



FI\$Cal

Financial Information System for California

Conversion Test Kickoff

2016 Release Departments

March 2016

Agenda

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FI\$Cal Conversions Timeline

Conversions Test Cycles

Conversions Scope

Conversion Process

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Objectives

- Provide a clear understanding of the conversion test phase by
 - Reviewing Conversion Timeline and Scope
 - Explaining Objectives of Each Conversion Test Cycle
 - Explaining the Conversion Process
 - Explaining Next Steps

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FI\$Cal Conversions Timeline

Conversions Test Cycles

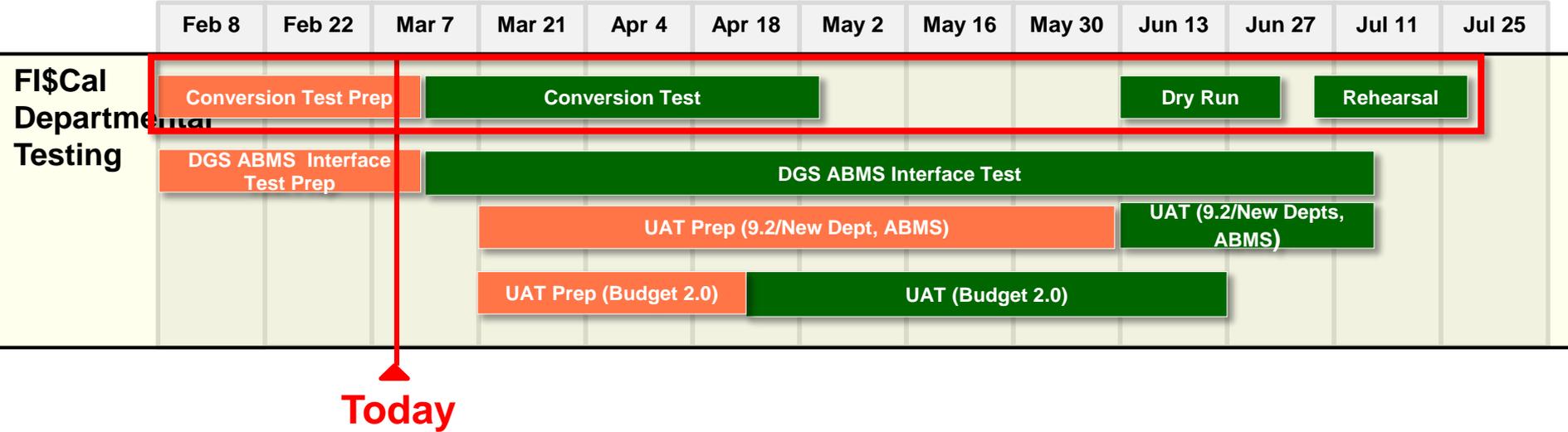
Conversions Scope

Conversion Process

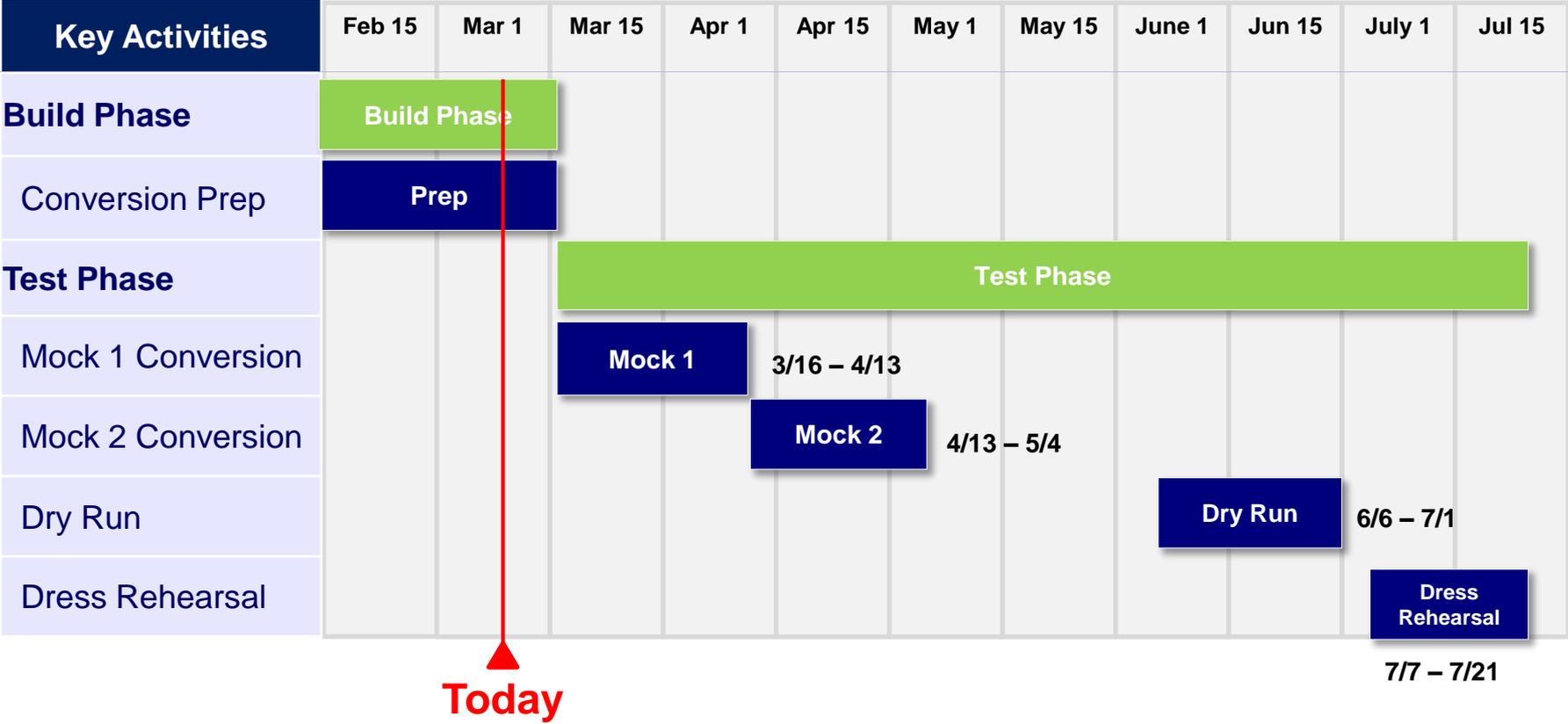
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2016 Release Department Test - Timeline



Conversion Test Timeline



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Conversion Test Cycles

Test Cycle	Primary Objectives
Mock Conversion 1	<ul style="list-style-type: none"> • Convert actual Department data • Determine technical issues with files and processes • Confirm initial configuration setup in system • Perform FI\$Cal Business Team validation of converted data
Mock Conversion 2	<ul style="list-style-type: none"> • Fine tune conversion processes and programs • Address data/configuration kick-outs from Mock 1 • Perform FI\$Cal Business Team validation of converted data • Provide converted data for User Acceptance Testing
