Wave 1 Solution Walkthrough (SWT): Asset Management for Wave 2 Departments

April 30, 2014
Agenda

- FI$Cal Project Overview
- Wave 1 Solution Walkthrough Objectives and Approach
- FI$Cal Solution Overview
- Acquire Assets
  - Key Terms
  - Business Process Overview
  - Process Flows
  - Wave 1 Demonstration
- Maintain Assets
- Transfer Assets
Agenda continued

- Depreciate Assets
- Retire Assets
- Month-End Processing
- Technology Considerations
- Session Recap
FI$Cal Project Overview

- The Financial Information System for California (FI$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.

- California’s Partner Agencies are working together to form the partnership to support FI$Cal at the highest level:
  - Department of Finance (DOF)
  - Department of General Services (DGS)
  - State Controller’s Office (SCO)
  - State Treasurer’s Office (STO)
FI$Cal Wave Timeline

<table>
<thead>
<tr>
<th>Calendar Years</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
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<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
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<td>~12 Months</td>
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<tr>
<td>15 Months</td>
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<tr>
<td>Wave 3</td>
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<tr>
<td>24 Months</td>
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</table>

April 30, 2014
SWT Objectives

The Wave 1 Solution Walkthroughs will provide:

- An overview of the business process, including key terms and implemented functionality
- A list of changes with the “To-Be” business process
- An opportunity to begin thinking about updates to internal department processes
- A demonstration of the FI$Cal Wave 1 solution
FI$Cal Design Approach

- **Objective**
  - Define and validate DRAFT processes to best meet the State’s needs independent of the software details
  - Clarify requirements

- **Audience**
  - Department of General Services (DGS)

- **Key Outputs**
  - Revised DRAFT To-Be Processes with department input

- **Tools / Methods**
  - Interactive Working Sessions with department SMEs
  - Gather additional input on:
    - As-Is Process
    - Statutes, Reg, Policy
    - To-Be Process, Benefits, Challenges

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- **Objective**
  - Provide departments with an understanding of Wave 1 FI$Cal business processes
  - Demonstration of Wave 1 FI$Cal solution
  - Identify where Wave 1 solution may not meet the needs of new departments

- **Audience**
  - Wave 2 Departments absent in Wave 1

- **Key Outputs**
  - New departments prepared for CRP sessions
  - Key Considerations
  - Action Items and concerns from departments

- **Tools / Methods**
  - Solution Walkthroughs
  - Wave 1 FI$Cal Solution

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- **Objective**
  - Conduct a systematic review of how FI$Cal requirements and DRAFT To-Be Processes are enabled by the FI$Cal software solution

- **Audience**
  - Wave 1 and Wave 2 departments

- **Key Outputs**
  - Revised DRAFT To-Be Processes with department input
  - Basis for System Configurations and Functional Designs

- **Tools / Methods**
  - Interactive CRP Sessions with Department SMEs
  - CRP Sandbox

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- **Objective**
  - Validate and document final business process designs
  - Confirm how requirements are met

- **Audience**
  - Project team with department input

- **Key Outputs**
  - Final Business Process Designs
  - Update Requirements Traceability Matrix
  - RICEF Inventory

- **Tools / Methods**
  - Conduct follow-up meetings / validation sessions as necessary
  - Resolve open issues / outstanding decisions

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Department Participation and Input

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Ground Rules & Guiding Principles

- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, than assume
- **Consider Best Practices** and business process changes
- **Think of the data** and information you require
FI$Cal Solution Overview

- Governance Risk & Compliance
  - Identity & Access Management
  - Portal (Single Sign-on)
- Application Security
  - Budgeting
  - Finance & Purchasing
  - Business Intelligence
- Content Management
- Oracle Enabling Technology
- Infrastructure
- Operations & Maintenance
- External Interfaces
  - Reports, PDFs
  - Spreadsheets
  - Output Files
- Audit Users
- Department Users
- Vendor Users
- Deferred Exempt Departments
- Authentication
- Access Control

April 30, 2014
FI$Cal Accounting Solution

Legend
- Pre-Wave
- Wave 1
- Wave 2
- Wave 3

10 Refunds
10 Grants
10 Legend
10 General Ledger / Commitment Control
10 Project Mgmt
10 Project Costing
10 Billing Status Updates
10 Project Details
10 Project Data
10 Award Data
10 Billable Transactions
10 Unbilled AR, Revenue
10 Customer Invoices
10 Revenue, AR, Cash
10 Accounts Receivable
10 Loans
10 GL Journals
10 GL Journals
10 General Ledger / Commitment Control
10 Refunds
10 April 30, 2014

