Conversions Workshop – PO

2016 Release Departments

January 2016

Agenda

- Workshop Objectives
- FI$Cal Conversions Timeline
- FI$Cal Conversion Data Flow
- Conversions Workshops – PO Modules
- Conversion Layouts Inventory
- CALSTARS Extracts
- Next Steps
- Questions

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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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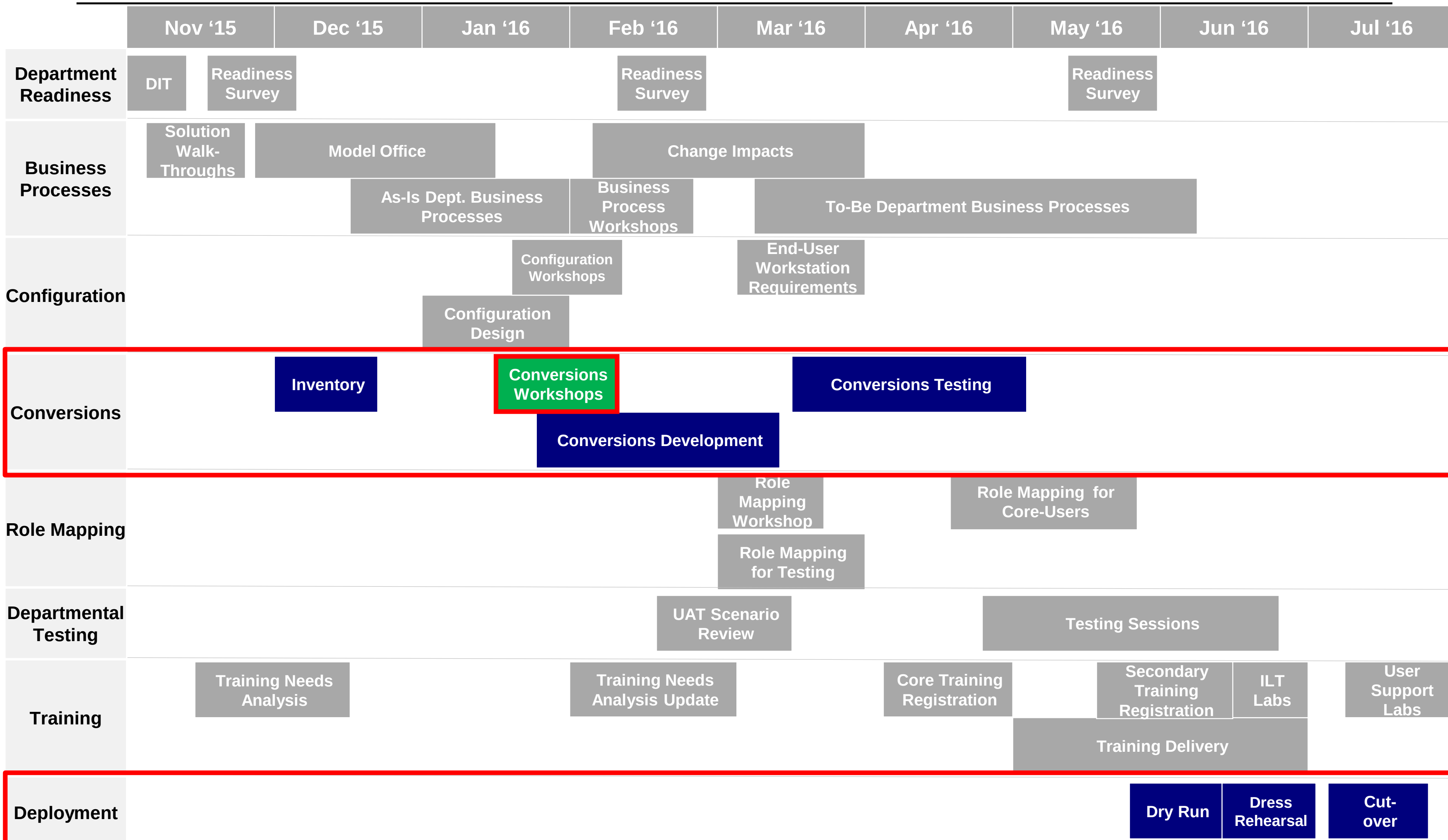
Key Departmental Conversion Activities Timeline



