



FI\$Cal

Financial Information System for California

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

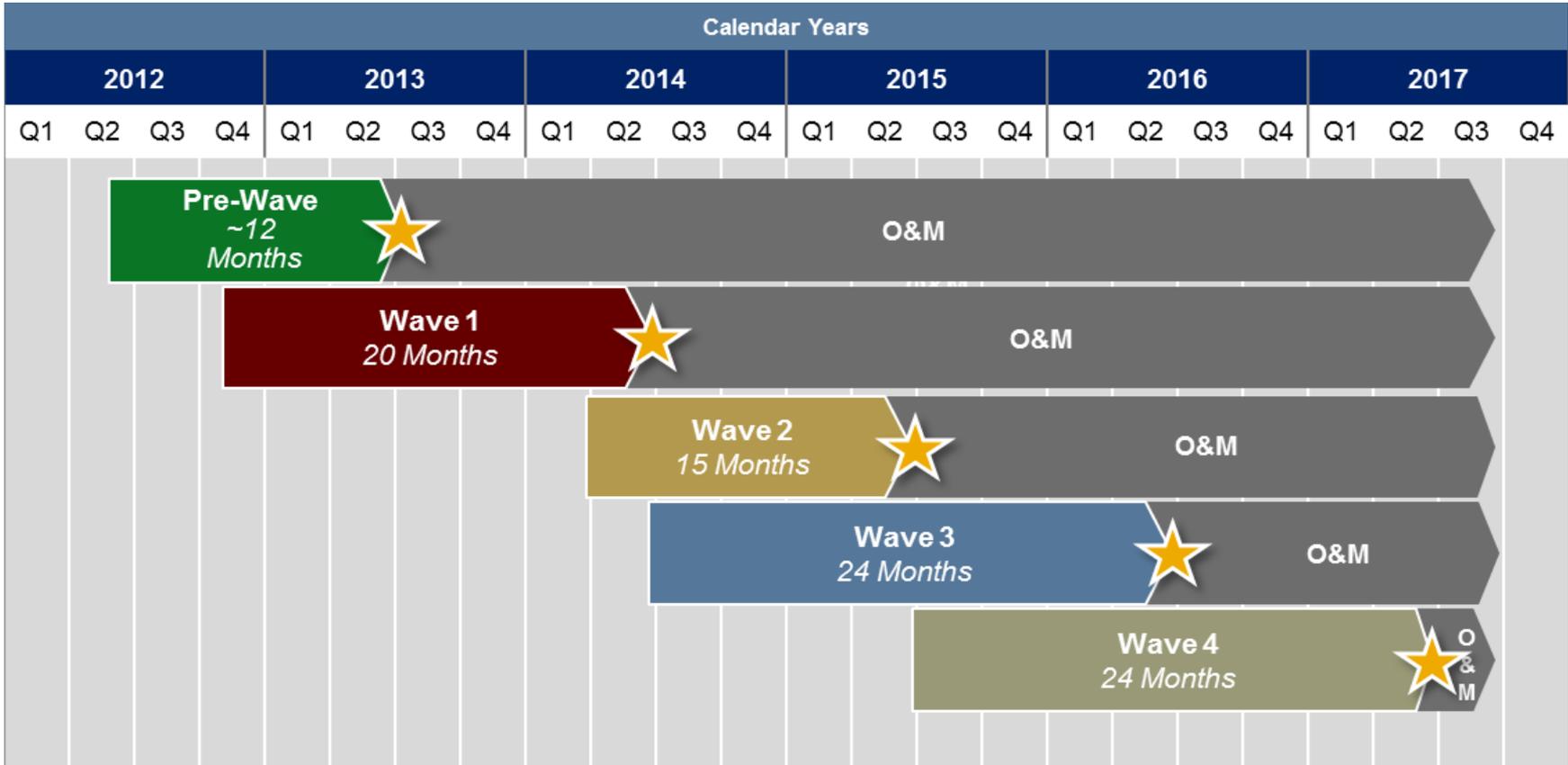
- Depreciate Assets
- Retire Assets
- Month-End Processing
- Technology Considerations
- Session Recap

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)

