



FI\$Cal

Financial Information System for California

Introduction to FI\$Cal for Non-FI\$Cal Departments

Wave 2 Training

Course Introduction

Topic 1: FI\$Cal Overview

Topic 2: FI\$Cal Rollout Strategy

Topic 3: SCPRS Processing

Topic 4: CSCR Processing

Course Summary

Course Introduction

The purpose of the Introduction to FI\$Cal for Non-FI\$Cal Departments course is to explain how FI\$Cal benefits your department, the proposed multi-year rollout strategy and how SCPRS and CSCR now function with the replacement of BidSync.

There are no prerequisite courses.

Course Duration: 2 Hours

Course Objectives

After completing this course, you will be able to:

- Understand how FI\$Cal is impacting the State of California agencies and non-FI\$Cal departments
- Recognize the key components of FI\$Cal
- Explain how FI\$Cal's rollout implementation encompasses a multi-year strategy
- Understand how FI\$Cal SCPRS and FI\$Cal CSCR replace BidSync



Course Introduction

Topic 1: FI\$Cal Overview

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Course Summary

Topic Objectives

After completing this topic, you will be able to:

- Describe the FI\$Cal solution
- Describe FI\$Cal key terms
- List the Partner State Agencies leading the effort to implement FI\$Cal
- Recognize the benefits FI\$Cal will deliver to the State



Benefits of FI\$Cal



Fully integrated electronic process from requisitions to checks

Elimination of redundant existing systems

Establish a Statewide Vendor Management File (VMF) to improve payment abilities, negotiate contracts, and manage vendors

Replacement of BidSync with FI\$Cal SCPRS and CSCR

FI\$Cal Overview Key Terms

Term	Definition
ERP	ERP is business process management software commonly used within the public sector, manufacturing or financial management environments. An ERP replaces multiple legacy systems into a single, integrated application so departments can more easily share information.
Oracle	A third-party company which designs ERP software. Oracle owns the software being used to develop FI\$Cal. Some features may still be labeled “Oracle” that may be renamed “FI\$Cal” in futures waves.
PeopleSoft	PeopleSoft is the ERP software owned by Oracle Corporation being implemented as FI\$Cal.

FI\$Cal Overview Key Terms

Term	Definition
Hyperion	Oracle’s Hyperion Financial Management application is comprehensive, web-based reporting and analysis software system. FI\$Cal uses the Hyperion system for creating budgets, planning, reporting, and forecasting.
End User	A person who uses FI\$Cal. This primarily refers to a State employee who will use FI\$Cal to perform his or her job functions. An end user will only take courses pertaining to his or her role. Suppliers and contractors may also perform FI\$Cal roles.
Menu Options	A list of commands or options from which you can choose to carry out business processes. Within FI\$Cal, all business processes you have access to will be displayed in one or more menu options.
Workflow	Within FI\$Cal, it is a method of automatically routing information according to defined business processes for further processing, approvals and review.

FI\$Cal Overview Key Terms

Term	Definition
Bidder	An entity that has self-registered in FI\$Cal to receive and submit bids online, maintain their information, and apply for certification
Event	FI\$Cal terminology for a solicitation, the process of seeking information, proposals, or quotes for goods and/or services
Line	Item description, Unit of Measure (UOM), Category, and Quantity for each requested good/service on the event

FI\$Cal - Definition

- FI\$Cal is the acronym for the State-wide project known as the Financial Information System for California
 - FI\$Cal is a business transformation project for California State Government in the areas of budgeting, accounting, procurement, and cash management
 - We're implementing an Enterprise Resource Planning (ERP) solution (Oracle PeopleSoft and Hyperion)
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- The project is a historic partnership between the following State Agencies:
 - Department of Finance (DOF)
 - Department of General Services (DGS)
 - State Controller's Office (SCO)
 - State Treasurer's Office (STO)

