



FI\$Cal

Financial Information System for California

Conversions Workshop – AM, AP

2016 Release Departments

January 2016

Agenda

Workshop Objectives

FI\$Cal Conversions Timeline

FI\$Cal Conversion Data Flow

Conversions Workshops – AM and AP Modules

Conversion Layouts Inventory

CALSTARS Extracts

Next Steps

Questions

Agenda

Workshop Objectives

FI\$Cal Conversions Timeline

FI\$Cal Conversion Data Flow

Conversions Workshops – AM and AP Modules

Conversion Layouts Inventory

CALSTARS Extracts

Next Steps

Questions

Workshop Objectives

- Provide an overview of the Conversion activities planned for the July 2016 Release
- Provide an overview of the FI\$Cal Conversion Process
- Explain the Conversions in scope for the July 2016 Release
- Explain the Conversion Layouts and impacted business functions for the July 2016 Release
- Explain next steps to assist Departments in preparation for Conversion testing activities

Agenda

Workshop Objectives

FI\$Cal Conversions Timeline

FI\$Cal Conversion Data Flow

Conversions Workshops – AM and AP Modules

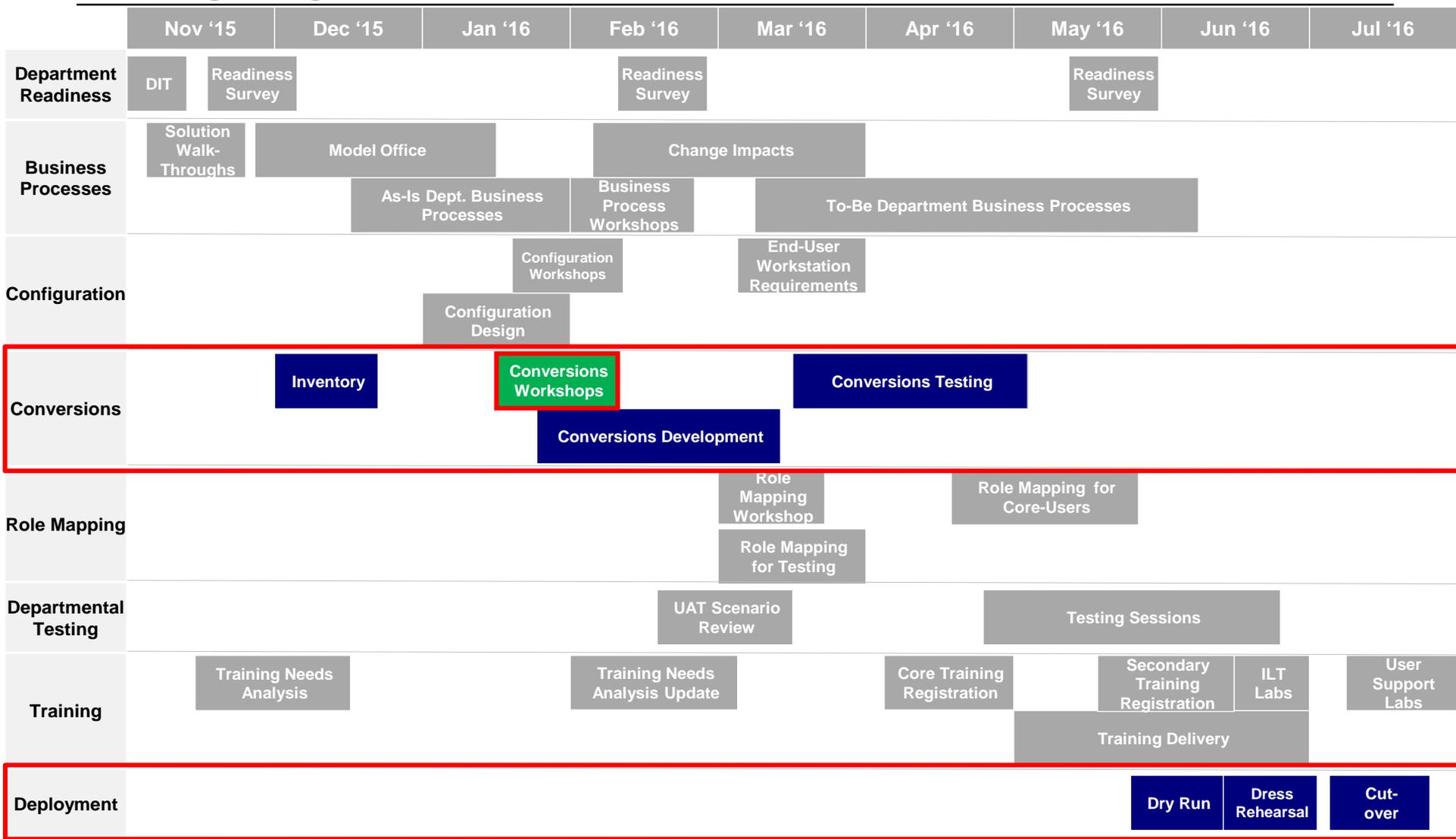
Conversion Layouts Inventory

CALSTARS Extracts

Next Steps

Questions

Key Departmental Conversion Activities Timeline



Agenda

Workshop Objectives

FI\$Cal Conversions Timeline

FI\$Cal Conversion Data Flow

Conversions Workshops – AM and AP Modules

Conversion Layouts Inventory

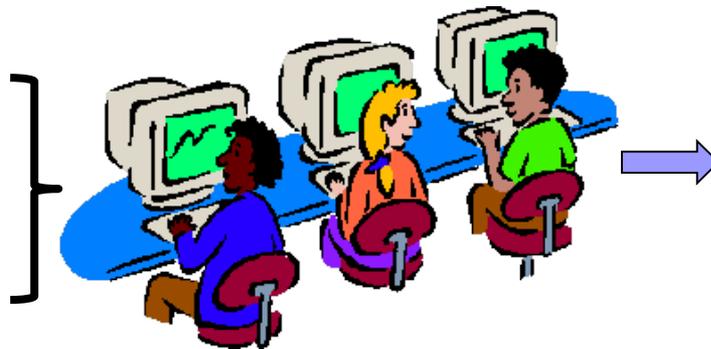
CALSTARS Extracts

Next Steps

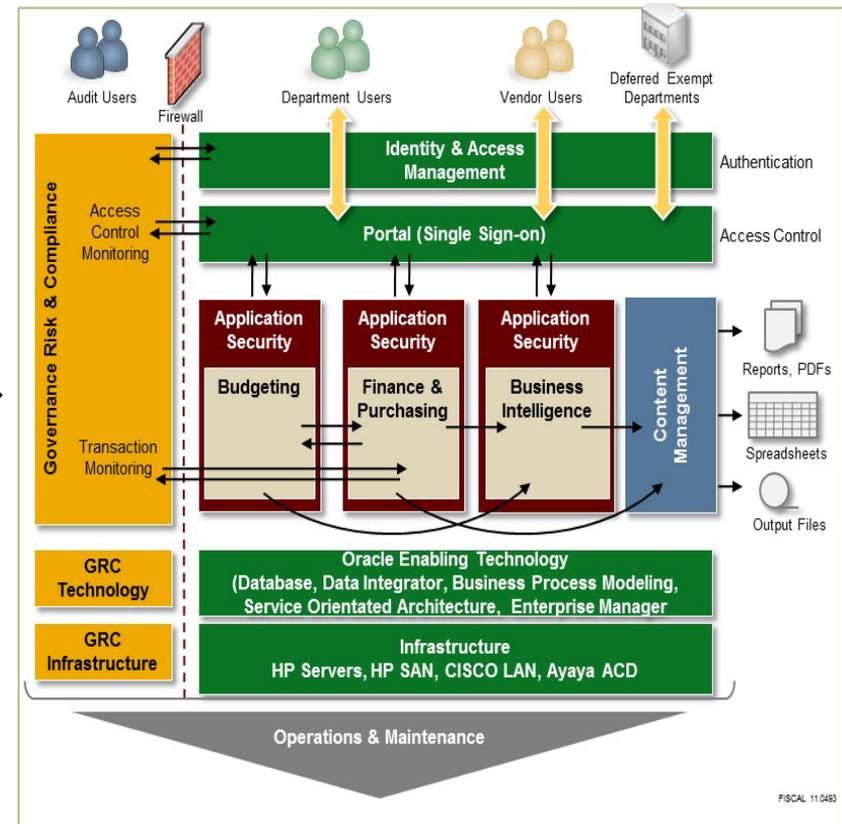
Questions

Conversion Data Flow – Manual Entry

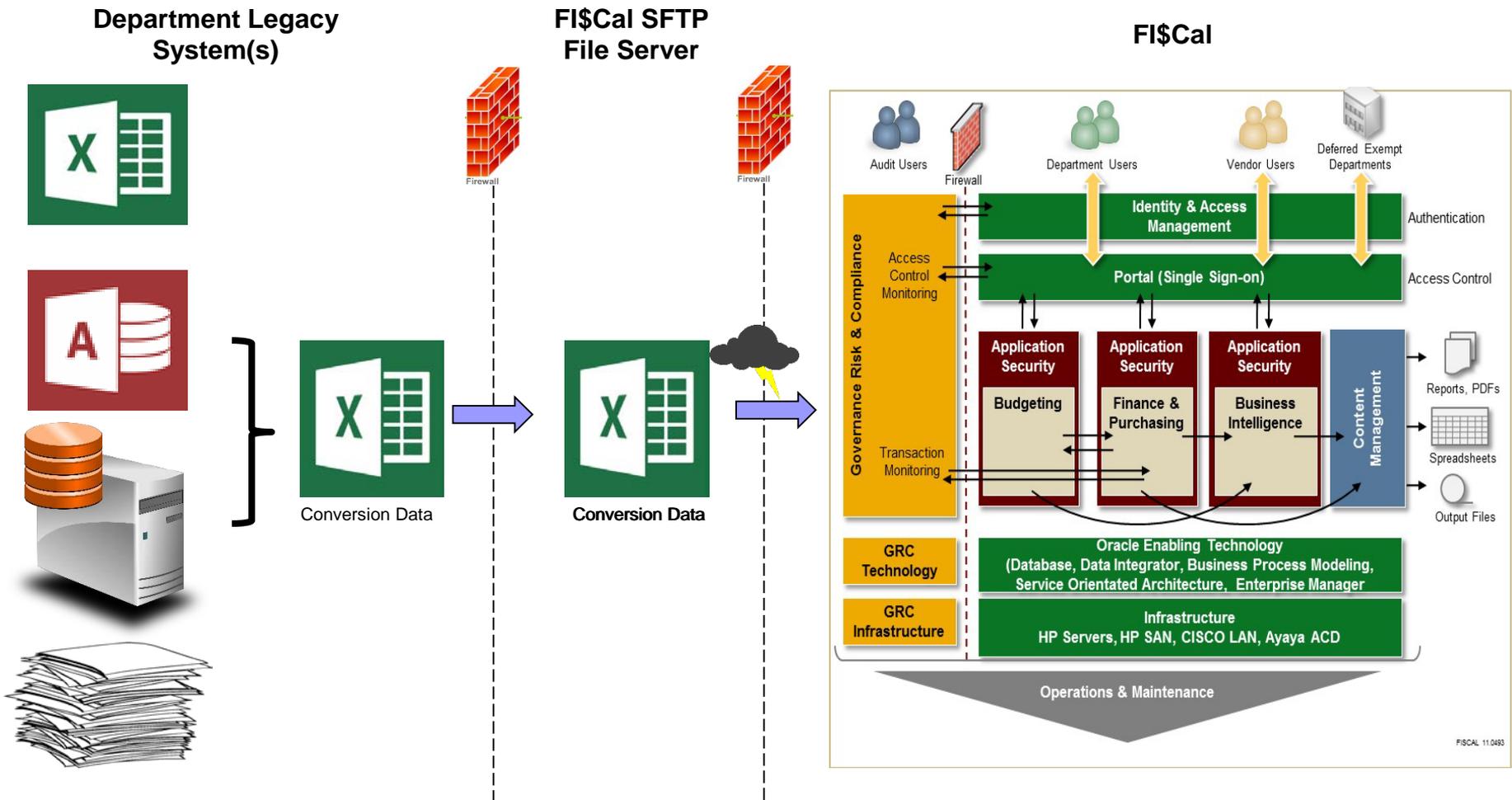
Department Legacy System(s)



FI\$Cal



Conversion Data Flow - Automatic



Manual vs Automated Conversions

- Volume and accuracy/cleanliness of legacy data are some of the key factors in selecting between a manual and automated conversion
 - Departments with < 25 (or even < 50) *confirmed* transactions for a specific conversion may consider a manual conversion approach for that specific conversion
- The following are key differences in activities performed by the Department for automated vs manual conversions:

