

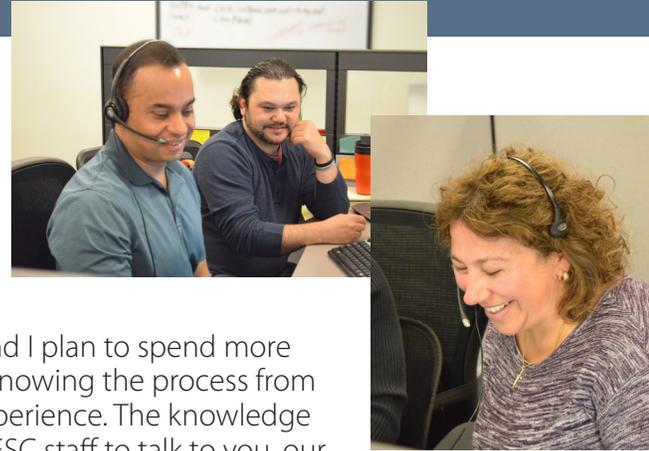
FI\$Cal Focus

Issue 11
Volume 4
May 2016

One state. One system.

Leadership Message

The best customer service possible is an important ingredient to the success of FI\$Cal. I wanted to better understand the job of the staff in our FI\$Cal Service Center (FSC) and see how to help them serve you better so our Project Director Neeraj Chauhan and I spent three hours in the FSC on May 6 observing staff answering Level One calls. It was an enlightening experience. Over the next few weeks Neeraj and I plan to spend more time in the FSC and actually answer some Level One calls ourselves. Knowing the process from the inside-out is our goal so we can create the best possible FI\$Cal experience. The knowledge gained from rolling up our sleeves and working side by side with our FSC staff to talk to you, our end users, will be invaluable. ~ Miriam Barcellona Ingenito - FI\$Cal Executive Partner.



FI\$Cal Welcomes New Executive Staff

Navin Arora



Navin Arora joined FI\$Cal on May 9 as the Deputy Director for the Project Management Division. Prior to joining FI\$Cal, Navin served as the Assistant Deputy Director of the Department of Motor Vehicles, Enterprise Application Branch, from 2014 to 2016. He was the Section Chief and Project Director at the Employment Development Department, Commercial Off-The-Shelf (COTS) Applications Section

from 2010 to 2014. In addition to his career with the State of California, Navin has also held various Information Technology (IT) and management roles in the private sector. He has extensive experience and expertise in project management, the System Development Life Cycle (SDLC), cross functional program delivery, and policy development and implementation, among others.

Navin holds a Master of Business Administration from California State University, Sacramento as well as a Bachelor of Science degree in Engineering from Mangalore University, India.

Mehdi Ghomeshi



Mehdi Ghomeshi joined FI\$Cal on May 2 as the Assistant Deputy Director for the Functional Services Office. Mehdi comes to us from the Department of Technology, Office of Technology Services, where he served as the Network Section Manager since 2015. Prior to serving as the Network Section Manager, he was the Chief Information Officer at the California

High Speed Rail Authority from 2013 to 2015. He also held high level IT management positions at the Department of Technology from 2012 to 2013, at the Employment Development Department from 2009 to 2012, and at the Department of Social Services from 2007 to 2009. While the bulk of his career has been focused in the IT realm, Mehdi began his career with the State of California as an Accounting Administrator at the California Department of Transportation.

Mehdi holds a Bachelor of Science degree in Accounting and Economics from California State University, Sacramento, an Associate of Arts degree in Business Administration from American River College, and a Project Management Professional (PMP) Certification.

New Advisory Group Begins

FI\$Cal's new Operations Advisory Group (OAG) kicked off in late March. The OAG is comprised of staff from both the Partner Agencies and FI\$Cal. Their main goal is to address significant recurring issues that affect multiple departments, prohibit departments from performing financial management functions, and/or prevent departmental processes.



During their initial meetings the OAG members worked cooperatively to discuss and update the group's charter as well as the group's process and procedure documents. The OAG members also established a 10-business day timeframe for the group to reach consensus and provide recommendation on issues brought to the group. While end users do not directly report concerns to the OAG, the FI\$Cal Service Center will monitor user-reported issues and refer significant items to the group. FI\$Cal end users can expect this group to continue to work together towards enhancing system efficiency!

On-Demand Videos



To better assist users, the FI\$Cal Service Center (FSC) is creating short instructional videos. The next of which is a one-minute video titled, "How to Access the FSC." You can also access the video under General Resources on the FSC page.

User Community Forum

Our latest User Community Forum took place April 13 at the Department of General Services' Ziggurat Building in West Sacramento.



Topics of discussion at this forum were:

- Project Status
- Tips and Tricks on P-Card (Cal Card)
- FI\$Cal Service Center – What we've heard from you

If you were unable to attend the Forum or if you want an extra copy of the presentation you can access it [here](#).

Does Your Vendor Need A Standard 204 Form?

Lack of a STD 204 Form on file in FI\$CAL prevents the creation of Purchase Orders and Voucher approval and payment. Check our [list of vendors who need STD 204 Forms](#) to see if the vendor you want to use still needs to complete a form. All STD 204 Forms must be submitted by the Department Vendor Processor to the FI\$CAL Vendor Management Group using the Vendor Update Request Form (VURF). Instructions for using the VURF process can be found in [Job Aid FI\\$Cal.206 - Completing the Vendor Update Request Form 1.0](#). Please inform vendors that incomplete forms or no response will prevent them from receiving payment until their STD 204 Form is received.

