FI$Cal

Financial Information System for California

# Conversions Workshop – PC, CA, GM

2016 Release Departments

January 2016

# Agenda

- Workshop Objectives
- FI$Cal Conversions Timeline
- FI$Cal Conversion Data Flow
- Conversions Workshops – PC, CA, and GM Modules
- Conversion Layouts Inventory
- CALSTARS Extracts
- Next Steps
- Questions

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- **Workshop Objectives**
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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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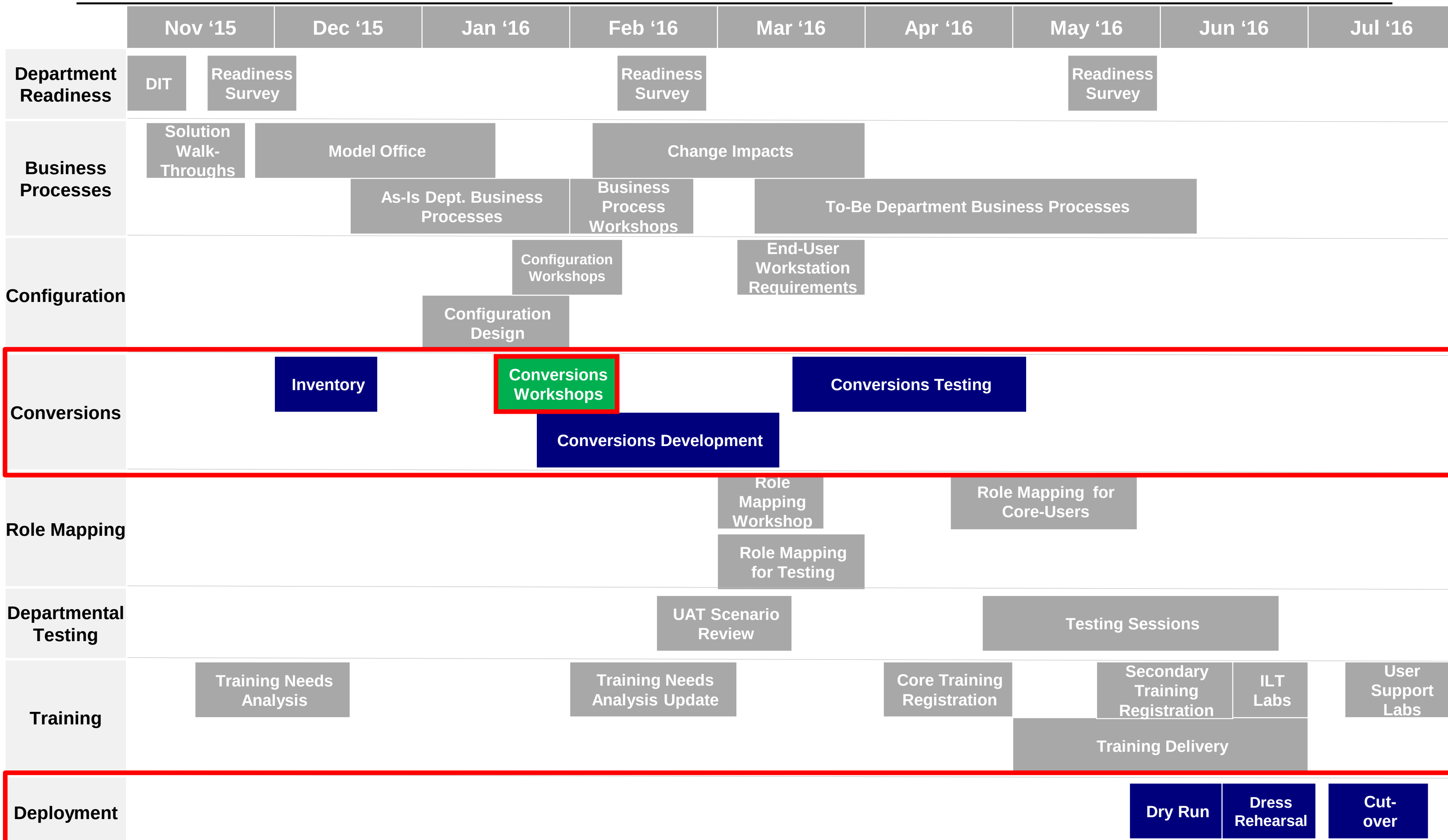
# Key Departmental Conversion Activities Timeline



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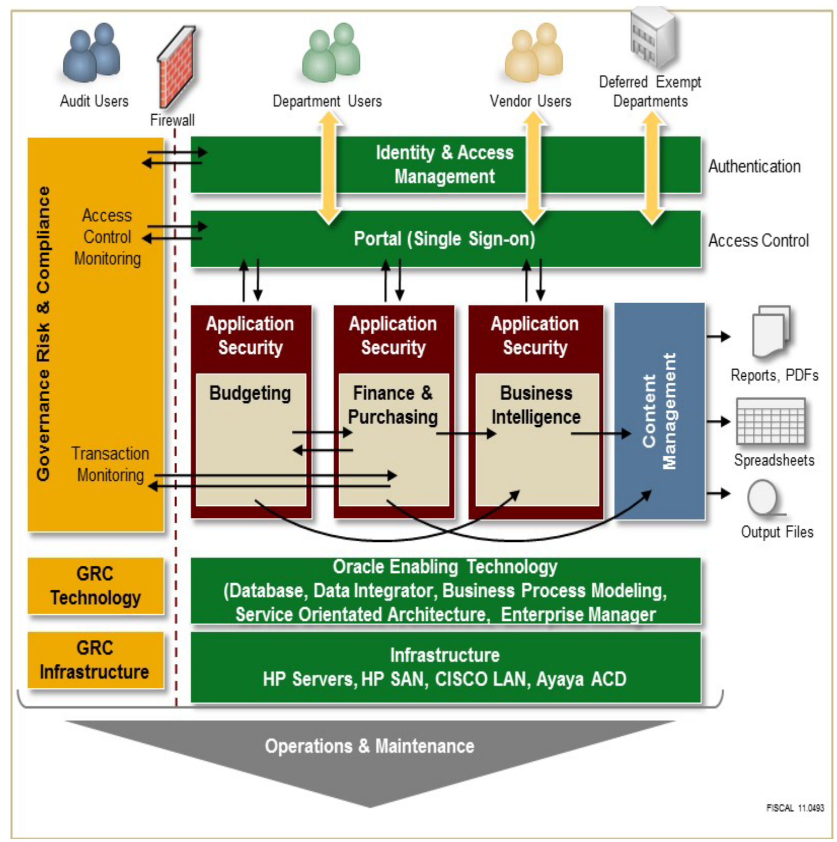
# Conversion Data Flow – Manual Entry