FI\$Cal Partner Agencies

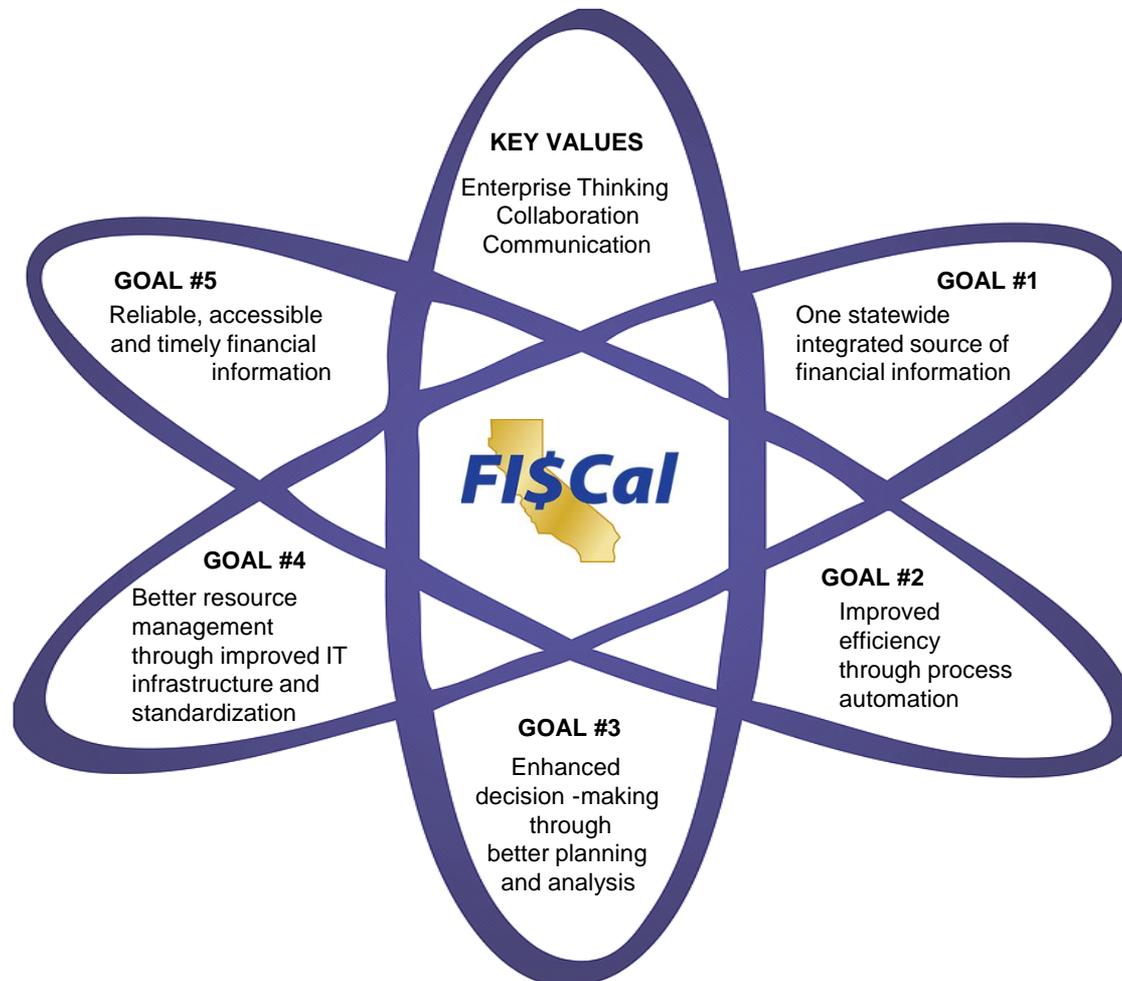


- In October of 2007, a memorandum of understanding was executed by the four control agencies of three core functional areas of the State of California (budgets, accounting, and procurement)
- We refer to these four agencies as Partner State Agencies (DOF, DGS, SCO, STO)
- The memorandum of understanding certifies the support of the project and validates how Partner Agencies will work together to help achieve the objectives set forth by FI\$Cal

What is ERP?

- ERP is the acronym for **Enterprise Resource Planning**
- ERP is business process management software commonly used within the public sector, manufacturing or financial management environments
- ERP allows an organization to use a system of integrated software tools and applications to manage day-to-day operations, thereby helping automate back-office functions
- FI\$Cal is an ERP application designed to help integrate core State financial functions on one uniform software application platform

Goals to be Achieved by FI\$Cal



Lesson Summary

The key points covered in this lesson are listed below:

- Defining FI\$Cal
- Describing FI\$Cal's purpose and vision
- Listing the Partner State Agencies leading the effort to implement FI\$Cal
- Recognizing the benefits FI\$Cal will deliver to the State

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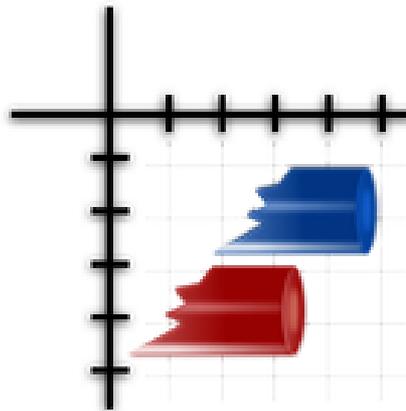
After completing this topic, you will be able to:

- Describe the planned rollout strategy for FI\$Cal
- Identify the departments and transition strategy to FI\$Cal for Wave 2
- Recognize the core functionality being delivered to FI\$Cal within each Wave or Release