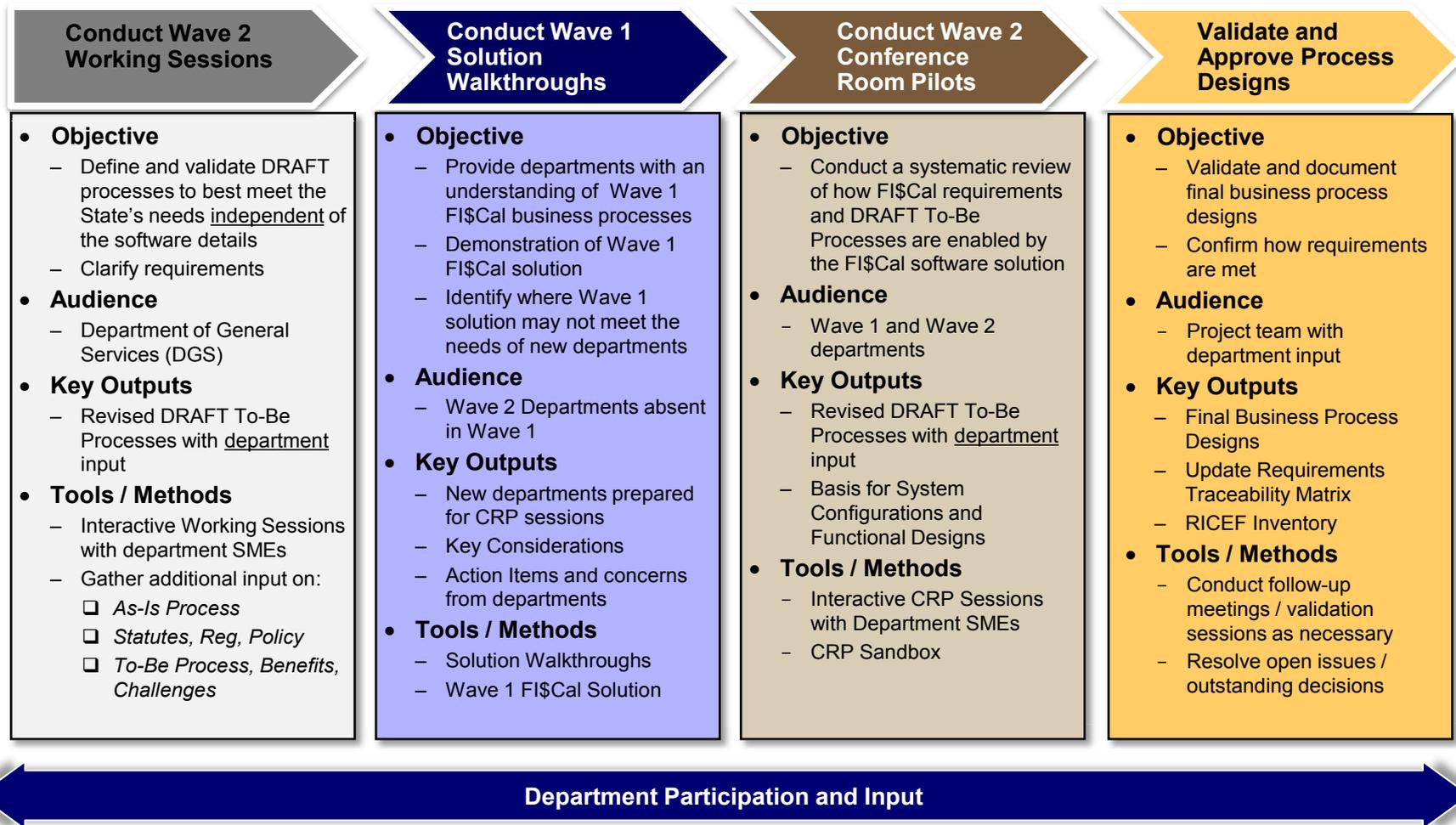
FI\$Cal Wave Timeline



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

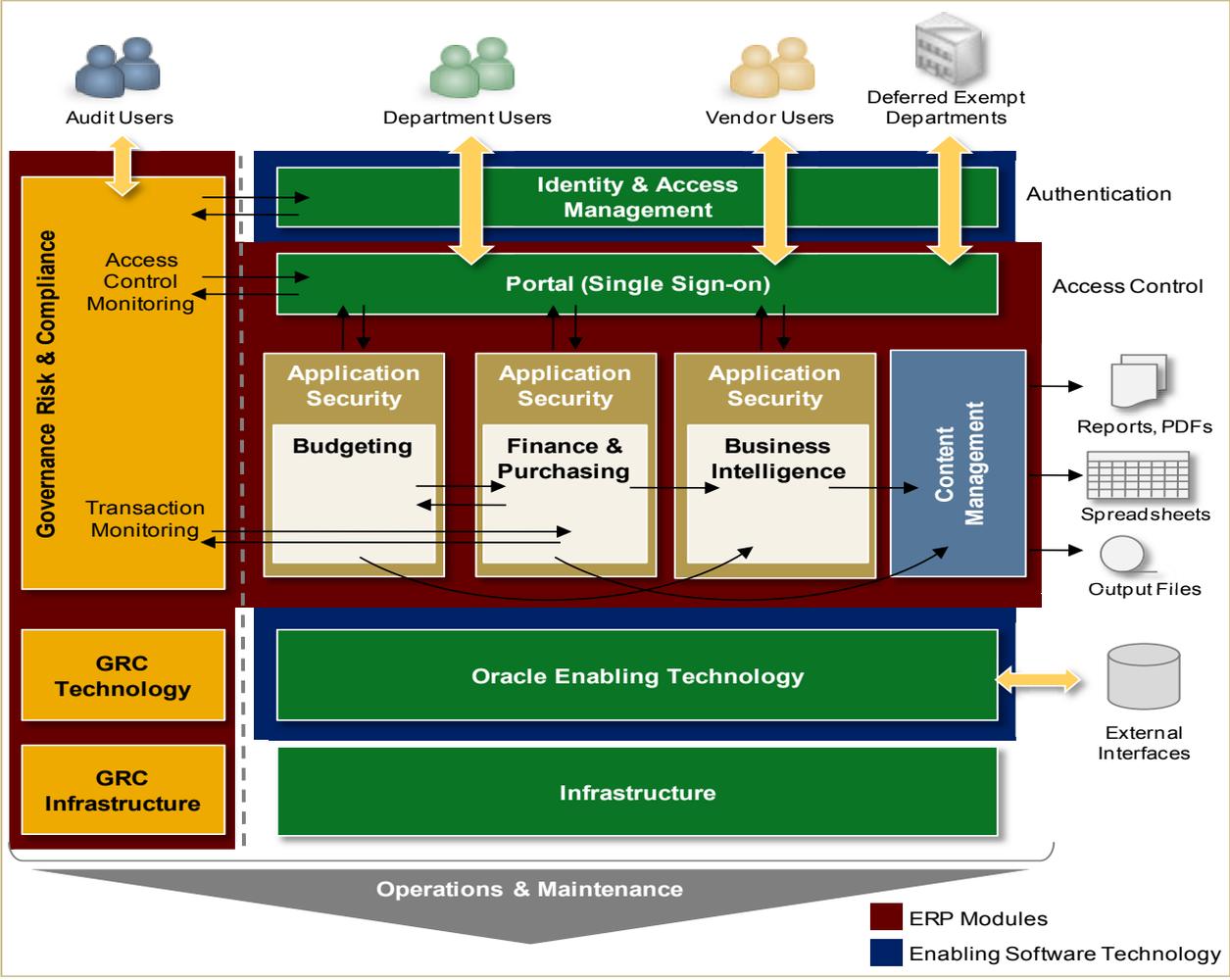
FI\$Cal Design Approach



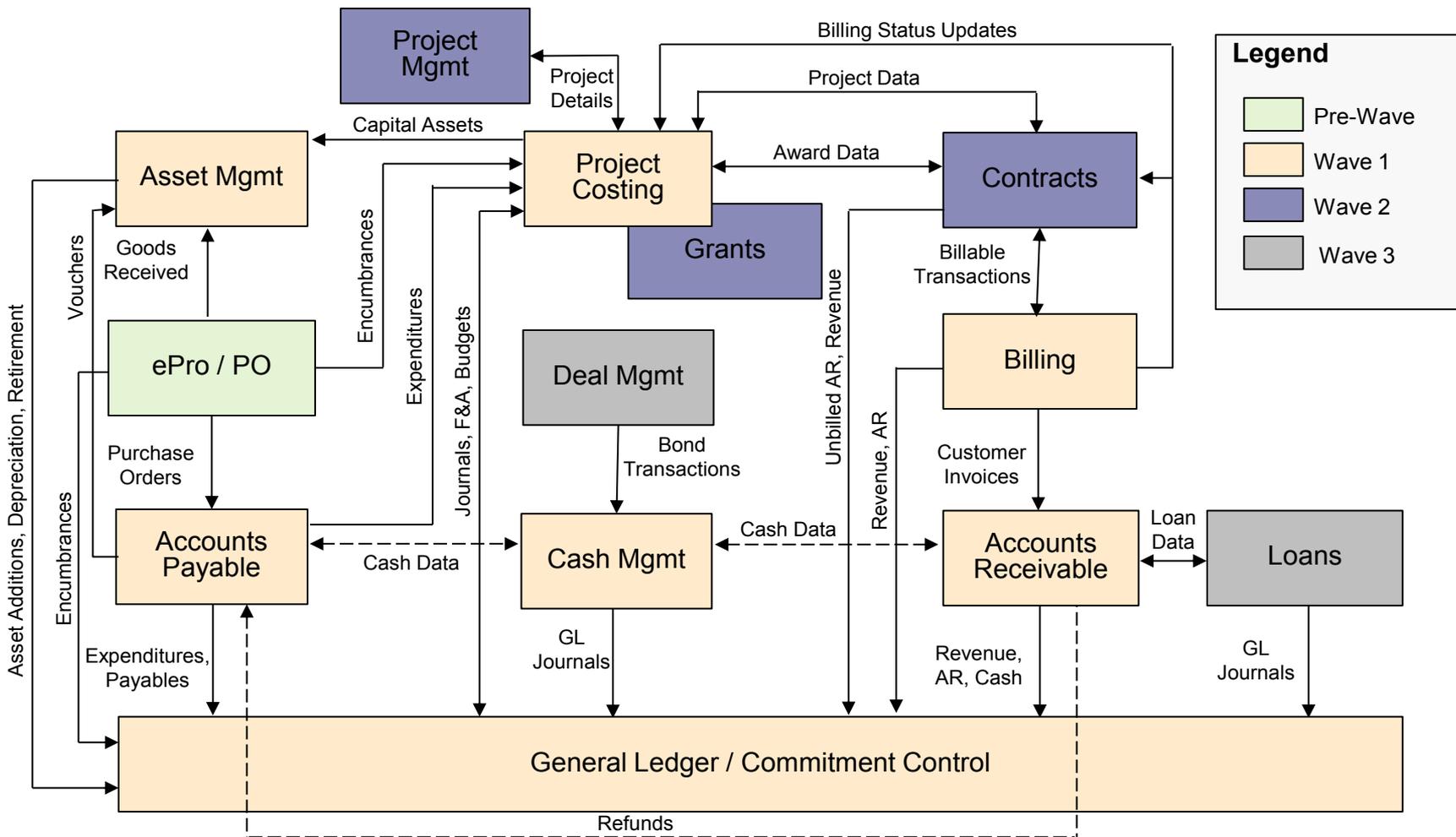
Ground Rules & Guiding Principles

- **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



FI\$Cal Accounting Solution



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**

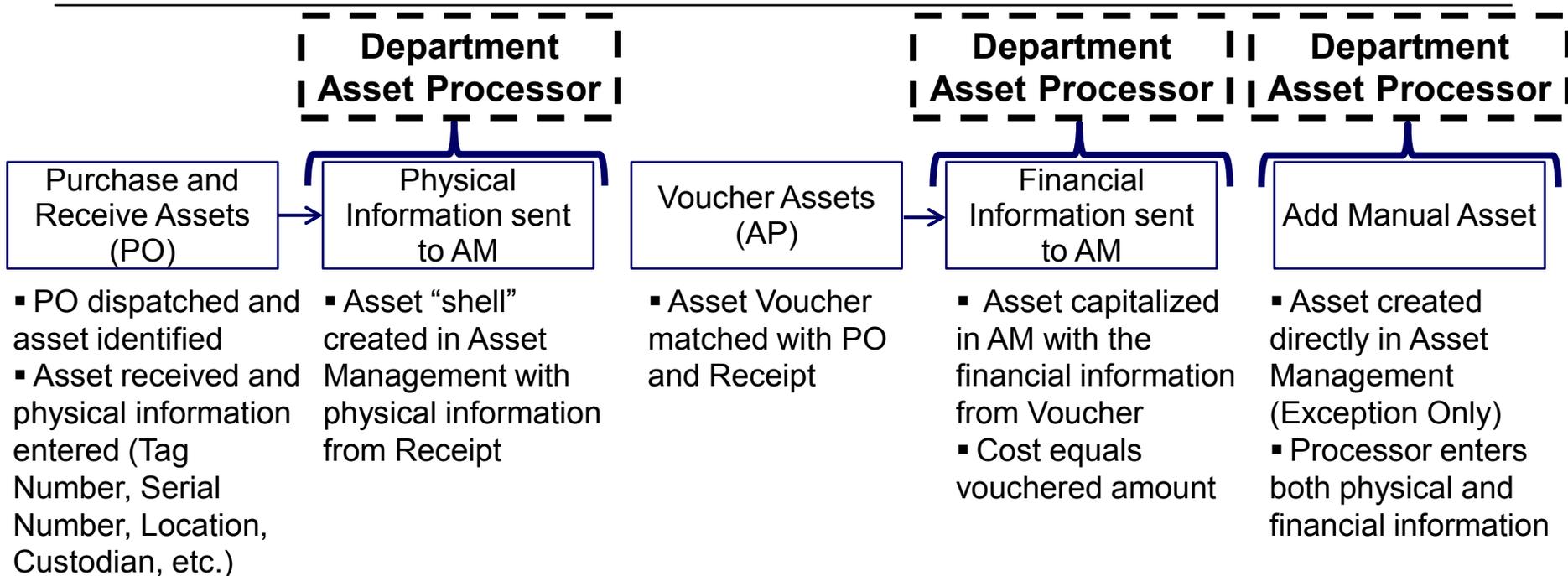
Acquire Assets Key Terms

Term	Definition
Capital Asset	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.
Non-Capital Asset	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.

