FI$Cal

One state. One system.

General Ledger Business Process Workshop (BPW)

July 2017 Departmental Release

Agenda

- BPW Objectives
- What you should Take away
- STO/SCO General Ledger Module Impacts
- Journal Entries Process
  - Process Overview
  - Detailed End-User Role Description
- Budget Journals Process
- Allocations Process
- Financial Statements Process
- Change Impact Activity
- Next Steps

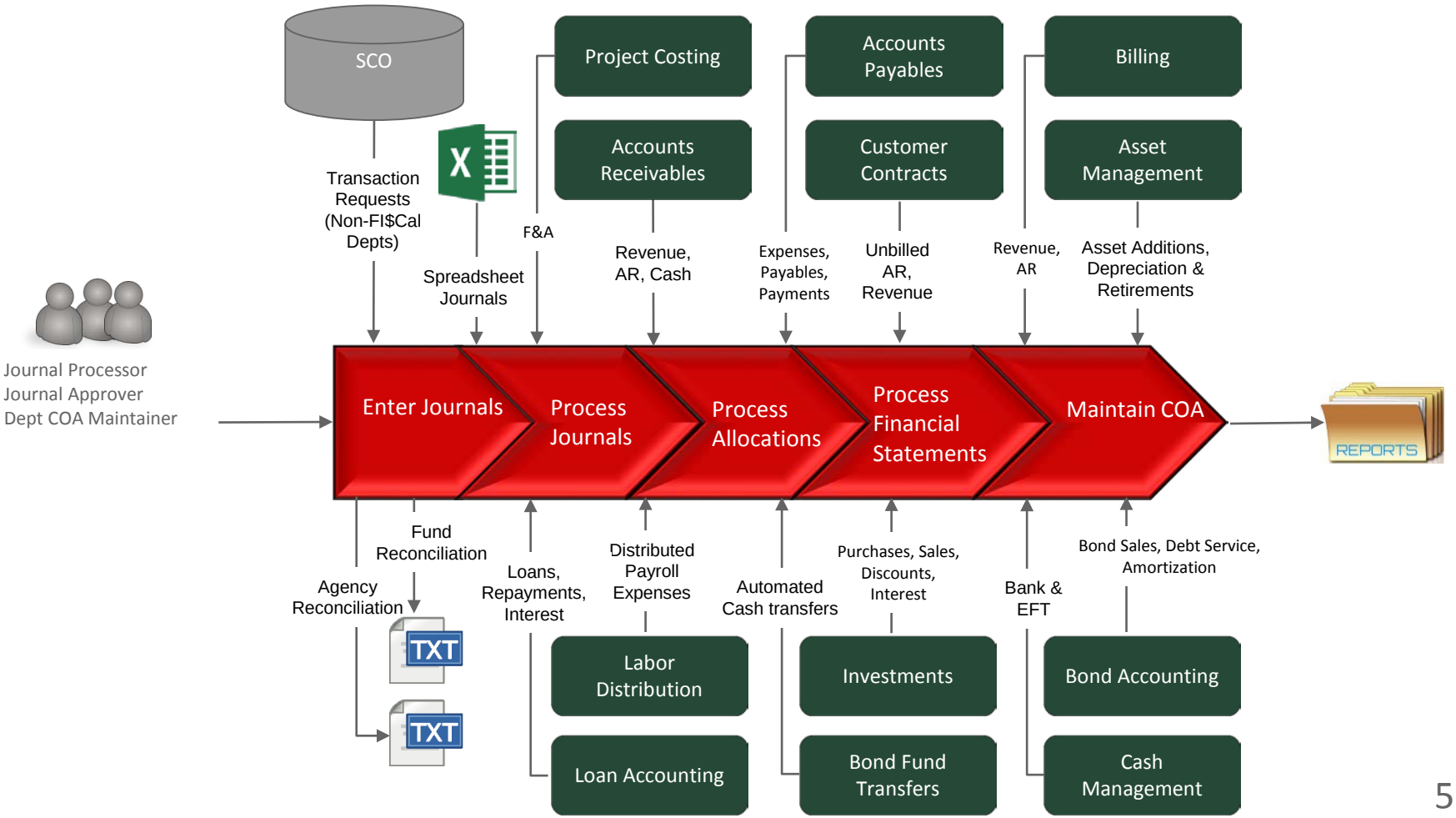
BPW Objectives

- 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 the new FI$Cal processes, the next steps, and the support available from FI$Cal.

