



FI\$Cal

Financial Information System for California

Conversions Workshop – AR

2016 Release Departments

January 2016

Agenda

Workshop Objectives

FI\$Cal Conversions Timeline

FI\$Cal Conversion Data Flow

Conversions Workshops – BI and AR Modules

Conversion Layouts Inventory

CALSTARS Extracts

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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

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Conversions Workshops – BI and AR Modules

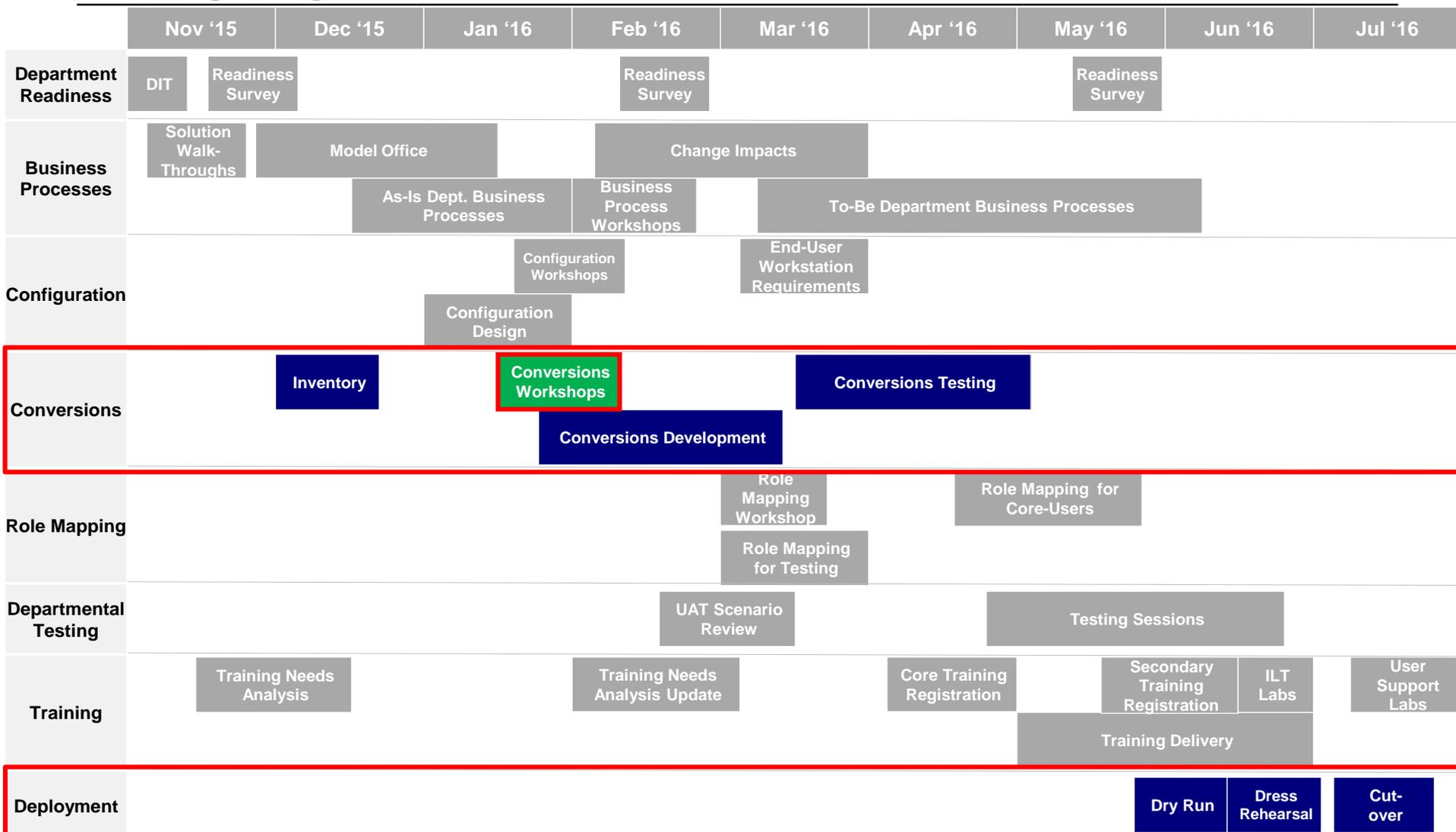
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Key Departmental Conversion Activities Timeline