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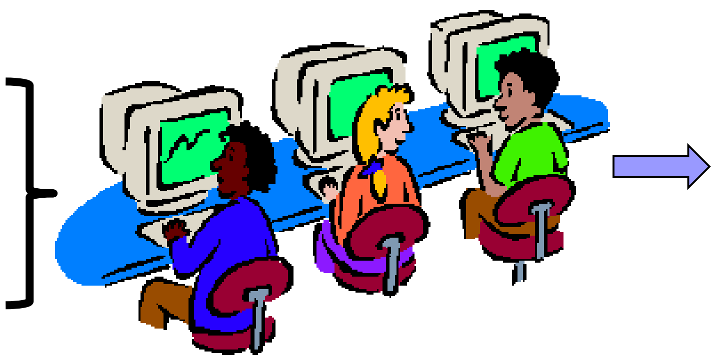
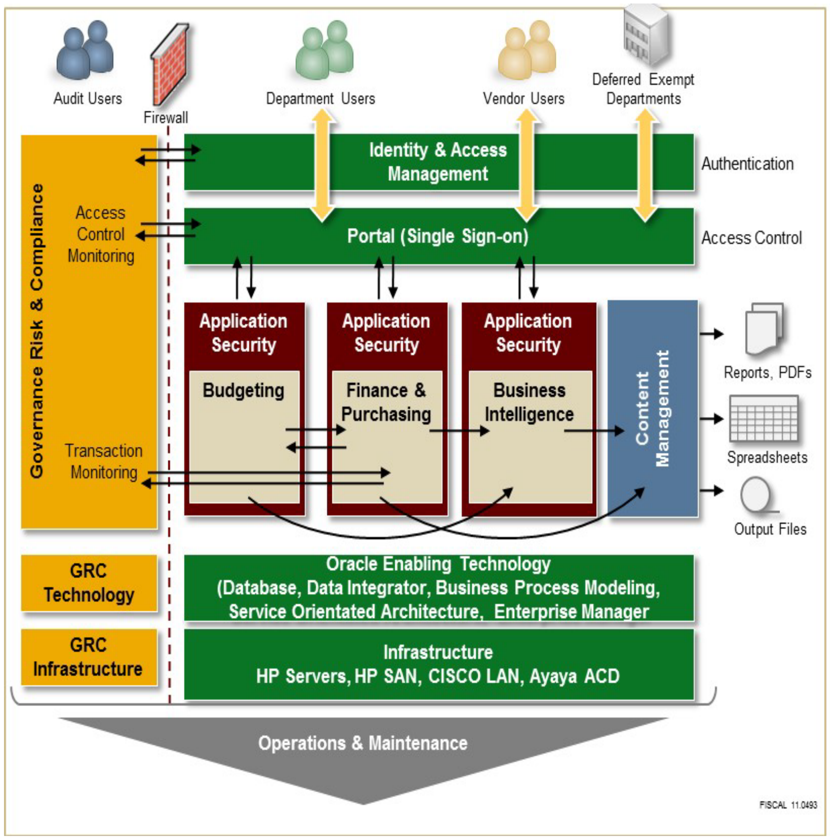
Conversion Data Flow – Manual Entry

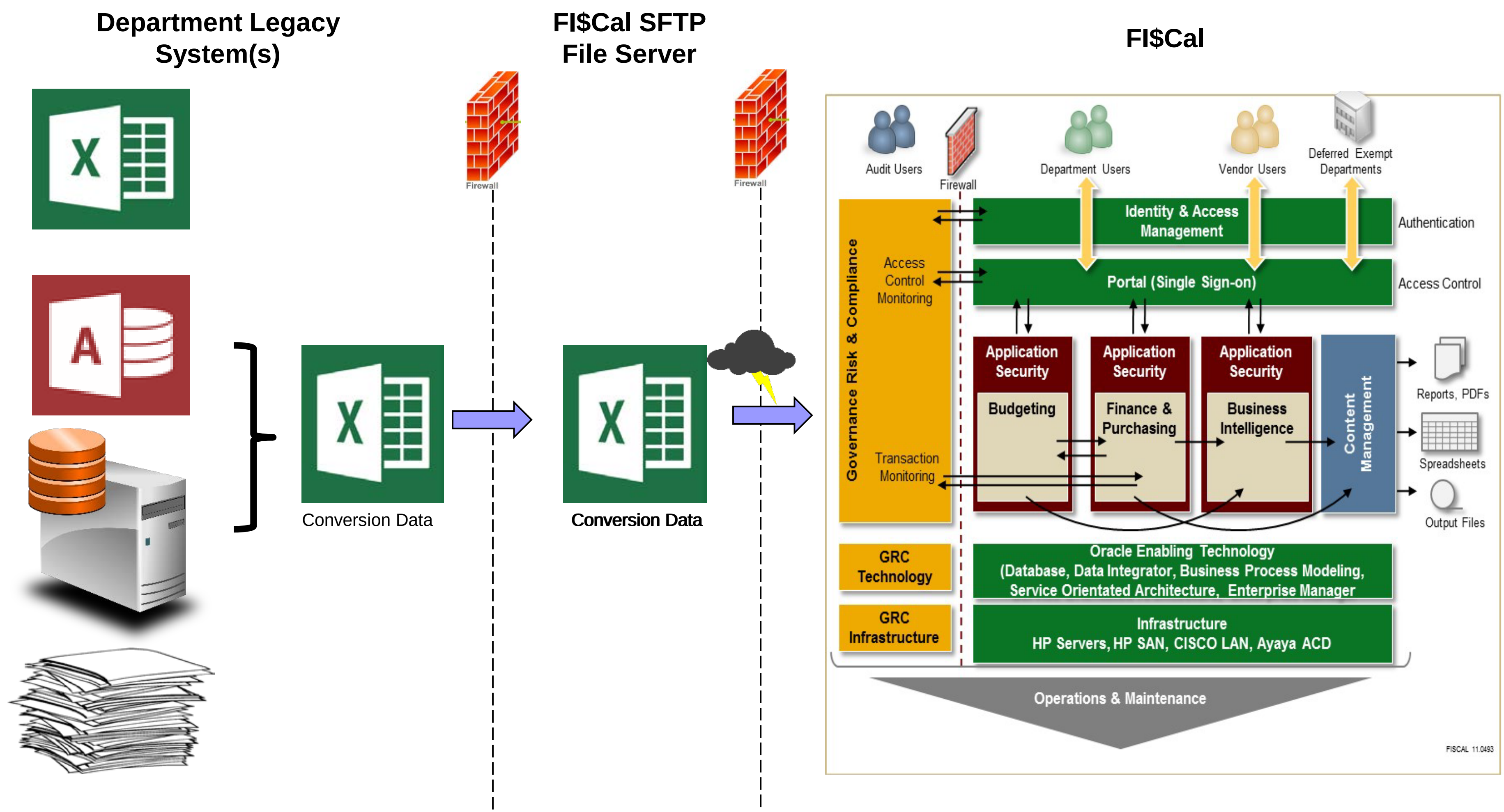
Department Legacy System(s)