What is included in Wave 1

- FI$Cal will be the State’s system of record for capital and non-capital assets for Wave 1 departments.
- Assets will primarily be added to Asset Management (AM) via integration with the Purchasing (PO) and Accounts Payable (AP) modules. In some cases, assets can be added directly into AM.
- All assets added to FI$Cal using Statewide Asset Profiles to standardize useful lives and asset classification for CAFR reporting purposes.
- Depreciation is calculated and stored for each individual asset in FI$Cal.
- Accounting Entries for financial transactions will be created (nightly) in batch and automatically sent to General Ledger.
- Departments responsible for processing Depreciation Close (month-end depreciation expense).
Additional Functionality for Wave 2

- Leases
- Submission and approval of the STD Forms 152 and 158 in FI$Cal will be evaluated for Wave 2 and subsequent waves
- Physical Inventory / Barcode Scanning
  - Inventory data will be stored in FI$Cal however physical inventory (locating and counting assets) will be a manual process
  - Departments with existing technology (scanners) may choose to develop own process for integrating with FI$Cal
What is not changing Overall

- DGS will continue to use CA Surplus Property System (CSPS) to manage the approval process for forms STD 152 and STD 158
- DGS will continue to be responsible for managing leases throughout the State
Acquire Assets Overview

The **Acquiring Assets process** covers all activities related to entering assets in FI$Cal.

This includes the following sub-processes:

- Adding an Asset through a PO/Receipt/PO Voucher
- Add an Asset through Project Costing (WIP)
- Entering an Asset manually through the Asset Management Module
## Acquire Assets Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital Asset</strong></td>
<td>State property that has a normal useful life of at least one year, costs $5,000 or greater, and is used to conduct State business. Capital assets must be recorded in FI$Cal for both financial reporting and property tracking purposes.</td>
</tr>
<tr>
<td><strong>Non-Capital Asset</strong></td>
<td>State property that does not meet the State’s capitalization criteria, typically based on the cost threshold, but in which property records are still required to be maintained. Non-Capital assets must be recorded in FI$Cal for property tracking purposes.</td>
</tr>
</tbody>
</table>
### Acquire Assets Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transaction Types</strong></td>
<td>Identifies the type of transaction that occurs in Asset Management. Transaction types are used to determine which accounts to use when creating journal entries and include:</td>
</tr>
</tbody>
</table>
|                       | • **ADD** – Additions  
|                       | • **ADJ** – Adjustments                                                                                                                      |
| **Asset Profile**     | Template that stores standard depreciation criteria for a type of asset and the corresponding asset books for defaulting. Profiles determine all related accounting and depreciation information |
| **Unitize**           | Procedure to break down multiple quantity POs into individual assets.                                                                        |
Acquire Assets Summary Flow

- **Purchase and Receive Assets (PO)**
  - PO dispatched and asset identified
  - Asset received and physical information entered (Tag Number, Serial Number, Location, Custodian, etc.)

- **Physical Information sent to AM**
  - Asset “shell” created in Asset Management with physical information from Receipt

- **Voucher Assets (AP)**
  - Asset Voucher matched with PO and Receipt

- **Financial Information sent to AM**
  - Asset capitalized in AM with the financial information from Voucher
    - Cost equals vouchered amount

- **Add Manual Asset**
  - Asset created directly in Asset Management (Exception Only)
    - Processor enters both physical and financial information

**Key Impacts**

- Asset Management integrated with PO and AP modules
- Assets are created using physical information from Receipt and financial information from Voucher
- Assets may be directly added in Asset Management (donated assets, corrections, etc.)
Acquire Assets- Demonstration

- Screenshot of PO with multiple quantity – description
Acquire Assets - Demonstration

