Agenda

- FI$Cal Project Overview
- Business Process Workshop Objectives and Approach
- FI$Cal Solution Overview
- Business Process Area—what is included, not included, in future waves
- Leased Assets – Basic Capital/Operating Leases
- Physical Inventory—Stocktaking of Assets
  - Transfer Assets – Movement of an asset to from one department to another
- Technology Considerations
- Change Impact Activity
- Business Process Workshop Next Steps
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>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
</tr>
</tbody>
</table>

- **Pre-Wave ~12 Months**
- **Wave 1 20 Months**
- **Wave 2 15 Months**
- **Wave 3 24 Months**
- **Wave 4 24 Months**

O&M
BPW Objectives

The Business Process Workshops will provide:

- An overview of the business process, including key terms and functionality being implemented
- A list of changes with the “To-Be” business process
- An opportunity to discuss and begin identifying department-specific changes and impacts
- An explanation of Wave 2 end-user roles
- A template to capture department-specific changes and impacts
- An opportunity to begin thinking about updates to internal department processes
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

- **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

- **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

- **Objective**
  - Conduct follow-up meetings / validation sessions as necessary
  - Resolve open issues / outstanding decisions
What Comes Next?

- **Role Mapping Working Session** – Workshop to review the FI$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles for Wave 2.
- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI$Cal business processes and their FI$Cal end-user roles.
- **End-User Training** – Training for department end users that will need to use the System in their assigned FI$Cal end-user roles.
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
What You Should Take Away

- Process overview level understanding of the Wave 1 FI$Cal business processes. For this session, the business processes are:
  - Leased Assets
  - Physical Inventory
  - Transfer Assets
  - New Use of Department Configurable Asset Attributes
- BPW Change Impact Tool for your department used to identify and manage department-specific impacts
- Understanding of the FI$Cal end-user roles for participation in the Wave 2 Role Mapping Workshop
FI$Cal Solution Overview

Governance Risk & Compliance
- Identity & Access Management
- Portal (Single Sign-on)
- Application Security
  - Budgeting
  - Finance & Purchasing
  - Business Intelligence

Technology
- Infrastructure
- Identity & Access Management
- Portal (Single Sign-on)
- Application Security
  - Budgeting
  - Finance & Purchasing
  - Business Intelligence

GRC
- Identity & Access Management
- Portal (Single Sign-on)
- Application Security
  - Budgeting
  - Finance & Purchasing
  - Business Intelligence

Security
- Authentication
- Access Control
- Reporting
  - Reports, PDFs
  - Spreadsheets
  - Output Files
- External Interfaces
- ERP Modules
- Enabling Software Technology

Operations & Maintenance
- ERP Modules
- Enabling Software Technology

October 14, 2014

FI$Cal Procurement Solution

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

VMF Vendors → VMF Bidders → VMF SB/DVBE → Item Master

eProcurement (Requisitions) → Strat. Sourcing (RFX Solicitation) → Contract Management

Purchasing (Purchase Order) → Receipts → Encumbrances → PO Qty/Amnt

Accounts Payable → Project Costing → Asset Mgmt

Encumbrances → General Ledger / Commitment Control

October 14, 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 are responsible for processing Depreciation Close (month-end depreciation expense).
What is included in Wave 2

- Basic Capital/Operating Leases
- Ability to link asset to a Procurement Contract for reference purposes
- New use of Department Configurable Asset Attributes
- Submission and approval of the STD Form 158 for Inter-Unit transfers including workflow approval
- Physical Inventory / Barcode Scanning
  - Integrated scanning solution Asset Advantage is now available
  - Departments with existing technology (scanners) may choose to develop own process for integrating with FI$Cal
  - Manual Counts are supported
Leased Assets Overview

- The Leased Assets process covers the lease lifecycle for operating and capital leases as determined by FASB 13.
- Basic Capital and/or Operating Leases
- Full integration with AP for voucher/payment creation
- Advance Payment or Payment in Arrears supported
- Leases may not be reclassified between Capital Lease and Operating Lease types
  - If reclass is needed, must first retire the lease and then re-add
## Leased Assets Overview

