



One state. One system.

Asset Management Business Process Workshop (BPW)

July 2017 Departmental Release



Agenda

- BPW Objectives
- Asset Management Overview
 - Asset Management Department User Roles
- Acquiring, Maintaining, Physical Inventory (Stocktaking), Depreciating, Transferring, Retiring/Reinstating Assets as well as Month End Processing will be covered. Each process section will include:
 - Process Overview
 - Detailed End-User Role Description
 - Demonstration
- Change Impact Activity
- Next Steps

BPW Objectives

- The Business Process Workshops allow participants to:
 - Gain an understanding of the new FI\$Cal processes and end-user roles
 - Understand the next steps in the implementation phase
 - Know how to get assistance from FI\$Cal

What You Should Take Away

- Materials from today's session:
 - Business Process Workshop Presentation
 - Change Impact Tool
- Understanding of the new FI\$Cal processes, the next steps, and the support available from FI\$Cal.

Acquire Assets Summary Flow

AM Processor

Purchase and Receive Assets (PO)

- PO dispatched and asset identified
- Asset received and physical information entered (Tag Number, Serial Number, Location, Custodian, etc.)

Physical Information sent to AM

- Asset "shell" created in Asset Management with physical information from Receipt

Voucher Assets (AP)

- Asset Voucher matched with PO and Receipt

AM Processor || AM Processor

Financial Information sent to AM

- Asset capitalized in AM with the financial information from Voucher
- Cost equals vouchered amount

Add Manual Asset

- Asset created directly in Asset Management (Exception Only)
- Processor enters both physical and financial information

Key Impacts

- Asset Management integrated with PO and AP modules.
- Assets are created using physical information from Receipt and financial information from Voucher.
- Assets may be directly added in Asset Management (donated assets, corrections, etc.).

Acquire Assets End-User Roles

FI\$Cal End-User Role	Responsibilities
AM Processor	The department end user who processes assets originating from Purchasing, Accounts Payable, and/or Project Costing, as well as enters assets directly in the Asset Management module.

Demonstration Overview



Acquire Assets – Illustration

- Schedule of PO with Asset profile

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs

FI\$Cal

Distributions for Schedule 1

Unit 0840 Supplier ELKGROVEAU-001
 PO ID 0000003336 Item 2314A101 LAW ENFORCEMENT HIGH SPEED POLICE PURSUIT/INTERCEPTOR IN ACCORDANCE WITH SPECIFICATION #2310-3122R2
 Line 1
 Schedule 1 Status Active

*Distribute By Schedule Qty 10.0000
 *Liquidate By Merchandise Amount 236,950.00 USD
 SpeedChart Multi-SpeedCharts Doc. Base Amount 236,950.00 USD

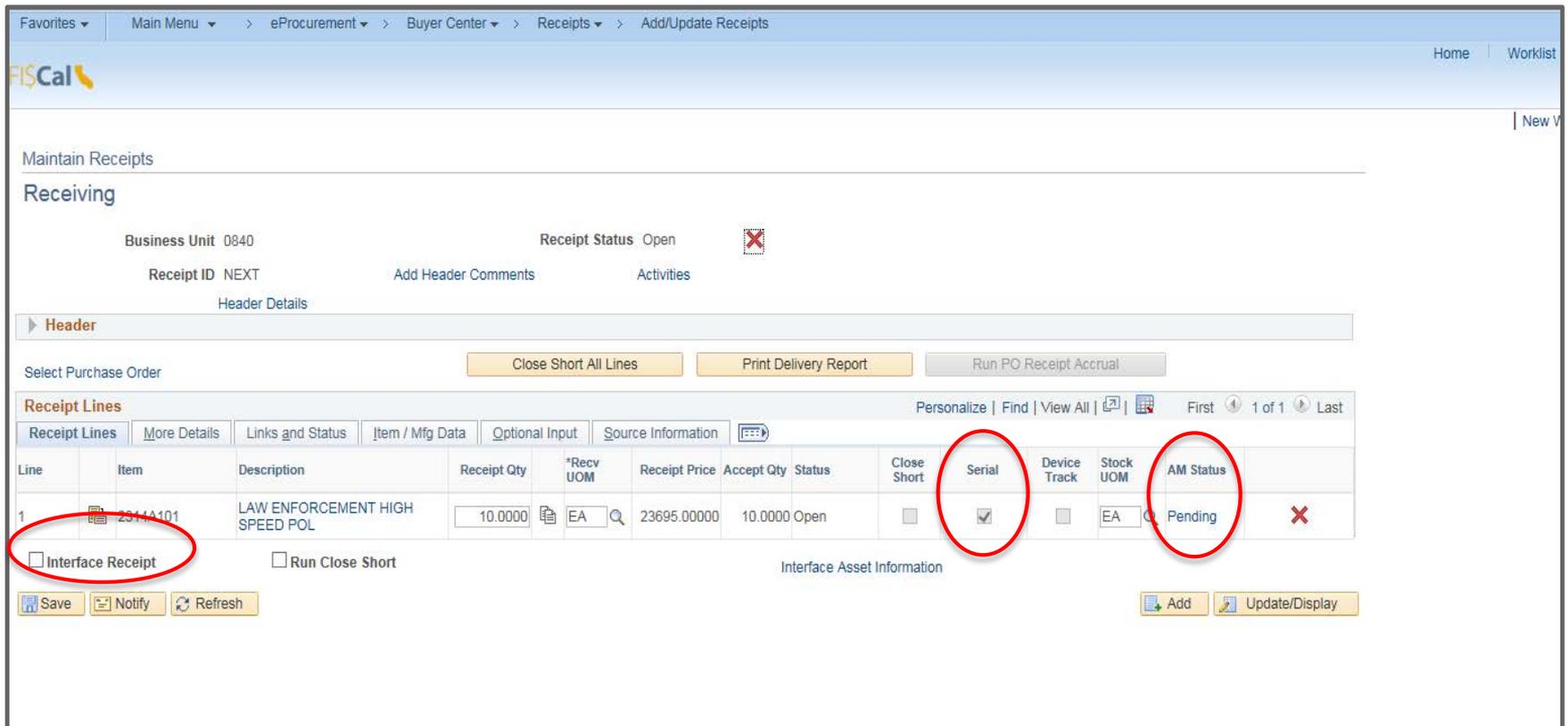
Distribution Personalize | Find | View All |   First 1 of 1 Last

Chartfields	Details/Tax	Asset Information	Req Detail	Statuses	Budget Information						
Dist	Status	Percent	AM Unit	Profile ID	CAP #	Sequence	Tag Number	Empl ID	Capitalize	Cost Type	Description
1	Open	100.0000	0840	VEHICLE_PS					<input type="checkbox"/>		

OK Cancel Refresh

Acquire Assets – Illustration

- Receipt – serialize button



The screenshot shows the 'Maintain Receipts' interface in the FI\$Cal system. The breadcrumb trail is: Favorites > Main Menu > eProcurement > Buyer Center > Receipts > Add/Update Receipts. The page title is 'Maintain Receipts' and the sub-section is 'Receiving'. The Business Unit is 0840 and the Receipt Status is Open. The Receipt ID is NEXT. There are buttons for 'Add Header Comments' and 'Activities'. The 'Header' section includes 'Select Purchase Order', 'Close Short All Lines', 'Print Delivery Report', and 'Run PO Receipt Accrual'. The 'Receipt Lines' section has a table with the following data:

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status
1	2311A101	LAW ENFORCEMENT HIGH SPEED POL	10.0000	EA	23695.00000	10.0000	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA	Pending

Below the table, there are checkboxes for 'Interface Receipt' and 'Run Close Short'. The 'Interface Asset Information' section includes 'Save', 'Notify', and 'Refresh' buttons. The 'AM Status' column in the table is circled in red, along with the 'Serial' column. The 'Interface Receipt' checkbox is also circled in red.

Acquire Assets - Illustration

- Receipt unitized assets page

Asset Management Information for Line 1

Business Unit 0840 Status Open
 Receipt ID NEXT Item 2314A101 LAW ENFORCEMENT HIGH SPEED POL
 Receipt Line 1 Standard UOM EA

Distribution Information Find | View All First 1 of 1 Last

Capitalize Non Cap

Distribution Line 1
 Business Unit 0840 CAP Sequence
 Profile ID VEHICLE_PS Employee ID
 CAP # Distributed Quantity 10.0000
 Cost Type Merchandise Amount 236950.00

Apply to Details

Select Action Assign Tag Ids Multiplier 1
 Enter Starting Number *Start Row 1
 Overwrite existing numbers

Asset Details Personalize | Find | View 3 | First 1-10 of 10 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID	
1	0840	Open	1.0000			NEXT			VEHICLE_PS	✘
2	0840	Open	1.0000			NEXT			VEHICLE_PS	✘
3	0840	Open	1.0000			NEXT			VEHICLE_PS	✘
4	0840	Open	1.0000			NEXT			VEHICLE_PS	✘
5	0840	Open	1.0000			NEXT			VEHICLE_PS	✘

Acquire Assets – Illustration

- Voucher – Asset information

Invoice Lines ? Find | View All First 1 of 1 Last

Line 1 Copy Down

*Distribute by

Item

Quantity

UOM

Unit Price

Line Amount

SpeedChart

Ship To

Description

Packing Slip

Contract Info

Purchase Order

One Asset

0840|0000003336|1|1
Associate Receiver(s)

Force Price

Sales/Use Tax

▼ Distribution Lines Personalize | Find | View All First 1 of 1 Last

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID
<input type="checkbox"/>	1	100.0000	100.0000	236,950.00	10.0000	<input checked="" type="checkbox"/>	<input type="text" value="0840"/>	<input type="text" value="VEHICLE_PS"/>	<input type="text" value="NEXT"/>

Acquire Assets – Illustration

- Basic info - Drill back page

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Owned Assets](#) > [Basic Add](#)

FISCal

Acquisition Details

Payables Acquisition

AP Unit
 Voucher ID
 Vchr Line
 Distrib Line
 Supplier ID ELK GROVE AUTO GROUP

Invoice Number
 Invoice Date

[PS/Accounts Payable Drilldown](#)

Purchasing

PO Unit
 PO No.
 PO Line
 Sched Num
 Distrib Line

[PS/Purchasing Drilldown](#)

Receiving

BU Recv
 Receipt No
 Receipt Line
 Ship Seq
 Distrib Ln

[PS/PO Receiving Drilldown](#)

Procurement Group

Procurement Group ID	Seq	Primary Unit	N

Project Cost Acquisition

PC Bus Unit
 Project
 Activity
 Source Type

[PS/Projects Drilldown](#)

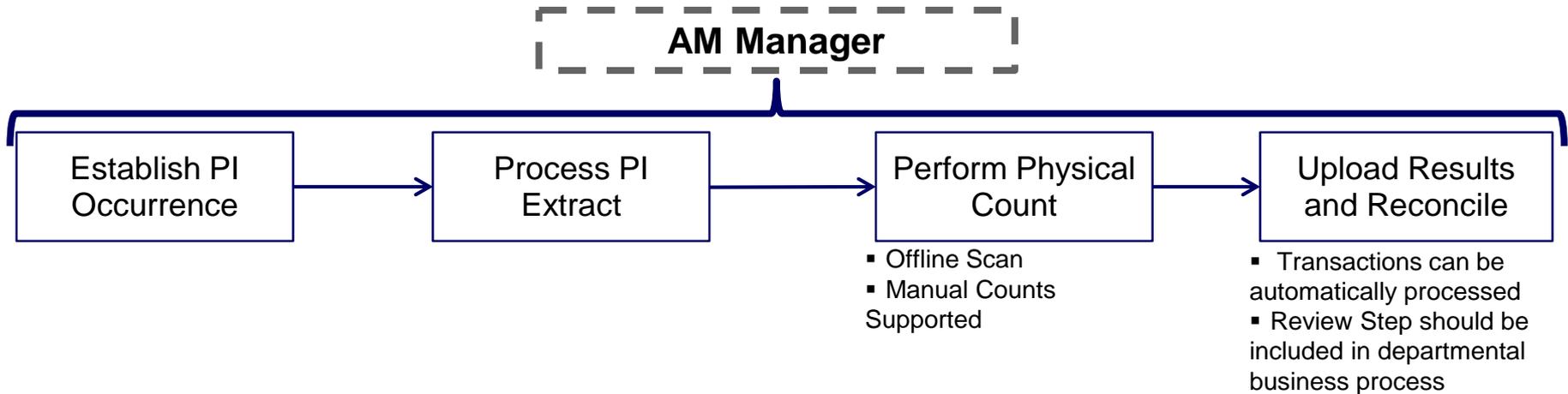
Maintain Assets End-User Roles

FI\$Cal End-User Role	Responsibilities
AM Processor	The department end user who manages the physical information associated with assets under their control (Locations, Tag Numbers, Custodians, etc.).
AM Maintainer	The department end user who manages the physical information associated with assets under their control (Locations, Tag Numbers, Custodians, etc.). This user is not responsible for the recording of any financial information (change in funding).
Confidential AM User	This department end user role is a supplementary role provided to users who require access to a department's confidential asset data.

Demonstration Overview



Asset Stocktaking (PI) Summary



Key Impacts

- Overs and Unders Report will display exceptions.
- PI History record is entered in the system for all found assets.