FI$Cal



Conversion Data Flow - Automatic



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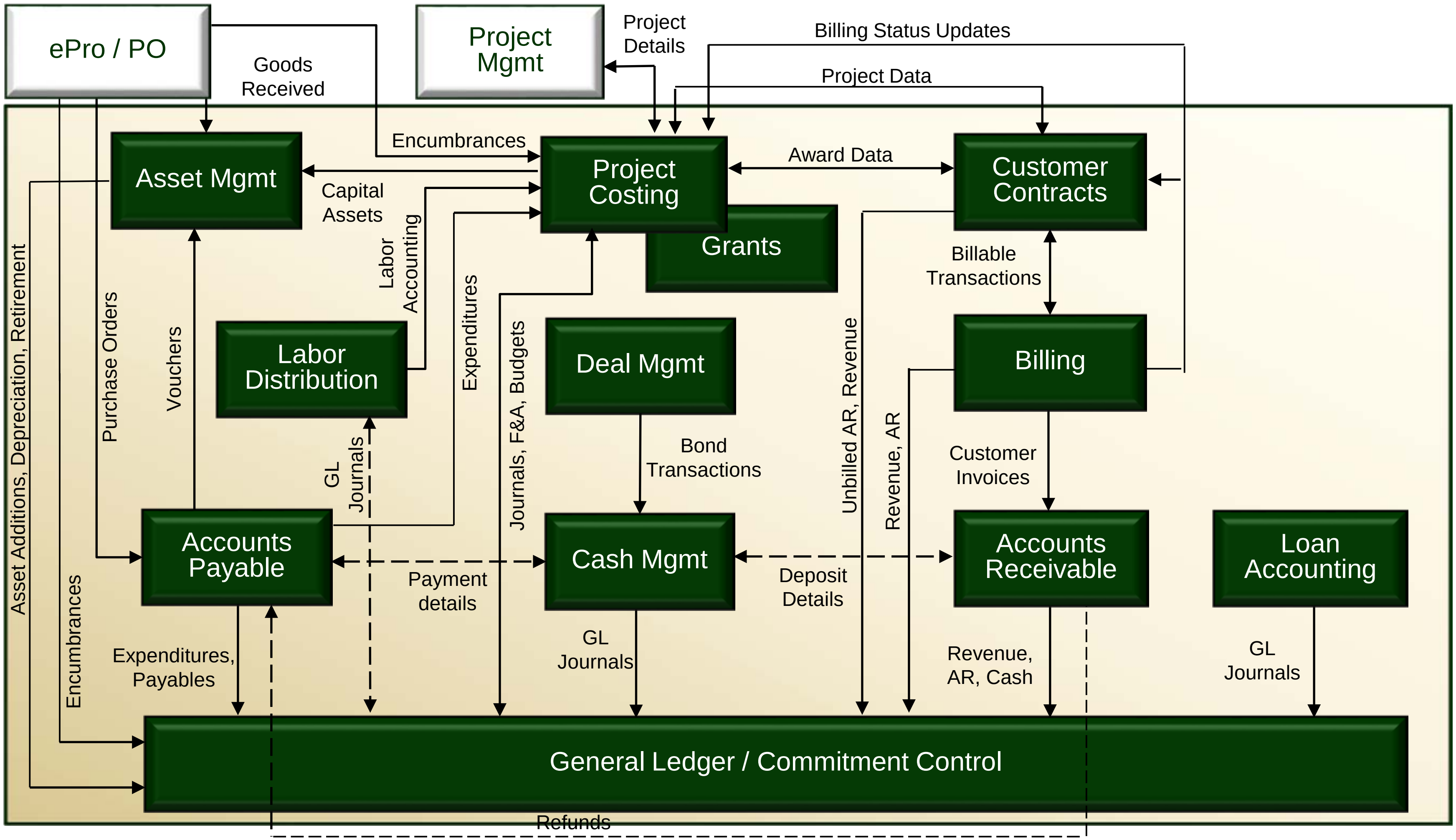
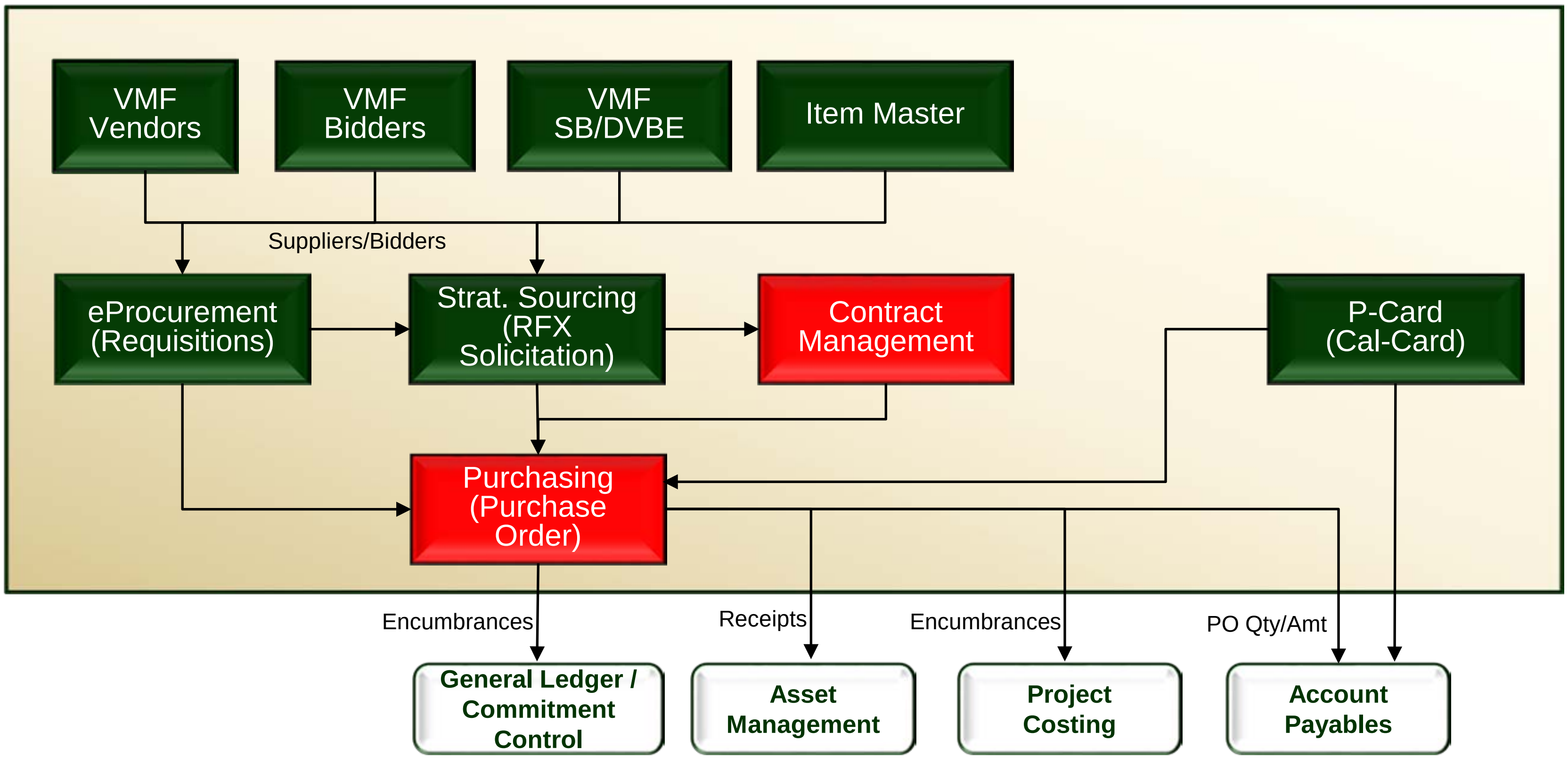
Conversions Workshop Schedule

