FI$Cal
Financial Information System for California

FI$Cal Solution Walkthrough (SWT): Project Costing

2017/2018 Release

Agenda

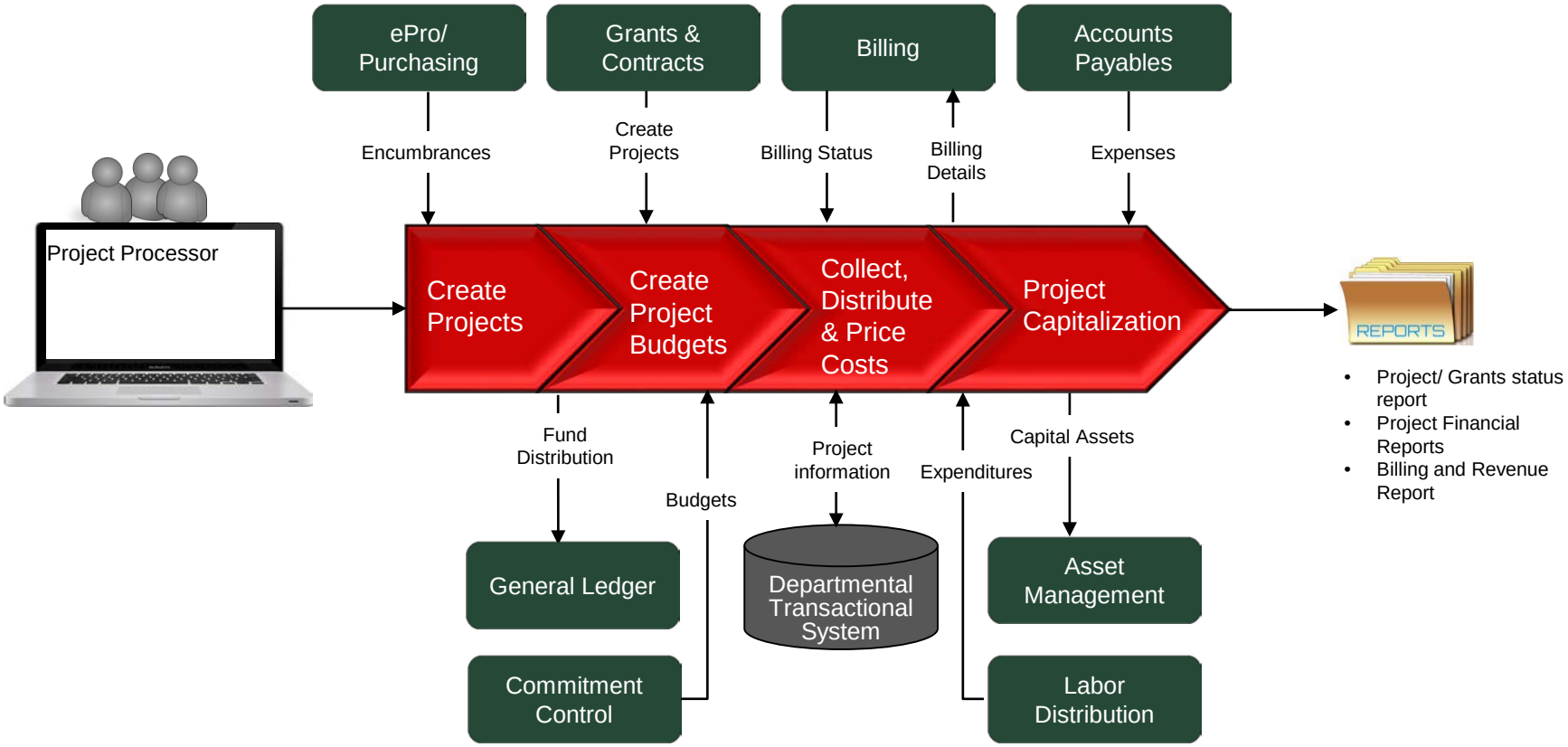
- Solution Walkthrough Objectives
- Project Costing Solution Overview
- Project Costing Processes
  - Create Projects
  - Create Project Budgets
  - Collect, Distribute, and Price Costs
  - Project Capitalization
  - FI$Cal Project Costing Demonstration
- Technology Considerations
- Session Recap
- Q&A Session and Break

SWT Objectives

The Solution Walkthroughs will provide:

- An overview of the business processes, including key terms and functionalities
- A demonstration of the FI$Cal solution
- “To-Be” business processes

Project Costing - Overview



Project Costing - Overview

Budget Act – Federal Fund (0890)

3960-001-0890—For support of Department of Toxic Substances Control, payable from the Federal Trust Fund 30,500,000

Schedule:

(1) 3620011-Other Site Mitigation Activities 21,579,000

(2) 3625-Hazardous Waste Management 8,493,000

(3) 3630-Safer Consumer Products..... 428,000

Provisions:

Key Takeaway

- If department has federal (0890) funding source, department is required to use Project Costing, Grants and Customer Contracts.

Project Costing - Overview

Budget Act – Appropriated Capital Outlay

3125-301-0005—For capital outlay, California Tahoe Conservancy, payable from the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Fund 814,000

Schedule:

(1) 0000159-Land Acquisition and Site Improvements for Implementation of the Environmental Improvement Program for the Lake Tahoe Basin, pursuant to Title 7.42 (commencing with Section 66905) of the Government Code. 814,000

Key Takeaway

- If department has appropriated capital outlay funding source of state fund (e.g. 0005), department is required to use Project Costing only.
- If department has appropriated capital outlay funding with federal fund (0890), then use Project Costing, Grants and Customer Contracts.
- If department has appropriated capital outlay funding source with reimbursement, then use Project Costing and Customer Contracts.