- Schedule of PO with Asset profile
Acquire Assets - Demonstration

- Receipt – serialize button
Acquire Assets- Demonstration

- Receipt unitized assets page
Acquire Assets - Demonstration

- Voucher – Asset information
Acquire Assets- Demonstration

- Basic info - Drill back page

Acquisition Details

**Payables Acquisition**
- AP Unit: 0820
- Voucher ID: 00000770
- Vchr Line: 
- Distrib Line: 
- Vendor ID: 0000000091

**PS/Accounts Payable Drilldown**
- Invoice Number: 
- Invoice Date: 

**Purchasing**
- PO Unit: 0820
- PO No.: 0000000107
- PO Line: 1
- Sched Num: 1
- Distrib Line: 1

**Receiving**
- BU Recv: 0820
- Receipt No: 0000000126
- Receipt Line: 1
- Ship Seq: 1
- Distrib Ln: 1

**PS/Purchasing Drilldown**

**PS/PO Receiving Drilldown**

**Project Cost Acquisition**
- PC Bus Unit: 
- Project: 
- Activity: 
- Source Type: 

**PS/Projects Drilldown**
Acquire Assets - Demonstration

- Defining WIP Asset in Project Costing
Acquire Assets- Demonstration

- Express Add

### Asset Information

<table>
<thead>
<tr>
<th>Unit</th>
<th>0620</th>
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<tbody>
<tr>
<td>Profile ID:</td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td></td>
</tr>
<tr>
<td>Tag Number:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Asset ID</th>
<th>NEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trans Date:</td>
<td>04/15/2014</td>
</tr>
<tr>
<td>Acctg Date:</td>
<td>04/15/2014</td>
</tr>
<tr>
<td>Trans Code:</td>
<td></td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
</tr>
<tr>
<td>Rate Type:</td>
<td>CRRNT</td>
</tr>
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</table>

### Asset Cost Information

<table>
<thead>
<tr>
<th>Book Name</th>
<th>Quantity</th>
<th>Cost</th>
<th>Salvage</th>
<th>YTD Depr</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPITAL</td>
<td>1.0000</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
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</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost Type</th>
<th>Accum Depr</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Chartfields</th>
<th>Personalize</th>
<th>Find</th>
<th>View All</th>
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<th>Last</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reference</th>
<th>Fund</th>
<th>ENY</th>
<th>Program</th>
<th>Project</th>
<th>Rptg Structure</th>
<th>Svc Loc</th>
<th>Agency Use</th>
</tr>
</thead>
</table>

### Asset Additional Information
Maintain Assets Overview

- The **Maintain Asset Process** covers all activities related to entering and updating the information associated with an asset in FI$Cal.
- This includes the following sub-processes:
  - Maintain Physical Information
  - Maintain Confidential Information
Maintain Assets

Key Impacts

- Detailed asset information can be entered, updated, and maintained in FI$Cal once asset is received
- Asset information is searchable and reportable
- Acquisition details provide traceability back to Purchase Order, Receipt, and Voucher
- * indicates indicates confidential field
Maintain Assets - Demonstration

- General Information (Asset Class) – Seen from a Confidential User
Maintain Assets - Demonstration

- Asset Location
Maintain Assets - Demonstration

- Asset Manufacturer (VIN) – Seen from a Confidential User
Transfer Assets Overview

- The **Transfer Process** covers all activities related to Assets can be transferred within FI$Cal.
- This includes the following sub-processes:
  - Inter-Unit Transfers
  - Intra-Unit Transfers
  - Cost Adjustment
  - Re-categorize Asset
# Transfer Assets Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transaction Types</strong></td>
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</tr>
</tbody>
</table>
|                         |   • ADJ – Adjustments  
|                         |   • TRF – Transfers  
|                         |   • RET – Retirements  
|                         |   • RCT – Re-Categorize  |
| **Intra-Unit Transfer** | The change in possession of an asset from one ChartField combination to another ChartField combination. Assets will be transferred using the original cost and current accumulated depreciation for that asset within a Business Unit. |
## Transfer Assets Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inter-Unit Transfer</td>
<td>The change in possession of an asset from one Business Unit to another. The asset is disposed/“retired” in the originating Business Unit and added in the target Business Unit.</td>
</tr>
<tr>
<td>Cost- Adjustment</td>
<td>Manual adjustment (+-) of the cost of an asset.</td>
</tr>
<tr>
<td>Re-categorize</td>
<td>Change in the category (GL Account) of the asset.</td>
</tr>
</tbody>
</table>
Transfer Assets

Key Impacts
- Once approved, Asset Transfer is performed in FI$Cal for Wave 1 departments
- InterUnit Transfers create a new asset for the receiving department. Asset will be transferred using the original cost and accumulated depreciation.
- All asset information (physical and financial) will be transferred with the asset
Transfer Assets - Demonstration

- Cost/adjust transfer page
Transfer Assets - Demonstration

- Intra-Unit Transfer
Retire Assets Overview

- The **Retire Assets** process covers all activities related to physical and financial removal of an asset.