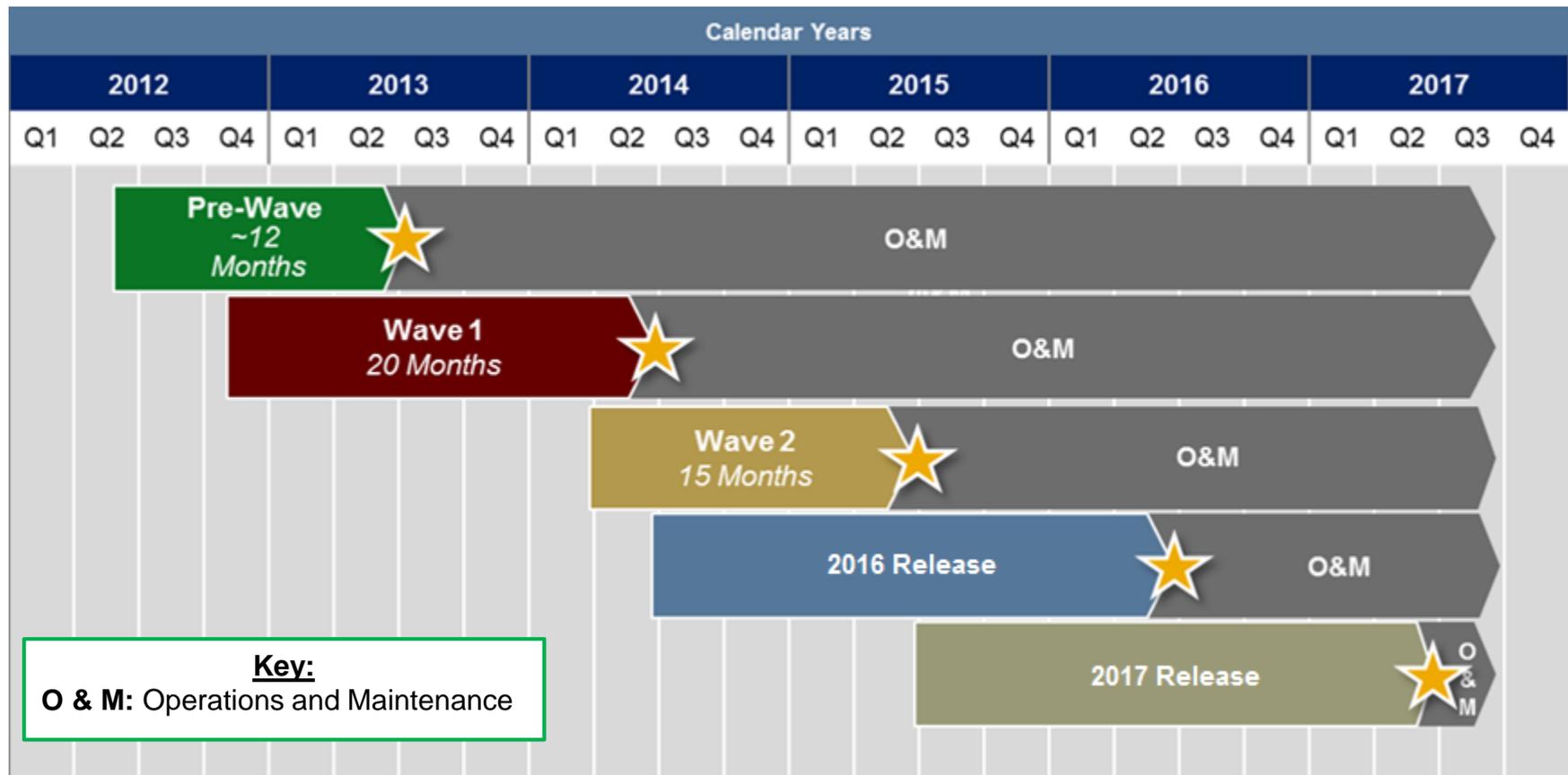
FI\$Cal Rollout: Strategically Incremental

- FI\$Cal functionality will be delivered incrementally, beginning with targeted functionality
- As each Wave or Release is deployed, FI\$Cal will expand current functionality, and further refine the Statewide business processes. Additional departments will also come on board.
- Those departments in Pre-Wave and Wave 1 led the way in validating the successes FI\$Cal will deliver using such a pragmatic delivery approach
- A significant level of functionality is being delivered in Wave 2