**Department Legacy System(s)**

**FI$Cal**

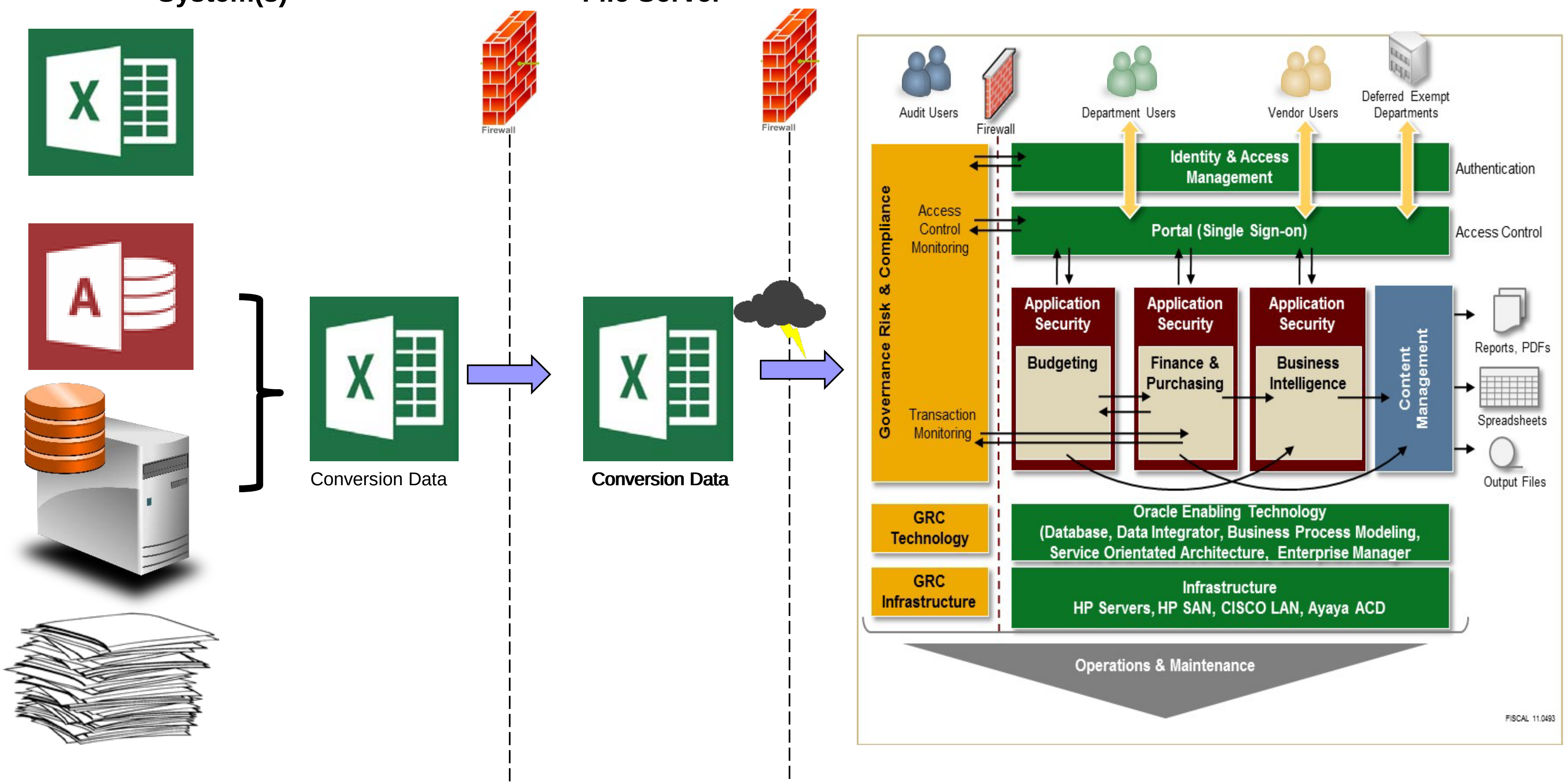


# Conversion Data Flow - Automatic

**Department Legacy System(s)**

**FI$Cal SFTP File Server**

**FI$Cal**



# 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 |
|---|---|
| ▪ Department submits data to FI$Cal for loading as part of multiple mock conversions, dry run, and dress rehearsal cycles of testing prior to cutover into Production<br>▪ Department actively participates in the data correction/resubmissions process during the testing cycles<br>▪ Conversion test data is available for testing during User Acceptance Testing | ▪ Department does not submit data for loading as part of mock conversion testing<br>▪ Department manually enters subset of transactions into FI$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<br>▪ Department enters subset of data for User Acceptance Testing |