Automated Conversions	Manual Conversions
<ul style="list-style-type: none"> ▪ Department submits data to FI\$Cal for loading as part of multiple mock conversions, dry run, and dress rehearsal cycles of testing prior to cutover into Production ▪ Department actively participates in the data correction/resubmissions process during the testing cycles ▪ Conversion test data is available for testing during User Acceptance Testing 	<ul style="list-style-type: none"> ▪ Department does <u>not</u> submit data for loading as part of mock conversion testing ▪ Department manually enters subset of transactions into FI\$Cal during dry run and dress rehearsal cycles of testing prior to keying in the entire set of transactions into Production as part of cutover ▪ Department enters subset of data for User Acceptance Testing

Agenda

Workshop Objectives

FI\$Cal Conversions Timeline

FI\$Cal Conversion Data Flow

Conversions Workshops – AM and AP Modules

Conversion Layouts Inventory

CALSTARS Extracts

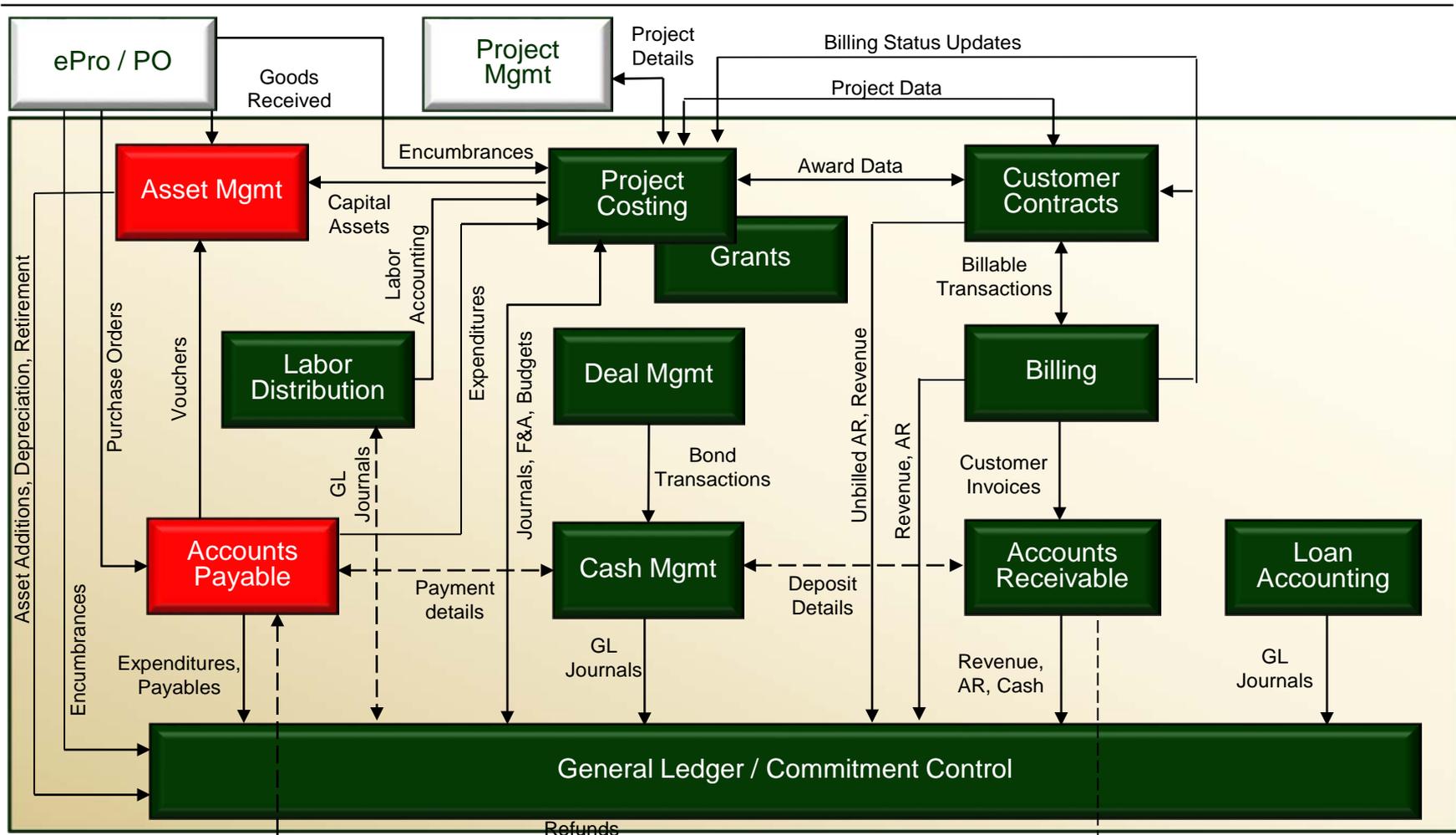
Next Steps

Questions

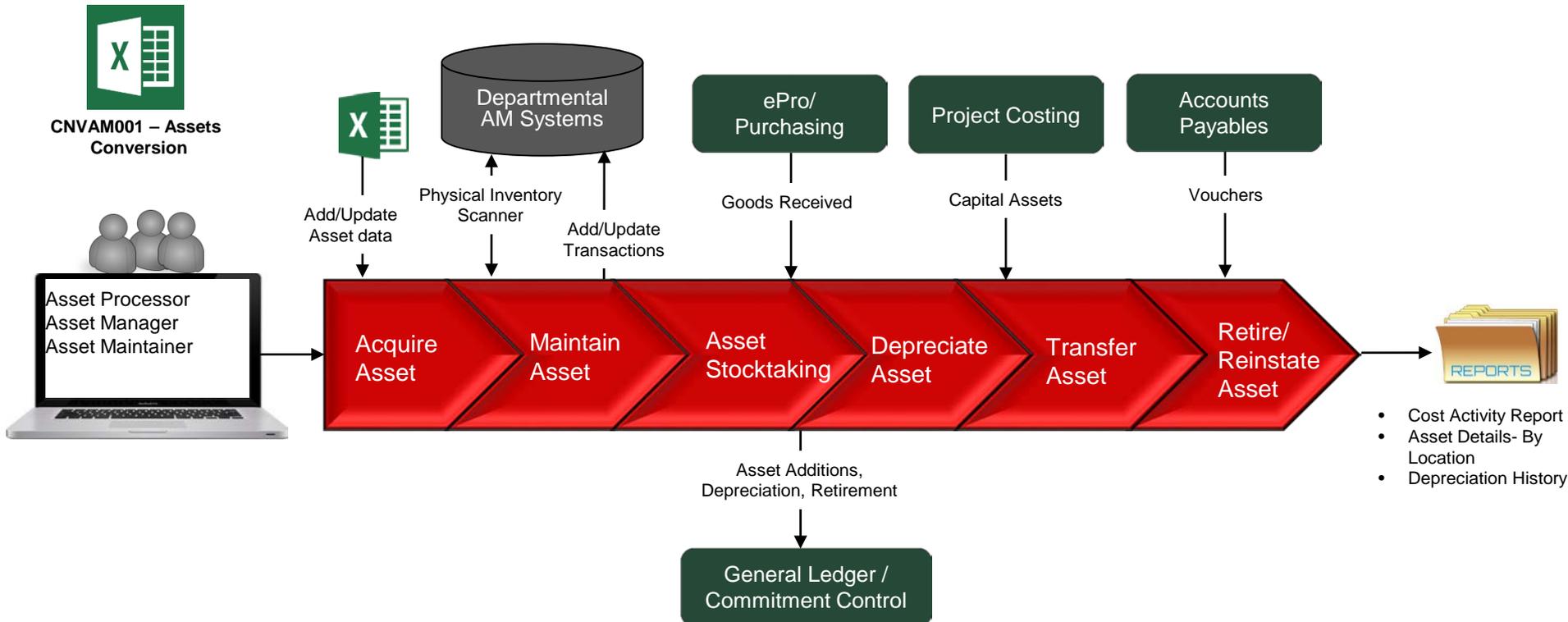
Conversions Workshop Schedule

Module	Conversion	Workshop Date
Accounts Receivable	<ul style="list-style-type: none"> • CNVAR001A - Customers • CNVAR001B - Contacts • CNVAR002 - Open Receivables 	Tuesday 1/26/16 PM
Project Costing Customer Contracts Grants	<ul style="list-style-type: none"> • CNVPC002A - Projects (Project) • CNVPC002B - Projects (Activities) • CNVPC003 - Customer Contracts • CNVGM001 - Grants 	Tuesday 1/26/16 AM
Procurement	<ul style="list-style-type: none"> • CNVPO104 - Procurement Contracts • CNVPO107 - Open Purchase Orders 	Thursday 1/28/16 AM
Assets Management Accounts Payable	<ul style="list-style-type: none"> • CNVAM001 - Assets • CNVAP001 – Vendors • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances 	Thursday 1/28/16 PM
General Ledger	<ul style="list-style-type: none"> • CNVGL008 - GL Ledger Balances • CNVGL009 - Commitment Control (Budget) 	Tuesday 2/2/16 AM

FI\$Cal Solution - Accounting



FI\$Cal Asset Management (AM) Module



Assets Conversion – Key Terms

Term	Definition
Capital Asset	<p>State property that has a normal useful life of at least one year, costs \$5,000 or greater, and is used to conduct State business. Capital assets must be recorded in FI\$Cal for both financial reporting and property tracking purposes.</p>
Non-Capital Asset	<p>State property that does not meet the State’s capitalization criteria, typically based on the cost threshold, but in which property records are still required to be maintained. Non-Capital assets must be recorded in FI\$Cal for property tracking purposes.</p>

Assets Conversion – Key Terms

Term	Definition
Asset Profile	<p>Template that stores standard depreciation criteria for a type of asset and the corresponding asset books for defaulting. Profiles determine all related accounting and depreciation information.</p>

