



**FI\$Cal**

*Financial Information System for California*

# General Ledger Business Process Workshop (BPW)

July 2016 Departmental Release

# Agenda

---

- BPW Objectives
- What you should Take away
- Journal Entries Process
  - Process Overview
  - Detailed End-User Role Description
  - Demonstration
- Budget Journals Process
- Allocations Process
- Financial Statements Process
- Change Impact Activity
- Next Steps

# BPW Objectives

---

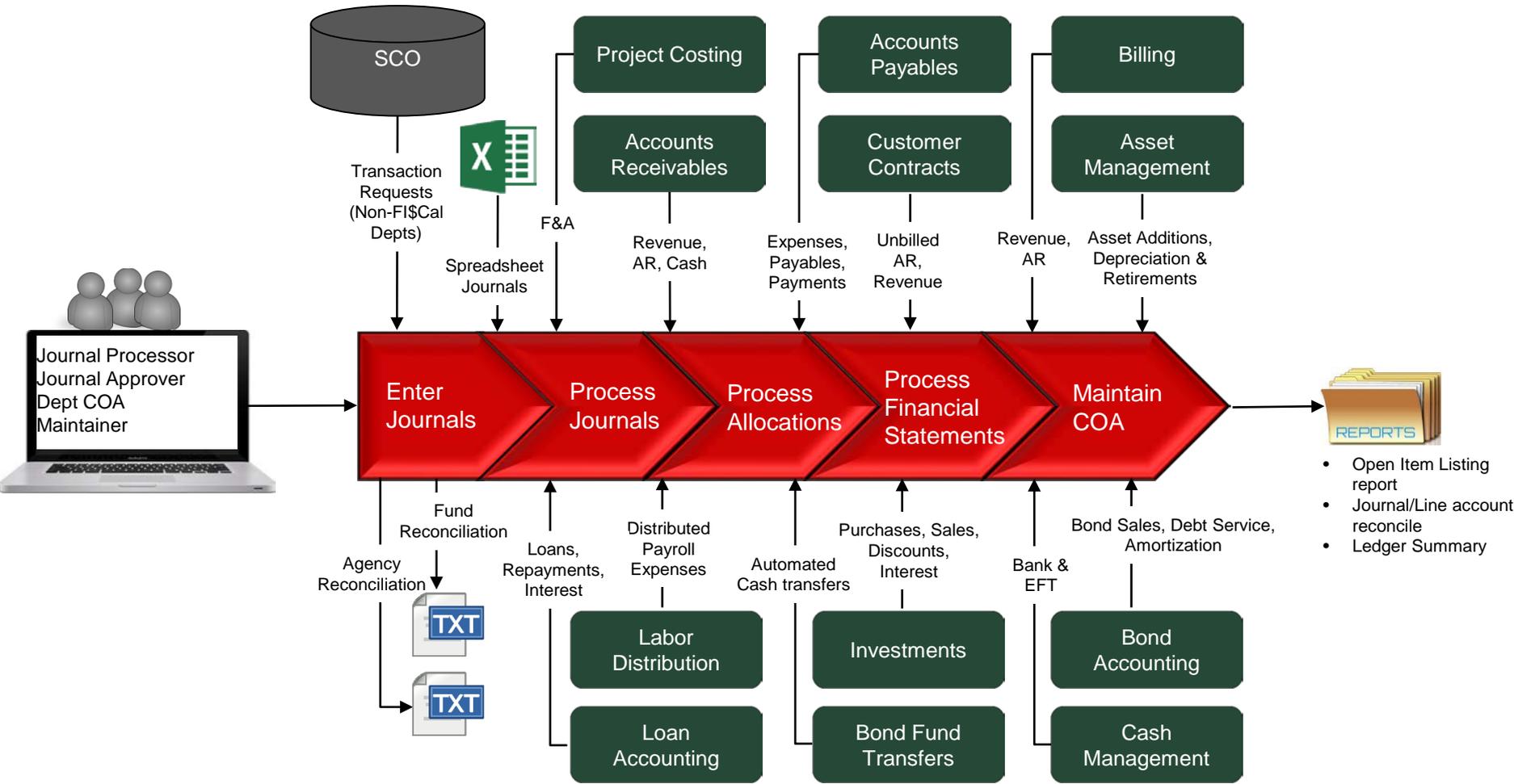
- The Business Process Workshops allow participants to :
  - Gain an understanding of the new FI\$Cal processes and end-user roles
  - Understand the next steps in the implementation phase
  - Know how to get assistance from FI\$Cal