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

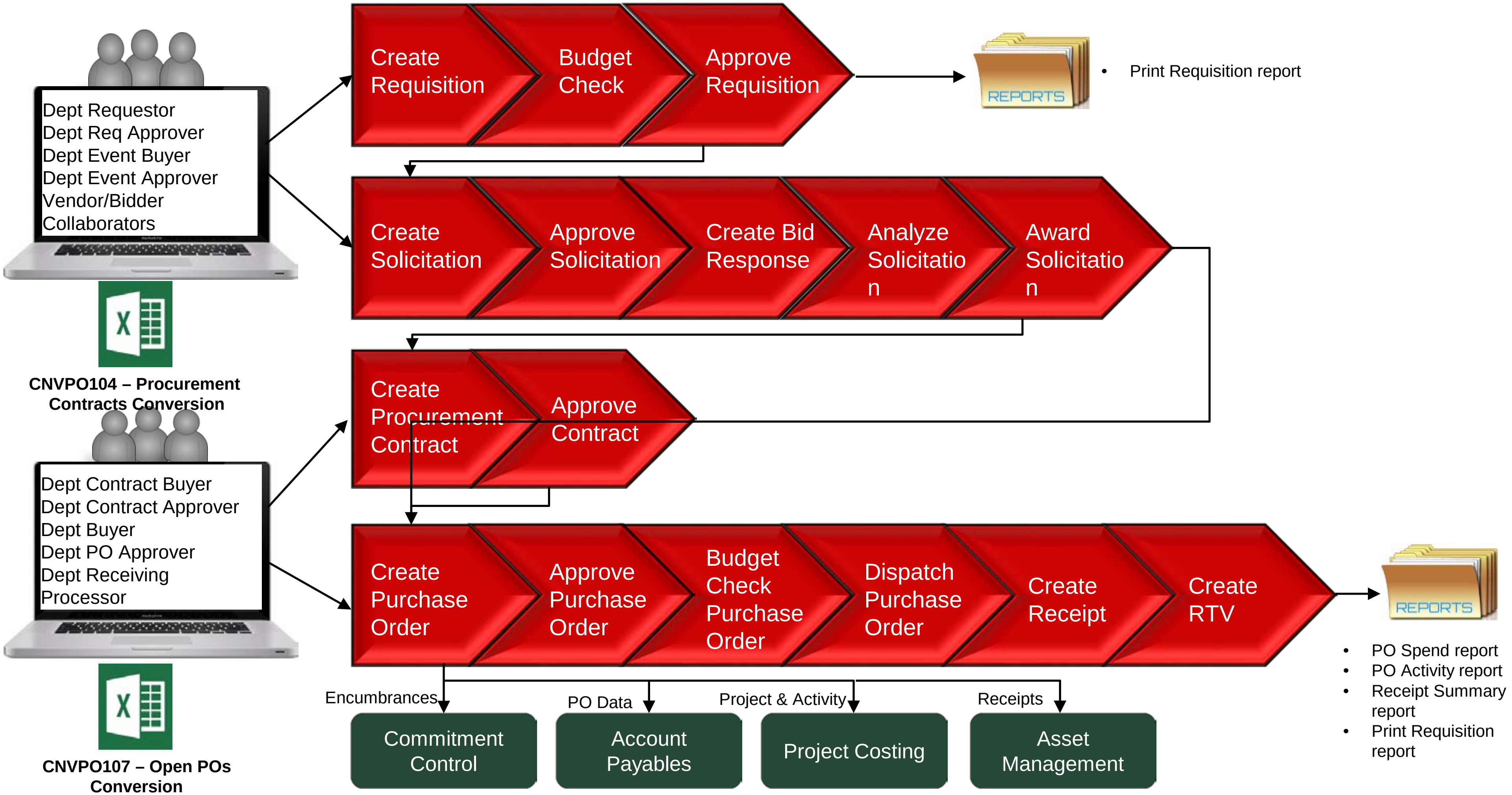
FI$Cal Solution - Accounting



FI$Cal Solution - Procurement (PO)



FI$Cal Requisition to Receiving



Procurement Contracts Conversion – Key Terms

Term	Definition
Vendor	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: • Requisition Data (Optional) • Purchase Order Entry • Receiving/Returning Goods • Voucher Entry • Payments for Goods/Services Purchased • 1099 Reporting
Procurement Contract	An agreement with an individual or entity (e.g. vendor, grantee, finance/ leasing company) that the State will pay. Also referred to as Vendor Contract.
Purchase Order	A commitment from an organization (business unit) to vendors to purchase goods or services from that vendor; creates an encumbrance in FI$Cal

Procurement Contracts Conversion – Key Concepts

- Procurement Contracts can be created in FI$Cal for Leveraged Procurement Agreements (LPAs) and departmental contracts