Stocktaking End-User Roles

FI\$Cal End-User Role	Responsibilities
AM Manager	The department end user that processes physical inventory.



Demonstration Overview



Physical Inventory – Illustration

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Physical Inventory ▾ > Define Inventory Occurrence

FI\$Cal

Definition | Enter Criteria | Transaction Defaults

Physical Inventory ID 2016PI *PI Name

Physical Inventory Parameters

*Business Unit  Book Name 

Start Date 

End Date 

Last Step 0 Initially Created

Extract Assets 

Capital Assets Enter Criteria

Non Capital Assets

Operating Lease Assets

Scan Scope 

Capital Assets Enter Criteria

Non Capital Assets

Operating Lease Assets

Comments

 Save  Notify  Add  Update/Display

Physical Inventory – Illustration

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Physical Inventory](#) > [Define Inventory Occurrence](#)

FI\$Cal

[Definition](#) | [Enter Criteria](#) | [Transaction Defaults](#)

Physical Inventory ID 2016PI

<p>Auto Approval</p> <p><input type="checkbox"/> Approve</p>	<p>Transactions Enabled</p> <p> <input checked="" type="checkbox"/> Non-Financial Adds <input checked="" type="checkbox"/> Physical Asset Changes <input checked="" type="checkbox"/> Asset Updates </p> <p> <input checked="" type="checkbox"/> Transfers <input type="checkbox"/> Non Capital Transfer <input type="checkbox"/> Operating Lease Transfer </p> <p> <input checked="" type="checkbox"/> Retirements <input type="checkbox"/> Non Capital Retirement <input type="checkbox"/> Operating Lease Retirement </p>
---	---

Transaction Defaults

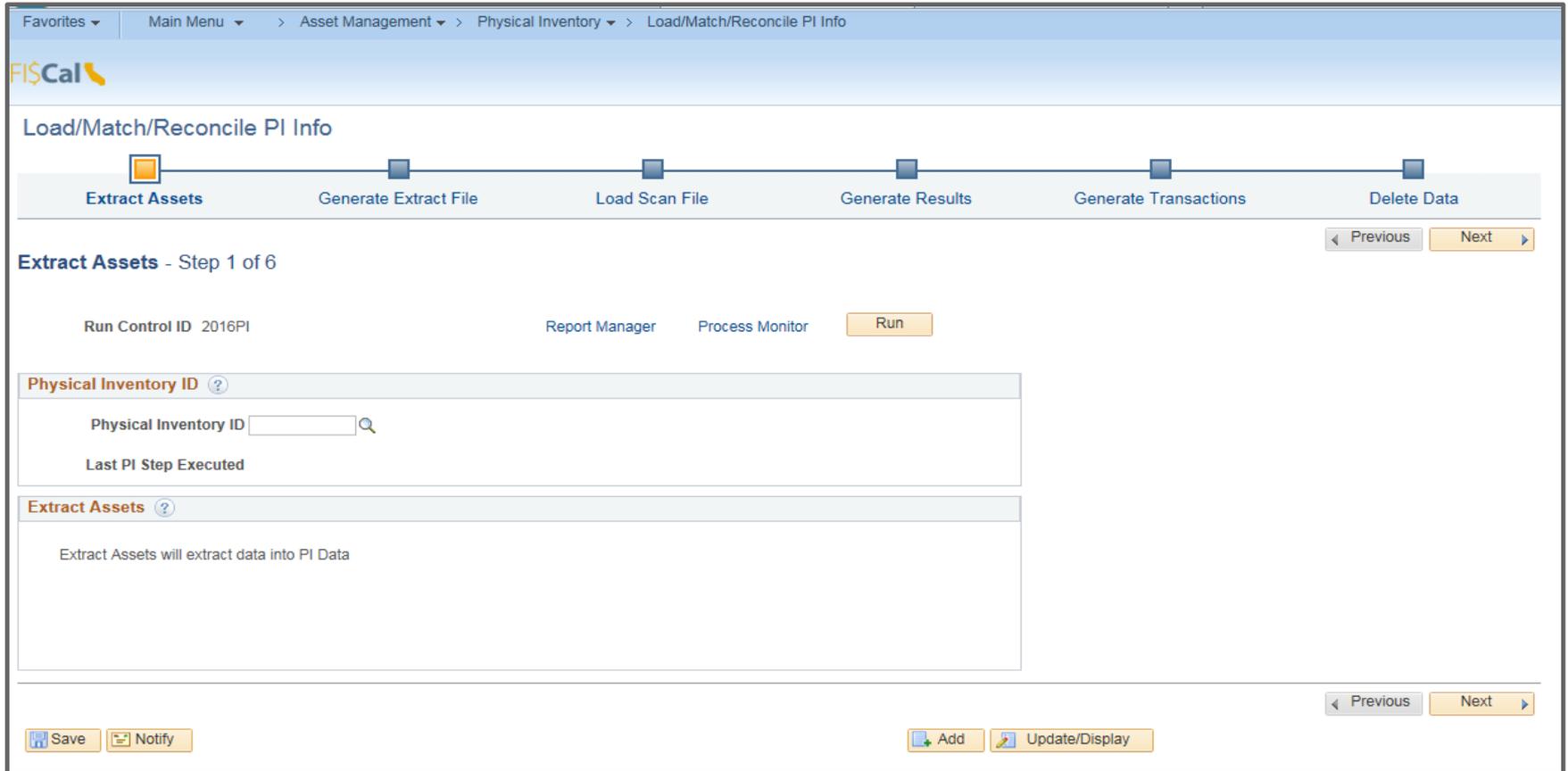
*Transaction Date 31
 *Accounting Date 31
 Transaction Code

*User ID
 *Interface ID
 *Open Transaction ID

<p>Retirement Defaults</p> <p>*Disposal Code <input type="text" value="Retirement by Sale"/></p> <p>*Retirement Convention <input type="text" value="FM"/></p> <p>*Retire Option <input type="text" value="Calculate Gain/Loss"/></p>	<p>Voluntary Conversion</p> <p> <input checked="" type="radio"/> Voluntary Conversion <input type="radio"/> Involuntary </p>	<p>Type</p> <p> <input checked="" type="radio"/> Ordinary Retirement <input type="radio"/> Extraordinary </p>
--	--	---

[Definition](#) | [Enter Criteria](#) | [Transaction Defaults](#)

Physical Inventory – Illustration



Favorites ▾ Main Menu ▾ > Asset Management ▾ > Physical Inventory ▾ > Load/Match/Reconcile PI Info

Load/Match/Reconcile PI Info

Extract Assets Generate Extract File Load Scan File Generate Results Generate Transactions Delete Data

Extract Assets - Step 1 of 6 ◀ Previous Next ▶

Run Control ID 2016PI Report Manager Process Monitor Run

Physical Inventory ID ?

Physical Inventory ID

Last PI Step Executed

Extract Assets ?

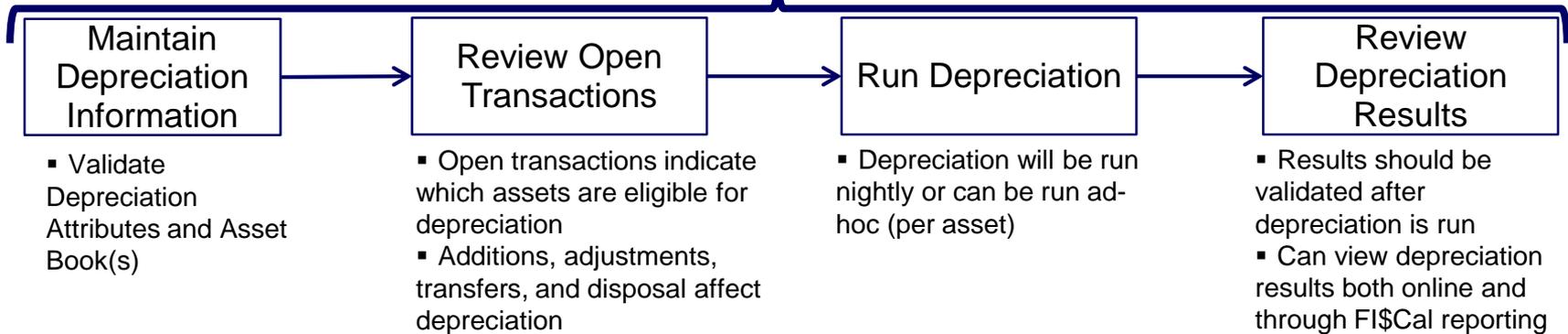
Extract Assets will extract data into PI Data

◀ Previous Next ▶

Save Notify Add Update/Display

Depreciate Assets

AM Manager



Key Impacts

- FI\$Cal calculates depreciation on an asset-by-asset basis using standardized useful life, depreciation method, and depreciation convention.
- Departments validate depreciation calculations in preparation for sending to the General Ledger at month-end.

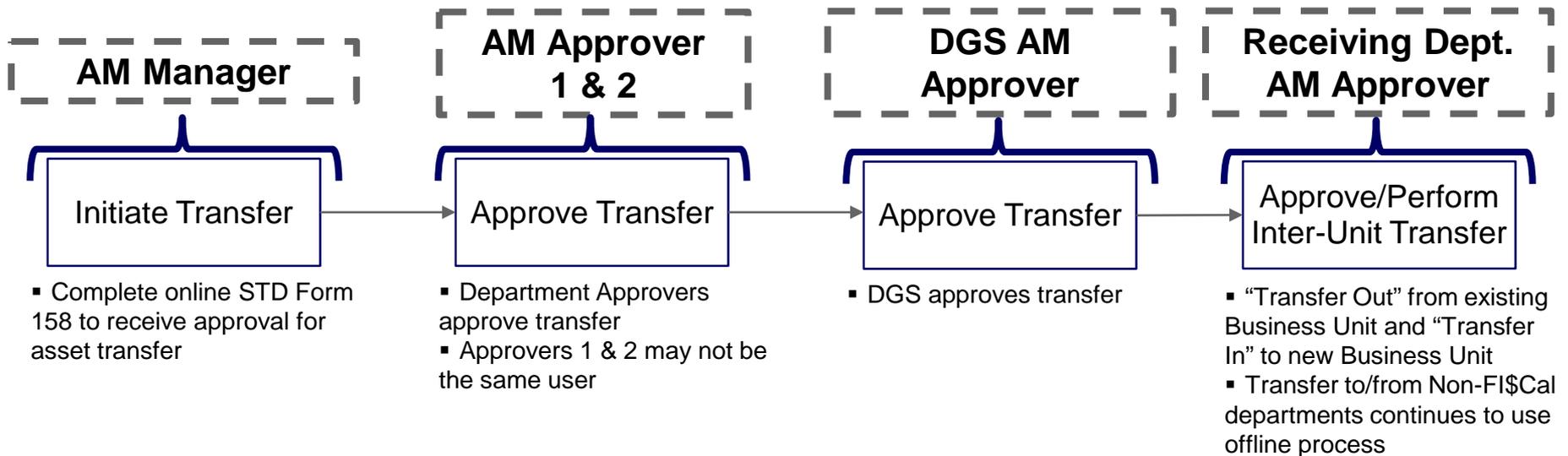
Depreciate Asset End-User Roles

FI\$Cal End-User Role	Responsibilities
<p>AM Manager</p>	<p>The department end user who reviews and validates the depreciation calculations for their department, including changing the depreciation attributes, as needed, and running depreciation on an ad hoc basis.</p>

Demonstration Overview



Transfer Assets – Inter-Unit



Key Impacts

- Once approved, Asset Transfer is performed in FI\$Cal.
- Inter-Unit Transfers create a new asset for the receiving department.
- Asset will be transferred using the current cost and accumulated depreciation.
- All asset information (physical and financial) will be transferred with the asset.

Asset Transfer End-User Roles

FI\$Cal End-User Role	Responsibilities
AM Manager	The department end user who enters additions/ adjustments to an asset, performs Intra-Unit/Inter-Unit transfers for an asset, and processes retirements/ reinstatements for an asset.
AM Approver	The department end user that approves Inter-Unit transfer requests. This is a workflow only role. Also, the department end user that approves the receipt of the Inter-Unit transfer.

Demonstration Overview



Transfer Assets – Illustration

[Favorites](#) > [Main Menu](#) > [FI\\$Cal Processes](#) > [FI\\$Cal Interfaces](#) > [AM](#) > [Inter Unit Asset Transfer](#)

Inter Unit Asset Transfer

Transaction No 56
***From Business Unit** 0840
***To Business Unit** 3960
***Contact Person** SMITH,JOE
***Contact Phone** 916/999-9999
Asset Type Fleet
Transfer Date 07/13/2016
Reason for Transfer No longer needed.

