



One state. One system.

# 2016 Upgrade Release

Delta Workshop: Project Costing,  
Customer Contracts, and Grants  
Management

May 2016



# Agenda

- Delta Workshop Objectives and Approach
- FI\$Cal system changes
- Project Costing
  - Concepts/Updated Features/New Features
- Customer Contracts
  - Concept/Updated Features/New Features
- Grants Management
  - Concept/Updated Features/New Features
- Delta Workshop Next Steps

# Objectives and Approach

- The Delta Workshop will provide:
  - An overview of new or updated features included in the 2016 Upgrade Release
  - An opportunity to identify if changes impact department business processes
- This projects, customer contracts, and grants management session will identify:
  - System-wide Upgrade features
  - Project Costing Upgrade features
  - Customer Contract Upgrade features
  - Grants Management Upgrade features

# FI\$Cal System

# Alignment, Order, and Positioning

- Alignment
  - In PeopleSoft 9.1, all of the search and transaction fields were aligned to the left side of the page
  - In PeopleSoft 9.2, all of the search and transaction field labels will be right aligned to the fields
- Order and Positioning
  - Order and position of fields on the page may have changed
  - Function is not impacted or changes as a result
- Updated Course
  - FS102: FI\$Cal Navigation

# Alignment, Order, and Positioning

- PeopleSoft 9.1

**Voucher**

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**Business Unit:**  

**Voucher ID:**

**Voucher Style:**  

**Supplier Name:**  

**Short Supplier Name:**  

**Supplier ID:**  

**Supplier Location:**  

**Address Sequence Number:**  

**Invoice Number:**

**Invoice Date:**  

**Gross Invoice Amount:**

**Freight Amount:**

**Sales Tax Amount:**

**Entered VAT Amount:**

**Misc Charge Amount:**

**PO Business Unit:**  

**PO Number:**  

**Tax Exempt Flag**

**Estimated No. of Invoice Lines:**

# Alignment, Order, and Positioning

- PeopleSoft 9.2

**Voucher**

Business Unit  

Voucher ID

Voucher Style  

Supplier Name  

Short Supplier Name  

Supplier ID  

Supplier Location  

Address Sequence Number  

Invoice Number

Invoice Date  

Gross Invoice Amount

Freight Amount

Sales Tax Amount

Entered VAT Amount

Misc Charge Amount

PO Business Unit  

PO Number  

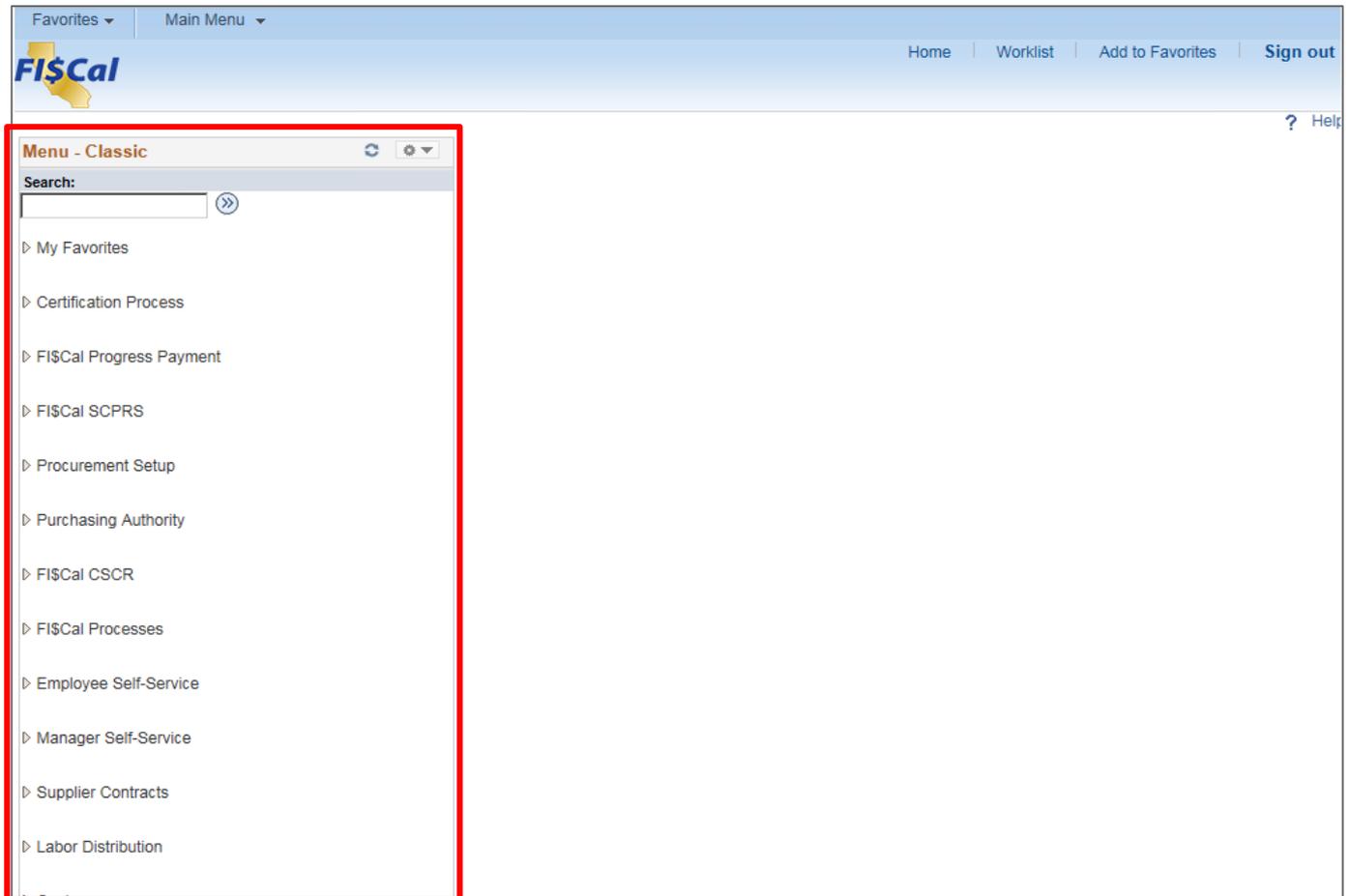
Tax Exempt Flag

Estimated No. of Invoice Lines

# Menu Options

- The “Classic” menu on the home page contains:
  - Module page links
  - Personal Preference links
  - Administrative links