# What You Should Take Away

---

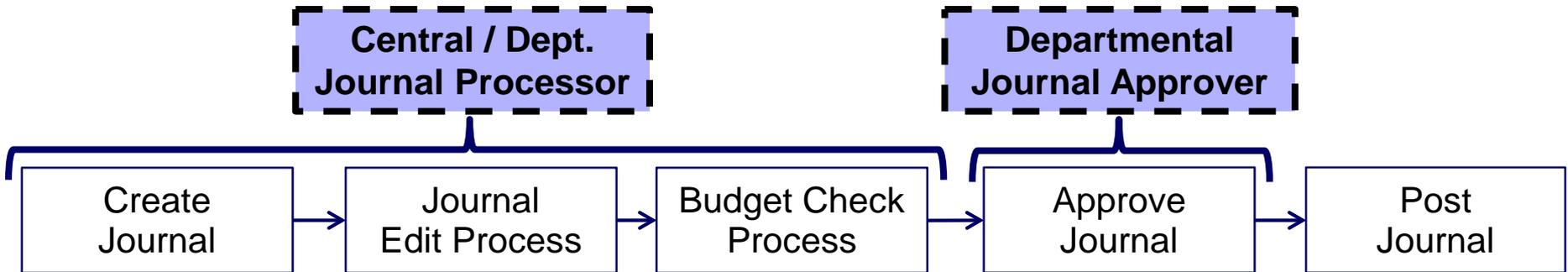
- Materials from today's session:
  - Business Process Workshop Presentation
  - Change Impact Tool
- Understanding of the new FI\$Cal processes, the next steps, and the support available from FI\$Cal

# General Ledger Overview



- Open Item Listing report
- Journal/Line account reconcile
- Ledger Summary

# Enter and Process Journals



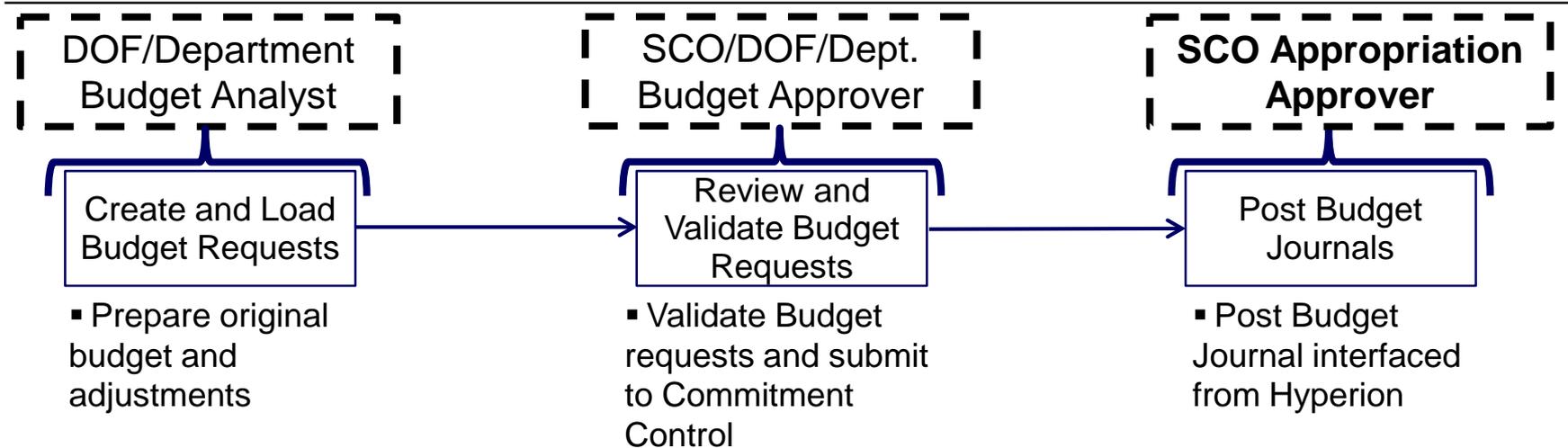
## Key Points

- Posted journals update ledger totals
- Journals must pass the Journal Edit and Budget Check processes to be eligible for approval and posting
- Departments decide if their journals require approval to post
- SCO will be involved in journal approval in *2017 after SCO/STO Release Go Live*