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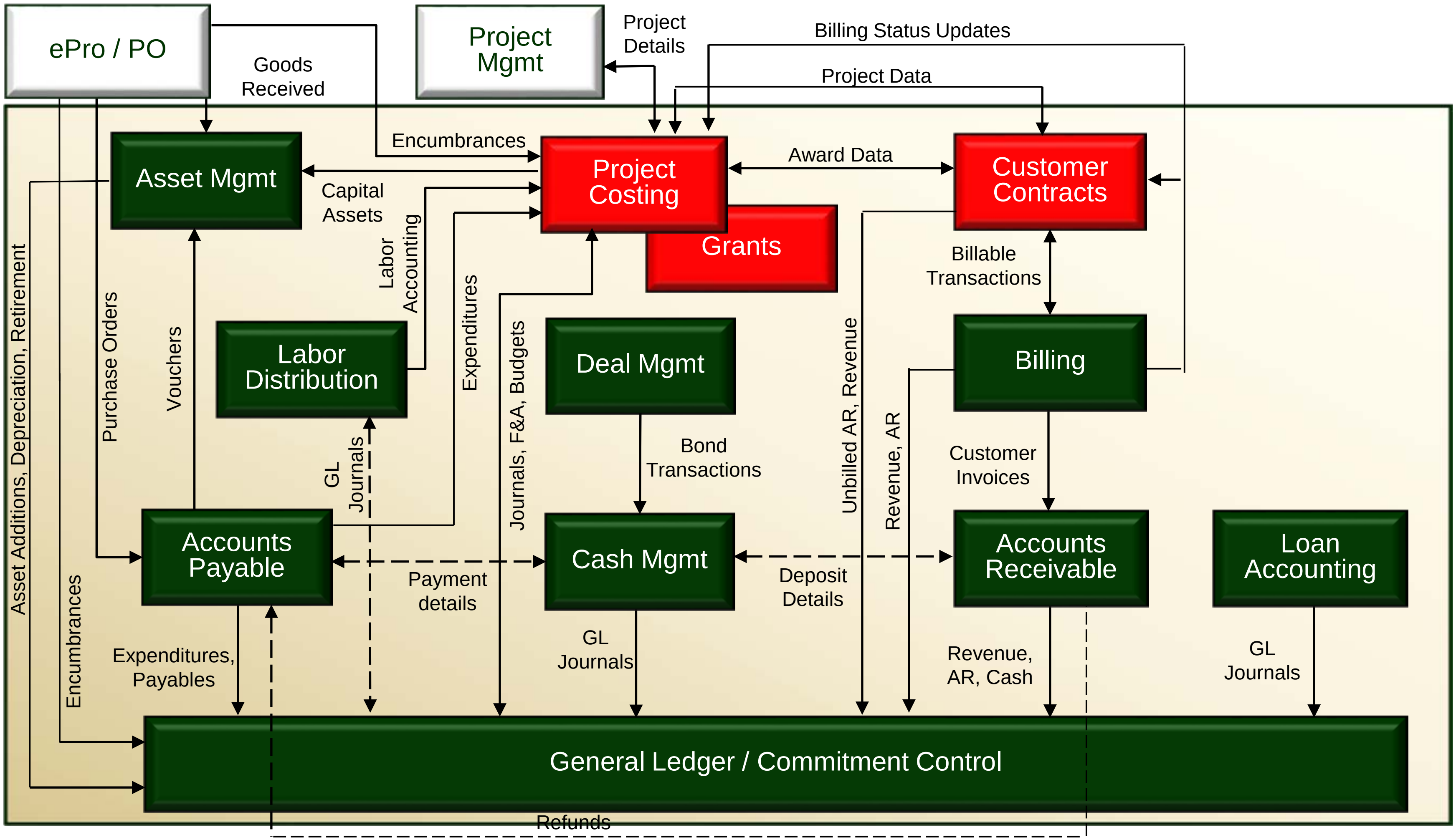
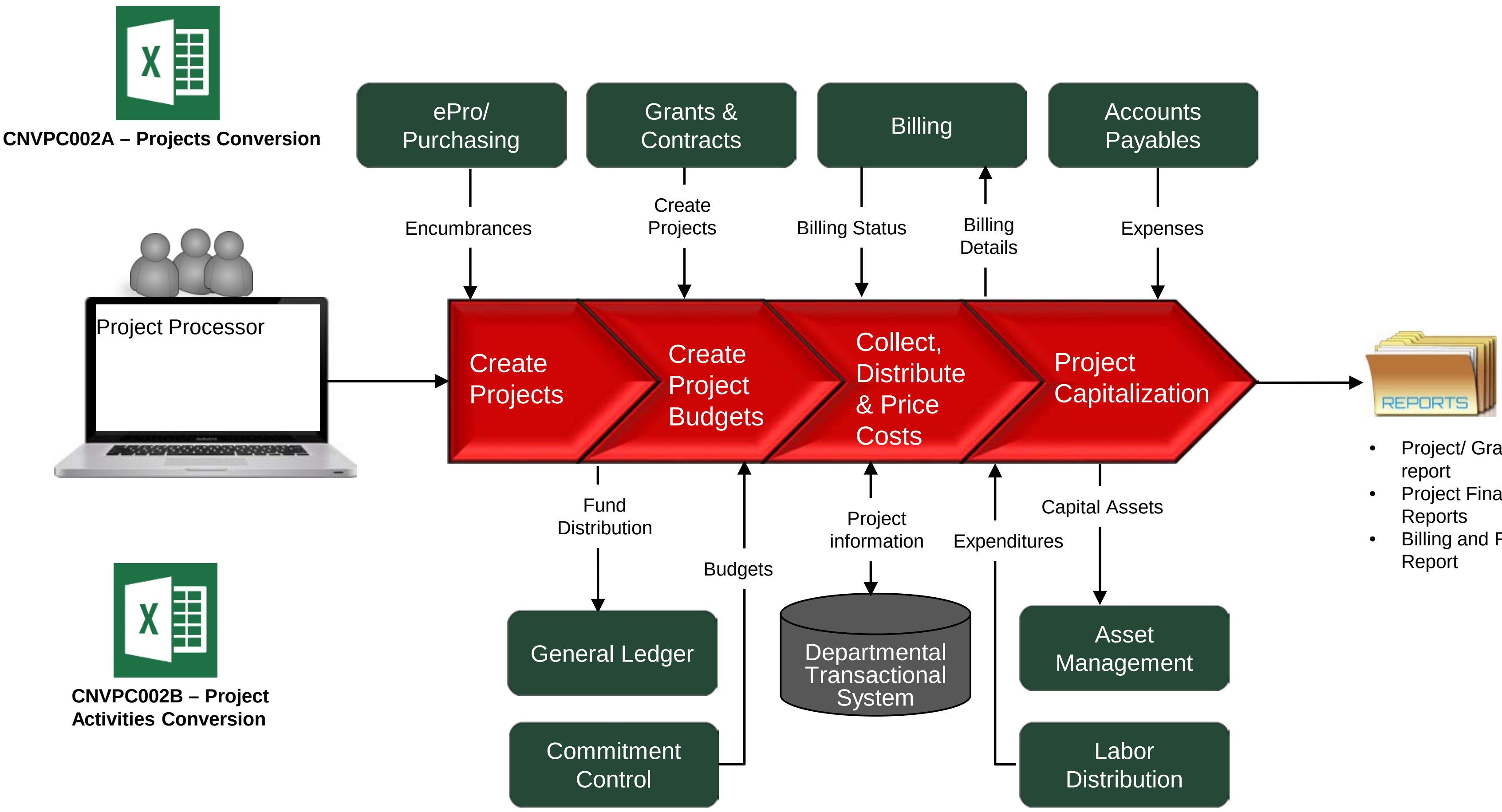
# Conversions Workshop Schedule