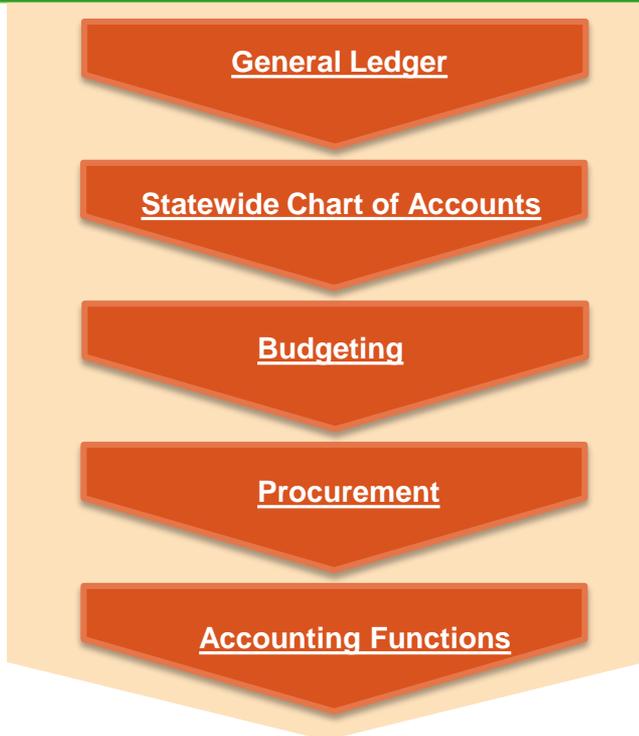


FI\$Cal Rollout Strategy

FI\$Cal functionality will be delivered in separate Waves and Releases. With each new deployment, additional departments will begin using FI\$Cal.

