



**FI\$Cal**

*Financial Information System for California*

# Budgeting Business Process Workshop (BPW)

***September 25, 2014***

# Agenda

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- FI\$Cal Project Overview
- Business Process Workshop Objectives and Approach
- FI\$Cal Solution Overview
- Budgeting—what is included, not included, in future waves
- Initiate Budget Development Process
  - Business Process Overview, Key Terms
  - Process Flows, Screenshots
  - End-User Roles
- Prepare Departmental Budget Submission Process
- Develop Governor's Budget Process
- Manage Budget Legislation Process
- Administer the Budget Process
- Commitment Control (Budget Journals/Operating Budgets) Process

# Agenda

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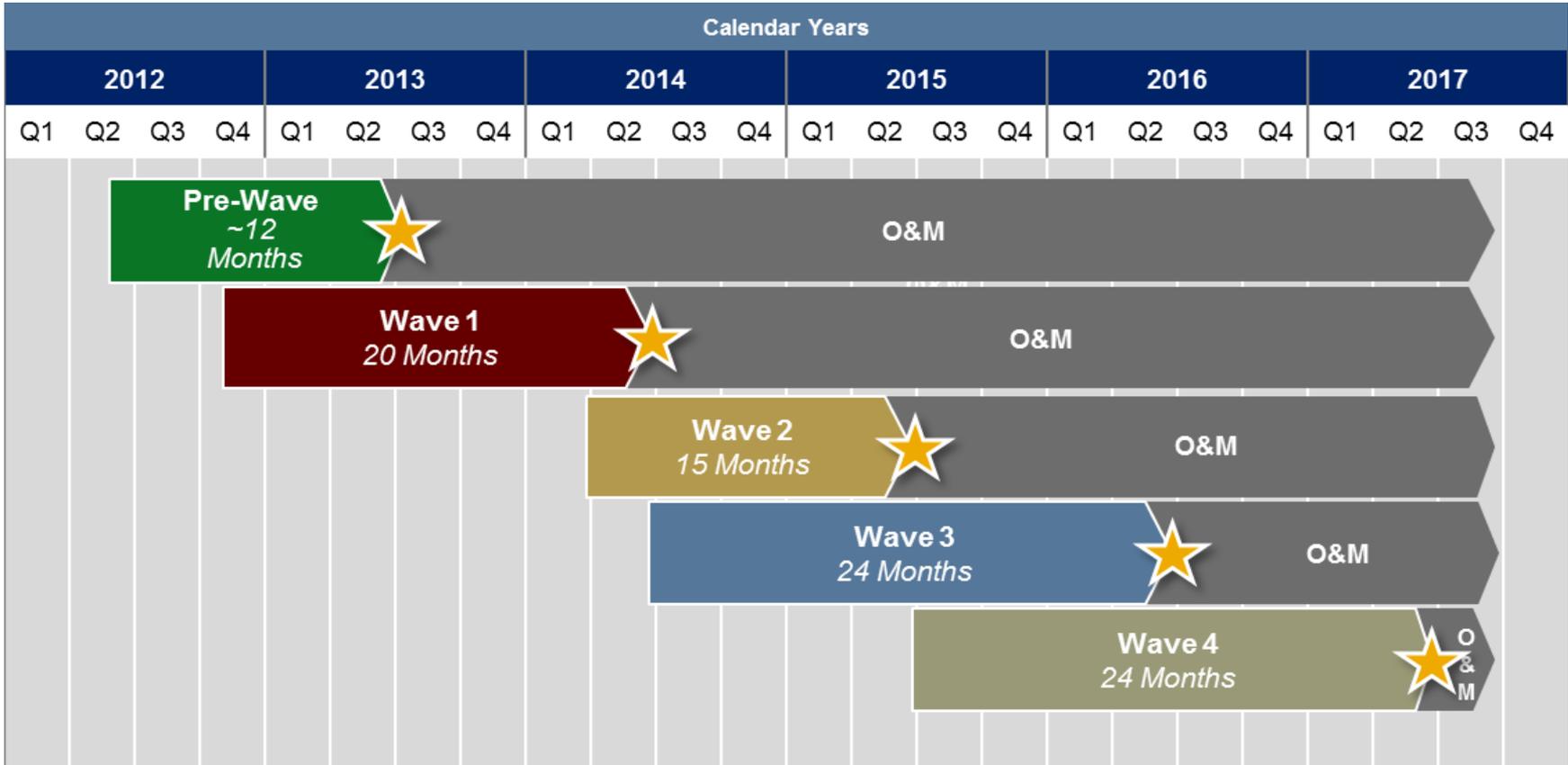
- Technology Considerations Process
- Next Steps
- Change Impact Activity

# FI\$Cal Project Overview

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- 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

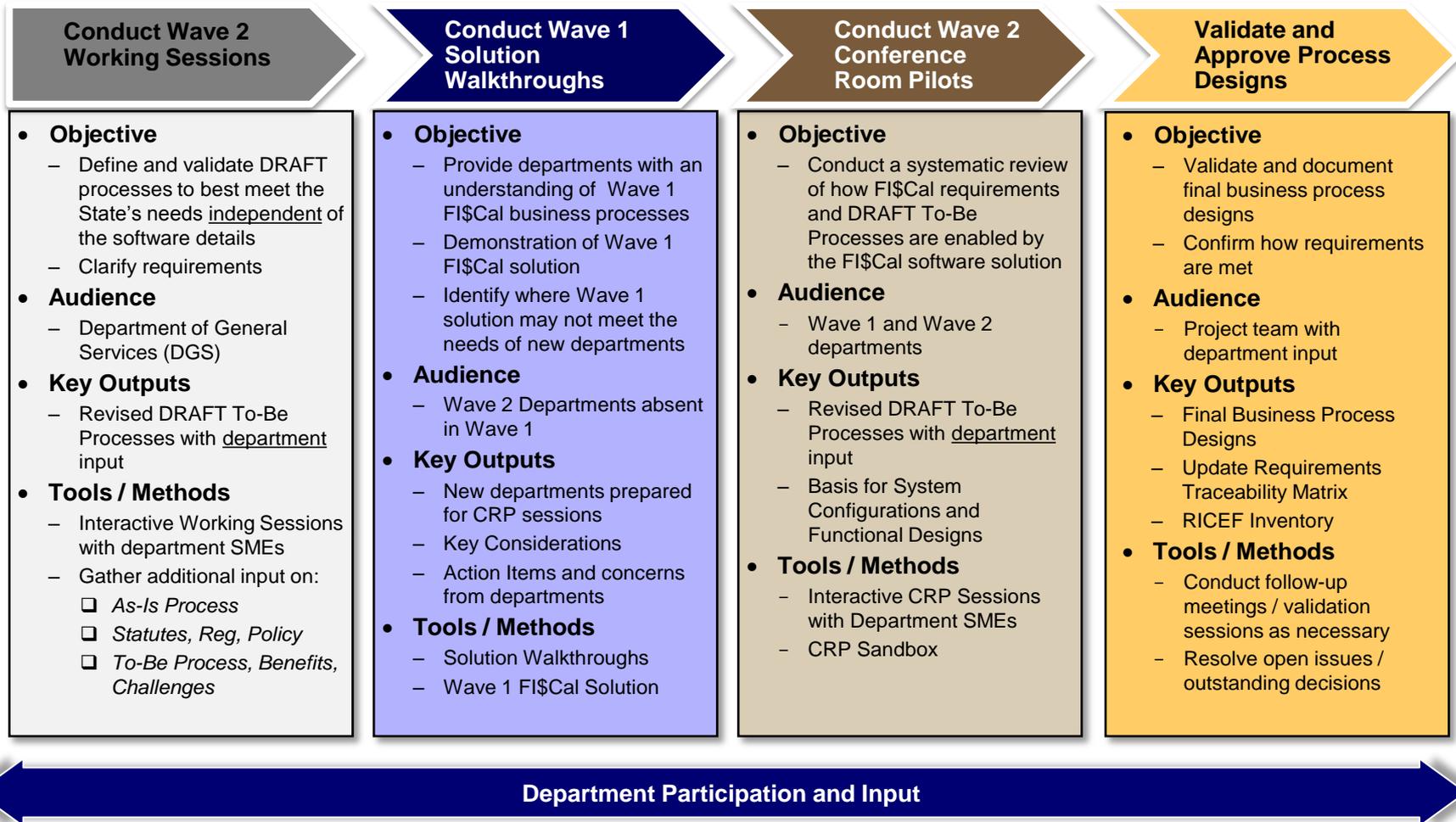


# BPW Objectives

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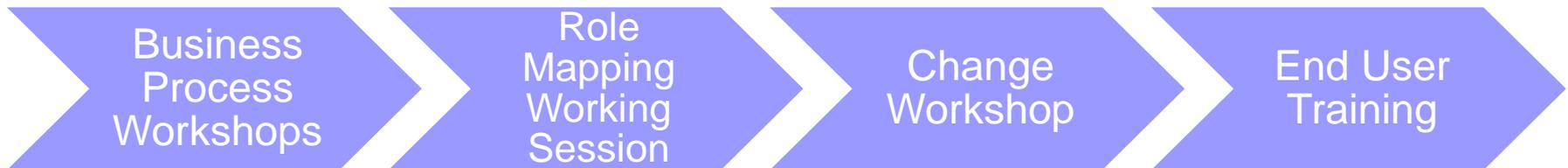
- The Business Process Workshops will provide:
  - An overview of the business process, including key terms and functionality being implemented
  - A list of changes with the “To-Be” business process
  - An opportunity to discuss and begin identifying department-specific changes and impacts
  - An explanation 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



# What Comes Next?

- **Role Mapping Working Session** – Working session 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

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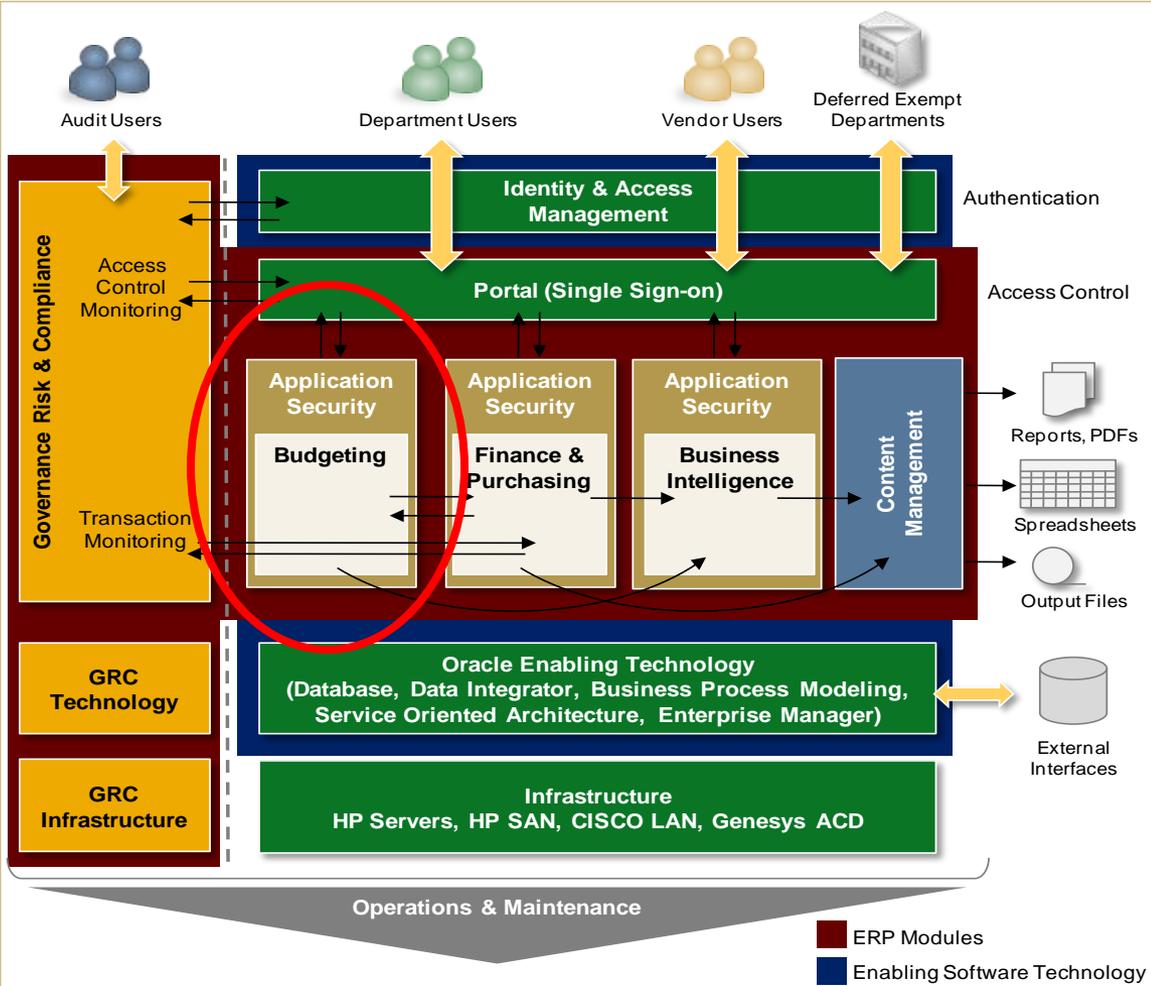
- **Challenge** how the State does things today
- **Perspective** – Adopt a “Statewide” perspective
- **Silence is Consent** – Speak and share your thoughts
- **There are no Bad Questions** – Better to question, then assume
- **Consider Best Practices** and business process changes
- **Think of the data**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