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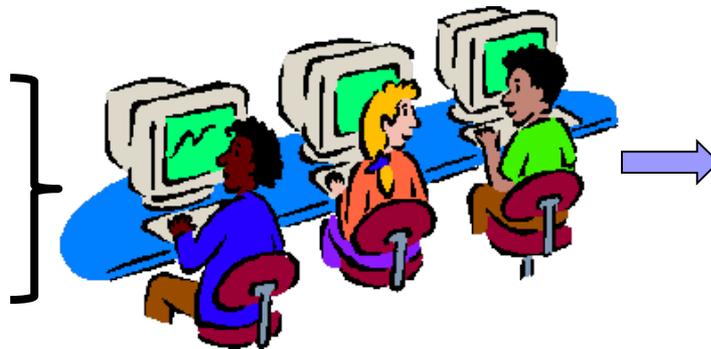
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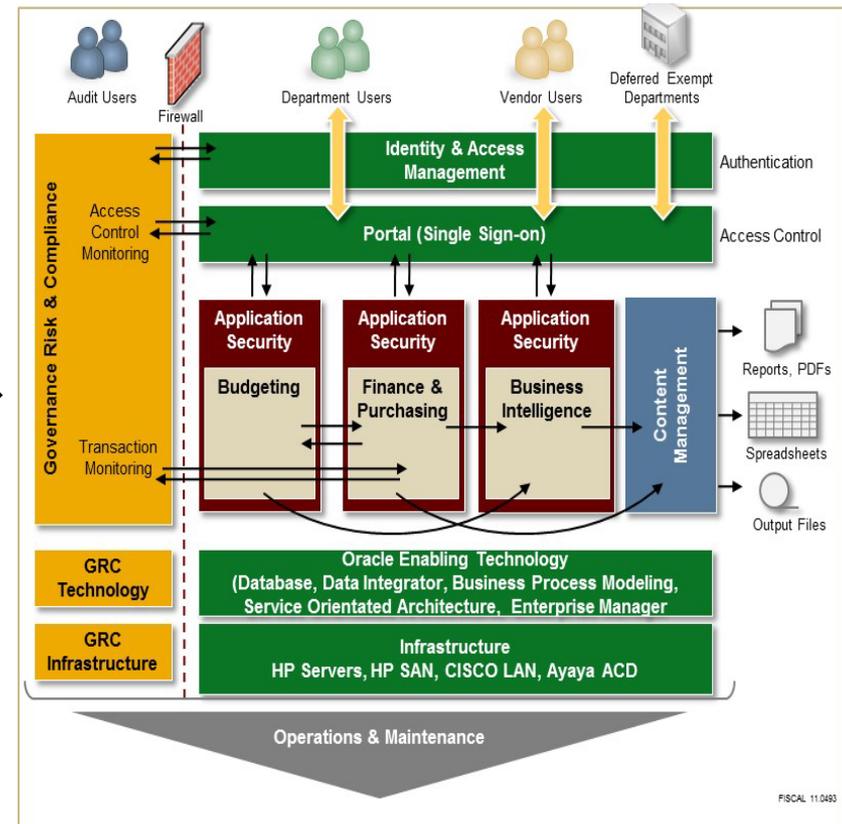
Questions

Conversion Data Flow – Manual Entry

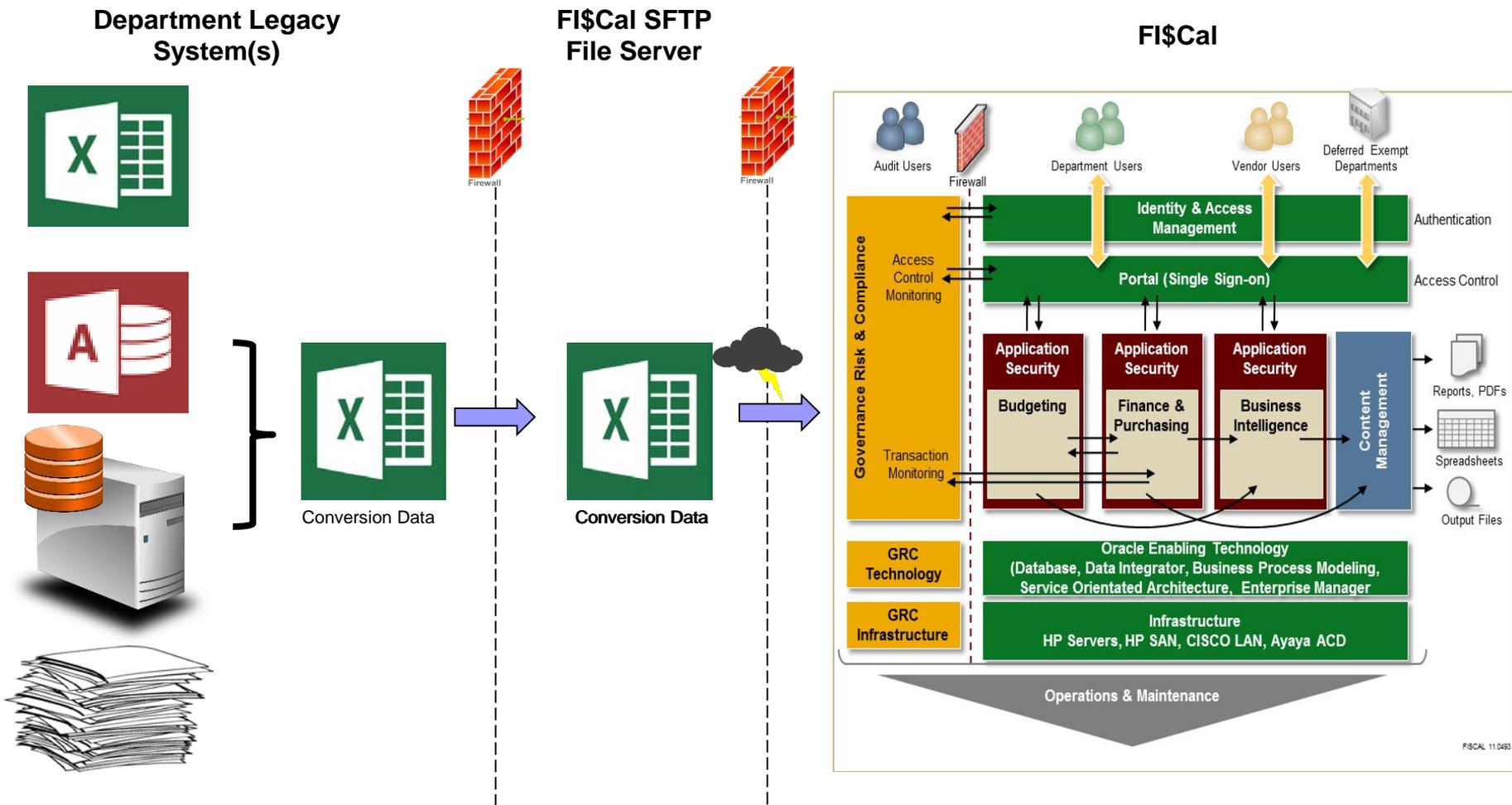
Department Legacy System(s)