Dry Run	<ul style="list-style-type: none"> • Execute conversion activities within overall cutover plan • Perform Department data validation • Perform Department manual conversion activities
Dress Rehearsal	<ul style="list-style-type: none"> • Confirm ability to convert in the defined cutover window • Mimic actual production cutover (Day of week, time of day) • Perform Department data validation • Perform Department manual conversion activities • Determine mitigation for any remaining conversion issues

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Conversions Scope

Module	ID	Description
AM	CNVAM001	Assets
AP	CNVAP001*	Vendors (external + employees)
AP	CNVAP004	Unreconciled AP Payments
AP	CNVAP005	1099 Balances
AR	CNVAR001A	Customers
AR	CNVAR001B	Customer Contacts
AR	CNVAR002	Open Receivables
GL	CNVGL008*	Ledger Balances
GL	CNVGL009	Commitment Control

■ Notes:

- Vendors should be entered manually in FI\$Cal prior to Cutover
- Ledger Balances conversion will be done post-cutover (after completion of Year-End Close in CALSTARS)

Conversions in Scope (cont'd)

Module	ID	Description
PC	CNVPC002A	Projects
PC	CNVPC002B	Project Activities
PC	CNVPC002C	Project and Activity Teams
PC	CNVPC002D	Funds Distribution Rules
CA	CNVPC003	Customer Contracts
GM	CNVGM001*	Grants
PO	CNVPO104	Procurement Contracts
PO	CNVPO107	Open POs (including Subcontractor info)

■ Notes:

- Grants are manually entered starting in Dry Run

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Conversions Test Cycles

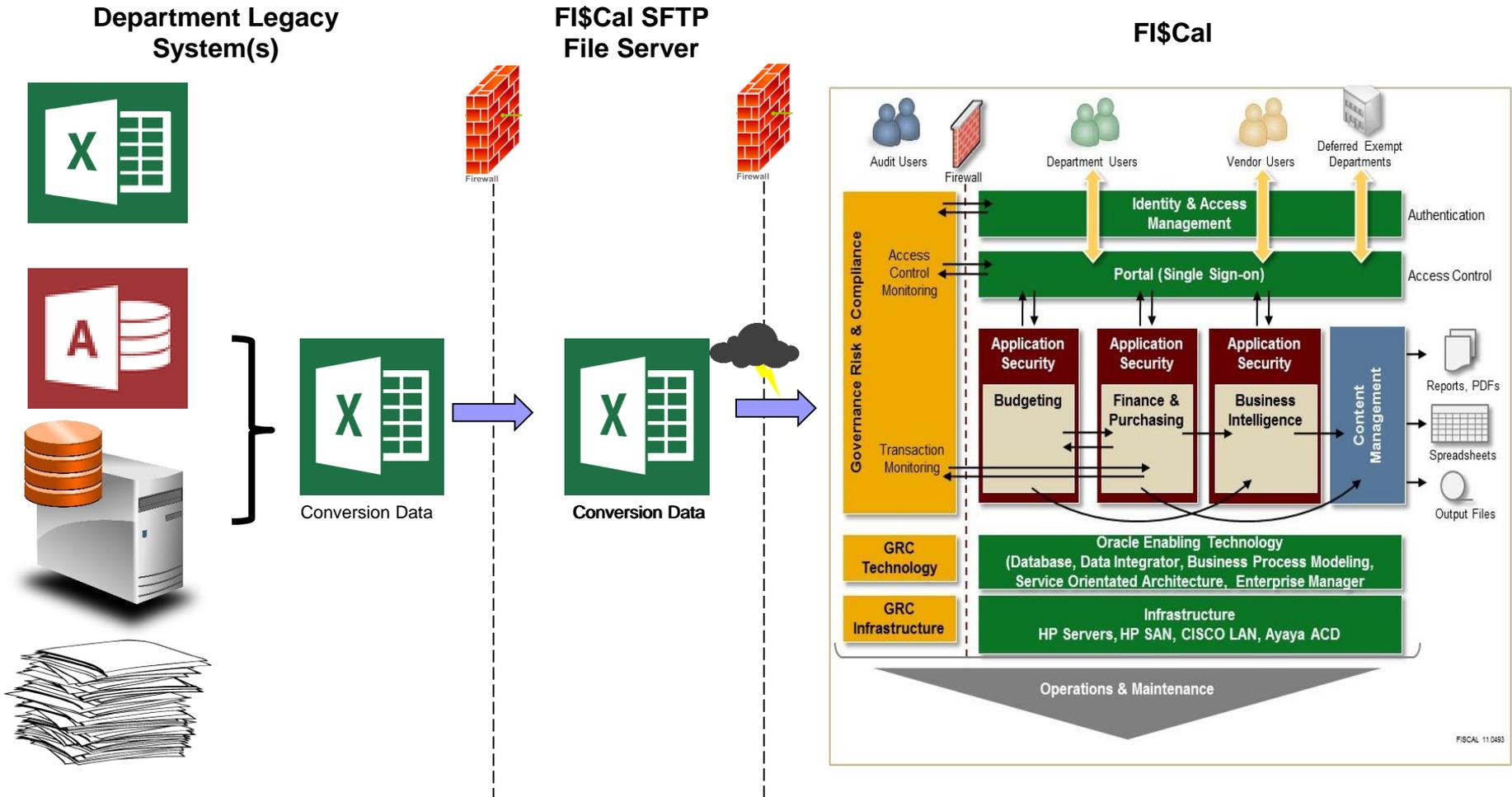