# What You Should Take Away

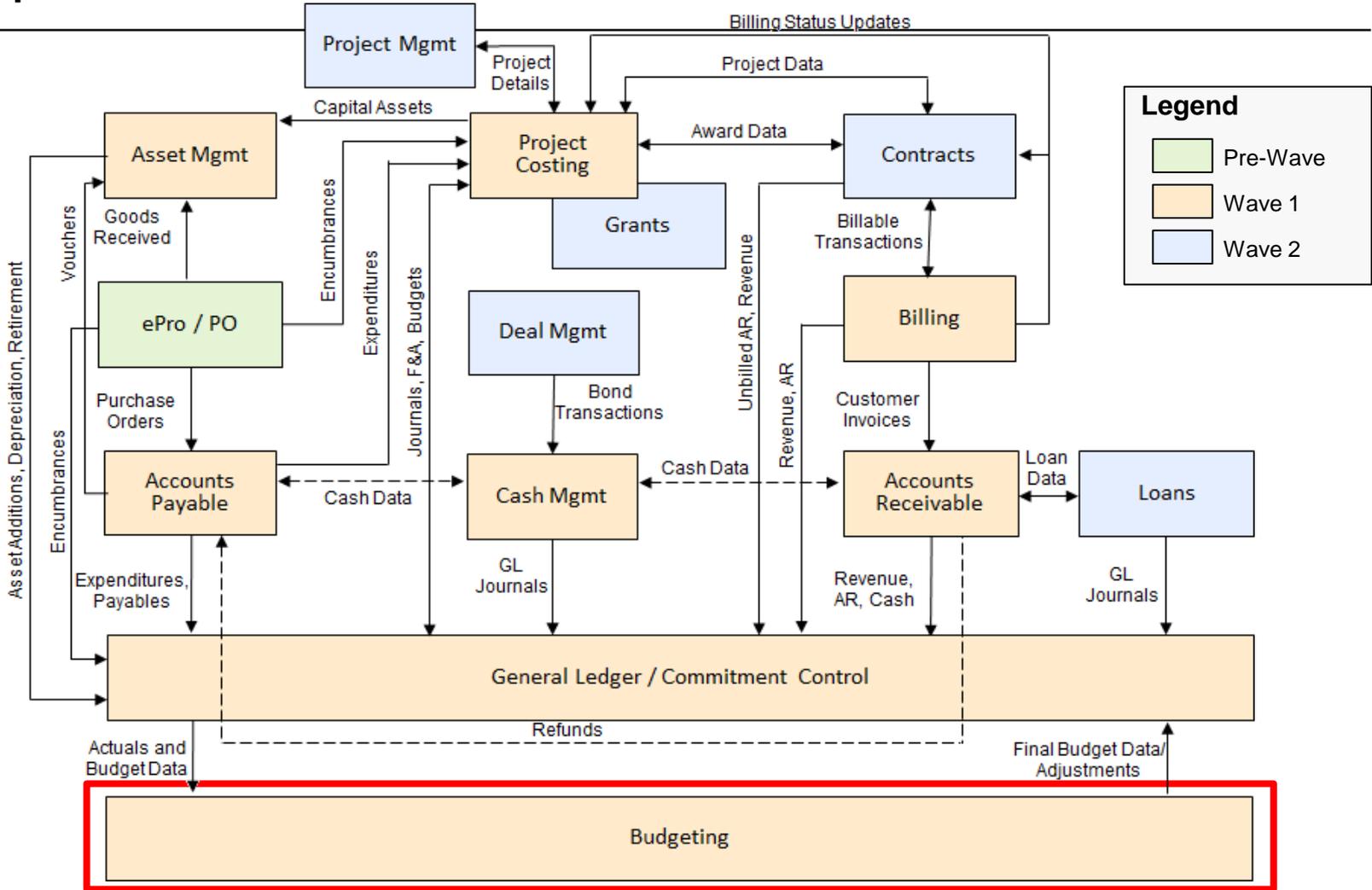
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- Process overview level understanding of the Wave 2 FI\$Cal business processes. For this session, the business processes are:
  - Initiate Budget Development Process
  - Prepare Departmental Budget Submission Process
  - Develop Governor's Budget Process
  - Manage Budget Legislation Process
  - Administer the Budget Process
  - Commitment Control (Budget Journals/Operating Budgets) Process
- 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 Working Session

