | [Item / Mfg Data](#) | [Optional Input](#) | [Source Information](#)

[Personalize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		agriculture equipment	10.0000	EA 	100000.00000	10.0000	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA 	Pending	Device Track

[Interface Receipt](#) [Run Close Short](#) [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#)
[Add](#) [Update/Display](#)

Acquire Assets – Illustration

- Receipt unitized assets page

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)

FI\$Cal

Maintain Receipts

Asset Management Information for Line 1

Business Unit: 0820 Status: Open
 Receipt ID: NEXT Item: agriculture equipment
 Receipt Line: 1 Standard UOM: EA

Next Asset ID

Distribution Information Find | View All First 1 of 1 Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: 0820 CAP Sequence:
 Profile ID: AGRI_EQUIP Employee ID:
 CAP #: Distributed Quantity: 10.0000
 Cost Type: Merchandise Amount: 1000000.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: *Start Row: 1
 Overwrite existing numbers **Apply**

Asset Details Personalize | Find | View 3 | First 1-10 of 10 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	0820	Open	1.0000			NEXT			AGRI_EQUIP
2	0820	Open	1.0000			NEXT			AGRI_EQUIP
3	0820	Open	1.0000			NEXT			AGRI_EQUIP
4	0820	Open	1.0000			NEXT			AGRI_EQUIP
5	0820	Open	1.0000			NEXT			AGRI_EQUIP
6	0820	Open	1.0000			NEXT			AGRI_EQUIP

Acquire Assets – Illustration

- Voucher – Asset information

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM: EA

*Distribute by: Quantity Unit Price: 100,000.00000 Quantity: 10.0000

Ship To: 3980000001 Line Amount: 1,000,000.00 Force Price

SpeedChart: Description: agriculture equipment One Asset

[Purchase Order & Receiver Info](#)

[Associate Receiver\(s\)](#)

▼ Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets										
				Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID
				<input type="checkbox"/>	1	100.0000	100.0000	1,000,000.00	10.0000	<input checked="" type="checkbox"/>	0820	AGRI_EQUIP	NEXT

Acquire Assets – Illustration

- Basic info - Drill back page

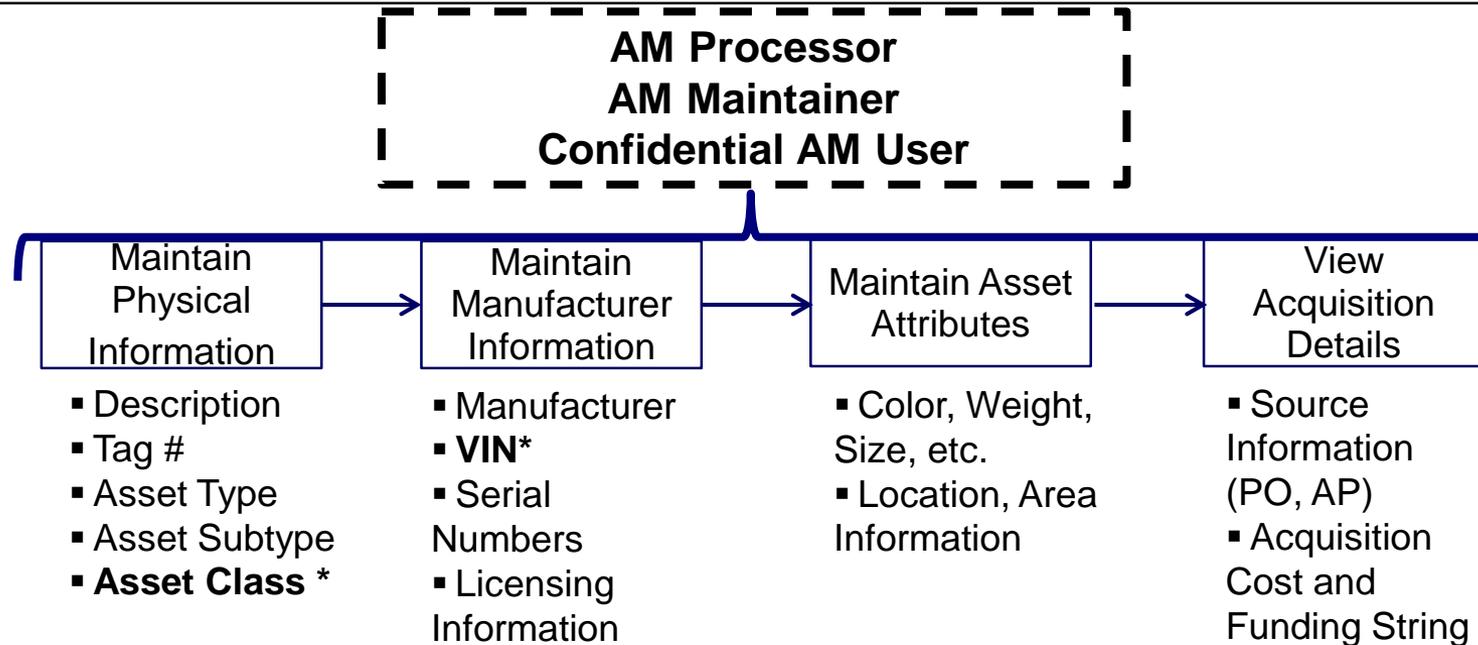
Acquisition Details

Payables Acquisition	
AP Unit:	<input type="text" value="0820"/>
Voucher ID:	<input type="text" value="00000770"/>
Vchr Line:	<input type="text"/>
Distrib Line:	<input type="text"/>
Vendor ID:	<input type="text" value="0000000001"/> ACCENTURE LLP
PS/Accounts Payable Drilldown	
Invoice Number:	<input type="text"/>
Invoice Date:	<input type="text"/>