| Module | Conversion | Workshop Date |
| --- | --- | --- |
| Accounts Receivable | • CNVAR001A - Customers<br>• CNVAR001B - Contacts<br>• CNVAR002 - Open Receivables | Tuesday 1/26/16 PM |
| Project Costing<br>Customer Contracts<br>Grants | • CNVPC002A - Projects (Project)<br>• CNVPC002B - Projects (Activities)<br>• CNVPC003 - Customer Contracts<br>• CNVGM001 - Grants | Tuesday 1/26/16 PM |
| Procurement | • CNVPO104 - Procurement Contracts<br>• CNVPO107 - Open Purchase Orders | Thursday 1/28/16 AM |
| Assets Management<br>Accounts Payable | • CNVAM001 - Assets<br>• CNVAP001 - Vendors<br>• CNVAP004 - Unreconciled AP Payments<br>• CNVAP005 - 1099 Balances | Thursday 1/28/16 PM |
| General Ledger | • CNVGL008 - GL Ledger Balances<br>• CNVGL009 - Commitment Control (Budget) | Tuesday 2/2/16 AM |

# FI$Cal Solution - Accounting



# FI$Cal Project Costing (PC) Module




- Project/ Grants status report
- Project Financial Reports
- Billing and Revenue Report

# Projects and Activities Conversions – Key Terms

| Term | Definition |
|---|---|
| **Project** | FI$Cal ChartField value used for tracking financial transactions associated with a Grant/Award or Reimbursable Project |
| **Project ID** | A structural value that is created to identify the highest level of a specific cost objective. A lower level work break-down must be associated to the Project ID. |
| **Activity ID** | A lower level structural value that is created to organize tasks to support the higher level cost objective. Activities must be associated to a Project ID and are the level to which charges are incurred (i.e. work phase) |

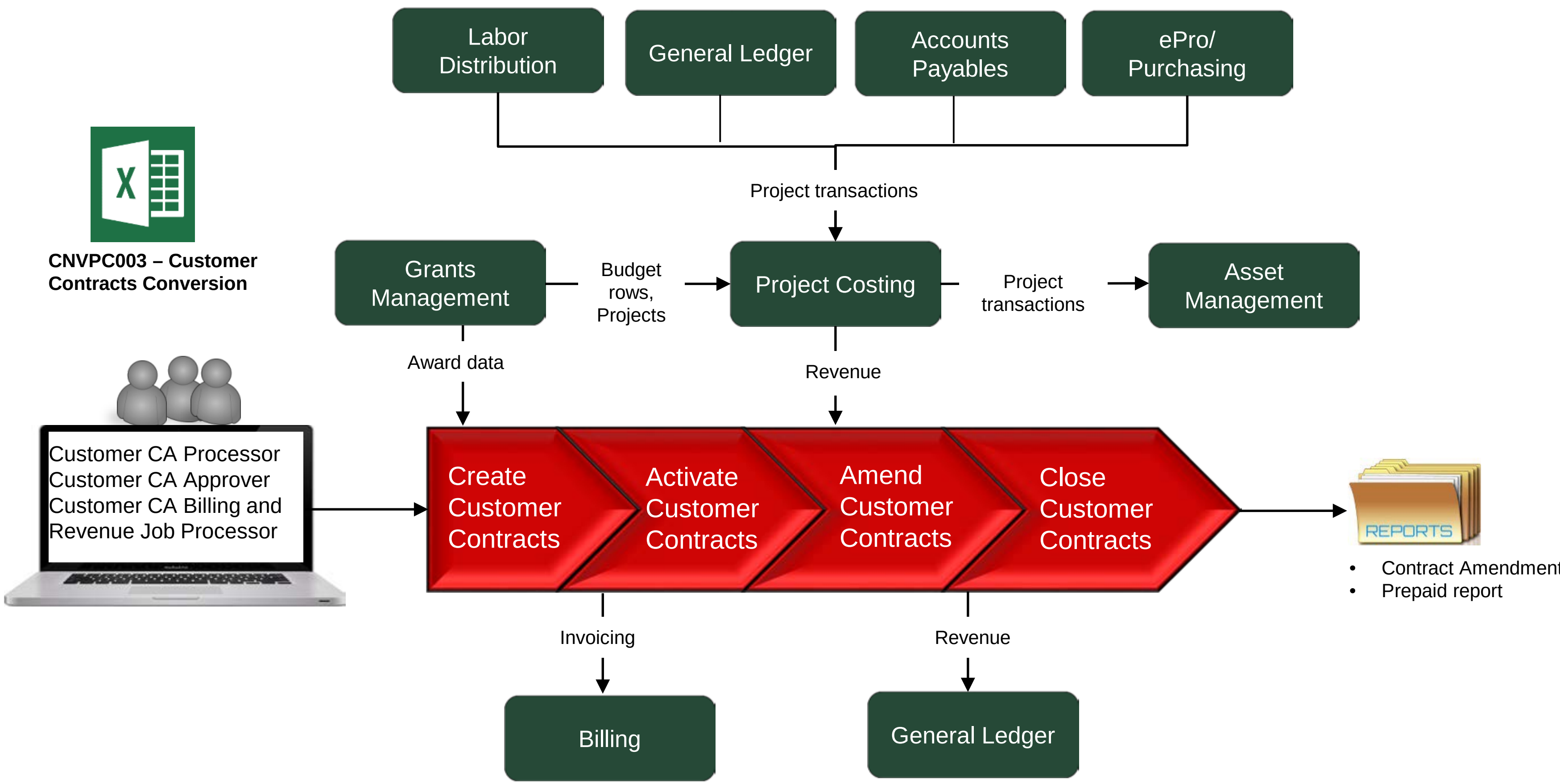
# Projects and Activities Conversions – Key Concepts