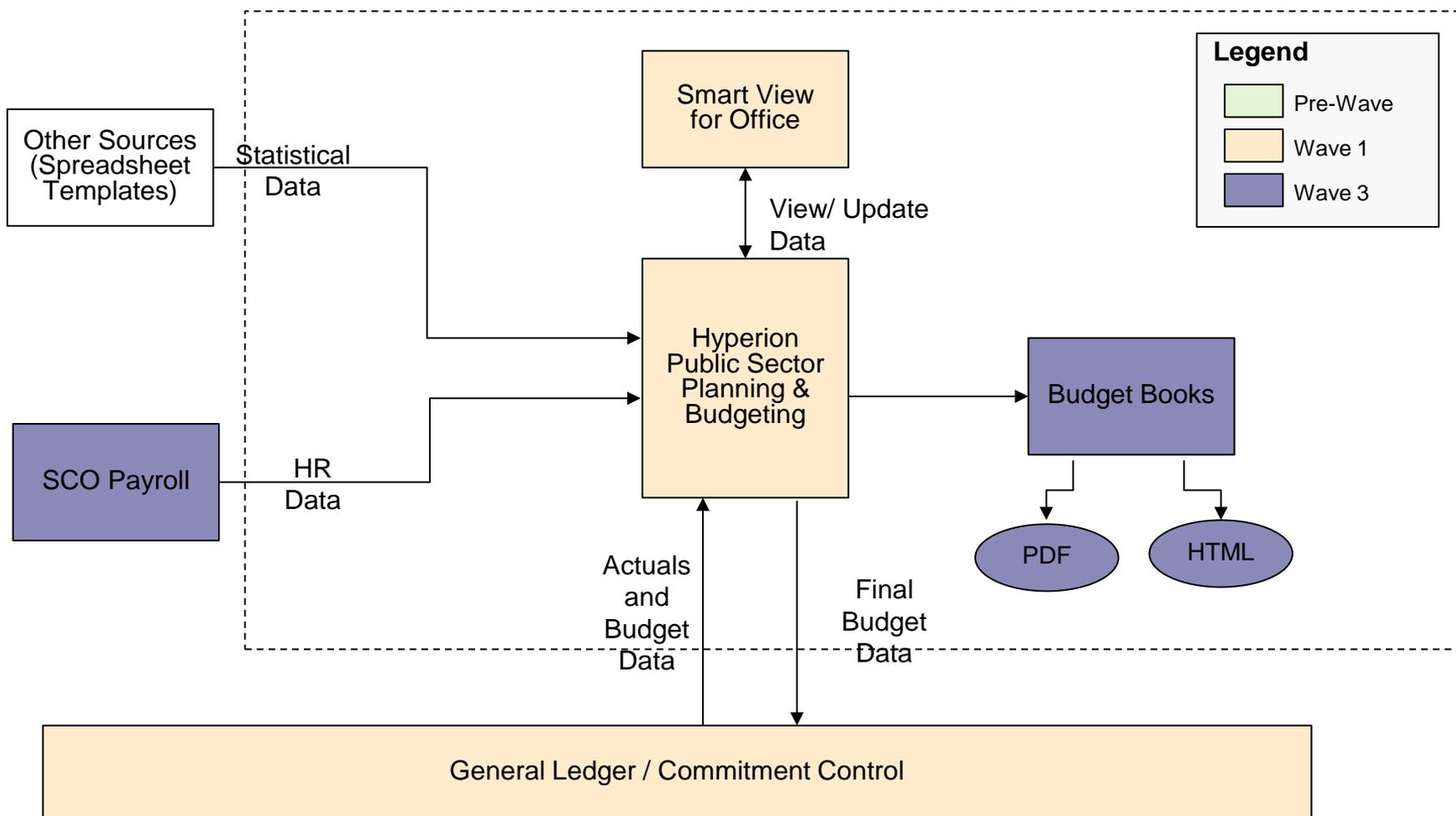
# FI\$Cal Solution Overview



# FI\$Cal Solution



# FI\$Cal Budgeting Solution

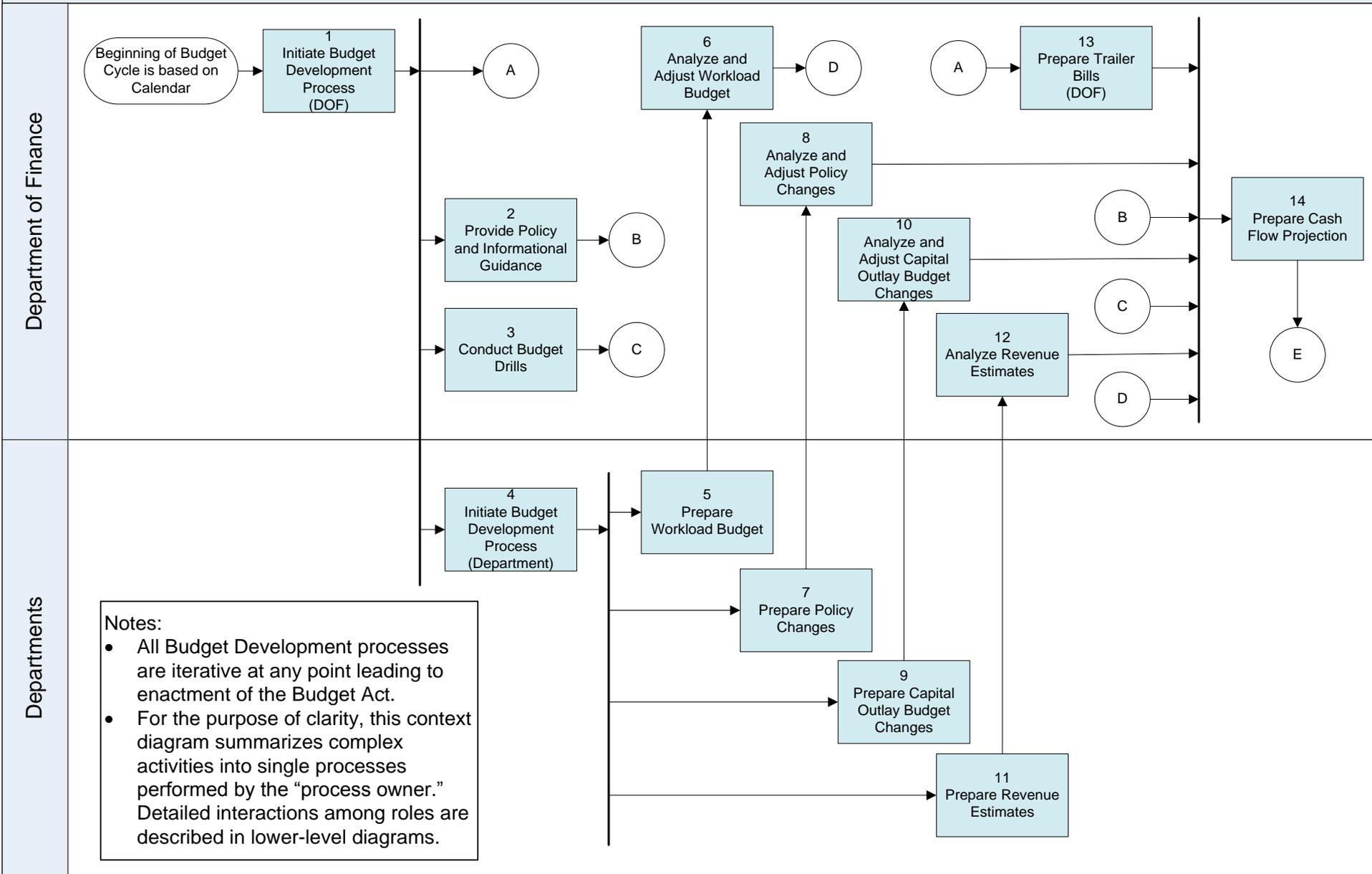


# Budget Key Terms

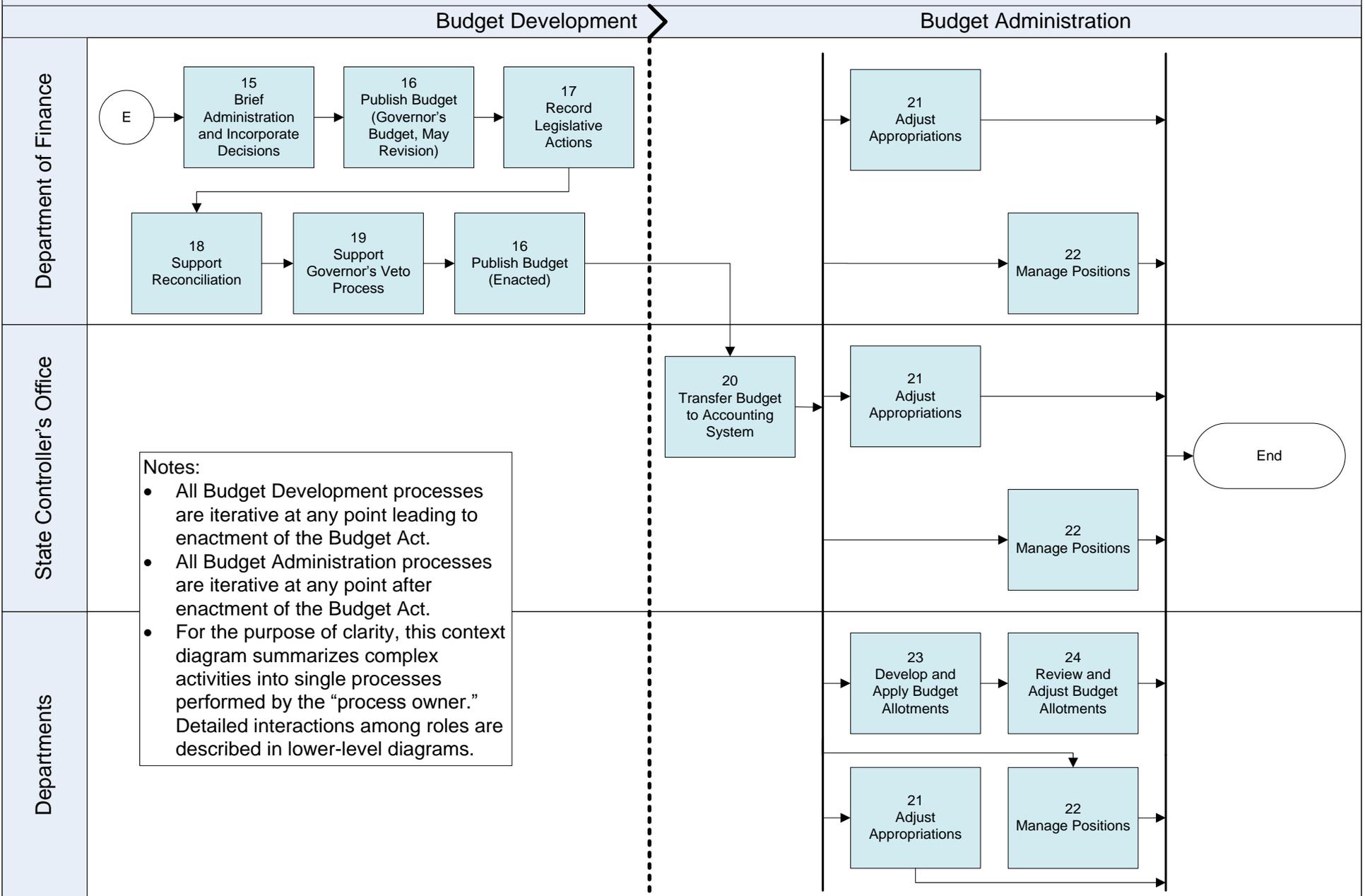
<b>Term</b>	<b>Definition</b>
<b>Hyperion</b>	The budget and planning system within the FI\$Cal solution which the Department of Finance and departments will use to create budget requests
<b>PeopleSoft</b>	The system within the FI\$Cal Wave 1 solution that contains all modules except Appropriation Level Budgeting
<b>Chart of Accounts (COA)</b>	A collection of one or more types of codes used to classify financial and budgetary transactions
<b>Dimension</b>	A hierarchical representation of business descriptors. A few examples include Entity, Category, Fund, Reference, Year, Scenario, and Version.

# Budget To-Be Process Context Diagram (Page 1)

## Budget Development



# Budget To-Be Process Context Diagram (Page 2)



# Department Budget System Roles

FI\$Cal End-User Role	Responsibilities
Dept. Budget Processor	<ul style="list-style-type: none"> <li>• Enter/Delete Budget Plan Data</li> <li>• Update/Manage Budget Plan Data</li> <li>• Submit Budget Plan Data to Dept. Budget Approver</li> <li>• View Reports and Documents</li> <li>• View and Use Task List</li> <li>• View Department Budgeting Content</li> </ul>
Dept. Budget Approver	<ul style="list-style-type: none"> <li>• Edit Budget Plan Data</li> <li>• Approve Budget Plan Data</li> <li>• View Reports and Documents</li> <li>• Submit Budget Plan Data to DOF (pending user functionality)</li> </ul>

# Department Budget System Roles

FI\$Cal End-User Role	Responsibilities
Budget Viewer	<ul style="list-style-type: none"> <li>• View Budget Requests</li> <li>• View Reports and Documents</li> <li>• View Task List</li> <li>• Run Reports</li> </ul>
Dept. Budget System Maintainer	<ul style="list-style-type: none"> <li>• Manage Department Workflow</li> <li>• Edit Assigned Approvers</li> </ul>

# Initiate Budget Development Process Overview

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- The **Business Process** covers all activities related to preparing the budget system for the upcoming budget cycle
- This includes the following sub-processes:
  - **Maintaining cost drivers (DOF) (Future Wave)**
  - **Pre-populating the budget system (DOF)**
  - **Preparing budget instructions (DOF)**
  - **Reconciling authorized positions**
- At the conclusion of this process, the budget system contains the base dollars and positions for Past Year, Current Year, and Budget Year

# What is included in Wave 1

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- Initiating the budget development process includes the activities necessary to prepare FI\$Cal for the new budget development cycle
- Initializing departmental baseline budgets
- Starting base budget year (BY) budget amounts will not solely be the enacted current year (CY) amount (i.e., limited term amounts will only be reflected in affected years BY1 -- BY4)
- For Wave 1 only, new starting figures will reflect the enacted budget, and need to be adjusted by approved one-time/limited-term costs and full-year annualization.

# What is included in Wave 1

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- Bottom line FTE's of your Schedule 7A will be entered into Hyperion
- Past year actual expenditures and revenues are collected for reporting and analysis
- Schedule 10 past-year data may be loaded from FI\$Cal accounting records (via interface) after conversion or uploaded from templates

# What is not included in Wave 1

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- FI\$Cal will not receive or send position data (Schedule 8) from/to the SCO's legacy payroll systems
- Detailed Salaries and Wages Publication (Schedule 7A) will not be published from FI\$Cal
- Automated 607 process is not included in Wave 1; Departments will continue to submit position changes using the existing STD 607 form
- FI\$Cal and SCO are considering integration between the two systems in future waves in order to implement position control
- Department Operating Budgets integrated with Appropriation Level Budget

# What is included in Wave 2

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- No significant additional budgeting functionality will be implemented in Wave 2

# Initiate Budget Development

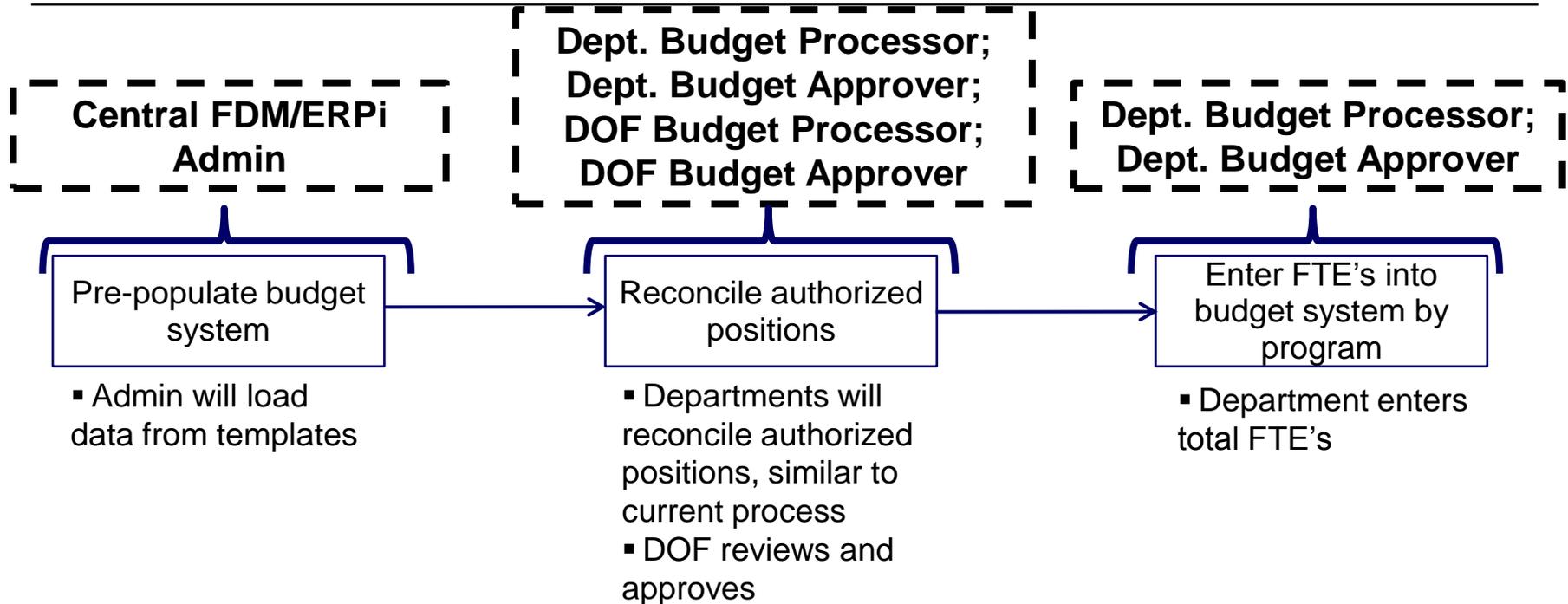
## Process Key Terms

Term	Definition
<b>Base Budget</b>	<p>A department's starting point for developing its budget. For Current Year, it is the enacted budget. For Budget Year through Budget Year +4, it is the ending point of the prior budget cycle for that year. A department's base budget consists of one or more items of appropriation.</p>
<b>Item of Appropriation</b>	<p>A department's authorized level of expenditure from a specific fund for a specific program. An item of appropriation is expressed as a combination of the following:</p> <ul style="list-style-type: none"> <li>• Business Unit/Entity</li> <li>• Reference</li> <li>• Fund</li> <li>• Program</li> <li>• ENY</li> </ul>

# Initiate Budget Development Process Key Terms

Term	Definition
<b>Authorized Position</b>	A position that has been authorized in the Budget Act or other authorizing document. The authorizing document states that the department may have a position with a specified job classification.
<b>Established Position</b>	An authorized position that has been input into the SCO payroll systems. The established position may or may not be associated with an employee (i.e., it may be vacant). Authorized positions and established positions are different due to the manual process required to record positions in the payroll systems.

# Summary Flow



## Key Impacts

- Schedule 10 past-year data may be loaded from FI\$Cal accounting records (via interface) or uploaded from templates
- Total FTE's of your Schedule 7A will be entered into Hyperion

# Prepare Departmental Budget Submission Process Overview

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- The **Business Process** covers all activities related to preparing departments' incremental budget changes
- Departments complete budgeting activities in Hyperion:
  - Review baseline budgets
  - Enter baseline adjustments,
  - Enter adjustments to revenues, transfers, and loans
  - Enter current year adjustments (e.g. Section 28.00) , if approved
  - Enter budget change proposals (BCPs)
  - Submit enrollment/caseload/population (ECP) budget changes
  - Create capital outlay budget change proposals (COBCPs)

# What is included in Wave 1

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- Departments prepare their incremental budget changes using decision packages
- Budget changes are reviewed and approved within the department and agency before being submitted to DOF
- Budget is prepared in whole dollars
- All items of appropriation must have a Program
- Reimbursements must be scheduled to a Program
- All items of appropriation will be Scheduled (elimination of Payables)
- Budget changes move through a departmental approval workflow

# What is included in Wave 1

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- New proposed workload adjustments will be input through decision packages for FI\$Cal departments
- All adjustments (planning estimate details) will be entered into FI\$Cal within one or more budget requests in a decision package
- All base and policy adjustments must be scheduled individually by program and fund, rather than allocated at a summary level
- Base and policy adjustments will be populated through BY+4
- Trailer bill Language can be attached to a decision package

# What is not included in Wave 1

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- Electronic workflow to Agency Secretaries will not be available until Wave 4
- Departments will print and circulate decision package documentation for Agency Secretary review and signature prior to electronic submission to DOF

# What is included in Wave 2

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- Departments will enter capital projects by phase directly into FI\$Cal.
- New capital outlay templates will be provided with Budget Letter instructions.

# Prepare Departmental Budget Submission Process Key Terms

Term	Definition
<b>Decision Package</b>	Represents proposals for existing, new, or changes to services, programs, or business objectives. Decision packages contain budget requests that identify and justify the costs involved in implementing the decision package. A decision package will typically have one budget request, unless approved by DOF to have multiple.
<b>Budget Request</b>	Individual line item or budget, requesting a change in funding or positions, in a Decision Package.

## Decision Package Types

- Baseline Budget Adjustment
- Baseline Revenue, Transfer, & Loan
- Budget Change Proposal
- Enrollment, Caseload, Population
- Capital Outlay Budget Change Proposal
- Baseline Administration Adjustment (to submit approved changes to SCO)

# FI\$Cal Decision Package

## ■ *Policy Decision Package Example:*

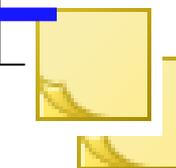
- a. Description: Extend statewide emergency response system (ERS)
- b. \$ 3,000,000
  - Justification
  - Personnel resources
  - Materials and other cost implications

Extend ERS	<i>Justification narrative</i>	2014	<i>Items of appropriation</i>	\$3,000,000
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# DECISION PACKAGE