Project Costing - Overview

Budget Act – Reimbursements

8660-001-0462—For support of Public Utilities Commission, payable from the Public Utilities Commission Utilities Reimbursement Account 93,506,000

Schedule:

(1) 9900100-Administration 44,924,000

(2) 9900200-Administration—Distributed .....–44,924,000

(3) 6680055-Energy 117,639,000

(4) 6680064-Water/Sewer..... 11,234,000

(5) 6680073-Communications 23,077,000

(6) Reimbursements to 6680055-Energy .....–58,444,000

Key Takeaway

- If department has REIMBURSEMENT funding source and needed to track costs associated with reimbursement, recommend the use Project Costing and Customer Contracts.
- .

FI$Cal's Project Costing Benefits

- Provides detailed project information.
- It captures State/Federal match.
- It is a Cost collection and processing tool.
- Acts as a data warehouse and costs are collected from various FI$Cal solutions.
- Project Costing has an automated feature that notifies project team members with the following project statuses:
  - Open/Closed Project
  - Encumbrance and Reversion Dates
  - Project End Dates

Create and Maintain Projects Key Terms

Term	Definition
Project	Required FI$Cal ChartField value used for tracking financial transactions.
Activity	Required FI$Cal ChartField used to identify task or phase for the project.
Commitment Control	FI$Cal is using KK to support the establishment of spending authority at differing levels within state government.
Budget Checking	Process of validating a financial transaction against the budgetary Commitment Control configuration.

Create and Maintain Projects

- The Create and Maintain Project business process covers all activities related to creating Projects and Activities for non-grants related projects.
- This includes the following sub-processes:
  - Creating a Project
  - Creating an Activity
  - Creating the Project Team
- Please keep the following points in mind when creating project structure:
  - Project Activities are vehicles for billing customers; however, an Activity can belong to only one contract (customer) at a time. This implies one billable customer per Activity.
  - Projects associated with Grants should align Project Activities with the spending categories for the grant.

Create and Maintain Projects

- The Project Costing module is the master data source for Project IDs.
- Project ID will be generated in FI$Cal and assigned using “NEXT” functionality. This will involve a single stack of numbers across all business units.
- Statewide Project Costing Business Unit for emergency projects.
- Business Unit security will limit visibility of projects to users within a single department:
  - All users within a Business Unit will see all projects within that business unit.
  - Central users and/or Control Agencies may have access to multiple/all Business Units as required.

Create and Maintain Projects

- For Grants-related projects: Catalog of Federal Domestic Assistance (CFDA) Number, P/N (Sequential Numbers), and C (Character) will be required to be captured in the Project Definitions, User Fields 1, 2, and 3.

- These are the values assigned by State Controller's Office when a department request for federal project (AUD10a).
  - User Field 1 - Catalog of Federal Domestic Assistance (CFDA) Number
  - User Field 2 – P/N (Sequential Numbers)
  - User Field 3 – C (Character)

Create and Maintain Project Budgets

- The Create and Maintain Project Budget business process covers all activities related to creating non-grants related Project Budgets.
- This includes the following sub-processes:
  - Creating a Project and Activity level Budget
- All project level budgets, including adjustments, will be posted to Commitment Control:
  - Non-grants project budgets can be entered directly in Commitment Control or uploaded via a spreadsheet.
  - Grants-related projects budgets will be entered in the Grants module.

Create and Maintain Project & Budgets

Department Project Processor | **Department GL Operating Budget Processor**

Establish/Update Project Costing Definition → **Establish/Update Project Activities** → **Complete Project Initiation Checklist (optional)** → **Manage Project Budget (GL)**

- Define project attributes
- Associate project to program, manager, resources, etc.

- Create project activities to define work breakdown structure

- If using funds distribution rules, establish rules and necessary definitions
- Define project details and the use of external systems if needed

- Confirm necessary appropriation to create projects
- If needed, update project budget from Commitment Control

Key Impacts

- Standardized project reporting capability across departments through consistency and use of common system configured fields.
- Statewide reporting for emergencies.

Collect, Distribute, and Price Cost Key Terms

Term	Definition
Project Transactions	Received from other FI$Cal modules including Procurement, Accounts Payable, General Ledger, and Labor Distribution. External transactions (financial and non-financial) will also be interfaced directly into Project Costing.
Funds Distribution	Project costs can be distributed among multiple funding sources. Funding is distributed via rules applied to incoming transactions which generate outgoing target transactions.
Rate Sets/Plans	Configuration that is created to price inbound transactions and create billable rows. Multiple rate sets can be combined into a Rate Plan if needed.

Collect, Distribute, and Price Cost Key Terms

Term	Definition
Analysis Types	Identifies the classification of each transaction in Project Costing from different FI$Cal solutions. For Example: • **BD1** – Budget established in Commitment Control • **BUD** – Budget established from the Grants module • **REQ** – Requisition from Purchasing once Approved • **COM** – Commitment from Purchasing module • **PAY** – Direct Charge Labor Distribution • **FDF** – Federal Funds Distribution • **FDS** – State Funds Distribution • **FDL** – Local/3rd Party Funds Distribution • **FDR** – Funds Distribution Reversals • **BIL** – Ready to be invoiced • **BLD** – Invoice finalized • **ACT** – Actuals from Accounts Payables

Collect, Distribute, and Price Cost

- The Collect, Distribute, and Price Project Cost business process covers all activities related to Project Transactions.
- This includes the following sub-processes:
  - Collecting Costs from other modules
  - Funds Distribution
  - Project Accounting
  - Project Costing Pricing
- Funds Distribution functionality can be used to reclassify inbound financial transactions based on rules defined at the Project or Activity Level.
  - Funds Split (example: 80/20 federal/state split)
  - Funds Sequencing (ability to sequence order of spending)
  - Includes Budget Checking with Commitment Control

Collect, Distribute, and Price Cost

Department PC Job Processor*

Collect Costs/ Load Transactions → **Run Funds Distribution, if applicable** → **Run Project Accounting** → **Run PC Pricing**

- Journal lines
- Approved vouchers
- Time data from Labor Distribution
- Requisitions and purchase orders