Purchasing	Receiving
PO Unit:	BU Recv:
<input type="text" value="0820"/>	<input type="text" value="0820"/>
PO No.:	Receipt No:
<input type="text" value="0000000167"/>	<input type="text" value="0000000126"/>
PO Line:	Receipt Line:
<input type="text" value="1"/>	<input type="text" value="1"/>
Sched Num:	Ship Seq:
<input type="text" value="1"/>	<input type="text" value="1"/>
Distrib Line:	Distrib Ln:
<input type="text" value="1"/>	<input type="text" value="1"/>
PS/Purchasing Drilldown PS/PO Receiving Drilldown	

Project Cost Acquisition	
PC Bus Unit:	<input type="text"/>
Project:	<input type="text"/>
Activity:	<input type="text"/>
Source Type:	<input type="text"/>
PS/Projects Drilldown	

Maintain Assets



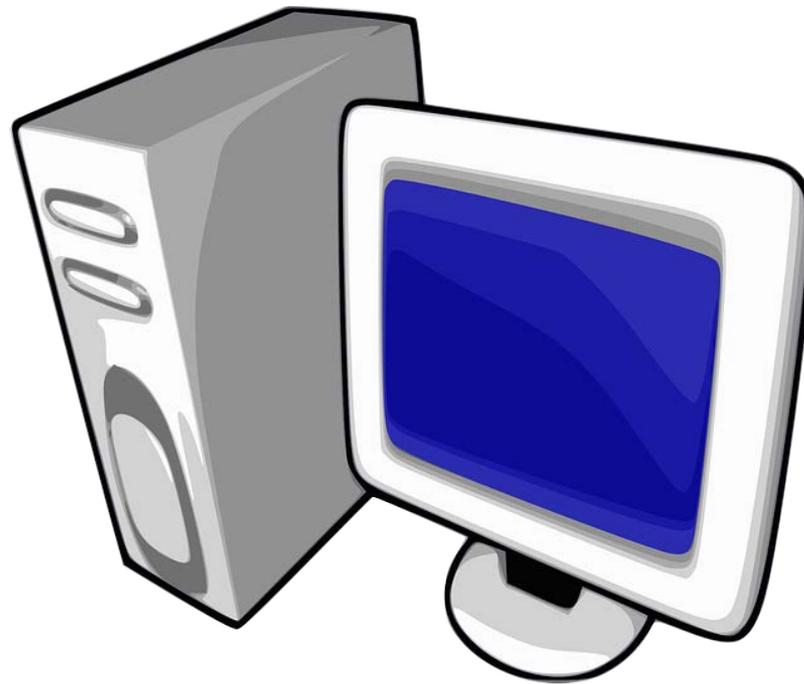
Key Impacts

- Detailed asset information can be entered, updated, and maintained in FI\$Cal once asset is received.
- Asset information is searchable and reportable.
- Acquisition details provide traceability back to Purchase Order, Receipt, and Voucher
- * indicates confidential field.

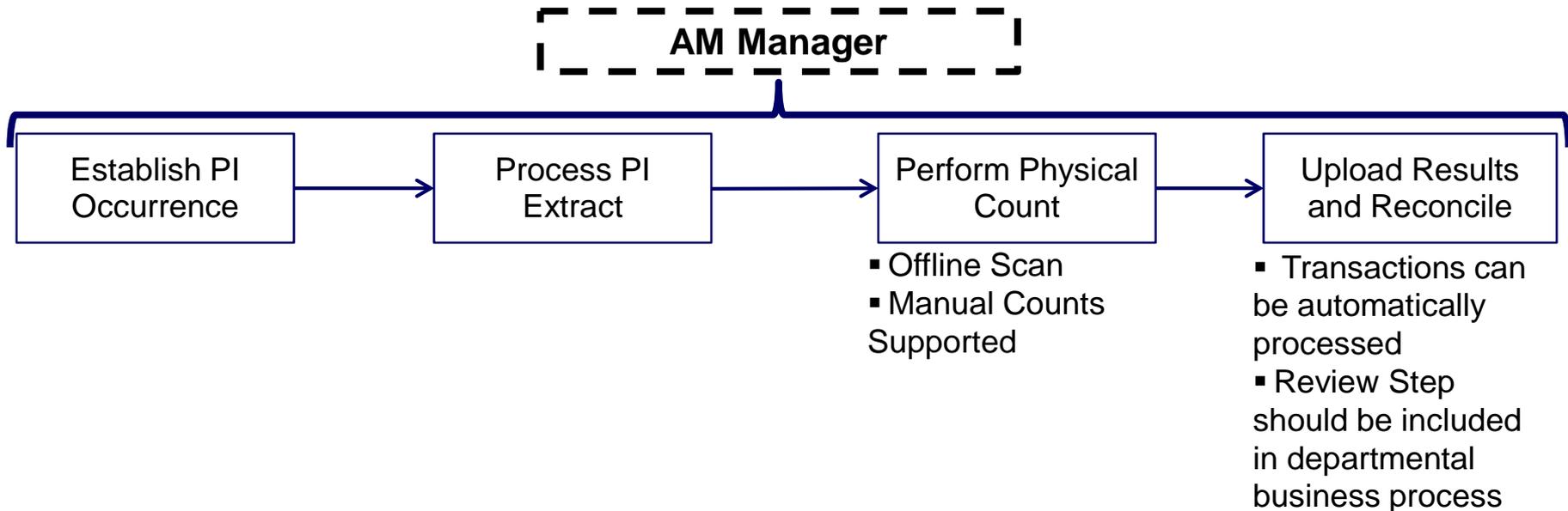
Maintain Assets End-User Roles

FI\$Cal End-User Role	Responsibilities
AM Processor	The department end user who manages the physical information associated with assets under their control (Locations, Tag Numbers, Custodians, etc.).
AM Maintainer	The department end user who manages the physical information associated with assets under their control (Locations, Tag Numbers, Custodians, etc.). This user is not responsible for the recording of any financial information (change in funding).
Confidential AM User	This department end user role is a supplementary role provided to users who require access to a department's confidential asset data.