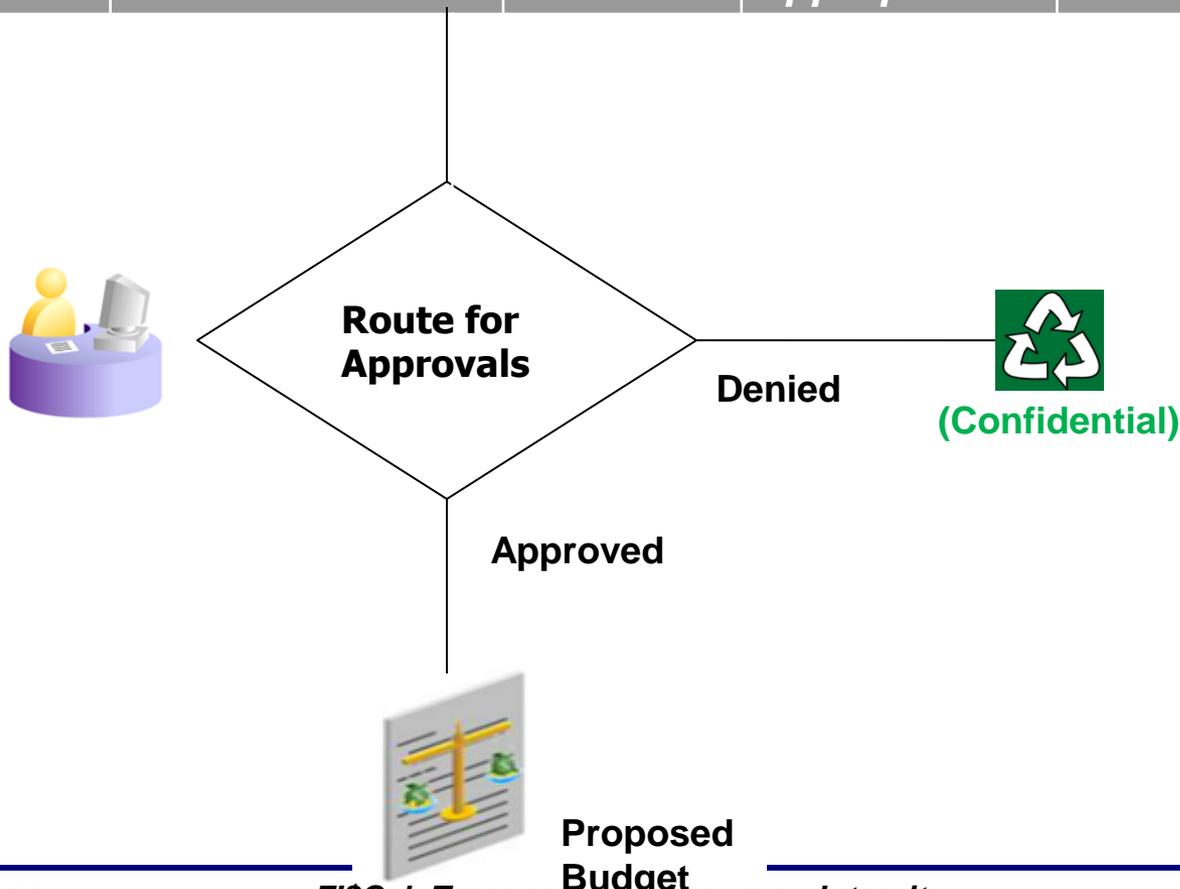
Attach Supporting Documentation



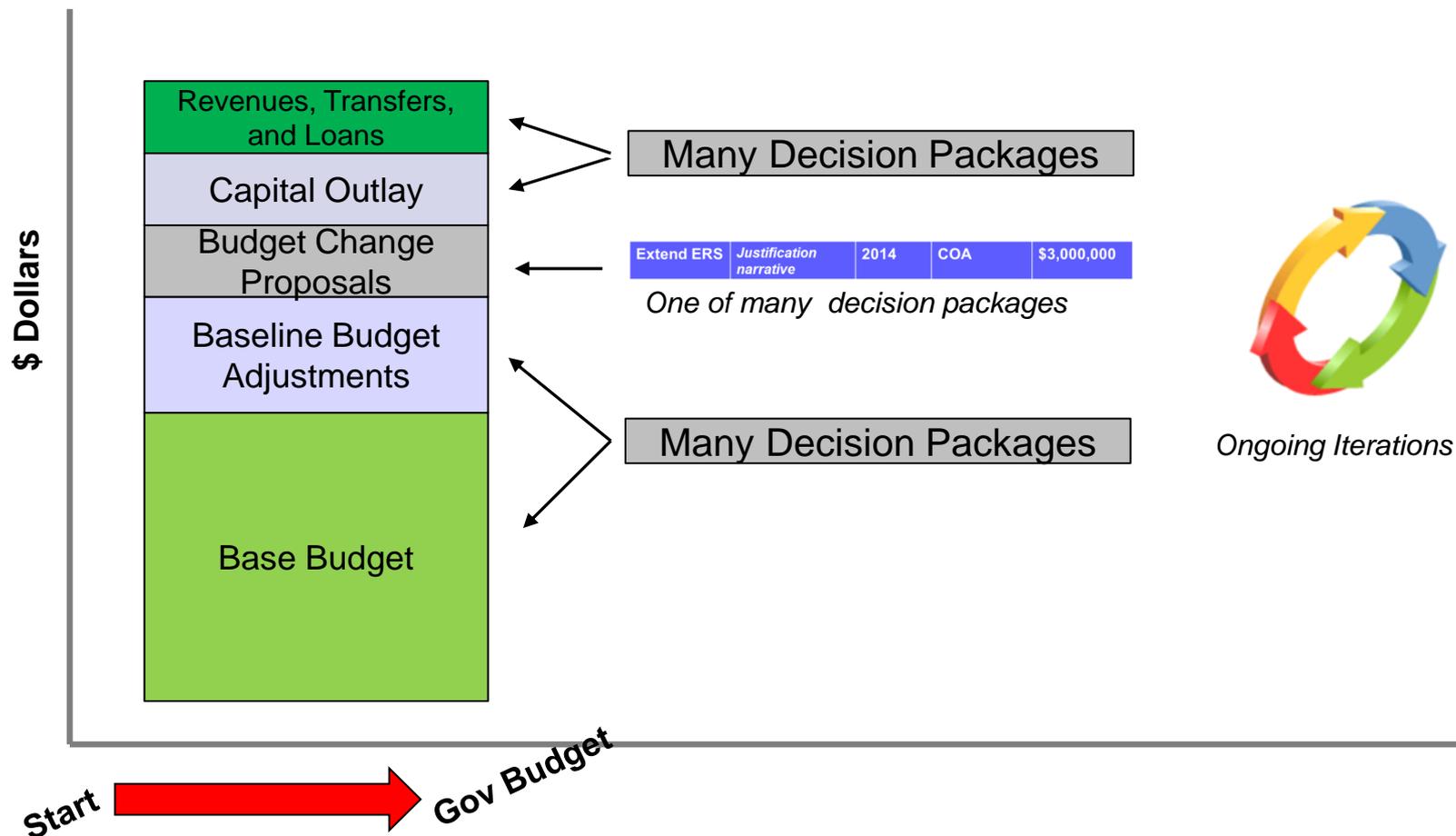
Detailed Notes

# FI\$Cal Decision Package Approval Concept

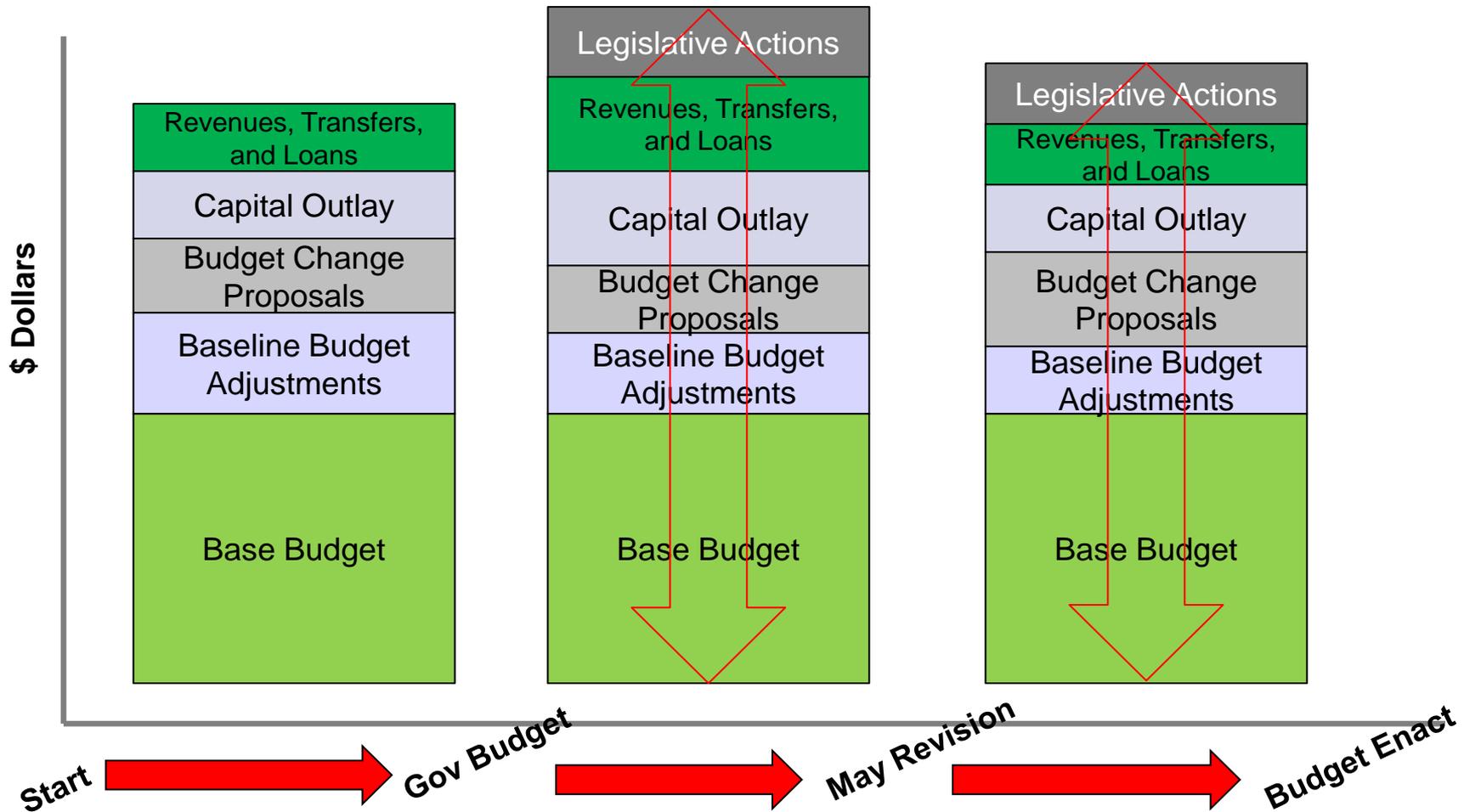
Extend ERS	<i>Justification narrative</i>	2014	<i>Items of appropriation</i>	\$3,000,000
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# FI\$Cal Budget Preparation Concept



# FI\$Cal Budget Enactment Cycle



# Prepare Departmental Budget Submission Process Key Terms

Term	Definition
<b>Baseline Budget Adjustment</b>	Budget changes that are in line with current policy. These may be technical adjustments to a budget or adjustments required by current law (e.g., ProRata, SWCAP).
<b>Budget Change Proposal (BCP)</b>	Requests for changes and the funds necessary to implement those changes. These are requests to change existing law, such as creating a new program, a change in an existing program, or funding a new activity such as an information technology project.
<b>Enrollment Caseload Population (ECP)</b>	Adjustments that occur due to increases/decreases in enrollment for the educational segments, caseload adjustments for programs such as Medi-Cal and welfare programs, and population adjustments for state hospitals and youth and correctional facilities.

# Prepare Departmental Budget Submission Process Key Terms

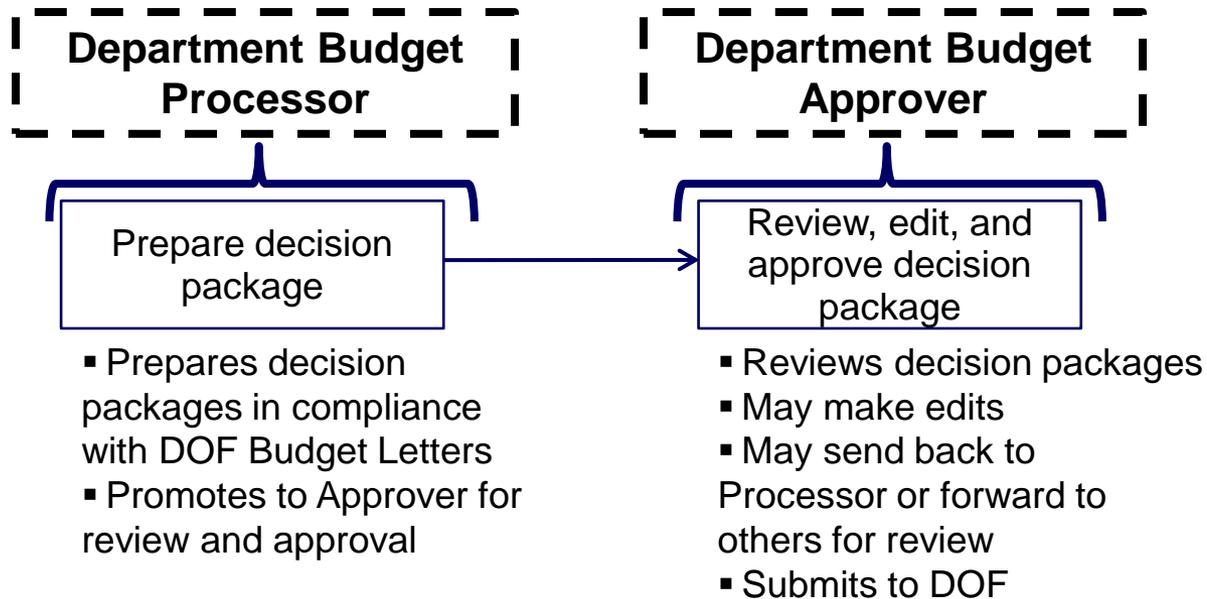
Term	Definition
<b>Baseline Revenue, Transfer, &amp; Loan</b>	Changes to revenue estimates, transfers, and loans that have been authorized in prior years. Requests for new revenues, transfers, and loans are requested in the BCP decision package.
<b>Capital Outlay Budget Change Proposal (COBCP)</b>	Requests for authority and funding for new or continuing capital outlay project work. Capital outlay projects span several years and are usually budgeted in multiple, iterative phases corresponding to the design-bid-build process methodology.
<b>Budget Administration Adjustment</b>	Requests to change a department's existing appropriations, such as budget revisions and executive orders.

# Prepare Departmental Budget Submission Process Key Terms

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Term	Definition
<b>Scenario</b>	An instance of data. It describes the type of data we are working with such as Governor's Budget, April Revision, May Revision, Enactment, Budget Administration.
<b>Version</b>	A subset of a Scenario to allow snapshots of multiple iterations of a budget cycle and provide modeling or what-if analysis. As such, the version dimension describes the possible stages or outcomes within the context of a Scenario. Examples include Department Working, Department What-If, Department Submitted. DOF has its separate versions for its use, as does the SCO.