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

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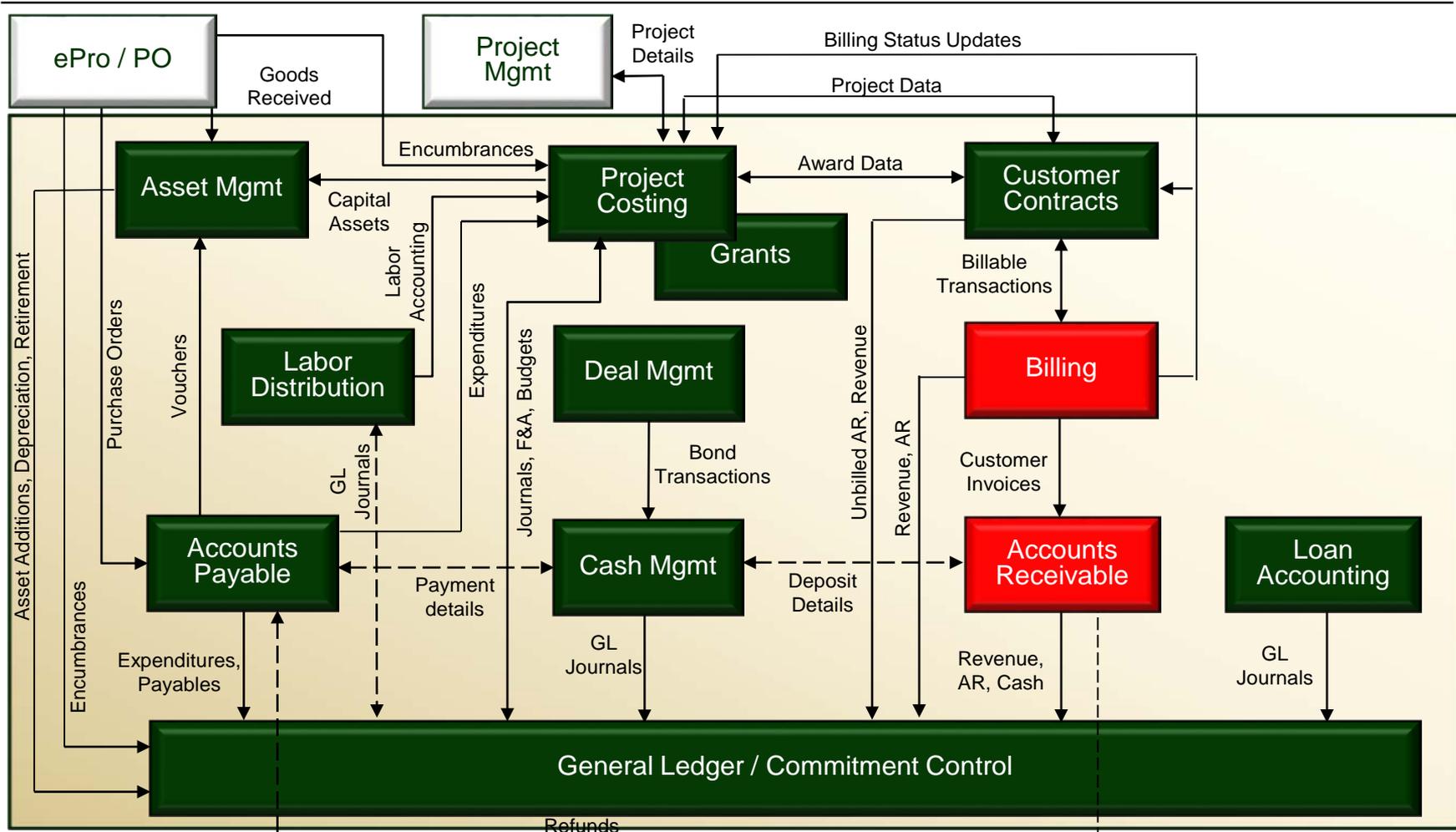
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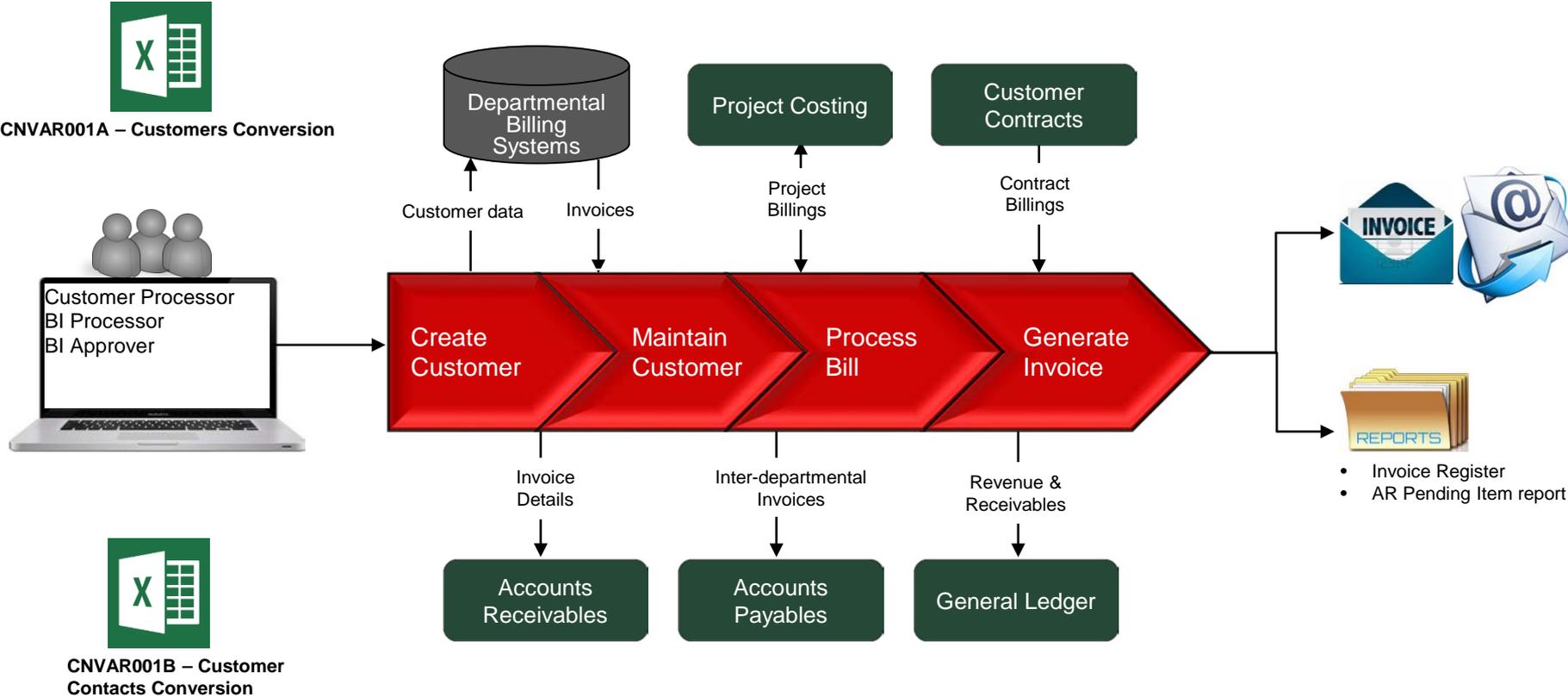
Conversions Workshop Schedule