# Journals Department Roles

FI\$Cal End-User Role	Description
Department GL Journal Processor	The department end user who will create journals in the Modified Accrual ledger, run online Edit Check, run online Budget Check, and submit to the journal approval process
Department GL Journal Approver 1	The department end user who is responsible for the first level approval of department journals from a pooled worklist
Department GL Journal Approver 2	The department end user who is responsible for the second level approval of department journals from a pooled worklist

# Process Budget Journals



## Key Impacts

- DOF and departments will initiate budget transactions in FI\$Cal
- SCO will approve amounts and Post in PeopleSoft
- SCO can create and post budget journals in Commitment Control in the event of a no-budget situation or a statewide budget not utilizing Hyperion

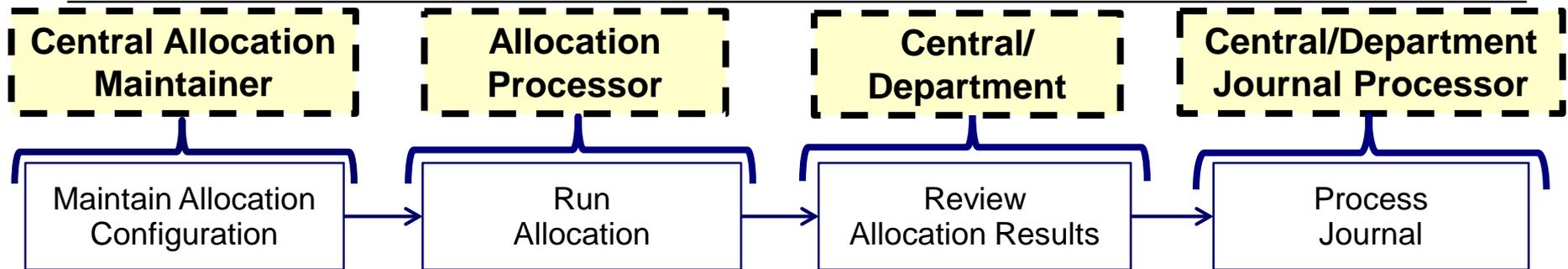
# Budget Journals Department Roles

FI\$Cal End-User Role	Description
Department Operating Budget Approver	The department end user who is responsible for approval of the budget submission. The Department Budget Approver can edit, add, or remove data in planning units to which they have received permissions, and then can approve or reject the budget plan submission.
Department Operating Budget Processor	The department end user who enters and submits budget plan data for approval, including budget requests. The Department Budget Processor will be able to view and use reports, documents, task lists, and department budgeting content.

# Budget Journals Department Roles

FI\$Cal End-User Role	Description
Appropriation Viewer	The central and department end user who will allow users access to view Statewide Controlling budget information
Operating Budget Viewer	The central and department end user who will have access to view department level budgets using online inquiry screens

# Process Allocations



## Key Points

- Allocations configuration is maintained centrally by the FSC
- Departments execute their allocations whenever needed – FSC involvement is not required

# GL Allocation Department Roles

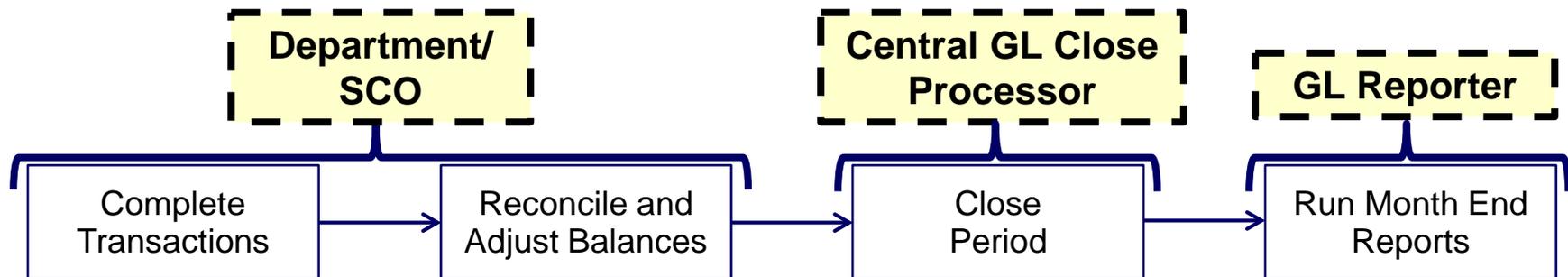
FI\$Cal End-User Role	Description
Allocation Processor	The central and department end user who processes Allocation Groups and verifies the allocation results. Departments will be given the ability to execute General Ledger Allocation processes when required.