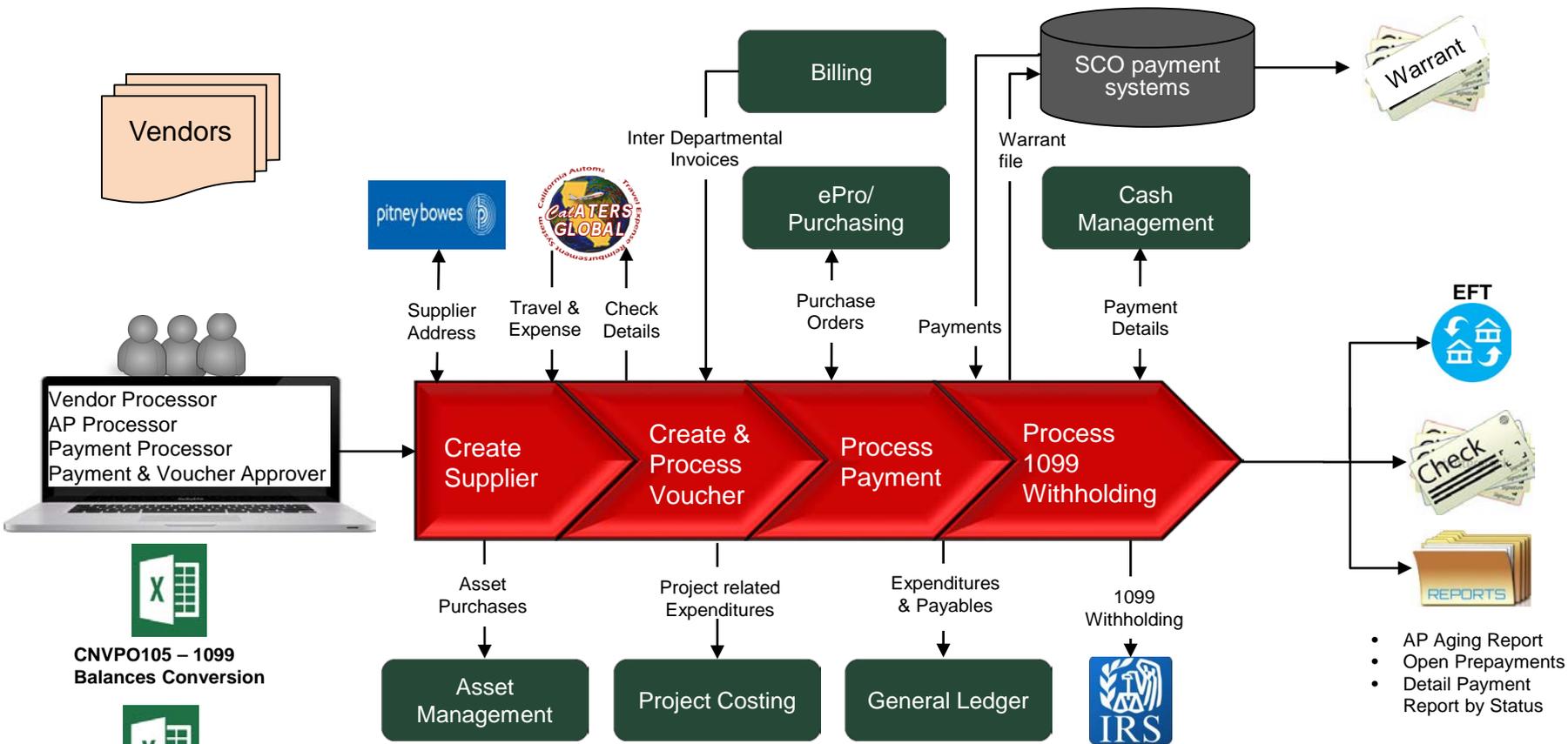
Assets Conversion – Key Concepts

- FI\$Cal will be the State's system of record for capital and non-capital assets
- Assets will primarily be added to Asset Management (AM) via integration with the Purchasing (PO) and Accounts Payable (AP) modules. In some cases, assets can be added directly into AM (Online Entry or Automated Conversion Process)
- All assets added to FI\$Cal use Statewide Asset Profiles to standardize useful lives and asset classification for CAFR reporting purposes
- Depreciation is calculated and stored for each individual asset in FI\$Cal
- Accounting Entries for financial transactions will be created and sent to the General Ledger

Assets Conversion – Scope

- All assets for the State of California which are in-service (not retired). Capital (greater than and equal to \$5K) and Non-Capital (under \$5K) assets must be converted into FI\$Cal and include all tangible and intangible assets used in State Government's operations.

FI\$Cal Accounts Payable (AP) Module



CNVPO105 – 1099 Balances Conversion

CNVAP004 – Unreconciled AP Payments Conversion

- AP Aging Report
- Open Prepayments
- Detail Payment Report by Status

Vendors, Unreconciled AP Payments and 1099 Balances Conversions – Key Terms

Term	Definition
Vendor	<p>Suppliers/payees that are actively doing business with the State, or otherwise receiving payments from the State. Vendor data is used in the following transactions:</p> <ul style="list-style-type: none"> • Requisition Data (Optional) • Purchase Order Entry • Receiving/Returning Goods • Voucher Entry • Payments for Goods/Services Purchased • 1099 Reporting

Vendors, Unreconciled AP Payments and 1099 Balances Conversions – Key Concepts

- FI\$Cal contains a Statewide Vendor File which can be used by all FI\$Cal Departments
 - The shared vendor file has been created through previous conversion and online entry of vendor information by FI\$Cal Departments
- July 2016 Departments will not be performing a separate Vendor conversion
- July 2016 Departments can access FI\$Cal to add, change or view vendor information
 - Unique vendor IDs are created within FI\$Cal for each vendor and shared across departments
 - Each vendor is validated and approved by the Vendor Management Group (VMG) before it can be used to source a requisition, create a purchase order, or create a voucher or payment
- Departments must use FI\$Cal Vendor IDs on conversions which require vendor information

Unreconciled AP Payments and 1099 Balances Conversions – Scope

- Unreconciled AP Payments Conversion
 - Only outstanding departmental checks (ORF, General Cash, and Agency Revolving Checks) at the time of go-live
 - Effort should be taken to reconcile as many departmental checks as possible prior to the conversion
- 1099 Balances Conversion
 - Data will be converted to FI\$Cal for 1099 processing:
 - Reportable Payment detail from January - June of the 2016 calendar year
 - One record per vendor, reportable payment type, and withholding type combination for all dollar amounts (no minimum)

Conversion Layouts Review

Module	Conversion	Workshop Date