Conversions Scope

Conversion Process

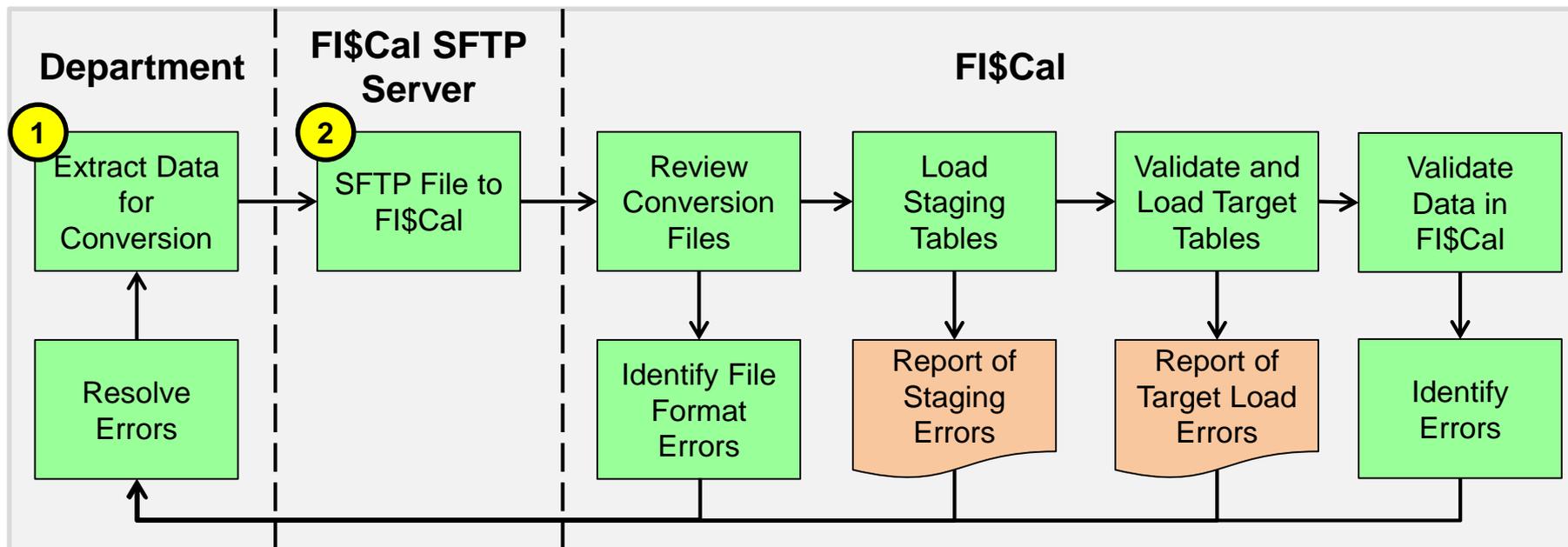
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Conversion Process – Automated Conversions