- The “Classic” menu provides:
  - An additional way to navigate in FI\$Cal compared to the drop-down menus at the top of the page
  - Provides a visual list of the components and page links
- Updated Course
  - FS102: FI\$Cal Navigation

# Menu Option



The screenshot displays the FI\$Cal web application interface. At the top, there is a navigation bar with 'Favorites' and 'Main Menu' dropdown menus. The FI\$Cal logo is on the left, and 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' links are on the right. A 'Menu - Classic' sidebar is highlighted with a red border, containing a search field and a list of menu items:

- Search:
- My Favorites
- Certification Process
- FI\$Cal Progress Payment
- FI\$Cal SCPRS
- Procurement Setup
- Purchasing Authority
- FI\$Cal CSCR
- FI\$Cal Processes
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Labor Distribution

# Menu Option

[Favorites](#) ▾ | [Main Menu](#) ▾ > [Accounts Payable](#) ▾



[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign](#)

Accounts Payable


**Accounts Payable**  
 Access PeopleSoft Payables.

|  |   |  |
|--|---|--|
| <p> <b>Vouchers</b><br/>                 Add, maintain, and approve vouchers.</p> <ul style="list-style-type: none"> <li> Add/Update</li> <li> Maintain</li> <li> Approve</li> </ul>  | <p> <b>Control Groups</b><br/>                 Add, maintain, and review control groups.</p> <ul style="list-style-type: none"> <li> Group Information</li> <li> Update Status</li> <li> Delete Control Group</li> <li> Post Control Group</li> </ul> | <p> <b>Payments</b><br/>                 Create and manage payments.</p> <ul style="list-style-type: none"> <li> Pay Cycle Processing</li> <li> Pay Cycle Approvals</li> <li> Pay Cycle Exceptions</li> <li>4 More...</li> </ul> |
| <p> <b>Batch Processes</b><br/>                 Process vouchers, payments, accounting entries, clearing, and revaluation.</p> <ul style="list-style-type: none"> <li> Outbound Pitney Bowes Intfc</li> <li> Vouchers</li> <li> Payment</li> <li>7 More...</li> </ul> | <p> <b>Review Accounts Payable Info</b><br/>                 Run inquiries on vouchers, suppliers, payments, and integration with systems.</p> <ul style="list-style-type: none"> <li> Payables Search Criteria</li> <li> Vouchers</li> <li> Interfaces</li> <li>2 More...</li> </ul>   | <p> <b>Reports</b><br/>                 Create accounts payable reports.</p> <ul style="list-style-type: none"> <li> Vouchers</li> <li> Voucher Reconciliation</li> <li> Payments</li> <li>4 More...</li> </ul>          |