  - FI$Cal has already converted LPAs from DGS and Department of Technology
- FI$Cal contracts can enforce spending against maximum amount and contract term (start and end) dates
- Ordering/release against contracts is via purchase orders
- FI$Cal contracts will keep track of all the individual PO releases and remaining balance of the contract

Procurement Contracts Conversion – Scope

- Any open procurement contracts with remaining funds to be encumbered

Open Purchase Orders Conversion – Key Terms

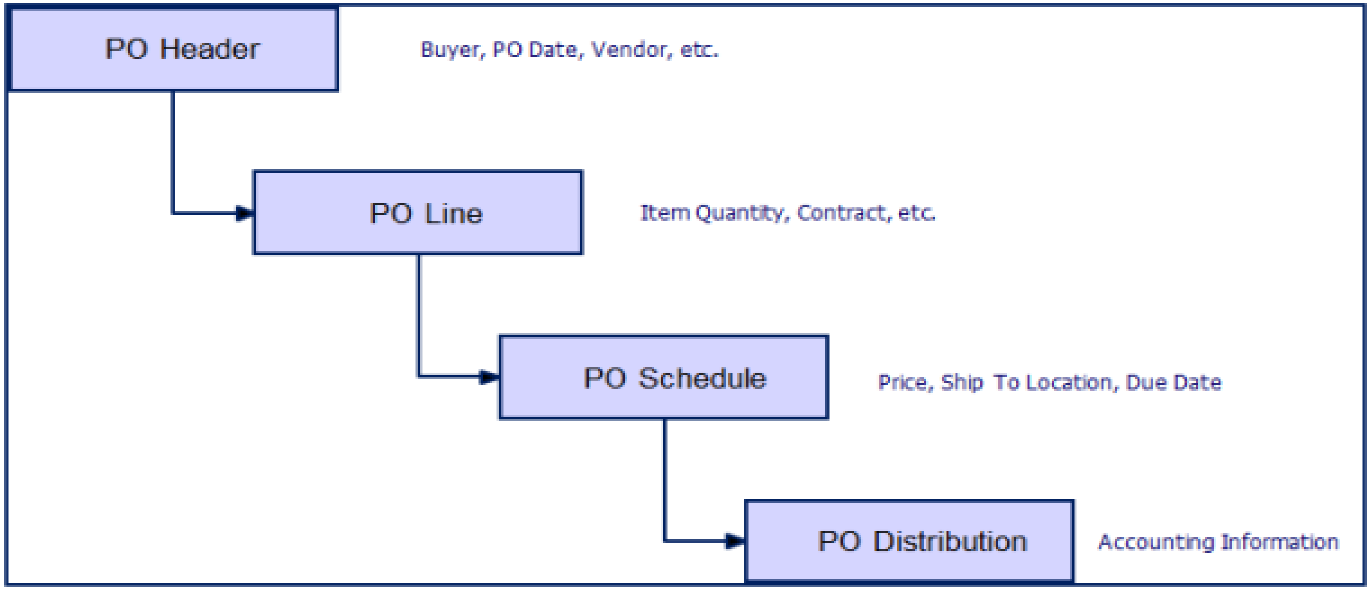
Term	Definition
Purchase Order	A commitment from an organization (business unit) to vendors to purchase goods or services from that vendor; creates an encumbrance in FI$Cal
ChartField	An accounting classification segment (for example, Fund or Program)
Budget Checking	The process of comparing expenditure or revenue transactions against a defined budget
Category/UNSPSC Code	United Nations Standard Products and Services Code (UNSPSC) used to classify goods and/or services in FI$Cal