General Ledger Overview



General Ledger Module Impacts

- The 2017 STO/SCO Release has FI$Cal Departmental Impacts for the following processes:
  - FI$Cal will become the state's Book of Record
  - GL Journal Approval Workflow
  - Cash Validation will occur during Journal Edit
  - Create Cash Basis Entries
  - Departments will continue to submit their Plan of Financial Adjustment (PFA) to the SCO for approval
  - FI$Cal Departments will no longer have to submit paper PFA transaction requests to the SCO
  - Commitment Control will become the state's appropriation ledger, control of appropriations will be strictly enforced by the SCO

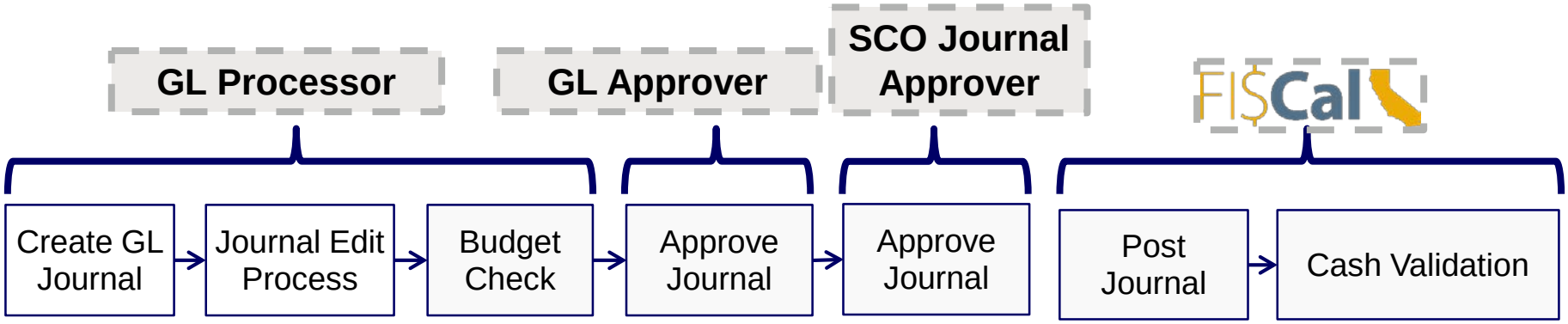
General Ledger Module Impacts

- The 2017 STO/SCO Release has FI$Cal Departmental Impacts for the following processes:
  - The reconciliation against SCO Legacy system will no longer be required (INFGL051 – Agency Reconciliation)
  - Interfaces that send payment information to SCO will need to be retired
  - Current COA issues will also be alleviated since both the SCO and Departments are transacting in the same system

GL Journal Approval Workflow

- FI$Cal Department's journals are subject to departmental approval, unless the department chooses not to.
- FI$Cal Department's Journals are conditionally required for SCO approval based on if the journal has a non-zero impact to an item of appropriation or any state fund's cash, in which case it must be routed to SCO for approval. Approvers can be notified of a journal requiring their review by an email and by an entry in their *worklists*.
- SCO can also enter and approve journals on behalf of another department.
- GL Journal Approval Workflow includes:
  - Journal Approval Workflow - Departments
  - Journal Approval Workflow - SCO

Departmental Journal Approval



- Department Journal Processor will create, update, and budget check journals using the current process
- Journal is posted in the General Ledger