# Project Costing

# Group Target Definitions

- Additional new Target Group ID field on the Funds Distribution –Source page under the Define Criteria for Incoming Transactions section
- Project costs can be distributed among multiple funding sources. Target Group IDs distributes funding by applying funds distribution rules to incoming transactions (assigning a single target group ID to the required rules) and assigning costs accordingly.
- Topic affected
  - PC112: Creating a Funds Distribution for a project

# Group Target Definitions

[Favorites](#) > [Main Menu](#) > [Project Costing](#) > [Funds Distribution](#) > [Funds Distribution](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign Out](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

## Funds Distribution - Source

Business Unit 0840 [Copy From](#)  
 Project TEST11 TEST PROJECT

**Activity Options**

All Participating Activities  
 Specify Activity

**Rates** [Find](#) First 1 of 1

\*Effective Date   Status    
 Rate Selection   Rate    
[View/Add Rates](#)

**Source Criteria** [Find](#) | [View All](#) First 1 of 1

\*Effective Date   Status    **Group Target Definitions**

**Define Criteria for Incoming Transactions** [Personalize](#) | [Find](#) |  |  First 1-4 of 4

[Project Costing and HR](#) | [General Ledger](#) |

| Target | *Target Group ID               | Analysis Group | Analysis Type                        | Source Type                        | Category                           | Subcategory                        | Project Role                       | Job Code                           | Time Reporting C                   |
|--------|--------------------------------|----------------|--------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Target | <input type="text" value="1"/> | %              | ACT <input type="button" value="Q"/> | % <input type="button" value="Q"/> |
| Target | <input type="text" value="2"/> | %              | GLE <input type="button" value="Q"/> | % <input type="button" value="Q"/> |
| Target | <input type="text" value="4"/> | %              | PAY <input type="button" value="Q"/> | % <input type="button" value="Q"/> |



# Customer Contracts

# Rate Based Contract Lines

- The Billing Status on the Billing Plan page displays a re-open option after the Billing Status is changed to completed
- Users can now reopen bill plans and revenue plans, associated to rate based contract lines, after they have been marked as completed as long as the customer contract still has a status of active. The changes will be carried over to all the contract lines.
- Topics affected
  - PC122: Creating a Non-Grants related Contract with a Rate Based Line

# Rate Based Contract Lines

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Assign Billing Plan](#)
[Home](#) | [Work](#)

**FI\$Cal** New

## Assign Billing Plan

Contract 0000000148      billing\_CA  
 Sold To Customer shubham

### Contract Lines to be Assigned / Unassigned

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

| Line                       | Product | Line Description   | Billing Amount | Price Type | Plan        | Plan Description | Billing Method | Status      |
|----------------------------|---------|--------------------|----------------|------------|-------------|------------------|----------------|-------------|
| <input type="checkbox"/> 1 | F220_CR | REIMB - BOND FUNDS |                | Rate       | <b>B101</b> | As Incurred      | As Incurred    | In Progress |

Select All       Clear All

### Bill Plan to Assign / Unassign

Billing Plan  

Billing Plan Template  

Billing Method

Bill Plan Detail Template ID  

Description

Assign selected Lines/Sequences to Billing Plan

Unassign selected Lines/Sequences from Billing Plan

[Return to General Information](#)

# Rate Based Contract Lines

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Assign Billing Plan](#) > [Define Billing Plan](#)
[Home](#)

**FI\$Cal**

[Billing Plan General](#) | [Events](#) | [Tax Parameters](#) | [History](#)

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Contract 000000148 BI Unit 7760  
 Sold To Customer 000000001 shubham Bill To 000000001 shubham  
 Billing Plan B101 As Incurred Currency USD

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Description  **\*Billing Status**  [Actions](#)   
 Billing Method