Open Purchase Orders Conversion – Key Terms

Term	Definition
Header	General information pertaining to the entire purchase order. This includes the PO Date, Vendor, Buyer, PO Type, and PO Reference.
Lines	Item description, Unit of Measure (UOM), Category, and Quantity for each item on the purchase order
Schedule	Due Date, Ship-To Address, and Unit Price are stored on the Purchase Order (PO) for each item line
Distribution	Accounting information (the GL ChartField string) for each item line and schedule. The GL ChartField string may include Account, Fund, Reporting Structure, Program, Appropriation Reference, and Year of Enactment.

Open Purchase Orders Conversion – Key Concepts

- Purchase Orders will be created, encumbered, approved, and dispatched in FI$Cal
- Budget Check (encumbrance) including ChartField validation and checking of funds availability will be performed on purchase orders
- Purchase Orders in FI$Cal have a hierarchical structure:



Open Purchase Orders Conversion – Scope

- Any Open Purchase Orders or Contracts with remaining funds encumbered and dispatched to the vendor
  - Goods and services not yet fully paid
  - Only the balance and quantity for goods and services not yet received; not necessarily the entire Purchase Order or Contract

- At the time of the cutover conversion into Production, the purchase order conversion encumbrance balances must reconcile to the Final Budget Report (B06 Reports from CALSTARS) or its equivalent:
  - Open Purchase Orders Conversion = Final Budget Report (B06)

Conversion Layouts Review

Module	Conversion	Workshop Date
Procurement	• CNVPO104 - Procurement Contracts • CNVPO107 - Open Purchase Orders	Thursday 1/28/16 AM

CNVPO104 – Procurement Contracts Conversion

CNVPO107 – Open Purchase Orders 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

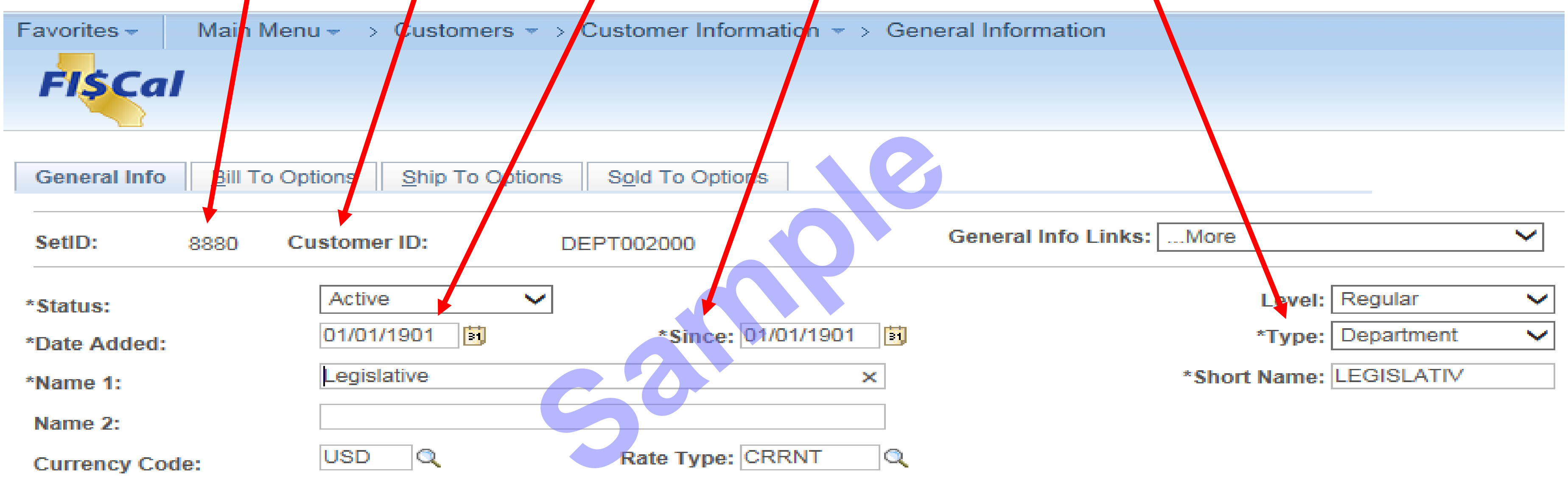
Grouping			
PeopleSoft Field Name	BUSINESS_UNIT	CUST_ID	ADD_DT
PeopleSoft Field Label	Department Business Unit	Customer ID	Date Added
Field Type	Char	Char	Date
Max Field Length	5	15	10
Format			MM/DD/YYYY
Business Description	Department's FI$Cal Business Unit / Organization code.	Customer ID/Number from the Department's legacy system. Note: For customers which are employees, use the same numbering logic as vendors: EMP+FI$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	01/01/2099
Example 3	0840	AR00003	01/01/2014
Example 4	0840	AR00055	01/01/1901