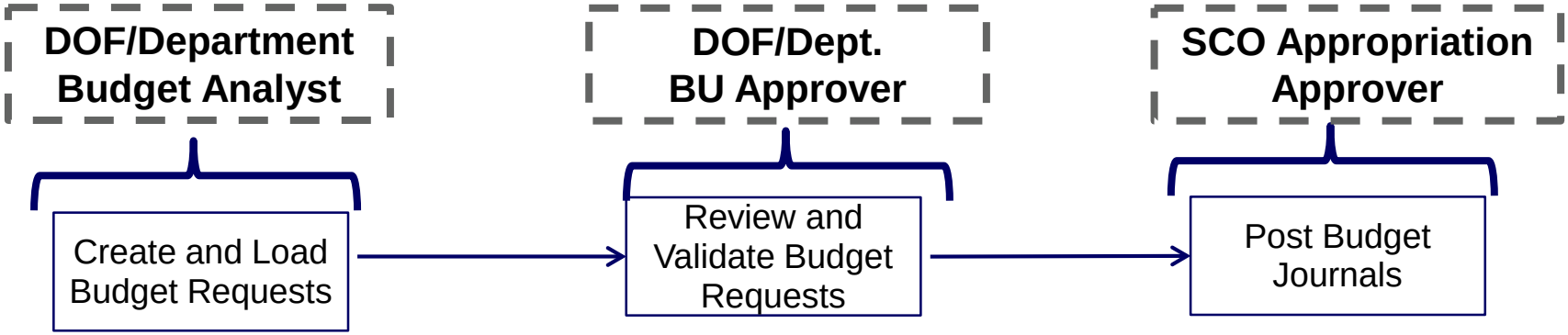
Key Impacts

- Journal post after approval is real time. The approver can choose to post upon approval or when the next FI$Cal batch occurs.
- If journal has a non-zero impact to an item of appropriation or any state fund's cash it must be routed to SCO for approval.

Journals Department Roles

FI$Cal End-User Role	Description
GL Processor	The department end user who will create journals in the Modified Accrual ledger, run online Edit Check, run online Budget Check, and submit to the journal approval process.
GL Approver 1	The department end user who is responsible for the first level approval of department journals from a pooled worklist.
GL Approver 2	The department end user who is responsible for the second level approval of department journals from a pooled worklist.

Process Budget Journals



- Prepare original budget and adjustments
- Validate Budget requests and submit to Commitment Control
- Post Budget Journal interfaced from Hyperion

Key Impacts

- DOF and departments will initiate budget transactions in FI$Cal.
- SCO will approve amounts and Post in PeopleSoft.
- SCO can create and post budget journals in Commitment Control in the event of a no-budget situation or a statewide budget not utilizing Hyperion.

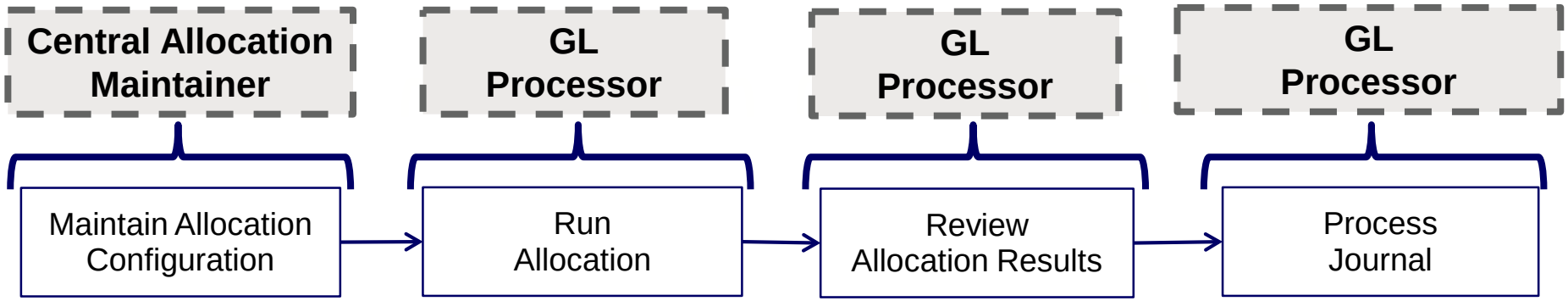
Budget Journals Department Roles

FI$Cal End-User Role	Description
BU Approver	The department end user who is responsible for approval of the budget submission. The Department Budget Approver can edit, add, or remove data in planning units to which they have received permissions, and then can approve or reject the budget plan submission.
BU Processor	The department end user who enters and submits budget plan data for approval, including budget requests. The Department Budget Processor will be able to view and use reports, documents, task lists, and department budgeting content.

Budget Journals Department Roles

FI$Cal End-User Role	Description
Appropriation Viewer	The central and department end user who will have access to view Statewide Controlling budget information
Operating Budget Viewer	The central and department end user who will have access to view department level budgets using online inquiry screens

Process Allocation



Key Points

- Allocation configurations are maintained centrally by the FSC.
- Allocations must be reviewed and approved by SCO prior to configuration.
- Departments execute their allocations whenever needed – FSC involvement is not required.
- Allocation processor will be included in the summary role of GL Processor.