Acquire Assets Key Terms

Term	Definition
Transaction Types	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: <ul style="list-style-type: none"> • 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



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

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)
[Home](#) | [Worklist](#)

New Wind

Maintain Purchase Order

Purchase Order

Business Unit: 0820 **PO Status:** Approved ✖
PO ID: 0000000167 **Budget Status:** Valid
Copy From: **Hold From Further Processing**

Header

***PO Date:** 04/15/2014 [Vendor Search](#)
***Vendor:** ACCENTURE-001 [Vendor Details](#)
***Vendor ID:** 0000000001 [ACCENTURE LLP](#)
***Buyer:** Z_DEPT_PO_BUYEF [Department Buyer](#)

Doc Tol Status: Valid
***Acquisition Type:** NON-IT Goods [Acquisition Sub -Type:](#) [Acquisition Sub -Method:](#) [Acquisition Method: Master Purcha \[DGS Billing Code: 1\]\(#\)](#)

PO Reference:
Receipt Status: Not Recvd
***Dispatch Method:** Print

[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Document Status](#)
[Requisitions](#) [Add Comments](#)
[PO Activities](#) [Add ShipTo Comments](#)
[SB/DVBE Contracting](#) [Confidential](#)

Amount Summary

Merchandise: 1,000,000.00
Freight/Tax/Misc.: 0.00
Total Amount: 1,000,000.00 USD
Encumbrance Balance: Not Available USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#)
 Line: [To:](#)

Lines [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) | First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	<input type="text"/>	agriculture equipment <input type="text"/>	10.0000	EA <input type="text"/>	10131508 <input type="text"/>	100,000.00000	1,000,000.00	Approved	<input type="text"/>	<input type="text"/>	<input type="text"/>

Acquire Assets- Demonstration

- Receipt – serialize button

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)
[Home](#) | [Worklist](#)

FI\$Cal New Window

Maintain Receipts

Receiving

Business Unit: 0820 Receipt Status: Open ✘
 Receipt ID: NEXT [Add Header Comments](#) [Activities](#)
[Header Details](#)

▶ Header

[Select Purchase Order](#) [Close Short All Lines](#) [Print Delivery Report](#) [Run PO Receipt Accrual](#)

Receipt Lines [More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) [Source Information](#) [Personalize](#) | [Find](#) | [View All](#) | [Calendar](#) First 1 of 1 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		agriculture equipment	10.0000	EA	100000.00000	10.0000	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

Interface Receipt Run Close Short [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Acquire Assets- Demonstration

- Receipt unitized assets page

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Receipts](#) > [Add/Update Receipts](#)

FI\$Cal

Maintain Receipts

Asset Management Information for Line 1

Business Unit: 0820 Status: Open
 Receipt ID: NEXT Item: agriculture equipment
 Receipt Line: 1 Standard UOM: EA

Next Asset ID

Distribution Information Find | View All First 1 of 1 Last

Distribution Line: 1 Capitalize: Non Cap
 Business Unit: 0820 CAP Sequence:
 Profile ID: AGRI_EQUIP Employee ID:
 CAP #: Distributed Quantity: 10.0000
 Cost Type: Merchandise Amount: 1000000.00

Apply to Details

Select Action: Assign Tag Ids Multiplier: 1
 Enter Starting Number: * Start Row: 1

Apply

Asset Details Personalize | Find | View 3 | First 1-10 of 10 Last

Dist Seq	AM Business Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Next Asset ID	Number	Profile ID
1	0820	Open	1.0000			NEXT			AGRI_EQUIP
2	0820	Open	1.0000			NEXT			AGRI_EQUIP
3	0820	Open	1.0000			NEXT			AGRI_EQUIP
4	0820	Open	1.0000			NEXT			AGRI_EQUIP
5	0820	Open	1.0000			NEXT			AGRI_EQUIP
6	0820	Open	1.0000			NEXT			AGRI_EQUIP

Acquire Assets- Demonstration

- Voucher – Asset information

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: [] UOM: EA
 *Distribute by: Quantity Unit Price: 100,000.00000 Quantity: 10.0000
 Ship To: 3980000001 Line Amount: 1,000,000.00 Force Price
 SpeedChart: [] Description: agriculture equipment One Asset

Calculate Purchase Order & Receiver Info Associate Receiver(s) Override PO Pct. Allocate by Pct.

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

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID
				<input type="checkbox"/>	1	100.0000	100.0000	1,000,000.00	10.0000	<input checked="" type="checkbox"/>	0820	AGRI_EQUIP	NEXT

Acquire Assets- Demonstration

- Basic info - Drill back page

Acquisition Details

Payables Acquisition	
AP Unit:	<input type="text" value="0820"/>
Voucher ID:	<input type="text" value="00000770"/>
Vchr Line:	<input type="text"/>
Distrib Line:	<input type="text"/>
Vendor ID:	<input type="text" value="0000000001"/> ACCENTURE LLP
PS/Accounts Payable Drilldown	
Invoice Number:	<input type="text"/>
Invoice Date:	<input type="text"/>

Purchasing	Receiving
PO Unit:	BU Recv:
<input type="text" value="0820"/>	<input type="text" value="0820"/>
PO No.:	Receipt No:
<input type="text" value="0000000167"/>	<input type="text" value="0000000126"/>
PO Line:	Receipt Line:
<input type="text" value="1"/>	<input type="text" value="1"/>
Sched Num:	Ship Seq:
<input type="text" value="1"/>	<input type="text" value="1"/>
Distrib Line:	Distrib Ln:
<input type="text" value="1"/>	<input type="text" value="1"/>
PS/Purchasing Drilldown PS/PO Receiving Drilldown	

Project Cost Acquisition	
PC Bus Unit:	<input type="text"/>
Project:	<input type="text"/>
Activity:	<input type="text"/>
Source Type:	<input type="text"/>
PS/Projects Drilldown	

Acquire Assets- Demonstration

- Defining 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:	<input type="text" value="BUILDINGS"/>	Description:	<input type="text" value="Blue Building"/>
Quantity:	<input type="text" value="1.0000"/>	Short Description:	<input type="text" value="Blue Build"/>
Transaction Date:	<input type="text" value="04/23/2014"/>	Reporting Structure:	<input type="text"/>
Accounting Date:	<input type="text" value="04/23/2014"/>	Cost Type:	<input type="text" value="W"/>
In Service Date:	<input type="text" value="04/23/2014"/>	Category:	<input type="text"/>
<input type="checkbox"/> Parent Asset		Location:	<input type="text"/>
Parent:	<input type="text"/>	Model:	<input type="text"/>
Group:	<input type="text"/>	Manufacturer:	<input type="text"/>
Tag Number:	<input type="text"/>	Load Type:	Financial & Physical Add
Serial ID:	<input type="text"/>		

Enable Book Processing
[Relate by Asset](#)

Acquire Assets- Demonstration

- Express Add

Cost / Asset Information

Asset Information

Unit:	0820	Asset ID:	NEXT
Profile ID:	<input type="text"/>	Trans Date:	04/15/2014
Description:	<input type="text"/>	Acctg Date:	04/15/2014
Location:	<input type="text"/>	Trans Code:	<input type="text"/>
Tag Number:	<input type="text"/>	Currency:	USD
<input type="checkbox"/> Accum Depr in Current Pd		Rate Type:	CRRNT <input type="text"/>

Asset Cost Information Find | View All First 1 of 1 Last

Book Name	Quantity	Cost	Salvage
CAPITAL	1.0000 <input type="text"/>	<input type="text"/> 0.00 USD	<input type="text"/> 0.00 USD
Category	Cost Type	Accum Depr	YTD Depr
<input type="text"/>	<input type="text"/>	<input type="text"/> 0.00	<input type="text"/> 0.00 USD

Chartfields Personalize | Find | View All | | First 1 of 1 Last

Reference	Fund	ENY	Program	Project	Rptg Structure	Svc Loc	Agency Use
<input type="text"/>							

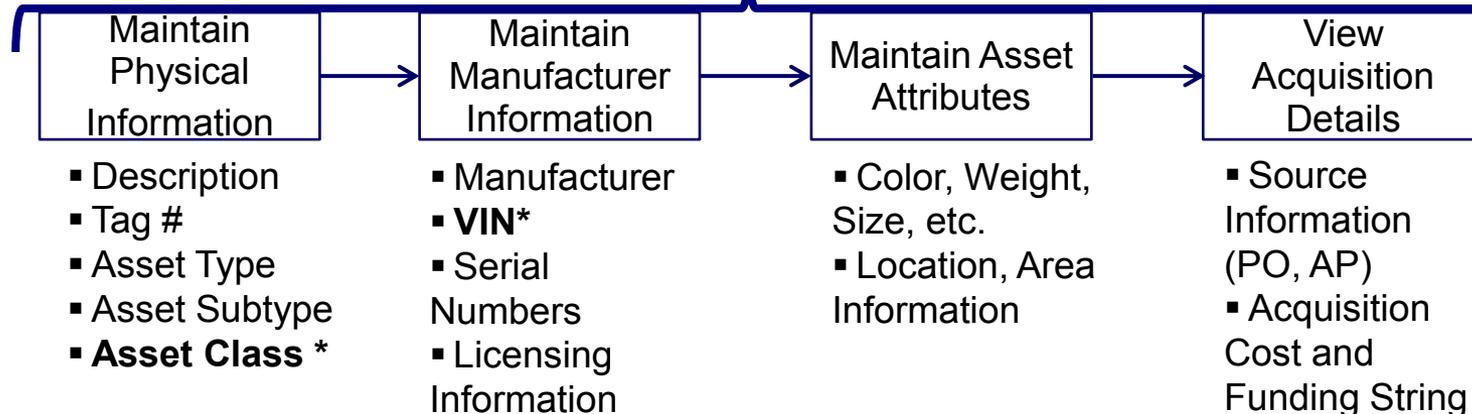
▶ Asset Additional Information

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

Department Asset Processor
 Department Asset Maintainer
 Confidential Asset Maintainer