### Lease Accounting Entries

<table>
<thead>
<tr>
<th>Action</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
</table>
| Add        | • AD Accumulated Depreciation  
• FA Leased property under capital leases (capitalized lease amount) | • DE Depreciation Expense  
• LO Obligations under capital leases                                  |
| Adjust     | • AD Accumulated Depreciation  
• FA Leased property under capital leases (capitalized lease amount) | • DE Depreciation Expense  
• LO Obligations under capital leases                                   |
| Transfer In| • FA Leased property under capital leases (capitalized lease amount)  
• DE Depreciation Expense                                                 | AD Accumulated Depreciation                                             |
| Transfer Out| • AD Accumulated Depreciation                                           | • FA Leased property under capital leases (capitalized lease amount)  
• DE Depreciation Expense                                                 |
| Retire     | • CA Proceeds [Proceeds]  
• LO Obligations under capital leases [Guaranteed Residual]  
• AD Accumulated Depreciation [Current Reserve]  
• LO Obligations under capital leases [Remaining Lease Payments]       | • LG Guaranteed Residual Payable [Guaranteed Residual]  
• FA Leased property under capital leases [Current Cost]  
• GL Gain/Loss on leased property [Remaining Payments + ((Proceeds – Removal Cost) + (Cost – Reserve))] |
Leased Assets Overview

- **Lease Accounting Entries**

<table>
<thead>
<tr>
<th>Application</th>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
<th>Distribution Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management</td>
<td>Lease Obligation</td>
<td>950</td>
<td></td>
<td>LO</td>
</tr>
<tr>
<td>Asset Management</td>
<td>Lease Obligation Contra</td>
<td></td>
<td>(950)</td>
<td>LP</td>
</tr>
<tr>
<td>Asset Management</td>
<td>Lease Interest Expense</td>
<td>50</td>
<td></td>
<td>LI</td>
</tr>
<tr>
<td>Asset Management</td>
<td>Lease Interest Contra</td>
<td></td>
<td>(50)</td>
<td>LC</td>
</tr>
<tr>
<td>Payables</td>
<td>Lease Obligation Contra</td>
<td>950</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>Lease Payable</td>
<td></td>
<td>(950)</td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>Lease Interest Contra</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>Lease Payable</td>
<td></td>
<td>(50)</td>
<td></td>
</tr>
</tbody>
</table>
Leased Assets Overview

- Real Property Leases or any lease with cost index based payment schedules will be managed in FI$Cal as Procurement Contracts
  - Lease Payment Schedules will be voucher release schedules on the contract
  - Assets may be added manually as needed if the lease needs to be amortized.
### Leased Assets Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital Lease</strong></td>
<td>A capital lease is treated as a financial asset. It has a lease term and lease payment amount. The lease is carried on the balance sheet and is periodically depreciated.</td>
</tr>
<tr>
<td><strong>Operating Lease</strong></td>
<td>An operating lease is treated as a nonfinancial asset to which no cost information is associated. It is normally expensed and can include rent and monthly payments that are expensed periodically.</td>
</tr>
<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>
<tr>
<td></td>
<td>• <strong>LPY</strong> – Lease Payment</td>
</tr>
</tbody>
</table>
Key Impacts

- FI$Cal creates the accounting entries to be sent to the General Ledger for Leased asset transactions and payments
- Payments run through interest and obligation clearing accounts with AM and AP
Leased Assets – Illustration

ORACLE

Definition | Cost | Step Lease Payment | Payment Schedule | Payables Integration

Unit: US001
Profile ID: [Field]
Description: [Field]
CAP #: [Field]
Asset Type: [Field]
Serial ID: [Field]

Asset ID: [Field]
Seq #: [Field]
Subtype: [Field]
Tag Number: [Field]

NEXT
Trans Date: 10/09/2014
Acctg Date: 10/09/2014
Trans Code: [Field]
Currency: USD
Rate Type: CRRNT

Lease Information
Lease ID: [Field]
Description: [Field]
Vendor ID: [Field]
Vendor Contact: [Field]
Responsibility: [Field]
Comment: [Field]