Demonstration Overview



Asset Stocktaking (PI) Summary



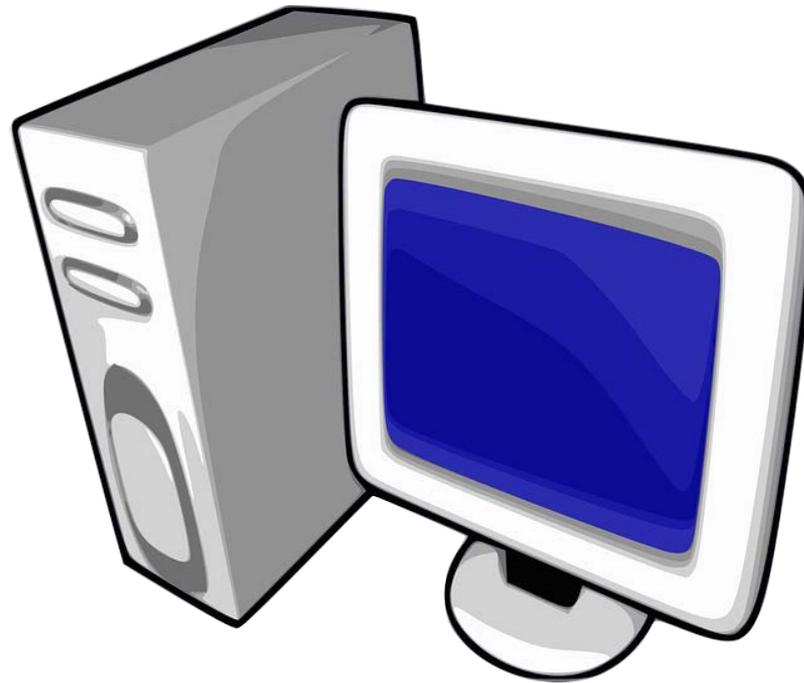
Key Impacts

- Overs and Unders Report will display exceptions.
- PI History record is entered in the system for all found assets.

Stocktaking End-User Roles

FI\$Cal End-User Role	Responsibilities
AM Manager	The department end user that processes physical inventory.

Demonstration Overview



Physical Inventory – Illustration

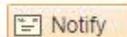
Definition | Transaction Defaults

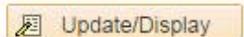
Physical Inventory ID: 2014PI *PI Name:

Physical Inventory Parameters

Unit:	<input type="text"/>	Book Name:	<input type="text"/>
Start Date:	<input type="text"/>		
End Date:	<input type="text"/>		
Last Step:	0 Initially Created		
Capital Extract ID:	<input type="text"/>	Capital Scan ID:	<input type="text"/>
Non Capital Extract ID:	<input type="text"/>	Non Capital Scan ID:	<input type="text"/>
Oper Lease Extract ID:	<input type="text"/>	Oper Lease Scan ID:	<input type="text"/>

Comments

 Save  Notify

 Add  Update/Display



Physical Inventory – Illustration

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Physical Inventory ▾ > Define Inventory Occurrence

Home | Worklist | Add to Favorites | **Sign out**

ORACLE

New Window | Help | Personalize Page

Definition Transaction Defaults

Physical Inventory ID: 2014PI

Auto Approval	Transactions Enabled		
<input type="checkbox"/> Approve	<input checked="" type="checkbox"/> Non-Financial Adds	<input type="checkbox"/> Transfers	<input checked="" type="checkbox"/> Retirements
	<input checked="" type="checkbox"/> Physical Asset Changes	<input type="checkbox"/> Non Capital Transfer	<input type="checkbox"/> Non Capital Retirement
	<input checked="" type="checkbox"/> Asset Updates	<input type="checkbox"/> Operating Lease Transfer	<input type="checkbox"/> Operating Lease Retirement

Transaction Defaults			
*Transaction Date:	<input type="text"/> 31	*User ID:	DHoferkamp
*Accounting Date:	<input type="text"/> 31	*Interface ID:	10000012
Transaction Code:	<input type="text"/>	*Open Transaction ID:	<input type="text"/>

Retirement Defaults			
*Disposal Code:	Retirement by Sale ▾	Voluntary Conversion	Type
*Retirement Convention:	FM 🔍	<input checked="" type="radio"/> Voluntary Conversion	<input checked="" type="radio"/> Ordinary Retirement
*Retire Option:	Calculate Gain/Loss ▾	<input type="radio"/> Involuntary	<input type="radio"/> Extraordinary

Save Notify

Add Update/Display



Physical Inventory – Illustration

Load/Match/Reconcile PI Info

Run Control ID: 2014PI Report Manager Process Monitor

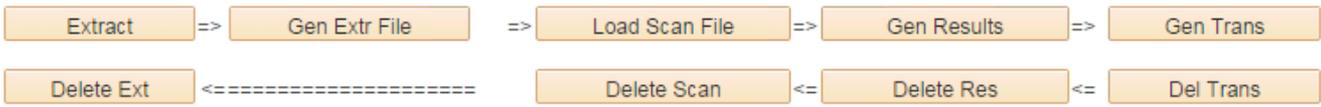
PI ID:

File Name:

Export / Import

Scanner File

Last PI Step Executed:



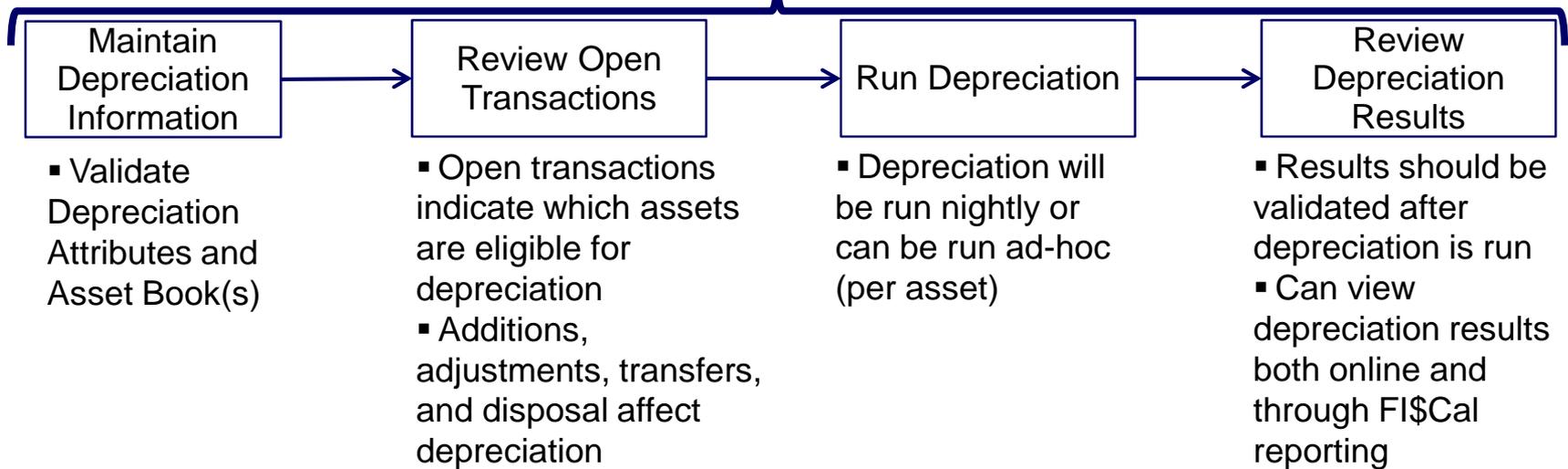
Request Information

Extract Data allows you to extract all your current PS/AM data into a format you may load into a Bar-code reader. If you accumulate PI Data in a Bar-code reader, you may run Load Data to get that data into the PS/AM PI system. Enter the filename you want to load. The physical inventory process also supports web services to extract and load data.

Once you have data in the PS/AM PI system, you may match that data to the current PS/AM data to help your reconciliation process.

Depreciate Assets

AM Manager



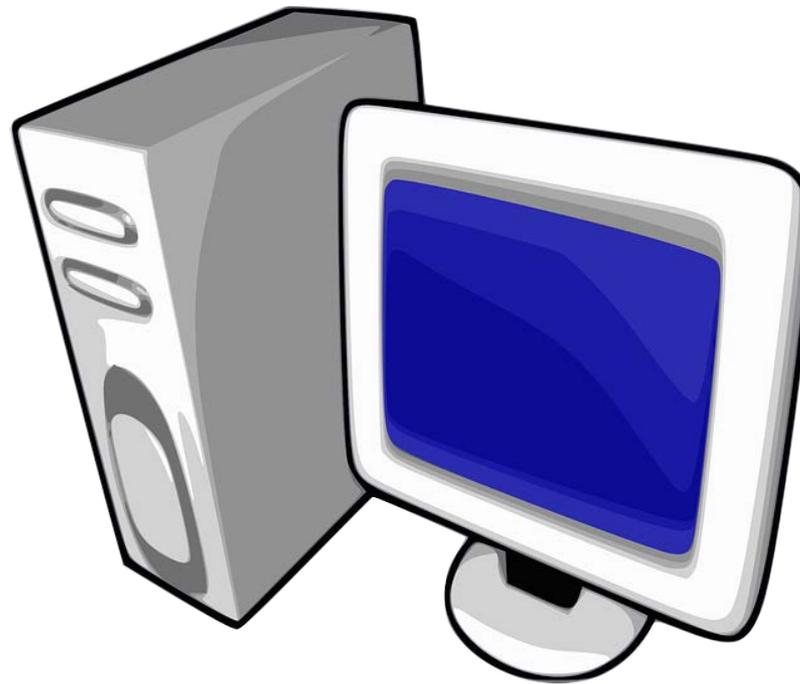
Key Impacts

- FI\$Cal calculates depreciation on an asset-by-asset basis using standardized useful life, depreciation method, and depreciation convention.
- Departments validate depreciation calculations in preparation for sending to the General Ledger at month-end.