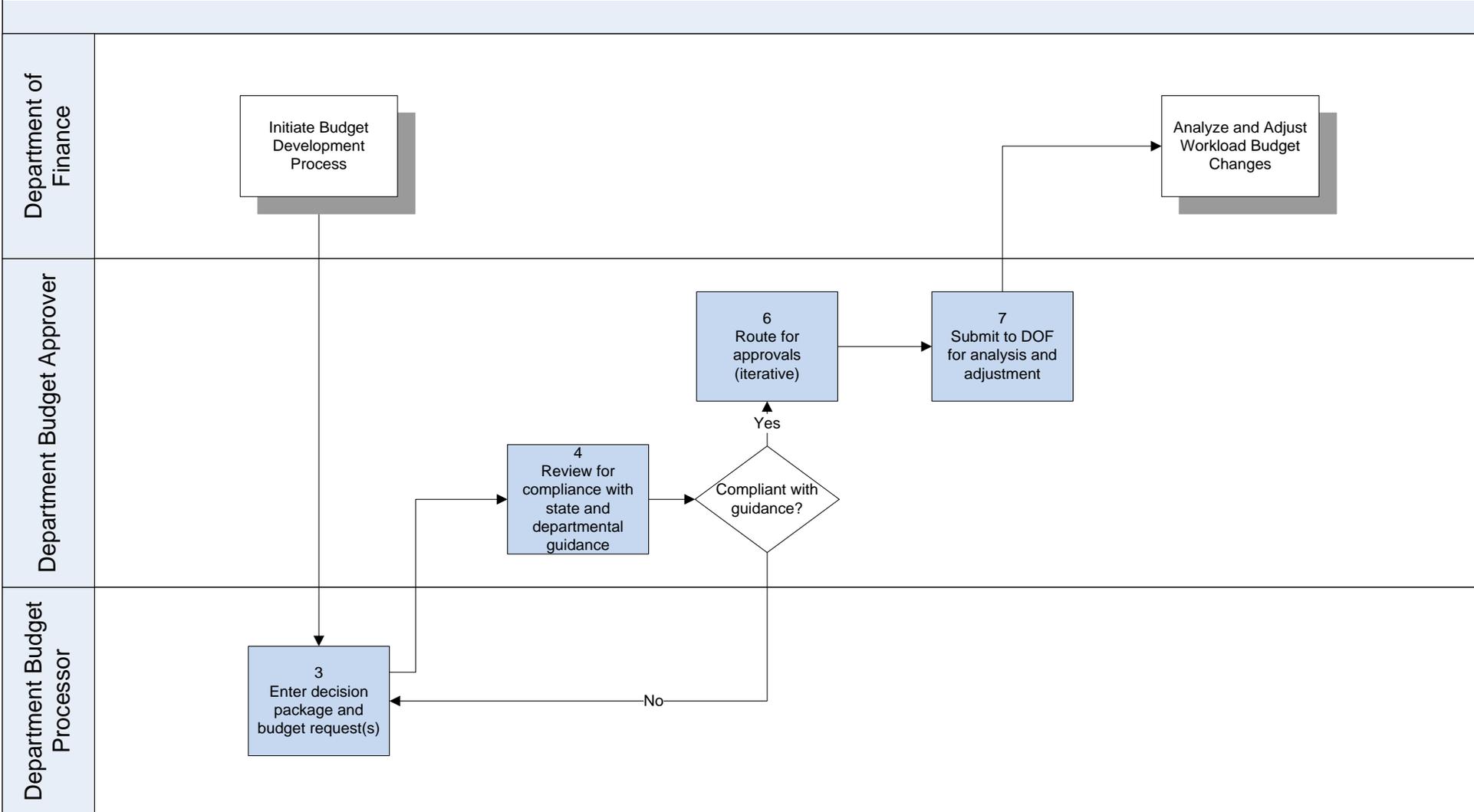
# Summary Flow



## Key Impacts

- Budget changes are reviewed and approved via workflow within the department before being submitted to DOF
- All base and policy adjustments must be scheduled individually by program and fund, rather than allocated at a summary level

# Prepare and Submit Incremental Budget Changes



- Forms
- Decision Package Types

My Task List

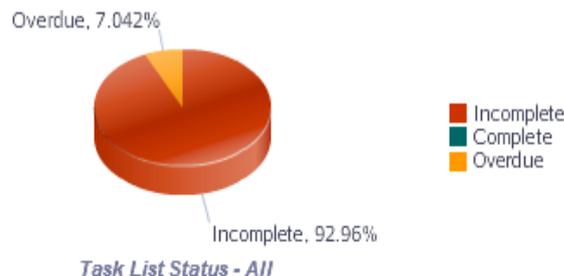
- Budget Administration
- Budget Preparation
- Budget Analysis
- Finance
- Department
- Department Analyst
- Admin
- Capital Outlay Budget Preparation
- GBPS Interface

Preferences

Task List Status

Task List Status - All

View



Task List Tasks - All

Task	Type	Status	Start Date	End Date	Alert	Completed Date	Instructions	Action
Budget Administration	[Icon]	[Icon]						[Action]
Manage salary grades	[Icon]	[Icon]					∞	[Action]
Manage other compensation...	[Icon]	[Icon]					∞	[Action]
Process loaded human resou...	[Icon]	[Icon]						[Action]
Review position and employ...	[Icon]	[Icon]					∞	[Action]
Review Existing Position and...	[Icon]	[Icon]					∞	[Action]
Reset FTE and Status Calcul...	[Icon]	[Icon]					∞	[Action]
Budget Preparation	[Icon]	[Icon]						[Action]
Budget Analysis	[Icon]	[Icon]						[Action]
Finance	[Icon]	[Icon]						[Action]
Department	[Icon]	[Icon]						[Action]
Department Analyst	[Icon]	[Icon]						[Action]

Forms

Decision Package Types

- All Decision Packages
- Compensation Expenses
- Baseline Revenues, Trans...
- Baseline Budget Adjustm...
- Enrollment, Caseload, an...
- Capital Outlay
- Budget Administration Ad...
- Budget Change Proposals

Decision Packages

Decision Packages

Manage Analysis

Scenario Budget Version Finance Working Year FY15 Go

Decision Package	Description	Owner Entity	Approved	Budget Impact	Rank	Amount
5225-001-BCPDP-2015-GB-KY	Testing new upload templates	BU_5225	No	Include	1	\$4,998,922.00
2660-004-BCP DP4-2015-GB	Money shift from Cap Outlay Suppor...	BU_2660	No	Include	1	\$1,200,000.00
0950-001 BCP DP-2015-GB	Workload BCP	BU_0950	No	Include	1	\$1,056,000.00
0250-003-BCP DP-2015-GB	Temporary Space-Renovation of Will...	BU_0250	No	Include	1	\$807,000.00
0250-004-BCP DP-2014-GB	Chaptered Legislation (Ch. 382, Stat...	BU_0250	No	Include	1	\$190,000.00
2660-001-BCP-DP-2015-GB V test 2	Testing BCP Upload Template by V	BU_2660	No	Include	1	\$44,000.00
6610-001-BCP-DP-2015-GB V testing	Test to see if we can enter into 6610	BU_6610	No	Include	1	\$10,000.00
0250-080-BCP-DP-2015-GB-DRS		BU_9210	No	Include	1	\$0.00
0250-125-BCP-DP-2015-GB-DMB	Training on entering BCP Decision P	BU_0250	No	Include	1	\$0.00
<b>Total</b>						<b>\$6,882,742,533.0</b>

Budget Requests Approval Status Justification Notes and Attachments

No data to display

My Task List

Preferences

Decision Packages

Budget Requests

Decision Packages > 0950-001 BCP DP-2015-GB Scenario : Budget Version : Finance Working Owner Entity : BU\_0950 Year : FY15

Action View Detach

Budget Request	Description	Owner Entity	Budget Type	Budget Impact	Rank	Amount
0950-001-BCP BR-2015-GB	Debt Management...	BU_0950	Recurring	Include	1	\$1,056,000.00
<b>Total</b>						<b>\$1,056,000.00</b>

Notes and Attachments Justification **Data Collection Forms**

Agenda\_Groups Department Issue Codes Finance Issue Codes **Request by Category** Non Add by Category Budgetary Expenditure Non Add Budgetary Expenditure

0950 - State Treasurer  RF\_001  0001 - General Fund  ENY\_2015  0745 - Centralized Treas Secs Mgr   
 No\_Project

Request by Category PY Request by Category CY **Request by Category BY** Request by Category BY1 Request by Category BY2 Request by Category BY3 Request by Category BY4

	Current Service Level			0950-001-BCP BR-2015-GB		
	Finance Working			Finance Working		
	Request Amount PY	Request Amount CY	Request Amount BY	Limited Term Request BY	Ongoing Request BY	<input type="checkbox"/> Request Amount BY
	YearTotal	YearTotal	YearTotal	<input type="checkbox"/> YearTotal	<input type="checkbox"/> YearTotal	<input type="checkbox"/> YearTotal
<input type="checkbox"/> 5100 - Civil Service Employees - Perm			9,000,000			
<input type="checkbox"/> 5105 - Exempt Statutory Employees						
<input type="checkbox"/> 5108 - OT Holiday Other Earnings						
5109000 - Salary Wage Rate Recov Contra						
5109900 - Salaries and Wages - Other				0	300,000	300,000
<input type="checkbox"/> 510 - Salaries and Wages			9,000,000	0	300,000	300,000
<input type="checkbox"/> 515 - Staff Benefits			2,631,000	0	92,000	92,000
<input type="checkbox"/> 519 - Personal Services - Other						
<input type="checkbox"/> 51 - Personal Services			11,631,000	0	392,000	392,000

# Develop Governor's Budget Process Overview

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- The **Business Process** covers all activities related to the Department of Finance's review, approval, and publication of the Governor's Budget
- This includes the following sub-processes:
  - Analysis and adjustment of decision packages
  - Conduct drills
  - Projecting cash flow
  - Preparing trailer bills
  - Briefing the Administration
  - Publishing the Governor's Budget
- These processes are led by DOF and may utilize FI\$Cal or use legacy processes
- Departments may be required to respond to requests for information from DOF

# Manage Budget Legislation Process Overview

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- The **Business Process** covers all activities related to recording legislative actions taken on the Budget Bill
- This includes the following sub-processes:
  - Recording legislative actions
  - Supporting the reconciliation of the two houses' budget bills
  - Recording the Governor's vetoes
  - Sending the enacted budget to FI\$Cal Commitment Control
- These processes are led by DOF

# What is included in Wave 1

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- DOF will record legislative actions (dollars and positions) in FI\$Cal
- DOF may delegate recording legislative actions to departments
- Enacted budgets for FI\$Cal departments will be transmitted to FI\$Cal Commitment Control
- Enacted budgets for all departments statewide will be transmitted to SCO's legacy Fiscal System until Wave 3

# What is not included in Wave 1

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- FI\$Cal is not integrated with the Legislative Counsel's Bureau systems
- Therefore, the budget bill language sheets and trailer bill RN processes will not change

# What is included in Wave 2

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- No significant additional budgeting functionality for legislation management will be implemented in Wave 2

# Administer the Budget Process Overview

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- The **Business Process** covers all activities required to analyze, forecast, change, and manage the budget after it is enacted
- This includes the following sub-processes:
  - Preparing and administering appropriation adjustments
  - Preparing and monitoring department operating budgets

# What is included in Wave 1

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## ■ Appropriation Level Adjustments

- Appropriation level budget changes are developed and approved in Hyperion
- Appropriation level budgets will be posted to FI\$Cal Commitment Control for controlling appropriations
- Appropriation adjustments need DOF and SCO approval

## ■ Operating Budgets and Adjustments

- Operating level budgets (i.e., allotments or spending plans) are loaded into Commitment Control directly online or via spreadsheet

# What is not included in Wave 1

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- Departmental operating budgets will not be developed or administered in Hyperion for Wave 1 or 2
- Departments will load operating budgets directly into FI\$Cal Commitment Control online or via spreadsheet
- FI\$Cal is analyzing the use of Hyperion for the development and administration of operating budgets in a future wave

# What is included in Wave 2

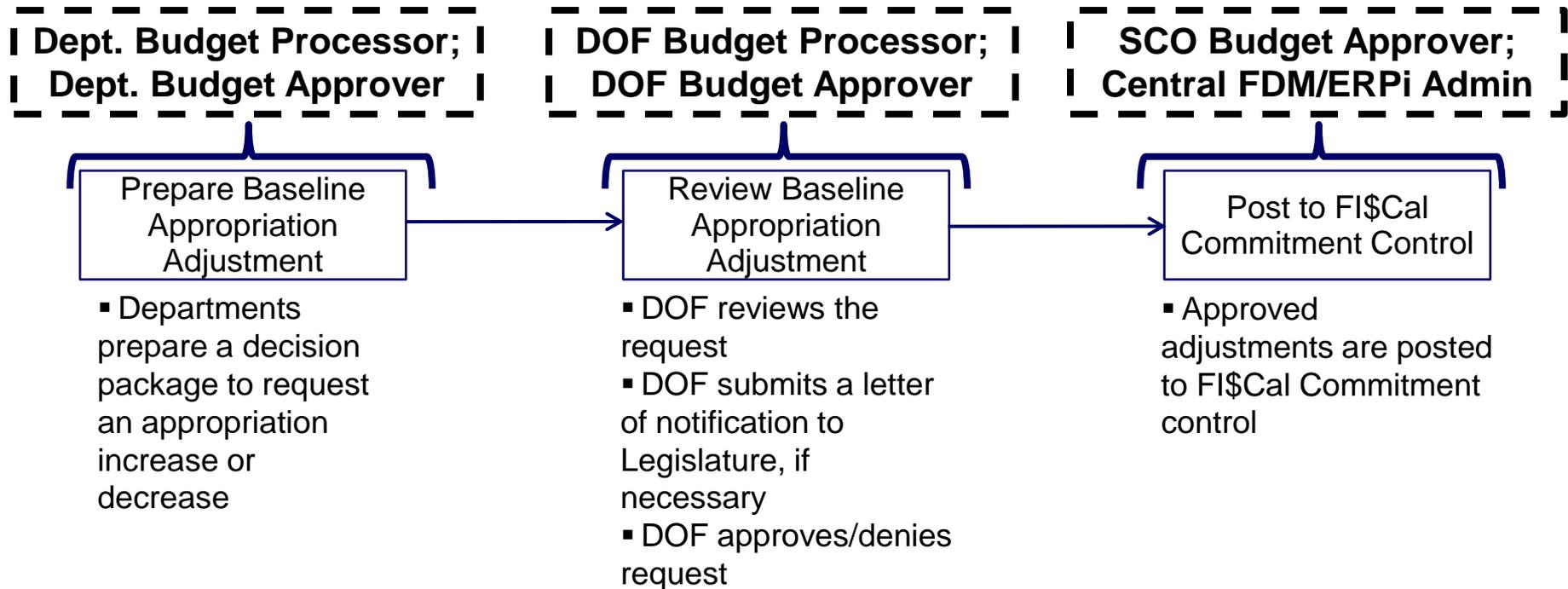
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- No significant additional budgeting functionality will be implemented for budget administration in Wave 2

# Administer the Budget Process Key Terms

<b>Term</b>	<b>Definition</b>
<b>Baseline Appropriation Adjustment</b>	Requests to change a department's existing appropriations, such as budget revisions and executive orders.
<b>Budget Revision</b>	Changes to a department's spending authority. It is a single transaction and involves one department. Budget revisions are numbered per appropriation item.
<b>Executive Order</b>	Also changes a department's spending authority, but the authority under which it is changed requires executive approval. May include multiple transactions and involve multiple departments. Executive orders are numbered consecutively by the Department of Finance (DOF).