Acceptance Date: [Field]
Receipt Date: [Field]
Lease End Date: [Field]
Display Alert Days: [Field]
Leased Assets – Illustration
Leased Assets – Illustration
# Leased Assets – Illustration

## Payment Schedule

<table>
<thead>
<tr>
<th>Payment Date</th>
<th>Payment Total</th>
<th>Currency</th>
<th>Interest Expense</th>
<th>Obligation Reduction</th>
<th>Payment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00 USD</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Unit:** US001  
**Asset ID:** NEXT  
**Status:** In Service  

**Lease Book:** CORP  
**Corporate:**  
**Currency:** USD
Leased Assets – Illustration

Unit: US001  Asset ID: NEXT
Lease Book: CORP  Corporate
Status: In Service
Currency: USD

<table>
<thead>
<tr>
<th>Payment Schedule</th>
<th>Payables Integration</th>
<th>AP Business Unit</th>
<th>Voucher ID</th>
<th>Invoice Number</th>
<th>Payment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Date</td>
<td>1</td>
<td>0.00 USD</td>
<td>US001</td>
<td>NEXT</td>
<td>Approved-Auto</td>
</tr>
</tbody>
</table>

Save  Notify  Refresh

Definition | Cost | Step Lease Payment | Payment Schedule | Payables Integration

Sign out
# Leased Assets Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department AM Lease Processor</td>
<td>Department user that processes Leased Assets</td>
</tr>
</tbody>
</table>
Physical Inventory Overview

- The Physical Inventory Process covers all the activities related to barcode scanning or manually conducting a physical inventory of assets.

- This includes the following sub-processes:
  - Integrated scanning solution Asset Advantage is now available
  - Departments with existing technology (scanners) may choose to develop own process for integrating with FI$Cal
  - Manual Counts are supported
Key Impacts

- Overs and Unders Report will display exceptions
- PI History record is entered in the system for all found assets
Physical Inventory – Illustration

Physical Inventory ID: 2014PI

Physical Inventory Parameters

- Unit:
- Start Date:
- End Date:
- Last Step: 0 Initially Created

- Book Name:
- Capital Extract ID:
- Capital Scan ID:
- Non Capital Extract ID:
- Non Capital Scan ID:
- Oper Lease Extract ID:
- Oper Lease Scan ID:

Comments

Save Notify
Physical Inventory – Illustration

Physical Inventory ID: 2014PI

Auto Approval
- [ ] Approve

Transactions Enabled
- [ ] Non-Financial Adds
- [ ] Physical Asset Changes
- [ ] Asset Updates
- [ ] Transfers
- [x] Non Capital Transfer
- [ ] Operating Lease Transfer
- [ ] Retirements
- [ ] Non Capital Retirement
- [ ] Operating Lease Retirement

Transaction Defaults
- [ ] Transaction Date: 31
- [ ] Accounting Date: 31
- [ ] Transaction Code:
- [ ] User ID:
- [ ] Interface ID:
- [ ] Open Transaction ID:

Retirement Defaults
- [ ] Disposal Code: Retirement by Sale
- [ ] Retirement Convention: FM
- [ ] Retire Option: Calculate Gain/Loss

Voluntary Conversion
- [ ] Voluntary Conversion
- [ ] Involuntary

Type
- [ ] Ordinary Retirement
- [ ] Extraordinary

Save  Notify  Add  Update/Display
Physical Inventory – Illustration

Load/Match/Reconcile PI Info

Run Control ID: 2014PI

PI ID: [ ]

File Name: C:\TEMP\FILE.TXT

Last PI Step Executed:

Extract => Gen Extr File => Load Scan File => Gen Results => Gen Trans

Delete Ext <=------------------------=> Delete Scan <= Delete Resa <= Del Trans

Request Information

Extract Data allows you to extract all your current PS/AM data into a format you may load into a Bar-code reader. If you accumulate PI Data in a Bar-code reader, you may run Load Data to get that data into the PS/AM PI system. Enter the filename you want to load. The physical inventory process also supports web services to extract and load data.