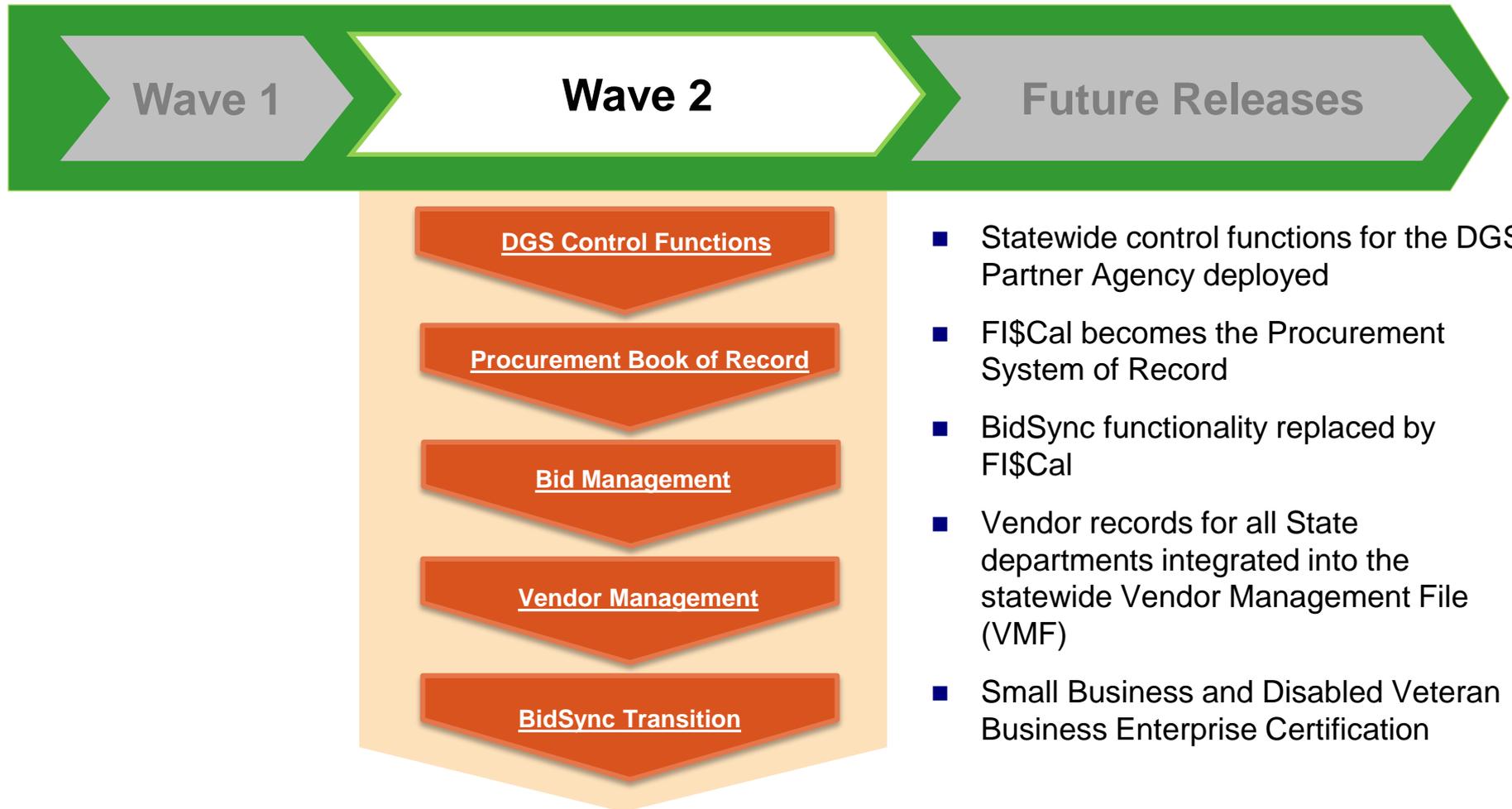


FI\$Cal Functionality: Wave 1

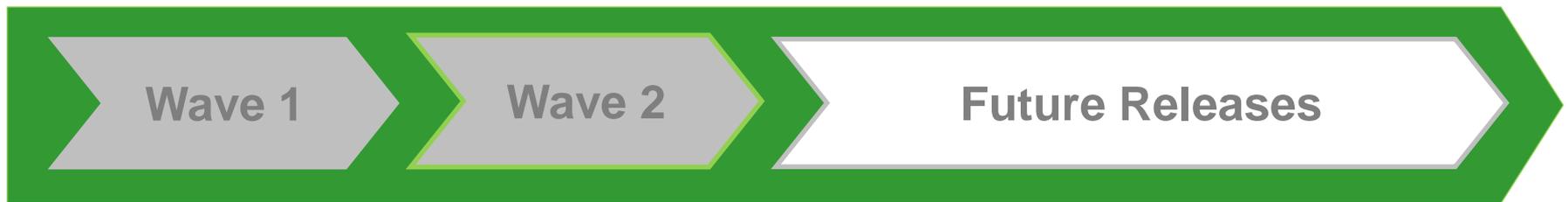


- Use of General Ledger
- Statewide Chart of Accounts (COA)
- FI\$Cal becomes the primary departmental accounting, procurement, and budgeting System for Wave 1 Departments
- FI\$Cal becomes the System of Record for budget data for the Department of Finance
- Monitor and forecast cash requirements
- Automatic accounting entries and bank reconciliations
- Spend analysis and asset management
- Plus existing functionality established in Pre-Wave