# Summary Flow



## Key Impacts

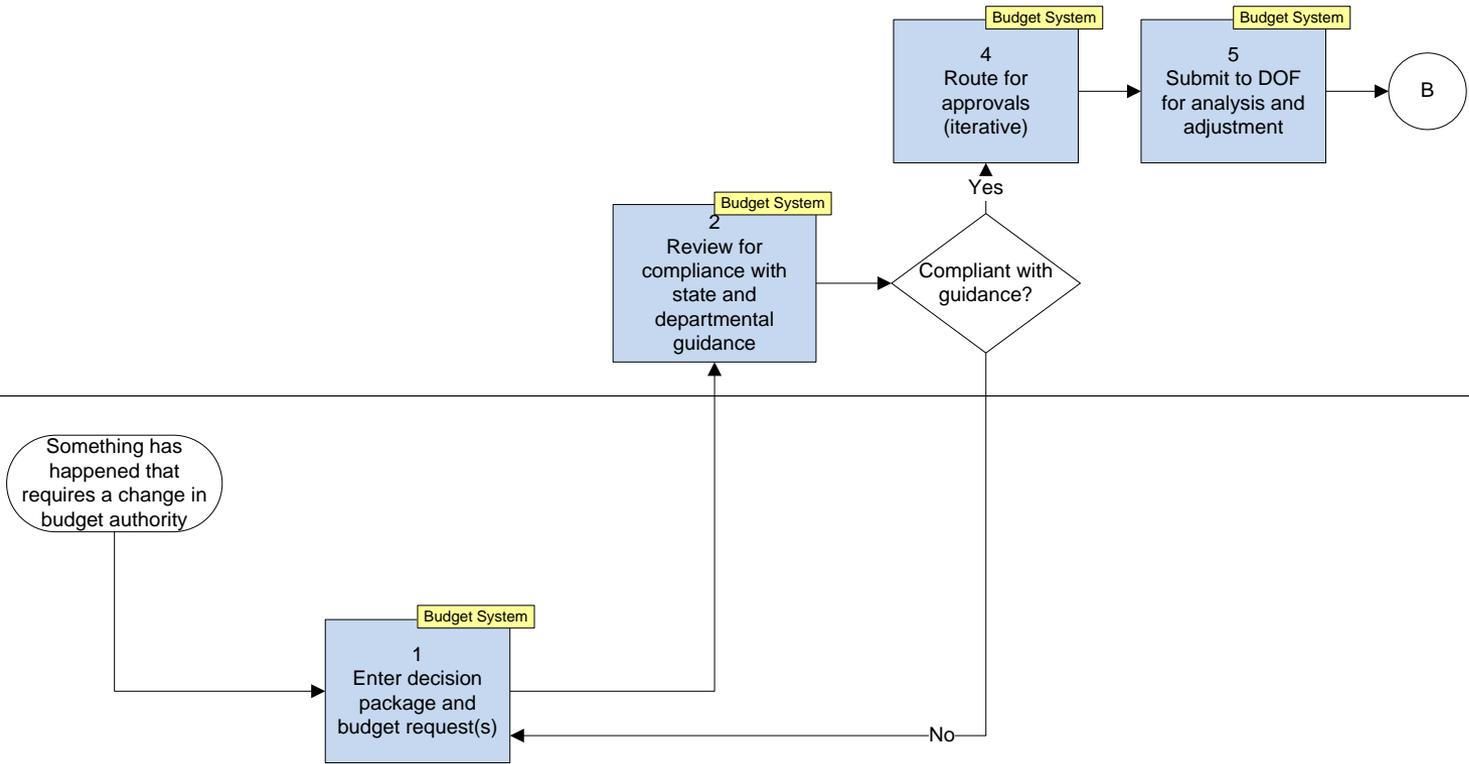
- Appropriation level budgets will be posted to FI\$Cal Commitment Control for controlling appropriations
- Department level operational budgets may be posted to FI\$Cal Commitment Control directly via spreadsheet

# Prepare Appropriation Adjustments

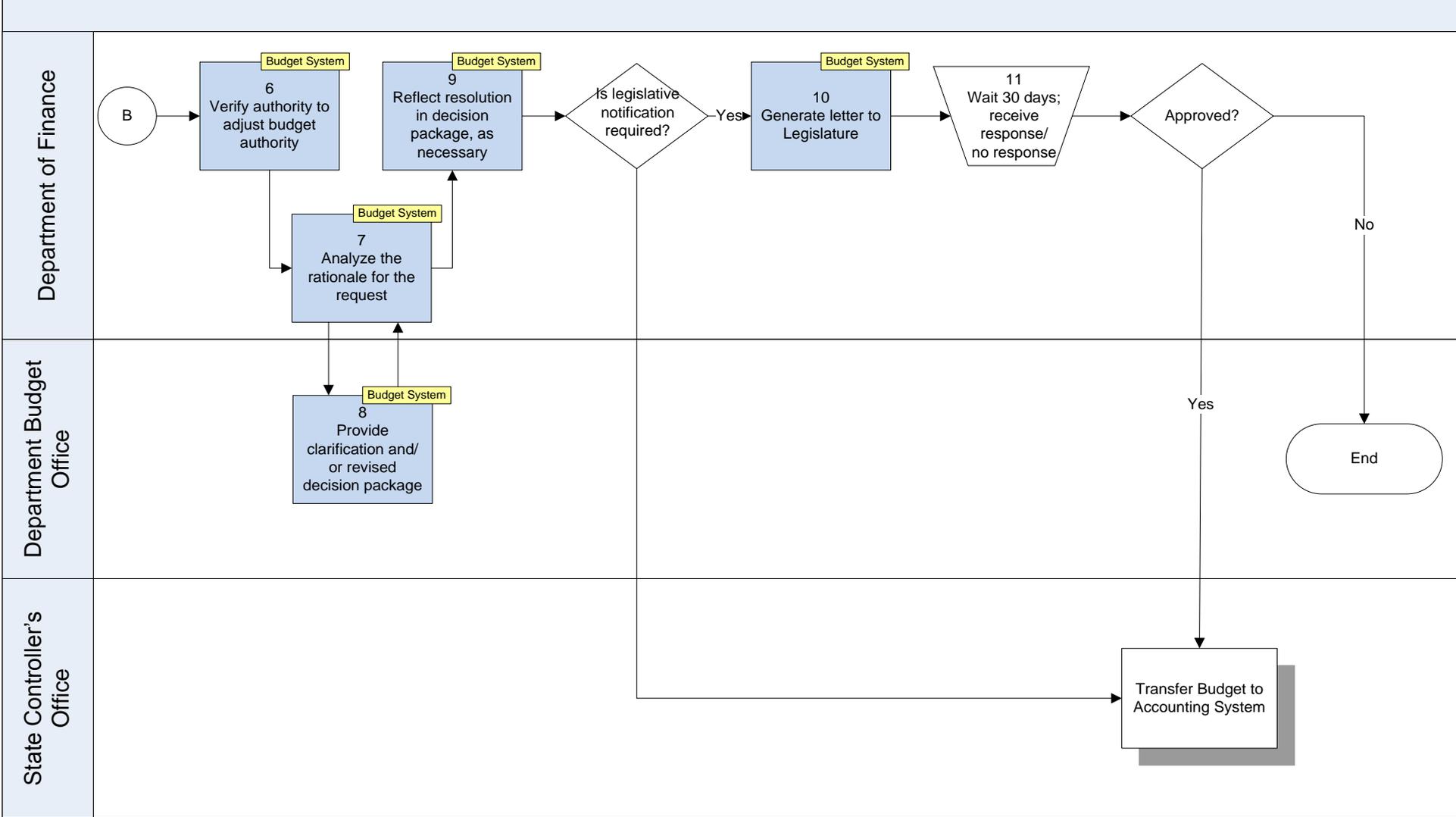
Department of Finance

Department Budget Approver

Department Budget Processor



# Analyze and Adjust Appropriation Adjustments



# Department Budget System Roles

FI\$Cal End-User Role	Responsibilities
Dept. Budget Processor	<ul style="list-style-type: none"> <li>• Enter/Delete Budget Plan Data</li> <li>• Update/Manage Budget Plan Data</li> <li>• Submit Budget Plan Data to Department Approver</li> <li>• View Reports and Documents</li> <li>• View and Use Task List</li> <li>• View Department Budgeting Content</li> </ul>
Dept. Budget Approver	<ul style="list-style-type: none"> <li>• Edit Budget Plan Data</li> <li>• Approve Budget Plan Data</li> <li>• View Reports and Documents</li> <li>• Submit Budget Plan Data to DOF (pending user functionality)</li> </ul>

# Department Budget System Roles

FI\$Cal End-User Role	Responsibilities
Budget Viewer	<ul style="list-style-type: none"> <li>• View Budget Requests</li> <li>• View Reports and Documents</li> <li>• View Task List</li> <li>• Run Reports</li> </ul>
Dept. Budget System Maintainer	<ul style="list-style-type: none"> <li>• Manage Department Workflow</li> <li>• Edit Assigned Approvers</li> </ul>

# Dept. Budget Workflow – Scenario 1

	Department Budget Processor	Department Budget Approver 1	Department Budget Approver 2
Mary	X		
Bob		X	
Jane			X

# Dept. Budget Scenario 1 Description

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1. Mary is a Department Budget Processor
  - a. Mary enters and submits budget plan data
  - b. Mary promotes the budget plan for approval
2. Bob is a Department Budget Approver 1
  - a. Bob edits the budget plan submission
  - b. Bob approves the budget plan
  - c. The budget plan submission is promoted to the next approval level
3. Jane is a Department Budget Approver 2
  - a. Jane signs-off on the budget plan submission
  - b. The budget plan is complete

# Dept. Budget Workflow – Scenario 2

	Department Budget Processor	Department Budget Approver 1	Department Budget Approver 2
Mary	X		
Jane		X	
John		X	
Sue		X	
Jason			X
Sally			X

For each decision package, the Department Budget Processor and any Department Budget Approvers will be able to identify the Department Budget Approvers that need to review and approve the decision package.

# Dept. Budget Scenario 2 Description

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1. Mary is a Department Budget Processor.
  - a. Mary enters budget plan data
  - b. Mary promotes the budget plan for approval
2. Jane, John, and Sue are each a Department Budget Approver 1
  - a. Each approver may need to approve the budget plan submission**
  - b. Jane, the default approver for Mary, edits and either approves or promotes the budget plan submission
  - c. If Mary or Jane adds her as an approver, Sue either approves or promotes the budget plan submission
  - d. If Mary, Jane, or Sue adds him as an approver, John approves the budget plan submission to promote it to the next approval level
3. Jason and Sally are both a Department Budget Approver 2
  - a. Both approvers may need to approve the budget plan submission**
  - b. Jason, the default approver for Mary, edits and approves or signs off on the budget plan submission
  - c. If Mary or Jason adds her as an approver, Sally signs off on the budget plan submission

# Commitment Control Process Overview

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- The **Business Process** provides for the recording of budgeted revenue and expenditure amounts. Transactions in all FI\$Cal modules are validated against these budgets.
- Commitment Control allows for the establishment of spending authority at differing levels within state government
- Appropriation and Life-To-Date (LTD) Project budget balances will be converted for the Wave 2 departments
- Department of Finance will create and approve Appropriation Hyperion budget requests. These budget requests will be posted in Commitment Control to establish appropriation spending authority.
- Departments will document operating budget amounts utilizing the current business process. The amounts will be posted to commitment control in a budget journal.

