



FI\$Cal

Financial Information System for California

Projects/Contracts Business Process Workshop (BPW)

October 15, 2014

Agenda

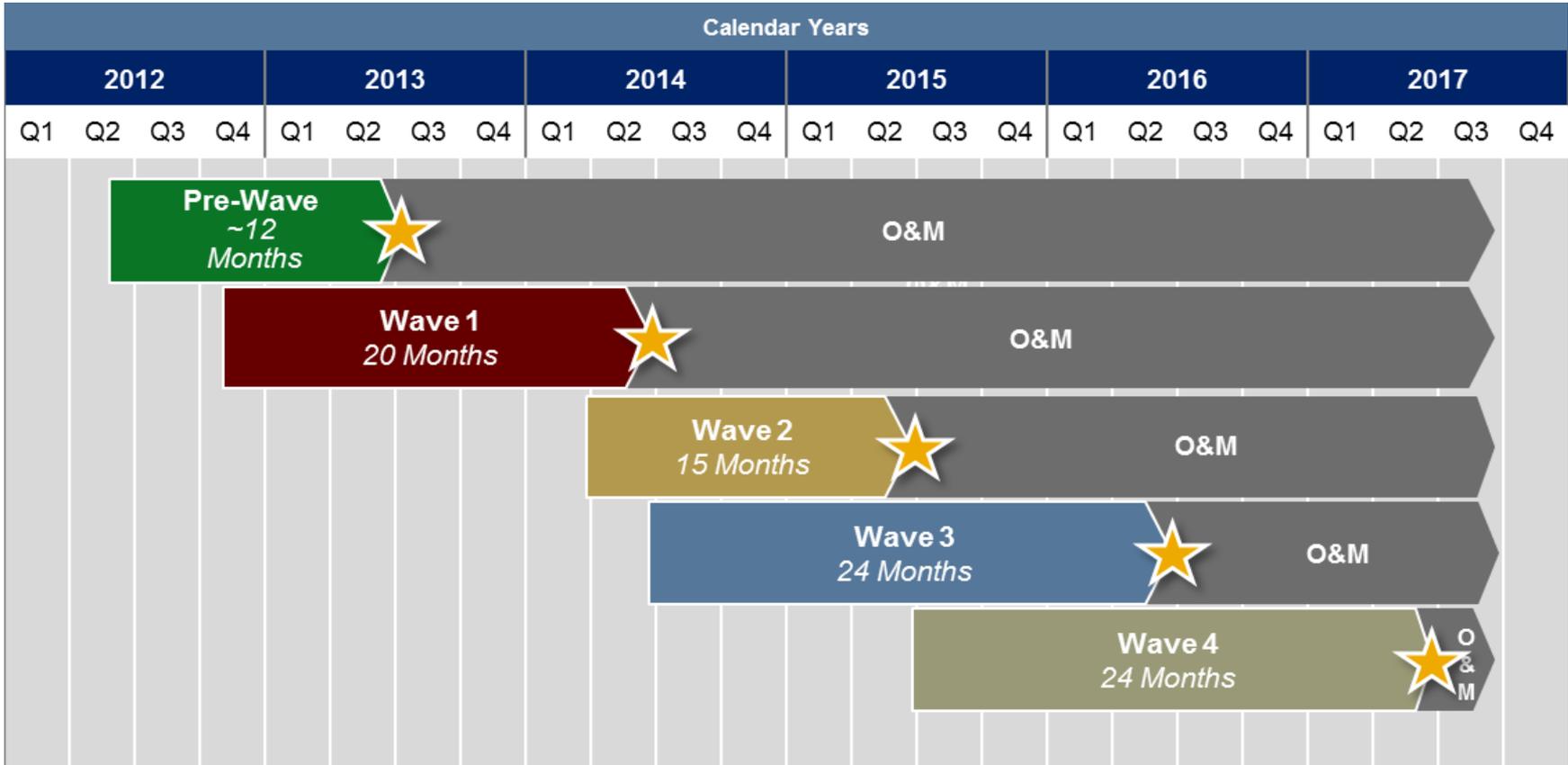
- FI\$Cal Project Overview
- Business Process Workshop Objectives and Approach
- FI\$Cal Solution Overview
- BPW Presentations
 - Project Costing> Customer Contracts
 - Business Process Overview, Key Terms
 - Process Flows, Screenshots
 - End-User Roles
- Change Impact Activities
- Business Process Workshop 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)

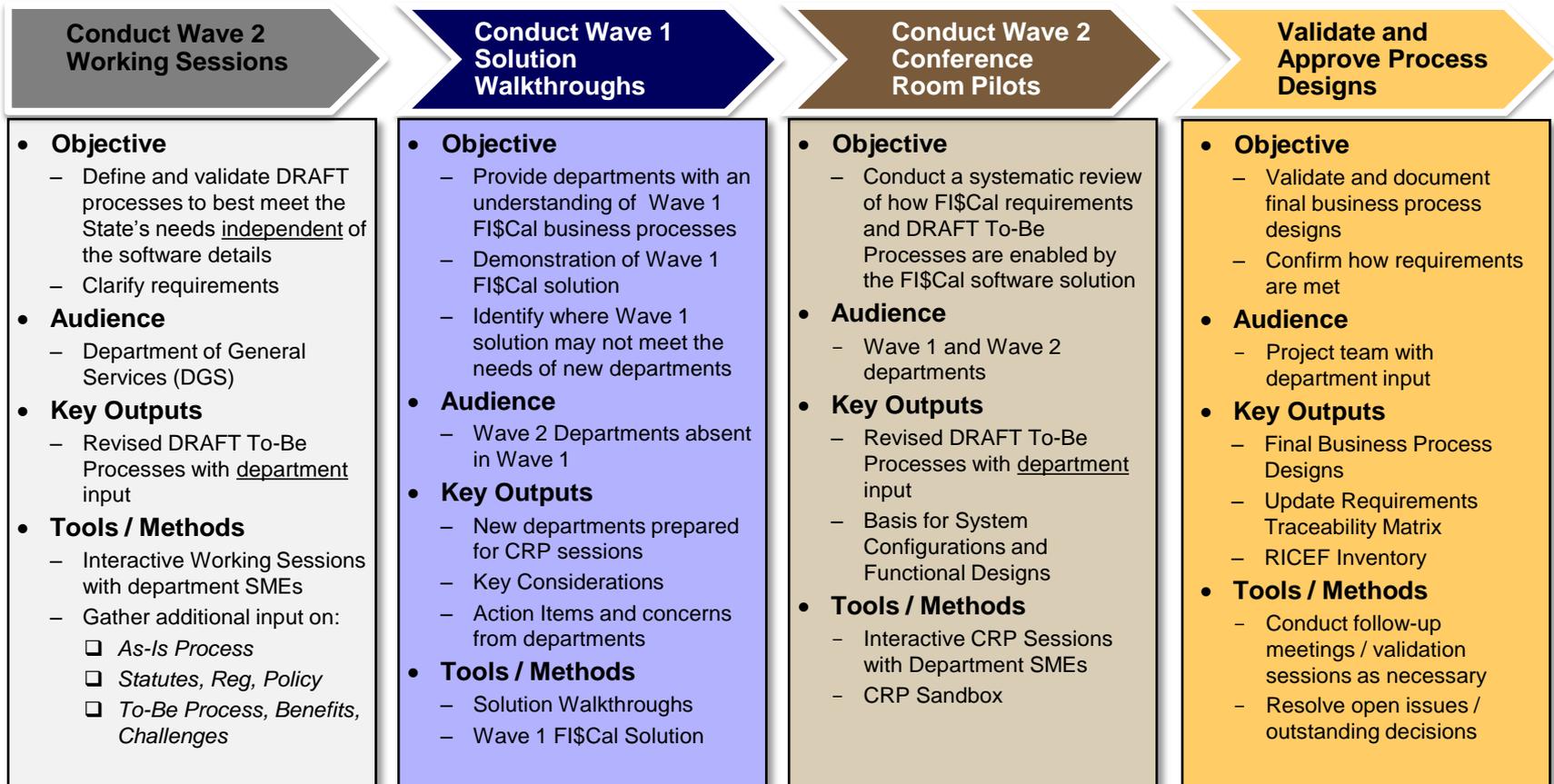
FI\$Cal Wave Timeline



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

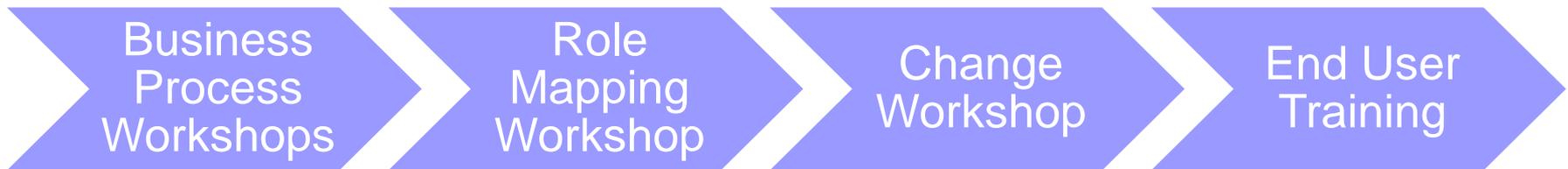
FI\$Cal Design Approach



Department Participation and Input

What Comes Next?