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 confidential field

Maintain Assets - Demonstration

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

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Owned Assets](#) > [Basic Add](#)
[Home](#)

FI\$Cal

[General Information](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#)

Unit: 0820 **Asset ID:** 000000000566 **Combat Vehicle** **Tag:** **In Service**

Asset Information

Description:	Combat Vehicle	Short Desc:	Combat Veh
CAP #:	<input type="text"/>	Seq #:	<input type="text"/>
	<input checked="" type="checkbox"/> Taggable Asset	Tag Number:	<input type="text"/>
Asset Class:	ARMED_VEH	Armored Vehicle	Auction Status: Allowed to be Auctioned
Asset Type:	Fleet		Region Code: <input type="text"/>
Asset Subtype:	COMB VEHICLE	Combat Vehicle	<input checked="" type="checkbox"/> Capitalized Asset
*Asset Status:	In Service		<input checked="" type="checkbox"/> New Asset
Acquisition Date:	04/29/2014		<input type="checkbox"/> Available For Use
Placement Date:	04/29/2014		<input type="checkbox"/> In Physical Use
Collateral Asset:	<input type="text"/>		<input type="checkbox"/> Composite Asset
*Acquisition Code:	Purchased		Composite Asset ID: <input type="text"/>
FERC Code:	<input type="text"/>		Asset Condition: <input type="text"/>
Financing Code:	<input type="text"/>		<input type="checkbox"/> Reasonable Accomodation(ADA)
Fair Value:	0.000		
Replacement Cost:	<input type="text"/>	Appraisal Date:	<input type="text"/>
Index Name:	<input type="text"/>	Last Update:	<input type="text"/>
SubIndex Name:	<input type="text"/>		

Maintain Assets - Demonstration

- Asset Location

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Owned Assets](#) > [Basic Add](#)

FI\$Cal

[General Information](#) | [Location/Comments/Attributes](#) | [Manufacture/License/Custodian](#)

Unit: 0820 **Asset ID:** 00000000560 **LAW ENFORMENT** **Tag:** 123456789997 **In Service**

Location [Find](#) | [View All](#) First 1 of 1 Last

Effective Date:	<input type="text" value="04/21/2014"/>	Effective Sequence:	<input type="text"/>
Location:	<input type="text" value="0820000001"/>		0820-AGO-SACRAMENTO
Area ID:	<input type="text" value="0820000001"/>		AGO-SACRAMENTO
Address:	1300 I Street		
City:	Sacramento		
County:	SACRAMENTO	Jurisdiction:	
State:	CA	Sector:	
Country:		Postal:	95814
Geocode:			
Document:	<input type="text"/>		
Building:			
Floor #:	1	Longitude:	
Room#:		Latitude:	

Authorization

Status:	<input type="text"/>	Date:	<input type="text"/>
Name:	<input type="text"/>		

Maintain Assets - Demonstration

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

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Owned Assets](#) > [Basic Add](#)

FI\$Cal

[General Information](#) | [Location/Comments/Attributes](#) | **[Manufacture/License/Custodian](#)**

Unit: 0820 **Asset ID:** 000000000566 **Combat Vehicle** **Tag:** **In Service**

Manufacturer Information

Serial ID:
 Manufacturer ID:
 Manufacturer Name:
 Model:
 Product Version: Production Date:
 Plant: Contact:
VIN: 5CT1239081AD SKU:

License Information

Custodian Information Find | View All First 1 of 1 Last

Effective Date: Effective Sequence: This Asset is Offsite
 Custodian:
 Empl ID:

Authorization

Status: Date:
 Name:

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**

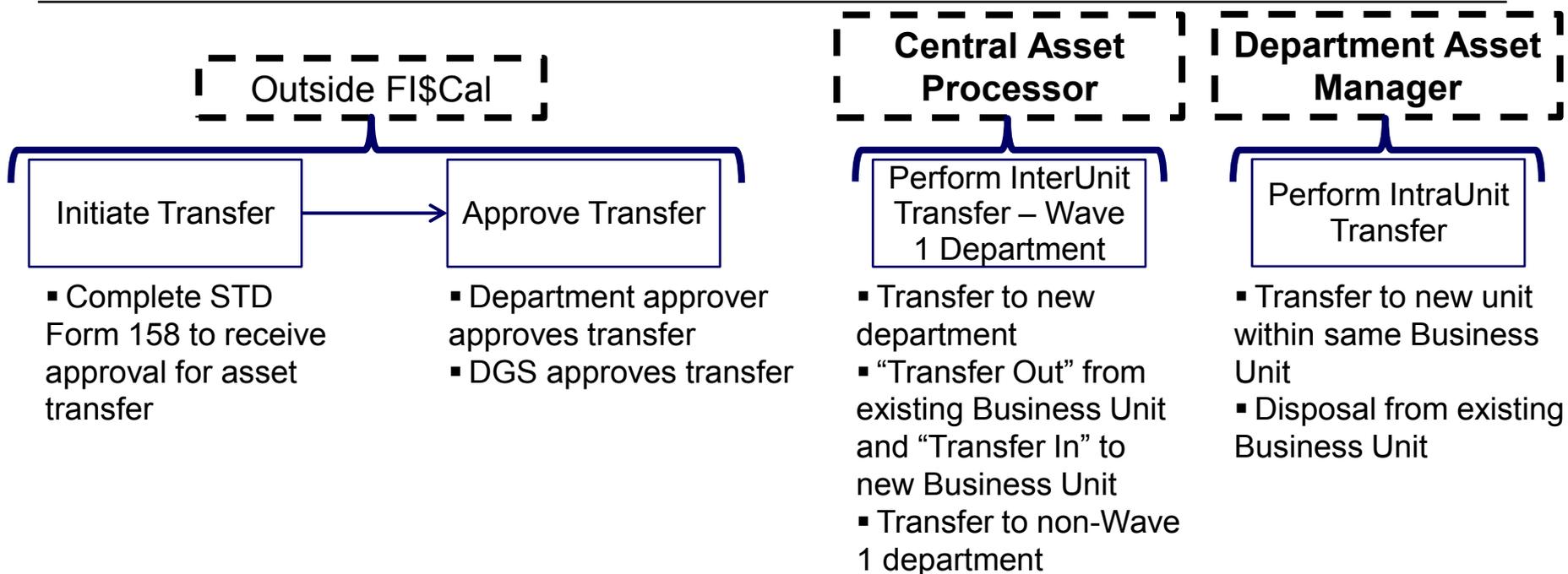
Transfer Assets Key Terms

Term	Definition
Transaction Types	<p>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:</p> <ul style="list-style-type: none"> • ADJ – Adjustments • TRF – Transfers • RET – Retirements • RCT – Re-Categorize
Intra-Unit Transfer	<p>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.</p>

Transfer Assets Key Terms

Term	Definition
Inter-Unit Transfer	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.
Cost- Adjustment	Manual adjustment (+/-) of the cost of an asset.
Re-categorize	Change in the category (GL Account) of the asset.

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

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Financial Transactions](#) > [Cost Adjust/Transfer Asset](#)



[Main Transaction](#) | [Cost Information](#) | [WF Functions Work](#)

Unit: 0820 **Asset ID:** 000000000560 LAW ENFORCEMENT **Tag:** 123456789997 In Service

Main Transaction

Transaction Date:	04/21/2014 	<input checked="" type="checkbox"/>	Copy Changes to Other Books
Accounting Date:	04/21/2014 	Copy to Other Books Options	
Transaction Code:	<input type="text"/> 	Transfer Other Books by:	<input type="text" value="Amount"/> 
Rate Type:	CRRNT 	Adjust Other Books By:	<input type="text" value="Amount"/> 
Action: <input type="text" value="Transfer"/> 		Include Convention:	<input type="text" value="Exclude Convention"/> 

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#)

[Main Transaction](#) | [Cost Information](#) | [WF Functions Work](#)

Transfer Assets - Demonstration

- Intra-Unit Transfer

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Financial Transactions](#) > [Cost Adjust/Transfer Asset](#)
[Home](#)



[Main Transaction](#) | [Cost Information](#) | [WF Functions Work](#)

Unit: 0820 **Asset ID:** 00000000560 LAW ENFORMENT **Tag:** 12345678997 In Service

[Change Location](#)

Book [Find](#) | [View All](#) First 1 of 2 Last

Book Name: CAPITAL Capital Book **Base Currency:** USD **Convention:** Actual Month

[Cost History](#)

Edit Cost Information [-](#)

Quantity	Cost	Salvage	Category	Cost Type	Unit
1.0000	5,000.00	0.00	EQUIP	<input type="checkbox"/>	0820