Assets Management Accounts Payable	<ul style="list-style-type: none"> • CNVAM001 - Assets • CNVAP001 – Vendors (not a conversion) • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances 	Thursday 1/28/16 PM



CNVAM001 – Assets Conversion



CNVAP004 – Unreconciled AP Payments Conversion



CNVAP005 – 1099 Balances Conversion

Conversion File Layouts

- Each Conversion work unit has its own File Layout
- Defines overall scope of each conversion
- Provides detailed list of data elements (fields) which need to be converted
- Provides characteristics of each field in the layout
- Provides business details and instructions for populating the layout
- Identifies Required, Conditionally Required, and Optional fields to be converted

Conversion File Layouts – Multiple Tabs

- **Change History Tab** – Tracks updates to the layouts
- **Guide Tab** – Provides overview and instructions for the layout
- **Department Response Tab** – Layout to be populated with data
- **Field List Only Tab** – A different view of the list of fields in the layout.
For informational purposes only

File Layout - Department Response Tab

- **Grouping:** Logical grouping of related data elements
- **PeopleSoft Field:** Technical name for the data element
- **PeopleSoft Field Label:** Description of the PeopleSoft Field
- **Field Type:** Indicates type of values allowed in the field (e.g. Character, Number, Date)
- **Max Field Length:** Max. length of values allowed
- **Business Description:** Business details, instructions, defaults, etc. for populating the field
- **Dependency:** Indicates related field in the same or another layout which must also be populated
- **CALSTARS Extract:** Indicates if the field is provided in the data extract departments can pull from CALSTARS
- **Required?:** Indicates if field is required, conditionally required or optional
- **Examples:** Sample data rows provided in each layout

Grouping			
PeopleSoft Field Name	BUSINESS_UNIT	CUST_ID	ADD_DT
PeopleSoft Field Label	Department Business Unit	Customer ID	Date Added
Field Type	Char	Char	Date
Max Field Length	5	15	10
Format			MM/DD/YYYY
Business Description	Department's FI\$Cal Business Unit / Organization code.	Customer ID/Number from the Department's legacy system. Note: For customers which are employees, use the same numbering logic as vendors: EMP*FI\$Cal Employee # (e.g. EMP0000001)	Represents the date when the customer was added to the Department's legacy system. If unknown, populate with a date of 01/01/1901.
Dependency			
CALSTARS Extract	Available	Available	Available
Required?	Required	Required	Required
Example 1	0840	AR00001	06/06/2013
Example 2-1	0840	AR00002	01/15/2013
Example 2-2	0840	AR00002	01/01/2039
Example 3	0840	AR00003	01/01/2014
Example 4	0840	AR00055	01/01/1901

Conversion File Layout – Data Elements

Data elements/Fields in the Layout map to fields in the FI\$Cal system and the data provided in the File Layout will be available in the FI\$Cal System for use by the Department

Grouping	CUSTOMER HEADER						
PeopleSoft Field Name	BUSINESS_UNIT	CUST_ID	ADD_DT	SINCE_DT	CUSTOMER_TYPE	NAME1	NAME2
PeopleSoft Field Label	Department Business Unit	Customer ID	Date Added	Since Date	Customer Type	Name 1	Name 2
Field Type	Char	Char	Date	Date	Char	Char	Char
Max Field Length	5	15	10	10	1	40	40
Format			MM/DD/YYYY	MM/DD/YYYY			