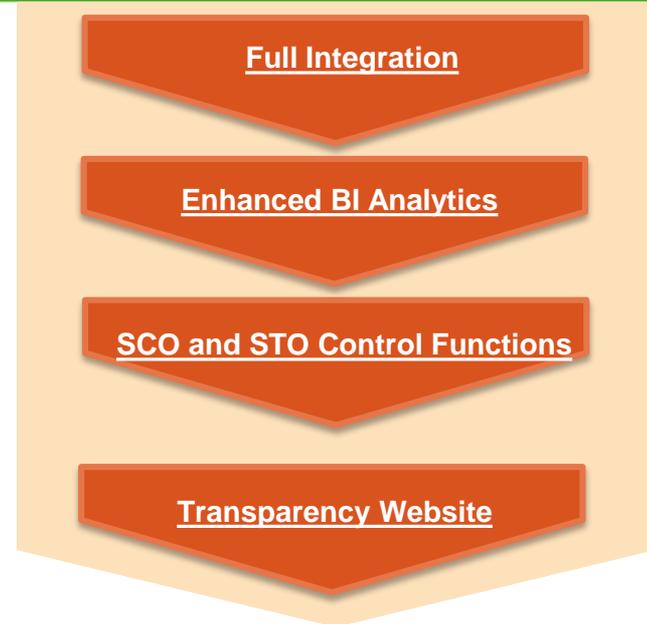
FI\$Cal Functionality: Wave 2



FI\$Cal Functionality: Future Releases

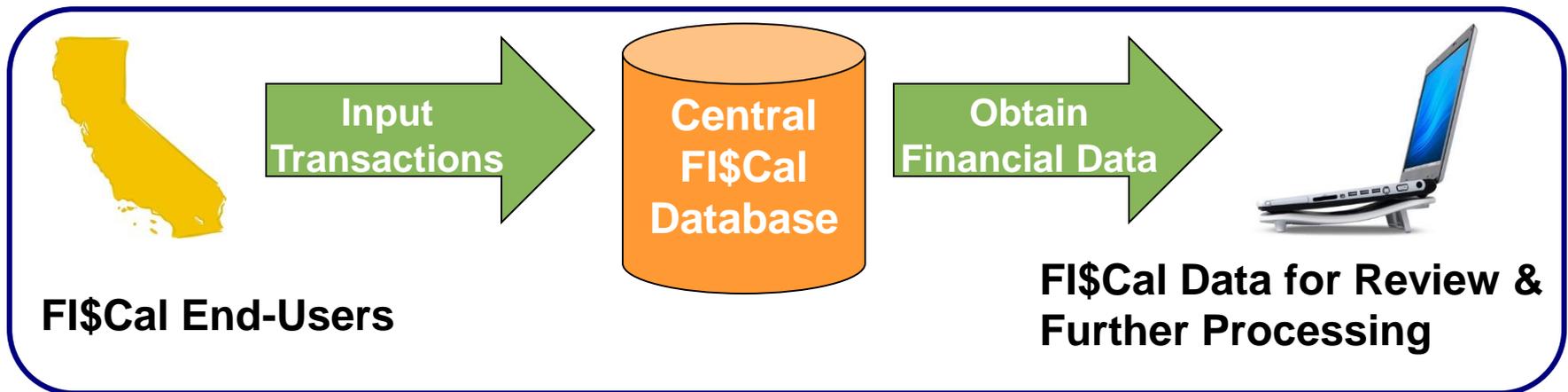


- Fully integrated system
- Enhanced analytic tools including Business Intelligence analytics (OBIEE)
- Statewide Budgeting
- Statewide control functions for SCO and STO
- Transparency website deployed
- Remaining departments brought into FI\$Cal



Accessing Data Within FI\$Cal

Data is the “common language” in FI\$Cal.



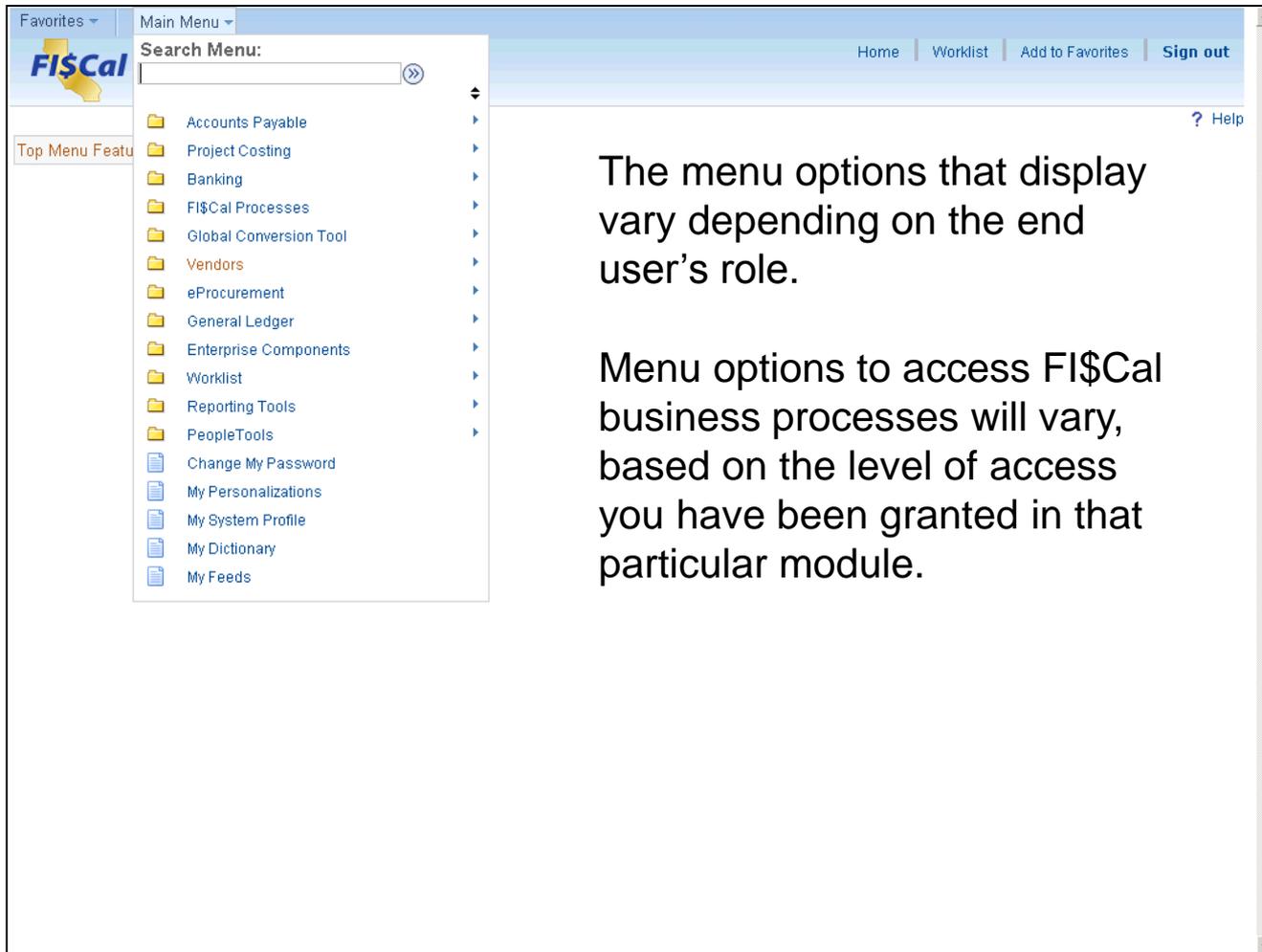
- All FI\$Cal End-Users will access a common central FI\$Cal database, which is updated daily and unaffected by local server issues
- With FI\$Cal, users can input and extract information from a single, central database. This will allow financial data to be readily and universally available for review and further processing
- FI\$Cal prompts end-users to check their entries, draws attention to errors and confirms that data has been entered successfully.