- Calculate applicable costs and check budget
- Generate Reclass Distribution rows

- Create detailed accounting entries to be sent to GL for funds distribution entries

- PC Pricing creates Billable Rows
- Run Billable report to identify billable rows for entry into Billing module

* This role is required when the process needs to be run manually otherwise it is run via the nightly batch process

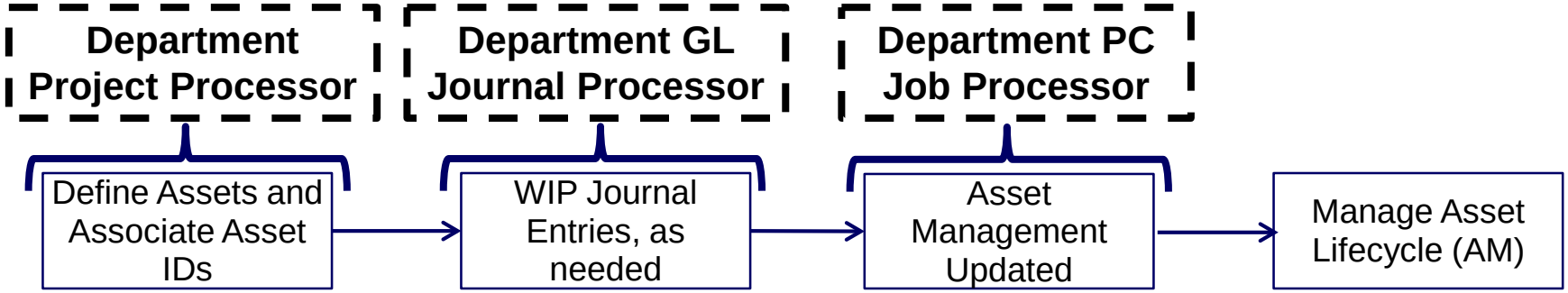
Key Impacts

- Funds Distribution functionality allows source and target rules to be defined, producing new accounting distributions that will be sent to GL.

Project Capitalization

- The Project Capitalization business process covers all activities related to capitalizing WIP expenditures from Project Costing to the Asset Management (AM) Module.
- This includes the following sub-processes:
  - Defining Assets
  - Relating Transactions to Defined Assets
  - Sending Assets to the AM Module
- Work in Progress (WIP) expenditures should be coded to Project and Activity IDs in source modules. To identify the expenditures that will be capital assets, these transactions will be collected in Project Costing and summarized by project and activity when they are interfaced to Asset Management for capitalization. At year end a manual GL entry will need to be done to reclassify WIP expenditures to assets.

Project Capitalization



- Only if capital project
- Asset ID can relate to many Project Activity IDs and vice versa

- Only if WIP is accumulated
- Manually reclassify expenditures to Balance Sheet in Accrual Ledger

- Run PC to AM process
- AM will be updated with Project Costing transactions
- Completed transactions can be managed in AM

- Asset is managed through Asset Management module

Key Impacts

- Integration between Project Costing and Asset Management allows for automated tracking of WIP in Projects, and automated interfacing of assets to Asset Management when the asset is ready to be capitalized.

Technology Considerations – Conversions

Conversion	Definition
Projects	Automated conversion of project structure, team members from legacy systems and fund distributions. Financial conversion for Projects, including Budget, Actuals, and Open Encumbrances, is included within the GL and Commitment Control conversion process.

Technology Considerations – Interfaces

Interface	Definition
Inbound Project Transaction Interface	Brings in non-PeopleSoft transactions, such as statistical units, that are applicable to reporting.
Inbound Project Interface	Facilitates the creation of new projects/activities from external systems.
Labor Distribution to PC	FI$Cal Internal Interface to load directly charged Project Labor.

Session Recap

- Key Considerations
- Action Items
- Open Questions

More Information Can be Found at…

FI$Cal Project Information:

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

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

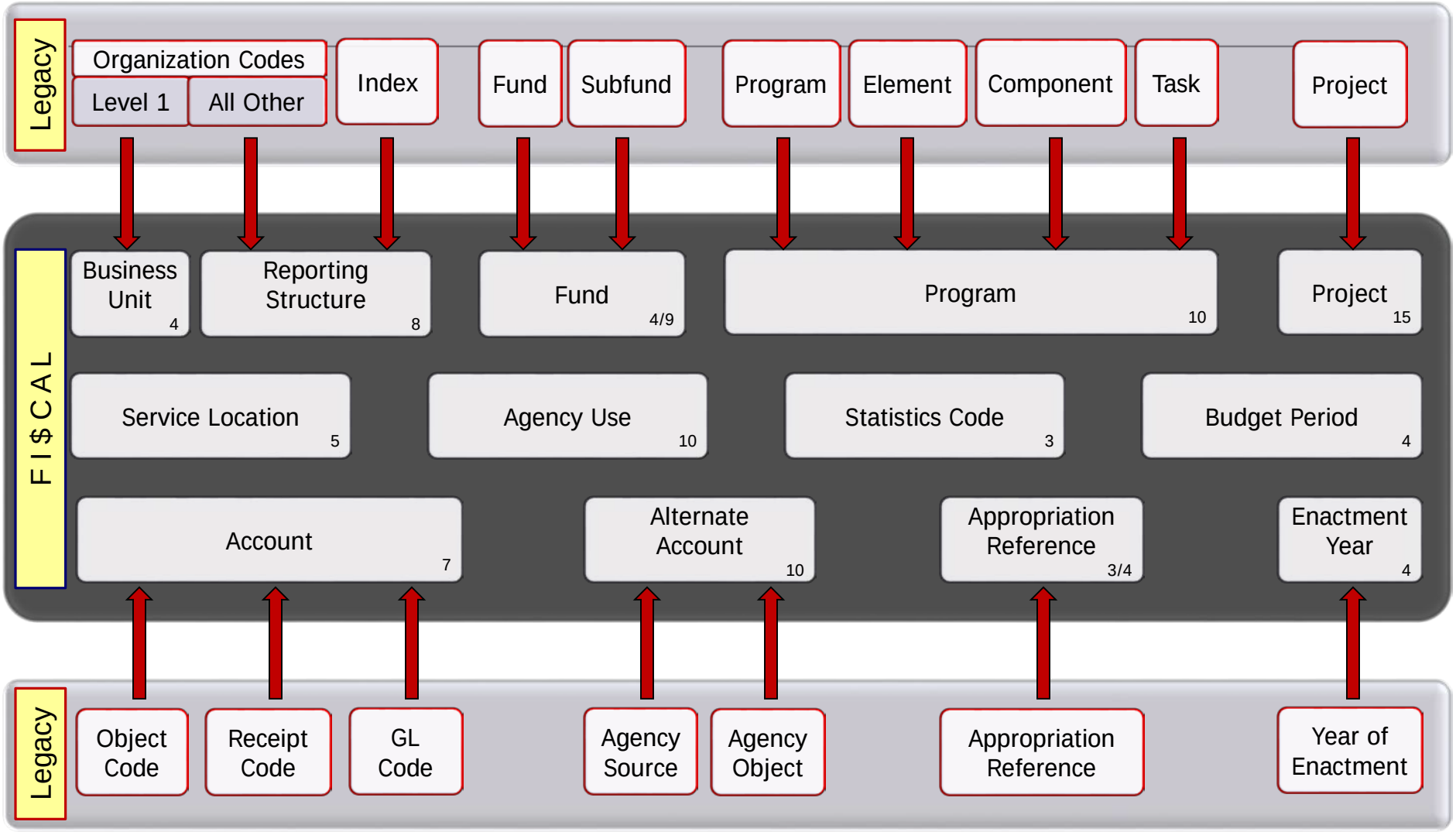
fiscal.cmo@fiscal.ca.gov

Break!!!

Appendix

Additional information and screenshots for reference

ChartField / UCM Codes Cross-Reference



Create and Maintain Projects

- Creating a Project

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Location | Phases | User Fields | Rates | Attachments | Asset Integration Rules | Budget Alerts

Project: 000000000000412 | Add to My Projects

*Description: Federal Grant Project 1 | Program | Processing Status: Active

*Integration: 0840 State Controller | Project Status: Approved

Project Type: FEDRL Federal Grant

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

*Start Date: 04/21/2014 | *End Date: 04/21/2016 | Additional Dates

Description | Find | View All | First 1 of 1 Last

Date/Time Stamp: 04/21/14 1:27:15PM | User ID: Z_FUNC_SUPER_USER

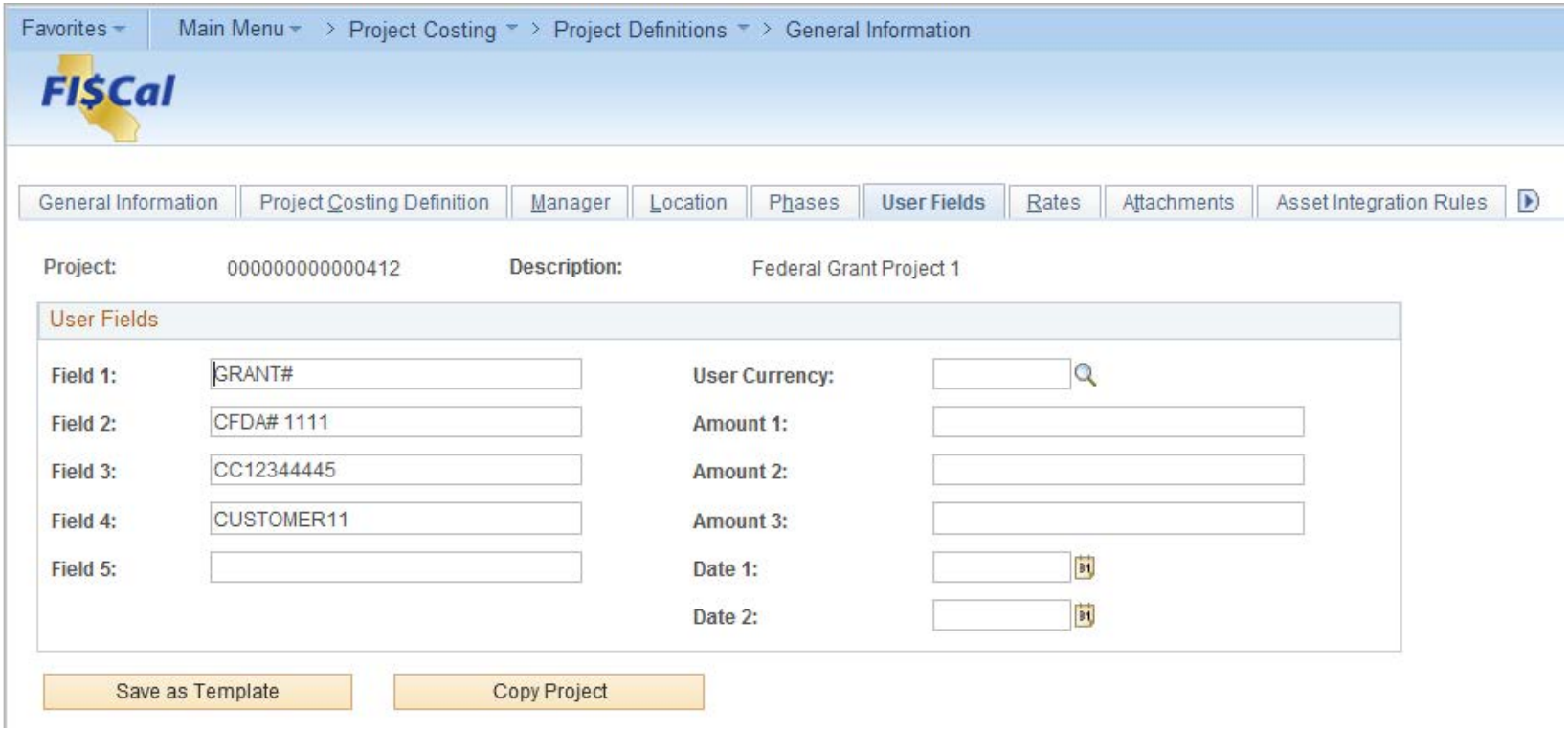
Description:

Long Description:

Save as Template | Copy Project

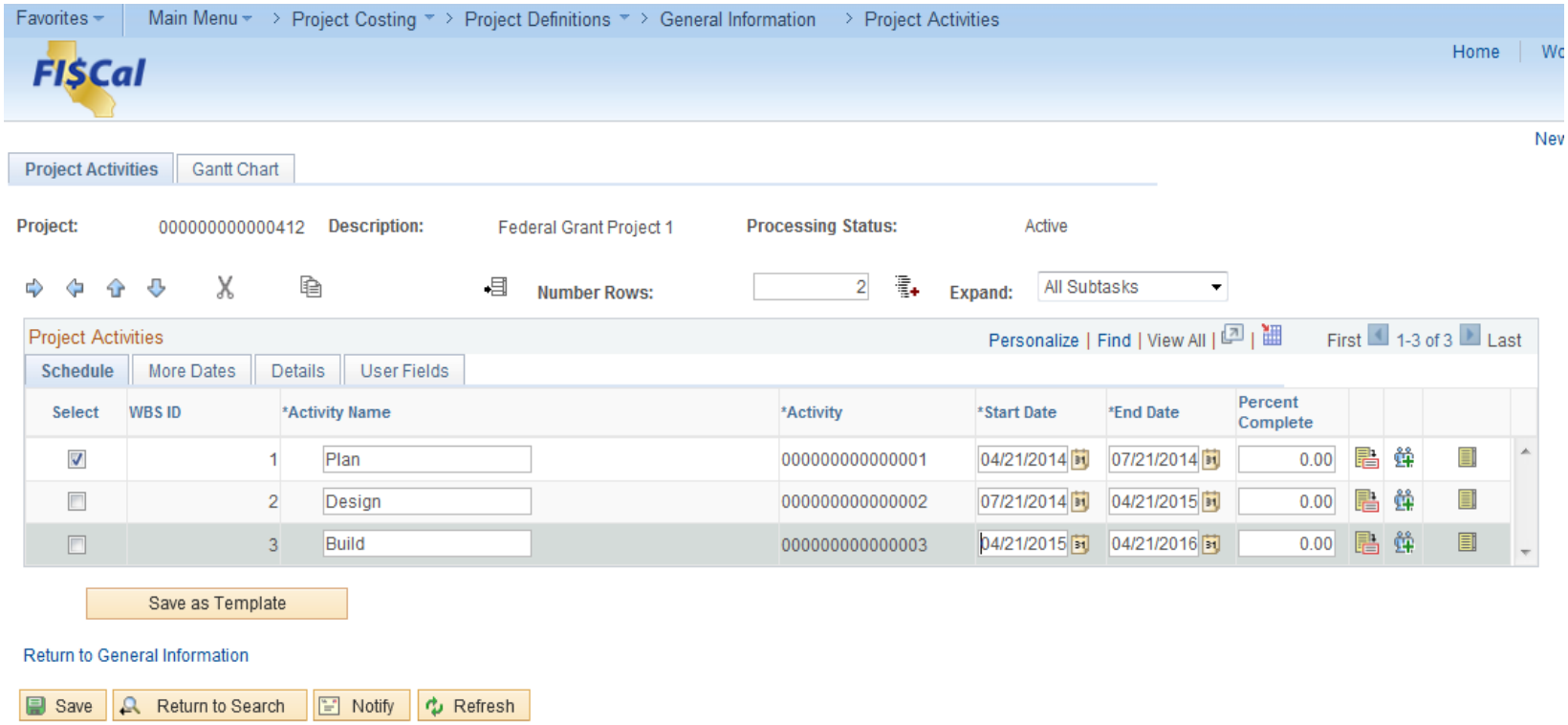
Create and Maintain Project

- User Fields: Required for CFDA number/PN/C



Create and Maintain Project

- Creating Activities



Create and Maintain Project

- Adding a Team Member to the Project

Favorites | Main Menu > Project Costing > Project Definitions > General Information > Team

FI$Cal

Team | Team Detail

Team Member — Find | View All — First 1 of 1 Last

Project: 000000000000412 Description: Federal Grant Project 1

Start Date: 04/21/2014 End Date: 04/21/2016 Processing Status: Active

*Employee ID: 10000000000 Name: Last,First

Email ID: john.smith@fiscal.ca.gov ☑ Email Notify for Status Change

Description

Availability dates — Personalize | Find | View All | First 1 of 1 Last

Schedule	*Project Role	Project Manager	*Start Date	*End Date
1	TEAM_MEMBER	☐	04/21/2014	04/21/2016