- **Role Mapping Workshop** – 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



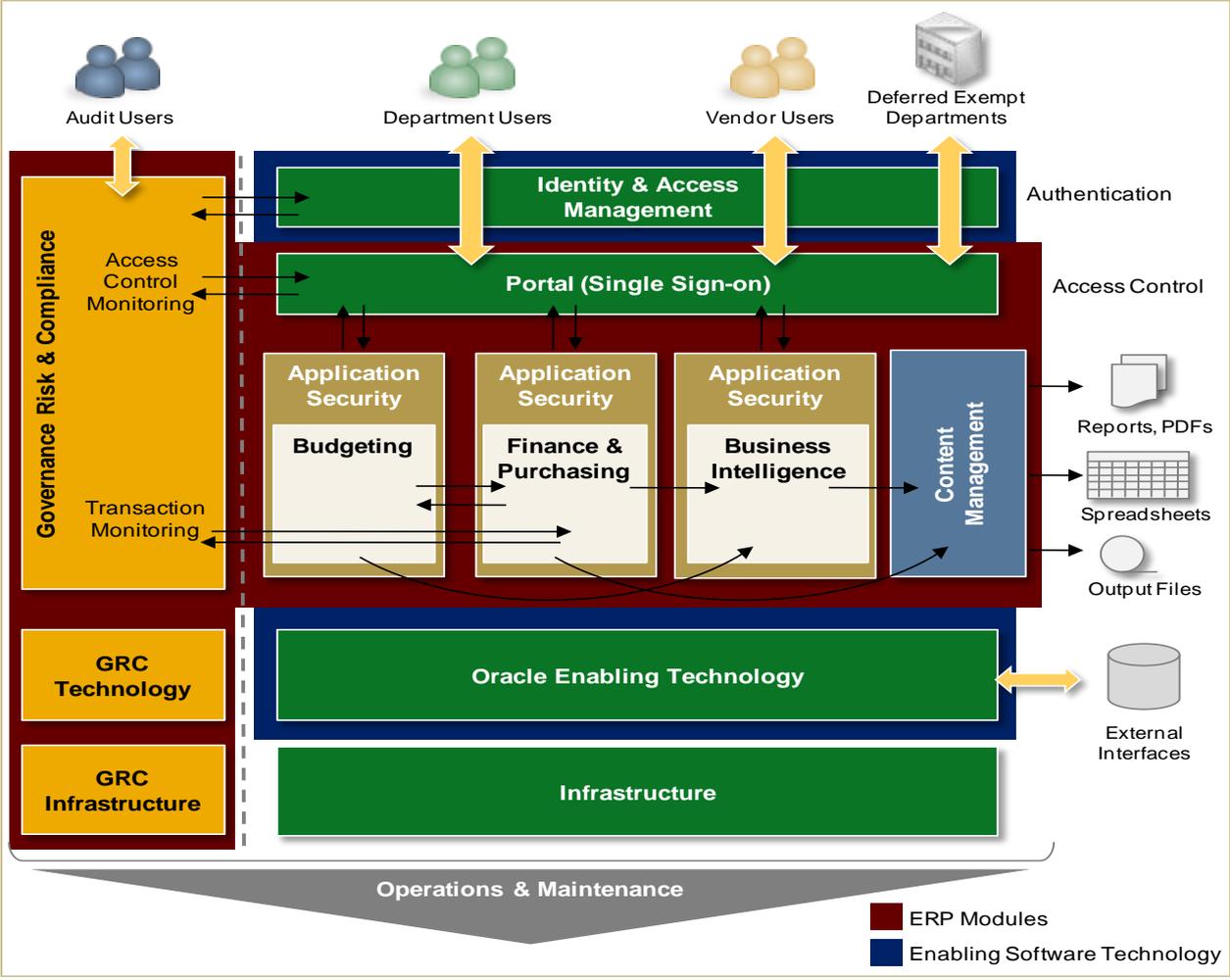
Ground Rules & Guiding Principles

- **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

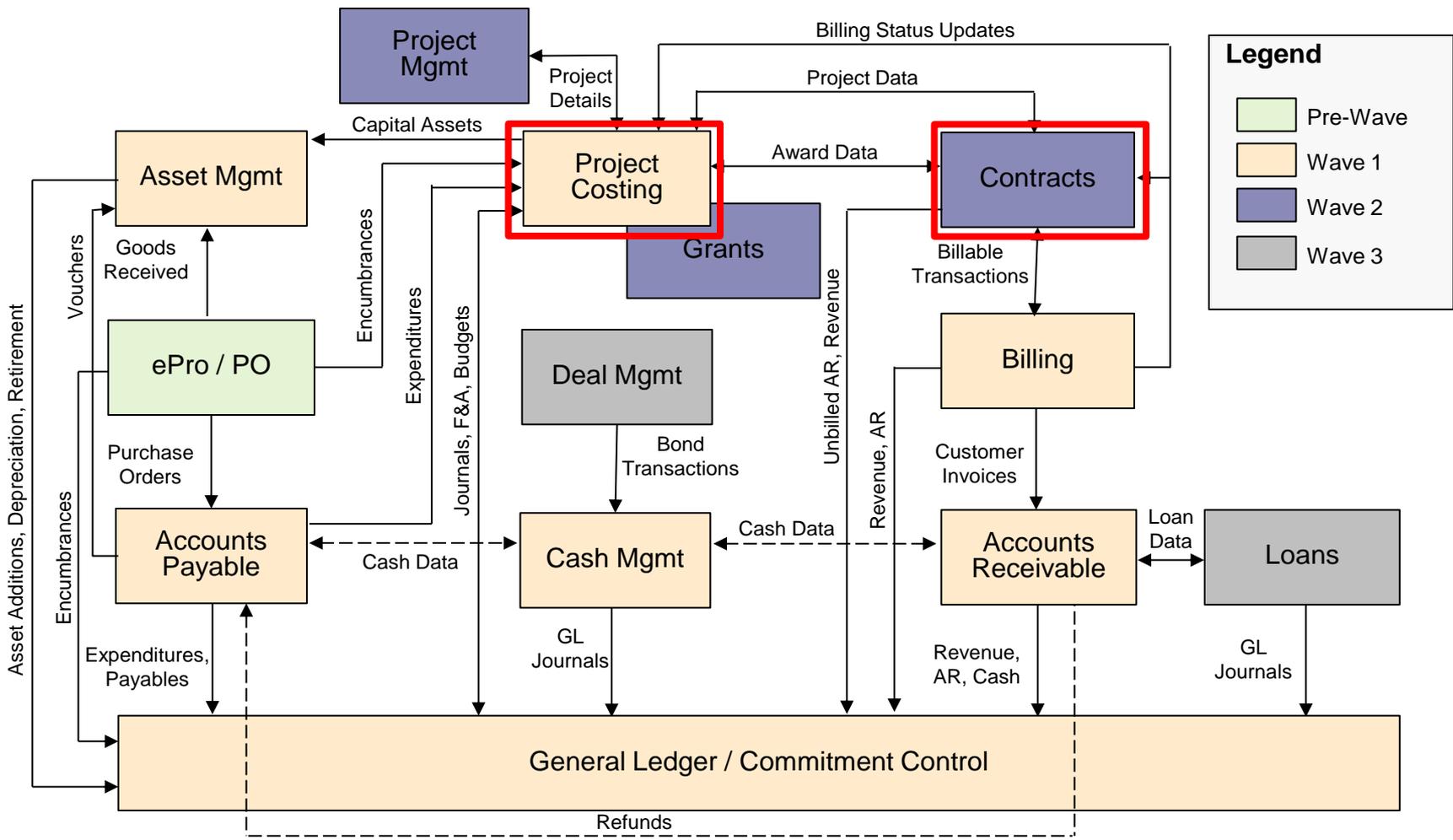
What You Should Take Away

- Process overview level understanding of the Wave 2 FI\$Cal business processes. For this session, the business processes are:
 - Project Costing
 - Customer Contracts
- BPW Change Impact Tool for your department to identify and manage department-specific impacts
- Understanding of the FI\$Cal end-user roles for participation in the Wave 2 Role Mapping Workshop