**Customer Information**

BI Unit  Department of General Services

\*Bill To Customer  shubham

Addr Num  

Bill To Contact

**Transaction Options**

Bill Currency

**Retainage Options**

Items previously held as Retainages

Bill   
  Write-off   
  Hold

**Billing Options**

Bill Type   Pre Approved

Bill Source   Direct Invoice

Summarization Template ID

Purchase Order

[Billing Header Note](#)   
 [Internal Notes](#)   
 [Preview Summarization Template](#)

**Tolerance Options**

Minimum Bill Amount

Final Bill

**Billing Default Overrides**



# Change sold to customer on pending contracts

- Modified Sold to Customer Page provides an editable Sold to Customer Field
- Users will be able to change the Sold To Customer on pending contracts. This flexibility eliminates the re-keying of data that is typically required in situations when business needs dictate that the customer associated with a pending contract needs to change.
- Topic affected
  - PC122: Creating a non-grants related contract with an amount base line

# Change sold to customer on pending contracts

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [Modify Sold To Customer](#)

**FI\$Cal**

### Modify Sold To Customer

Contract: **000000022**

| Existing Parameters |      | New Parameters |  |
|---------------------|------|----------------|--|
| Sold To Customer    | 1154 | JAMIE WEST     |  |
| Currency Code       | USD  |                |  |

Override Existing Ship To  
 Override Existing Bill To  
 Currency Code: **USD**

| Contract Lines |             |                       |            |                    |                    |             |  |
|----------------|-------------|-----------------------|------------|--------------------|--------------------|-------------|--|
| Contract Line  | Product     | Description           | Price Type | Net Billing Amount | Net Revenue Amount | Currency Co |  |
| 1              | AS_INCURRED | Non-Grants Rate based | Rate       |                    |                    | USD         |  |

| Billing Plans |             |                |                   |                       |                         |                 |
|---------------|-------------|----------------|-------------------|-----------------------|-------------------------|-----------------|
| Bill Plan ID  | Description | Billing Method | *Bill To Customer | Bill To Customer Name | Address Sequence Number | Bill To Contact |
| B101          | As Incurred | As Incurred    | 1154              | JAMIE WEST            | 1                       |                 |

Amount Allocation

# Addition of new Letter of Credit Fields

- Addition of new letter of credit fields on the Contracts Line page under the new LOC Details tab:
  - LOC Detail ID
  - LOC DOC ID End Date
  - Subaccount ID
  - Inactive DOC ID
- The additional fields will allow you to enter addition information required in support of award basis draws and compliance with federal close out mandates
- Topic Affected
  - GM112: Updating a contract

# Addition of new Letter of Credit Fields

Favorites ▾ Main Menu ▾ > Customer Contracts ▾ > Create and Amend ▾ > General Information

**FI\$Cal** Home Worklist Add to Favorites Sign

Related Content ▾ | New Window | Personalize

General **Lines** Amendments

**Contract Number** 0000000072 **Sold To Customer** PARTNER OF CHANGE INC  
**Amendment Number** 0000000000 **Contract Status** ACTIVE

Amend Contract

Contract Lines ? Personalize Find View All First 1 of 1 Last

General Detail **LOC Detail** Billing Amount Details Revenue Amount Details

| Actions   | Line | Product            | Description                | Price Type | LOC Doc ID           | LOC Doc ID End Date  | Subaccount ID        | Inactive Doc ID          |
|-----------|------|--------------------|----------------------------|------------|----------------------|----------------------|----------------------|--------------------------|
| ▾ Actions | 1    | GRANTS_AS_INCURRED | Grants rate-based contract | Rate       | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

Billing Plans Revenue Plans Milestones Renewals Supplemental Data

Go More To Add

Save Return to Search Notify

General | Lines | Amendments

# Addition of new Letter of Credit Fields

[Favorites](#) > [Main Menu](#) > [Customer Contracts](#) > [Create and Amend](#) > [General Information](#) > [Assign Billing Plan](#) > [Define Billing Plan](#)


 Final Bill

Summarization Template ID    
 Purchase Order

[Billing Header Note](#)    [Internal Notes](#)    [Preview Summarization Template](#)

**Billing Default Overrides**

Invoice Form    
 Cycle ID      [View Customer Defaults](#)  
 Bill By ID      [Customer Contract and Activity](#)  
 Payment Method   
 Payment Terms    
 Billing Inquiry    
 Billing Specialist    
 Billing Authority