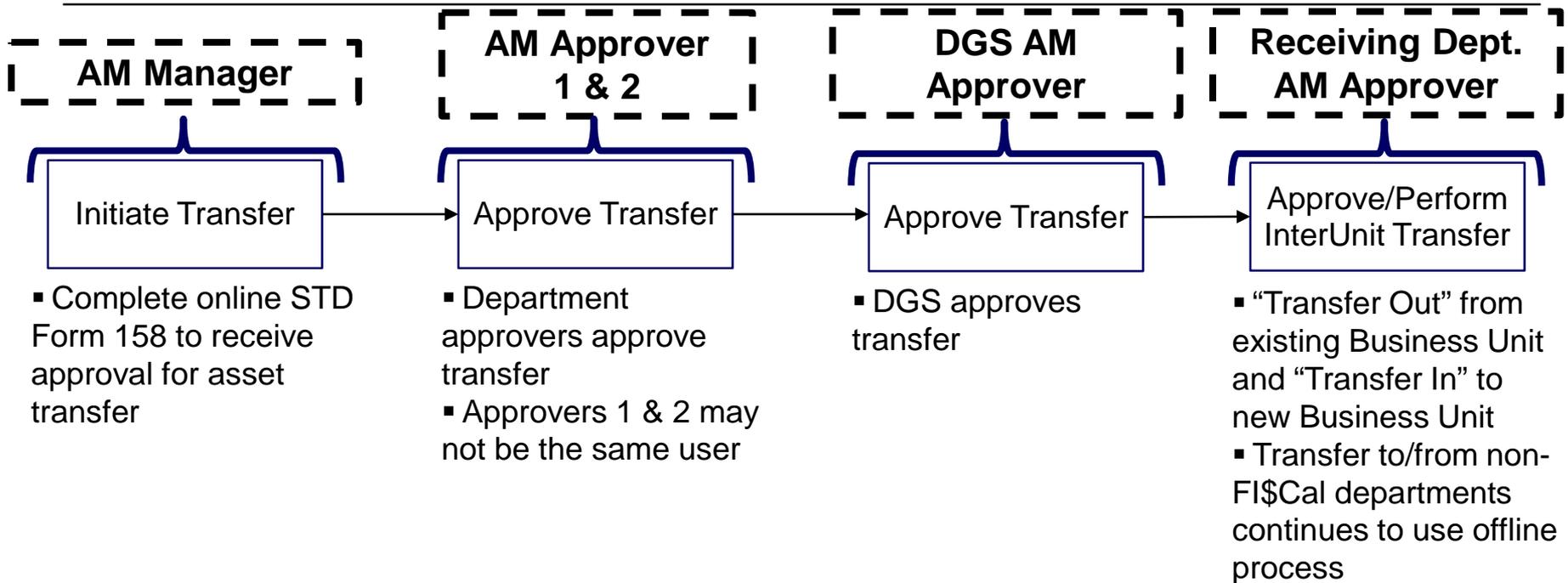
Depreciate Asset End-User Roles

FI\$Cal End-User Role	Responsibilities
AM Manager	<p>The department end user who reviews and validates the depreciation calculations for their department, including changing the depreciation attributes, as needed, and running depreciation on an ad hoc basis.</p>

Demonstration Overview



Transfer Assets – Inter-Unit



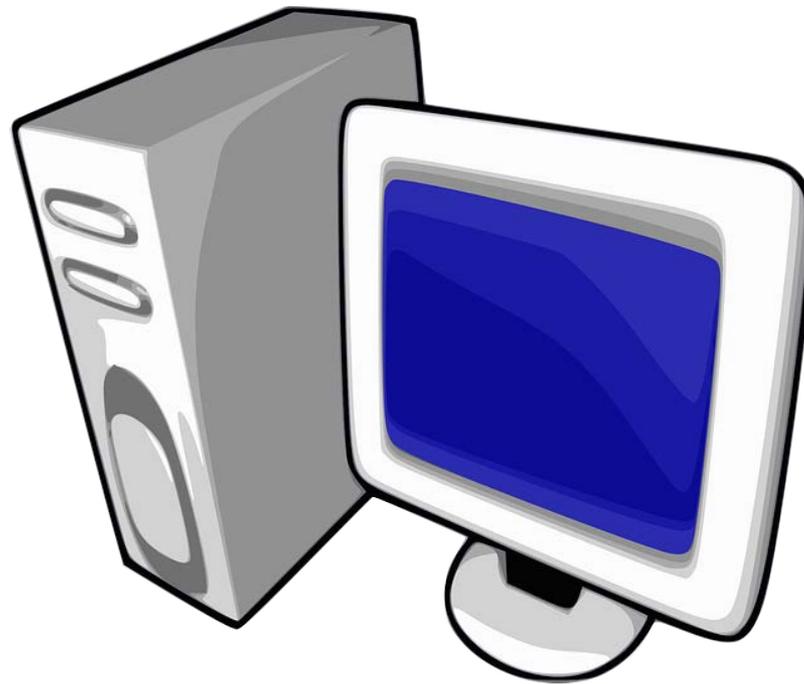
Key Impacts

- Once approved, Asset Transfer is performed in FI\$Cal.
- InterUnit Transfers create a new asset for the receiving department. Asset will be transferred using the current cost and accumulated depreciation.
- All asset information (physical and financial) will be transferred with the asset.

Asset Transfer End-User Roles

FI\$Cal End-User Role	Responsibilities
AM Manager	The department end user who enters additions/ adjustments to an asset, performs IntraUnit/InterUnit transfers for an asset, and processes retirements/ reinstatements for an asset.
AM Approver	The department end user that approves Inter-Unit transfer requests. This is a workflow only role. Also, the department end user that approves the receipt of the Inter-Unit transfer.

Demonstration Overview



Transfer Assets – Illustration

[Favorites](#) > [Main Menu](#) > [FI\\$Cal Processes](#) > [FI\\$Cal Interfaces](#) > [AM](#) > [Inter Unit Asset Transfer](#)



Inter Unit Asset Transfer

Transaction No: 81

*From Business Unit: *To Business Unit: Operator: Sudheer Devarasetty

*Contact Person: Asset Type: Approval Status:

*Contact Phone: Transfer Date: 05/20/2015

*Reason for Transfer:

Asset Details Personalize | Find | View All | | First 1 of 1 Last

	*Asset ID	Tag Number	*Profile ID	Description	Asset Subtype	Acquisition Date	Asset Condition	Asset Cate
1	<input type="text" value=""/> <input type="button" value="🔍"/>	<input type="text" value=""/> <input type="button" value="🔍"/>	<input type="text" value=""/> <input type="button" value="🔍"/>					

Transfer Assets – Illustration

[Favorites](#) > [Main Menu](#) > [FI\\$Cal Processes](#) > [FI\\$Cal Interfaces](#) > [AM](#) > [Inter Unit Asset Transfer](#)



Inter Unit Asset Transfer

Transaction No: 81
From Business Unit: 0840 **To Business Unit:** 1700 **Operator:** Sudheer Devarasetty
Contact Person: val,kat **Asset Type:** Equipment **Approval Status:** Pending
Contact Phone: 916/601-4323 **Transfer Date:** 05/20/2015

Reason for Transfer:

Asset Details
[Personalize](#) | [Find](#) | [View All](#) | |

 First 1 of 1 Last

Asset ID	Tag Number	Profile ID	Description	Asset Subtype	Acquisition Date	Asset Condition	Asset
1 0000000000072	19966	NONCAP	Hewlett-Packard JetDirect EX+	NETWORK	01/01/1998	Good	EQUIP

Transfer Assets – Illustration

Navigation: Favorites > Main Menu > FI\$Cal Processes > FI\$Cal Interfaces > AM > Inter Unit Asset Transfer