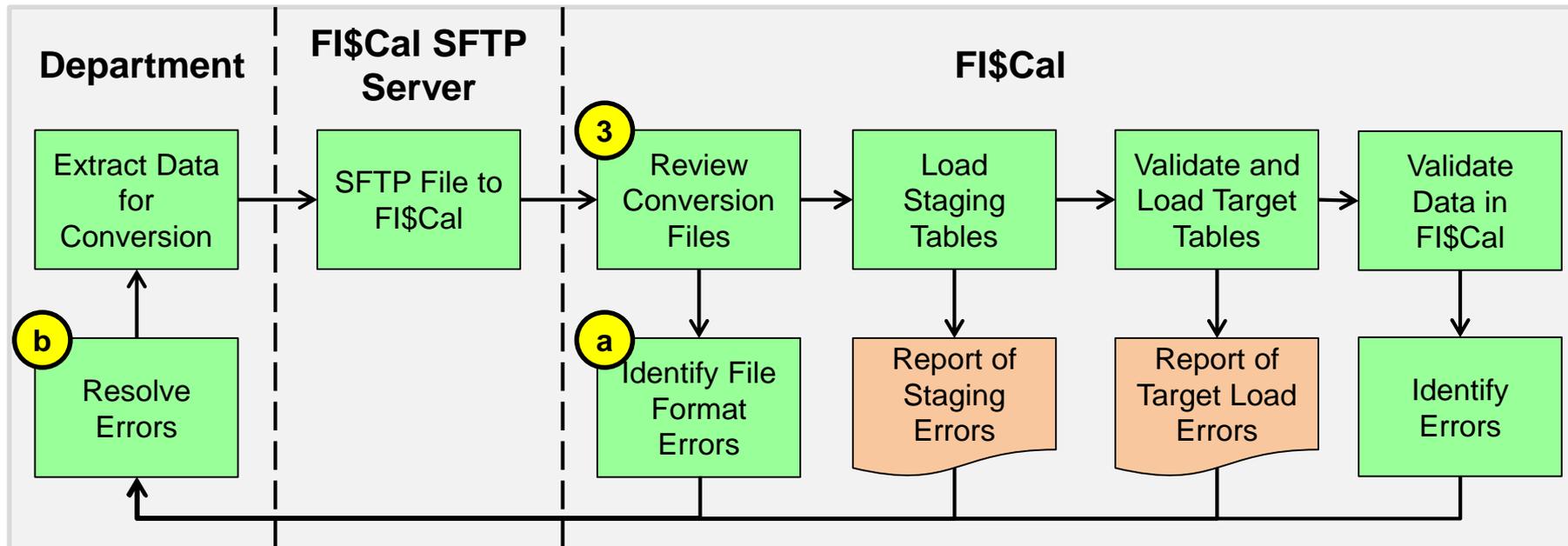


Conversions Process Overview



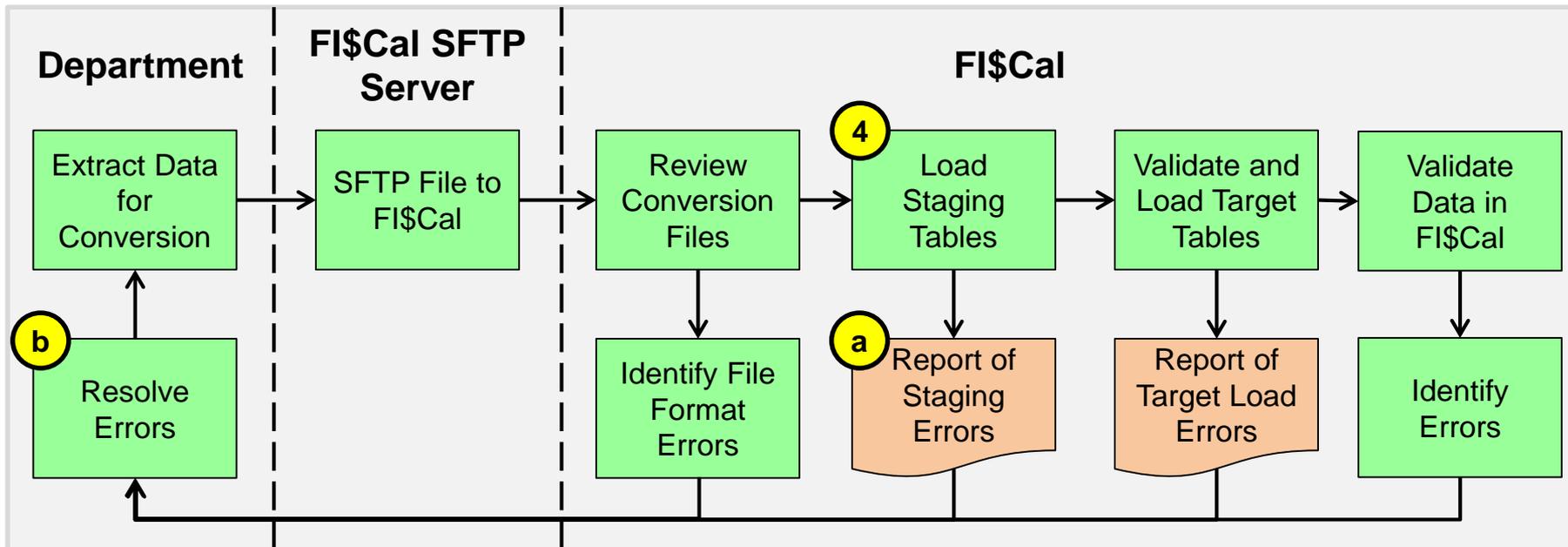
Step xRef	Action
1	Department extracts data from legacy system(s) for conversion and populates conversion layout
2	Department places populated conversion layout in the appropriate SFTP folder

Conversions Process Overview (cont'd)