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 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

FI\$Cal Solution - Accounting



FI\$Cal Billing (BI) Module



Customers and Contacts Conversions – Key Terms

Term	Definition
Customer	An entity (external or employees) which receives goods or services from a department and/or owes money to the State
Customer Contact	Individual or unit associated with a customer that the department may interact with for Billing and Accounts Receivable purposes
Customer ID	A unique value/identifier assigned to a customer for tracking a customer profile in the FI\$Cal System

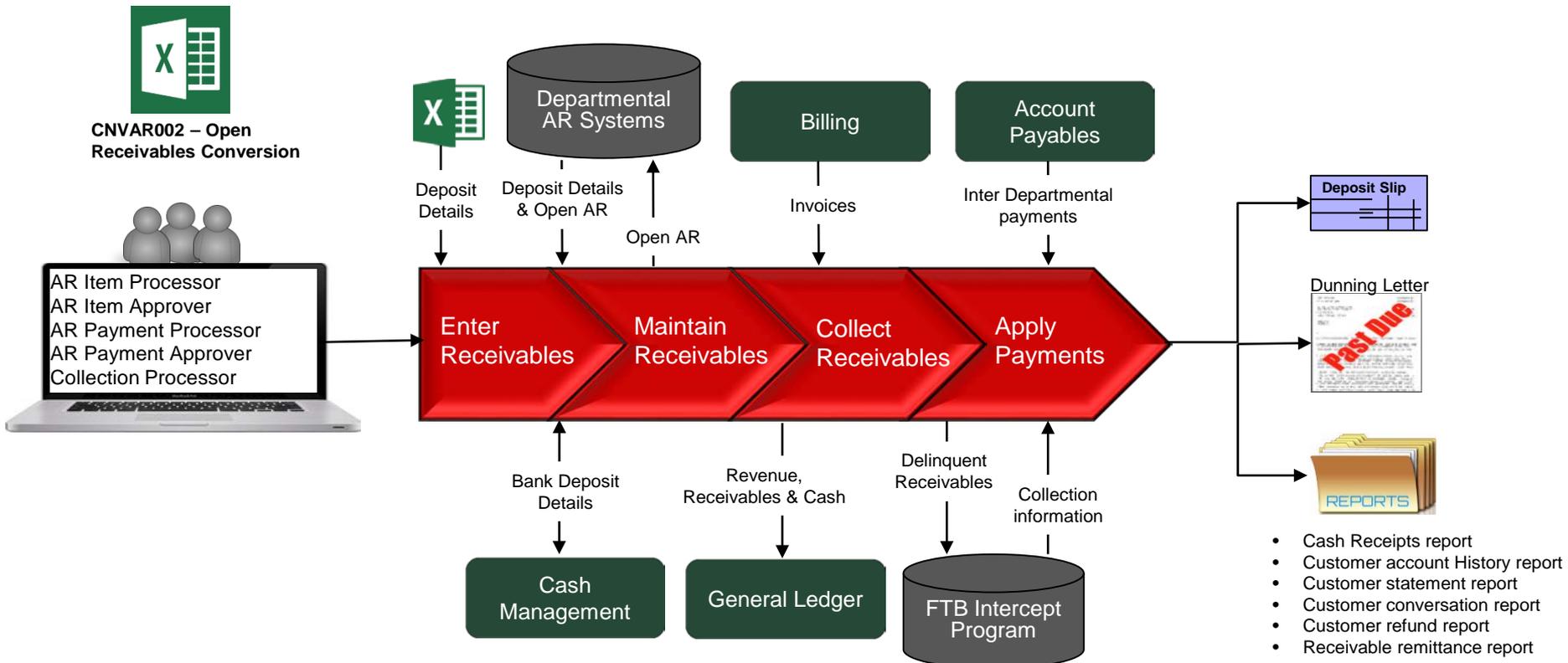
Customers and Contacts Conversions – Key Concepts

- In FI\$Cal, the setup of a customer record is required to create customer contracts (including for bills related to Project Costing), generate invoices, and track receivables
- A department's customer file may contain many types of customers, such as:
 - External entities and individuals
 - State departments/agencies
 - Local governments
 - State employees
- A customer must have at least 1 primary address (> 1 addresses allowed)
- A customer may have one or more customer contacts – contacts are not required, but once setup, can be used on invoices and for other correspondence
 - A customer contact may be linked to 1 or more customers

Customers and Contacts Conversions – Scope

- Only active customers, addresses, and contacts should be converted into FI\$Cal – representing customers which have outstanding receivables or customers that are expected to be billed after go-live

FI\$Cal Accounts Receivable (AR) Module



Open Receivables Conversions – Key Terms

Term	Definition
Receivable	A claim against a debtor, such as a person, business, or governmental entity for money owed to the State
Item ID	A unique identifier (by Department and customer) which identifies a receivable in the FI\$Cal System

Open Receivables Conversions – Key Concepts

- The setup of a customer record is required for tracking receivables
- A receivable may have a debit (+) or credit (-) outstanding balance
- A receivable must have accounting entries associated with it, which the System will send from the FI\$Cal Receivables module to the FI\$Cal General Ledger module
 - Each receivable must have at least two balancing accounting lines