FI\$Cal

Description | **Expected Results**

Contact Person: val,kat Asset Type: Equipment Approval Status: Pending
 Contact Phone: 916/601-4323 Transfer Date: 05/20/2015

Reason for Transfer:
 sold

Asset Details Personalize | Find | View All | [Print] | [Grid] First 1 of 1 Last

Asset ID	Tag Number	Profile ID	Description	Asset Subtype	Acquisition Date	Asset Condition	Asse
1 0000000000072	19966	NONCAP	Hewlett-Packard JetDirect EX+	NETWORK	01/01/1998	Good	EQU

Approve Deny Push Back Hold

Inter Unit Asset Transfer

TRANSACTION_NBR=81, FROM_BUSINESS_UNIT=0840, TO_BUSINESS_UNIT=1700:Pending

Inter Unit Asset Transfer

```

    graph LR
      A[Approved  
Sudheer Devarasetty  
AM Approver  
05/20/15 - 3:37 PM] --> B[Pending  
Multiple Approvers  
AM Approver 2]
      B --> C[Not Routed  
Multiple Approvers  
ZZ_DGS_1]
      C --> D[Not Routed  
Multiple Approvers  
Receiving Dept Trans Appr]
    
```

Save Return to Search Notify Add Update/Display Include History

Transfer Assets – Illustration

[Favorites](#) > [Main Menu](#) > [FI\\$Cal Processes](#) > [FI\\$Cal Interfaces](#) > [AM](#) > [Inter Unit Asset Transfer](#)

FI\$Cal

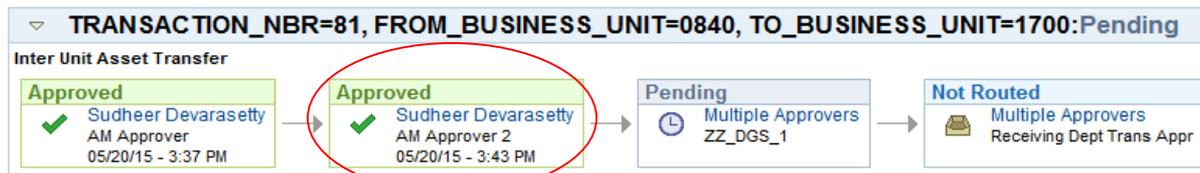
From Business Unit: 0840 **To Business Unit:** 1700 **Operator:** Sudheer Devarasetty
Contact Person: val,kat **Asset Type:** Equipment **Approval Status:** Pending
Contact Phone: 916/601-4323 **Transfer Date:** 05/20/2015

Reason for Transfer:

Asset Details Personalize | Find | View All | | First 1 of 1 Last

Asset ID	Tag Number	Profile ID	Description	Asset Subtype	Acquisition Date	Asset Condition	Asse
1 0000000000072	19966	NONCAP	Hewlett-Packard JetDirect EX+	NETWORK	01/01/1998	Good	EQUI

Inter Unit Asset Transfer



Transfer Assets – Illustration

[Favorites](#) > [Main Menu](#) > [FI\\$Cal Processes](#) > [FI\\$Cal Interfaces](#) > [AM](#) > [Inter Unit Asset Transfer](#)



Asset Details Personalize | Find | View All | First 1 of 1 Last

Asset ID	Tag Number	Profile ID	Description	Asset Subtype	Acquisition Date	Asset Condition	Asse
1 000000000072	19966	NONCAP	Hewlett-Packard JetDirect EX+	NETWORK	01/01/1998	Good	EQUI

Approve Deny Push Back Hold

Inter Unit Asset Transfer



Save Return to Search Notify Add Update/Display Include History

Transfer Assets – Illustration

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Asset Transactions ▾ > Owned Assets ▾ > Basic Add

FI\$Cal

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Supplemental Data

Unit: **0840** Asset ID: 00000000072 Hewlett-Packard JetDirect EX+ Tag: 19966 **Transferred**

Asset Information

Description:	Hewlett-Packard JetDirect EX+	Short Desc:	1	
CAP #:	<input type="text"/>	Seq #:	<input type="text"/>	
Asset Class:	<input checked="" type="checkbox"/> Taggable Asset	Tag Number:	19966	
Asset Type:	IT Hardware	Auction Status:		
Asset Subtype:	NETWORK	Region Code:	<input type="text"/>	
*Asset Status:	Transferred	<input checked="" type="checkbox"/> Capitalized Asset		
Acquisition Date:	01/01/1998	<input checked="" type="checkbox"/> New Asset		
Placement Date:	01/01/1998	<input type="checkbox"/> Available For Use		
Collateral Asset:	<input type="text"/>	<input type="checkbox"/> In Physical Use		
*Acquisition Code:	Purchased	<input type="checkbox"/> Composite Asset		
FERC Code:	<input type="text"/>	Composite Asset ID:	<input type="text"/>	
Financing Code:	<input type="text"/>	Asset Condition:	Good	
Fair Value:	0.000	<input type="checkbox"/> Reasonable Accommodation(ADA)		
Replacement Cost:	<input type="text"/>	Contract ID:	<input type="text"/>	
		Appraisal Date:	<input type="text"/>	

Transfer Assets – Illustration

[Cost History List](#) | [Cost History Detail](#) | [Non Cap History List](#) | [Non Cap History Detail](#)

Unit: 1700 **Asset ID:** 000000030006 Hewlett-Packard JetDirect EX+ **Tag:** 19966 **In Service**

Book [Find](#) | [View All](#) First ◀ 1 of 1 ▶ Last

Book Name: STATE Statewide Book **Currency:** USD
Total Cost: 0.01 [Audit Logs](#)