Operator Department Asset Manager
Approval Status

Asset Details [Personalize](#) | [Find](#) | [View All](#) | | | [First](#) | [1 of 1](#) | [Last](#)

	*Asset ID	Tag Number	Profile ID	Description	Asset Subtype	Acquisition Date	Asset Condition	Ass
1	000000010236 <input type="button" value="Q"/>	07112016	VEHICLE_OL	TRUCK	OTH VEHICLE	06/11/2016		EQUIP

Transfer Assets – Illustration

Favorites Main Menu Worklist Worklist Home Worklist Add to Favorites Sign out

FISCAL

Inter Unit Asset Transfer

Transaction No 56
 From Business Unit 0840 To Business Unit 3960 Operator Department Asset Manager
 Contact Person SMITH,JOE Asset Type Fleet Approval Status Pending
 Contact Phone 916/999-9999 Transfer Date 07/13/2016

Reason for Transfer

Asset Details Personalize Find View All First 1 of 1 Last

Asset ID	Tag Number	Profile ID	Description	Asset Subtype	Acquisition Date	Asset Condition	Asse
1000000010236	07112016	VEHICLE_OL	TRUCK	OTH VEHICLE	06/11/2016		EQUIP

Approve Deny Push Back Hold

Inter Unit Asset Transfer

TRANSACTION_NBR=56, FROM_BUSINESS_UNIT=0840, TO_BUSINESS_UNIT=3960:Pending

Inter Unit Asset Transfer

Approved Department AM Approver 1 AM Approver 07/14/16 - 8:55 AM

Pending Multiple Approvers AM Approver 2

Not Routed Multiple Approvers ZZ_DGS_1

Not Routed Multiple Approvers Receiving Dept Trans Appr

Save Return to Search Notify Add Update/Display Include History Correct History

Transfer Assets – Illustration

Inter Unit Asset Transfer

Transaction No 56

From Business Unit 0840 To Business Unit 3960 Operator Department Asset Manager

Contact Person SMITH,JOE Asset Type Fleet Approval Status Pending

Contact Phone 916/999-9999 Transfer Date 07/13/2016

Reason for Transfer No longer needed.

Asset ID	Tag Number	Profile ID	Description	Asset Subtype	Acquisition Date	Asset Condition	Asse
1 000000010236	07112016	VEHICLE_OL	TRUCK	OTH VEHICLE	06/11/2016		EQUIP

Approve Deny Push Back Hold

Inter Unit Asset Transfer

TRANSACTION_NBR=56, FROM_BUSINESS_UNIT=0840, TO_BUSINESS_UNIT=3960:Pending

Inter Unit Asset Transfer

Approved Department AM Approver 1 AM Approver 07/14/16 - 8:55 AM

Approved Department AM Approver 2 AM Approver 2 07/14/16 - 4:02 PM

Approved DGS AM Approver 1 ZZ_DGS_1 07/14/16 - 4:18 PM

Pending Multiple Approvers Receiving Dept Trans Appr

Save Return to Search Notify Update/Display Include History Correct History

Transfer Assets – Illustration

[Favorites](#) | [Main Menu](#) > [Worklist](#) > [Worklist](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Inter Unit Asset Transfer

Transaction No 56
From Business Unit 0840 **To Business Unit** 3960 **Operator** Department Asset Manager
Contact Person SMITH,JOE **Asset Type** Fleet **Approval Status** Approved
Contact Phone 916/999-9999 **Transfer Date** 08/02/2016
Reason for Transfer

Asset Details									
Asset ID	Tag Number	Profile ID	Description	Asset Subtype	Acquisition Date	Asset Condition	Asset		
1 000000010236	07112016	VEHICLE_OL	TRUCK	OTH VEHICLE	06/11/2016		EQUIP		

Inter Unit Asset Transfer

TRANSACTION_NBR=56, FROM_BUSINESS_UNIT=0840, TO_BUSINESS_UNIT=3960:Approved

```

graph LR
    A[Approved  
Department AM Approver 1  
AM Approver  
07/14/16 - 8:55 AM] --> B[Approved  
Department AM Approver 2  
AM Approver 2  
07/14/16 - 4:02 PM]
    B --> C[Approved  
DGS AM Approver 1  
ZZ_DGS_1  
07/14/16 - 4:18 PM]
    C --> D[Approved  
Receiving Dept. Transfer Appr  
Receiving Dept Trans Appr  
08/02/16 - 1:20 PM]
    
```

Transfer Assets – Illustration

Inter Unit Asset Transfer

Transaction No 56

From Business Unit 0840 To Business Unit 3960 Operator Department Asset Manager

Contact Person SMITH,JOE Asset Type Fleet Approval Status Approved

Contact Phone 916/999-9999 Transfer Date 08/02/2016

Reason for Transfer

Asset ID	Tag Number	Profile ID	Description	Asset Subtype	Acquisition Date	Asset Condition	Asse
1000000010236	07112016	VEHICLE_OL	TRUCK	OTH VEHICLE	06/11/2016		EQUIP

Approve Deny Push Back Hold

Inter Unit Asset Transfer

TRANSACTION_NBR=56, FROM_BUSINESS_UNIT=0840, TO_BUSINESS_UNIT=3960:Approved

Inter Unit Asset Transfer

Approved Department AM Approver 1 AM Approver 07/14/16 - 8:55 AM

Approved Department AM Approver 2 AM Approver 07/14/16 - 4:02 PM

Approved DGS AM Approver 1 ZZ_DGS_1 07/14/16 - 4:18 PM

Approved Receiving Dept. Transfer Appr Receiving Dept Trans Appr 08/02/16 - 1:20 PM

Save Return to Search Notify Add Update/Display Include History Correct History

Transfer Assets – Illustration

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Asset Transactions ▾ > Owned Assets ▾ > Basic Add Home

FI\$Cal Related Content ▾

General Information | Operation/Maintenance | Asset Information | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Entry Work 

Unit 0840 **Asset ID 00000010236** TRUCK **Tag 07112016** **Transferred**

Asset Information

Description <input type="text" value="TRUCK"/>		Short Desc <input type="text" value="TRUCK"/>
CAP # <input type="text"/>	<input checked="" type="checkbox"/> Taggable Asset	Seq # <input type="text"/>
Asset Class <input type="text"/>	Asset Type <input type="text" value="Fleet"/>	Tag Number <input type="text" value="07112016"/>
Asset Subtype <input type="text" value="OTH VEHICLE"/>	Other Land Vehicle	Auction Status Allowed to be Auctioned
*Asset Status <input type="text" value="Transferred"/>		<input checked="" type="checkbox"/> Capitalized Asset
Acquisition Date <input type="text" value="06/11/2016"/>		<input checked="" type="checkbox"/> New Asset
Placement Date <input type="text" value="06/11/2016"/>		<input type="checkbox"/> Available For Use
Collateral Asset <input type="text"/>		<input type="checkbox"/> In Physical Use
*Acquisition Code <input type="text" value="Purchased"/>		Contract ID <input type="text"/>
FERC Code <input type="text"/>		Appraisal Date
Financing Code <input type="text"/>		Last Update <input type="text"/>
Fair Value <input type="text" value="0.000"/>		Parent ID <input type="text"/>
Replacement Cost <input type="text"/>		Region Code <input type="text"/>
Index Name <input type="text"/>		Composite Asset ID <input type="text"/>
SubIndex Name <input type="text"/>		Asset Condition <input type="text"/>
Parent/Child <input type="text" value="None"/>		<input type="checkbox"/> Reasonable Accommodation(ADA)
Profile ID <input type="text" value="VEHICLE_OL"/>		
<input type="checkbox"/> Composite Asset		

Book Page Set R and D Info...

Fair Value Details Attachments (0)

Transfer Assets – Illustration

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Asset Transactions ▾ > History ▾ > Review Cost

FI\$Cal

Cost History List | Cost History Detail | Non Cap History List | Non Cap History Detail

Unit 3960 Asset ID 000000006936 TRUCK Tag 07112016 In Service

Book ? Find | View All First 1 of 2 Last

Book Name CAPITAL Capital Book Currency USD
 Total Cost 8,000.00

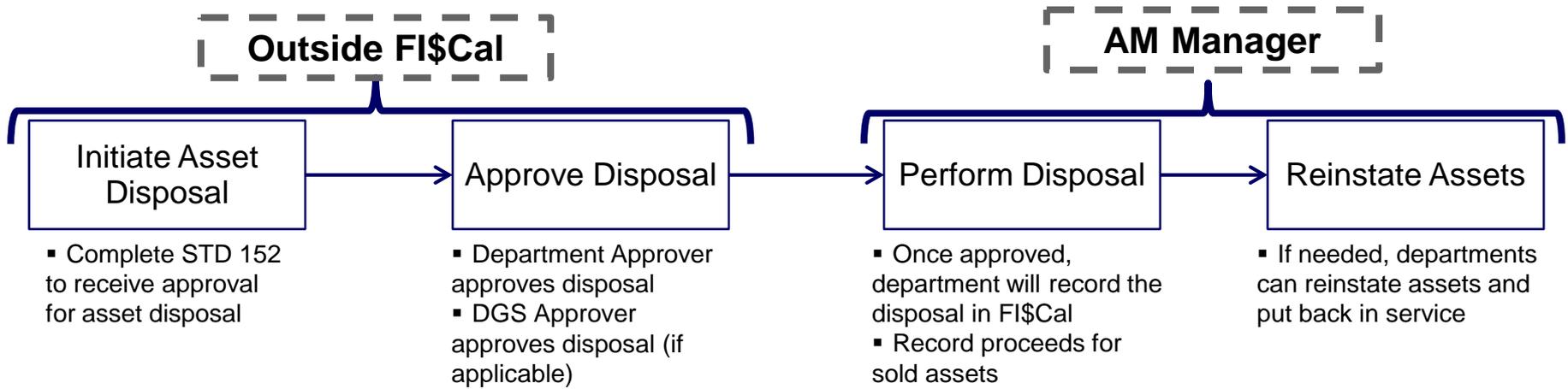
Asset Cost Information ? Personalize | Find | First 1 of 1 Last

Cost	Chartfields	Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
		1 08/02/2016	TRF	I	1.0000	8,000.00	Detail

Save | Return to Search | Notify

Cost History List | Cost History Detail | Non Cap History List | Non Cap History Detail

Retire/Reinstate Assets



Key Impacts

- Once approved, Asset Disposals are performed in FI\$Cal.
- Assets can be disposed individually, or multiple assets can be disposed at once in a Disposal Worksheet.
- The disposal codes in FI\$Cal will be modified to match the disposition codes on the STD 152 by the 2017 release.
- If proceeds are received for an asset, the asset should remain in FI\$Cal until proceed amount is determined.
- An Interface from SVAS/CSPS (DGS/OFAM Systems) will be designed (anticipated 2017 release) to retire the assets in FI\$Cal automatically when sold.
- An asset can be reinstated back to the point in time when it was disposed.

Retire/Reinstate End-User Roles

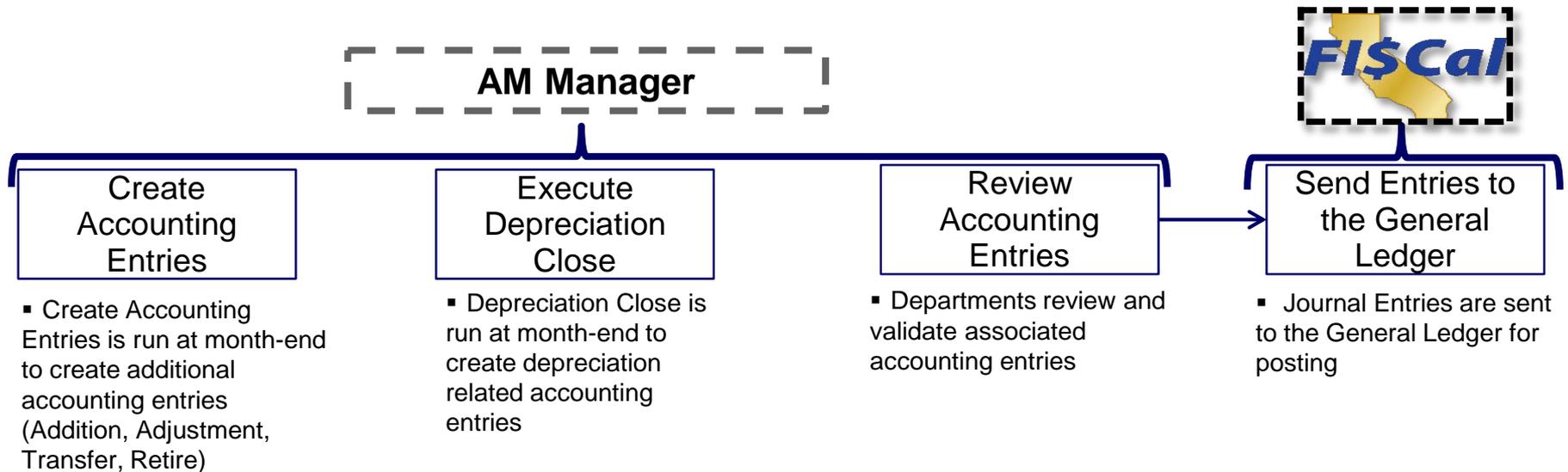
FI\$Cal End-User Role	Responsibilities
AM Manager	The department end user who executes and validates the retirement and reinstatement of assets.



Demonstration Overview



Asset Month-End Processing



Key Impacts

- FI\$Cal creates the accounting entries to be sent to the General Ledger for asset additions, adjustments, depreciation, and retirements.
- Journal entries will be sent to the General Ledger for reporting purposes.

Month End Processing End-User Roles

FI\$Cal End-User Role	Responsibilities
AM Manager	The department end user who executes and validates month-end processes for Asset Management.



Demonstration Overview



STO/SCO Release Impacts

- Departments will now be running depreciation in FI\$Cal for the annual CAFR.
- SCO will now be able to see the transaction details of the data provided on the CAFR in FI\$Cal.
- If SCO finds that corrections are needed for the annual CAFR they will have departments make those corrections in FI\$Cal.
- FI\$Cal will become the state's Book of Record.