- This includes the following sub-processes:
  - Retiring an asset manually
  - Retiring assets through a worksheet
  - Reinstating an asset
# Retire Asset Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td><strong>Transaction Types</strong></td>
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</tr>
<tr>
<td></td>
<td>• RET – Retirements</td>
</tr>
<tr>
<td></td>
<td>• REI – Reinstatement</td>
</tr>
<tr>
<td><strong>Asset Retirement</strong></td>
<td>The physical and financial removal of the asset from the departments possession and the departments accounting records</td>
</tr>
</tbody>
</table>
Retire/Reinstate Assets

Key Impacts

- Once approved, Asset Disposals are performed in FI$Cal
- If proceeds received for an asset, the asset should remain in FI$Cal until proceed amount is determined
- An asset can be reinstated back to the point in time when it was disposed
Retire Assets - Demonstration

- Retire/Reinstate Asset
Retire Assets - Demonstration

- Disposal worksheet

<table>
<thead>
<tr>
<th>Asset Information</th>
<th>Description</th>
<th>Tag Number</th>
<th>Category</th>
<th>Serial ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000231</td>
<td>Dell PowerEdge 2550</td>
<td>781</td>
<td>EQUIP</td>
<td>TEST</td>
</tr>
<tr>
<td>000000000560</td>
<td>LAW ENFORCEMENT</td>
<td>123456789997</td>
<td>EQUIP</td>
<td>12341516171819101019</td>
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<tr>
<td>000000002545</td>
<td>Monitor</td>
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<td>EQUIP</td>
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<td>110</td>
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<td></td>
</tr>
<tr>
<td>000000002498</td>
<td>Computer Motherboard</td>
<td></td>
<td>EQUIP</td>
<td></td>
</tr>
</tbody>
</table>
Depreciate Assets Overview

- The **Depreciation Process** covers all activities related to Allocating cost of the asset to future periods.
- This includes the following sub-processes:
  - Maintain Depreciation Attributes
  - Depreciation Calculation
## Depreciate Assets Key Terms

<table>
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</tr>
<tr>
<td></td>
<td>• DPR – Depreciation</td>
</tr>
<tr>
<td></td>
<td>• PDP – Prior Depreciation (“catch-up” adjustment)</td>
</tr>
<tr>
<td><strong>Depreciation Calculation</strong></td>
<td>Process to allocate the cost of an asset over the estimated life of the asset. Depreciation is based on several factors including the depreciation method, the estimated life of the asset and the in-service date of the asset.</td>
</tr>
<tr>
<td>(AMDPCALC)</td>
<td></td>
</tr>
<tr>
<td><strong>Useful Life</strong></td>
<td>Number of periods in which that asset will remain in use. Utilized for depreciation purposes. Defaults from the Asset Profile.</td>
</tr>
</tbody>
</table>
Depreciate Assets

Department Asset Depreciation Processor

Maintain Depreciation Information
- Validate Depreciation Attributes and Asset Book(s)

Review Open Transactions
- Open transactions indicate which assets are eligible for depreciation
- Additions, adjustments, transfers, and disposal affect depreciation

Run Depreciation
- Depreciation will be run nightly or can be run ad-hoc (per asset)

Review Depreciation Results
- Results should be validated after depreciation is run
- Can view depreciation results both online and through FI$Cal reporting

Key Impacts
- FI$Cal calculates depreciation on an asset-by-asset basis using standardized useful life, depreciation method, and depreciation convention
- Departments validate depreciation calculations in preparation for sending to the General Ledger at month-end
Depreciate Assets - Demonstration

- Review Open Transactions

Open Transaction Detail

- Business Unit: 0820, Department of Justice FDM Test
- Asset Identification: 000000000560
- Asset Book Name: CAPITAL, Capital Book
- Transaction Date: 04/21/2014, Accounting Date: 04/21/2014
- Transaction Type: ADD, Asset Addition
- Transfer Unit: Pending
- Depreciation Calc Status: Pending
- Reporting Process Status: Pending
- Open Transaction ID: 501
- User ID: Z_FUNC_SUPER_USER, Function Super User
Depreciate Assets - Demonstration

- Depreciation Book page

![Image of Depreciation Book page from the FI$Cal system]

- Asset Information:
  - Profile ID: LAW_ENFORCENMENT
  - Asset Class: HANDGUN
  - Tag Number: 123456789997
  - Acquisition Code: P
  - Acquisition Date: 04/21/2014

- Book Information:
  - Book 1: Capital Book
    - Description: Capital Book
    - Currency: USD
    - Method: Straight Line
    - Convention: AM
  - Book 2: Statewide Book
    - Description: Statewide Book
    - Currency: USD
    - Method: Straight Line
    - Convention: AM

- Buttons:
  - Save
  - Return to Search
  - Notify
Depreciate Assets - Demonstration

- Annual Depreciation Schedule
Month-End Processing Overview

- The Month-End Process covers all activities related to preparing information to be sent to the General Ledger.