# What is included in Wave 1

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- Appropriation and other central controlling budgets have been established. These budgets will be managed by SCO
- Wave 1 department specific Operating Budgets implemented
- Integration between Hyperion and Commitment Control allows for the sharing of financial information
- Budget Journals can be posted creating budgets for Appropriation and Operating Budgets
- Commitment Control budget, expenditures, encumbrances are available for reporting using the Budget Overview inquiry and Budget Status report

# What is included in Wave 2

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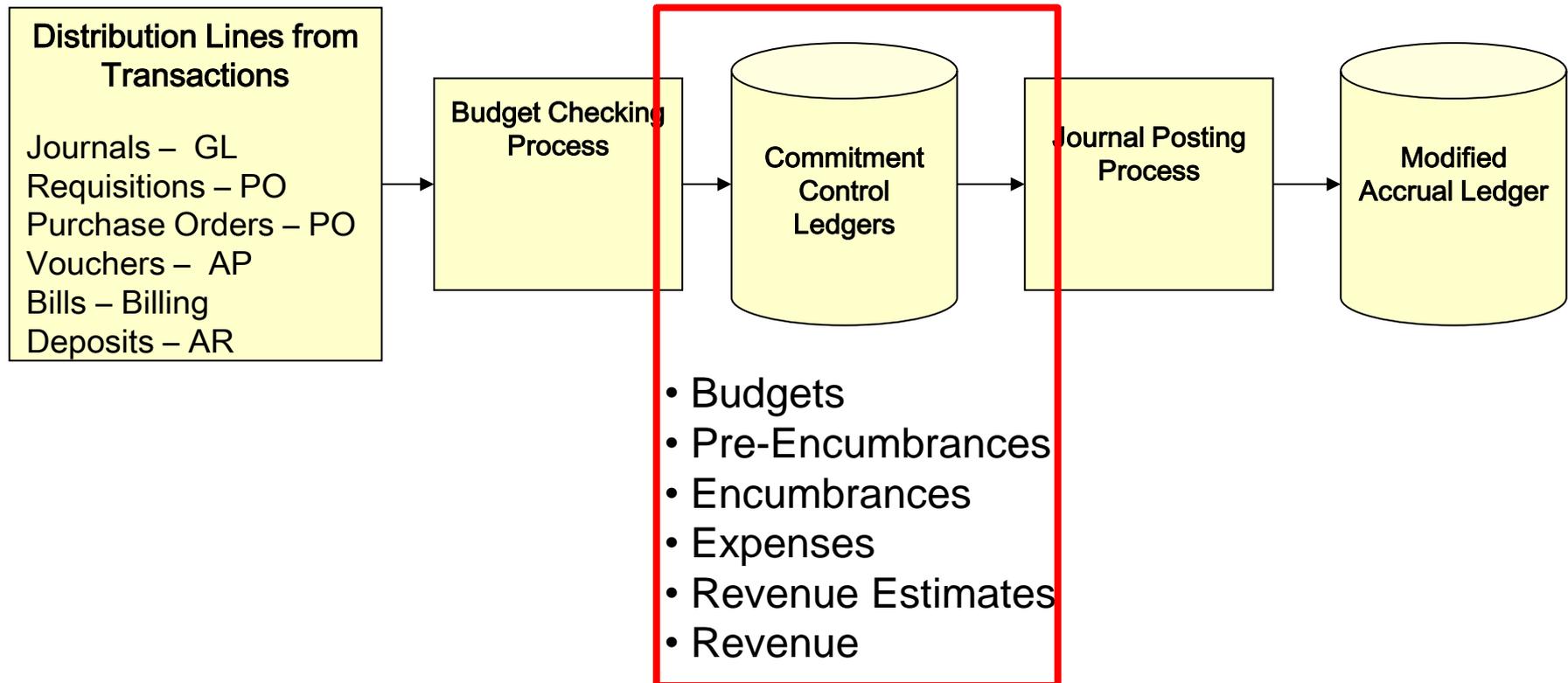
- Implement wave 2 department specific Operating Budgets
- Grant module budget functionality will allow the creation of project budget to control grant expenditure and encumbrances
- Department specific account translation available. Account trees built to department specifications allow differing treatment of expenditures or revenue amounts during budget check for department specific operating budgets.

# Budget Journals Key Terms

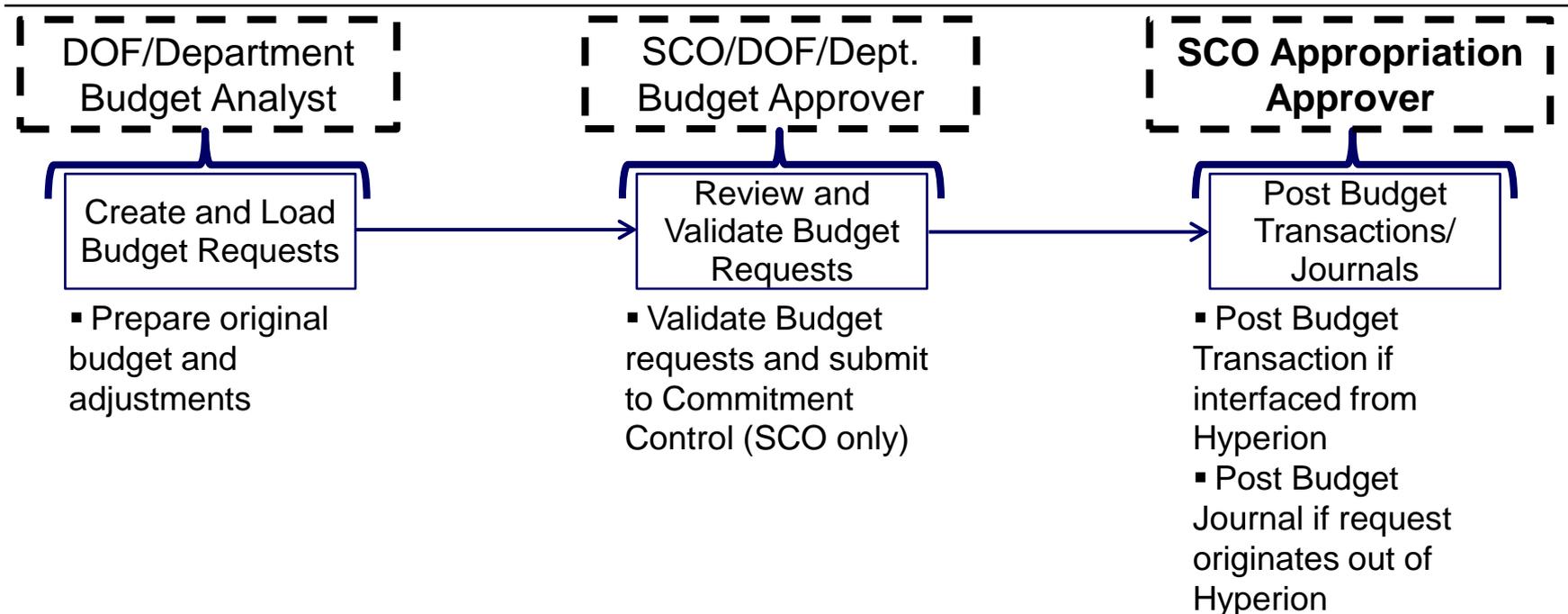
Term	Definition
<b>Hyperion Planning and Budgeting</b>	The budget and planning system within the FI\$Cal solution which the Department of Finance and departments will use to create Appropriation budget requests.
<b>Budget Journal</b>	A journal containing one or more transactions of the same Budget Entry Type creating or modifying authorized budgeted amounts for a single Budget Definition. Departments will manage department level operating budgets with budget journals.

# Commitment Control Ledgers

- Budgetary control is enforced on financial transactions through the use of commitment control ledgers and control options.

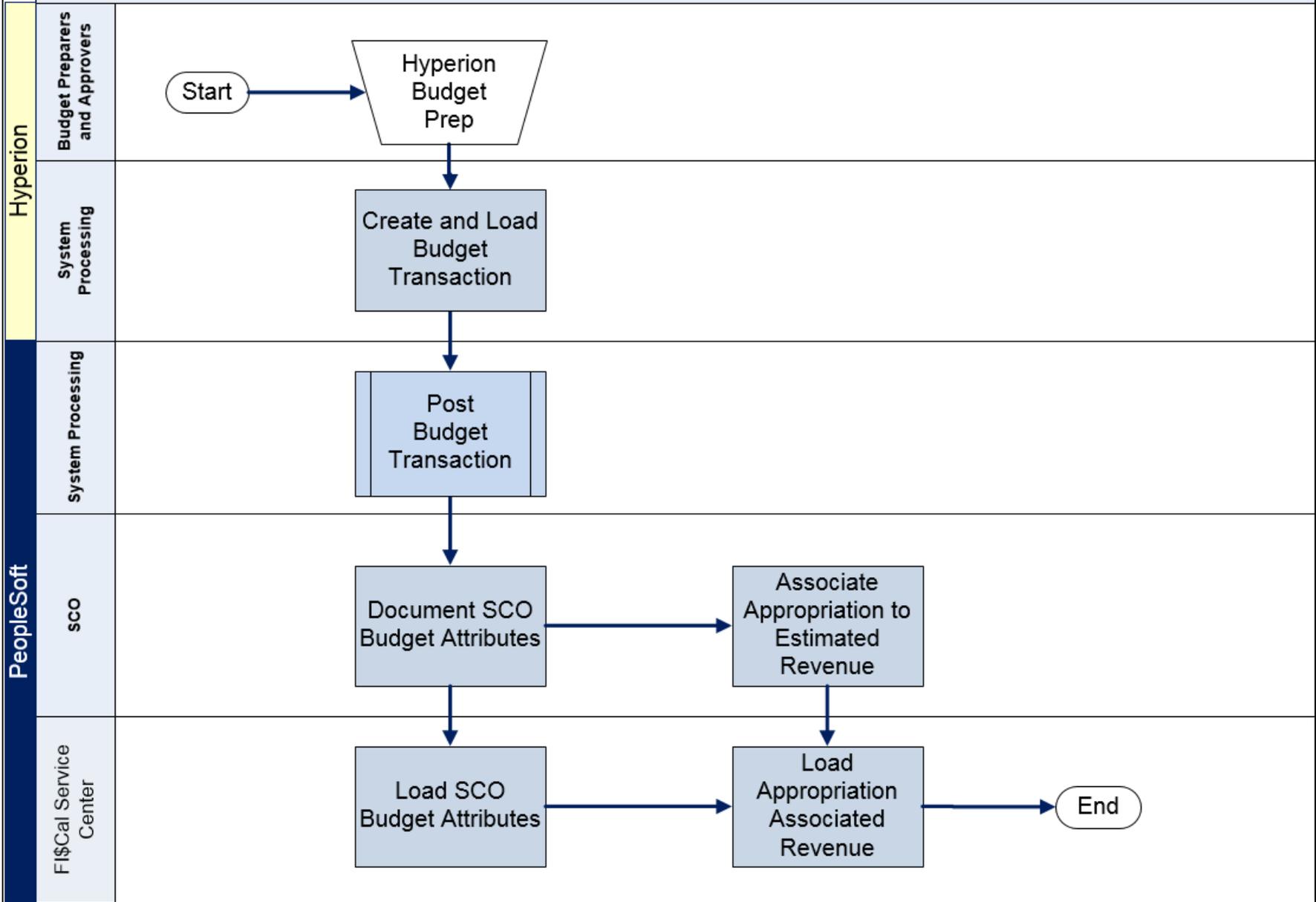


# Process Appropriation



## Key Impacts

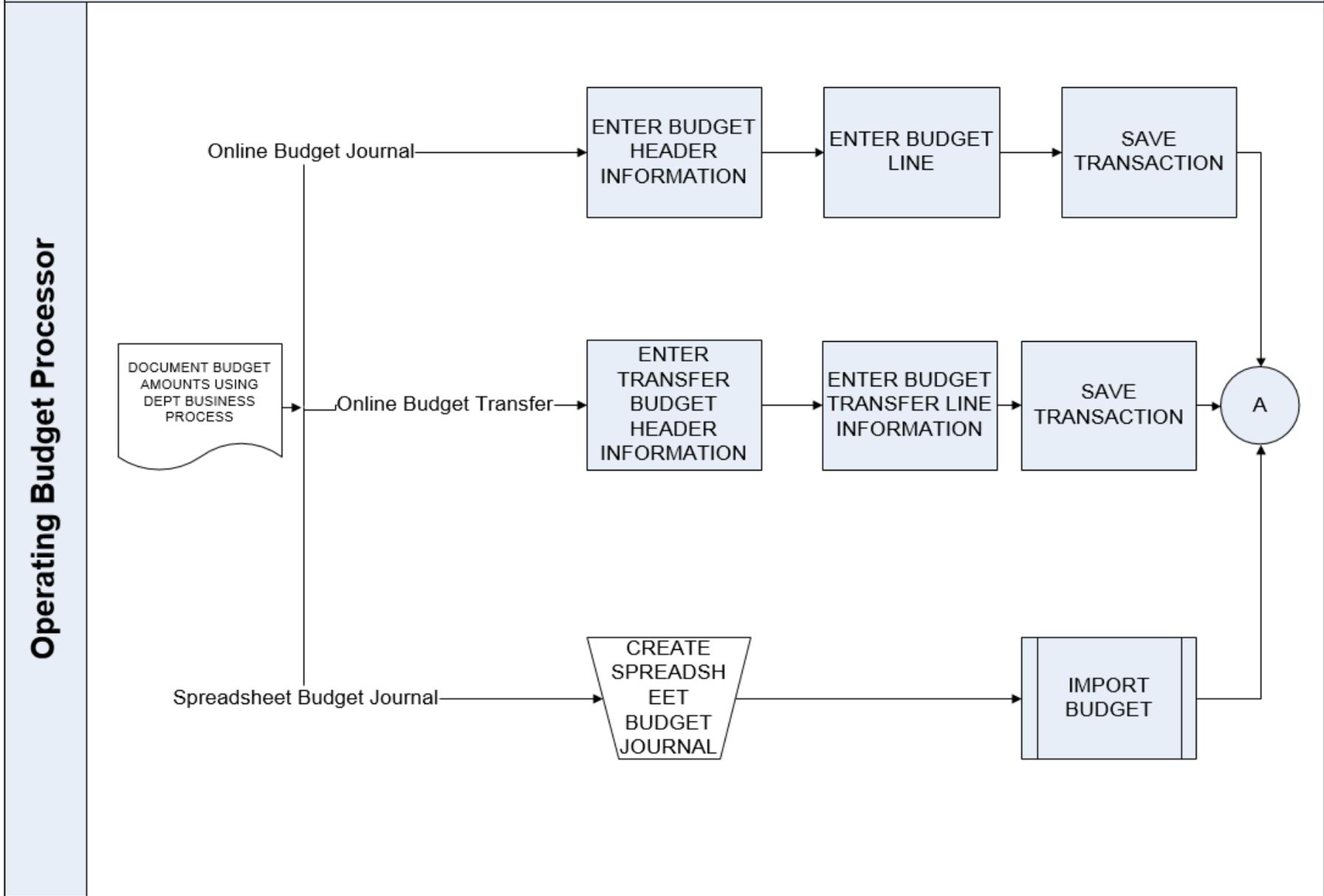
- DOF and departments will initiate budget transactions in FI\$Cal
- SCO will validate and approve amounts within Hyperion
- SCO can create and post budget journals in Commitment Control in the event of a no-budget situation or a statewide budget not utilizing Hyperion