- Projects and Activities Conversions are required if your Department uses Federal Funds (0890) or tracks costs and billings associated with a Project
  - System "combo edits" require Project ID any time Fund 0890 is used on a transaction
  - Projects are directly linked to Grant Awards (State receiving funds) to collect associated expenditures and facilitate billing/drawdown
- Projects collect data and costs from various transactions in FI$Cal
  - Commitment Control – Budget
  - Grants - Budget
  - Purchasing – Encumbrance/Committed Costs
  - Accounts Payable – Actual Expenditures and Commitment reversals
  - General Ledger – Expenses and/or Revenue Journals
  - Labor Distribution – Direct Charged Labor Hours and Labor Cost
  - Customer Contracts – Amount Based Billing and Revenue
  - Billing – Billing Adjustments
- Each Project must have at least 1 Activity (> 1 activities allowed)

# Projects and Activities Conversions – Scope

- Only open Projects and Activities at the time of Go-Live must be submitted to FI$Cal

# FI$Cal Customer Contracts (CA) Module



# Customer Contracts Conversion – Key Terms

| Term | Definition |
|---|---|
| Customer Contract | Contract Agreement within FI$Cal that will define Billing and Revenue Recognition terms for a grant award / reimbursable project |
| Procurement Contract | Contract Agreement in FI$Cal that defines Encumbrance and Payment terms for Local Assistance payments as well as other Purchasing Contract Agreements. These agreements are managed in Procurement and is outside of the scope of the Contracts module |
| Customer | External entity to be billed for the contract. May be external 3rd party (Federal Government) or another State Agency |

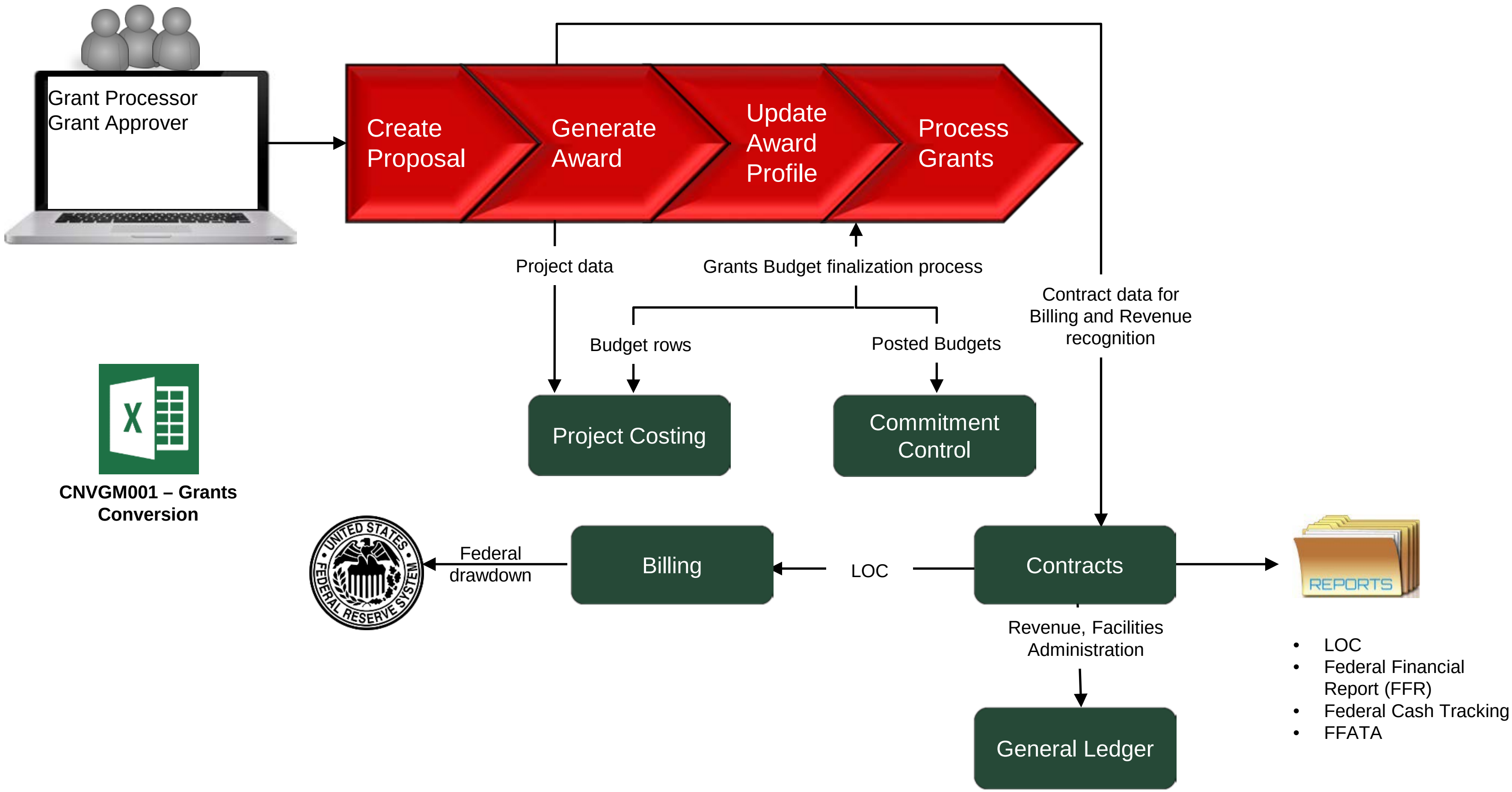
# Customer Contracts Conversion – Key Concepts

