Wave 2 – User Acceptance Testing (UAT) Scenario Workshops – General Ledger (GL)
Agenda

- Purpose and Expected Outcome
- Wave 2 UAT Scenarios
  - Functionality Introduction
  - Review Related UAT Scenarios
  - Collect Additional UAT Scenarios
- Wave 1 UAT Scenarios
  - Functionality Introduction
  - Review Related UAT Scenarios
  - Collect Additional UAT Scenarios
- Next Steps
Purpose and Expected Outcome

- **Purpose:**
  - The Purpose of this working session is to review the testing scenarios planned for Wave 2 User Acceptance Testing (UAT) – this is part of BUSN242. Our goal is to solicit additional testing scenarios from departments to ensure we have adequately covered the complete business process for each area.

- **Expected Outcome:**
  - Conduct workshop and capture feedback for additional departmental UAT Scenarios
## Wave 2 UAT Scenarios

- **Review Related UAT Scenarios**

<table>
<thead>
<tr>
<th>Business Process</th>
<th>UAT Scenario</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL5 - Process Financials Statements</td>
<td>RPTGL108 - Income and Expense Data Report by Month</td>
<td>Run the report and validate results.</td>
</tr>
<tr>
<td>GL5 - Process Financials Statements</td>
<td>RPTGL109 - Reimbursement Status Report</td>
<td>Run the report and validate results.</td>
</tr>
<tr>
<td>GL5 - Process Financials Statements</td>
<td>Cash Basis accounting process</td>
<td>Run Cash Basis batch process and validate results – Accounts Payable (AP), Accounts Receivable (AR) and GL entries to be validated.</td>
</tr>
<tr>
<td>GL6 – Maintain Chart of Accounts (COA)</td>
<td>INFGL106_Fund ChartField Excel to CI Upload</td>
<td>Run excel to CI process to load Funds and validate values in PeopleSoft</td>
</tr>
</tbody>
</table>
GL5 - Process Financials Statements

**Key Points**

- Year end GL adjustments are recorded in an *adjustment period* (“Period 13”) to distinguish them from standard monthly transactions or adjustments
- Year end accrual journals can be configured to automatically reverse in the first period of the following fiscal year
GL5 - Process Financials Statements

GL - Process Financial Statements – Year End Close

Start → Close Cash Ledger Period 12 – June 30 → Open New Fiscal Year Period 1 – All Ledgers → Open Adjustment Period – All Ledgers → Post Year-End Adjusting Entries to Adjustment Period → Record Period 12 Adjustments → Create and Review Period 12 and Year End Reports → Period 12 Adjustments Complete?

Start → Complete Processing of Transactions for Fiscal Year which will Close → Liquidate Encumbrances for all Expiring Budgets → Close Modified Accrual Period 12 → End

February 12, 2015
GL5 - Process Financials Statements

February 12, 2015
GL6 - Maintain COA

Requester

Submit New Values for Approvals
- Identify the need for a new value
- Modify the value and resubmit if necessary

Central/Dept. COA Maintainer

Approve Requests
- Centrally maintained (Fiscal Systems and Consulting Unit/Uniform Codes Manual (FSCU/UCM Committee))
- Non-centrally maintained (Department)

Central/Dept. COA Maintainer

Maintain Chart of Accounts
- Manages ChartField requests including notification, uploads, and request templates
- Maintain combo edits, allocations, SpeedCharts, and SpeedTypes as needed

Key Impacts
- Departmental values will be maintained by departments
- Statewide values will be centrally maintained
## Wave 1 UAT Scenarios

### Review Related UAT Scenarios

<table>
<thead>
<tr>
<th>Business Process</th>
<th>UAT Scenario</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL1 - Enter and Process Journals</td>
<td>Create an Online Journal, Edit and Post</td>
<td>Create, edit, budget check, and post a journal with a credit to revenue and debit to cash in the system for the current period.</td>
</tr>
<tr>
<td>GL2 - Enter and Process Budget Journals</td>
<td>Create Budget Journal</td>
<td>Create a Budget journal and Post journal.</td>
</tr>
<tr>
<td>GL2 - Enter and Process Budget Journals</td>
<td>Fail Budget Check, Fix Journal and Pass Budget Check</td>
<td>Create a journal with amount exceeding the budget amount, Edit the journals, correct the budget errors, re-edit and post journal.</td>
</tr>
<tr>
<td>GL4 - Process Allocations</td>
<td>Run Allocations</td>
<td>Run Allocation process with Create Calc Log and Out options.</td>
</tr>
<tr>
<td>GL5 - Process Financials Statements</td>
<td>Run Ledger Activity Report</td>
<td>Run Ledger Activity Report for selected ChartField / ChartField values and subtotals.</td>
</tr>
</tbody>
</table>
GL1 - Enter and Process Journals