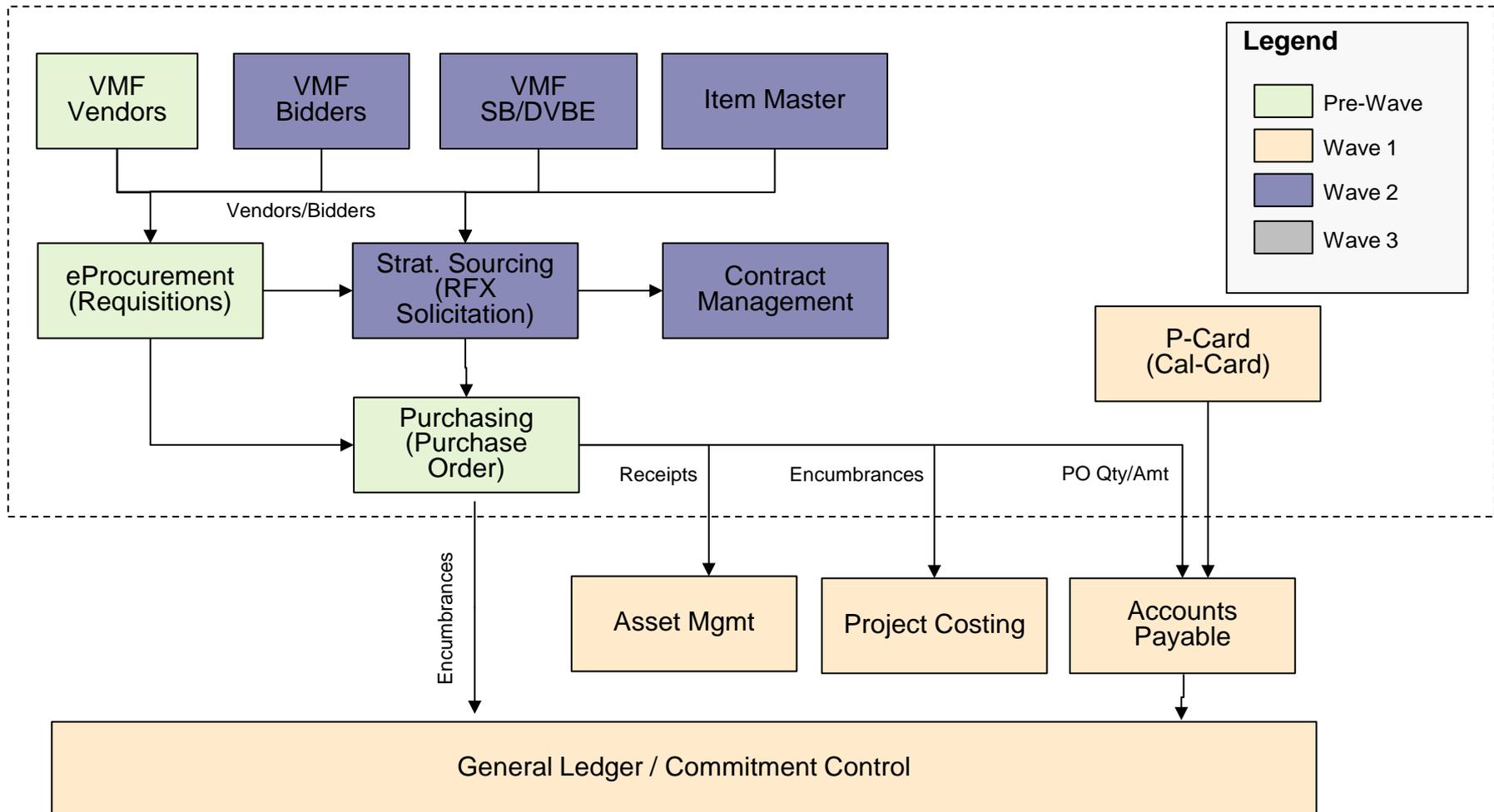
FI\$Cal Solution Overview



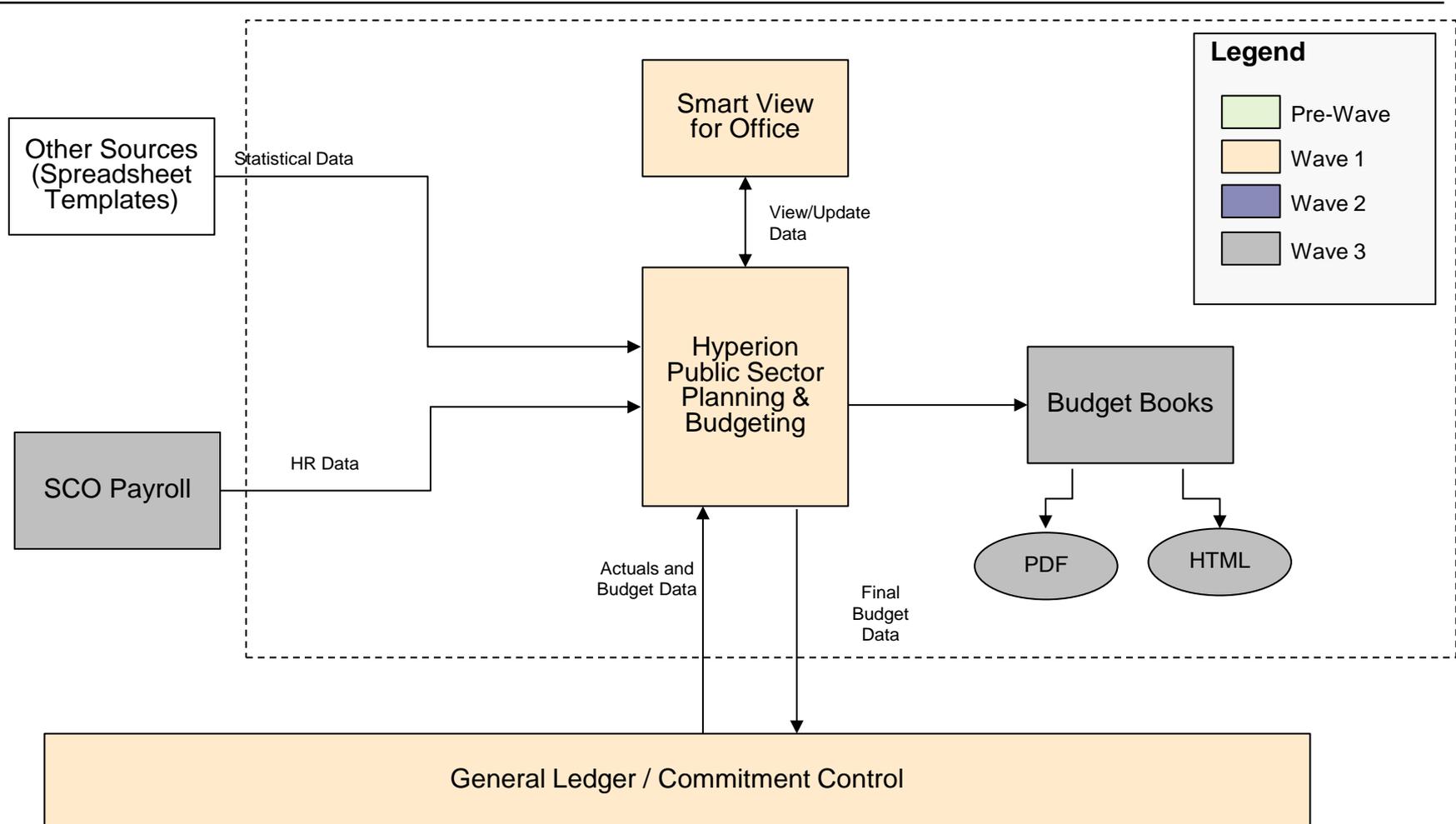
FI\$Cal Accounting Solution



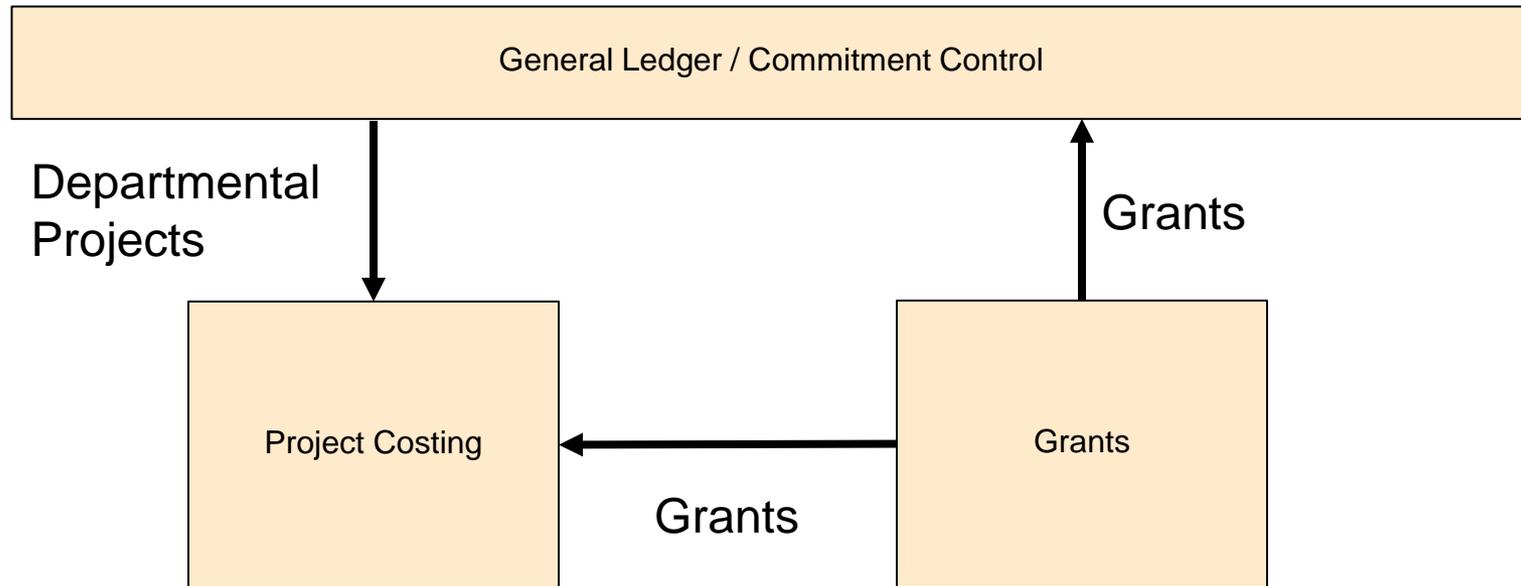
FI\$Cal Procurement Solution



FI\$Cal Budgeting Solution – Appropriations



FI\$Cal Budgeting Solution – Departmental Projects and Grants (State as a Grantee)



Legend

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



FI\$Cal

Financial Information System for California

Project Costing

Project Costing Agenda

- Create and Maintain Project
- Create and Maintain Project Budgets
- Collect, Distribute, and Price Costs
- Project Capitalization Technology Considerations

Why Project Costing(PC)?

- PC is required for use if your Department has Capital Outlay projects or uses Federal Funds (0890)
 - Capital Outlay now **controlled** at the project phase level
 - 10 Standard Phases for all Capital Outlay
 - Budget managed in Hyperion at the phase level
 - System “combo edits” require Project ID any time Fund 0890 is used on a transaction

Why Project Costing(PC)?

- Project Costing is a cost collection and processing tool.
- PC acts as a data warehouse and costs are collected from
 - Commitment Control – Budget
 - Grants - Budget
 - Purchasing – Encumbrance/Committed Costs
 - Accounts Payable – Actual Expenditures and Commitment reversals
 - General Ledger – Expenses and/or Revenue Journals
 - Includes Statistical Journals
 - Includes Indirect Cost Allocations
 - Labor Distribution – Direct Charged Labor Hours and Labor Cost
 - Customer Contracts – Amount Based Billing and Revenue
 - Billing – Billing Adjustments

Why Project Costing(PC)?

- PC is your pipeline to Billing for “As Incurred Costs”
 - Heavy integration between Project Costing, Customer Contracts, and Billing modules
 - PC Collects, Processes, and Prices Costs (Expenditures and Labor)
 - PC Produces Billable rows to be sent to Billing to create invoices
 - Customer Contracts (CA) contains the Customer Agreement and Billing Terms
 - Project/Activity is linked to a Customer Contract
 - CA “releases” the billable rows from PC into the Billing interface
 - CA recognizes revenue on the billable rows from PC

What is included in Wave 2

- Integration with Customer Contracts
- Automated billing through Customer Contracts
- Automated Revenue Recognition (accounting entries) through PC and Customer Contracts
- Automated updates from Billing for manual billing adjustments made to Project related invoices (BAJ Transaction)
- Interface from Customer Contracts to PC for Fixed Amount based billing and revenue amounts
- Integration with Labor Distribution for daily detailed timesheets
- Enhanced reporting options

How Does PC Work?

- Project Structure is defined in PC
 - Project Definition
 - Create Valid Project ID
 - Define Dates
 - Select Status
 - Activity Definition
 - Create Valid Activity ID(s) for the project
 - Define Dates
 - Select Status
- Use Project ID/Activity ID on financial transactions in other modules
- Collect Costs to the project
- Process/Price the costs as needed

How Does PC Work?