 - Accounting details will be provided in Legacy values and translated, using a pre-configured mapping, during the conversion process

Open Receivables Conversions – Scope

- Only receivables with outstanding (remaining) balances at the time of the conversion
- At time of the cutover conversion at year-end, the amount of the total converted receivables must equal the following:
 - ***Open Receivables Conversion*** + Year-end Accruals = Total General Ledger Balance in Accounts Receivables accounts
- Note: Close as many receivables as possible prior to the conversion
 - Apply received receipts and process adjustments

Conversion Layouts Review

Module	Conversion	Workshop Date
Accounts Receivable	<ul style="list-style-type: none"> • CNVAR001A - Customers • CNVAR001B - Contacts • CNVAR002 - Open Receivables 	Tuesday 1/26/16 PM



CNVAR001A – Customers Conversion



CNVAR001B – Customers Contacts Conversion



CNVAR002 – Open Receivables 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
Accounts Receivable	<ul style="list-style-type: none"> • CNVAR001A - Customers • CNVAR001B - Contacts • CNVAR002 - Open Receivables 	Tuesday 1/26/16 PM




CNVAR001A – Customers Conversion



CNVAR001B – Customers Contacts Conversion



CNVAR002 – Open Receivables Conversion



Let's Review!

CNVAR001A – Customer Conversion – Key Takeaways

- Conversion is required if you have any open receivables, plan to bill and/or have any Federal Grants
- Legacy Customer IDs will be used in FI\$Cal, with following exception:
 - Employee Customers – Use “EMP + FI\$Cal Employee ID” (e.g. EMP0012930) to be consistent with Vendor/Supplier standard for Employees
 - Assign a new ID if legacy system uses SSN for Customer ID
- If FI\$Cal and Legacy IDs are different, Legacy ID can be stored in the Legacy Customer ID Field
- If customer is a another FI\$Cal Department, be sure to populate the Interagency Customer and Interagency GL Business Unit fields
 - Setup will assist with system generation of vouchers in case of interagency billing
- Populate ALL Required and Conditionally Required (if applicable) fields

Conversion Layouts Review

Module	Conversion	Workshop Date
Accounts Receivable	<ul style="list-style-type: none"> CNVAR001A - Customers CNVAR001B - Contacts CNVAR002 - Open Receivables 	Tuesday 1/26/16 PM



Let's Review!