[Favorites](#) > [Main Menu](#) > [Customers](#) > [Customer Information](#) > [General Information](#)

FI\$Cal

[General Info](#) | [Bill To Options](#) | [Ship To Options](#) | [Sold To Options](#)

SetID: 8880 **Customer ID:** DEPT002000 **General Info Links:** [...More](#)

***Status:** **Level:**

***Date Added:** ***Since:** ***Type:**

***Name 1:** ***Short Name:**

Name 2:

Currency Code: **Rate Type:**

Conversion Configuration Workbook

- Some Data Elements within the Conversion File Layout will require you to provide a specific value configured in FI\$Cal
- The configured values will be available in the Conversions Configuration Workbook
 - Allows you to search by conversion and field
 - Instructions provided in the workbook

Conversion	Field Name	Field Label	Required?	Default Value for Mock Conversion	Comments
CNVAR001	AR_SPECIALIST	AR Specialist	Not Required		

Look Up Configuration

Please specify the Conversion Workunit and the Field Name.

SetID (if applicable)	Control/Dependent Field	Control/Dependent Field Value	Value	Description	Translate/Prompt Table
9100	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0820	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0840	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0860	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0950	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0954	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0956	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0959	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0965	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST
0968	NA	NA	ARSPCLST	Default AR Specialist	AR_SPECIALIST

Conversion Layouts Review

Module	Conversion	Workshop Date
Assets Management Accounts Payable	<ul style="list-style-type: none"> • CNVAM001 - Assets • CNVAP001 – Vendors (not a conversion) • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances 	Thursday 1/28/16 PM



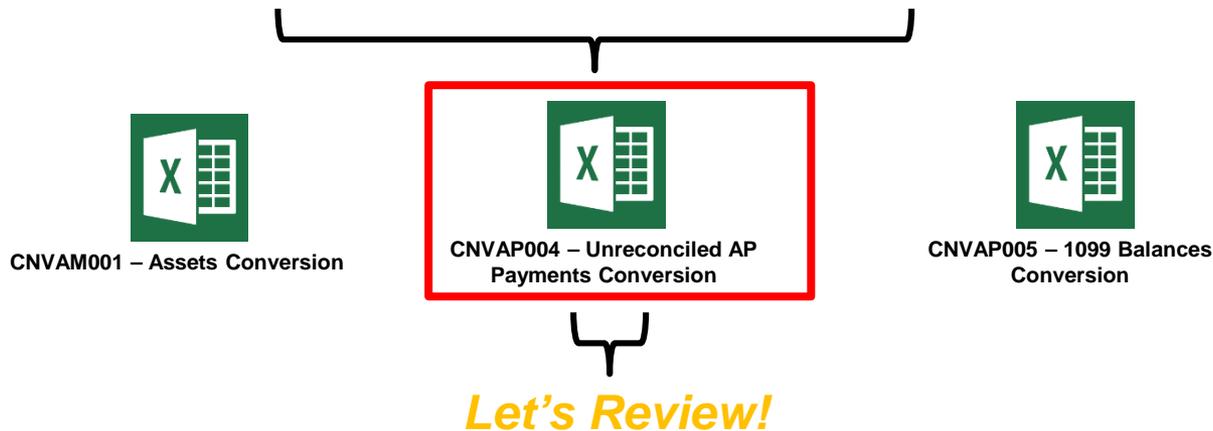
Let's Review!

CNVAM001 – Assets Conversion – Key Takeaways

- Conversion is required if you have any in-service (not retired) assets including Capital (over \$5K) and Non-Capital (under \$5K)
- Assets will be assigned a new FI\$Cal ID; however legacy asset IDs and tag numbers can be provided as a reference
- Non-Capital assets must be designated as one of the six “NONCAP” Asset Profile IDs identified in the Conversion Configuration Workbook
 - Capital assets cannot be designated as any of the six “NONCAP” Asset Profile IDs
- Asset Type and SubType must align for each asset (reference the Conversion Configuration Workbook)
- IT Hardware assets will require a Serial ID; Fleet assets will require a VIN
- Acquisition Date and In-Service Date can be the same; however, if they are different, the Acquisition Date must be the earliest date
- Use the Split Funding Identifier Field for funds assets associated with multiple funds
- Populate ALL Required and Conditionally Required (if applicable) fields

Conversion Layouts Review

Module	Conversion	Workshop Date
Assets Management Accounts Payable	<ul style="list-style-type: none"> CNVAM001 - Assets CNVAP001 – Vendors (not a conversion) CNVAP004 - Unreconciled AP Payments CNVAP005 - 1099 Balances 	Thursday 1/28/16 PM



CNVAP104 – Unreconciled AP Payments Conversion – Key Takeaways

- Conversion is required if you have any outstanding departmental checks (ORF, General Cash, and Agency Revolving Checks) at the time of Go-Live
- Effort should be taken to reconcile as many departmental checks as possible prior to conversion
- Populate ALL Required fields

Conversion Layouts Review

Module	Conversion	Workshop Date
Assets Management Accounts Payable	<ul style="list-style-type: none"> • CNVAM001 - Assets • CNVAP001 – Vendors (not a conversion) • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances 	Thursday 1/28/16 PM



CNVAM001 – Assets Conversion



CNVAP004 – Unreconciled AP Payments Conversion



CNVAP005 – 1099 Balances Conversion



Let's Review!