- Contracts enables you to:
  - Capture contractual terms and conditions of awards and reimbursable projects
  - Choose when and how to bill the Sponsor / Customer
  - Choose when and how to recognize revenue in a suitable manner
  - Link Project Costing to the Billing and Accounts Receivable modules
  - Set Contract or Transactional Billing/Revenue Limits
- The setup of a customer record is required for setting up a contract
- A contract can have 1 or more contract lines and each line can have one or more Projects and Activities linked to it
- A Bill Plan is linked to a contract line to manage billing for the contract line
- A Revenue Plan is linked to a contract line to manage revenue for the contract line

# Customer Contracts Conversion – Scope

- Any open Customer Contracts (e.g. Reimbursement Contracts, Interagency Billing agreements, Grants) at the time of Go-Live must be converted into FI$Cal

# FI$Cal Grants Management (GM) Module



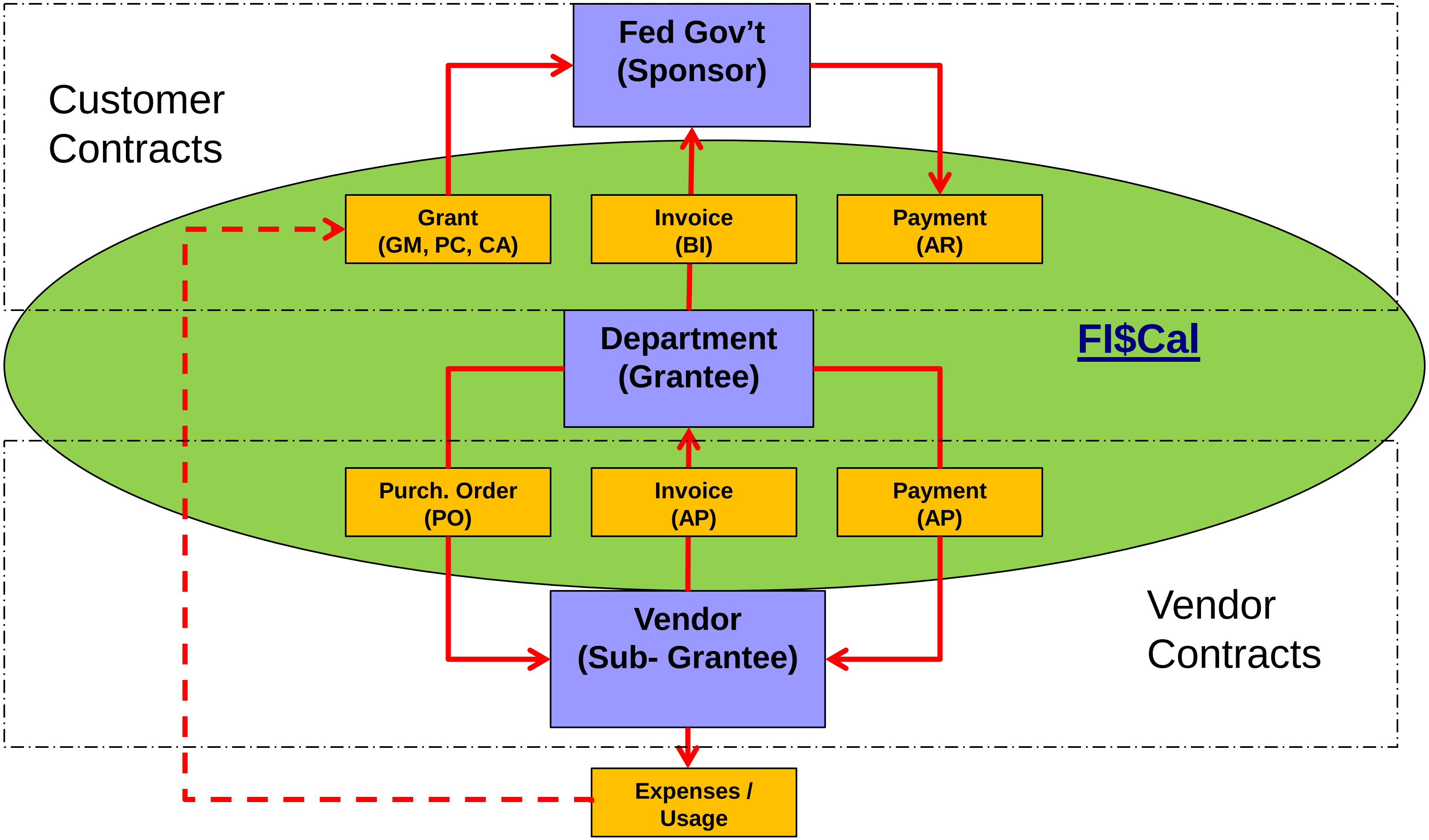
# Grants Conversion – Key Terms

| Term | Definition |
|---|---|
| Grant | Sponsored Contract Award Agreement where the State is receiving funding |
| Sponsor | Federal or other Awarding Agency/Department who is responsible for funding the award. |

# Grants Conversion – Key Concepts

- Grant Management module allows you to:
  - Manage the complete grant life cycle from proposal to award
  - Capture profile data about your institution (State), sponsors (Feds or Other), professionals, and sub-recipients for each proposal, project, budget, or award
  - Facilitate the submission of timely, accurate, and complete proposals to sponsors, including electronic submission of federal grant applications (this functionality to be discussed during session)
- The following conversions are pre-requisites for the Grants Conversion and must be completed before Grants can be entered into FI$Cal:
  - CNVPC002A - Projects Conversion
  - CNVPC002B - Projects Activity Conversion
  - CNVPC003 - Customer Contracts Conversion
  - CNVAR001 – Customer Conversion

# Grants Conversion – Key Concepts



# Grants Conversion – Scope

- Conversion should only include open Grants which have been awarded from the Federal Government; Conversion should not include Grants issued by the department.