Once you have data in the PS/AM PI system, you may match that data to the current PS/AM data to help your reconciliation process.
Asset Advantage for PeopleSoft

- Fully Supports PeopleSoft Asset Management Functionality
- Extends PeopleSoft Asset Management through Mobile Devices, Bar Code and RFID
- Seamlessly Update PeopleSoft Asset Management Database for Ownership, Location and Other Attributes
Asset Advantage Functionality

User Touch Screen Main Menu on Mobile Device

<table>
<thead>
<tr>
<th>Asset Advantage</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Download</td>
<td>Logoff</td>
</tr>
<tr>
<td>Inventory</td>
<td>Users</td>
</tr>
<tr>
<td>Review</td>
<td>Settings</td>
</tr>
<tr>
<td>Upload</td>
<td>About</td>
</tr>
</tbody>
</table>

User selects from the Menu the following Asset Functions

- **Download** directly from PeopleSoft to Mobile Device the Physical Inventory of Assets to be Counted
- **Inventory** count of PeopleSoft Assets allowing editing of Attributes like Location, Ownership, etc.
- **Review** Counted and Uncounted Assets before Uploading into PeopleSoft
- **Upload** verified Counted Assets directly into PeopleSoft
Download Functionality

User’s Mobile Device Download Screens

- User selects Business Unit, Inventory IDs based on PeopleSoft Security

![Image of mobile device screens showing download functionality]

- User gets Verification of number of Assets Downloaded to Mobile Device from PeopleSoft
### Barcode Functionality

#### User’s Mobile Device Physical Inventory Screens

<table>
<thead>
<tr>
<th>Asset Advantage</th>
<th>Asset Advantage</th>
<th>Asset Advantage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please select a Business Unit and Inventory ID</strong></td>
<td><strong>Select or Enter Location</strong></td>
<td><strong>Tag No:</strong> 47</td>
</tr>
<tr>
<td><strong>Business Unit</strong></td>
<td><strong>OTHER</strong></td>
<td><strong>Auto Save</strong></td>
</tr>
<tr>
<td>BU3</td>
<td><strong>Please enter other location</strong></td>
<td></td>
</tr>
<tr>
<td>BU1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BU3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

- User selects Physical Inventory to Count and Method (Bar Code vs. RFID)
- User Configures Location Information
- User scans/reads the Asset Bar Code / RFID Tag displaying the Attributes & can Edit
RFID Functionality

User’s Mobile Device Physical Inventory Screens

<table>
<thead>
<tr>
<th>Asset Advantage</th>
<th>Asset Advantage</th>
<th>Asset Advantage</th>
<th>Asset Advantage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select a Business Unit and Inventory ID</td>
<td>Select Location</td>
<td>Counted:</td>
<td>Counted:</td>
</tr>
<tr>
<td>Business Unit</td>
<td>LOCATION1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Inventory ID</td>
<td>LOCATION1</td>
<td>Ready:</td>
<td>Ready:</td>
</tr>
<tr>
<td></td>
<td>LOCATION12</td>
<td>Missing:</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>LOCATION15</td>
<td>Extra:</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>LOCATION2</td>
<td>Tags Found:</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tags Expected:</td>
<td>Tags Found:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td>16</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• User selects Physical Inventory to Count and Method (Bar Code vs. RFID)

• User Selects Location Information

• Summary Tab displays the Tags Expected total based on the download table.

• After scan button, pressed, Summary Tab and Grid Lists populate based on RFID Tags recognized.
Upload Functionality

User’s Mobile Device Upload Screens

- User is shown number of assets counted before uploading to PeopleSoft
- User is shown number of assets uploaded to PeopleSoft for Validation
# Physical Inventory Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department AM PI Processor</td>
<td>Department user that processes Physical Inventory</td>
</tr>
</tbody>
</table>
Transfer Assets Overview

- The **Transfer Business Process** covers all activities related to managing the cost of the asset after it has been placed in service.