CNVAP105 – 1099 Balances Conversion – Key Takeaways

- Conversion is required if you have any reportable vendors that your department will need to generate 1099 reports for tax year 2016
- One record per vendor, reportable payment type, and withholding type combination for all dollar amounts (no minimum and no negative amounts)
- FI\$Cal Vendor ID must be provided
 - Department Vendor Processor/Viewer roles will be needed to look up vendor IDs in FI\$Cal
 - If a vendor does not exist in FI\$Cal, the Department Vendor Processor will need to add the vendor using the Vendor Update Request Form and provide the new FI\$Cal Vendor ID once the vendor is approved
- Populate ALL Required fields

Agenda

Workshop Objectives

FI\$Cal Conversions Timeline

FI\$Cal Conversion Data Flow

Conversions Workshops – AM and AP Modules

Conversion Layouts Inventory

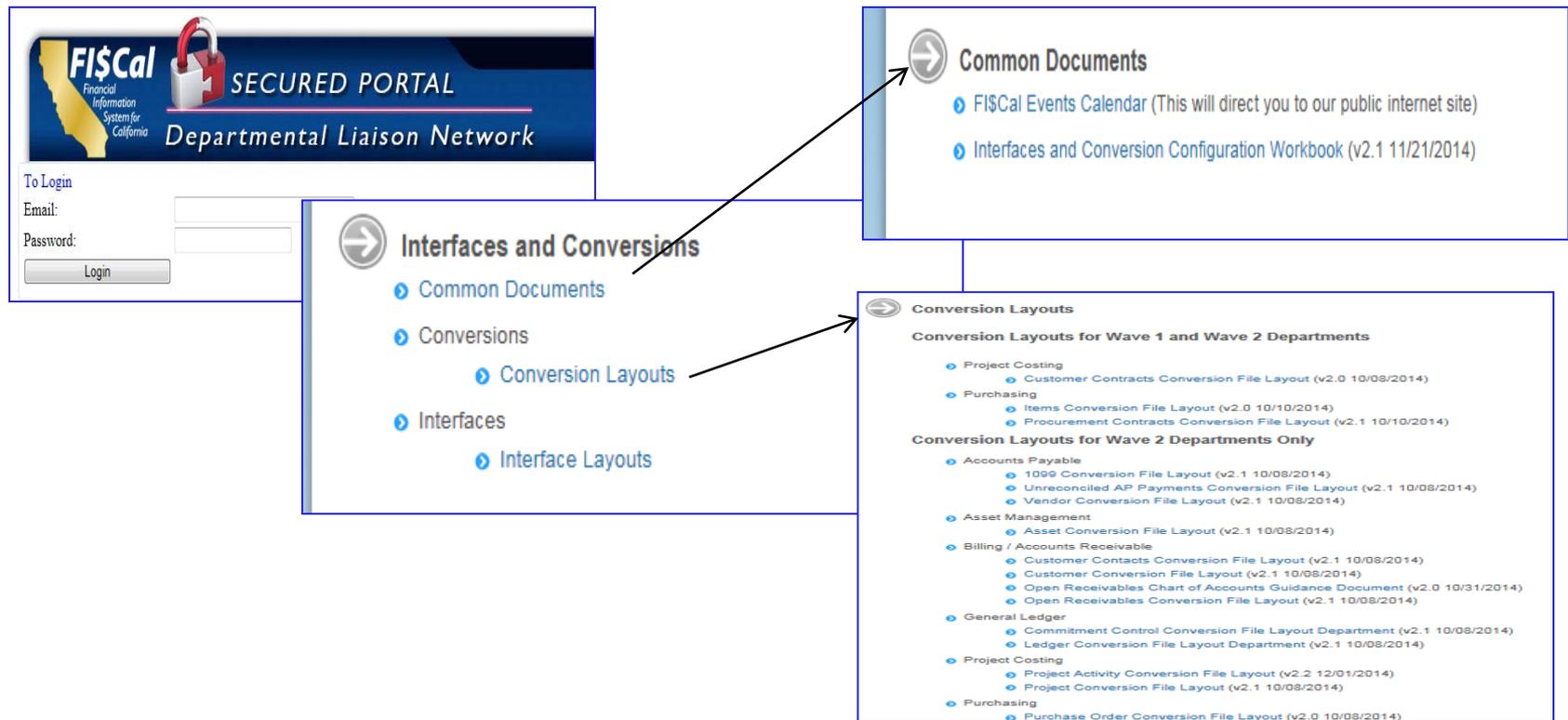
CALSTARS Extracts

Next Steps

Questions

Layouts on the Department Liaison Network

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



The screenshot displays the FI\$Cal SECURED PORTAL Departmental Liaison Network interface. It includes a login section with fields for Email and Password, and a Login button. The main navigation menu is structured as follows:

- Common Documents**
 - FI\$Cal Events Calendar (This will direct you to our public internet site)
 - Interfaces and Conversion Configuration Workbook (v2.1 11/21/2014)
- Interfaces and Conversions**
 - Common Documents
 - Conversions
 - Conversion Layouts
 - Interfaces
 - Interface Layouts
- Conversion Layouts**
 - Conversion Layouts for Wave 1 and Wave 2 Departments**
 - Project Costing
 - Customer Contracts Conversion File Layout (v2.0 10/08/2014)
 - Purchasing
 - Items Conversion File Layout (v2.0 10/10/2014)
 - Procurement Contracts Conversion File Layout (v2.1 10/10/2014)
 - Conversion Layouts for Wave 2 Departments Only**
 - Accounts Payable
 - 1099 Conversion File Layout (v2.1 10/08/2014)
 - Unreconciled AP Payments Conversion File Layout (v2.1 10/08/2014)
 - Vendor Conversion File Layout (v2.1 10/08/2014)
 - Asset Management
 - Asset Conversion File Layout (v2.1 10/08/2014)
 - Billing / Accounts Receivable
 - Customer Contacts Conversion File Layout (v2.1 10/08/2014)
 - Customer Conversion File Layout (v2.1 10/08/2014)
 - Open Receivables Chart of Accounts Guidance Document (v2.0 10/31/2014)
 - Open Receivables Conversion File Layout (v2.1 10/08/2014)
 - General Ledger
 - Commitment Control Conversion File Layout Department (v2.1 10/08/2014)
 - Ledger Conversion File Layout Department (v2.1 10/08/2014)
 - Project Costing
 - Project Activity Conversion File Layout (v2.2 12/01/2014)
 - Project Conversion File Layout (v2.1 10/08/2014)
 - Purchasing
 - Purchase Order Conversion File Layout (v2.0 10/08/2014)

Agenda

Workshop Objectives

FI\$Cal Conversions Timeline

FI\$Cal Conversion Data Flow

Conversions Workshops – AM and AP Modules

Conversion Layouts Inventory

CALSTARS Extracts

Next Steps

Questions

CALSTARS Data Extracts

- Conversion extracts will be available for CALSTARS Departments to assist with population of conversion file layouts
 - Vendors/Suppliers
 - Un-Reconciled AP Payments
 - 1099 Balances
 - Customers
 - Open Receivables
 - Purchase Orders
 - General Ledger Balances