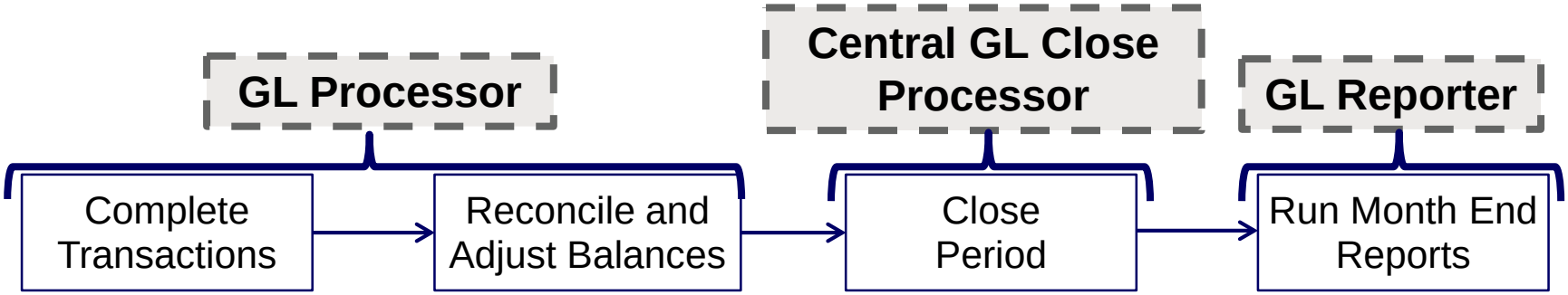
GL Allocation Department Roles

FI$Cal End-User Role	Description
GL Processor	The central and department end user who processes Allocation Groups and verifies the allocation results. Departments will be given the ability to execute General Ledger Allocation processes when required.

Financial Statement Overview

- Budgetary/Legal basis and CAFR reports will be created from FI$Cal beginning with 2017 SCO/STO Release
- Enhanced departmental reporting will be available in the FI$Cal Hyperion Financial Management system beginning with 2016 Release
- FI$Cal will be responsible for:
  - Opening and closing accounting periods monthly
  - Executing the General Ledger Year-End Close and Budget Year-End Close processes at the end of each fiscal year

Financial Statements Period Close

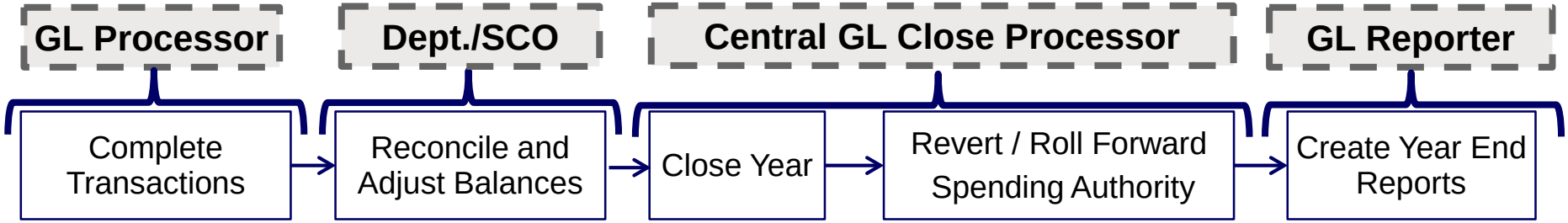


- Complete transaction processing
- Run preliminary reports

Key Points

- Journals may not be posted to closed periods.
- Any journals pending posting when their target accounting period closes must either be deleted or posted to the next open accounting period.
- Closing a period does not remove its transactions from the system.

Financial Statements Year End Close (GL & Budget)



- Liquidate encumbrances for expiring budgets
- Complete transaction processing

- Revert on expiring budgets

- Submit certification letter to SCO
- Create financial statements
- Review year end reports and submit to SCO

Key Points

- Year end GL adjustments are recorded in an *adjustment period* ("Period 13") to distinguish them from standard monthly transactions or adjustments
- Year end accrual journals can be configured to automatically reverse in the first period of the following fiscal year

Financial Statements Department Roles

FI$Cal End-User Role	Description
BU and GL Viewer	The central and department end user who has view only access to General Ledger and Commitment Control online inquiry screens and read only access to Create Journal Entry pages
GL Reporter	The central and department end user who will run reports and distribute to the Department GL Report Viewer as required
Department GL Report Viewer	The department end user who will receive nightly batch distributed reports and have access to Report Manager

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
- 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

  BUSN625: Identify Department-Specific Change Impacts
- 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

Questions & Answers

FI$Cal Project Information:

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

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