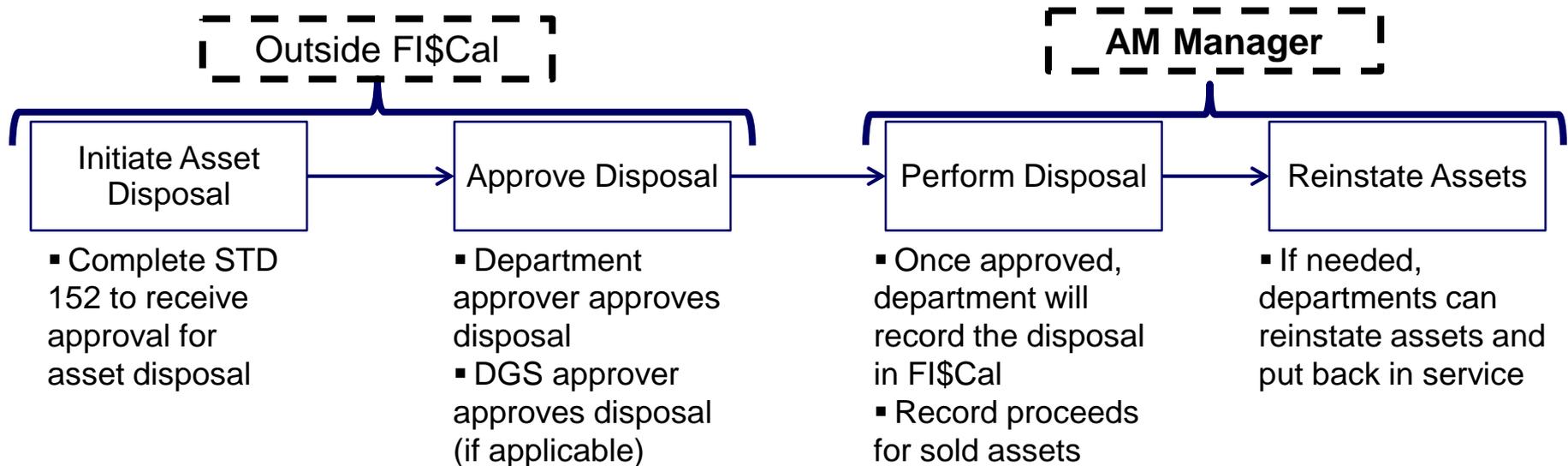
Asset Cost Information [Personalize](#) | [Find](#) |  |  First ◀ 1 of 1 ▶ Last

Cost	Chartfields					
Acctg Date	Trans Type	In/Out		Quantity		Total Cost Detail
1 05/20/2015	TRF	I		1.0000		0.01 Detail

 Save  Return to Search  Notify

[Cost History List](#) | [Cost History Detail](#) | [Non Cap History List](#) | [Non Cap History Detail](#)

Retire/Reinstate Assets



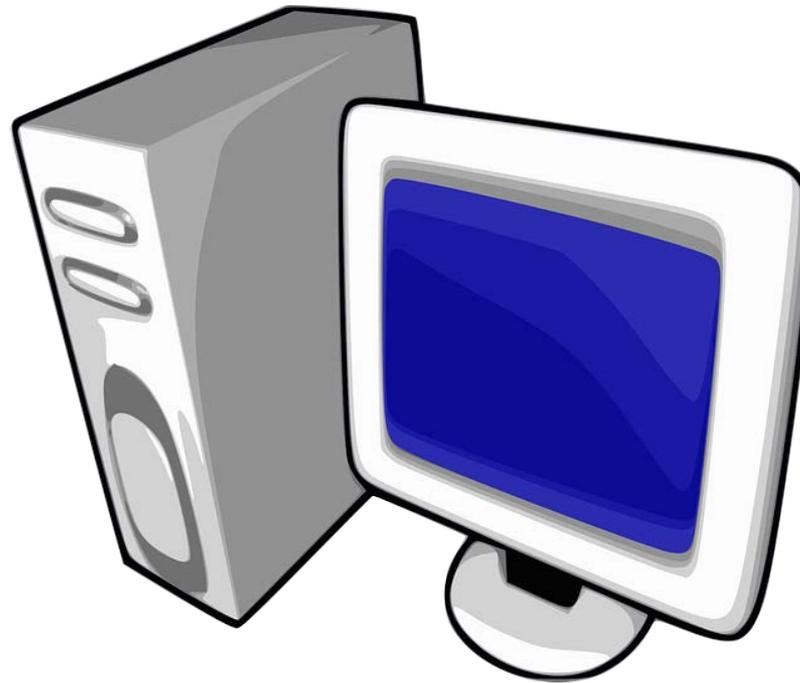
Key Impacts

- Once approved, Asset Disposals are performed in FI\$Cal.
- Assets can be disposed individually or in multiple assets can be disposed at once in a Disposal Worksheet.
- If proceeds received for an asset, the asset should remain in FI\$Cal until proceed amount is determined.
- An asset can be reinstated back to the point in time when it was disposed.