# Conversion Layouts Review

| Module | Conversion | Workshop Date |
|---|---|---|
| Project Costing<br>Customer Contracts<br>Grants | • CNVPC002A - Projects (Project)<br>• CNVPC002B - Projects (Activities)<br>• CNVPC003 - Customer Contracts<br>• CNVGM001 - Grants | Tuesday 1/26/16 PM |

**CNVPC002A – Projects Conversion**

**CNVPC002B – Projects Activities Conversion**

**CNVPC003 – Customer Contracts Conversion**

**CNVGM001 – Grants 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

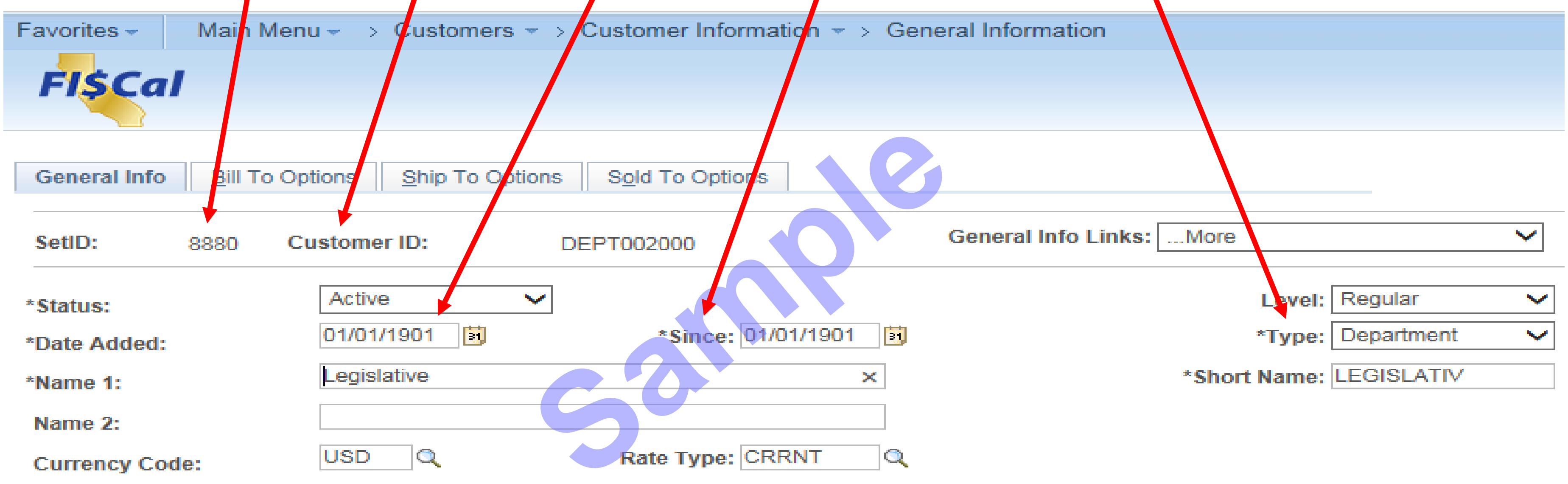
- **Grouping:** Logical grouping of related data elements
- **PeopleSoft Field:** Technical name for the data element
- **PeopleSoft Field Label:** Description of the PeopleSoft Field
- **Field Type:** Indicates type of values allowed in the field (e.g. Character, Number, Date)
- **Max Field Length:** 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$Cal Business Unit / Organization code. | Customer ID/Number from the Department's legacy system.<br><br>Note: For customers which are employees, use the same numbering logic as vendors: EMP+FI$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 | 01/01/2099 |
| 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 | | | |



# 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 Fiel | 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

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**CNVPC002A – Projects Conversion**

**CNVPC002B – Projects Activities Conversion**

**CNVPC003 – Customer Contracts Conversion**

**CNVGM001 – Grants Conversion**

***Let's Review!***

# CNVPC002A – Projects Conversion – Key Takeaways

- Projects Conversion is required if your Department uses Federal Funds (0890) or tracks costs and billings associated with a Project
- Project IDs used in the Project Conversion must be the same IDs used in other conversion transactions
- Statewide Capital Outlay projects are setup in FI$Cal by Department of Finance (DOF)
- Populate ALL Required and Conditionally Required (if applicable) fields

- Note: Conversion File Layout is being updated with a few additional fields as part of the DGS Release activities. Updated Layout will be posted to the Department Liaison Network (DLN) website once approved (additional information on DLN is provided later in the presentation)

# Conversion Layouts Review

| Module | Conversion | Workshop Date |
| --- | --- | --- |
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**CNVPC002A – Projects Conversion**

**CNVPC002B – Projects Activities Conversion**

**CNVPC003 – Customer Contracts Conversion**

**CNVGM001 – Grants Conversion**

***Let's Review!***

# CNVPC002B – Projects Activities Conversion – Key Takeaways

- Projects Activities Conversion is required if your Department uses Federal Funds (0890) or tracks costs and billings associated with a Project
- Each Project Must have at least 1 Activity ID
- Activity IDs used in the Projects Activity Conversion must be the same IDs used in other conversion transactions
- Populate ALL Required and Conditionally Required (if applicable) fields

- Note: Conversion File Layout is being updated with a few additional fields as part of the DGS Release activities. Updated Layout will be posted to the Department Liaison Network (DLN) website once approved (additional information on DLN is provided later in the presentation)

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**CNVPC002A – Projects Conversion**

**CNVPC002B – Projects Activities Conversion**

**CNVPC003 – Customer Contracts Conversion**

**CNVGM001 – Grants Conversion**

***Let's Review!***

# CNVPC003 – Customer Contracts Conversion – Key Takeaways

- Any customer listed in the Customer Contract Conversion must also be listed in the Customer Conversion
- Any Project or Activity listed in the Customer Contract Conversion must also be listed in the Projects and Activities Conversions
- Select the proper Contract Classification based on the type of customer associated with the contract
- Each Contract must have at least 1 Contract Line, 1 Bill Plan, 1 Distribution Line set, and 1 Revenue Plan
  - The same Project and Activity combination can only be linked to 1 rate based contract line
- Milestone information is optional, but if a Department needs to use this functionality, all Required and Conditionally Required Fields must be populated for milestones
- Populate ALL Required and Conditionally Required (if applicable) fields
- Note: Conversion File Layout is being updated with a few additional fields as part of the DGS Release activities.  Updated Layout will be posted to the Department Liaison Network (DLN) website once approved (additional information on DLN is provided later in the presentation)