- CALSTARS will be sending out a communication with more details

Agenda

Workshop Objectives

FI\$Cal Conversions Timeline

FI\$Cal Conversion Data Flow

Conversions Workshops – AM and AP Modules

Conversion Layouts Inventory

CALSTARS Extracts

Next Steps

Questions

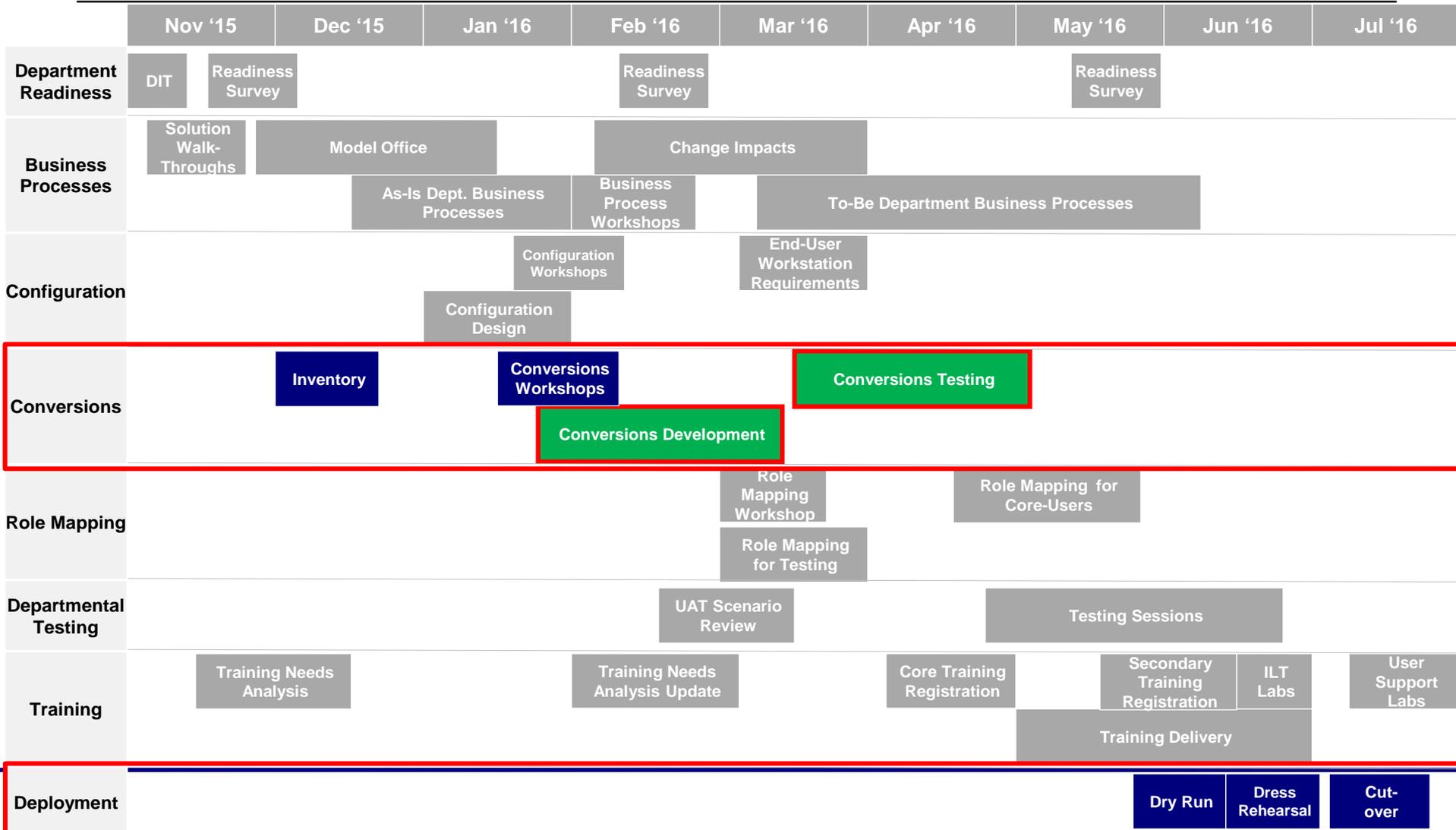
Next Steps

- Complete Task TECH602 – Validate Conversion Inventory
- Download Layouts from the DLN and review each conversion layout applicable to your Department
- Download CALSTARS Extracts
- Begin Any Design and Build Activities for non-CALSTARS conversions
- Cleanup data to be converted
- Attend next workshop
- Get Ready for Conversion Testing!
 - Departments participating in automated conversions will need to submit completed conversion layouts by **March 16, 2016** for first round of conversion testing

FI\$Cal Outreach Sessions

- FI\$Cal Conversion Team will conduct outreach sessions following the workshops
 - Site visits for local departments
 - WebEx sessions for non-local departments
 - Sessions will start the first week of February
- Outreach Session Content
 - Assistance in preparing initial CALSTARS sourced conversion files
 - Support for ongoing conversion file preparation and data cleansing activities
 - Discussion of 'What to Expect' during the specific upcoming conversion test cycle (Mock 1, Mock 2, etc.)
 - Review of department readiness for the upcoming conversion test cycle
 - Support for correction of errors identified during converted file processing
 - Open question and answer period

Key Departmental Conversion Activities Timeline



Conversion Roles and Responsibilities

Activity	Team
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 to 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

Conversions Workshops – Next Session

Module	Conversion	Workshop Date
Accounts Receivable	<ul style="list-style-type: none"> • CNVAR001A - Customers • CNVAR001B - Contacts • CNVAR002 - Open Receivables 	Tuesday 1/26/16 PM
Project Costing Customer Contracts Grants	<ul style="list-style-type: none"> • CNVPC002A - Projects (Project) • CNVPC002B - Projects (Activities) • CNVPC003 - Customer Contracts • CNVGM001 - Grants 	Tuesday 1/26/16 PM
Procurement	<ul style="list-style-type: none"> • CNVPO104 - Procurement Contracts • CNVPO107 - Open Purchase Orders 	Thursday 1/28/16 AM
Assets Management Accounts Payable	<ul style="list-style-type: none"> • CNVAM001 - Assets • CNVAP001 - Vendors • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances 	Thursday 1/28/16 PM
General Ledger	<ul style="list-style-type: none"> • CNVGL008 - GL Ledger Balances • CNVGL009 - Commitment Control (Budget) 	Tuesday 2/2/16 AM

Agenda

Workshop Objectives

FI\$Cal Conversions Timeline

FI\$Cal Conversion Data Flow

Conversions Workshops – AM and AP Modules

Conversion Layouts Inventory

CALSTARS Extracts

Next Steps

Questions

Questions



FI\$Cal Project Information:

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

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

fiscal.cmo@fiscal.ca.gov