FI$Cal
One state. One system.

2017 Release

Department Transition Information
Meeting – FI$Cal Live Depts.

June 13, 2017

Agenda

- Welcome and Introductions

- Updates
  - New FI$Cal Functionality
  - Cutover to FI$Cal

- Department Actions
  - MEC/YEC
  - Report 14
  - Employee Ars
  - Payroll Headers

- FI$Cal Support
  - FSC Support

- Next Steps

Welcome and Introductions

- Welcome – Tamma Adamek

- Today's Agenda
  - Information
  - Action
  - Support

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New FI$Cal Functionality

Will Padilla

New FI$Cal Functionality

- Statewide Cost Allocation Plan (SWCAP)
- Leased Assets – Asset Management
- Statewide Emergency Procurement and Expenditure Tracking – Project Costing
- Employee ARs – Accounts Receivable
- Report 14 (for Accounts Outside CTS)

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Cutover to FI$Cal Update

Will Padilla

2017 Release Deploy Phase	May 1	May 8	May 15	May 22	May 29	Jun 5	Jun 12	Jun 19	Jun 26	Jul 3	Jul 10	Jul 17
Dry Run			Dry Run 5/15 – 5/26		Dept Vals. 6/1 – 6/5							
Dress Rehearsal							DR 6/16 – 6/19	Dept Vals.				
Cutover										Cutover 7/7-7/10 Validations + Support >>		

Go Live: 7/10

2017 Release – Cutover – Key Activities and Dates

- 2017 Release Departments will cutover to FI$Cal between 7/7 and 7/10

- PeopleSoft and Cal eProcure will not be available to Department users from 12 p.m. on 7/7 and 12 p.m. on 7/10

- DGS will provide more information to departments on any steps that may be needed regarding advertised solicitations in CSCR

- Department users currently live on FI$Cal should save any in progress transactions and **logout of the system by 12 p.m. on Friday, 7/7**

- FI$Cal will send out a communication when the system is available again on Monday, 7/10

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Month-End Close (MEC) / Year-End Close (YEC)

Cathy Brown

Approach for Departmental Transactions and Month-end Closing (MEC)

- Transactional Support
  - FI$Cal On-Site Support team available Monday through Friday to assist with daily transaction questions.
  - State Business Experts will supplement Onsite Support Team
  - "Mandatory" Lab for departments who are not showing progress on data entry
- DOF lab available for MEC, PFA and reconciliation support. Saturday support will be available in July-August.
- R2017 Departments have conversion and configuration validation to complete post go-live
- Catch up on July transactions to post in FI$Cal

DOF Policy on Month End Close

- State Policy requires reconciliation within 30 days after the end of the month

- Finance will allow additional time to perform month-end closing (MEC) and to complete July and August reconciliations

- Using FI$Cal as the primary accounting system, departments should comply with policy by FM3 (September) reconciliations

- Dates for expected closure for 2017 departments:
    - July by September 15, 2017
    - August by September 29, 2017

- Departments requiring additional time for MEC and reconciliations must submit a written request to Finance (FSCU) for a temporary exemption to the policy

MEC Process

- Refer to Job Aid.009 for running month end close process

- Common issues identified for MEC
  - Labor Distribution Errors
  - Voucher Build Errors
  - Items not sent to GL

- Contact Fiscal Service Center for assistance and MEC Close requests
  - Email: fiscalservicecenter@fiscal.ca.gov

- MEC Reporting Tool will be used for self Reporting, On-Site Support Office will assist with question and edits to the MEC Reporting Tool.

YEC Process

- Job Aid.258 for running the year-end close (YEC) process
- YEC activities
  - Close and reconciliation period 12
  - Period 998 – Adjustments/Corrections, Allocations, Final Month-end reconciliations
  - Budgetary Legal Ledger – Encumbrance reclassification
  - Prepare year-end reports
- Support
  - Contact DOF analyst for year-end reporting guidelines and requirements
  - Contact Fiscal Service Center for processing and system issues

Month End Reporting Tool

- Designed to streamline the month-end close (MEC) tracking and reporting

- Located within the FI$Cal system

- References available within the tool for each month-end close task (job aids, queries, navigation)

- Departments to report the status of their MEC closing tasks on a flow basis
  - At a minimum, departments must ensure the new MEC reporting tool is updated no later than the 1st and the 15th of each month.