- Link Project/Activity to a Customer Contract if Billing is required
- Process Billing for the Contract (independent of Revenue)
- Process Revenue Recognition for the Contract (independent of Billing)

NOTE: All processes described on this slide are managed in the Customer Contracts module in FI\$Cal

PC Functionality – General

- The Project Costing module is the master data source for Project IDs
- Project ID will be generated in FI\$Cal and assigned using “NEXT” functionality. This will involve a single stack of numbers across all business units.
- Business Unit security will limit visibility of projects to users within a single department
 - All users within a Business Unit will see all projects within that business unit
 - Central users and/or Control Agencies may have access to multiple/all Business Units as required
- Statewide Project Costing Business Unit for emergency projects
 - Can be accessed by all departments

PC Functionality – General

- “User fields” Open for all departments
 - 5 data fields, 2 amount fields, 1 date field
 - User fields are available at Project Level or Activity Level
- Project team notifications
 - Email notifications sent to Project Team members if desired
 - Open/Close Project Status
 - Encumbrance and Reversion Dates
 - Project End Date
 - Customer Contract End Date

PC Functionality – Collect Costs

- Delivered internal interfaces with other FI\$Cal modules
- Custom Integrations/Interfaces
 - Inbound Interface to PC via Labor Distribution for Monthly SCO Payroll Costs (PAY Transaction)
 - Inbound Interface to PC via Labor Distribution for Daily Detailed timesheets (TLX Transaction)
 - Hours only interface
 - Real Time integration with DGS Global Cruise for project creation
 - Internal Interface for billing DGS Procurement surcharges
 - Flat File and Excel based inbound uploads for project Structure
 - Project
 - Activity
 - Team

PC Functionality – Collect Costs

- Custom Integrations/Interfaces
 - Excel based inbound upload for Project Transactions
 - PC Only Budgets
 - Project History Transactions
 - Estimates
 - Statistics
 - Flat File outbound extract for Project Structure
 - Project
 - Activity
 - Team
 - Milestones
 - Flat File outbound extract for Project Transactions

PC Functionality – Collect Costs

- Custom Integrations/Interfaces
 - Internal Integration with Primavera P6/PCM for synchronizing
 - Project Structure – PS to P6/PCM
 - Project Team – 2 way integration
 - Project Transactions
 - Budget Hours – 2 way integration
 - Budget Costs – PS to P6
 - Actual Costs – PS to P6
 - 2 way integration with MS Project

PC Functionality – Process Costs

- PC Pricing Process uses Rate Sets/Plans to “price” inbound transactions
 - Typically used to produce Billable rows
 - May be used to generate additional Cost rows
- Funds Distribution functionality can be used to reclassify inbound financial transactions based on rules defined at the Project or Activity Level
 - Funds Split
 - Funds Sequencing
 - Includes Budget Checking with Commitment Control, but does not validate cash on hand

PC Functionality – WIP

- Work in Progress (WIP) expenditures should be coded to a Project ID in the source modules. These transactions will be collected in Project Costing and are summarized when interfaced to Asset Management for capitalization.
 - Asset is defined/”reserved” in the application
 - Asset is assigned to the Project/Activity
 - Transactions collected are assigned to the Asset
 - Transactions are interfaced to Asset Management to place the asset in service
- Manual Journal entry required to reclass expenditures to WIP in Accrual Ledger while project is in progress/under construction

PC Functionality – Reporting

- Project-specific Reports
 - Project Listing
 - Project Financial Report
 - Project Transaction Listing
 - PC Feeder System Report
- Enhanced reports for Wave 2
 - More Selection Criteria
 - Improved look and feel
- Online Project Inquiry and Interactive Reporting
 - One Project or Activity at a time
 - Flexible Analysis
 - Custom filters and criteria
 - Real-time data analysis

Create and Maintain Project Overview

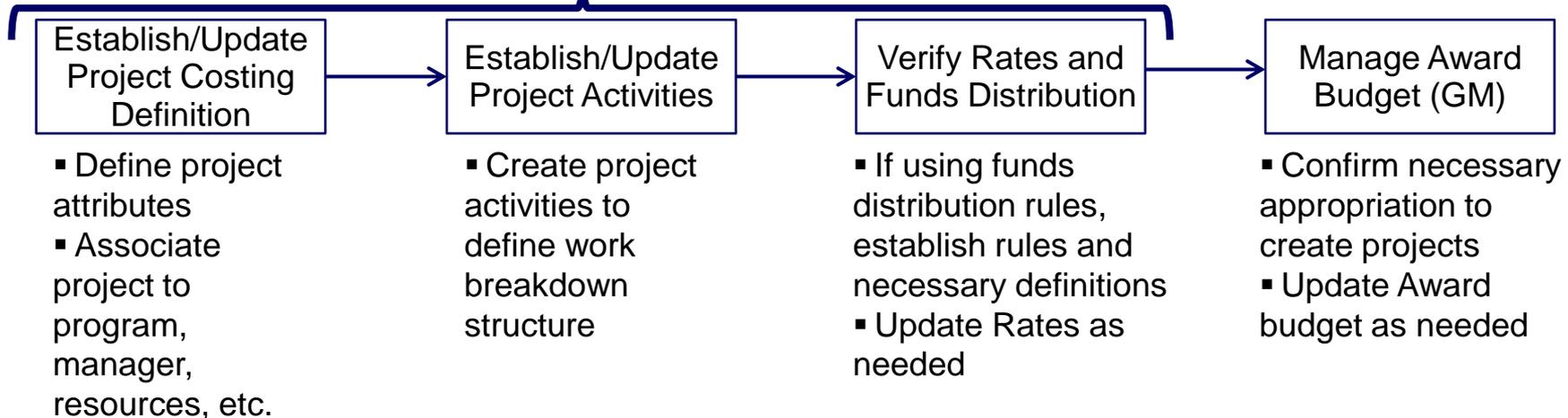
- The **Create and Maintain Project process** covers all activities related to setting up a Project and Activity.
- This includes the following sub-processes:
 - **Creating a Project**
 - **Creating an Activity**
 - **Creating the Project Team**

Create and Maintain Project Key Terms

Term	Definition
Project ID	A structural value that is created to identify the highest level of a specific cost objective. A lower level work break-down must be associated to the Project ID.
Activity ID	A lower level structural value that is created to organize tasks to support the higher level cost objective. Activities must be associated to a Project ID and are the level to which charges are incurred.

Create & Maintain Project Summary Flow

Department Project Processor



Key Impacts

- Standardized project reporting capability across departments through consistency and use of common system configured fields
- Statewide reporting for emergencies

Create and Maintain Project – Illustration

General Information		Project Costing Definition	Primavera	Manager	Location	Phases	Approval	Justification	User Fields	Rates	Attachments
----------------------------	--	----------------------------	-----------	---------	----------	--------	----------	---------------	-------------	-------	-------------

Project:	3C0S	Add to My Projects
----------	------	------------------------------------

*Description:	<input type="text" value="Title III C Congregate Nutriti"/>	<input type="checkbox"/> Program	Processing Status:	Active
*Integration:	<input type="text" value="4170"/>	4170 - CDA	Project Status:	Approved
Project Type:	<input type="text"/>		Contract Number:	CDA-3CNUTRITION
Percent Complete:	<input type="text" value="0.00"/>	As Of:		
Project Health:	<input type="text"/>	As Of:		

Project Schedule				
*Start Date:	<input type="text" value="07/01/2013"/>	*End Date:	<input type="text" value="06/30/2014"/>	Additional Dates

Description		Find View All	First	1 of 1	Last		
Date/Time Stamp:	04/30/14 9:36:47AM	User ID:	DHoferkamp				
Description:	<input type="text" value="Title III C Congregate Nutrition"/>						
Long Description:	<input type="text" value="Title III C Congregate Nutrition"/>						

Create and Maintain Project – Illustration

- User Fields no longer dedicated to Grants/Contracts

[Favorites](#) > [Main Menu](#) > [Project Costing](#) > [Project Definitions](#) > [General Information](#)



[General Information](#) | [Project Costing Definition](#) | [Manager](#) | [Location](#) | [Phases](#) | **[User Fields](#)** | [Rates](#) | [Attachments](#) | [Asset Integration Rules](#)

Project: 000000000000412 **Description:** Federal Grant Project 1

User Fields

Field 1:	<input type="text" value="GRANT#"/>	User Currency:	<input type="text"/> 
Field 2:	<input type="text" value="CFDA# 1111"/>	Amount 1:	<input type="text"/>
Field 3:	<input type="text" value="CC12344445"/>	Amount 2:	<input type="text"/>
Field 4:	<input type="text" value="CUSTOMER11"/>	Amount 3:	<input type="text"/>
Field 5:	<input type="text"/>	Date 1:	<input type="text"/> 
		Date 2:	<input type="text"/> 

Create and Maintain Project – Illustration

■ Creating Activities

[Favorites](#) > [Main Menu](#) > [Project Costing](#) > [Project Definitions](#) > [General Information](#) > [Project Activities](#)
[Home](#) | [Wc](#)


New

[Project Activities](#) | [Gantt Chart](#)

Project: 000000000000412 **Description:** Federal Grant Project 1 **Processing Status:** Active

↔ ↶ ↷ ✂ 📄 **Number Rows:** ⚙ **Expand:** [All Subtasks](#)

Project Activities [Personalize](#) | [Find](#) | [View All](#) | [📄](#) | [📅](#) First 1-3 of 3 Last

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete			
<input checked="" type="checkbox"/>	1	Plan	0000000000000001	04/21/2014	07/21/2014	0.00	📄	👤	📄
<input type="checkbox"/>	2	Design	0000000000000002	07/21/2014	04/21/2015	0.00	📄	👤	📄
<input type="checkbox"/>	3	Build	0000000000000003	04/21/2015	04/21/2016	0.00	📄	👤	📄

[Return to General Information](#)

Create and Maintain Project – Illustration

- Adding a Team Member to the Project

Team
Team Detail

Team Member
Find | View All
First 1 of 1 Last

Project: 00000000000412

Start Date: 04/21/2014

*Employee ID:

Email ID:

Description: Federal Grant Project 1

End Date: 04/21/2016

Name: Last,First

Email Notify for Status Change

[+](#) [-](#)

Description

Availability dates
Personalize | Find | View All
First 1 of 1 Last

Schedule	*Project Role	Project Manager	*Start Date	*End Date	
1	<input type="text" value="TEAM_MEMBER"/>	<input type="checkbox"/>	<input type="text" value="04/21/2014"/>	<input type="text" value="04/21/2016"/>	+ -

Activity Team
Personalize | Find | View All
First 1 of 1 Last

Activity▲	Description	Start Date	End Date	
				+ -

Add Member to Activity Team

[Return to Project Team Summary](#)