Sample

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

Sample

Conversion Layouts Review

Module	Conversion	Workshop Date
Procurement	• CNVPO104 - Procurement Contracts • CNVPO107 - Open Purchase Orders	Thursday 1/28/16 AM

CNVPO104 – Procurement Contracts Conversion

CNVPO107 – Open Purchase Orders Conversion

Let's Review!

CNVPO104 – Procurement Contracts Conversion – Key Takeaways

- Conversion is required if you have any open procurement/vendor contracts with funds remaining to be encumbered
- Contracts will be assigned a new FI$Cal ID; however legacy contract IDs can be provided as a reference
- FI$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
- Contracts are to be converted in their current status; amendment history will not be converted but can be summarized in the comments section

CNVPO104 – Procurement Contracts Conversion – Key Takeaways

- Contract Remaining Amount is optional but recommended as it will be tracked against PO issued against the contract
- If contract is associated with a Leveraged Procurement Agreement (LPA), the LPA # must be provided and the vendor provided must have the same vendor as the LPA
- Populate ALL Required and Conditionally Required (if applicable) fields

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CNVPO104 – Procurement Contracts Conversion

CNVPO107 – Open Purchase Orders Conversion

Let's Review!

CNVPO107 – Open Purchase Orders Conversion – Key Takeaways

- Conversion is required if you have any open purchase orders with funds remaining to be encumbered
- Purchase Orders will be assigned a new FI$Cal ID; however legacy PO IDs must be provided as a reference
- FI$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
- Address Seq ID is optional but recommended, this will identify the address printed on the PO; if none is provided the address will default to the first address on file

CNVPO107 – Open Purchase Orders Conversion – Key Takeaways

- Subcontractor information may be provided in the Subcontractor tab of the conversion layout
- If the PO is associated with a Leveraged Procurement Agreement (LPA), the LPA # must be provided and the vendor provided must have the same vendor as the LPA
- If any Project IDs are provided on Purchase Order transactions, they must be included in the Projects and Activities Conversion as well
- 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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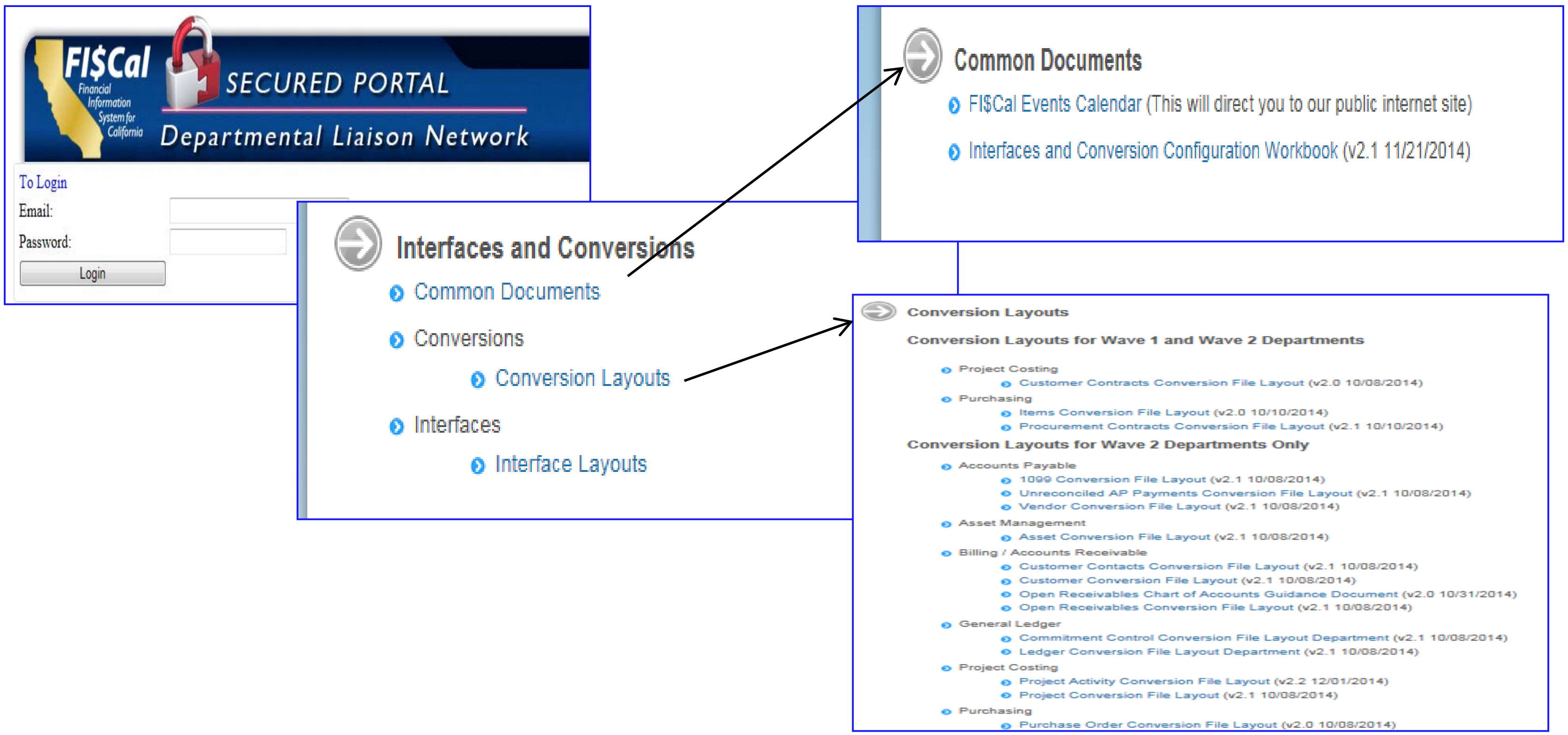
Layouts on the Department Liaison Network