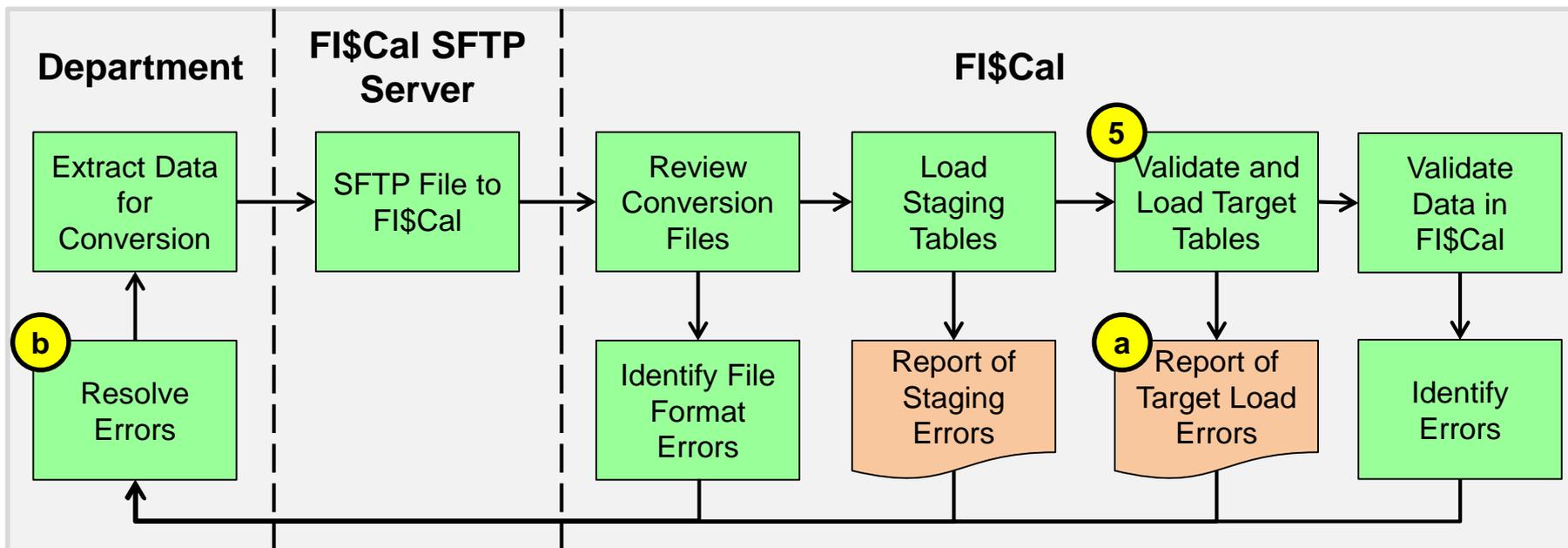
Step xRef	Action
3	FI\$Cal Conversion Team reviews the submitted file layout
3a	If file format errors are identified which require action from the Department, Conversion Team notifies the Department on what/how to correct
3b	Department corrects the errors and resubmits the file

Conversions Process Overview (cont'd)



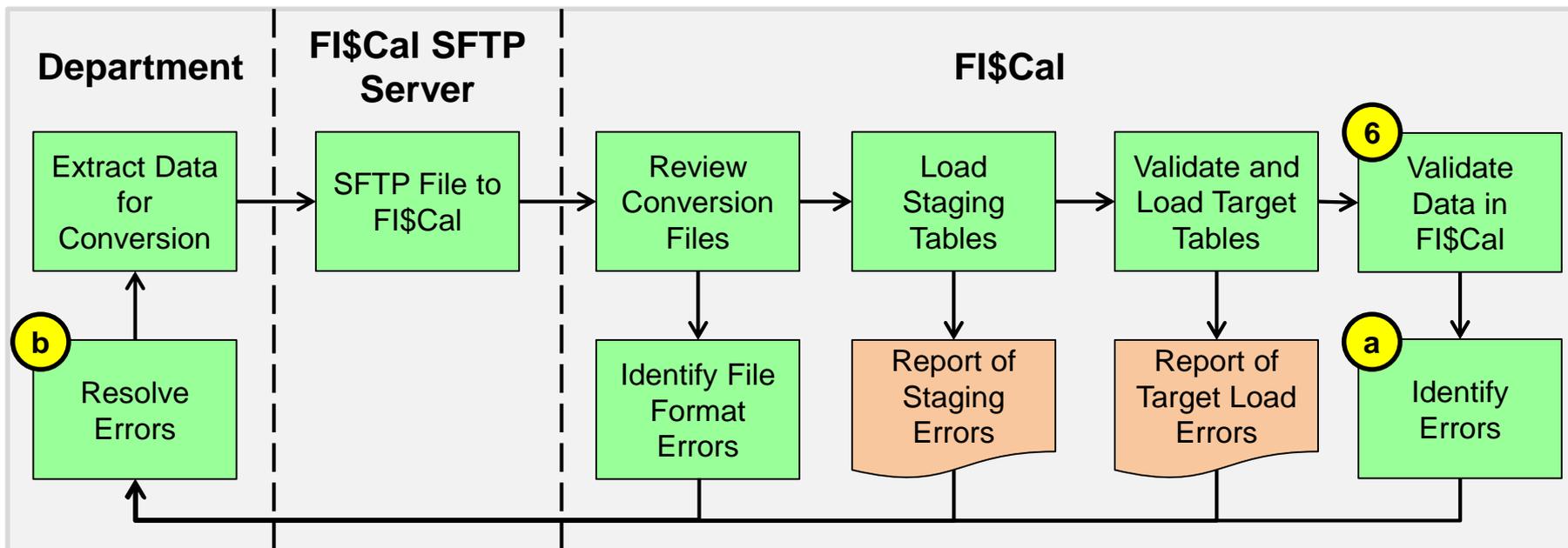
Step xRef	Action
4	FI\$Cal Conversion Team loads the conversion file into FI\$Cal staging tables
4a	Conversion program generates an error file for any transactions which failed staging. Conversion Team notifies the Department on what/how to correct
4b	Department corrects the errors and resubmits the file (in same or next cycle)