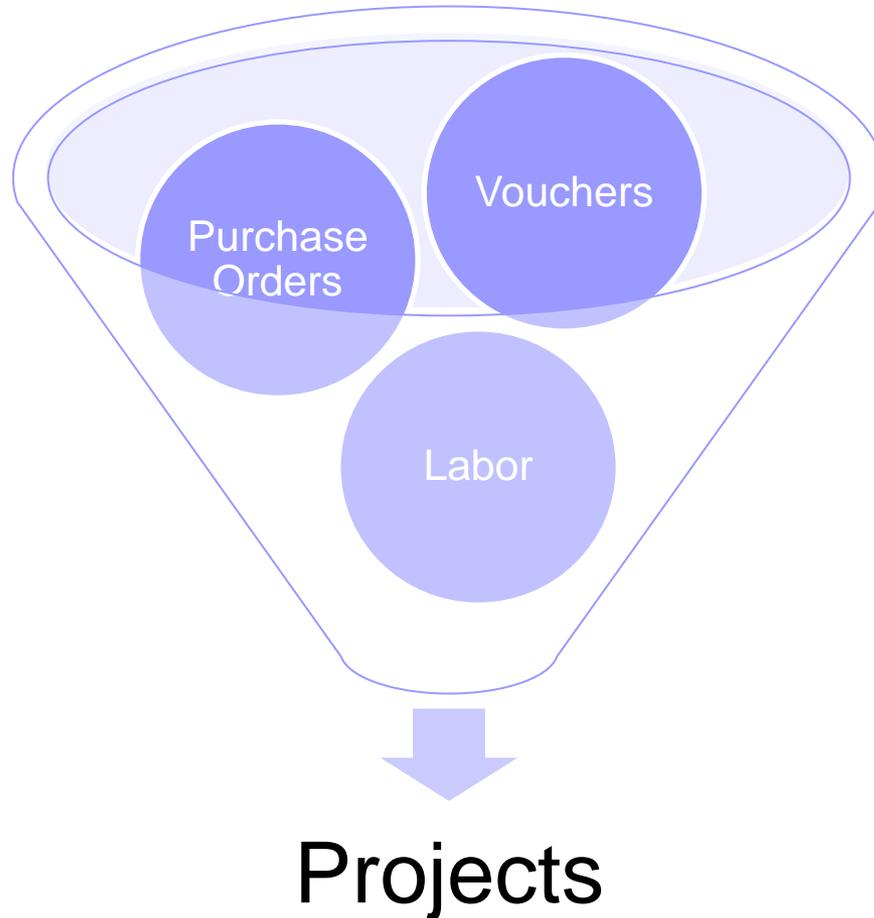
Project Costing Department Roles

FI\$Cal End-User Role	Responsibilities
Department Project Processor	Department user who is responsible for additions and updates to Project, Activity, and Team definitions
Department PC Configuration Maintainer	Department user who is responsible for updates to department PC configuration
PC Viewer	The Department user that has inquiry access to run all Project information
PC Reporter	The Department user that has access to run all Project batch reports

Collect, Distribute, and Price Project Cost Overview

- The **Collect, Distribute, and Price Project Cost process** covers all activities related to Project Transactions
- This includes the following sub-processes:
 - **Collecting Costs from other modules**
 - **Funds Distribution**
 - **Project Accounting**
 - **Project Costing Pricing**

Collecting Project Transactions



Collect, Distribute, and Price Project Cost Key Terms

Term	Definition
Project Transactions	Received from other FI\$Cal modules including Procurement, Accounts Payable, General Ledger, and Labor Distribution. External transactions (financial and non-financial) will also be interfaced directly into Project Costing.
Funds Distribution	Project costs can be distributed among multiple funding sources. Funding is distributed via rules applied to incoming transactions which generate outgoing target transactions.
Rate Sets/Plans	Configuration that is created to price inbound transactions and create billable rows. Multiple rate sets can be combined into a Rate Plan if needed.

Project Costing Key Terms

Term	Definition
Analysis Types	<p>Drives the classification of each transaction in Project Costing:</p> <ul style="list-style-type: none"> • BD1 – Budget established in Commitment Control • REQ – Requisition from Purchasing once Approved • COM – Commitment from Purchasing once Purchase Order is approved/dispatched • RRV – Requisition Reversal occurs same time as COM to reflect remaining balance of open requisitions • ACT – Actuals from Accounts Payable when Voucher is posted • CRV – Commitment Reversal from PO Adjustments to reflect balance of open commitments

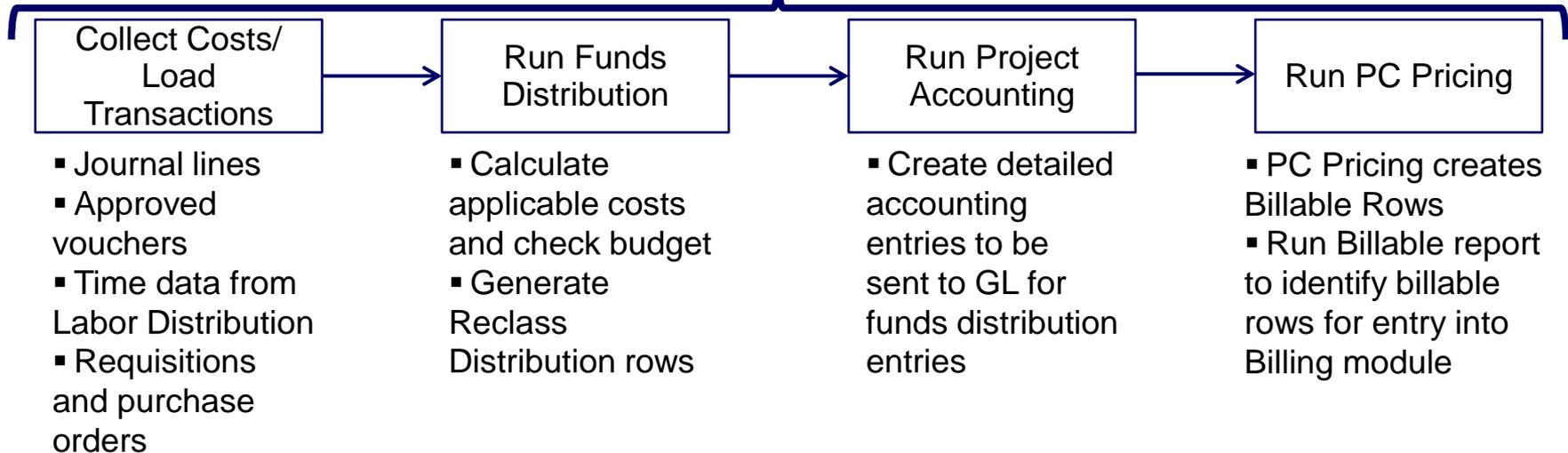
Project Costing Key Terms

Term	Definition
Analysis Types	<p>Drives the classification of each transaction in Project Costing:</p> <ul style="list-style-type: none"> • TLX – Direct Charge Labor Hours • PAY – Direct Charge Labor Payroll Costs • FDF – Federal Funds Distribution • FDS – State Funds Distribution • FDL – Local/3rd Party Funds Distribution • FDR – Funds Distribution Reversals • BIL – Ready to be invoiced • BLD – Invoice finalized • APU* – Advance Payment Utilization • LMC* – Local Match Cash • LMK* – Local Match In-Kind • LNC* – Local Non-Match Cash • LNK* – Local Non-Match In-Kind

* Intended for use with Transaction Upload Only

Collect, Distribute, and Price Project Cost

Department PC Batch Processor



Key Impacts

- Funds Distribution functionality allows source and target rules to be defined, producing new accounting distributions that will be sent to GL

Collect, Distribute, and Price Project Cost – Illustration

- Project Chart-Fields on a Voucher

Invoice Lines Find | View All First 1 of 1 Last

Line: 1 Item: UOM:

*Distribute by: Amount Unit Price: 1,000.00000 Quantity: 1.0000

Ship To: 3980000001 Line Amount: 1,000.00

SpeedChart: Description: Laptop for planning One Asset

Calculate Sales/Use Tax

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

GL Chart	Exchange Rate	Statistics	Assets	Line	Merchandise Amt	Quantity	PC Bus Unit	Project	Activity	Source Type	Category
				1	1,000.00	1.0000	0840	000000000000	0000000000000001		

Collect, Distribute, and Price Project Cost – Illustration

■ Project ChartFields on a Journal Line

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: 0840 Journal ID: 0000002306 Date: 04/22/2014 |
 Template List Search Criteria Change Values

Inter/IntraUnit *Process: Edit Journal ▼ Process

▼ Lines Pers

Select▲	Line▲	gram	PC Bus Unit	Project	Activity	Source Type	An Type
<input type="checkbox"/>	1	<input type="text"/>	0840	0000000000000412	0000000000000001	<input type="text"/>	GLE
<input type="checkbox"/>	2	<input type="text"/>					

Lines to add:

▼ Totals Personalize | Find | View All | |

Unit	Total Lines	Total Debits	Total Credits
0840	2	10,000.00	10,000.00

Collect, Distribute, and Price Project Cost – Illustration

- Funds Distribution Source Criteria

[Favorites](#) > [Main Menu](#) > [Project Costing](#) > [Funds Distribution](#) > [Funds Distribution](#)
[Home](#)

FI\$Cal

Funds Distribution - Source

Business Unit: 0840 [Copy From](#)
 Project: 000000000000412 Description: Federal Grant Project 1

Activity Options

All Participating Activities
 Specify Activity Plan

Rates [Find](#) First 1 of 1 Last

*Effective Date: Status:
 Rate Selection: Rate:
[View/Add Rates](#)

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

*Effective Date: Status:

Define Criteria for Incoming Transactions [Personalize](#) | [Find](#) | | First 1 of 1 Last

[Project Costing and HR](#) [General Ledger](#)

Target	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure	Cur
Target	<input type="text" value="ACT"/> <input type="button" value="Search"/>	<input type="text" value="%"/> <input type="button" value="Search"/>								

Collect, Distribute, and Price Project Cost – Illustration

- Funds Distribution Target Rules

[Favorites](#) > [Main Menu](#) > [Project Costing](#) > [Funds Distribution](#) > [Funds Distribution](#)
Home | [Worklist](#)

FI\$Cal

Funds Distribution - Target

Business Unit: 0840
Project: 000000000000412 **Description:** Federal Grant Project 1
Activity: 000000000000001 **Description:** Plan

Source Criteria
Effective Date: 04/29/2014 **Status:** Active

Define Criteria for Incoming Transactions Personalize | Find | | First 1 of 1 Last

Project Costing and HR	General Ledger								
Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Unit of Measure	Empl ID	Currency Code
ACT	%	%	%	%	%	%	%	%	%

Sort Descending Sequence

Target Thresholds Find | View All First 1 of 1 Last

Sequence: 1 **Description:** **Status:** Active Adjustment **Start Date:** 04/29/2014 **End Date:**

Threshold Amount: 1,000,000.00 **Distributed Amount:** 0.00 **Exception Amount:** 0.00 **Currency:** USD