- 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 with more details

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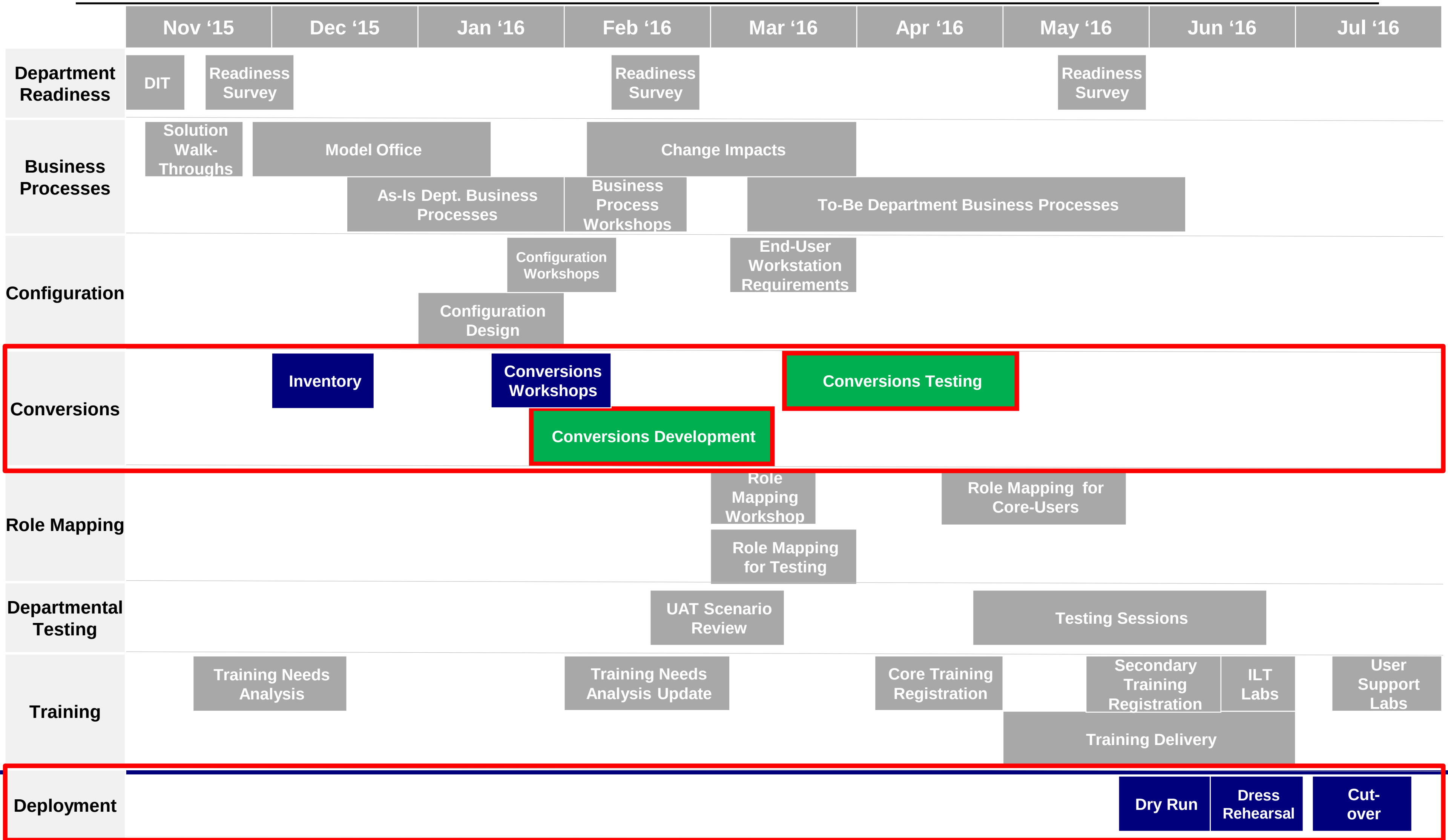
Next Steps

- 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



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 • CNVAR001B - Contacts • CNVAR002 - Open Receivables	Tuesday 1/26/16 PM
Project Costing Customer Contracts Grants	• CNVPC002A - Projects (Project) • CNVPC002B - Projects (Activities) • CNVPC003 - Customer Contracts • CNVGM001 - Grants	Tuesday 1/26/16 PM
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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