Change Impact Activity

Description:

- A walkthrough with the FI\$Cal team to assist departments to complete example change impacts.
- Departments will have the understanding on how to complete the remainder of the tool on their own.
- At your table, discuss how the FI\$Cal business processes and related change impacts may affect your department.
- Document three impacts in your BPW Change Impact Tool.

Change Impact Activity (Continued)

Roles:

- Facilitator – Helps lead the discussion with your department on the FI\$Cal business processes and change impacts.
- Recorder(s) – Captures the department-specific impacts from the activity in your BPW Change Impact Tool.

Tool:

- Change Impact Tool – Excel document for departments to identify and document the changes in People, Process, Technology, and Communication that will arise from the implementation of FI\$Cal business processes.



Next Steps

- Share BPW materials at your department
- Complete the BPW Change Impact Tool
- Review with your FI\$Cal CMO Department Readiness Coordinator
 - Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
 - Role Mapping Workshop (TECH617) – Early March
 - Change Workshop (READ616) – Late May/Early June
 - End-User Training (TRNG606) – May through July
 - User Support Labs (TRNG612) – August

Next Steps

- **Role Mapping Workshop** – Workshop to review the FI\$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles.
- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI\$Cal business processes and their FI\$Cal end-user roles.
- **End-User Training** – Training for department end users that will need to use the System in their assigned FI\$Cal end-user roles.
- **User Support Labs** – Sessions for end-users to bring real life examples to FI\$Cal for transaction assistance from FI\$Cal Subject Matter Experts.



Questions & Answers



FI\$Cal Project Information:

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

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

fiscal.cmo@fiscal.ca.gov

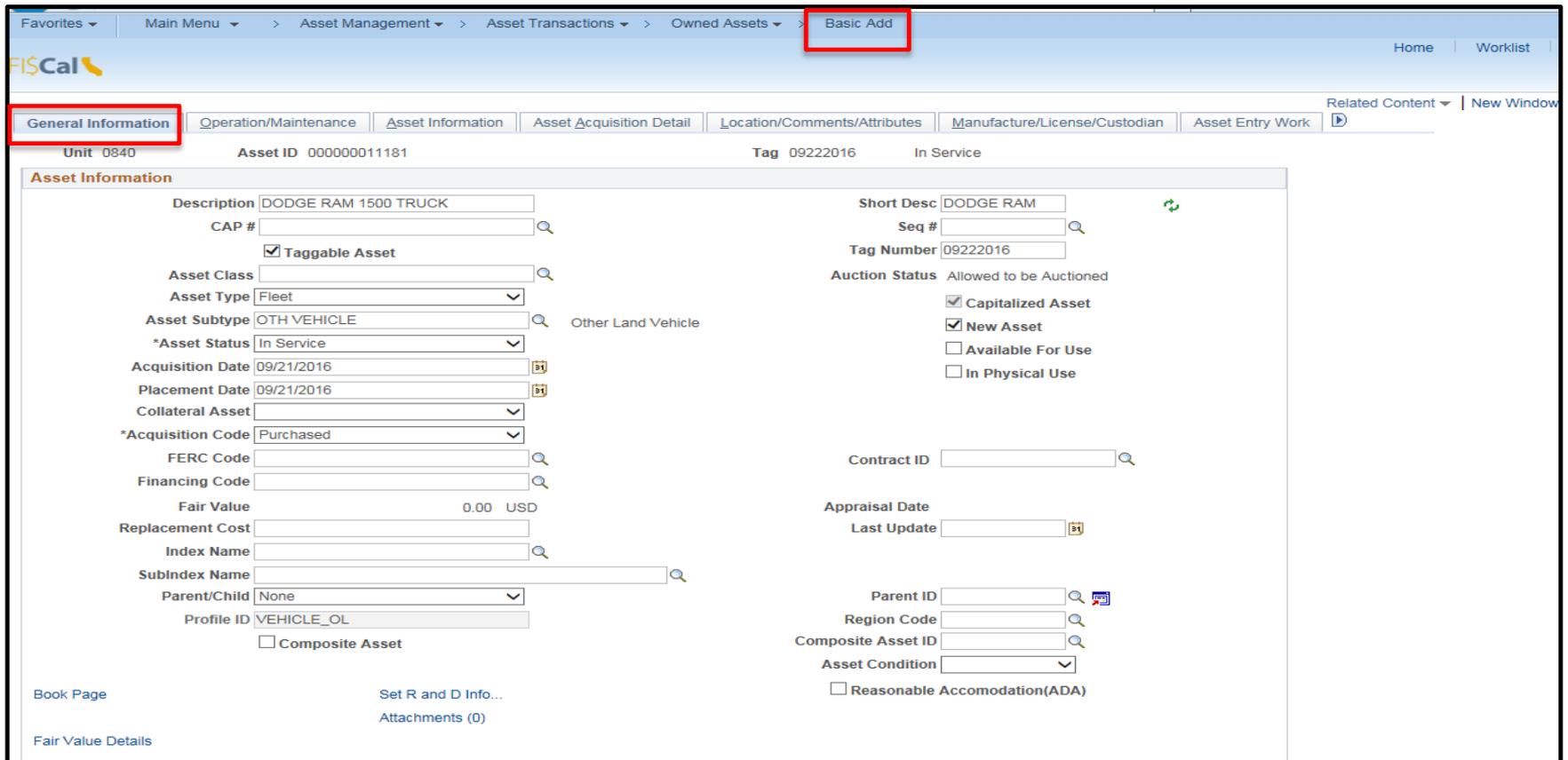


Appendix



Maintain Assets – Illustration

- Basic Add Page – General Information Tab



The screenshot shows the 'Basic Add' page for an asset in the FI\$Cal system. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add. The 'General Information' tab is selected, with other tabs including Operation/Maintenance, Asset Information, Asset Acquisition Detail, Location/Comments/Attributes, Manufacture/License/Custodian, and Asset Entry Work. The asset details are as follows:

- Unit:** 0840
- Asset ID:** 00000011181
- Tag:** 09222016
- In Service:** Yes

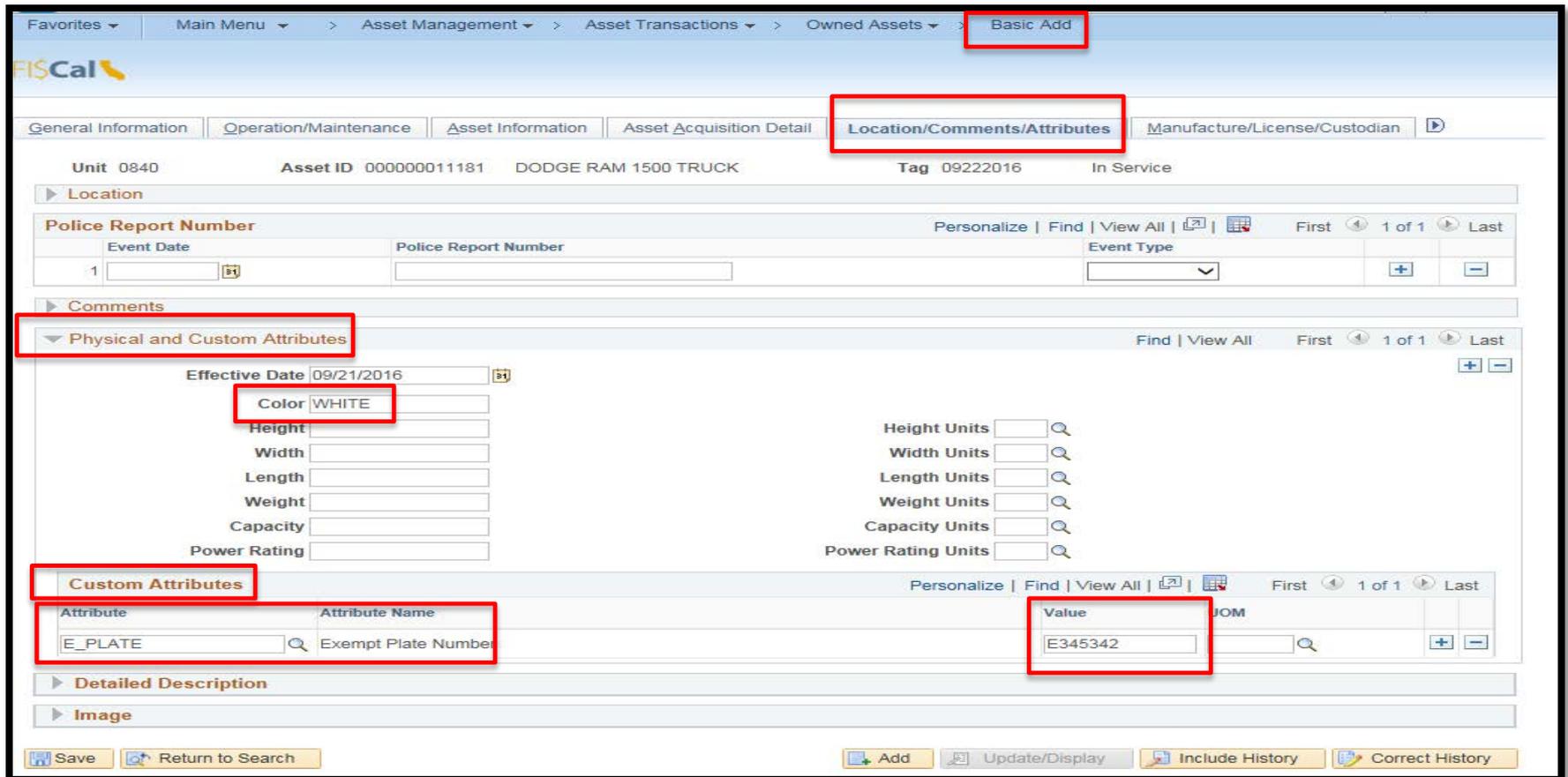
Asset Information Section:

- Description:** DODGE RAM 1500 TRUCK
- Short Desc:** DODGE RAM
- CAP #:** (empty)
- Seq #:** (empty)
- Taggable Asset**
- Tag Number:** 09222016
- Asset Class:** (empty)
- Asset Type:** Fleet
- Auction Status:** Allowed to be Auctioned
- Asset Subtype:** OTH VEHICLE (Other Land Vehicle)
- Capitalized Asset**
- *Asset Status:** In Service
- New Asset**
- Acquisition Date:** 09/21/2016
- Placement Date:** 09/21/2016
- Available For Use**
- Collateral Asset:** (empty)
- In Physical Use**
- *Acquisition Code:** Purchased
- Contract ID:** (empty)
- FERC Code:** (empty)
- Appraisal Date:** (empty)
- Financing Code:** (empty)
- Last Update:** (empty)
- Fair Value:** 0.00 USD
- Replacement Cost:** (empty)
- Parent ID:** (empty)
- Index Name:** (empty)
- Region Code:** (empty)
- Subindex Name:** (empty)
- Parent/Child:** None
- Composite Asset ID:** (empty)
- Profile ID:** VEHICLE_OL
- Composite Asset**
- Reasonable Accommodation(ADA)**

Buttons at the bottom: Book Page, Set R and D Info..., Attachments (0), Fair Value Details.

Maintain Assets – Illustration

- Adding Physical Attributes – Color and License Plate Number



Basic Add

General Information | Operation/Maintenance | Asset Information | Asset Acquisition Detail | **Location/Comments/Attributes** | Manufacture/License/Custodian