Chartfields [Personalize](#) | [Find](#) | [View All](#) | [\[?\]](#) | [\[C\]](#) First 1 of 1 Last

Reference	Fund	ENY	Program	Project	Rpt Structure	Svc Loc	Agency Use
<input type="text"/>	0001	2013	0435019	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Adjust Current Row By: USD [Apply](#)

[Save](#) [Return to Search](#) [Notify](#)
[Update/Display](#) [Include History](#)

[Main Transaction](#) | [Cost Information](#) | [WF Functions Work](#)

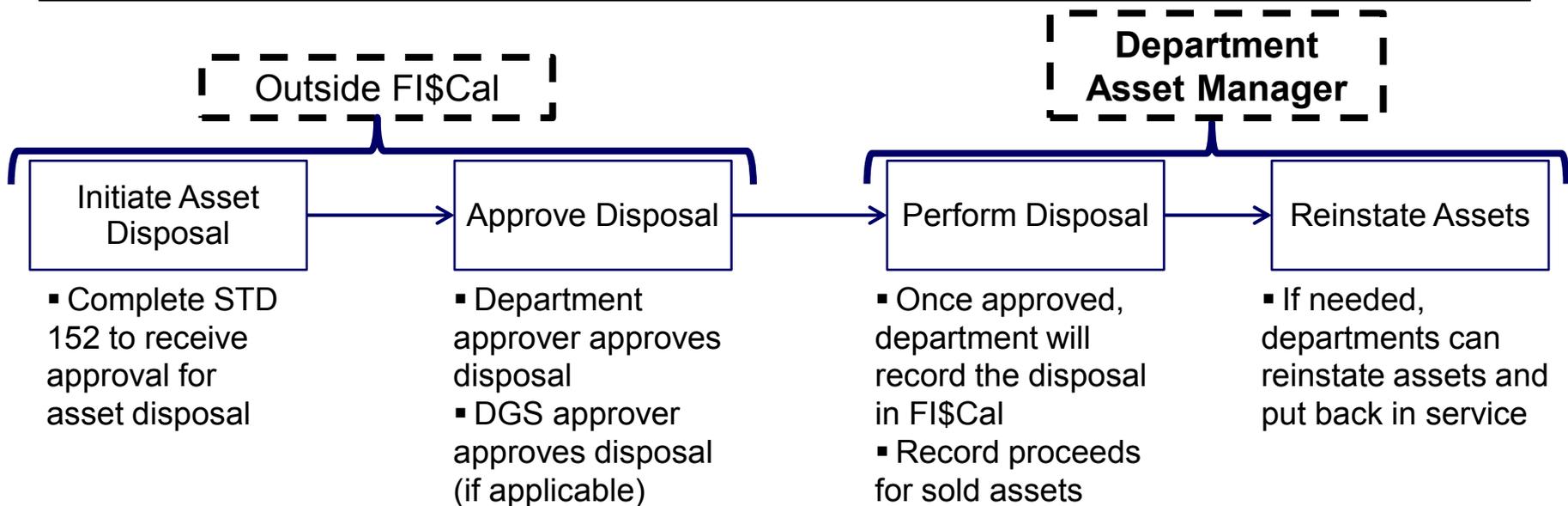
Retire Assets Overview

- 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

Term	Definition
Transaction Types	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: <ul style="list-style-type: none"> • RET – Retirements • REI – Reinstatement
Asset Retirement	The physical and financial removal of the asset from the departments possession and the departments accounting records

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

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Asset Disposal](#) > Retire/Reinstate Asset
 [Home](#)

Retire Assets | [Other Options](#) | [By Chartfield](#)

Unit: 0820 **Asset ID:** 000000000560 **LAW ENFORMENT** **Tag:** 123456789997 **In Service**
Trans Date: 04/21/2014 **Acctg Date:** 04/21/2014 **Rate Type:** CRRNT **In Physical Use**

Book [Find](#) | [View All](#) First 1 of 2 Last

Book Name: CAPITAL Capital Book **Base Currency:** USD **As Of:** 04/21/2014
Retire As: Retirement by Sale **Quantity:** 1.0000
 Copy Changes to Other Books **Cost:** 5,000.00

Retirement [Find](#) | [View All](#) First 1 of 1 Last

Date/Time: 04/21/14 11:45:55AM **Ret Status:** New
***Disposal Code:** Retirement by Sale
Quantity: -1.0000 **Retirement Amt:** -5,000.00 USD
Removal Cost: 0.00 **RC Curr:** USD **Base Removal Cost:** 0.00
Proceeds: 0.00 **Pr Curr:** USD **Base Proceeds:** 0.00
Convention: Actual Month **Accum Depr:** 0.00
Trans Code: **Gain/Loss:** 0.00
Retire Option: Calculate Gain/Loss **Override Accum**

Retire Assets - Demonstration

- Disposal worksheet

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Asset Transactions](#) > [Asset Disposal](#) > [Disposal Worksheet](#)

FI\$Cal

Disposal Worksheet

[Asset Search Criteria](#)
 100 Rows 201 - 274 Of 274 [View Ownership Details](#)

Asset Action
 Disposal Code: Retire Dt: 04/21/2014 Accounting Dt: 04/21/2014

Search Results Personalize | Find | | First 1-74 of 74 Last

Dispose	Asset ID	Description	Tag Number	Category	Serial ID
<input type="checkbox"/>	0000000231	Dell PowerEdge 2650	781	EQUIP	TEST
<input checked="" type="checkbox"/>	00000000560	LAW ENFORMENT	123456789997	EQUIP	12341516171819101019
<input type="checkbox"/>	00000000545	Monitor		EQUIP	
<input type="checkbox"/>	00000000544	mouse		EQUIP	
<input type="checkbox"/>	00000000543	PC		EQUIP	
<input type="checkbox"/>	00000000541	AGRI_EQUIP		EQUIP	
<input type="checkbox"/>	00000000530	Computer KV		EQUIP	
<input type="checkbox"/>	00000000499	Computer 2	11Q	EQUIP	11Q
<input type="checkbox"/>	00000000498	Computer Motherboard		EQUIP	

Depreciate Assets Overview

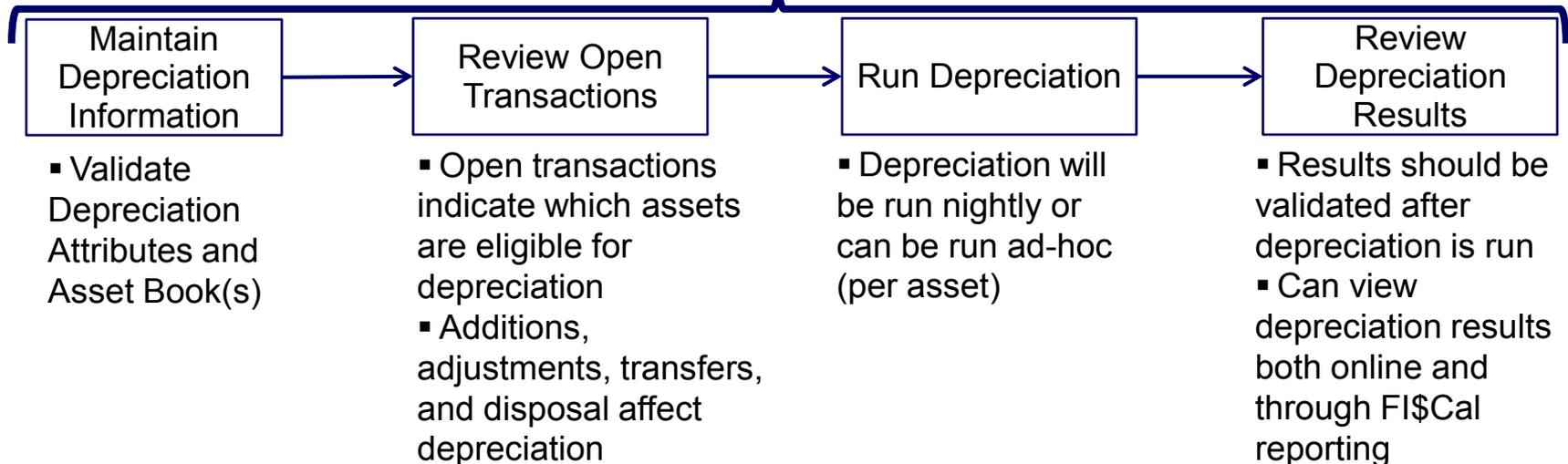
- The **Depreciation Process** covers all activities related to Allocating cost of the asset to future periods.
- This includes the following sub-processes:
 - **Maintain Depreciation Attributes**
 - **Depreciation Calculation**

Depreciate Assets Key Terms

Term	Definition
Transaction Types	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: <ul style="list-style-type: none"> • DPR – Depreciation • PDP – Prior Depreciation (“catch-up” adjustment)
Depreciation Calculation (AMDPCALC)	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.
Useful Life	Number of periods in which that asset will remain in use. Utilized for depreciation purposes. Defaults from the Asset Profile.