# Conversion Layouts Review

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**CNVPC002A – Projects Conversion**

**CNVPC002B – Projects Activities Conversion**

**CNVPC003 – Customer Contracts Conversion**

**CNVGM001 – Grants Conversion**

***Let's Review!***

# CNVGM001 – Grants Conversion – Key Takeaways

- Grants Conversion is a manual conversion
- Projects, Contracts and Customer Conversion (setup of a sponsor customer) are required for the Grants conversion
- Populate the appropriate Reporting Structure setup for your Department on each Grant
- Populate ALL Required and Conditionally Required (if applicable) fields

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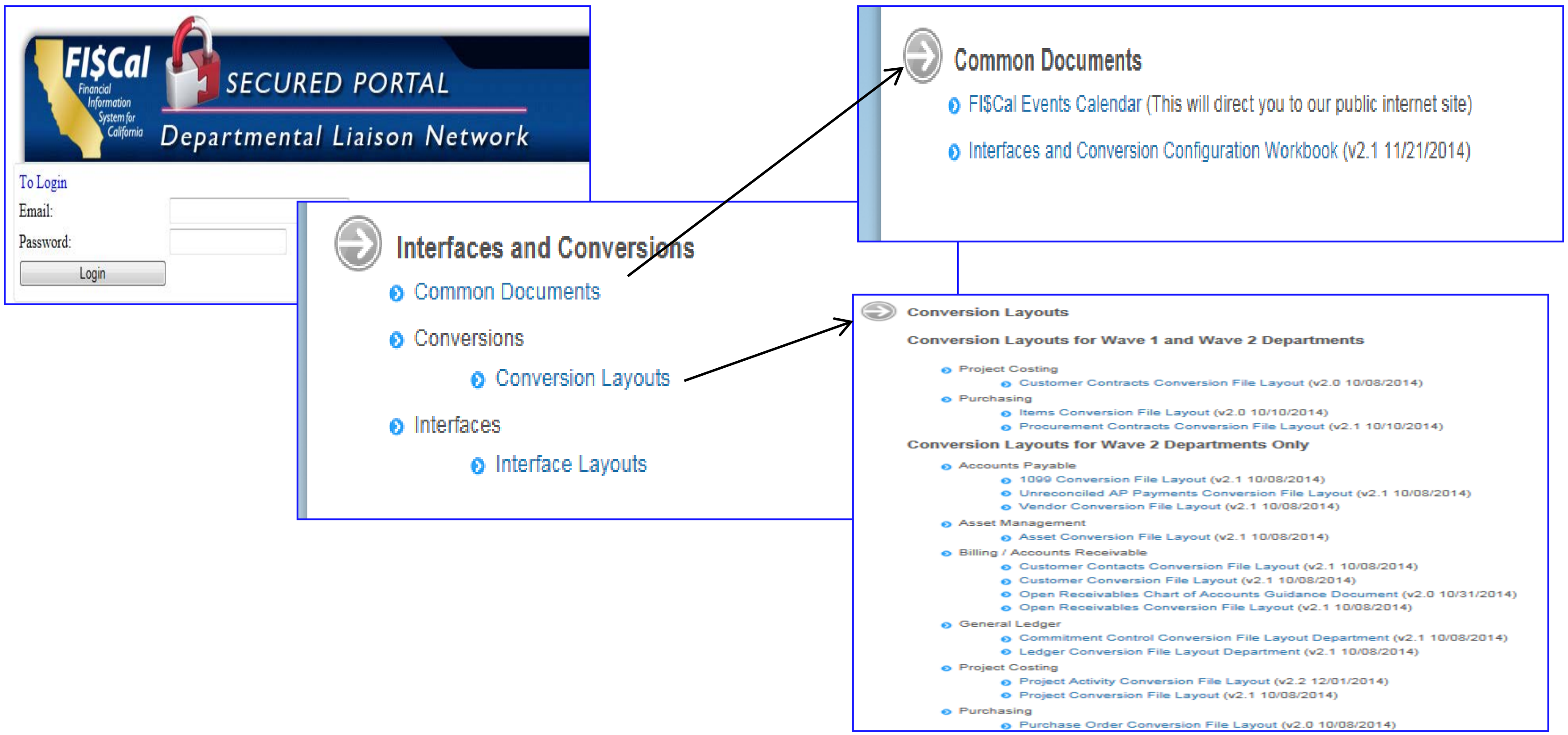
# Layouts on the Department Liaison Network

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



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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 by with more details

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# 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

Nov '15 | Dec '15 | Jan '16 | Feb '16 | Mar '16 | Apr '16 | May '16 | Jun '16 | Jul '16

**Department Readiness**
- DIT
- Readiness Survey
- Readiness Survey
- Readiness Survey

**Business Processes**
- Solution Walk-Throughs
- Model Office
- Change Impacts
- As-Is Dept. Business Processes
- Business Process Workshops
- To-Be Department Business Processes

**Configuration**
- Configuration Workshops
- End-User Workstation Requirements
- Configuration Design

**Conversions**
- Inventory
- Conversions Workshops
- Conversions Testing
- Conversions Development

**Role Mapping**
- Role Mapping Workshop
- Role Mapping for Core-Users
- Role Mapping for Testing

**Departmental Testing**
- UAT Scenario Review
- Testing Sessions

**Training**
- Training Needs Analysis
- Training Needs Analysis Update
- Core Training Registration
- Secondary Training Registration
- ILT Labs
- User Support Labs
- Training Delivery

**Deployment**
- Dry Run
- Dress Rehearsal
- Cut-over

# 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 | • CNVAR001A - Customers<br>• CNVAR001B - Contacts<br>• CNVAR002 - Open Receivables | Tuesday 1/26/16 AM |
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# Questions

FI$Cal Project Information:

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

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

fiscal.cmo@fiscal.ca.gov