Unit 0840 Asset ID 00000011181 DODGE RAM 1500 TRUCK Tag 09222016 In Service

Location

Police Report Number Personalize | Find | View All | First 1 of 1 Last

Event Date Police Report Number Event Type

Comments

Physical and Custom Attributes Find | View All | First 1 of 1 Last

Effective Date 09/21/2016

Color WHITE

Height Height Units

Width Width Units

Length Length Units

Weight Weight Units

Capacity Capacity Units

Power Rating Power Rating Units

Custom Attributes Personalize | Find | View All | First 1 of 1 Last

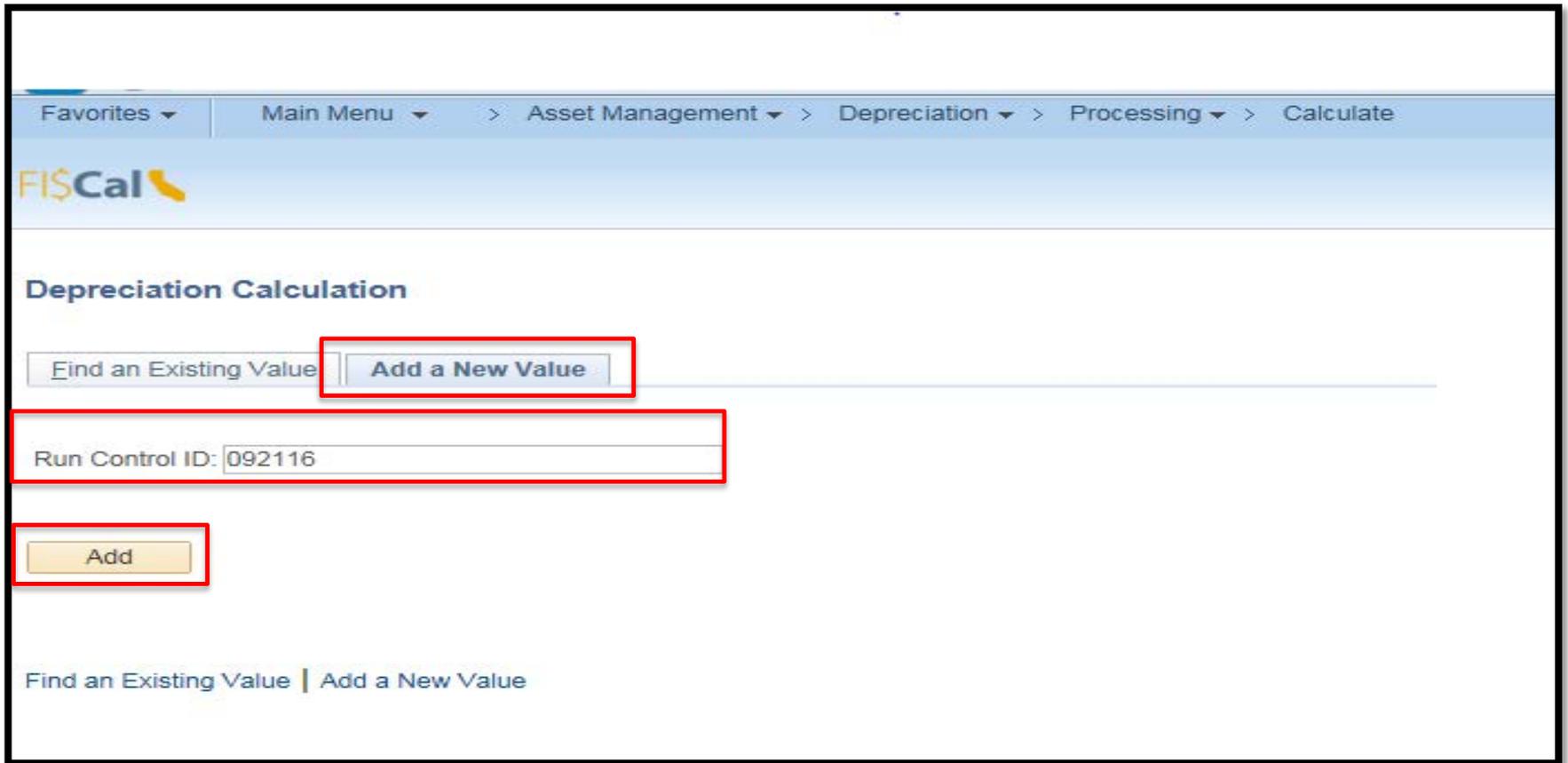
Attribute	Attribute Name	Value	uom
E_PLATE	Exempt Plate Number	E345342	

Detailed Description

Image

Save Return to Search Add Update/Display Include History Correct History

Depreciate Assets – Illustration Depreciation Calculation



Favorites > Main Menu > Asset Management > Depreciation > Processing > Calculate

FISCal

Depreciation Calculation

[Find an Existing Value](#) | [Add a New Value](#)

Run Control ID: 092116

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Depreciate Assets – Illustration

- Depreciation Calculation

Favorites > Main Menu > Asset Management > Depreciation > Processing > Calculate

FI\$Cal

Depreciation Calculation

Run Control ID 092116

Report Manager Process Monitor **Run**

Request Find | View All First 1 of 1 Last

*Request ID 1

Unit 0840

Book Name

From Asset ID 000000011181

Process Frequency Always

Delete Stage Row Current

To Asset ID 000000011181

Save Notify Refresh Add Update/Display

Depreciate Assets – Illustration

- Process Scheduler Request

Favorites ▾ | Main Menu ▾ > Asset Management ▾ > Depreciation ▾ > Processing ▾ > Calculate

FI\$Cal

Process Scheduler Request

User ID **Z_DEPT_AM_ASSET_PROC** Run Control ID **092116**

Server Name Run Date
 Recurrence Run Time
 Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Calculate Depreciation	AM_DEPR_CALC	Application Engine	Web ▾	TXT ▾	Distribution

Depreciate Assets – Illustration

- Depreciation Calculation

Favorites ▾ | Main Menu ▾ > Asset Management ▾ > Depreciation ▾ > Processing ▾ > Calculate

FI\$Cal

Depreciation Calculation

Run Control ID 092116

Report Manager **Process Monitor** Run

Process Instance: 744564

Request Find | View All First ◀ ◁ ▷ ▶ Last

*Request ID

Unit 🔍

Book Name 🔍

From Asset ID 🔍

Process Frequency ▾

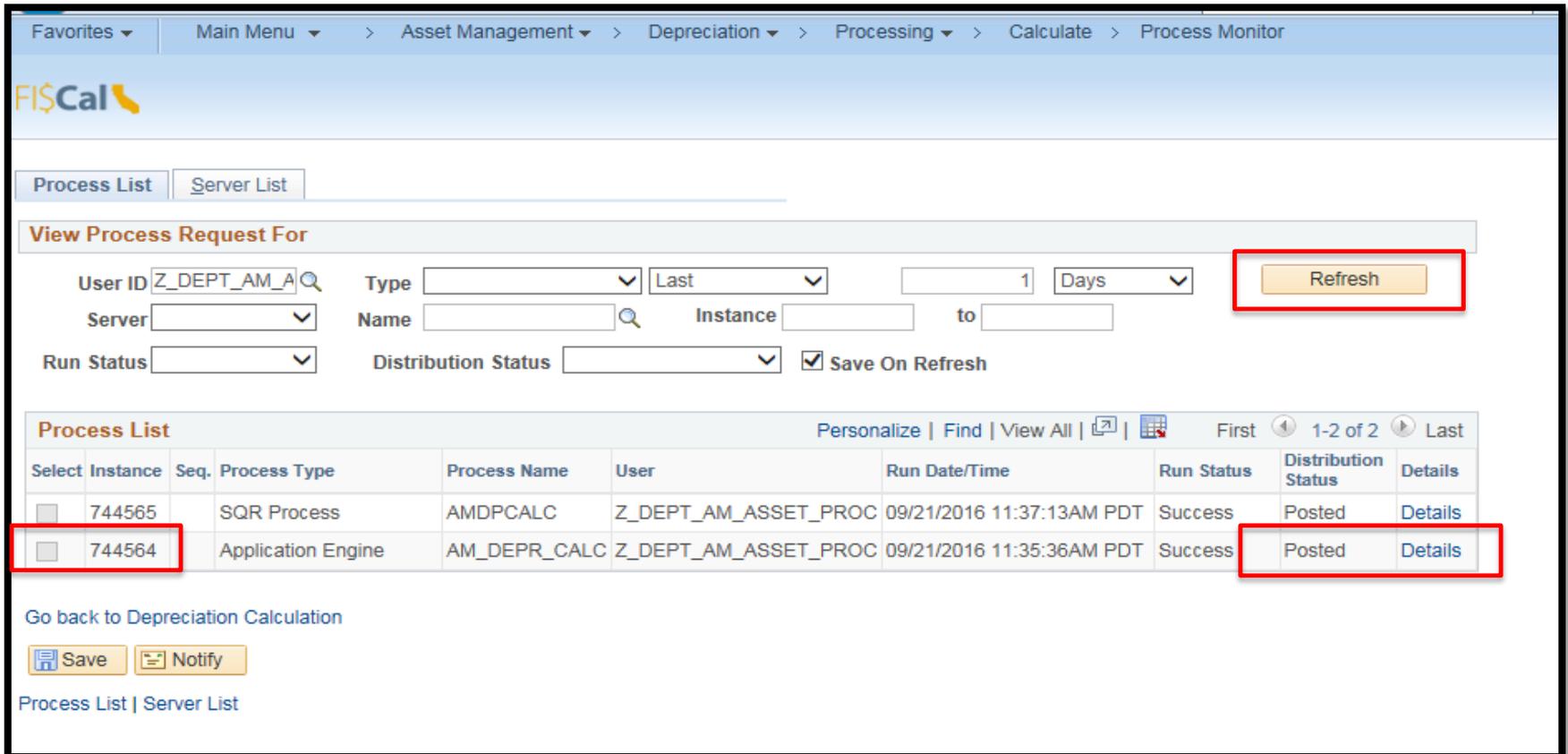
Delete Stage Row ▾

To Asset ID 🔍

Save Notify Refresh Add Update/Display

Depreciate Assets – Illustration

- Process List



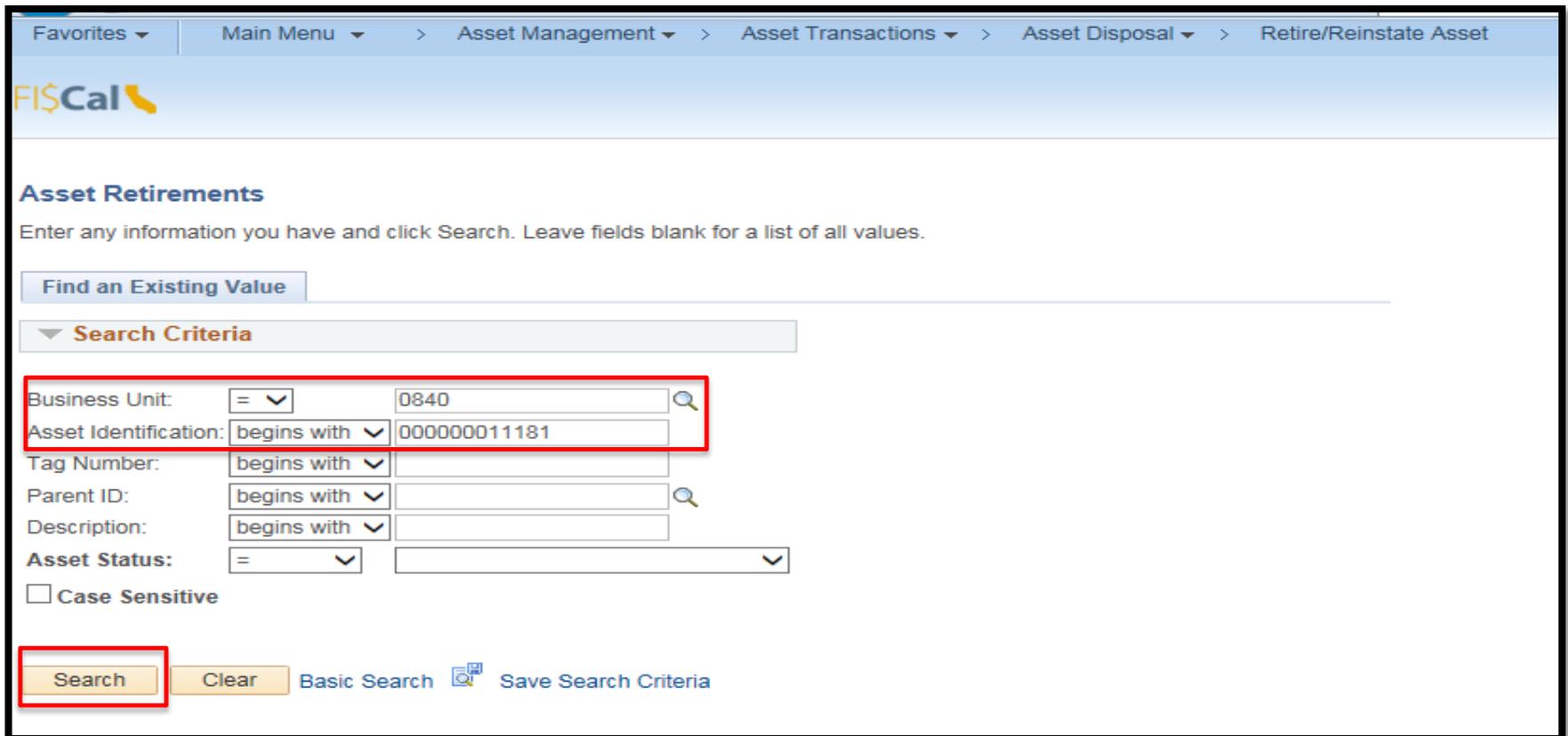
The screenshot shows the 'Process Monitor' interface in FISCal. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Depreciation > Processing > Calculate > Process Monitor. The 'Process List' tab is active. The 'View Process Request For' section contains filters for User ID (Z_DEPT_AM_A), Type (Last), and Days (1). A 'Refresh' button is highlighted with a red box. Below the filters is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	744565		SQR Process	AMDPCALC	Z_DEPT_AM_ASSET_PROC	09/21/2016 11:37:13AM PDT	Success	Posted	Details
<input type="checkbox"/>	744564		Application Engine	AM_DEPR_CALC	Z_DEPT_AM_ASSET_PROC	09/21/2016 11:35:36AM PDT	Success	Posted	Details

The 'Refresh' button and the second row of the table are highlighted with red boxes. Below the table are buttons for 'Save' and 'Notify', and a link to 'Go back to Depreciation Calculation'.