# Financial Statements Overview

---

- Budgetary/Legal basis and CAFR reports will be created from FI\$Cal beginning with 2017 SCO/STO Release
- Enhanced departmental reporting will be available in the FI\$Cal Hyperion Financial Management system beginning with 2016 Release
- The SCO will be responsible for:
  - Opening and closing accounting periods monthly
  - Executing the General Ledger Year-End Close and Budget Year-End Close processes at the end of each fiscal year

# Financial Statements Period Close

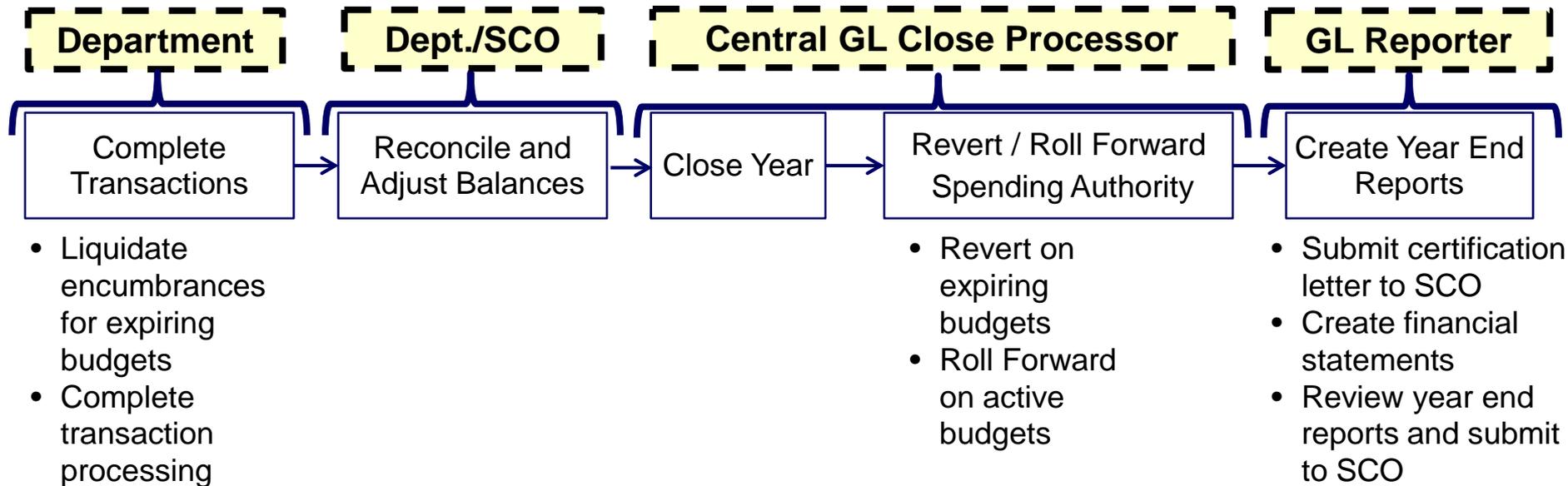


- Complete transaction processing
- Run preliminary reports

## Key Points

- Journals may not be posted to closed periods
- Any journals pending posting when their target accounting period closes must either be deleted or posted to the next open accounting period
- Closing a period does not remove its transactions from the system

# Financial Statements Year End Close (GL & Budget)



## Key Points

- Year end GL adjustments are recorded in an *adjustment period* (“Period 13”) to distinguish them from standard monthly transactions or adjustments
- Year end accrual journals can be configured to automatically reverse in the first period of the following fiscal year