- This includes the following sub-processes:
  - Inter-Unit Transfers*
  - Intra-Unit Transfers
  - Cost Adjustment
  - Re-categorize Asset

* Beginning in Wave 2, all Inter-Unit transfers originating from a FI$Cal department will be managed on the workflow enabled STD Form 158 page within FI$Cal.
# Transfer 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>
<tr>
<td></td>
<td>• <strong>ADJ</strong> – Adjustments</td>
</tr>
<tr>
<td></td>
<td>• <strong>TRF</strong> – Transfers</td>
</tr>
<tr>
<td></td>
<td>• <strong>RET</strong> – Retirements</td>
</tr>
<tr>
<td></td>
<td>• <strong>RCT</strong> – Re-Categorize</td>
</tr>
<tr>
<td><strong>Intra-Unit Transfer</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
## 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/list of assets will be sent to DGS personnel for approval. Once approved, the transactions will occur automatically in FI$Cal. Assets will be reflected as Transfer Out/Transfer In</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 – Inter-Unit

Key Impacts
- Once approved, Asset Transfer is performed in FI$Cal for Wave 1 and 2 departments
- InterUnit Transfers create a new asset for the receiving department. Asset will be transferred using the current cost and accumulated depreciation.
- All asset information (physical and financial) will be transferred with the asset
Transfer Assets – Intra-Unit

Key Impacts
- Transfer between Funds will initiate Funds balancing entries
- Workflow will remain outside of FI$Cal
Transfer Assets – Illustration

- Cost/adjust transfer page
Transfer Assets – Illustration

- Intra-Unit Transfer
## Transfer Assets Department Roles

<table>
<thead>
<tr>
<th>FI$Cal End-User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Asset Manager</td>
<td>The department end user who enters adjustments to an asset, performs IntraUnit/InterUnit transfers for an asset, and processes retirements/reinstatements for an asset</td>
</tr>
<tr>
<td>Department AM Approver 1</td>
<td>Department user that approves Inter-Unit transfer requests. Workflow only role.</td>
</tr>
<tr>
<td>DGS AM Approver 1</td>
<td>Control Agency user that approves Inter-Unit transfer requests. Workflow only role.</td>
</tr>
<tr>
<td>DGS AM Approver 2</td>
<td>Control Agency user that approves Inter-Unit transfer requests. Workflow only role.</td>
</tr>
<tr>
<td>DGS Asset Processor</td>
<td>Control Agency user that approves and processes Interunit Transfers and Asset Retirements</td>
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## Technology Considerations – Interfaces

<table>
<thead>
<tr>
<th>Interface</th>
<th>Definition</th>
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<tbody>
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## Technology Considerations – Conversions

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<th>Conversion</th>
<th>Definition</th>
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</table>
Next Steps

- Share BPW materials at your department
- Complete the BPW Change Impact Tool
- Review with your FI$Cal CMO Department Readiness Coordinator
  - Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
  - Role Mapping Working Session – November 2014
  - Change Workshop – February 2015
Role Mapping Working Session

- 2-hour facilitation session Intended for Wave 1 and Wave 2 Department Implementation Team (DIT) members
- FI$Cal will provide DITs with detailed instructions on how to fill out the Role Mapping Tool for their department
  - “Do’s and Don Hoferkamp’ts” of the Role Mapping Template
  - To take place at:
    FI$Cal Project site
    2000 Evergreen Street
    Jade Auditorium
    Thursday, November 6, 2014
    9:00 a.m. – 11:00 a.m.
    *Remote Dial-In will be available to those geographically dispersed
Asset Management Change Impact Activity

- **Description:**
  - FI$Cal walk through one example change impact
  - At your table, discuss how the FI$Cal business processes and related change impacts may affect your department
  - Document **three impacts** in your BPW Change Impact Tool

- **Roles:**
  - **Facilitator** – Helps lead the discussion with your department on the FI$Cal business processes and change impacts
  - **Recorder(s)** – Captures the department-specific impacts from the activity in your BPW Change Impact Tool

- **Time:**
  - You will have 30 minutes for this activity.
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
Transfer Assets

InterUnit Transfers

Department/DGS

A

Initiate STD Form 158

Approve STD Form 158

Is receiving Department on Fi$Cal?

Yes

No

Perform Asset Disposal

Perform InterUnit Transfer

Complete Physical Transfer

Department Asset Manager

Central Asset Processor

Complete Physical Transfer