Activity Team — Personalize | Find | View All | First 1 of 1 Last

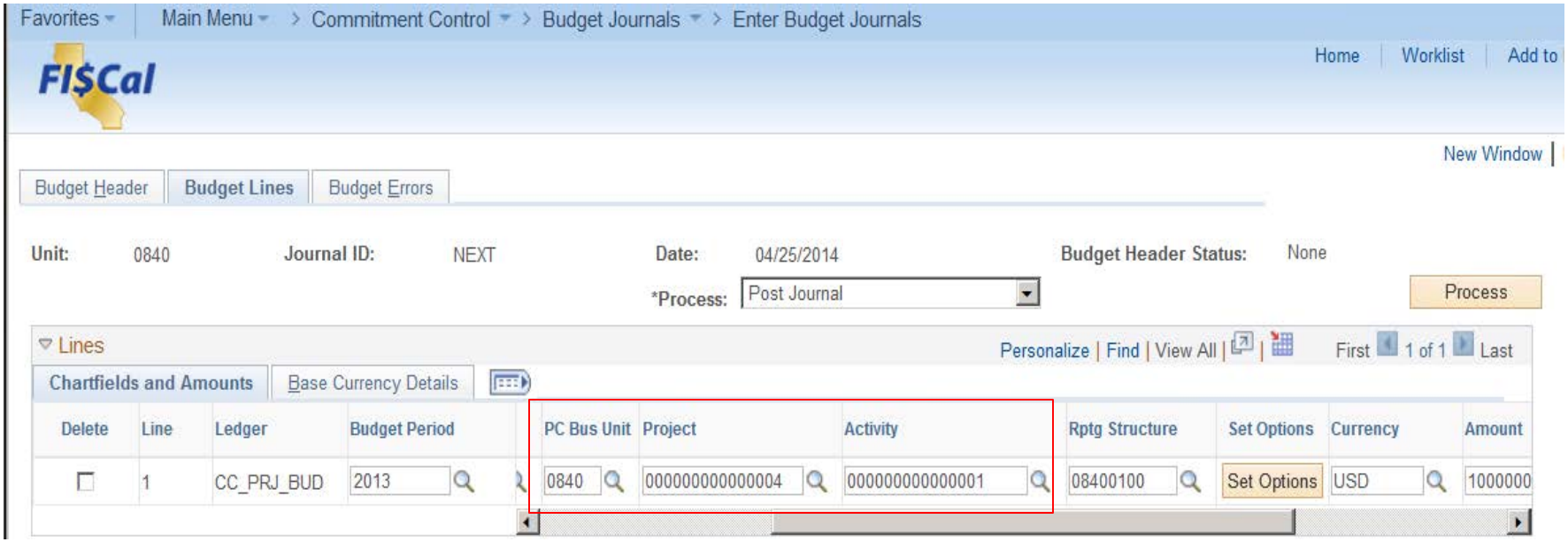
Activity	Description	Start Date	End Date

Add Member to Activity Team

Return to Project Team Summary

Create and Maintain Projects

- Creating a Project Budget in Commitment Control



Collect, Distribute, and Price Project Cost

Rate Sets and PC Pricing – Rate Set Source Criteria

Rate Sets | Target

Business Unit:	4170	Rate Set:	GMRT1
Rate Set Type:	Standard	*Rate Definition Type:	Billing
*Description:	Grants Rates	Rate Set Category:	

Define Rate Set — Find | View All — First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active

Enable Variance

Define Criteria for Incoming Transactions — Personalize | Find | View All | First 1-3 of 3 Last

Target	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure	Currency
Target	ACT	%	%	%	%	%	%	%	%	%
Target	GLE	%	%	%	%	%	%	%	%	%
Target	TLX	%	%	%		%	%	%	%	%

Collect, Distribute, and Price Project Cost

Rate Sets and PC Pricing – Rate Set Target Criteria

Rate Sets | Target

Business Unit:	4170	Rate Set:	GMRT1
Description:	Grants Rates	Rate Definition Type:	Billing
Rate Set Type:	Standard	Rate Set Category:	

Source Criteria — Find — First 1 of 3 Last

Analysis Type:	ACT	Project Role:	%	General Ledger Business Unit:	%
Job Code:	%	Time Reporting Code:	%	Unit of Measure:	%
		Employee ID:	%	Currency:	%

General Ledger Information

Source Type	Category	Subcategory	Account	Alternate Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Budget Ref
%	%	%	%	%	%	%	%	%	%	%

Target

Define Target Rows — Personalize | Find | View All | First 1 of 1 Last

Rate Option	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	Target Category	Target Subcategory	To Currency
NON	1.000000		BIL	☐				

Collect, Distribute, and Price Project Cost

- Project Chartfield values on a PO Schedule

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

FI$Cal

Maintain Purchase Order

Distributions for Schedule 1

Unit:	0840	Vendor:	ACCENTURE-001
PO ID:	0000000022	Item:	test
Line:	1		
Schedule:	1	Status:	Active

*Distribute By: Quantity

SpeedChart: Multi-SpeedCharts

Schedule Qty:	1.0000
Merchandise Amount:	1,000.00 USD
Doc. Base Amount:	1,000.00 USD

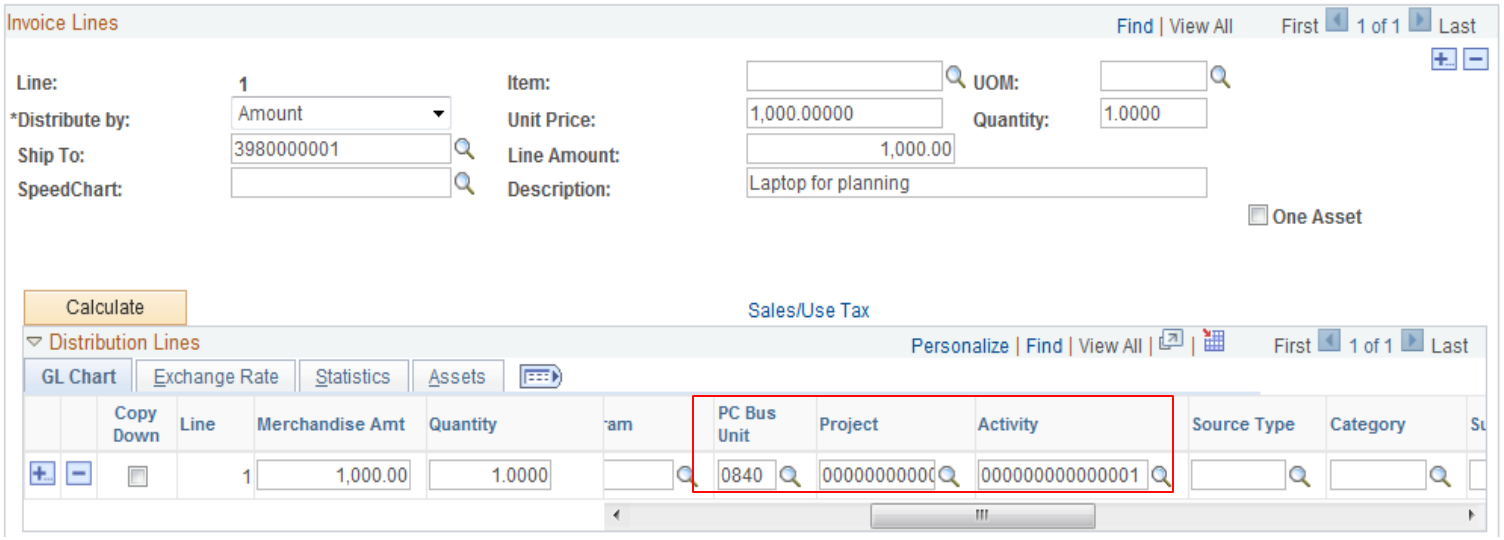
Distribution — Personalize | Find | View All | First 1 of 1 Last