Depreciate Assets

Department Asset Depreciation Processor



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

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 [Depreciation](#) >
 [Open Transactions](#) >
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Open Transaction Detail

[Open Transaction Detail](#)

[Find](#) | [View All](#) |
 First 1 of 1 Last

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	Date/Time Stamp:	04/21/2014 10:52:50AM
Transaction Type:	ADD Asset Addition			Transaction In/Out:	
Transfer Unit:		Transfer Asset ID:		Transfer From Book:	
Depreciation Calc Status:	Pending	Acctg Entry Creation Status:	Pending		
Reporting Process Status:	Pending	Group Consolidation Status:	Never		
Open Transaction ID:	561				
User ID:	Z_FUNC_SUPER_USER	Function Super User			

Depreciate Assets - Demonstration

- Depreciation Book page

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Depreciation](#) > [Review Depreciation Info](#) > [Asset Depreciation](#)

FI\$Cal

[Asset](#) | [Depreciation](#) | [Period Depreciation](#)

Unit: 0820 **Asset ID:** 000000000560 **LAW ENFORMENT** **Status:** In Service

Asset Information

Profile ID: LAW_ENFORC LAW ENFORCEMENT
Asset Class: HANDGUN
Tag Number: 123456789997
Acquisition Code: P
Acquisition Date: 04/21/2014

Book Personalize | Find | | First 1-2 of 2 Last

Book	Description	Currency	Method	Convention
1 CAPITAL	Capital Book	USD	Straight Line	AM
2 STATE	Statewide Book	USD	Straight Line	AM

[Asset](#) | [Depreciation](#) | [Period Depreciation](#)

Depreciate Assets - Demonstration

- Annual Depreciation Schedule

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Depreciation](#) > [Review Depreciation Info](#) > [Asset Depreciation](#)

FI\$Cal

[Asset](#) | [Depreciation](#) | [Period Depreciation](#)

Unit: 0820 **Asset ID:** 000000000560 **LAW ENFORMENT** **Status:** In Service

Book [Find](#) | [View All](#) First 1 of 2 Last

Book Name: CAPITAL Capital Book **Currency:** USD **Stop Depr when NBV < Salvage:** Y

[Depreciation Attributes](#)

Net Book Value

Cost: 5,000.00 **As Of Fiscal Year:** 2013 **Period:** 10
Salvage Value: 0.00
Accum Depr: 27.78
Net Book Value: 4,972.22 [Calculate NBV](#)

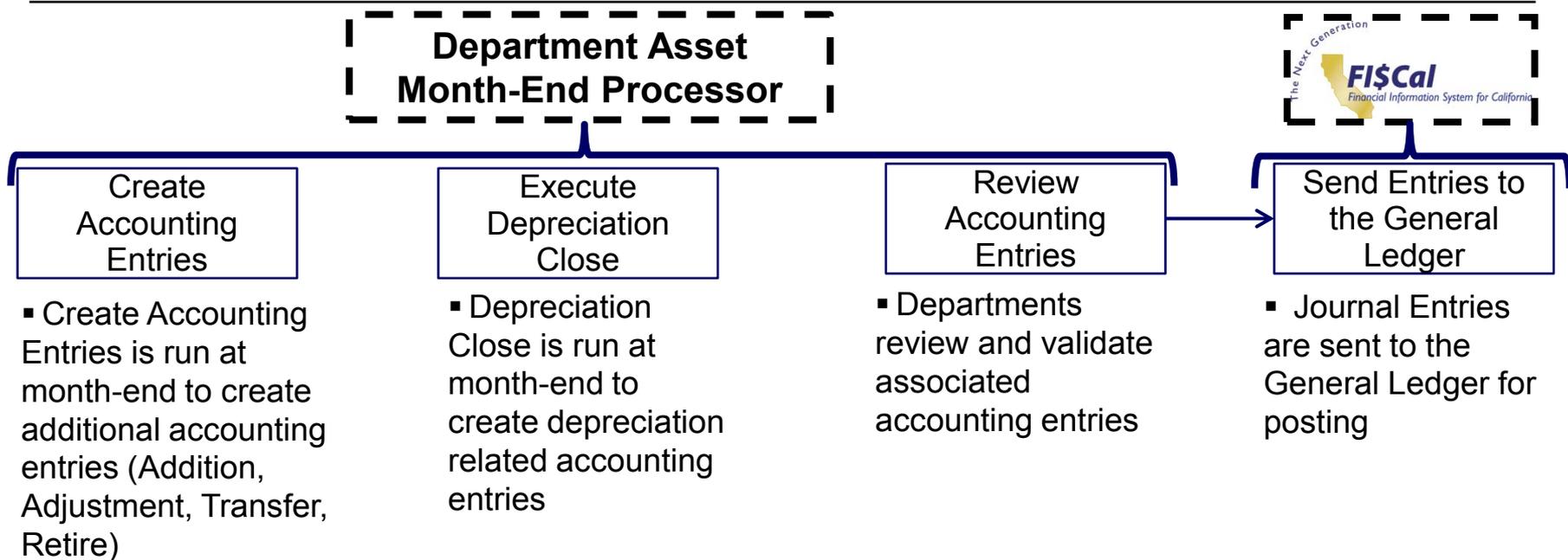
Yearly Depreciation [Personalize](#) | [Find](#) | [Print](#) | [Calendar](#) First 1-16 of 16 Last

Year	Depreciation Amt	Reference	Fund	ENY	Program	PC Business Unit	Project	Activity
2013	83.33		0001	2013	0435019			
2014	333.33		0001	2013	0435019			
2015	333.33		0001	2013	0435019			
2016	333.33		0001	2013	0435019			
2017	333.33		0001	2013	0435019			
2018	333.33		0001	2013	0435019			
2019	333.34		0001	2013	0435019			

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

[Favorites](#) > [Main Menu](#) > [Asset Management](#) > [Accounting Entries](#) > [Review Financial Entries](#)

FI\$Cal

[List](#) | [Detail](#)

Unit: 0820 **Asset ID:** 000000000560 LAW ENFORMENT **Tag:** 123456789997 In Service

Book [Find](#) | [View All](#) First ◀ 1 of 1 ▶ Last

Book Name: CAPITAL Capital Book **Base Currency:** USD

Accounting Entries [Personalize](#) | [Find](#) | | First ◀ 1-2 of 2 ▶ Last

Accounting Lines	Chartfields	Journal						
Acctg Date	Trans Type	Appropriation Reference	Fund	Year of Enactment	Account	Amount	Detail	
1 04/21/2014	ADD		0001	2013	1605000	5,000.00	Detail	
2 04/21/2014	ADD		0001	2013	5362399	-5,000.00	Detail	

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

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Technology Considerations – Interfaces

Interface	Definition
Interface with External Systems	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

Technology Considerations – Conversions

Conversion	Definition
Assets	<ul style="list-style-type: none"> <input type="checkbox"/> Asset Conversion includes all: <ul style="list-style-type: none"> <input type="checkbox"/> Active (non-retired) assets <input type="checkbox"/> Capital (over \$5,000) and non-capital (under \$5,000) assets <input type="checkbox"/> Tangible and intangible assets used in government operations <input type="checkbox"/> Excluding: <ul style="list-style-type: none"> <input type="checkbox"/> Retired/decommissioned assets <input type="checkbox"/> 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

Term	Definition
Public Information	Information maintained by state agencies that is not exempt from disclosure under the provisions of state or federal laws.
Confidential Information	Information maintained by state agencies that is exempt from disclosure under the provisions of state or federal laws.
Sensitive Information	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.
Personally Identifiable Information	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.

Data Protection – Key Terms

Term	Definition
Restricted Information	<p>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.</p>

Data Protection Processes & Fields

Process Name	Field Description	Public
Acquire Assets	Asset ID	Public
Acquire Assets	Asset Profile	
Acquire Assets	Tag Number	
AM1 - Acquire Assets	Description	Sensitive
AM1 - Acquire Assets	Cost	
AM1 - Acquire Assets	Serial ID	
AM1 - Acquire Assets	Vehicle Identification Number (VIN)	
AM1 - Acquire Assets	Registration Number	
AM1 - Acquire Assets	Registration Name	
AM1 - Acquire Assets	Custodian	
AM1 - Acquire Assets	Asset Location	
AM1 - Acquire Assets	Area ID	
AM1 - Acquire Assets	Asset Class	
AM1 - Acquire Assets	Vehicle Identification Number (VIN)	
AM1 - Acquire Assets	Asset Class	

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).

Sensitive

Confidential

PII

Public

Restricted

Asset Management classified as mostly sensitive

Legend

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:

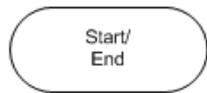
<http://www.fiscal.ca.gov/>

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

fiscal.cmo@fiscal.ca.gov

Appendix: Asset Management Process Flows

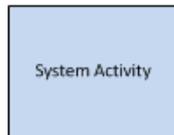
Guide to Symbols in Flows



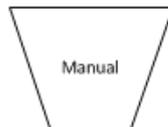
Start/End - Indicates point at which the process begins or ends. Does not represent any activity.



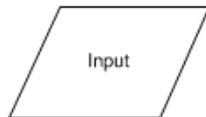
Decision - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.



System Task - Represents an individual step or activity in FI\$Cal.



Manual Task - Represents an individual step or activity in the process that is made out of FI\$Cal.



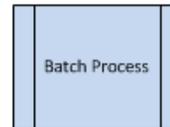
Input Documents - A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.



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.



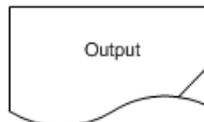
Batch Process - Represents a batch process within FI\$Cal.