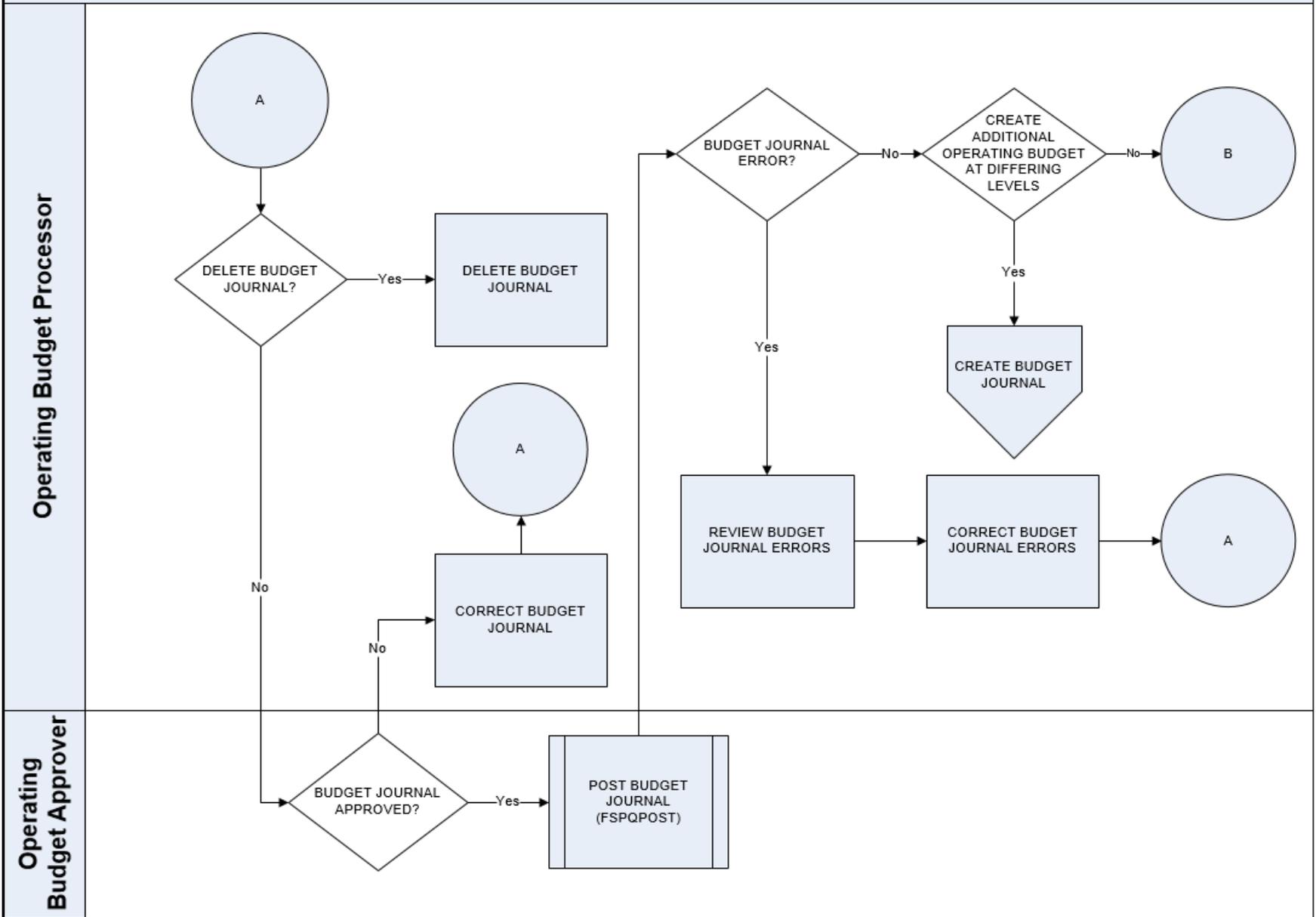


# Operating Budgets Solution

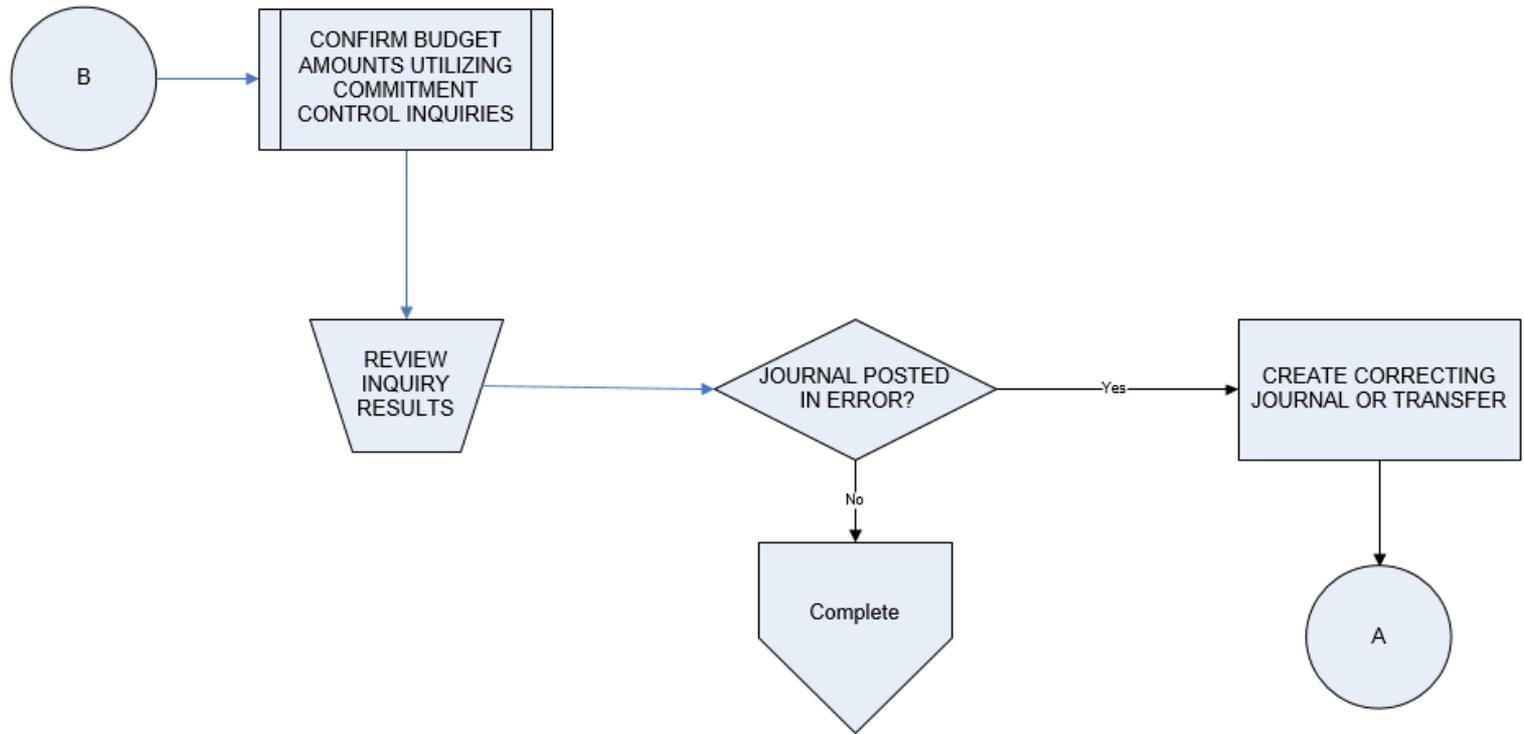
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- Departments create operating budget using the same mechanism today (legacy budget creation)
- PeopleSoft Commitment Control module will have the appropriation budget from Hyperion; Departments record operating budgets into PeopleSoft online or upload via excel spreadsheet
- Level of detail for Operating Budget is a department decision
- Departments can select from multiple types of expenditure and revenue budgets.
- Departments can select differing control options on each budget structure (e.g. Control, Track with Budget, or Track w/o Budget)
- Departments can utilize the Grants budget solution to create and post grant/project specific budgets. More detail available during Grant BPW.





Operating Budget Approver/Processor





[Budget Header](#) | 
 [Budget Lines](#) | 
 [Budget Errors](#)

<b>Unit:</b>	3980	<b>Journal ID:</b>	NEXT	<b>Date:</b>	05/27/2014
<b>*Ledger Group:</b>	CC_DEPEXP1	<b>Fiscal Year:</b>	2013	<b>Period:</b>	11
<b>Control ChartField:</b>	Fund	<b>*Currency:</b>	USD		
<b>Budget Header Status:</b>	None	<b>Rate Type:</b>	CRRNT		
<b>*Budget Entry Type:</b>	Original	<b>Exchange Rate:</b>	1.00000000		
<b>Parent Budget Options</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Generate Parent Budget(s)</li> <li><input type="checkbox"/> Use Default Entry Event</li> </ul> Parent Budget Entry Type:		<b>Cur Effdt:</b>	05/27/2014		
		<b>Budget Type:</b>	Expense		

[Attachments \(0\)](#)

**Long Description:**

**Alternate Description**

Save Notify Refresh Add Update/Display

[Budget Header](#) | 
 [Budget Lines](#) | 
 [Budget Errors](#)



Budget Header | Budget Lines | Budget Errors

Unit: 3980 Journal ID: NEXT Date: 05/27/2014 Budget Header Status: None  
\*Process: Post Journal [dropdown] Process

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

Chartfields and Amounts	Base Currency Details										
Delete	Line	Ledger	Budget Period	SpeedType	Approp Ref	Fund	ENY	Account	Program	Rptg Structure	
<input type="checkbox"/>	1	C_DEX1_BUD	2013		007	0001	2013	50	3730000100	39800200	

Lines to add: 1 [plus] [minus] Journal Line Copy Down From Line: [ ] To: [ ] Generate Budget Period Lines

Totals					
Total Lines:	1	Total Debits:	0.00	Total Credits:	0.00

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

# Commitment Control Roles

<b>FI\$Cal End-User Role</b>	<b>Responsibilities</b>
SCO Appropriation Approver	The SCO user who will have access to create and post central controlling budget journals
SCO Appropriation Processor	The SCO user who will have access to create central controlling budget journals
Department Operating Budget Approver	The department user who will have access to create and post department operating budget journals

# Commitment Control Roles

FI\$Cal End-User Role	Responsibilities
Department Operating Budget Processor	The department user who will have access to create department operating budget journals
Appropriation Viewer	The central and department end user who will allow users access to view statewide controlling budget information
Operating Budget Viewer	The central and department end user who will have access to view department-level budgets using online inquiry screens

# Technology Considerations – Conversions

Conversion	Definition
<b>SCO Appropriation</b>	Available control balances for active appropriations will be converted into FI\$Cal for Wave 2 Departments from accounting records
<b>Life-to-Date Department Project Budgets</b>	Life-to-date project budgets can be converted from the department legacy system (optional)
<b>Governor’s Budget</b>	For preparation of the Governor’s Budget, statewide budget data for all departments will be updated in FI\$Cal for Wave 2

# Technology Considerations – Interfaces

Interface	Definition
<b>Hyperion to Commitment Control Integration</b>	Hyperion will send appropriation and appropriation adjustments to PeopleSoft as budget journals
<b>Spreadsheet Budget Journal Upload</b>	Spreadsheet Budget Journals will be utilized to create and import Operating Budget amounts.
<b>Commitment Control to Hyperion Integration</b>	Hyperion will import budget close entries (reversion and the rolling forward of budget to the next Budget Period or Funding Fiscal Year if required) from PeopleSoft

# Next Steps

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- 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

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- 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’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

# Budgeting Change Impact Activity

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- 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

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FI\$Cal Project Information:

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

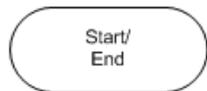
or e-mail the FI\$Cal Project Team at:

[fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov)

# Appendix

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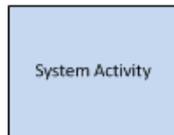
# Guide to Symbols in Flows



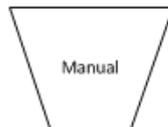
**Start/End** - Indicates point at which the process begins or ends. Does not represent any activity.



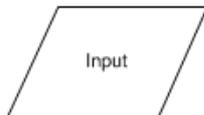
**Decision** - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.



**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.



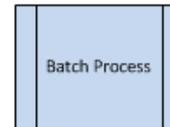
**Input Documents** - A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.



**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.



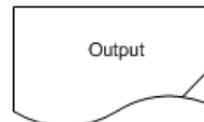
**Batch Process** - Represents a batch process within FI\$Cal.



**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).

# ChartField / UCM Codes Cross-reference