Retire/Reinstate Assets – Illustration

- Asset Retirements



Favorites ▾ Main Menu ▾ > Asset Management ▾ > Asset Transactions ▾ > Asset Disposal ▾ > Retire/Reinstate Asset

Asset Retirements

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Business Unit: = ▾ 0840 🔍

Asset Identification: begins with ▾ 000000011181

Tag Number: begins with ▾

Parent ID: begins with ▾ 🔍

Description: begins with ▾

Asset Status: = ▾ ▾

Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria

Retire/Reinstate Assets – Illustration

- Retire Asset currently In Service

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Asset Transactions ▾ > Asset Disposal ▾ > Retire/Reinstate Asset

Retire Assets Other Options By Chartfield

Unit 0840 Asset ID 000000011181 DODGE RAM 1500 TRUCK Tag 09222016 In Service
 Trans Date 09/21/2016 Acctg Date 09/21/2016 Rate Type CRRNT In Physical Use

Book Find | View All First 1 of 2 Last

Book Name CAPITAL Capital Book Base Currency USD As Of 09/21/2016
 Retire As Retirement by Sale Go Reinstate Quantity 1.0000 Cost 20,000.00
 Copy Changes to Other Books

Retirement Find | View All First 1 of 1 Last

Date/Time 09/21/16 11:53:35AM Ret Status Unretired

*Disposal Code Retirement by Sale Quantity Retirement Amt 0.00 USD
 Removal Cost 0.00 RC Curr USD Base Removal Cost 0.00
 Proceeds 0.00 Pr Curr USD Base Proceeds 0.00
 Convention Actual Month Accum Depr 0.00
 Trans Code Gain/Loss 0.00
 Retire Option Calculate Gain/Loss Override Accum Overridden Accum

Save Return to Search Notify

Retire/Reinstate Assets – Illustration

- Asset is now Retired – Status is Disposed

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Asset Disposal](#) > [Retire/Reinstate Asset](#)
[Home](#) | [Worklist](#)

[Retire Assets](#) | [Other Options](#) | [By Chartfield](#)
New W

Unit 0840 **Asset ID** 000000011181 **DODGE RAM 1500 TRUCK** **Tag** 09222016 **Disposed**
Trans Date 09/21/2016 **Acctg Date** 09/21/2016 **Rate Type** CRRNT **In Physical Use**

Book [Find](#) | [View All](#) First 1 of 2 Last
Book Name CAPITAL **Capital Book** **Base Currency** USD **As Of** 09/21/2016
Retire As Retirement by Sale [Go](#) [Reinstate](#) **Quantity** 0.0000
 Copy Changes to Other Books **Cost** 0.00

Retirement [Find](#) | [View All](#) First 1 of 1 Last
Date/Time 09/21/16 11:53:35AM **Ret Status** New
 Reinstate
***Disposal Code** Retirement by Sale **Retirement Amt** -20,000.00 USD
Quantity -1.0000 **Base Removal Cost** 100.00
Removal Cost 100.00 **Base Proceeds** 1,000.00
Proceeds 1,000.00 **Accum Depr** 0.00
Convention Actual Month **Gain/Loss** 0.00
Trans Code **Overridden Accum**
Retire Option Calculate Gain/Loss **Override Accum**

[Save](#) [Return to Search](#) [Notify](#)

Retire/Reinstate Assets – Illustration

Navigation: Favorites > Main Menu > Asset Management > Asset Transactions > History > Review Cost

FI\$Cal

Cost History List | Cost History Detail | Non Cap History List | Non Cap History Detail

Unit 0840 Asset ID 000000011181 DODGE RAM 1500 TRUCK Tag 09222016 **Disposed**

Book ? Find | View All First 1 of 2 Last

Book Name CAPITAL Capital Book Currency USD
Total Cost 0.00

Asset Cost Information ? Personalize | Find |   First 1-2 of 2 Last

Cost	Chartfields	Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
		1 09/21/2016	ADD		1.0000	20,000.00	Detail
		2 09/21/2016	RET		-1.0000	-20,000.00	Detail

Save Return to Search Notify

Cost History List | Cost History Detail | Non Cap History List | Non Cap History Detail

Retire/Reinstate Assets – Illustration

- Cost History Detail – Asset Retirement

Navigation: Favorites > Main Menu > Asset Management > Asset Transactions > History > Review Cost

FI\$Cal

Cost History List | **Cost History Detail** | Non Cap History List | Non Cap History Detail

Unit 0840 Asset ID 000000011181 DODGE RAM 1500 TRUCK Tag 09222016 Disposed

Book Find | View All First 1 of 2 Last

Book Name CAPITAL Capital Book Currency USD

Cost Find | View All First 2 of 2 Last

Accto Date 09/21/2016 Trans Date 09/21/2016 Date/Time Stamp 09/21/2016 11:53:35AM

Trans Type RET Asset Retirement

Trans Code

Cost -20,000.00 USD

Base Cost -20,000.00 USD

Salvage

Quantity -1.0000

Convention AM

User ID Z_DEPT_AM_ASSET_MANAGER

Category EQUIP Equipment and Other Assets

Cost Type

Appropriation Reference 001 BA State Operations-Support001

Fund 0001 General Fund

Year of Enactment 2016 Year of Enactment 2016

Interunit Transfer Information

Unit

Asset ID

Book

Exchange Rate

Rate Type CRRNT

Rate Effdt 09/21/2016

Exchange Rate

Retire/Reinstate Assets – Illustration

- Reinstate the Disposed Asset

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Asset Disposal](#) > [Retire/Reinstate Asset](#)
[Home](#)

Retire Assets | [By Chartfield](#) | [Retirement Work](#) | [Asset Retire Work](#) | [Asset Retire Work](#) | [Local Tax](#) | [Request Work](#) | [Request 2 Work](#) | [Joint Venture Work](#) | [Retire Wrk Au](#)

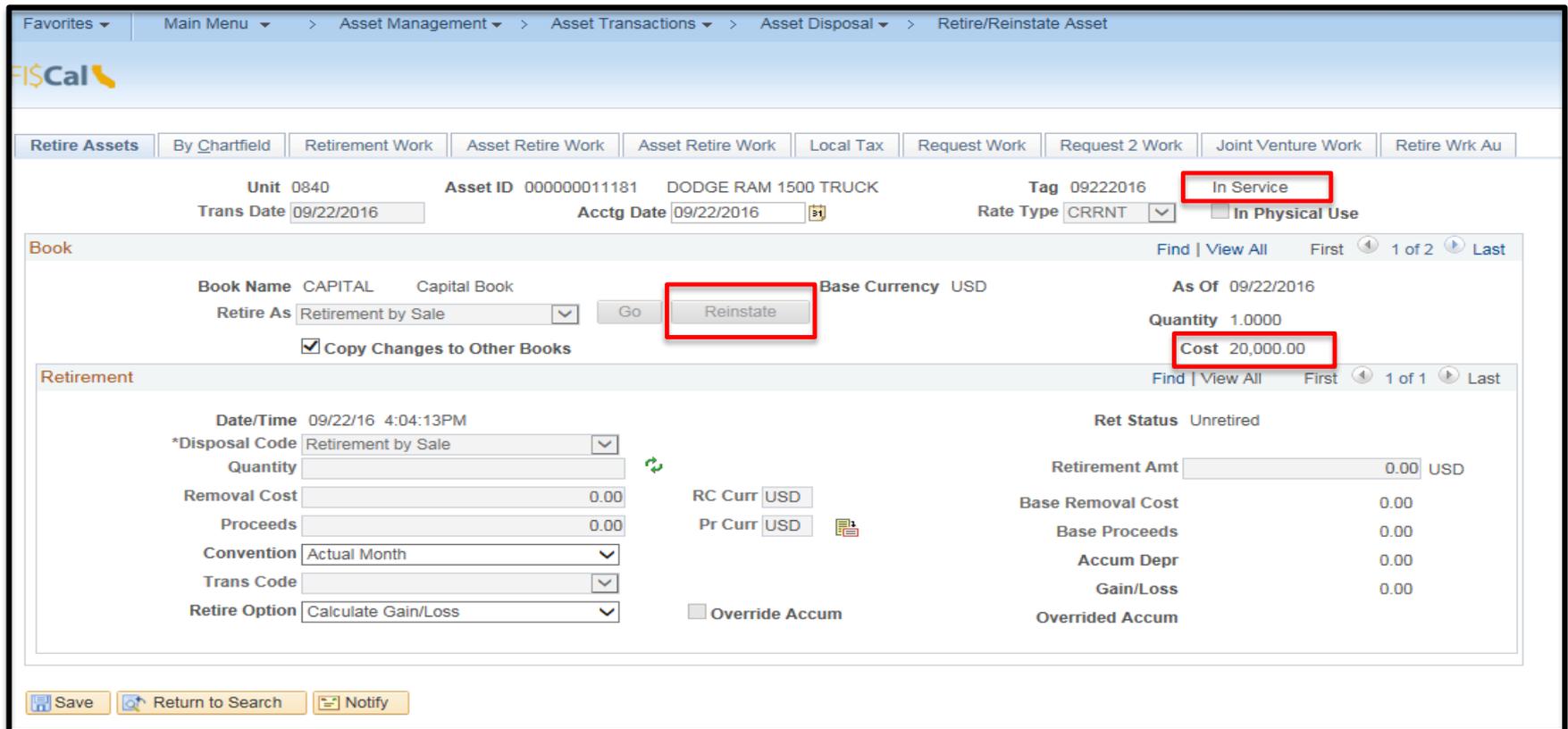
Unit 0840 **Asset ID** 000000011181 DODGE RAM 1500 TRUCK **Tag** 09222016 Disposed
Trans Date 09/22/2016 **Acctg Date** 09/22/2016 **Rate Type** CRRNT **In Physical Use**

Book [Find](#) | [View All](#) First 1 of 2 Last
Book Name CAPITAL Capital Book **Base Currency** USD **As Of** 09/22/2016
Retire As Retirement by Sale **Quantity** 0.0000
 Copy Changes to Other Books **Cost** 0.00

Retirement [Find](#) | [View All](#) First 1 of 1 Last
Date/Time 09/22/16 3:22:01PM **Ret Status** New
***Disposal Code** Retirement by Sale **Reinstate**
Quantity -1.0000 **Retirement Amt** -20,000.00 USD
Removal Cost 0.00 **Base Removal Cost** 0.00
Proceeds 0.00 **Base Proceeds** 0.00
Convention Actual Month **Accum Depr** 0.00
Trans Code **Gain/Loss** 0.00
Retire Option Calculate Gain/Loss **Override Accum** **Overridden Accum**

Retire/Reinstate Assets – Illustration

- Asset has been reinstated and is back In Service



Retire/Reinstate Asset

Unit: 0840 Asset ID: 000000011181 DODGE RAM 1500 TRUCK Tag: 09222016 **In Service**

Trans Date: 09/22/2016 Acctg Date: 09/22/2016 Rate Type: CRRNT In Physical Use

Book Find | View All First 1 of 2 Last

Book Name: CAPITAL Capital Book Base Currency: USD As Of: 09/22/2016

Retire As: Retirement by Sale **Reinstate** Quantity: 1.0000 **Cost: 20,000.00**

Copy Changes to Other Books

Retirement Find | View All First 1 of 1 Last

Date/Time: 09/22/16 4:04:13PM Ret Status: Unretired

*Disposal Code: Retirement by Sale Retirement Amt: 0.00 USD

Quantity: Removal Cost: 0.00 RC Curr: USD Base Removal Cost: 0.00

Proceeds: 0.00 Pr Curr: USD Base Proceeds: 0.00

Convention: Actual Month Accum Depr: 0.00

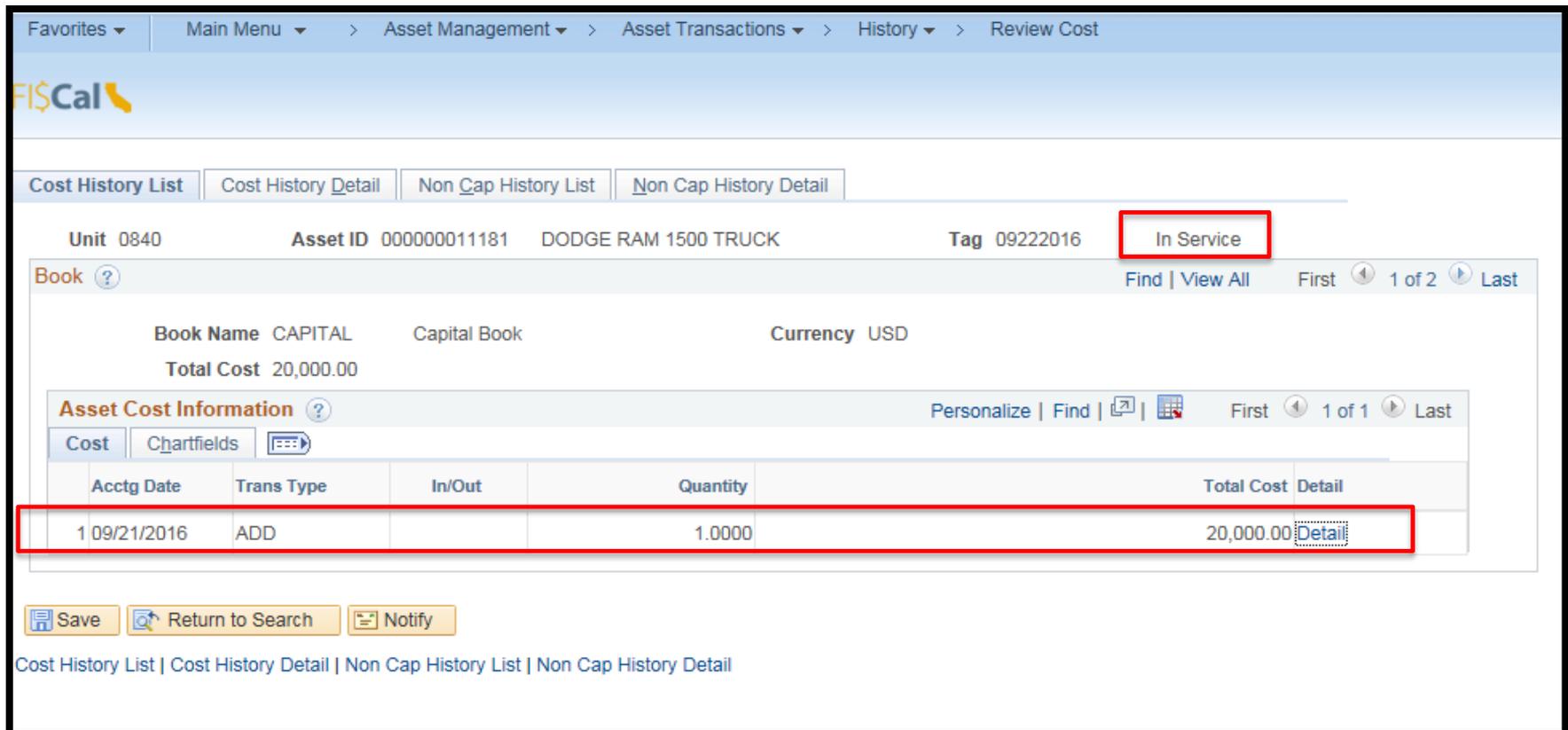
Trans Code: Gain/Loss: 0.00

Retire Option: Calculate Gain/Loss Override Accum Overridden Accum

Buttons: Save Return to Search Notify

Retire/Reinstate Assets – Illustration

- Cost History List – Asset Addition (Reinstatement)