CNVAR001B – Customer Contacts Conversion – Key Takeaways

- Conversion is optional, but if contact information is setup in FI\$Cal, the information can be easily used on Customer Contracts and in Billing on invoices
- Link each Contact to 1 or more customers
- Populate ALL Required and Conditionally Required (if applicable) fields

Conversion Layouts Review

Module	Conversion	Workshop Date
Accounts Receivable	<ul style="list-style-type: none"> • CNVAR001A - Customers • CNVAR001B - Contacts • CNVAR002 - Open Receivables 	Tuesday 1/26/16 PM



CNVAR002 – Open Receivables Conversion

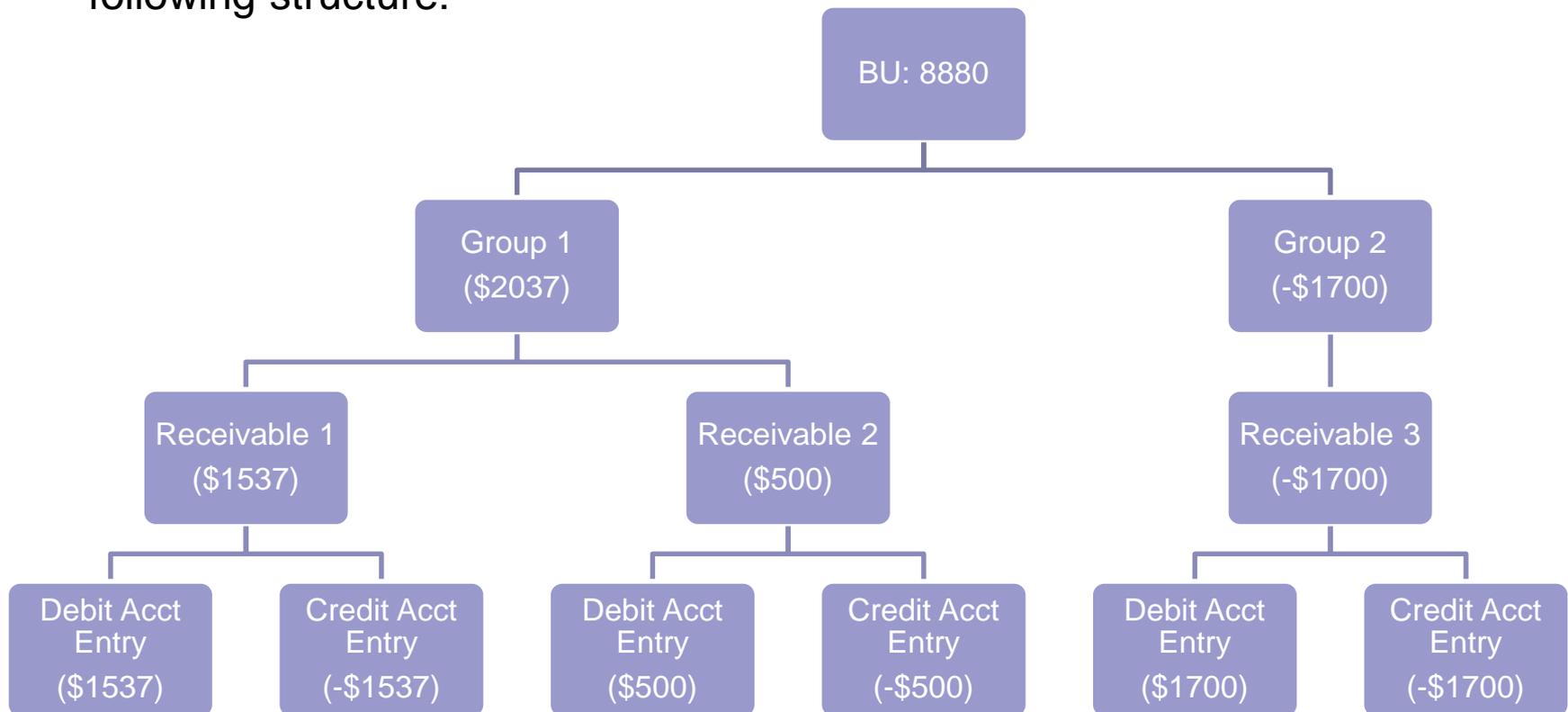
– Key Takeaways

- Conversion is required if a Department has any open receivables
- Any customer listed in the Open Receivables Conversion must also be listed in the Customer Conversion
- Receivables can be grouped by Group IDs
 - Used by the system for processing
 - All receivables in the group must be valid before the system will post the entire group
 - Sum of the individual receivable Entry Amounts in the group must equal the group Control Amount
 - Count of the individual receivables in the group must equal the group Control Count
 - Consider creating a group for each set of 25-50 receivables

CNVAR002 – Open Receivables Conversion

– Key Takeaways

- Data in the Open Receivables Conversion File Layout can have the following structure:



CNVAR002 – Open Receivables Conversion

– Key Takeaways

- Each Item must have at least one credit and one debit line and net to zero
- Populate the Distribution Type as either 'A' or 'U':
 - The value 'A' should be provided for the Accounts Receivable Line of the item (e.g. 1312, 1314, 1410)
 - The value 'U' should be provided for the revenue, reimbursement, or abatement coding line (e.g. 8000,8100)
- If the outstanding receivable amount is positive, the 'A' line represents the debit and the 'U' represents the credit.