- Job aid and training is available on how to use this tool

Month End Reporting Tool

The department user(s) with the general ledger role will report their MEC activities

- Navigation: Main Menu → FI$Cal Processes → FI$Cal Extension → GL → Month End Close → MEC Status
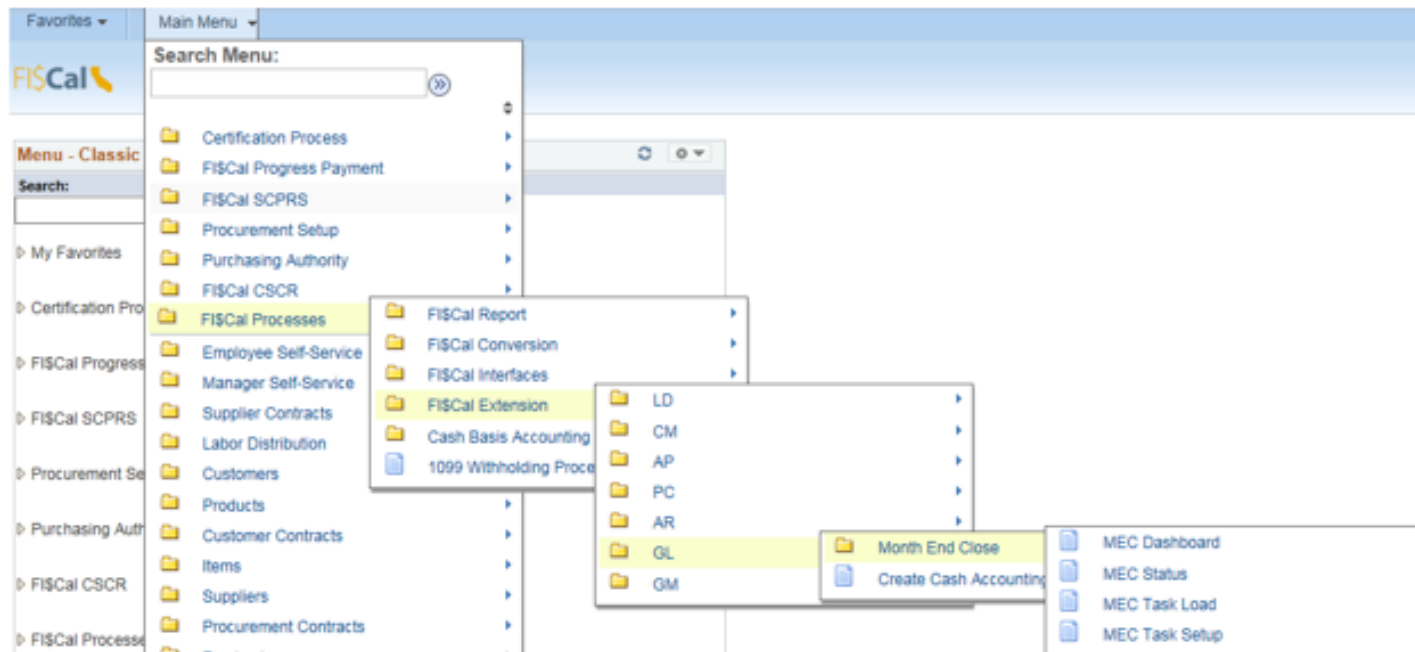
Month End Reporting Tool

MEC Detail Status

Report 14

Jimmy Tran

Report 14

- All required departments will generate a Report 14 for any accounts outside of the Centralized Treasury System (CTS) or confirm they have no accounts outside CTS, due August 20.

- This information must be approved by a department head or designee.

- Once Report 14 is generated, departments can print, sign, and send a paper copy with a wet signature to the State Controller's Office as part of year-end reporting requirements. (STO will not require a printed/signed copy)

Employee ARs

Bill Harrigan

Employee ARs

- A new interface will automatically establish employee payroll accounts receivable documents in FI$Cal based on "Half Sheets"

- Amounts from the "half sheet" will be cross-walked and posted to FI$Cal Accounts

- The AR document will be generated with the amount due from the employee

Employee ARs (cont.)