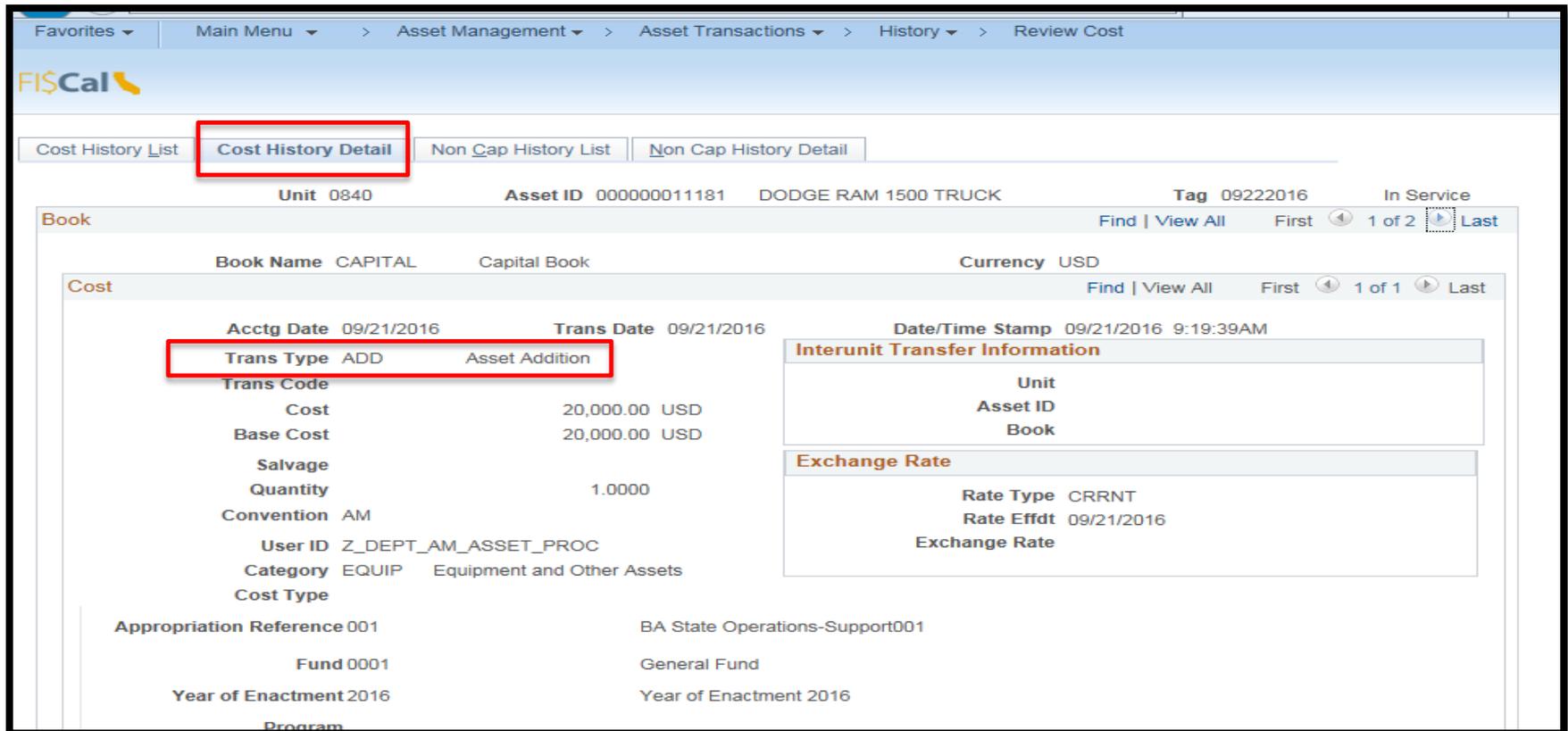


The screenshot displays the 'Review Cost' page in the FISCal system. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > History > Review Cost. The 'Cost History List' tab is active. The asset details are: Unit 0840, Asset ID 000000011181, DODGE RAM 1500 TRUCK, Tag 09222016, and Status 'In Service' (highlighted with a red box). The 'Book' section shows 'Book Name CAPITAL', 'Capital Book', and 'Currency USD'. The 'Total Cost' is 20,000.00. The 'Asset Cost Information' section shows a table with one entry: '1 09/21/2016', 'ADD', '1.0000', and '20,000.00'. The 'Detail' link for this entry is highlighted with a red box. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

Acctg Date	Trans Type	In/Out	Quantity	Total Cost	Detail
1 09/21/2016	ADD		1.0000	20,000.00	Detail

Retire/Reinstate Assets – Illustration

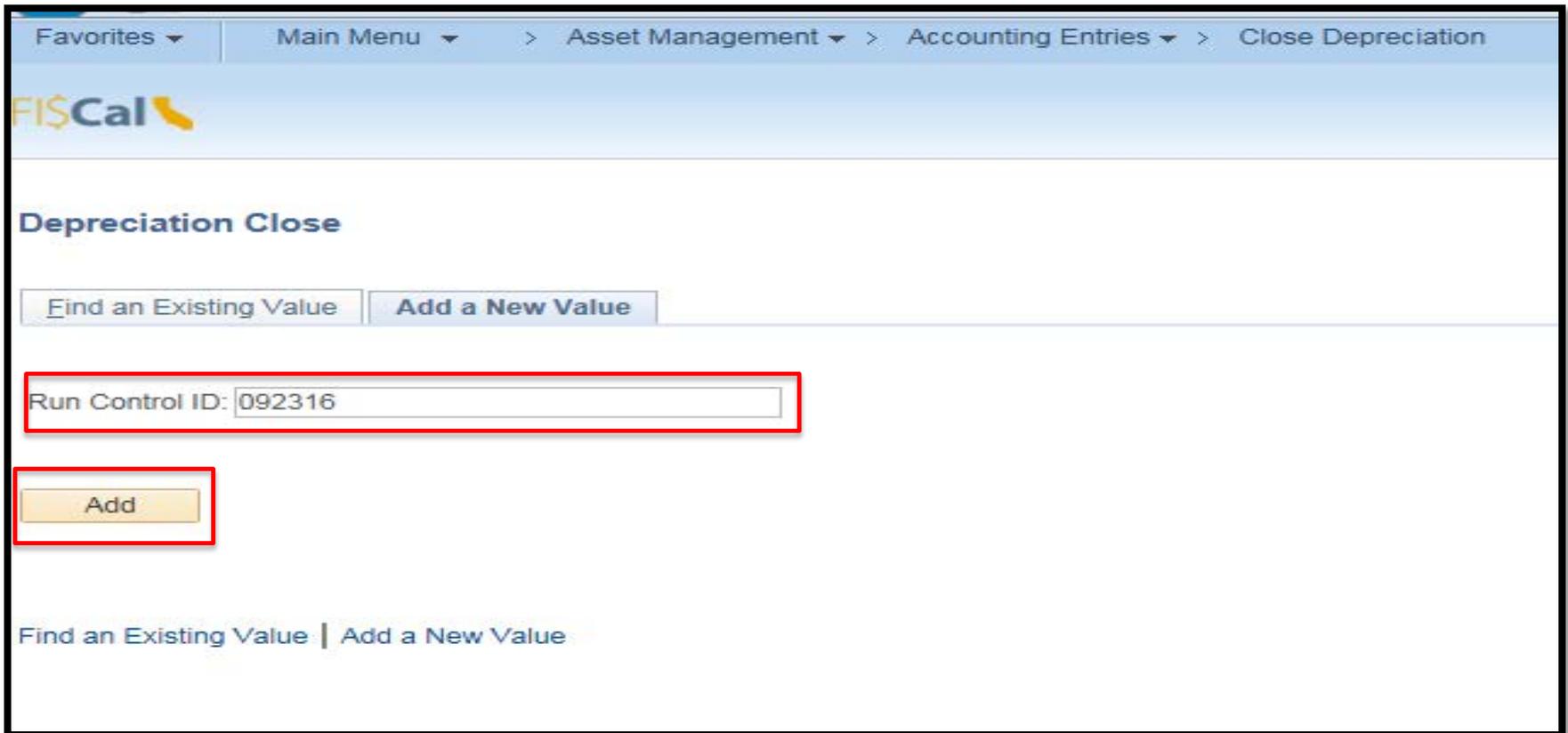
- Cost History Detail – Asset Reinstated



The screenshot displays the 'Review Cost' page in the FISCal system. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Asset Transactions > History > Review Cost. The 'Cost History Detail' tab is selected and highlighted with a red box. The asset information is: Unit 0840, Asset ID 000000011181, DODGE RAM 1500 TRUCK, Tag 09222016, In Service. The 'Book' section shows 'CAPITAL' as the Book Name and 'USD' as the Currency. The 'Cost' section shows a transaction on 09/21/2016 with a 'Trans Type' of 'ADD' (Asset Addition), highlighted with a red box. The transaction details include a cost of 20,000.00 USD and a quantity of 1.0000. The 'Interunit Transfer Information' and 'Exchange Rate' sections are also visible. The 'Appropriation Reference' is 001, and the 'Fund' is 0001.

Month-End Processing – Illustration

- Depreciation Close



Favorites ▾ Main Menu ▾ > Asset Management ▾ > Accounting Entries ▾ > Close Depreciation

FISCal

Depreciation Close

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Month-End Processing – Illustration

- Close Depreciation

Close Depreciation

Run Control ID 092316

Report Manager Process Monitor **Run**

Request Find | View All First 1 of 1 Last

*Request ID 1

Process Frequency Always

*Unit 8880

*Book Name CAPITAL

*Fiscal Year 2016

Currency USD

*Period 1

Options

Rerun depreciation close

Reverse Posted Entries

Create budgeted depreciation

Process a range of assets

From Asset ID 000000000001

To Asset ID 000000000001

Save Notify Refresh Add Update/Display

Run Depreciation Close Process | Work

Month-End Processing – Illustration

- Process Scheduler Request

Favorites ▾ Main Menu ▾ > Asset Management ▾ > Accounting Entries ▾ > Close Depreciation