Chartfields | Details/Tax | Asset Information | Req Detail | Statuses | Budget Information

Dist	Status	Percent	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Rptg Structure	Svc Loc
1	Open	100.0000	0840	000000000000412	000000000000001				08403120	

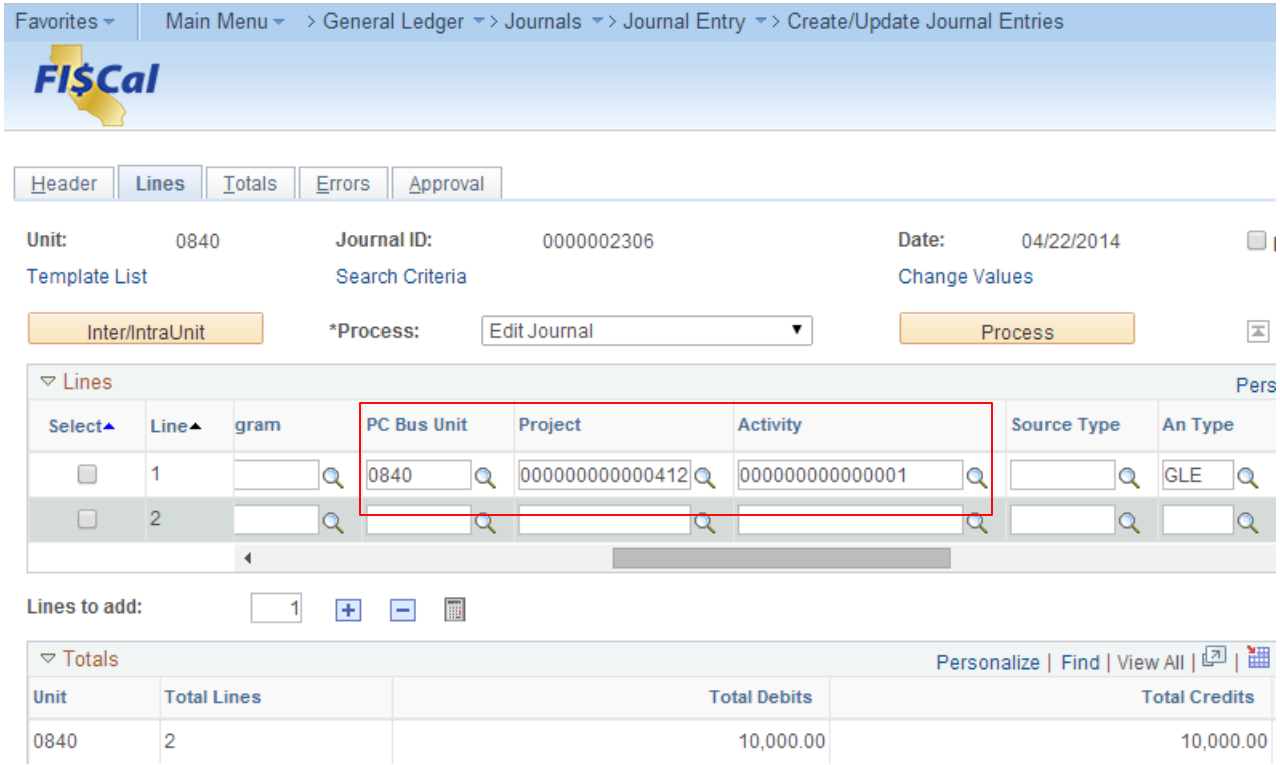
Collect, Distribute, and Price Project Cost

- Project Chartfield values on an AP voucher



Collect, Distribute, and Price Project Cost

- Project Chartfield values on a GL Journal Line



Collect, Distribute, and Price Project Cost

- Fund Distribution Source Criteria

Favorites | Main Menu > Project Costing > Funds Distribution > Funds Distribution

Home

Funds Distribution - Source

Business Unit: 0840

Copy From

Project: 000000000000412 Description: Federal Grant Project 1

Activity Options

All Participating Activities

Specify Activity 000000000000001 Plan

Rates Find First 1 of 1 Last

*Effective Date: 04/29/2014 Status: Active

Rate Selection: Rate:

View/Add Rates

Source Criteria Find | View All First 1 of 1 Last

*Effective Date: 04/29/2014 Status: Active

Define Criteria for Incoming Transactions Personalize | Find | First 1 of 1 Last

Project Costing and HR | General Ledger

Target	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure	Cu
Target	ACT	%	%	%	%	%	%	%	%	%

Collect, Distribute, and Price Project Cost

- Fund Distribution Target Rules

Favorites | Main Menu > Project Costing > Funds Distribution > Funds Distribution