- FI$Cal will maintain a crosswalk of the Payroll System AR number to the FI$Cal document number

- Employee must be added to the Department's customer file prior to creation of the AR through the interface

- Departments will post collections (Agency or Payroll System) to the AR document

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Payroll Headers

Bill Harrigan

Payroll Headers

- No change to departmental process for Payroll Headers

- Payroll Headers will be interfaced from SCO to FI$Cal to update the Reporting Unit Translation (PRU) Table

- Interfaced data will include statewide CFs

- Departments will be able to update only department-specific ChartFields (e.g., Reporting Structure)

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FI$Cal Service Center (FSC)

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FSC – Contact Information

Email: fiscalservicecenter@fiscal.ca.gov

Voice: (855) FISCAL0 (347-2250)

Web: http://www.fiscal.ca.gov/access-fiscal/

Access FI$Cal

2017 Release Training Update

Welcome to Access FI$Cal. This page provides you with access to the FI$Cal System, maintenance information, access to training, and access to the FI$Cal Service Center.

Access the FI$Cal Application.

Access FI$Cal Service Center Information.

Access the University of FI$Cal.

Access Application Maintenance Notices.

Outage Notification:

Select Maintenance button below to view upcoming outages.

Known Issues:

Saturday, 4/22/17: We are experiencing delays with the Hyperion BI Data Mart refreshes. This may impact running Hyperion BI Reports. Technical teams are currently working to resolve this issue.

Important Information:

For information on bidder and supplier activities, please use Cal eProcure (https://caleprocure.ca.gov). Cal eProcure is the new vendor portal that will replace BidSync.

FI$Cal Release Notes:

FI$Cal System release notes on issues impacting end users are now posted online.

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FSC – Things to do, speed up resolution

- Advise user to clear cache and retry process (as part of incident triage)

- Contact your department Super User to attempt resolution

- Providing the following information speeds up incident processing:
  - Steps leading to the issue
  - FI$Cal User ID (some Users have multiple ID's)
  - Relevant Screenshots – include URL; Menu Breadcrumbs; Date/Time
  - Affected User's Contact Information – recommend affected user be the customer contact on incident, not Super User
  - If Budget issue – identify whether in Hyperion or PeopleSoft
  - Provide BU & clear description of issue/request in email Subject Line
  - BU + MEC/YEC in email Subject Line for MEC/YEC requests
  - Possible Workarounds
  - Providing this information at incident creation reduces the time for L2 to request additional information for clarification and analysis

FSC – Data Privacy

Be Careful Sharing Data

- Do not share your login credentials with anyone

- Do not email sensitive or confidential data to FSC

- Consider what you are sending – ensure confidential data is not contained in a screenshot or image

- If your problem involves sensitive data, please call the FSC for assistance in redacting the data prior to submission

- Consider requesting a WebEx session which may speed up issue resolution

FSC – Getting started in ServiceNow

ServiceNow

- Navigate to the site http://fiscal.ca.gov and select **"Access FI$Cal"**
- Select **"Access the FI$Cal Application"**
- Enter your primary state email address and select **"Continue"**
- Enter your current password for FI$Cal Production
- On the landing page, select **"Access FSC"**
- Your ServiceNow **User name** will be the name featured in your email address + @Fiscal, select **"Reset your password here"**
- On the Reset My Password screen, enter your ServiceNow User name and your department email address and click on **"Reset Password"**
- A temporary password will be sent to your email address

FI$Cal – How to Open a Ticket

- Log in to ServiceNow Self Service Portal

- Click on "Report an Issue"

- Select Location (if not pre-populated) and Category

- Enter the "Short Description" and then a more detailed summary of the request in the "Description" field

- Enter your "Preferred Contact Method"

- To add a supporting attachment, click on "Browse" and then "Upload File"

- Click on "Create Incident"

- System will display the incident number upon saving

FI$Cal – Service Now Demo

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Next Steps

- **Attend** the remaining Department Transition Meetings:
  - Tuesday, June 27
  - Topics will include:
    - o FSC Service Now
    - o Open Defects and Workarounds
    - o MEC/YEC
    - o Additional Cutover Updates
    - o And More…

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Questions and Answers
FI$Cal Project Information:
http://www.fiscal.ca.gov/
Or e-mail the FI$Cal
Project Team at:
fiscal.cmo@fiscal.ca.gov