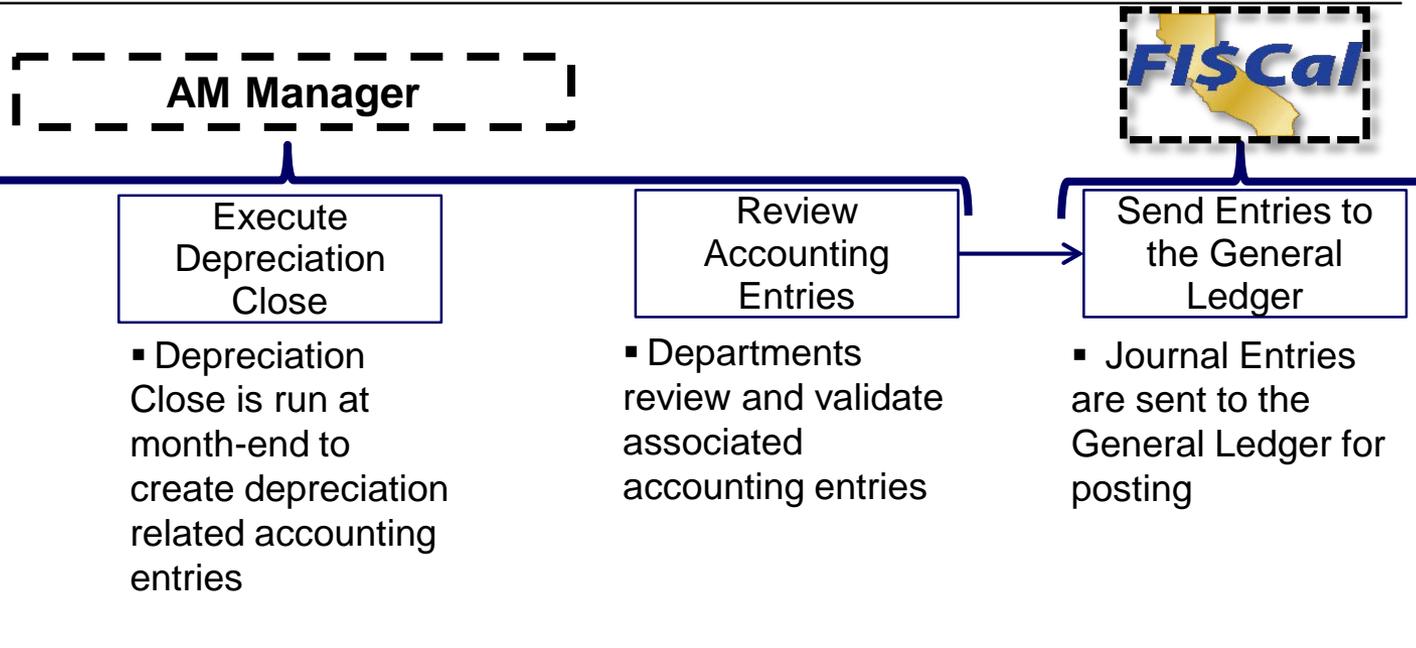
Retire/Reinstate End-User Roles

FI\$Cal End-User Role	Responsibilities
AM Manager	The department end user who executes and validates the retirement and reinstatement of assets.

Demonstration Overview



Asset Month-End Processing



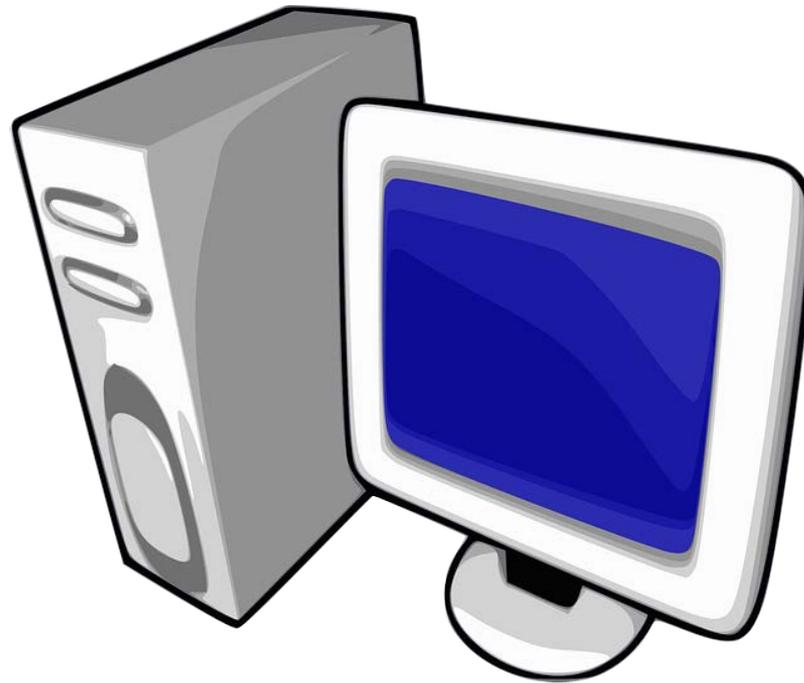
Key Impacts

- FI\$Cal creates the accounting entries to be sent to the General Ledger for asset additions, adjustments, depreciation, and retirements.
- Journal entries will be sent to the General Ledger for reporting purposes.

Month End Processing End-User Roles

FI\$Cal End-User Role	Responsibilities
AM Manager	The department end user who executes and validates month-end processes for Asset Management.

Demonstration Overview



Change Impact Activity

- Description:
 - A walkthrough with the FI\$Cal team to assist departments to complete example change impacts
 - Departments will have the understanding on how to complete the remainder of the tool on their own
 - At your table, discuss how the FI\$Cal business processes and related change impacts may affect your department
 - Document three impacts in your BPW Change Impact Tool
- Roles:
 - Facilitator – Helps lead the discussion with your department on the FI\$Cal business processes and change impacts
 - Recorder(s) – Captures the department-specific impacts from the activity in your BPW Change Impact Tool
- Tool:
 - Change Impact Tool – Excel document for departments to identify and document the changes in People, Process, Technology, and Communication that will arise from the implementation of FI\$Cal business processes

Next Steps

- Share BPW materials at your department
- Complete the BPW Change Impact Tool
- Review with your FI\$Cal CMO Department Readiness Coordinator
 - Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
 - Role Mapping Workshop (TECH617) – Early March
 - Change Workshop (READ616) – Late May/Early June
 - End-User Training (TRNG606) – May through July
 - User Support Labs (TRNG612) – August

Next Steps

- **Role Mapping Workshop** – Workshop to review the FI\$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles.
- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI\$Cal business processes and their FI\$Cal end-user roles.
- **End-User Training** – Training for department end users that will need to use the System in their assigned FI\$Cal end-user roles.
- **User Support Labs** – Sessions for end-users to bring real life examples to FI\$Cal for transaction assistance from FI\$Cal Subject Matter Experts.



Question and Answer



FI\$Cal Project Information:

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

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

fiscal.cmo@fiscal.ca.gov