**Letter of Credit Information**

Letter of Credit ID     90008 LOC

**Related LOC Document IDs**    [View All](#) |     First  1 of 1  Last

| Contract Line Num | Letter of Credit Document ID | Subaccount ID | LOC Doc ID End Date | Inactive Doc ID          |
|-------------------|------------------------------|---------------|---------------------|--------------------------|
| 1                 | 0000000072                   |               | 03/03/2016          | <input type="checkbox"/> |

[Return to Assign Billing Plan](#)

# Grants Management

# Generation of FAIN

- Two new fields have been added to the Maintain Proposal page of a proposal
  - Federal Award Identification Number (FAIN)
  - Reference Award Number
- The new fields will be carried over to the award profile page after generating the award for reference purposes
- Topics affected
  - GM101: Creating an Award from a Proposal
  - GM112: Updating an Award Profile
  - GM112: Creating an Award from a Converted Contract

# Generation of FAIN

[Favorites](#) > [Main Menu](#) > [Grants](#) > [Proposals](#) > [Maintain Proposal](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Personalize Page](#)

[Proposal](#) | [Projects](#) | [Budgets](#) | [Resources](#) | [Certifications](#) | [Reports](#) | [Attachments](#)

**Proposal ID** NEXT      **Version ID** V101  
**Description**       **Currency** USD      [Add to My Proposals](#)

**Reference Award Number**       **Federal Award Identification Number**

**\*Title**   
**Long Description**

**\*PI ID**    
**\*Sponsor ID**    
**Pre-Award Administrator**    
**Purpose**    
**\*Proposal Type** New    
**Confidence %**   
**CFDA**

**Status**

**\*Proposal Status** Draft   
**Submit Status:** Not Submitted  
**Generate Status:** Not Generated  
 **In Approval Process**

**Facilities & Admin Requested**  
 **Foreign Application/Component**       **Template Proposal**  
 **NIH Modular Grant**

[Due By](#)      [Budget Express](#)      [Additional Information](#)

**\*Start Date** 11/05/2015       **\*End Date**        **No. Periods**       [Build Periods](#)

[Budget Periods](#)      [Personalize](#) | [Find](#)        First 1 of 1 Last

[Details](#) | [PHS Incomes](#)

| Period | *Start Date   | *End Date   | Target Sponsor Budget  |
|--------|---|---|--|
| 1      | <input type="text"/> <input type="button" value="Q"/> | <input type="text"/> <input type="button" value="Q"/> | <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/> |

Target Sponsor Budget

# Generation of FAIN

[Favorites](#) | [Main Menu](#) > [Grants](#) > [Awards](#) > [Award Profile](#)


[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Personalize Page](#)

[Award](#) | [Funding](#) | [Resources](#) | [Certifications](#) | [Terms](#) | [Milestones](#) | [Key Words](#) | [Funding Inquiry](#)

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**Award ID:** 0000000001

**Reference Award Number** 
**Federal Award Identification Number**

**Title**

**Long Description**  248 characters remaining

**Award PI**  [Reporting Role](#)

**Sponsor** PARTNER OF CHANGE INC

**Post Award Administrator**

**Purpose**

**Status**

**Award Type**

**CFDA**

**Proposal ID**

**Version ID**

**Start Date**

**End Date**

[View Contract](#) | [View Proposal](#) | [Additional Information](#) | [Grant Administrator](#) | [Sponsor Website](#)

# Next Steps – Deployment

- Each of the three Delta Workshop presentations will be available on the FI\$Cal website: [www.fiscal.ca.gov](http://www.fiscal.ca.gov)
- The new and updated and additional training material will be available in the FTA:
  - The training material is optional, but recommended, for end users who have already completed the UPK topics
  - A temporary course, UPG101, will be available during the 2016 Upgrade Release transition from PS 9.1 to PS 9.2
    - The course consolidates individual UPK topics that have been created or updated into a single course organized by module for quick reference
    - Three courses have been updated in their entirety, FS102, AP102, and PO112, and are therefore not included in UPG101

# Next Steps – Communication

- FI\$Cal will send communications to:
  - Department Liaisons – when the Delta Workshop presentations are available on the FI\$Cal website
  - End users – when the new and updated training materials becomes available in the FTA, including links to the posted Delta Workshop presentations
- Departments need to coordinate communications for:
  - How the Upgrade Release affects your department’s end users, e.g. change in navigation or new feature
  - Completing new or updated UPK topics and courses in the FTA



Questions