FI\$Cal 

Process Scheduler Request

User ID Z_DEPT_AM_ASSET_PROC Run Control ID 092316

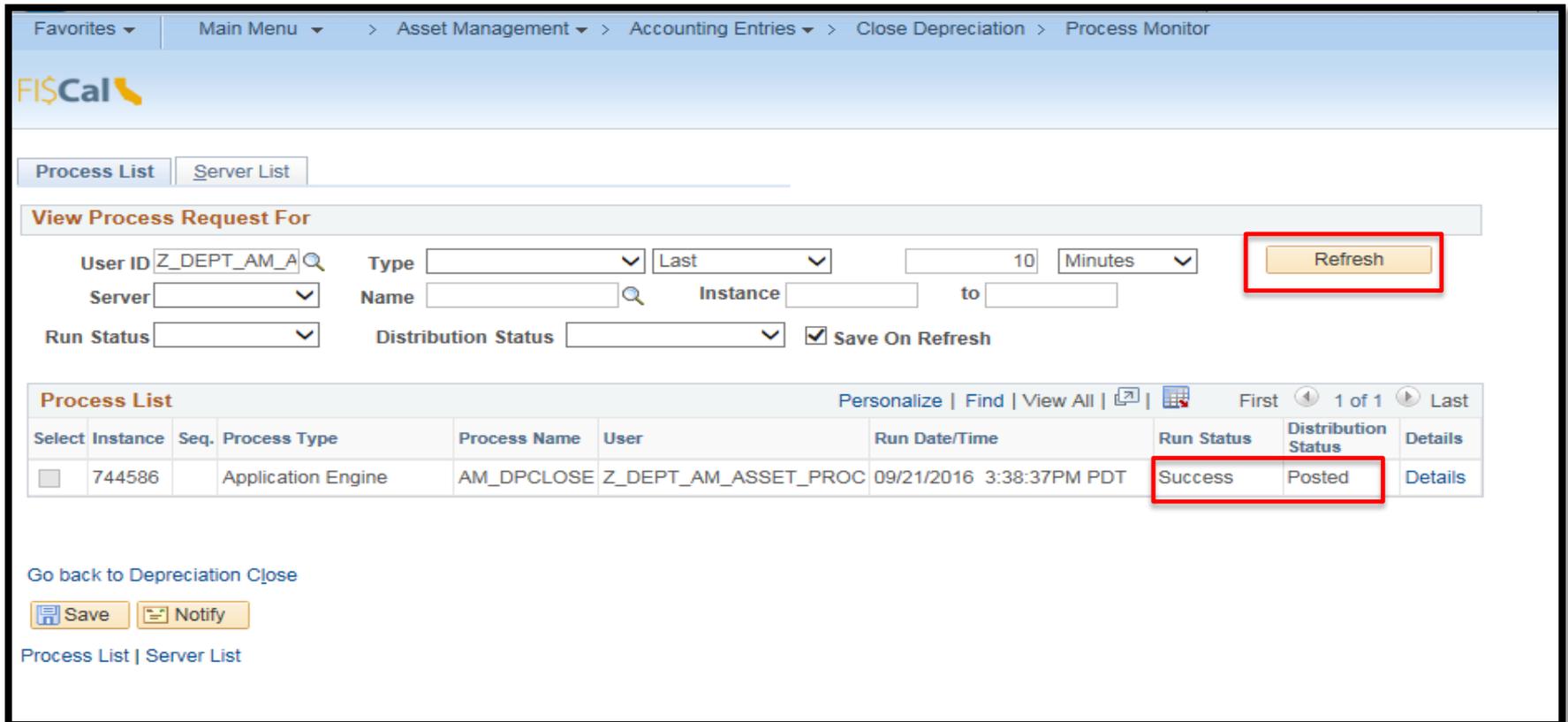
Server Name Run Date
 Recurrence Run Time
 Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AM_DPCLOSE	AM_DPCLOSE	Application Engine	Web ▾	TXT ▾	Distribution

Month-End Processing – Illustration

- View Process Request



The screenshot shows the 'Process Monitor' interface in FISCal. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Accounting Entries > Close Depreciation > Process Monitor. The 'Process List' tab is selected. The 'View Process Request For' section contains the following fields:

- User ID: Z_DEPT_AM_A
- Type: Last
- Minutes: 10
- Refresh button (highlighted with a red box)
- Server: (empty)
- Name: (empty)
- Instance: (empty) to (empty)
- Run Status: (empty)
- Distribution Status: (empty)
- Save On Refresh:

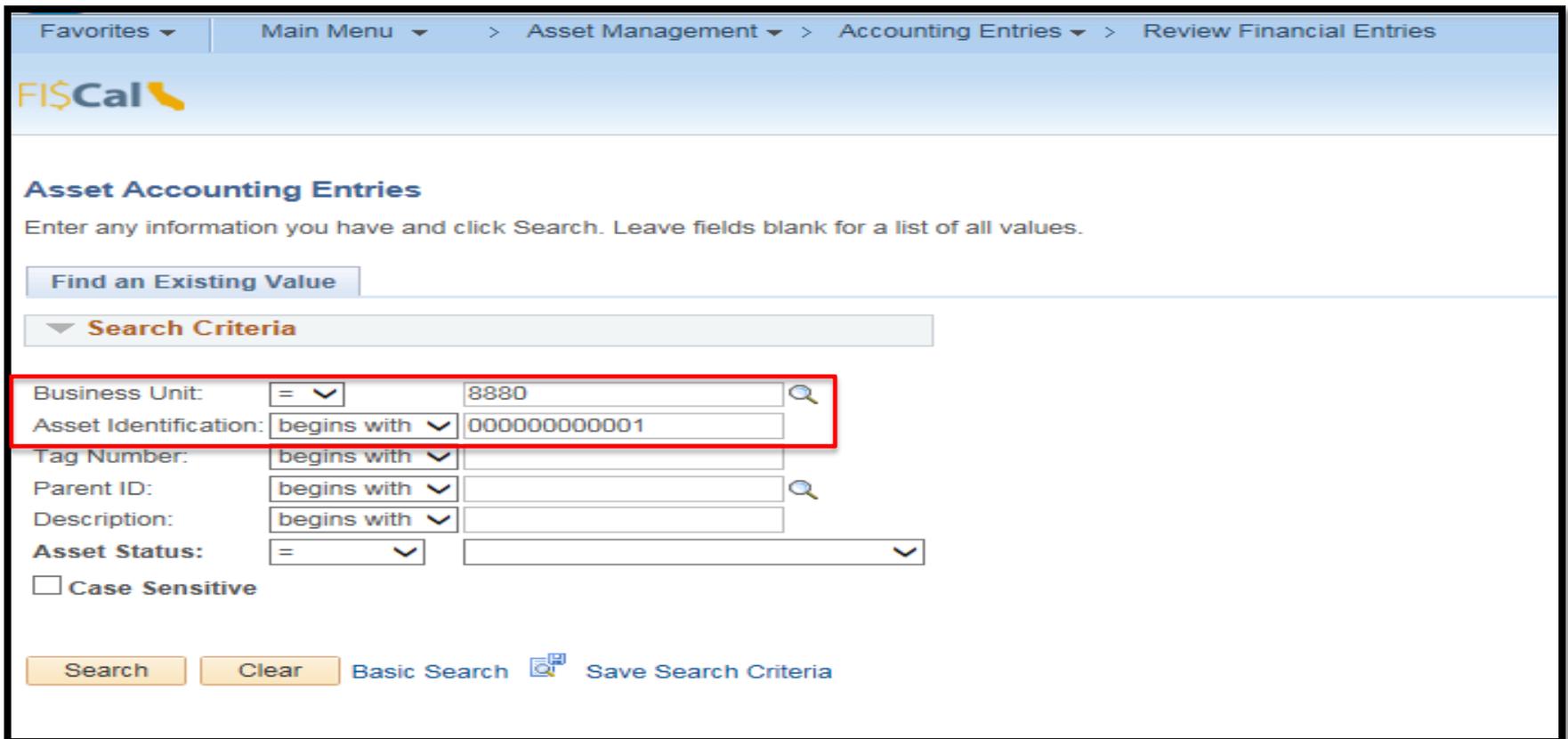
The 'Process List' table below shows one entry:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	744586		Application Engine	AM_DPCLOSE	Z_DEPT_AM_ASSET_PROC	09/21/2016 3:38:37PM PDT	Success	Posted	Details

At the bottom, there are buttons for 'Save' and 'Notify', and a link to 'Go back to Depreciation Close'. The footer navigation bar shows the current step as 'Month-End Close'.

Month-End Processing – Illustration

- Review Financial Entries - Asset Accounting Entries



Favorites ▾ Main Menu ▾ > Asset Management ▾ > Accounting Entries ▾ > Review Financial Entries

FI\$Cal

Asset Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Business Unit: = ▾ 8880 🔍

Asset Identification: begins with ▾ 000000000001 🔍

Tag Number: begins with ▾

Parent ID: begins with ▾ 🔍

Description: begins with ▾

Asset Status: = ▾

Case Sensitive

Search **Clear** Basic Search  Save Search Criteria

Month-End Processing – Illustration

- Review Asset Accounting Entries - List

[Favorites](#) | [Main Menu](#) > [Asset Management](#) > [Accounting Entries](#) > [Review Financial Entries](#)

FI\$Cal

List | [Detail](#)

Unit 8880 **Asset ID** 000000000001 DATA 1GE MAGMT AC 3DES/AES SSD **Tag** 2278 In Service

Book [Find](#) | [View All](#) First 1 of 1 Last

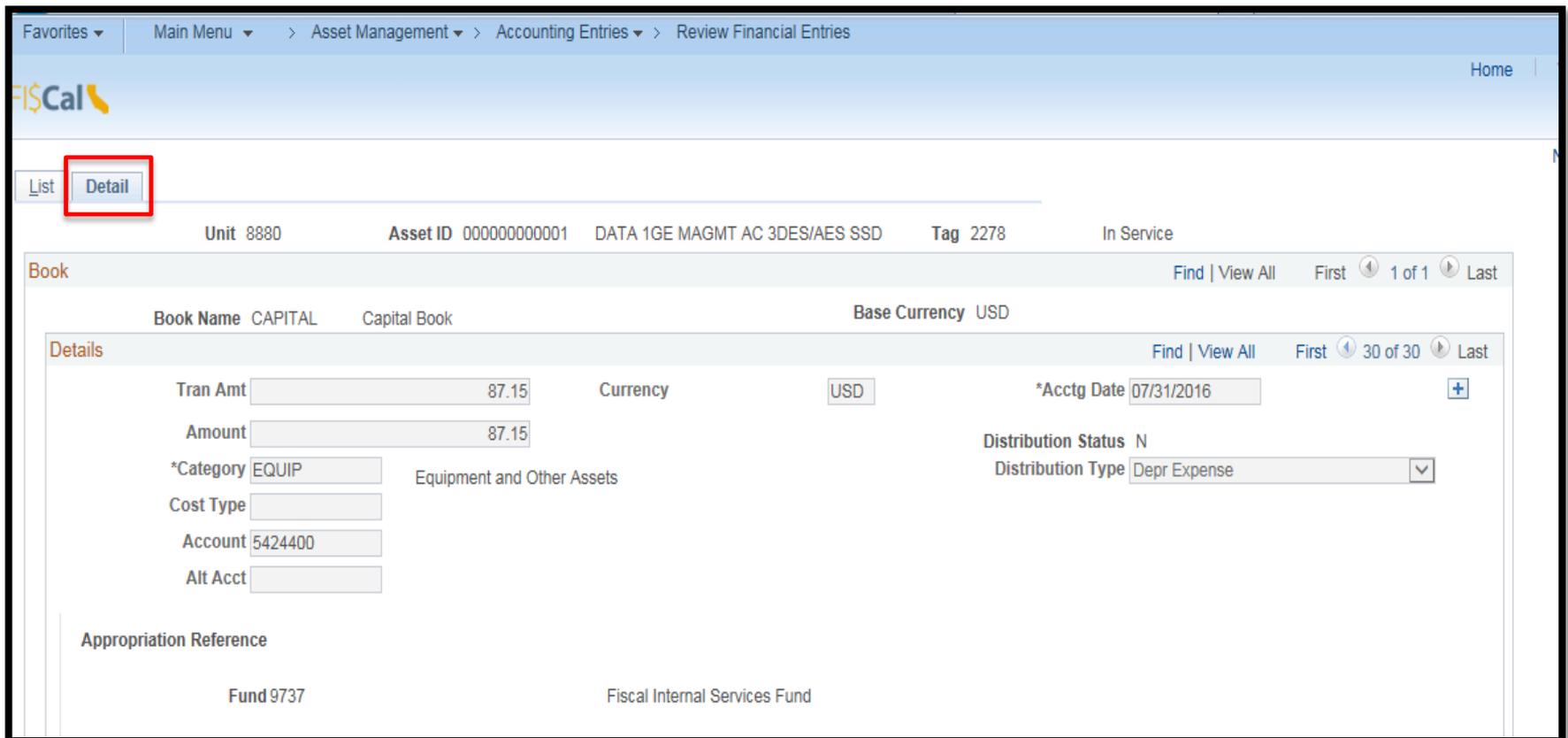
Book Name CAPITAL Capital Book **Base Currency** USD

Accounting Entries [Personalize](#) | [Find](#) | | First 1-30 of 30 Last

Accounting Lines	Chartfields	Journal						
Acctg Date	Trans Type	Appropriation Reference	Fund	Year of Enactment	Account	Use	Amount	Detail
1 07/31/2016	DPR		9737		5424400		87.15	Detail
2 07/31/2016	DPR		9737		1605900		-87.15	Detail
3 05/31/2016	DPR		9737		5424400		87.16	Detail
4 05/31/2016	DPR		9737		1605900		-87.16	Detail
5 04/30/2016	DPR		9737		5424400		87.16	Detail

Month-End Processing – Illustration

- Review Asset Accounting Entries - Detail



Favorites ▾ Main Menu ▾ > Asset Management ▾ > Accounting Entries ▾ > Review Financial Entries Home

FISCal

[List](#) **Detail**

Unit 8880 Asset ID 000000000001 DATA 1GE MAGMT AC 3DES/AES SSD Tag 2278 In Service

Book Find | View All First 1 of 1 Last

Book Name CAPITAL Capital Book Base Currency USD

Details Find | View All First 30 of 30 Last

Tran Amt Currency *Acctg Date

Amount Distribution Status

*Category Equipment and Other Assets Distribution Type

Cost Type

Account

Alt Acct

Appropriation Reference

Fund 9737 Fiscal Internal Services Fund