Define Target Rows Personalize | Find | | First 1-2 of 2 Last

Project Costing	General Ledger								
Percentage	*Analysis Type	Description	*Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amount	Bu
80.0000	FDF	Federal Distribution	0000000000000001	%	%	%	800,000.00	0.00	<input checked="" type="checkbox"/>
20.0000	FDS	State Distribution	0000000000000001	%	%	%	200,000.00	0.00	<input checked="" type="checkbox"/>

Collect, Distribute, and Price Project Cost – Illustration

- Rate Set Criteria for Incoming Transactions

[Favorites](#) > [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Product Related](#) > [Project Costing](#) > [Pricing Structure](#) > [Rate Sets](#)

FI\$Cal

[Rate Sets](#) | [Target](#)

Business Unit: 0840 Rate Set: ACT10
 Rate Set Type: Standard *Rate Definition Type: **Billing**
 *Description: Actual Expenditures_CZ Rate Set Category:

Define Rate Set Find | View All First 1 of 2 Last

Effective Date: 01/06/2014 Status: Active

Enable Variance

Define Criteria for Incoming Transactions Personalize | Find | View All | First 1 of 1 Last

Target	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure	Currency
Target	ACT	%	%	%	%	%	%	%	%	%

Collect, Distribute, and Price Project Cost – Illustration

■ Rate Set Target Rules

[Favorites](#) > [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Product Related](#) > [Project Costing](#) > [Pricing Structure](#) > [Rate Sets](#)

FI\$Cal

[Rate Sets](#) | [Target](#)

Business Unit: 0840 **Rate Set:** ACT10
Description: Actual Expenditures_CZ **Rate Definition Type:** Billing
Rate Set Type: Standard **Rate Set Category:**

Source Criteria Find First 1 of 1 Last

Analysis Type: ACT	Project Role: %	General Ledger Business Unit: %
Job Code: %	Time Reporting Code: %	Unit of Measure: %
	Employee ID: %	Currency: %

General Ledger Information

Source Type	Category	Subcategory	Account	Alternate Account	Service Location	Fund	Reporting Structure	Program	Appropriation Reference	Yea	Ena
%	%	%	%	%	%	%	%	%	%		

Target

Define Target Rows Personalize | Find | View All | First 1 of 1 Last

Rate Option	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	Target Category	Target Subcategory	To Currency		
NON	1.00	bill rate	ACT	<input checked="" type="checkbox"/>	EXPEN			USD	<input type="button" value="+"/>	<input type="button" value="-"/>

Collect, Distribute, and Price Project Cost – Illustration

- Project Transaction List

[Favorites](#) > [Main Menu](#) > [Project Costing](#) > [Transaction Definitions](#) > [Transaction List](#)

FI\$Cal

Transaction List

Project: 000000000000412 **Description:** Federal Grant Project 1
Activity: 000000000000001 **Description:** Plan

[Add Transactions](#) [Transaction Adjustment](#)

Analysis Group: **From Date:** **Through Date:**

Date Type: **Max Rows:** 1 to 6 of 6

Project Transactions										Personalize	Find	View All	First	1-6 of 6	Last
*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source						
<input type="text" value="BD1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			100,000,000.00	USD	<input type="button" value="Detail"/>	<input type="button" value="Source"/>						
<input type="text" value="BIL"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00		1,000.00	USD	<input type="button" value="Detail"/>	<input type="button" value="Source"/>						
<input type="text" value="BIL"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00		85.00	USD	<input type="button" value="Detail"/>	<input type="button" value="Source"/>						
<input type="text" value="ACT"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00		1,000.00	USD	<input type="button" value="Detail"/>	<input type="button" value="Source"/>						
<input type="text" value="COM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00	EA	1,085.00	USD	<input type="button" value="Detail"/>	<input type="button" value="Source"/>						
<input type="text" value="ACT"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00		85.00	USD	<input type="button" value="Detail"/>	<input type="button" value="Source"/>						

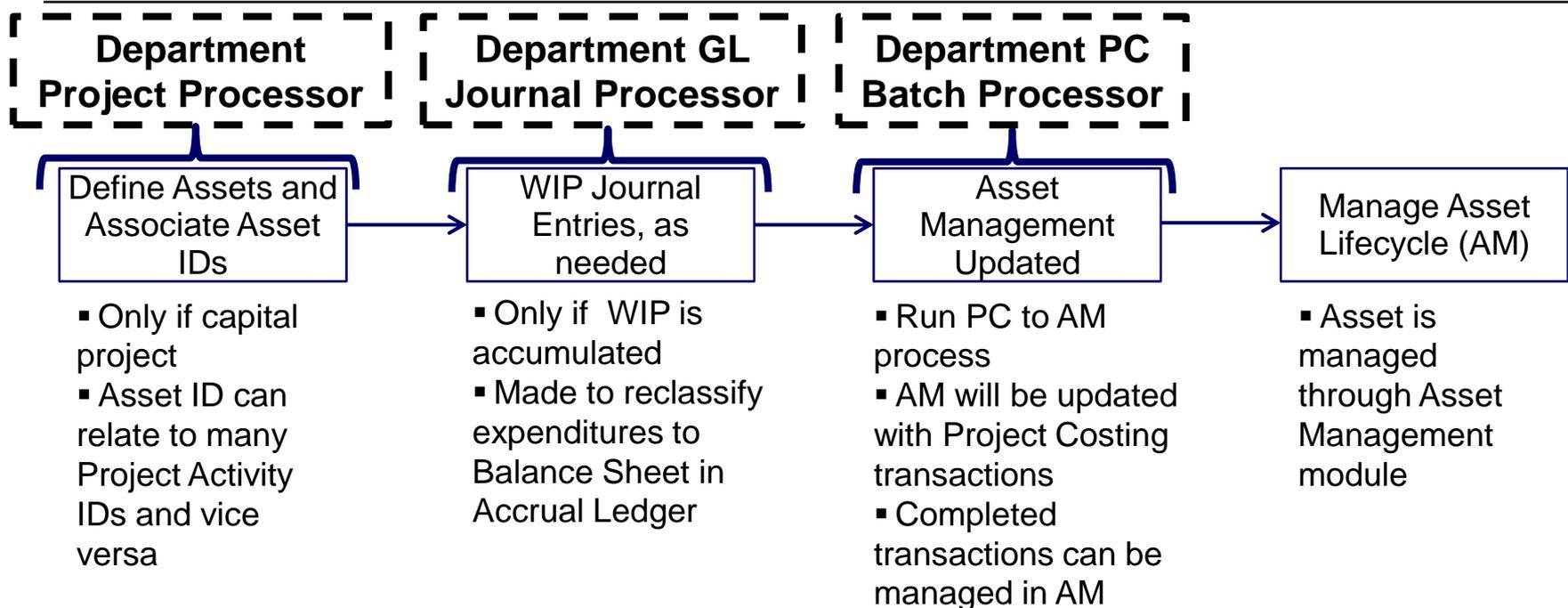
Collect, Distribute, and Price Project Cost Department Roles

FI\$Cal End-User Role	Responsibilities
Department PC Batch Processor	The Department user that has access to run all PC interfaces and batch processes

Process Project Capitalization Overview

- The **Project Capitalization process** covers all activities related to capitalizing expenditures identified as applicable to be capitalized from Project Costing to the Asset Management (AM) Module.
- This includes the following sub-processes:
 - **Defining Assets**
 - **Relating Transactions to Defined Asset**
 - **Sending the Asset to the AM Module**

Process Project Capitalization



Key Impacts

- Integration between Project Costing and Asset Management allows for automated tracking of WIP in Projects, and automated interfacing of assets to Asset Management when the asset is ready to be capitalized

Process Project Capitalization – Illustration

- Defining a 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](#)

Process Project Capitalization – Illustration

■ Assigning Transactions to the WIP Asset

[Favorites](#) > [Main Menu](#) > [Project Costing](#) > [Assets](#) > [Define Assets](#) > [Assign Transactions to Assets](#)

[Home](#) | [Worklist](#) | [Add](#)

FI\$Cal New Window | Help

Assign Transactions

Project: 000000000000412 **Description:** Federal Grant Project 1

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

Assign Type: Asset
Asset Business Unit: 0840 **Asset ID:** 000000000078 **Description:** Blue Building
Criteria ID: **Description:**

Define Filter Criteria

Activity: ***Include Type:**

Max Rows:
 1 to 2 of 2

Transactions										
Personalize Find View All <input type="button" value="Print"/> <input type="button" value="Refresh"/>										
Action	Activity	Asset Business Unit	Profile ID	Asset ID	Analysis Type	Source Type	Category	Subcategory	Quantity	Amount
<input type="button" value="Include"/>	000000000000001				ACT				1.00	\$1,000.00
<input type="button" value="None"/>	000000000000001				ACT				1.00	\$85.00

Total Amount: \$1,085.00 USD

[Return to Assign Transactions to Assets](#)

Process Project Capitalization

Department Roles

FI\$Cal End-User Role	Responsibilities
Department Project Processor	Department user who is responsible for additions and updates to Project, Activity, and Team definitions
Department PC Batch Processor	The Department user that has access to run all PC interfaces and batch processes

Technology Considerations – Conversions

Conversion	Definition
<p>Projects</p>	<p>Automated conversion of project structure, and team members from legacy systems.</p> <p>Financial conversion for Projects, including Budget, Actuals, and Open Encumbrances, is included within the GL and Commitment Control conversion process</p> <p>Contract Progress will be updated by processing summary conversion transactions through Projects, Contracts, and Billing to update counters and pointers. Associated invoices will be disabled. This process will not generate accounting and will not be subject to budget checking.</p>

Technology Considerations – Interfaces

Interface	Definition
Inbound Project Transaction Interface	Brings in non-PeopleSoft transactions, such as statistical units, that are applicable to reporting
Inbound Project Interface	Facilitates the creation of new projects/activities from external systems
Labor Distribution to PC	FI\$Cal Internal Interface to load directly charged Project Labor. Updated to include support for interfacing daily time from external systems. Monthly payroll will now show in PC as a PAY Analysis Type.
PC to P6/PCM	Custom 2-way integration for synchronizing Project Structure and pushing costs from PS to P6

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

Conversion	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 Processes & Fields

FI\$Cal Standard Protection Framework

Process Name	Field Description
Create and Maintain Projects	Project ID
Create and Maintain Projects	Description
Create and Maintain Projects	Integration Template
Create and Maintain Projects	Project Type
Create and Maintain Projects	Project Status
Create and Maintain Projects	User Defined Field 1
Create and Maintain Projects	User Defined Field 2
Create and Maintain Projects	User Defined Field 3
Create and Maintain Projects	Project Activity
Business Processes	Analysis Type
Business Processes	Resource Type
Business Processes	Resource Category
Business Processes	Resource Sub Category

Public

Standard Data Protection level For:

Confidential (Protected under the Public Records Act), Electronic Protected Health Information (e/PHI), Federal Tax Information, Notice Triggering Information, Payment Card Industry, Personally Identifiable Information (PII) and Sensitive 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 Labeling – None.
3. FI\$Cal Standard Protection Method(s):
 - Business Level Security.
 - Encryption.
 - Masked (SSN, TIN, and Payment Card).
 - Role Based.
4. FI\$Cal Standard Actions to be Tracked:
 - Add, Delete, Update and Read.
5. FI\$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI\$Cal currently).