GROUP INFORMATION				PENDING ITEM INFORMATION			BASIC DISTRIBUTION INFORMATION		LEGACY CHARTFIELD
GROUP_BU	GROUP_ID	CONTROL_AMT	CONTROL_CNT	GROUP_SEQ_NUM	ITEM	ENTRY_AMT	SYSTEM_DEFINED	MONETARY_AMOUNT	ZZ_FUND
Group Business Unit	Group ID	Control Amount	Control Count	Group Seq Number	Invoice ID	Entry Amount	Distribution Type	Distribution Amount	Fund
8880	CONV001	2037.00	2	1	ITEM0001	1537.00	A	1537.00	0001
8880	CONV001	2037.00	2	1	ITEM0001	1537.00	U	-1537.00	0001
8880	CONV001	2037.00	2	2	ITEM0002	500.00	A	500.00	0942
8880	CONV001	2037.00	2	2	ITEM0002	500.00	U	-500.00	0942

CNVAR002 – Open Receivables Conversion

– Key Takeaways

- If the outstanding receivable amount is negative, the 'A' line represents the credit and the 'U' line represents the debit

GROUP INFORMATION				PENDING ITEM INFORMATION			BASIC DISTRIBUTION INFORMATION		LEGACY CHARTFIELD
GROUP_BU	GROUP_ID	CONTROL_AMT	CONTROL_CNT	GROUP_SEQ_NUM	ITEM	ENTRY_AMT	SYSTEM_DEFINED	MONETARY_AMOUNT	ZZ_FUND
Group Business Unit	Group ID	Control Amount	Control Count	Group Seq Number	Invoice ID	Entry Amount	Distribution Type	Distribution Amount	Fund
8880	CONV002	-1700.00	1	1	ITEM0003	-1700.00	A	-1700.00	0001
8880	CONV002	-1700.00	1	1	ITEM0003	-1700.00	U	1700.00	0001

- Use the FI\$Cal Conversions Chart of Accounts (COA) Guide document for additional details on what specific ChartFields must be populated
- Populate ALL Required and Conditionally Required (if applicable) fields

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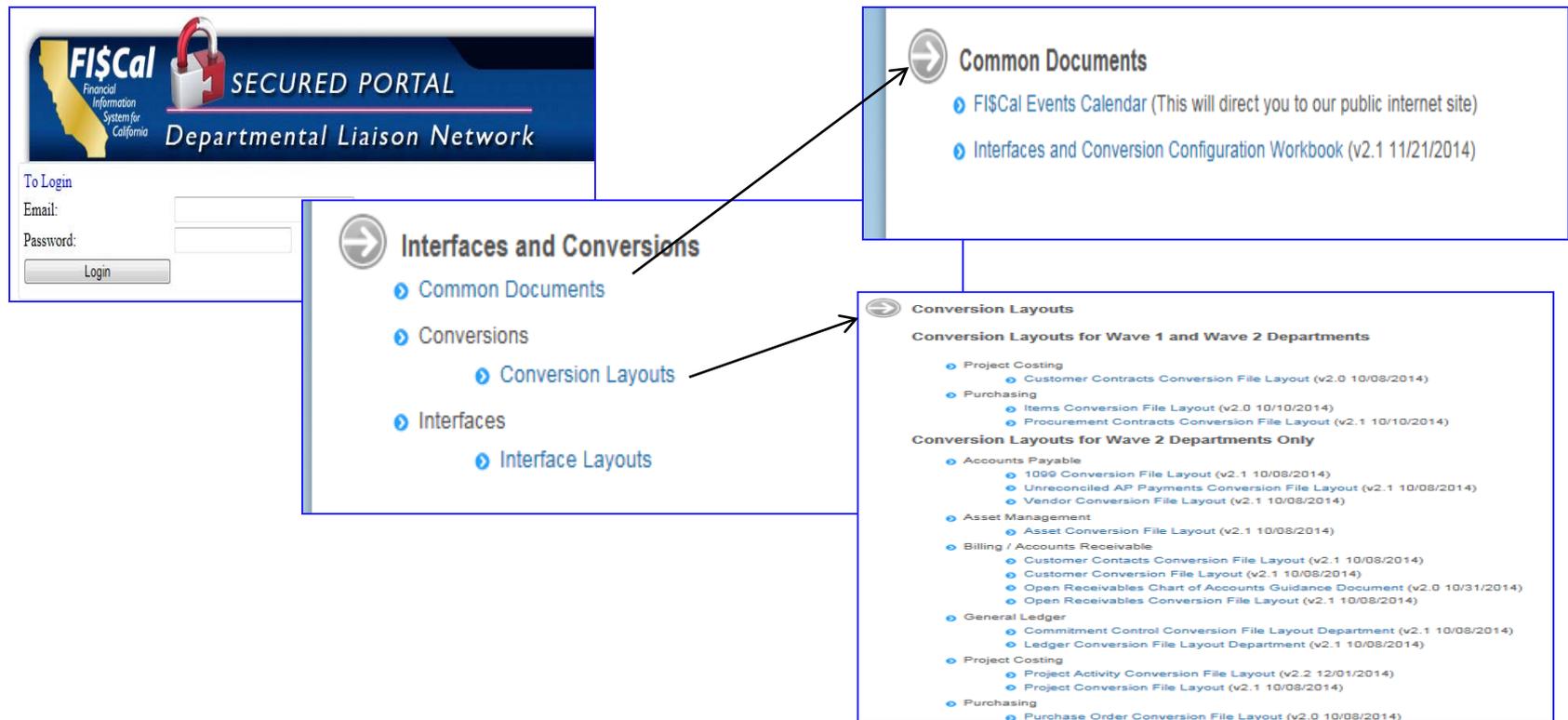
CALSTARS Extracts