Key Points
- Posted journals update ledger totals
- Journals must pass the Journal Edit and Budget Check processes to be eligible for approval and posting
- Departments decide if their journals require approval to post
- SCO will be involved in journal approval in Wave 3 and later
GL1 - Enter and Process Journals

<table>
<thead>
<tr>
<th>Journal Processor</th>
</tr>
</thead>
</table>

**Flowchart:**
- **Start**
- **Enter Journal Header And Line Data Online**
- **Journal Enter complete?**
  - **Yes**
  - **A**
  - **Mark Journal as incomplete**
  - **Unlock the 'Save Journal as Incomplete Status' since journal entry is complete. This will allow the journal to continue processing**
- **Complete journal data entry**
- **A**
GL1 - Enter and Process Journals

Journal Process/Approver/Batch Processing

GL Enter and Process Journals – Process Journals

A

Journal must be successfully edited (GL_JEDIT) before posting.

Journal must be successfully budget checked (FS_BP) before posting.

Edit Check Journal(s)

Edit Errors Exist?

Yes

Correct Edit Errors

No

Budget Check Journal(s)

Budget Errors Exist?

Yes

Correct Budget Errors

No

Route journal for approval

Delete Journal

A journal that is denied by the approver is sent to the originator’s worklist to be deleted or corrected/adjusted.

Approve Journal

Correct Journal

A journal from Accounts Payable and Accounts Receivable is pre-approved since the originating transaction is approved in the source module.

Edit Check Journal(s)

Edit Errors Exist?

Yes

Correct errors

No

Post Journal

End
GL2 - Enter and Process Budget Journals

DOF/Department Budget Analyst
- Create and Load Budget Requests
  - Prepare original budget and adjustments

SCO/DOF/Dept. Budget Approver
- Review and Validate Budget Requests
  - Validate Budget requests and submit to Commitment Control

SCO Appropriation Approver
- Post Budget Transactions/Journals
  - Post Budget Transaction if interfaced from Hyperion
  - Post Budget Journal if request originates out of Hyperion

Key Impacts
- DOF and departments will initiate budget transactions in FI$Cal
- SCO will approve amounts within Hyperion
- SCO can create and post budget journals in Commitment Control in the event of a no-budget situation or a statewide budget not utilizing Hyperion
GL2 - Enter and Process Budget Journals

GL – Enter and Process Budget Journals – Operating Budget B

Operating Budget Approver/Processor

1. B
2. CONFIRM BUDGET AMOUNTS UTILIZING COMMITMENT CONTROL INQUIRIES
3. REVIEW INQUIRY RESULTS
4. JOURNAL POSTED IN ERROR?
   - Yes: CREATE CORRECTING JOURNAL OR TRANSFER
   - No: Complete

A
GL4 - Process Allocations

Key Points
- Allocations configuration is maintained centrally by the FI$Cal Service Center (FSC)
- Departments execute their allocations whenever needed – FSC involvement is not required
GL4 - Process Allocations

GL - Process Allocations – General Allocation

Start

Is the split known on the front end?

Yes

Enter Split on Transaction

End

No

Verify Necessary Financial Data is Available?

Yes

Financial Data is Available?

Yes

Verify Allocation Configuration and Trees

Create/Modify Configuration?

No

A

No

Modify Allocation Configuration/ Trees

Create and Post Financial Data
GL4 - Process Allocations
Next Steps

- Provide any additional UAT Scenarios (BUSN242) prior to due date
- Review and Complete the GL Scenarios as part of the BUSN242 Response Template due **Friday, February 27, 2015**
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