Flow Arrow

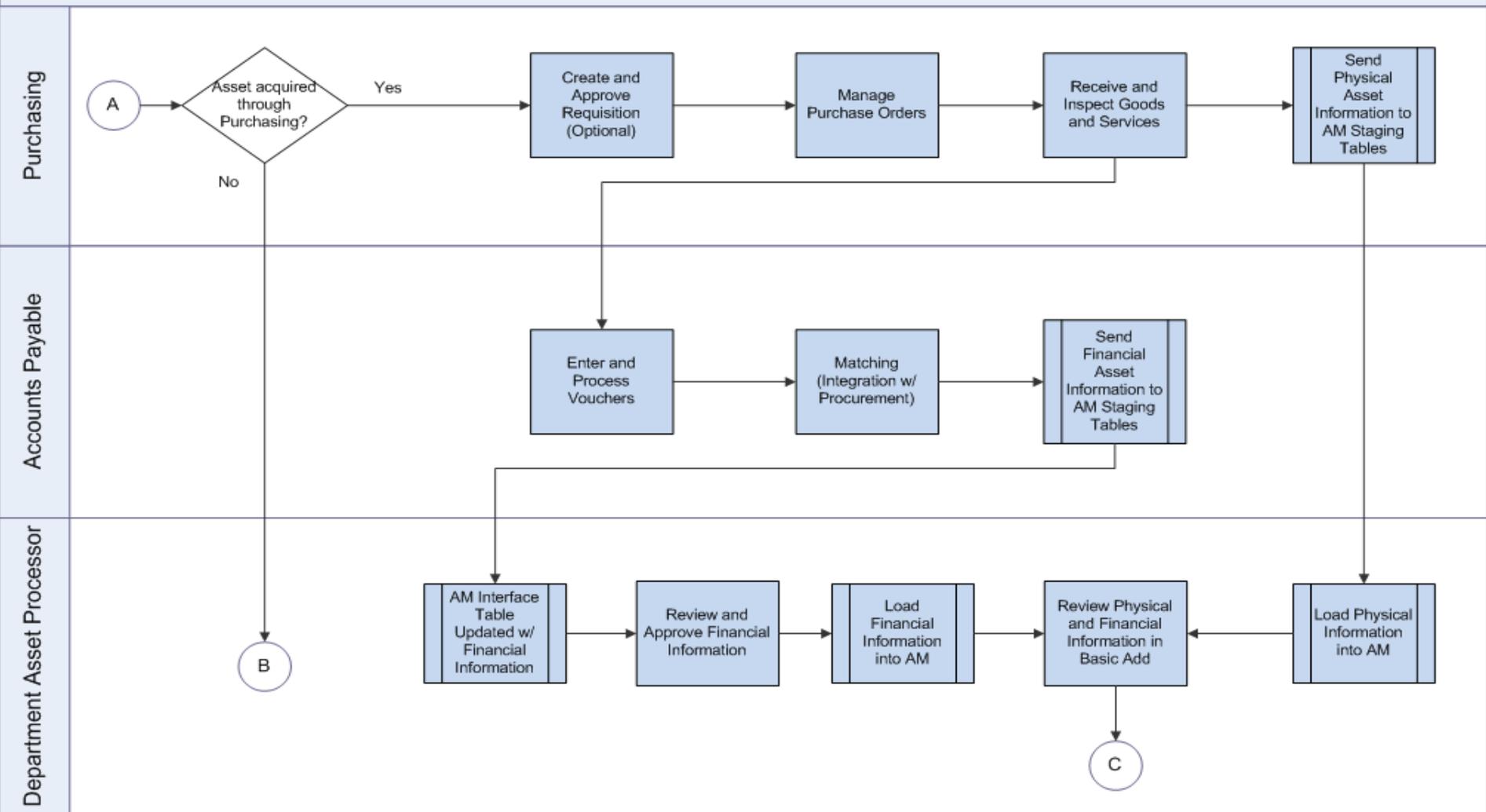


Intra Integration Process - A input or Output to some other process within the same capability

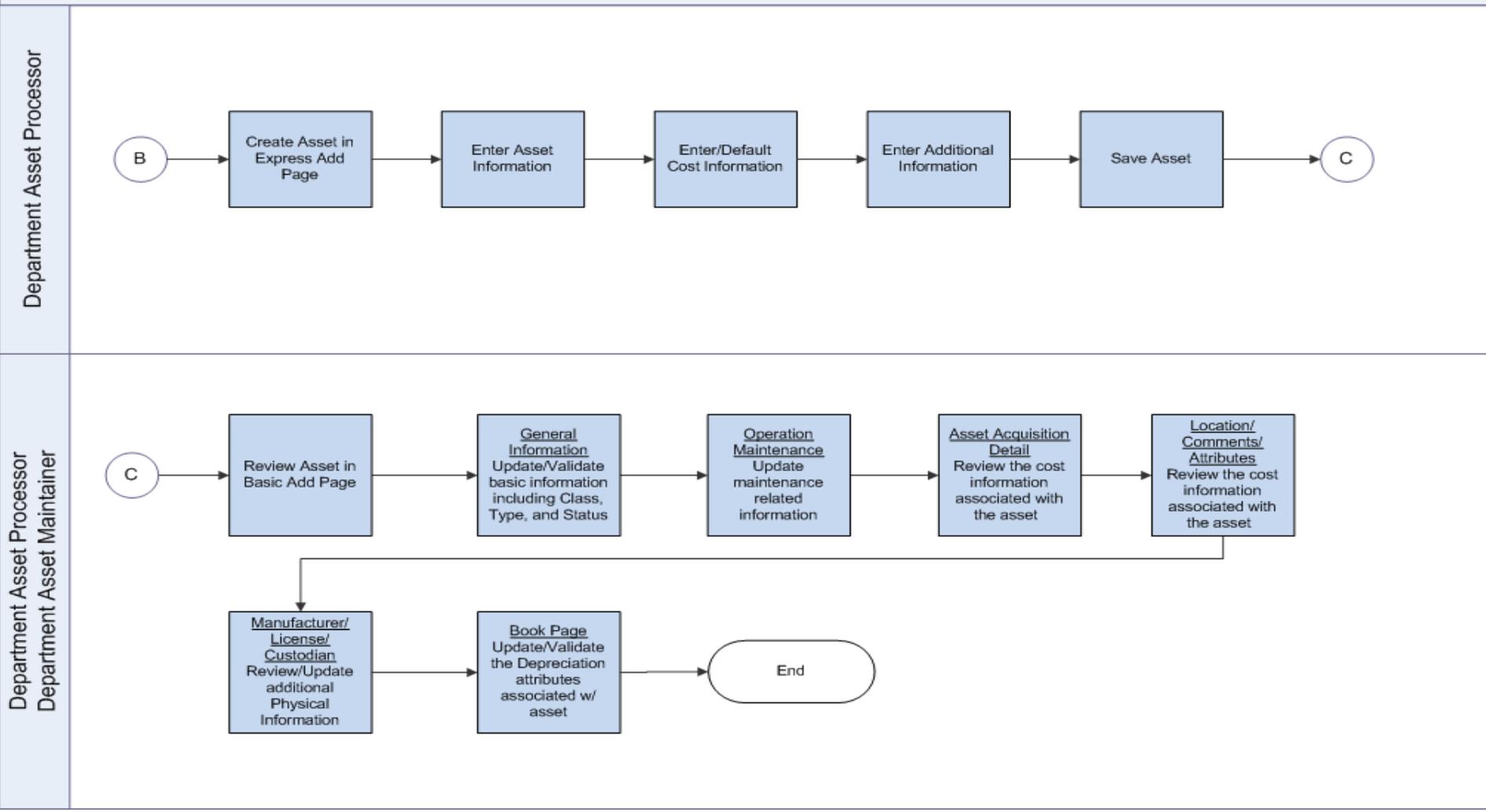


Output Documents - An electronic document that is created by the process and can be printed (for example - any kind of report).