Home | Worklis

FI$Cal

Funds Distribution - Target

Business Unit: 0840

Project: 000000000000412 **Description:** Federal Grant Project 1

Activity: 000000000000001 **Description:** Plan

Source Criteria

Effective Date: 04/29/2014 **Status:** Active

Define Criteria for Incoming Transactions — Personalize | Find | First 1 of 1 Last

Project Costing and HR | General Ledger

Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Unit of Measure	Empl ID	Currency Code
ACT	%	%	%	%	%	%	%	%	%

Sort Descending Sequence

Target Thresholds — Find | View All First 1 of 1 Last

Sequence: 1 **Description:** **Status:** Active ☐ **Adjustment** **Start Date:** 04/29/2014 **End Date:**

Threshold Amount: 1,000,000.00 **Distributed Amount:** 0.00 **Exception Amount:** 0.00 **Currency:** USD

Define Target Rows — Personalize | Find | First 1-2 of 2 Last

Project Costing | General Ledger

Percentage	*Analysis Type	Description	*Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amount	Bu
80.0000	FDF	Federal Distribution	000000000000001	%	%	%	800,000.00	0.00	☑
20.0000	FDS	State Distribution	000000000000001	%	%	%	200,000.00	0.00	☑

Collect, Distribute, and Price Project Cost

- Rate Set Criteria for Incoming Transactions

Favorites | Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Pricing Structure > Rate Sets

FI$Cal

Rate Sets | Target

Business Unit:	0840	Rate Set:	ACT10
Rate Set Type:	Standard	*Rate Definition Type:	Billing
*Description:	Actual Expenditures_CZ	Rate Set Category:	

Define Rate Set — Find | View All — First 1 of 2 Last

Effective Date: 01/06/2014 Status: Active

Enable Variance

Define Criteria for Incoming Transactions — Personalize | Find | View All | First 1 of 1 Last

Target	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure	Currency
Target	ACT	%	%	%	%	%	%	%	%	%

Collect, Distribute, and Price Project Cost

- Rate Set Target Rules

Favorites | Main Menu > Set Up Financials/Supply Chain > Product Related > Project Costing > Pricing Structure > Rate Sets

FI$Cal

Rate Sets | Target

Business Unit:	0840	**Rate Set:**	ACT10
Description:	Actual Expenditures_CZ	**Rate Definition Type:**	Billing
Rate Set Type:	Standard	**Rate Set Category:**	

Source Criteria — Find — First 1 of 1 Last

Analysis Type:	ACT	**Project Role:**	%	**General Ledger Business Unit:**	%
Job Code:	%	**Time Reporting Code:**	%	**Unit of Measure:**	%
		Employee ID:	%	**Currency:**	%

General Ledger Information

Source Type	Category	Subcategory	Account	Alternate Account	Service Location	Fund	Reporting Structure	Program	Appropriation Reference	Yea Ena
%	%	%	%	%	%	%	%	%	%	

Target

Define Target Rows — Personalize | Find | View All | — First 1 of 1 Last

Rate Option	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	Target Category	Target Subcategory	To Currency
NON	1.00	bill rate	ACT	☑	EXPEN			USD

Collect, Distribute, and Price Project Cost

- Project Transaction List

Favorites | Main Menu > Project Costing > Transaction Definitions > Transaction List

FI$Cal

Transaction List

Project: 000000000000412 Description: Federal Grant Project 1

Activity: 000000000000001 Description: Plan

Add Transactions | Transaction Adjustment

Analysis Group: ALL | From Date: 01/01/1901 | Through Date: 04/22/2014

Date Type: Accounting Date | Max Rows: 200 | 1 to 6 of 6

Search

Project Transactions

Personalize | Find | View All | First 1-6 of 6 Last

*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source
BD1						100,000,000.00	USD		
BIL				1.00		1,000.00	USD		
BIL				1.00		85.00	USD		
ACT				1.00		1,000.00	USD		
COM				1.00	EA	1,085.00	USD		
ACT				1.00		85.00	USD		

Process Project Capitalization

- Defining a WIP Asset in Project Costing

Favorites | Main Menu > Project Costing > Assets > Define Assets

FI$Cal

Define Assets

Asset Business Unit: 0840 **Description:** State Controller

Asset Identification: 000000000078

Asset Detail

*Profile:	BUILDINGS	Description:	Blue Building
Quantity:	1.0000	Short Description:	Blue Build
Transaction Date:	04/23/2014	Reporting Structure:	
Accounting Date:	04/23/2014	Cost Type:	W
In Service Date:	04/23/2014	Category:	
Parent Asset		Location:	
Parent:		Model:	
Group:		Manufacturer:	
Tag Number:		Load Type:	Financial & Physical Add
Serial ID:			

Enable Book Processing

Relate by Asset

Process Project Capitalization

- Assigning Transactions to the WIP Asset

Favorites | Main Menu > Project Costing > Assets > Define Assets > Assign Transactions to Assets

Home | Worklist | Add

New Window | He

Assign Transactions

Project: 000000000000412 **Description:** Federal Grant Project 1

Assignment Parameters — Find | View All — First 1 of 1 Last

Assign Type: Asset

Asset Business Unit: 0840 **Asset ID:** 000000000078 **Description:** Blue Building

Criteria ID: NEXT **Description:**

Define Filter Criteria

Activity: 000000000000001 ***Include Type:** All Included Rows

Max Rows: 200 1 to 2 of 2

Search

Transactions — Personalize | Find | View All | First 1-2 of 2 Last

Action	Activity	Asset Business Unit	Profile ID	Asset ID	Analysis Type	Source Type	Category	Subcategory	Quantity	Amount
Include	000000000000001				ACT				1.00	$1,000.00
None	000000000000001				ACT				1.00	$85.00

Total Amount: $1,085.00 USD

Assign Transactions | Clear Assignments

Return to Assign Transactions to Assets