This list is not fully comprehensive to reflect all vendors and vendors who have not submitted STD 204 Forms. It will be refreshed as STD 204s are provided and updated in the vendor file. Please periodically refer to the [FI\\$CAL Website](#) for the most current list of vendors in need of a STD 204 Form.

PAYEE DATA RECORD
 (Required when processing payments from the State of California in lieu of IRS W-9)
 (To be filled out by the payee)

1 INSTRUCTIONS: Complete all information on this form. Steps, date, and return to the State agency (department) the bottom of this page. If you are unsure of the fully completed form, we present details when processing payments that form will be used by the State agency to process transactions (Form 204). (See instructions for more information.)
NOTE: Commercial entities, federal, state, and local (including license holders), are not required to submit this form.

2 PAYEE'S LEGAL BUSINESS NAME: (Type or Print)

3 SOLE PROPRIETOR: (ENTER NAME AS SHOWN ON SSN (not TIN, W-9)) E-MAIL ADDRESS _____
 MAILING ADDRESS _____ BUSINESS ADDRESS _____
 CITY, STATE, ZIP CODE _____ CITY, STATE, ZIP CODE _____

4 ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN): _____

5 PAYEE ENTITY TYPE:
 PARTNERSHIP CORPORATION
 ESTATE OR TRUST FEDERAL (i.e., federal government, etc.)
 ALL OTHERS EXEMPT (i.e., exempt)

6 CHECK ONE BOX ONLY:
 INDIVIDUAL OR SOCIAL PRESERVE EIN: (EIN is required by authority of California Revenue and Tax Code Section 18600)
 California resident - Qualified to do business in California or maintains a permanent place of business in California (see reverse side) - Payments to nonresidents for services may be subject to withholding.
 No services performed in California
 Copy of franchise Tax Board waiver of State withholding attached

7 PAYEE RESIDENCY STATUS:
 I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency by email.

8 AUTHORIZED BY PAYEE TO BE PRINTED BY PAYEE'S NAME: (Type or Print) _____ TITLE _____
 SIGNATURE _____ DATE _____ TELEPHONE _____

9 Please return completed form to:
 Department/OFFICE: _____
 Unit/Section: _____
 Mailing Address: _____
 City/State/Zip: _____
 Telephone: (____) _____ Fax: (____) _____
 E-mail Address: _____

WebEx Coming Soon

As part of the FSC's ongoing efforts to improve customer service and provide end users with ways to find answers faster, the FSC will soon be launching WebEx. WebEx is a screen-sharing software program that will facilitate live sharing of end user computer screens with FSC staff. When issues in the system arise, it may be difficult to explain what your screen says to FSC staff, but with WebEx this process will allow for a phone call and a screen share to have you and our FSC staff looking at the same



screen at the same time so there are no misunderstandings. This way, communication is streamlined and problem solving becomes much less daunting. Watch your emails for information on the upcoming launch of the WebEx feature.



If you have questions regarding your role in converting to FI\$Cal, please contact the designated Change Champion for your department.

For more information on upcoming events, please visit our website at www.fiscal.ca.gov or email us at fiscal.cmo@fiscal.ca.gov.

Upcoming Events

MAY 2016

1	2 2017 Release Model Office	3 2017 Release Model Office	4 2017 Release Model Office 2017 Release Department Debrief	5 2017 Release Model Office 2017 Release Department Debrief	6 2016 Release CAAM Sponsor Briefing	7
8	9 2017 Release Model Office 2018 Release Model Office	10 2017 Release Model Office Release 9.2 DGS-CFS Delta Workshop - Order to Cash	11 2017 Release Model Office 2017 Release Department Debrief	12 2017 Release Model Office 2018 Release Department Debrief	13 2016 Release Training Liaison Support Call User Support Lab	14
15	16 FI\$Cal Ongoing Training 2017 Release Department Debrief	17 2016 Release 9.2 Delta Workshops FI\$Cal Ongoing Training	18 FI\$Cal Ongoing Training Monthly FI\$Cal User Community Forum	19 FI\$Cal Ongoing Training Release 9.2 Delta Workshop	20 FI\$Cal Ongoing Training 2016 Release Training Liaison Support Call	21
22	23	24 FI\$Cal Ongoing Training	25 FI\$Cal Ongoing Training	26 FI\$Cal Ongoing Training	27 FI\$Cal Ongoing Training 2016 Release Training Liaison Support Call	28
29	30 HOLIDAY	31 FI\$Cal Ongoing Training	1	2	3 Release Training Liaison Support Call	4
5	6	7 Release Release Sponsor Briefings	8	9	10 Release Training Liaison Support Call	

APRIL 2016

Thank you for making April's User Community Forum a great success!

May 2016 FI\$Cal User Community Forum Agenda:

- Welcome
- Project Status
- Tricks & Tips - Access Management, i.e. How to complete a User Access Request Form and Multi-User Access Request Form
- FI\$Cal Service Center - What we've heard from you

JUNE 2016

Stay tuned for upcoming FI\$Cal presentations and trainings!