Conversions Process Overview (cont'd)



Step xRef	Action
5	FI\$Cal runs process to further validate data before loading into target tables
5a	Conversion program generates an error file for any transactions which failed validations. Conversion Team notifies the Department on what/how to correct
5b	Department corrects the errors and resubmits the file (in same or next cycle)

Conversions Process Overview (cont'd)



Step xRef	Action
6	FI\$Cal Conversion and Business Teams, and Department (in Dry Run and Dress Rehearsal) validate the converted data in the FI\$Cal application
6a	FI\$Cal Conversion and Business Teams, and Department identify errors
6b	Department corrects the errors for the next cycle

Conversions Process – Quality Thresholds

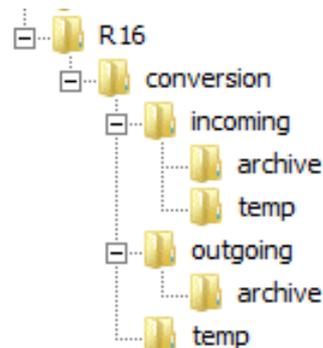
- Overall objective of the multiple conversion test cycles is to improve the conversion processes and the quality of the data for the final cutover into production
- Each conversion test cycle has a target quality threshold for the staging step and the validation step prior to loading
- FI\$Cal Conversion Team will assist the Departments with understanding the errors and how to correct the errors. If a Department is not able to meet the quality % within the test cycle, FI\$Cal will move forward with loading of the available ‘clean’ data. Any kickouts will be tracked, reported and will need to be addressed for the next cycle
- Transactions which fail to load during Cutover will have to be manually entered by the Department post go-live

Cycle	Target Staging %*	Target Validation / Load %*
Mock 1	75%	50%
Mock 2	90%	80%
Dry Run	95%	90%
Dress Rehearsal	95%	90%
Cutover	95%	90%

* Target % for staging and validations steps represents the percentage of transactions which pass each step out of the total # of transactions submitted for the specific conversion layout

Conversions Process – SFTP Directories

- SFTP Server Access
 - Access the SFTP Server using an FTP application approved by your department (e.g. FileZilla*, WinSCP)
- SFTP Conversion Directories
 - Submit conversion files to the ‘incoming’ folder for your Department; Retrieve error reports and feedback files from the ‘outgoing’ folder



- Conversion Contacts
 - Ram Gaddam (916.576.5147) and Robin Kister (916.576.3385)

*A tutorial document is available to those departments using FileZilla

Conversion Process - Department Involvement Summary

Activity	Primary Owner
Identify Data Source and Fields for Conversion Extract	Department
Extract Conversion Data from Legacy System to Files	Department
SFTP file to FI\$Cal	Department
Load Data to Staging Area	FI\$Cal
Identify Crosswalk Values	Department
Identify Staging / Validation Errors	FI\$Cal
Convert Data into FI\$Cal System	FI\$Cal
Identify Load Errors	FI\$Cal
Resolve Errors and Cleanse Data for next cycle	Department
Validate Converted Data (Dry Run, Dress Rehearsal, and Cutover)	Department