# Financial Statements Department Roles

<b>FI\$Cal End-User Role</b>	<b>Description</b>
GL Viewer	The central and department end user who has access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages
GL Reporter	The central and department end user who will run reports and distribute to the Department GL Report Viewer as required
Department GL Report Viewer	The department end user who will receive nightly batch distributed reports and have access to Report Manager

# 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
- BUSN625: Identify Department-Specific Change Impacts
- 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](mailto:fiscal.cmo@fiscal.ca.gov)

**Header**

Lines

Totals

Errors

Approval

Unit: 3980

Journal ID: NEXT

Date: 05/15/2014

Long Description:

Journal for Wave 2 Solution Walkthrough

\*Ledger Group:

MODACCRL

Adjusting Entry:

Non-Adjusting Entry

Ledger:

Fiscal Year:

2013

\*Source:

ONL

Period:

11

Reference Number:

ADB Date:

05/15/2014

Journal Class:

Transaction Code:

GL

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Commitment Control

Reversal: Do Not Generate Reversal

Entered By:

Z\_FUNC\_SUPER\_USER Function Super User

Entered On:

Last Updated On:

**Header**

Lines

Totals

Errors

Approval

Unit: 3980

Journal ID: NEXT

Date: 05/15/2014

Long Description:

Journal for Wave 2 Solution Walkthrough

\*Ledger Group:

MODACCRL

Adjusting Entry:

Non-Adjusting Entry

Ledger:

Fiscal Year:

2013

\*Source:

ONL

Period:

11

Reference Number:

ADB Date:

05/15/2014

Journal Class:

Transaction Code:

GL

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Commitment Control

Reversal: Do Not Generate Reversal

Entered By:

Z\_FUNC\_SUPER\_USER Function Super User

Entered On:

Last Updated On:

**Header** | Lines | Totals | Errors | Approval

Unit: 3980

Journal ID: NEXT

Date: 05/15/2014

Long Description:

Journal for Wave 2 Solution Walkthrough

\*Ledger Group:

MODACCRL

Adjusting Entry:

Non-Adjusting Entry

Ledger:

Fiscal Year:

2013

\*Source:

ONL

Period:

11

Reference Number:

ADB Date:

05/15/2014

Journal Class:

Transaction Code:

GL

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Commitment Control

Reversal: Do Not Generate Reversal

Entered By:

Z\_FUNC\_SUPER\_USER Function Super User

Entered On:

Last Updated On:



**Header**

Lines

Totals

Errors

Approval

Unit: 3980

Journal ID: NEXT

Date: 05/15/2014

Long Description: Journal for Wave 2 Solution Walkthrough

\*Ledger Group: MODACCRL

Adjusting Entry: Non-Adjusting Entry

Ledger:

Fiscal Year: 2013

\*Source: ONL

Period: 11

Reference Number:

ADB Date: 05/15/2014

Journal Class:

Transaction Code: GL

- Auto Generate Lines
- Save Journal Incomplete Status
- Autobalance on 0 Amount Line

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Commitment Control

Reversal: Do Not Generate Reversal

Entered By: Z\_FUNC\_SUPER\_USER Function Super User

Entered On:

Last Updated On:

**Header**

Lines

Totals

Errors

Approval

Unit: 3980

Journal ID: NEXT

Date: 05/15/2014

Long Description:

Journal for Wave 2 Solution Walkthrough

\*Ledger Group:

MODACCRL

Adjusting Entry:

Non-Adjusting Entry

Ledger:

Fiscal Year:

2013

\*Source:

ONL

Period:

11

Reference Number:

ADB Date:

05/15/2014

Journal Class:

Transaction Code:

GL

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Commitment Control

Reversal: Do Not Generate Reversal

Entered By:

Z\_FUNC\_SUPER\_USER Function Super User

Entered On:

Last Updated On:

**Header**

Lines

Totals

Errors

Approval

Unit: 3980

Journal ID: NEXT

Date: 05/15/2014

Long Description:

Journal for Wave 2 Solution Walkthrough

\*Ledger Group:

MODACCRL

Adjusting Entry:

Non-Adjusting Entry

Ledger:

Fiscal Year:

2013

\*Source:

ONL

Period:

11

Reference Number:

ADB Date:

05/15/2014

Journal Class:

Transaction Code:

GL

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Commitment Control

Reversal: Do Not Generate Reversal

Entered By:

Z\_FUNC\_SUPER\_USER Function Super User

Entered On:

Last Updated On:

Header **Lines** Totals Errors Approval

Unit: 3980 Journal ID: NEXT Date: 05/15/2014

Template List

Change Values

Inter/IntraUnit

\*Process:

- Edit Journal
- Budget Check Journal
- Copy Journal
- Delete Journal
- Edit / Pre-Check
- Edit Chartfield
- Edit Journal**
- Post Journal
- Print Journal (XMLP)
- Refresh Journal
- Submit Journal

Process

Lines

Select	Line	*Unit	*Ledger	Account	Fund	ENY	Account	Alt Acct	Program
<input type="checkbox"/>	1	3980	MODACC		0001	2013	5108250	000000	3730000150
<input type="checkbox"/>	2	3980	MODACC		0001	2013	5108250	000000	3730000150

Lines to add:  + -

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
3980	2	1.00	1.00	N	N

Header **Lines** Totals Errors Approval

Unit: 3980 Journal ID: NEXT Date: 05/15/2014

Template List

Change Values

Inter/IntraUnit

\*Process:

- Edit Journal
- Budget Check Journal
- Copy Journal
- Delete Journal
- Edit / Pre-Check
- Edit Chartfield
- Edit Journal**
- Post Journal
- Print Journal (XMLP)
- Refresh Journal
- Submit Journal

Process

Personalize | Find | 

Select	Line	*Unit	*Ledger
<input type="checkbox"/>	1	3980	MODACC
<input type="checkbox"/>	2	3980	MODACC

Fund	ENY	Account	Alt Acct	Program
0001	2013	5108250	000000	3730000150
0001	2013	5108250	000000	3730000150

Lines to add:    

Totals		Total Debits	Total Credits	Journal Status	Budget Status
Unit	Total Lines				
3980	2	1.00	1.00	N	N

Header **Lines** Totals Errors Approval

Unit: 3980 Journal ID: NEXT Date: 05/15/2014

Template List

Inter/IntraUnit

\*Process:

- Edit Journal
- Budget Check Journal
- Copy Journal
- Delete Journal
- Edit / Pre-Check
- Edit Chartfield
- Edit Journal**
- Post Journal
- Print Journal (XMLP)
- Refresh Journal
- Submit Journal

Change Values

Process

Select	Line	*Unit	*Ledger	Account	Fund	ENY	Account	Alt Acct	Program
<input type="checkbox"/>	1	3980	MODACC		0001	2013	5108250	00000	3730000150
<input type="checkbox"/>	2	3980	MODACC		0001	2013	5108250	00000	3730000150

Lines to add: 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
3980	2	1.00	1.00	N	N



**Budget Header** | Budget Lines | Budget Errors

Unit:	3980	Journal ID:	NEXT	Date:	05/27/2014
*Ledger Group:	<input type="text" value="CC_DEPEXP1"/>	Fiscal Year:	2013	Period:	11
Control ChartField:	Fund	*Currency:	USD	Rate Type:	CRRNT
Budget Header Status:	None	Exchange Rate:	1.00000000	Cur Effdt:	05/27/2014
*Budget Entry Type:	<input type="text" value="Original"/>	Budget Type:	Expense	Attachments (0)	

**Parent Budget Options**

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type:

Long Description:

Alternate Description



[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Unit: 3980      Journal ID: NEXT      Date: 05/27/2014      Budget Header Status: None

\*Process:

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

[Chartfields and Amounts](#) | [Base Currency Details](#)

Delete	Line	Ledger	Budget Period	SpeedType	Approp Ref	Fund	ENY	Account	Program	Rptg Structure
<input type="checkbox"/>	1	C_DEX1_BUD	2013	<input type="text"/>	007	0001	2013	50	3730000100	39800200

Lines to add:    [Journal Line Copy Down](#)

From Line:  To:

**Totals**

Total Lines:	1	Total Debits:	0.00	Total Credits:	0.00
--------------	---	---------------	------	----------------	------