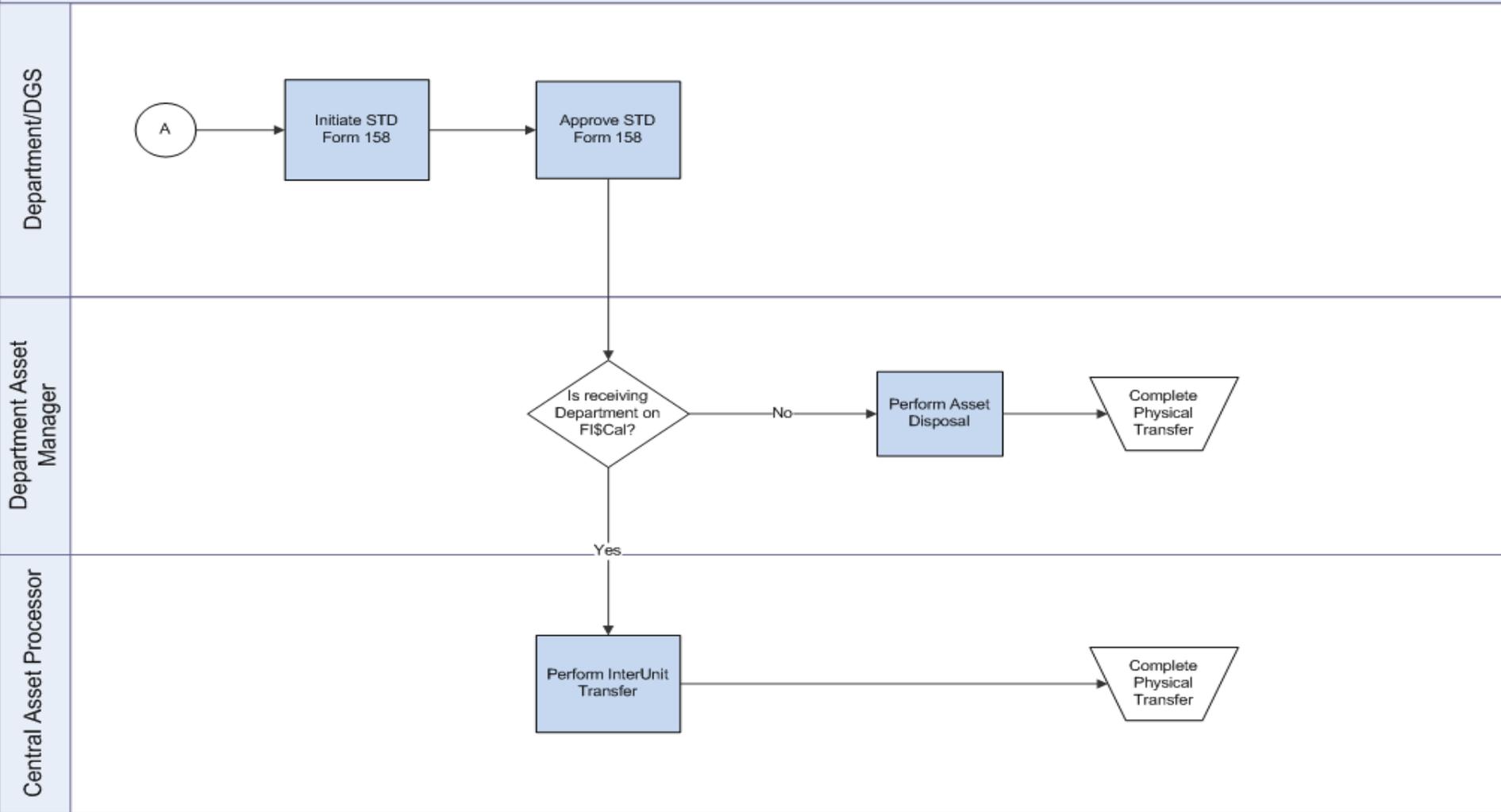
Acquire Assets



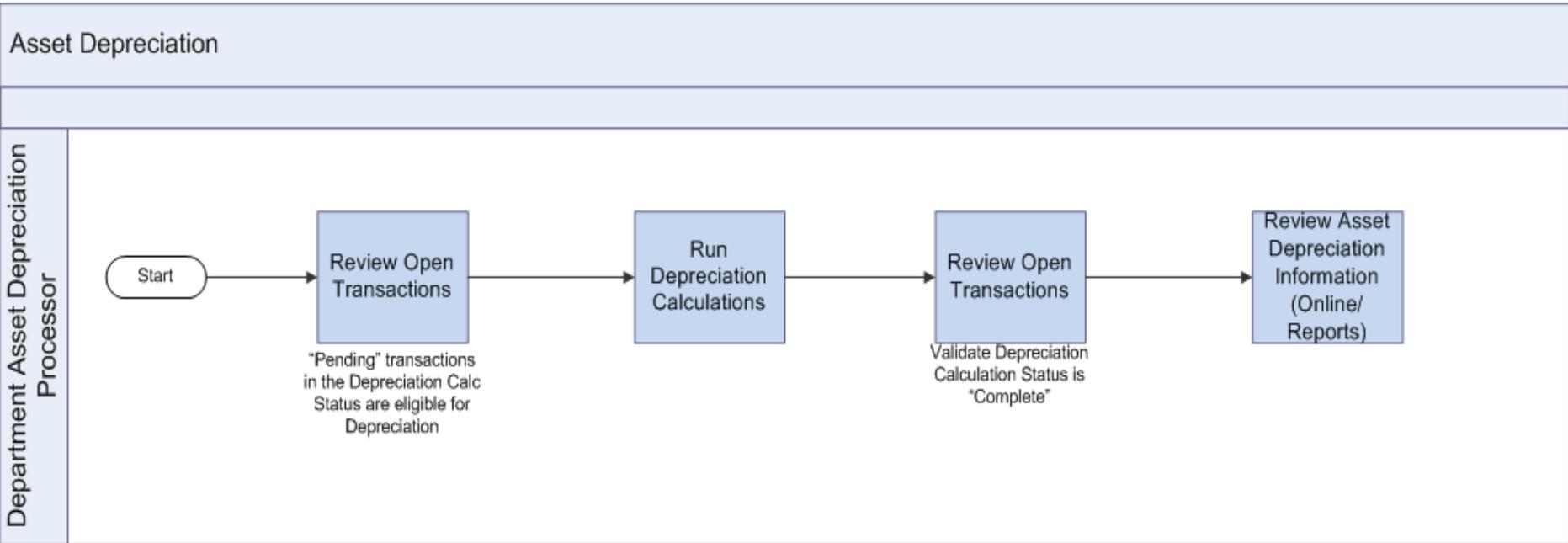
Manual Asset Add and Maintain Asset



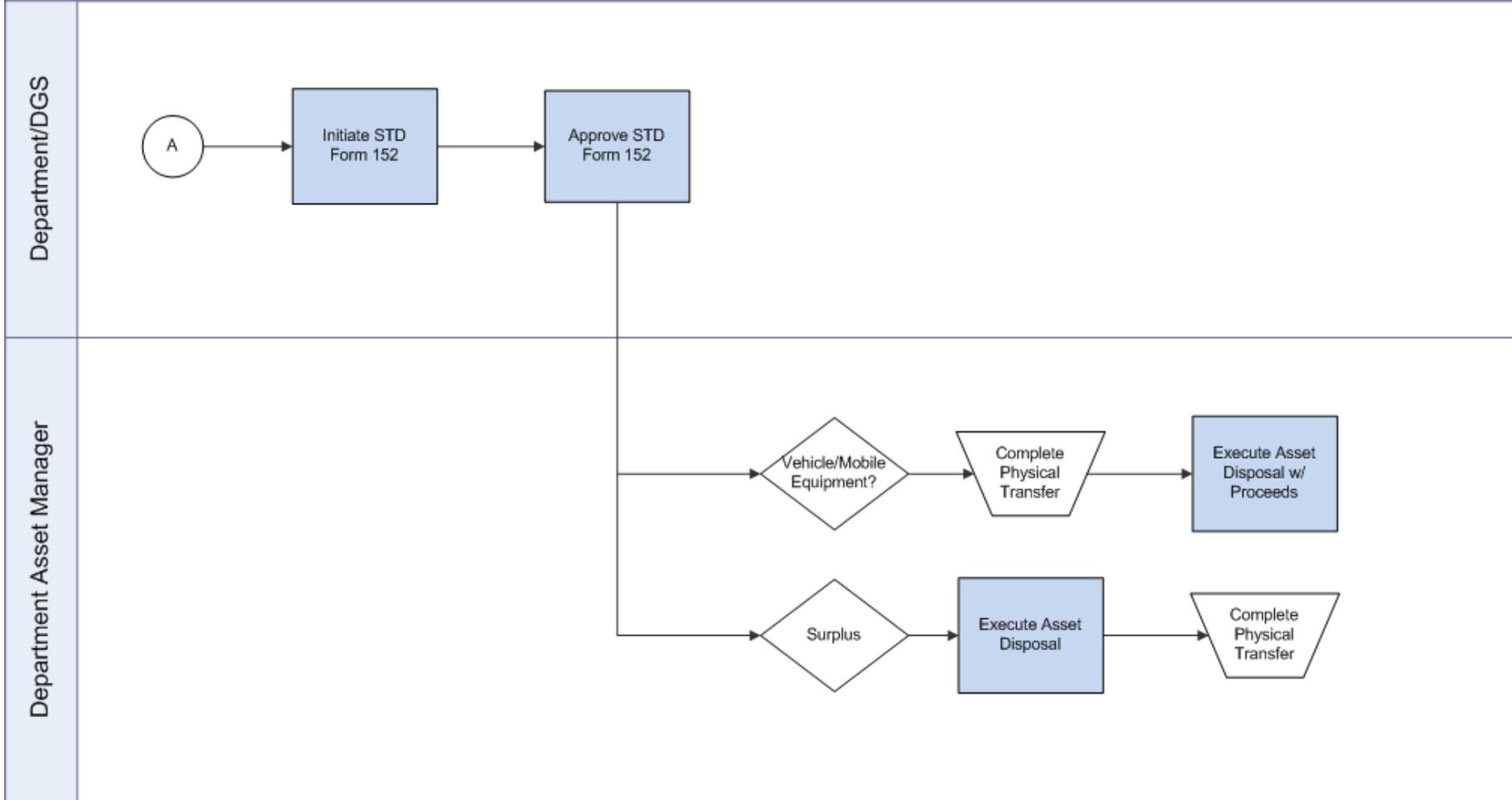
InterUnit Transfers



Asset Depreciation



Retire Assets



Asset Month-End Processing

Asset Month-End Processing

Department Asset Month-End Processor



ChartField / UCM Codes Cross-reference