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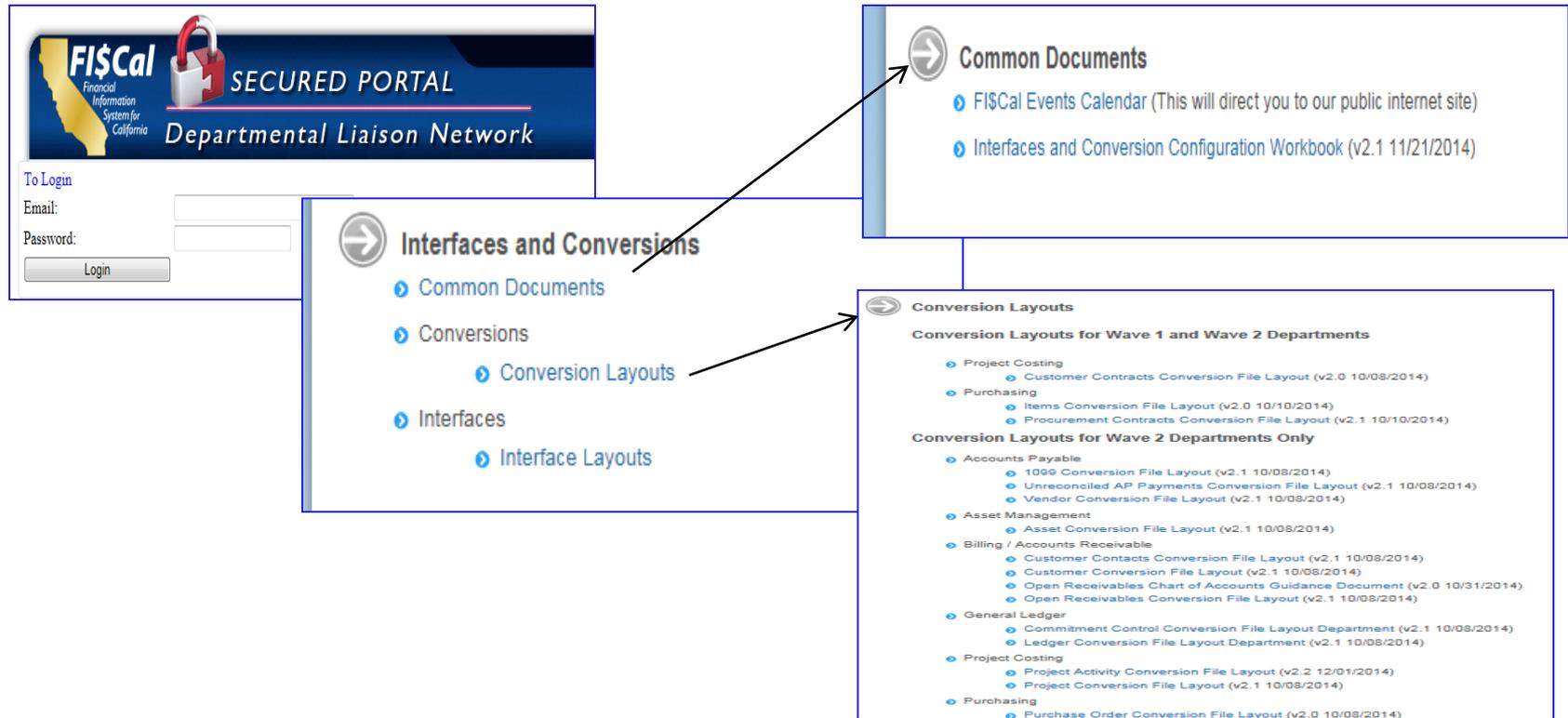
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Next Steps

- **Submit automated conversion files** to FI\$Cal via **SFTP** for Mock 1 (files due by 3/16/2016)
- **Cleanse data** prior to each test cycle based on error reports
- **Identify data** needed for manual conversions
- **Identify and involve the right individuals** from your Department in the data extraction, correction and validation processes
 - FI\$Cal will be collecting names for Dry Run, Dress Rehearsal and Cutover validation at a later date
- **Always download the latest layouts and configuration workbook** from the Department Liaison Network (DLN) Corner for each conversion cycle

Next Steps - Layouts on the DLN

- Latest Layouts and Configuration Workbook will always be available on the DLN Website (<https://dln.fiscal.ca.gov/login.aspx>)



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FI\$Cal Project Information:

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

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

fiscal.cmo@fiscal.ca.gov