Public	Confidential	PII	Sensitive
---------------	---------------------	------------	------------------

All data elements identified thus far for Project Costing are classified as Public.

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

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



FI\$Cal

Financial Information System for California

Customer Contracts

Customer Contracts Agenda

- Create and Maintain Customer Contracts
- Activate Contracts
- Process Billing and Revenue
- Change Impact Activities
- Business Process Workshop Next Steps

Contracts Overview

- Contracts enables you to:
 - Capture contractual terms and conditions of awards and reimbursable projects
 - Choose when and how to bill the Sponsor / Customer
 - Choose when and how to recognize revenue in a suitable manner
 - Manage changes through amendment processing
 - Link Project Costing to the Billing and Accounts Receivable modules
 - Set Contract or Transactional Billing/Revenue Limits

What is included in Wave 2

- Complete documentation and processing for fixed, amount-based and rate-based contract agreements
- Contract amendment processing and tracking
- Prepaid deposit functionality for tracking and utilizing advanced payments
- Automated billing for Project Costing transactions
- Automated deferred revenue processing and revenue recognition
- Contract Billing History page where invoices can be tracked
- Ability to drill from Contracts Billing History to review associated Receivables Payment

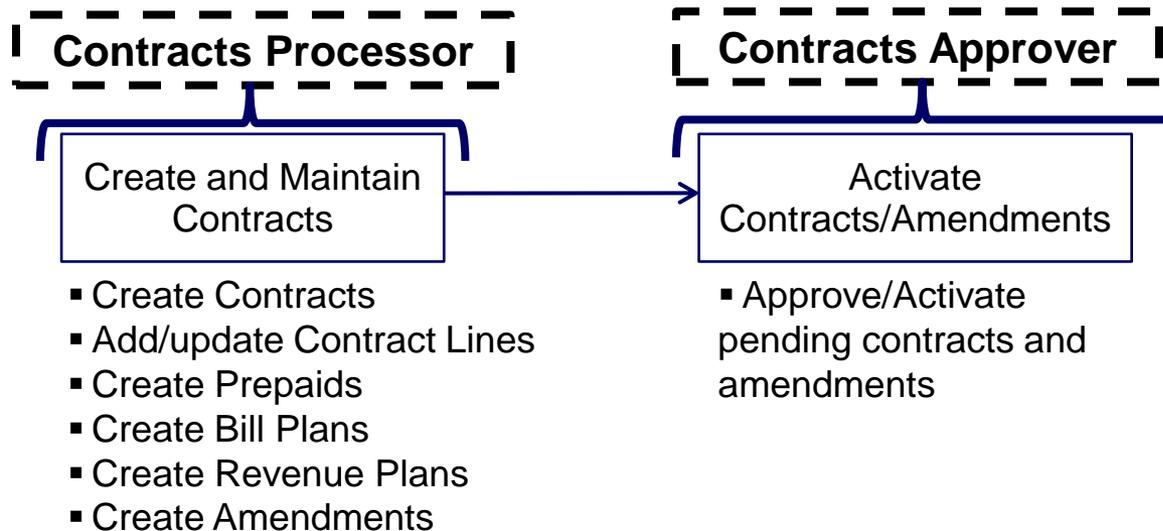
Contracts Key Terms

Term	Definition
Project	FI\$Cal ChartField value used for tracking financial transactions associated with a Grant/Award or Reimbursable Project
Activity	FI\$Cal Project ChartField used to identify task or phase for the project. For Grants, usually mapped to the spending categories for the grant
Customer	External customer to be billed for the contract. May be external 3 rd party (Federal Government) or another State Agency
Customer Contract	Contract Agreement within FI\$Cal that will define Billing and Revenue Recognition terms for a grant award / reimbursable project
Contract Amendment	Change to the contract after it has been set to Active status. All history is tracked for contract amendments

Contracts Key Terms

Term	Definition
Product	Good or service “sold” to a customer on a contract line. May be as specific or generic as needed
Vendor	Local Agency or third party that receives funding from the State. Also identified as a Sub-Recipient or Sub-Grantee
Procurement Contract	Contract Agreement in FI\$Cal that defines Encumbrance and Payment terms for Local Assistance payments as well as other Purchasing Contract Agreements. These agreements are managed in Procurement and is outside of the scope of the Contracts module

Contracts Summary Flow



Key Impacts

- Rate Based contract lines link Project Costing to Billing
- Amount Based Contract Lines managed by Customer Contracts
- All billing information sent into Billing Interface tables

Create and Amend Contracts – Illustration

Create Contract: Contract General Information

General	Lines	Amendments	
Contract Number:	TULARE_K8	Sold To Customer:	Master Services
Amendment Number:	0000000000	*Contract Status:	ACTIVE 
Amend Contract		Add to My Contracts	
Description:	<input type="text" value="New Tulare K8 School"/>	Processing Status:	Active
Contract Admin:	<input type="text" value="Emmerson,Nancy"/> 	Amendment Status:	Complete
Region Code:		Business Unit:	Department of General Services
Contract Type:	GRANTS	Contract Classification:	Standard
Currency Code:	USD	Start Date:	07/01/2013
Exchange Rate Type:	CRRNT	End Date:	12/31/2099
Contract Signed:	05/12/2014	Last Update Date/Time:	05/12/2014 5:43:19PM
		Last Update User ID:	DHoferkamp
▶ Other Information			
▶ Summary of Amounts			
Go To:	Billing Plans	Revenue Plans	Milestones
		Renewals	<input type="text" value="More"/> 

Create and Amend Contracts – Illustration

Create Contract: Contract Lines

[General](#) | [Lines](#) | [Amendments](#)

Contract Number: TULARE_K8  **Sold To Customer:** Master Services
Amendment Number: 0000000000 **Contract Status:** ACTIVE

Amend Contract

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

[General](#) | [Detail](#) | [Amount Detail](#) | [Deferred Revenue](#) 

Line	Product	Description	Price Type	Start Date	End Date	Status
1	DSA-SERVICES	DSA Services	Amount	07/01/2013 	12/31/2099 	Active

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) More ▼

Create and Amend Contracts – Illustration

Create Contract: Line Details

[General](#) | [Lines](#) | [Amendments](#)

Contract Number: TULARE_K8  **Sold To Customer:** Master Services
Amendment Number: 0000000000 **Contract Status:** ACTIVE

Amend Contract

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

Line	Product	Billing Plan	Revenue Plan	Contract Terms	Accounting	Internal Notes	Ship to Customer Name
1	DSA-SERVICES	In Progress	Ready	Contract Terms	Distribution	Internal Notes	Master Services

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) More ▾

Create and Amend Contracts – Illustration

Create Contract: Line Details - Contract Terms

Related Projects

Contract Amendments

Contract Number:	TULARE_K8		Sold To Customer:	Master Services
Amendment Number:	0000000000		Contract Status:	ACTIVE
Contract Line:	1		Price Type:	Amount
Product:	DSA-SERVICES			
Description:	DSA Services			

Amend Contract

PC Business Unit: 

Associated Projects & Activities Personalize | 

*Project	Description	*Activity	Description	Source Type	Category	Subcategory
<input type="radio"/> <input style="width: 100px;" type="text" value="000000000000178"/> 	New Tulare K8 School	<input style="width: 100px;" type="text" value="W"/> 	Working Drawings	<input style="width: 50px;" type="text"/> 	<input style="width: 50px;" type="text"/> 	<input style="width: 100px;" type="text"/> 

Create Project

Create Activity

Contract Amendments

- Amendments provide historical change control for modifications made to the contract header and lines
- The following are reasons to amend a contract:
 - Addition or subtraction of overall contract and contract line amounts
 - Addition of new lines to the contract
 - Modification of billing and revenue events in 'Pending' status
- Amendment statuses include: Pending, Ready, Complete or Cancelled

Contract Amendments

[General](#) | [Lines](#) | [Amendments](#)

Contract Number: TULARE_K8 **Sold To Customer:** Master Services
Pending Amendment: 0000000001 ***Contract Status:** ACTIVE

Description:	<input type="text" value="New Tulare K8 School"/>	Processing Status:	Active
Contract Admin:	<input type="text" value="Emmerson,Nancy"/> <input type="button" value="Search"/>	Amendment Status:	Pending
Region Code:	<input type="text"/> <input type="button" value="Search"/>	Business Unit:	Department of General Services
Contract Type:	<input type="text" value="GRANTS"/> <input type="button" value="Search"/>	Contract Classification:	Standard
Currency Code:	USD	Start Date:	07/01/2013
Exchange Rate Type:	CRRNT	End Date:	12/31/2099
Contract Signed:	<input type="text" value="05/12/2014"/> <input type="button" value="Calendar"/>	Last Update Date/Time:	05/12/2014 5:59:40PM
		Last Update User ID:	DHoferkamp

Amendment Status Indicates Amendments existing on the Contract

Contract Amendments

[General](#) | [Lines](#) | [Amendments](#)

Contract Number: TULARE_K8 **Sold To Customer:** Master Services
Amendment: 0000000000 **Contract Status:** ACTIVE

Amendments Personalize | Find | View All | | First 1-2 of 2 Last

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000	Contract Activation		05/12/2014	Complete	Detail	Notes

Click Amend Contract to initiate a Contract Amendment

Contract Amendments

[General](#) | [Lines](#) | [Amendments](#)

Contract Number: TULARE_K8 **Sold To Customer:** Master Services
Pending Amendment: 0000000001 **Contract Status:** ACTIVE

[View Current](#)

Amendments Personalize | Find | View All | | First 1-2 of 2 Last

[General](#) | [Statistics](#) | [Amended Amounts](#) | [Misc.](#)

Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Notes
0000000000	Contract Activation		05/12/2014	Complete	Detail	Notes
0000000001	Additional Purchase	Additional Purchase	05/12/2014	Pending	Detail	Notes

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Amount Allocation](#) [More](#)

Original Contract Agreement is always Amendment “0000000000” and is “greyed out” upon Activation