- This includes the following sub-processes:
  - Creating accounting Entries for Financial Transactions (AMAEDIST)
  - Depreciation Close (AMDPCLOS)
Asset Month-End Processing

Key Impacts

- FI$Cal creates the accounting entries to be sent to the General Ledger for asset additions, adjustments, depreciation, and retirements
- Journal entries will be sent to the General Ledger for reporting purposes
Month-End Processing - Demonstration

- Reviewing Accounting Entries

![FI$Cal: Transparency. Accuracy. Integrity.](image)
## Technology Considerations – Interfaces

<table>
<thead>
<tr>
<th>Interface with External Systems</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>An outbound interface from FI$Cal to departments is available, if needed, to extract asset transactional data into a flat file for use by departments</td>
<td></td>
</tr>
</tbody>
</table>
## Technology Considerations – Conversions

<table>
<thead>
<tr>
<th>Conversion</th>
<th>Definition</th>
</tr>
</thead>
</table>
| Assets     | - Asset Conversion includes all:  
  - Active (non-retired) assets  
  - Capital (over $5,000) and non-capital (under $5,000) assets  
  - Tangible and intangible assets used in government operations  
  - Excluding:  
    - Retired/decommissioned assets  
    - Asset that are considered work-in-process (WIP) and have not been put in-service |
Data Protection Overview

- FI$Cal will receive and retain various types of data that will need to be protected. All data can be classified as:
  - Public
  - Personally Identifiable Information (PII)
  - Sensitive
  - Confidential
  - Restricted

- Various state agencies assisted FI$Cal in the development of a Data Classification and Protection Framework
Data Protection Overview

- All data that is received, retained, and transmitted by FI$Cal protected by:
  - Business Unit
  - Encryption
  - Role Based Access

- In addition, data classified as PII, sensitive, and confidential will receive the additional protection of:
  - Masked
  - Tracking when added, updated, deleted, and read
  - Role Based Access, such as Confidential User
## Data Protection – Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Information</td>
<td>Information maintained by state agencies that is not exempt from disclosure under the provisions of state or federal laws.</td>
</tr>
<tr>
<td>Confidential Information</td>
<td>Information maintained by state agencies that is exempt from disclosure under the provisions of state or federal laws.</td>
</tr>
<tr>
<td>Sensitive Information</td>
<td>Information maintained by state agencies that requires special precautions to protect from unauthorized use, access, disclosure, modification, loss, or deletion. Sensitive information may be either public or confidential.</td>
</tr>
<tr>
<td>Personally Identifiable</td>
<td>Information that identifies or describes an individual. This information must be protected from inappropriate access, use, or disclosure and must be made accessible to data subjects upon request.</td>
</tr>
</tbody>
</table>
# Data Protection – Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted Information</td>
<td>Information maintained by state agencies that is statutorily protected under the provisions of state or federal laws, and only shared if ordered by a court or the Legislature. A Vehicle Identification Number (VIN) associated with a secret investigation is an example of restricted information.</td>
</tr>
</tbody>
</table>
## Data Protection Processes & Fields

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Field Description</th>
<th>Protection Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquire Assets</td>
<td>Asset ID</td>
<td>Public</td>
</tr>
<tr>
<td>Acquire Assets</td>
<td>Asset Profile</td>
<td>Public</td>
</tr>
<tr>
<td>Acquire Assets</td>
<td>Tag Number</td>
<td>Public</td>
</tr>
<tr>
<td>AM1 - Acquire Assets</td>
<td>Description</td>
<td>Sensitive</td>
</tr>
<tr>
<td>AM1 - Acquire Assets</td>
<td>Cost</td>
<td>Sensitive</td>
</tr>
<tr>
<td>AM1 - Acquire Assets</td>
<td>Serial ID</td>
<td>Sensitive</td>
</tr>
<tr>
<td>AM1 - Acquire Assets</td>
<td>Vehicle Identification Number (VIN)</td>
<td>Restricted</td>
</tr>
<tr>
<td>AM1 - Acquire Assets</td>
<td>Registration Number</td>
<td>Restricted</td>
</tr>
<tr>
<td>AM1 - Acquire Assets</td>
<td>Registration Name</td>
<td>Restricted</td>
</tr>
<tr>
<td>AM1 - Acquire Assets</td>
<td>Custodian</td>
<td>Restricted</td>
</tr>
<tr>
<td>AM1 - Acquire Assets</td>
<td>Asset Location</td>
<td>Restricted</td>
</tr>
<tr>
<td>AM1 - Acquire Assets</td>
<td>Area ID</td>
<td>Restricted</td>
</tr>
<tr>
<td>AM1 - Acquire Assets</td>
<td>Asset Class</td>
<td>Restricted</td>
</tr>
<tr>
<td>AM1 - Acquire Assets</td>
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<td>Restricted</td>
</tr>
<tr>
<td>AM1 - Acquire Assets</td>
<td>Asset Class</td>
<td>Restricted</td>
</tr>
</tbody>
</table>