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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 Contracts 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)

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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

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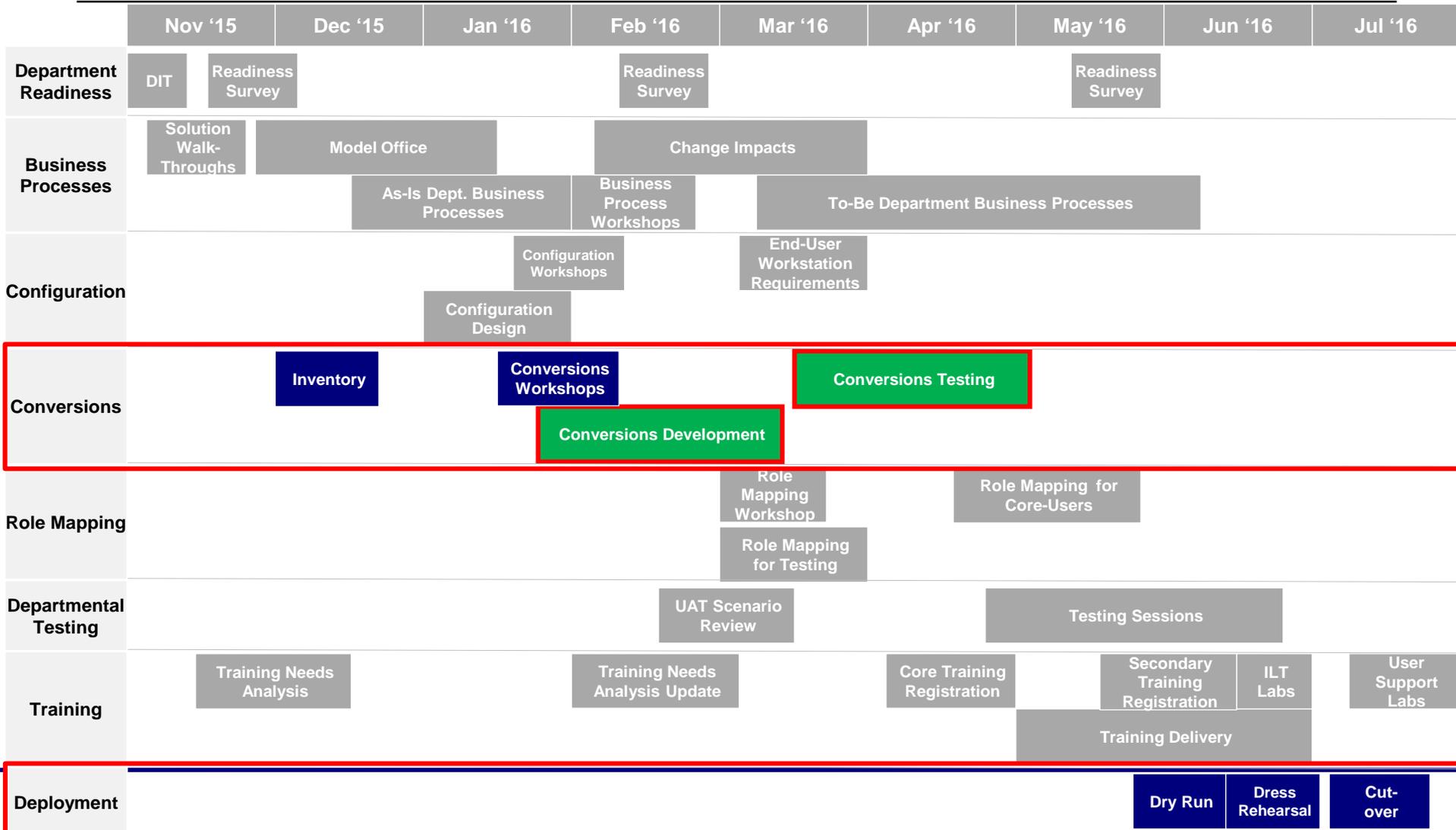
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- Complete Task TECH602 – Validate Conversion Inventory
- Download Layouts from the DLN and review each conversion layout applicable to your Department
- Download CALSTARS Extracts
- Begin Any Design and Build Activities for non-CALSTARS conversions
- 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

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

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

fiscal.cmo@fiscal.ca.gov