Accessing FI\$Cal

Once you receive your login credentials for FI\$Cal, recognize these facts about how you will access the application:

- FI\$Cal is an online application, with a look and feel similar to a standard internet web page
- Access FI\$Cal using your web browser
- FI\$Cal runs on PeopleSoft (for financials) and Hyperion (for budget planning). Both are Oracle applications.

Menu Options within FI\$Cal



The screenshot shows the FI\$Cal application interface. On the left, there is a 'Main Menu' dropdown menu with a search bar. The menu items are:

- Accounts Payable
- Project Costing
- Banking
- FI\$Cal Processes
- Global Conversion Tool
- Vendors
- eProcurement
- General Ledger
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary
- My Feeds

On the right side of the interface, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. A 'Help' link is also visible in the top right corner.

The menu options that display vary depending on the end user's role.

Menu options to access FI\$Cal business processes will vary, based on the level of access you have been granted in that particular module.

FI\$Cal Training Structure

- FI\$Cal provides you training **on redesigned Statewide business processes and transactions**
- Any deviation, special exemptions or workarounds specific to your department will be communicated to you by FI\$Cal and department leadership
- It is essential to fully understand the redesigned business processes being established through FI\$Cal. They are established to provide a uniform, standardized approach to processes currently carried out in multiple fashions throughout the State.



The FI\$Cal Public Website

- The FI\$Cal public website is an ideal starting point to learn about the Project, as well as access important links such as those educating you on:
 - FI\$Cal Business Objectives
 - FI\$Cal Project Charter and Timelines
 - The FI\$Cal Training Academy (FTA)

The FI\$Cal Website is accessible at:
www.fiscal.ca.gov



The screenshot shows the homepage of the FI\$Cal website. At the top, there is a navigation bar with the CA.GOV logo, the FI\$Cal logo (Financial Information System for California), and a search bar. Below the navigation bar are several menu items: ABOUT FISCAL, RESOURCES, FAQs, CAREERS, and ACCESS FISCAL. The main content area is divided into several sections:

- Welcome to the Financial Information System for California.** A brief introduction to the project.
- Latest News:** A list of recent news items, including the 'NEW Annual Report to the Legislature, February 2015' and 'Feb. 5, 2015 Statewide Procurement - Support Workshop Presentation'.
- Core Values:** A list of values including Collaboration, Respect, Enterprise Thinking, Accountability, Trust, Excellence, and Communication.
- Critical Success Factors:** A list of factors including Active and Visible Leadership, Disciplined Project Management, Effective Change Management, and Re-Engineering Business Processes.
- FISCAL Spotlight:** A featured event titled 'Save the Date FISCAL Forum' on Wednesday, March 4, 2015, at the Department of Health Care Services.
- FI\$Cal Leadership:** Profiles of Edmund G. Brown Jr. and Jeffrey Uyeda.
- Quick Links:** A list of links to various resources.
- Leadership:** A list of committees and groups, including the Customer Impact Committee, Organization Chart, Project Leadership, and Steering Committee.
- Resources:** A list of resources including the Department Wave List, Finance's Resources Webpage, and Functionality by Wave.

Training Materials & Resources

- Training material related to SCPRS and CSCR processes will be publicly accessible on the FI\$Cal website
- It is highly encouraged to review training materials before carrying out a transaction in FI\$Cal. This will ensure accuracy and re-affirm your understanding of the standardized business processes in place.

Lesson Summary

The key points covered in this lesson are listed below:

- Describing the planned rollout strategy for FI\$Cal
- Identifying the departments and transition strategy to FI\$Cal for Wave 2
- Recognizing the core functionality being delivered to FI\$Cal within each Wave
- Describing the FI\$Cal Training Structure

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Topic Objectives

After completing this topic, you will be able to:

- Describe the SCPRS functionality within FI\$Cal
- Understand who uses the SCPRS process in FI\$Cal
- Explain what can be done using the SCPRS functionality in FI\$Cal



What You Need to Know - SCPRS

- With FI\$Cal Wave 2, the State Contract and Procurement Registration System (SCPRS) will be hosted under FI\$Cal for collecting contract and purchase order spend information from departments
- Future Wave, Deferred, and Exempt departments will manually enter required transactions or use the SCPRS upload to send transactional data to FI\$Cal
- Future Wave, Deferred, and Exempt departments will follow SCPRS related policies set by DGS
- Key processes include:
 - FI\$Cal SCPRS Data Entry
 - FI\$Cal SCPRS Search