**FI$Cal Standard Protection Framework**

### Standard Data Protection level For:

**Public Information**, the following is the Standard Data Protection Level:

1. Mandates that govern the collection of this field – State Administrative Manual (SAM).
2. Federal Tax Information (FTI) Labeling – None.
3. FI$Cal Standard Protection Method(s):
   - Business Level Security.
   - Encryption.
   - Role Based.
4. FI$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI$Cal currently).

**Legend**

- **Confidential**
- **PII**
- **Public**
- **Restricted**

**Asset Management classified as mostly sensitive**
Data Protection – Next Steps

- FI$Cal is expecting this framework confirmed by Wave 1 departments will also meet the data protection requirements of Wave 2 departments
- Opportunity to request additional data protection in Wave 2 task TECH201: Review Data Classification and Protection Framework
Session Recap

- Key Considerations
- Future Action Items
- Action Items
- Concerns
Question and Answer

FI$Cal Project Information:

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

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

fiscal.cmo@fiscal.ca.gov
Appendix: Asset Management Process Flows
Guide to Symbols in Flows

Start/End - Indicates point at which the process begins or ends. Does not represent any activity.

Decision - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.

System Task - Represents an individual step or activity in FiSCal.

Manual Task - Represents an individual step or activity in the process that is made out of FiSCal.

Input Documents - A paper document (or email) that is used for entering data in the process. For electronic data, the interface shape is used.

Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

Interface - Data conversion from one electronic system to another.

Batch Process - Represents a batch process within FiSCal.

Flow Arrow

Intra Integration Process - A input or Output to some other process within the same capability

Output Documents - An electronic document that is created by the process and can be printed (for example – any kind of report).
Acquire Assets

Purchasing

A: Asset acquired through Purchasing?
   Yes → Create and Approve Requisition (Optional)
   No → Buy Asset through PRC (Optional)

B: AM Interface Table Updated w/ Financial Information
   → Review and Approve Financial Information
   → Load Financial Information into AM

C: Review Physical and Financial Information in Basic Add
   → Load Physical Information into AM

Accounts Payable

Enter and Process Vouchers

Matching (Integration w/ Procurement)

Send Financial Asset Information to AM Staging Tables
Manual Asset Add and Maintain Asset

Department Asset Processor

B
Create Asset in Express Add Page

Enter Asset Information

Enter/Default Cost Information

Enter Additional Information

Save Asset

C

Department Asset Processor

C
Review Asset in Basic Add Page

General Information
Update/Validate basic information including Class, Type, and Status

Operation Maintenance
Update maintenance related information

Asset Acquisition Detail
Review the cost information associated with the asset

Location/ Comments/ Attributes
Review the cost information associated with the asset

Manufacturer/ License/ Custodian
Review additional Physical Information

Book Page
Update/Validate the Depreciation attributes associated w/ asset

End

April 30, 2014

Asset Depreciation

- Review Open Transactions: "Pending" transactions in the Depreciation Calc Status are eligible for Depreciation.
- Run Depreciation Calculations.
- Review Open Transactions: Validate Depreciation Calculation Status is "Complete".
- Review Asset Depreciation Information (Online/Reports).
Retire Assets

1. Department/DGS
   - Initiate STD Form 152
   - Approve STD Form 152

2. Department Asset Manager
   - Vehicle/Mobile Equipment?
     - Complete Physical Transfer
     - Execute Asset Disposal
     - Surplus
     - Complete Physical Transfer

   - Execute Asset Disposal w/ Proceeds
Asset Month-End Processing

Start → Execute Depreciation Close → Create Asset Accounting Entries → Review Accounting Entries → Load Depreciation Reporting Table → Asset Depreciation Inquiry → End
ChartField / UCM Codes Cross-reference