SCPRS – Data Entry

- Future Wave, Deferred, and Exempt departments will report purchase order and/or procurement contract transaction information using FI\$Cal SCPRS ***Data Entry*** page
- A change order is created when a change is made to a required field, whether as a result of a change order or an edit to the entry

SCPRS – Search

- The FI\$Cal SCPRS Search page will allow users to search for Purchase Order and/or Procurement Contract transaction information recorded by departments
- Users will have a variety of search criteria to filter by when searching for transactions
- Running a search will then allow the user to view detailed transactional information
- Users do not need to log into FI\$Cal to access the Search page

Lesson Summary

The key points covered in this lesson are listed below:

- Future Wave, Deferred, and Exempt departments will use the **Data Entry** page to report purchase orders and/or procurement contracts
- They will also be able to use the **Search** function to find purchase orders and/or procurement contract transaction information created by those departments
- Future Wave, Deferred, and Exempt departments will also need to follow SCPRS related policies set by DGS

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Topic Objectives

After completing this topic, you will be able to:

- Describe the CSCR functionality within FI\$Cal
- Understand who uses the CSCR process in FI\$Cal
- Explain the key processes of FI\$Cal CSCR
- Understand the difference between a Bidder, Supplier, and eSupplier



What You Need to Know – FI\$Cal CSCR

- With FI\$Cal Wave 2, the California State Contracts and Register (CSCR) will be hosted under FI\$Cal for advertising State solicitations to maximize competition through advertising State purchasing and contracting opportunities
- Recall that in FI\$Cal, a solicitation is also called an “Event”
- Future Wave, Deferred, and Exempt departments will use the FI\$Cal CSCR application to enter information to post a solicitation event
- Key processes include:
 - Create solicitation events
 - Approve solicitation events
 - Post solicitation event advertisements

FI\$Cal CSCR – Create and Post Solicitation Events

- Future Wave, Deferred, and Exempt departments will create a solicitation event by entering complete information, such as an Event Name, Event Description and attachments to provide solicitation details
 - Once a user creates a solicitation event, it will go through a workflow approval process prior to being posted to FI\$Cal CSCR
 - The approval process will be initiated when the Non-FI\$Cal Department CSCR Processor clicks the “Post” button
 - This is a one-step approval process with ability to insert ad hoc approvers
- Once approved, the solicitation event will be posted in FI\$Cal CSCR for viewing

FI\$Cal CSCR – Create and Post Solicitation Events

- The Create an Event page in FI\$Cal CSCR is used to enter information such as Acquisition Type, Method and DGS Billing code
- FI\$Cal CSCR allows State users to invite Bidders/Suppliers to view their event
- Adding comments and attachments to solicitation events will allow users to provide specific instructions or additional details to Bidders/Suppliers who view the event

Posted Solicitation Events

- Once departments approve and post their solicitation events using FI\$Cal CSCR, specifically invited Bidders/Suppliers will receive an email notification directing them to view the solicitation event
- Solicitation events that are made publically accessible will be posted on FI\$Cal CSCR for all Bidders/Suppliers to view
- Interested Bidders/Suppliers must still submit paper bid responses

What You Need to Know – Progress Payments

- Future Wave, Deferred, and Exempt departments will use the FI\$Cal ***Progress Payment*** page in FI\$Cal CSCR to enter progress payment details
- Users can view reported progress payments
- The ***View Progress Payment*** page will allow public users to enter search parameters and search for posted progress payments
- Progress Payment information is posted to provide sub-contractors the ability to view payments that have been made to their prime contractor
- Users can click on the Progress Payment Reference number to drill down to view more progress payment details

Lesson Summary

The key points covered in this lesson are listed below:

- Future Wave, Deferred, and Exempt departments will use FI\$Cal CSCR to create solicitation event advertisements
- Bidders/Suppliers will use Cal eProcure to view and respond to posted solicitation events from departments
- Future Wave, Deferred, and Exempt departments will use the ***Progress Payment*** page to enter progress payment details
- Public users can search for progress payments posted by Wave 2 and Future Wave, Deferred, and Exempt departments using the ***View Progress Payment*** page

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After completing this topic, you are now able to:

- Understand what FI\$Cal is introducing to select State of California agencies and departments
- Recognize the key components of FI\$Cal
- Explain how FI\$Cal's rollout strategy encompasses a multi-year strategy
- Understand how Future Wave, Deferred, and Exempt departments will access and enter SCPRS, CSCR, and progress payment data using the FI\$Cal system
- Describe how the Bidder/Supplier community will view and respond to posted solicitation events