Contract Limits

- Contracts uses limit processing to enable you to set limits on the amount billed, revenue recognized, or fees processed for a contract
 - Funded Limit – Overall maximum that can be billed over the life of the contract
 - Revenue Limit – Overall maximum that can be recognized over the life of the contract

Contract Limits

- Limits can also be set on specific transactions (such as labor, materials, or travel) that occur against a contract
- Transaction Limits use Transaction Identifiers to locate applicable transactions
 - Transaction Identifiers are configurable combinations of Project Costing Chartfields (Resource Type, Resource Category, Resource Sub-Category)
- All Billable transactions that are Priced within Project Costing and result in putting a contract line over it's associated limit will be identified with "OTL" Analysis Type and will not be billed / recognized

Process Billing and Revenue

- Contracts Billing and Revenue Plans:
 - Contain Billing and Revenue terms for the contract line
 - Each contract line requires a Bill Plan and Revenue Plan
 - Must be marked Ready status to activate
 - Automatically Move to In Progress Status when run
 - Can be placed on Hold to prevent Billing and/or Revenue from running

Process Billing and Revenue – Illustration

Create Contract: Line Details – Bill Plan

Contract: TULARE_K8 **BI Unit:** 7760
Sold To Customer: 0000050039 **Master Services** **Bill To:** 0000050039 **Master Services**
Billing Plan: B101 **Immediate Billing Plan** **Currency:** USD

Description: ***Billing Status:**
Billing Method: **Hold**

Customer Information

BI Unit: Department of General Services
***Bill To Customer:** **Master Services** **Addr Num:**
Bill To Contact: **Marcos Oliveria**

Amount Detail

Negotiated Amount:	4,000,000.00
Total Amount:	4,000,000.00
Total Billing History:	4,000,000.00

Billing Options

Bill Type: **Pre Approved** [Billing Header Note](#)
Bill Source: **Direct Invoice** [Internal Notes](#)
Summarization Template ID [Preview Summarization Template](#)

Billing Default Overrides

Invoice Form:
Cycle ID: [View Customer Defaults](#)
Bill By ID: **Contract**
Payment Method:
Payment Terms:
Billing Inquiry:
Billing Specialist: **Catherine O Toole**

Process Billing and Revenue – Illustration

Create Contract: Line Details – Revenue Plan

Revenue Plan

Revenue Plan

Contract: TULARE_K8 **Business Unit:** 7760 **Currency:** USD
Sold To Customer: 0000050039 **Master Services** **GL Business Unit:** 7760
Revenue Plan: R101 **GL Currency:** USD

Description: % Complete Revenue Plan ***Plan Status:** Ready ▾
Recognition Method: Percent Complete Hold

Define Events By

Percent Source: Proj/Act ▾
Internal Notes [Preview Revenue](#)

Amount Detail

Total Amount: 4,000,000.00
Remaining Percent: 100.00000000
Remaining Amount: 4,000,000.00

Event Detail

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

Event	*Event Status	Percent Complete	Accounting Date		Incremental % Complete	Amount
1	Pending ▾		05/12/2014 	Event Note		0.00

Process Billing and Revenue

Rate Sets and PC Pricing

- As Incurred Billing and Revenue is triggered by the Project Costing Pricing Engine
 - Rate Set – cost/billing rates to be applied to Project transactions
 - Rate Plan – Group of multiple rate sets attached to a single contract line. All applicable rates within each plan rate set will be applied to the source transaction
 - Source – Criteria used to identify the Project transactions to Price
 - Target – Criteria used to price the source transaction and generate target cost/billing rows

Process Billing and Revenue – Illustration

Rate Sets and PC Pricing – Rate Set Source Criteria

Business Unit: 4170 Rate Set: GMRT1
 Rate Set Type: Standard *Rate Definition Type: **Billing** ▾
 *Description: Grants Rates Rate Set Category: ▾

Define Rate Set Find | View All First ◀ 1 of 1 ▶ Last

Effective Date: 01/01/1900  Status: Active ▾ + -

Enable Variance

Define Criteria for Incoming Transactions Personalize | Find | View All |  |  First ◀ 1-3 of 3 ▶ Last

Target	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure	Currency
Target	ACT 	% 	% 	% 	% 	% 	% 	% 	% 	% 
Target	GLE 	% 	% 	% 	% 	% 	% 	% 	% 	% 
Target	TLX 	% 	% 	% 		% 	% 	% 	% 	% 

Process Billing and Revenue – Illustration

Rate Sets and PC Pricing – Rate Set Target Criteria

Rate Sets **Target**

Business Unit: 4170 Rate Set: GMRT1
 Description: Grants Rates Rate Definition Type: Billing
 Rate Set Type: Standard Rate Set Category:

Source Criteria Find First 1 of 3 Last

Analysis Type: ACT Project Role: % General Ledger Business Unit: %
 Job Code: % Time Reporting Code: % Unit of Measure: %
 Employee ID: % Currency: %

General Ledger Information

Source Type	Category	Subcategory	Account	Alternate Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Budget Ref
%	%	%	%	%	%	%	%	%	%	%

Target

Define Target Rows

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

Rate Option	Rate Amount	Description	Target Analysis Type	Override Source	Target Source Type	Target Category	Target Subcategory	To Currency		
NON	1.000000		BIL	<input type="checkbox"/>						+ -

Process Billing and Revenue

Rate Sets and PC Pricing

- Target Pricing Options
 - AMT: Quantity Rate sets the target amount equal to: Source row transaction quantity × Rate set-specific rate × Target row rate amount
 - EBI: Employee Bill Rate (as defined on the Rates by Employee page), which sets the target amount equal to: Source row transaction quantity × Employee-specific bill rate × Target row rate amount
 - ECO: Employee Cost Rate (as defined on the Rates by Employee page) sets the target amount equal to: Source row transaction quantity × Employee-specific cost rate × Target row rate amount

Process Billing and Revenue

Rate Sets and PC Pricing

- Target Pricing Options
 - FIX: Fixed Amount sets the target amount equal to the rate amount defined on the rate set.
 - JBI: Job Code Bill Rate (defined on the Rates by Job Code page) sets the target amount equal to: Source row transaction quantity × Job code bill rate × Target row rate amount
 - JCO: Job Code Cost Rate (defined on the Rates by Job Code page) sets the target amount equal to: Source row transaction quantity × Job code cost rate × Target row rate amount

Process Billing and Revenue

Rate Sets and PC Pricing

- Target Pricing Options
 - MUP: Markup Rate marks up the transaction amount by the value in the Rate Amount field
 - NON: Carries the source amount from the source transaction directly to the target row

Analysis Types in Projects

- Analysis Types are used in Project Costing to identify the type of transaction in the system
- As you “Price” various actual charges, you can produce Billable transactions.
 - Billable Amount (BIL) is recognized after transactions are sent to Project Costing and are ready to be billed – this is in conjunction with actual costs
 - Billed Amount (BLD) is recognized after transactions are sent to the Billing module to be billed
 - Prepaid Utilization (UTL) is recognized after transactions have been processed against a prepaid amount and an invoice must be sent

Note: You will be able to use these analysis types to assist with the Billing process, regardless of whether you send a Customer an actual invoice.

Billing and Revenue

- Contracts allows you to define and administer the billing and revenue rules for contractual agreements required for grant sponsors and reimbursable project customers
- Contracts Billing and Revenue Plans:
 - Are required for every contract line in order for billing to occur
 - Are required for every contract line in order for revenue recognition to occur
 - Store the schedule of when billing and revenue should occur
 - Created in Pending status
 - Must be marked Ready, move to In Progress when run

Billing Methods

- As Incurred - refers to goods or services whose billable items accumulate in the Project Costing module
- Value Based - enables you to define and bill amounts other than the actual rate-based transactions processed for revenue recognition
- Milestone - billing is triggered by an event or milestone that is associated with the billing plan
- % Complete - generate bills over a period of time by updating the percentage of completion
- Immediate - eligible to be triggered as soon as the plan is marked Ready
- Recurring - does not utilize billing plan lines or events

Billing Method Examples

- EX 1: As Incurred – Construction project bills for expenses and labor as the project progresses through the build phase. The project invoices the customer monthly for all accumulated expenses for the month.
- EX 2: Value Based – Also called Amount Based Billing. The basement for the building is valued at \$1,000,000. The basement is complete. Bill for the value of the basement.
- EX 3: Milestone – Milestone “Foundation for building has been poured” was completed on 11/24/08. This milestone has been reached; therefore, a billing is generated in the amount defined by the Contract.

Billing Method Examples

- EX 4: % Complete - Construction of the project is 25% complete. Billing of 25% of the total cost of the project can be generated.
- EX 5: Immediate - Billing can be generated as soon as the plan is marked Ready. You may want to add a Contract and immediately bill for the full or partial amount.
- EX 6: Recurring - Crane rental for the project is a recurring cost for 6 months and can be set up to be billed the 1st of the month for 6 months.

Revenue Methods Examples

- EX 1: As Incurred - Architect has completed set of blueprints. Revenue recognized for costs incurred.
- EX 2: Apportionment - Construction project revenue recognition is set up for \$1,000,000 per month for the next 12 months.
- EX 3: % Complete - The construction project is 25% complete so revenue recognition is 25% of the total amount.
- EX 4: Milestone - Milestone “Foundation of building poured” has been reached. Revenue recognition once milestone reached.

Billing and Revenue Accounting

- Customer Contracts manages revenue separately from PeopleSoft Billing by using unbilled AR accounting distributions
- Revenue Entry (occurs when revenue is recognized for the Contract)

Account	Debit	Credit
Unbilled AR Account	100	
Revenue Account		100

Billing and Revenue Accounting

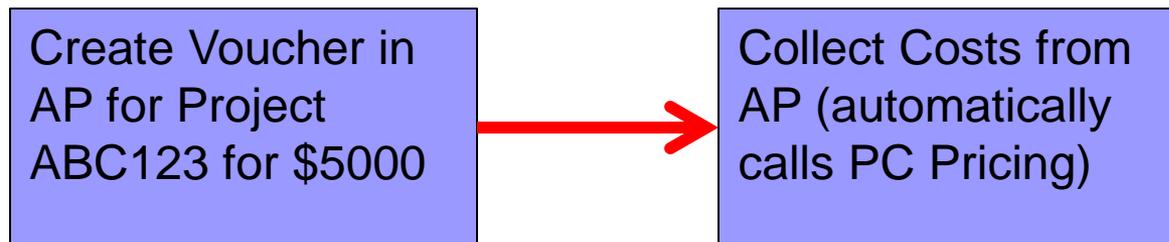
- Billing / AR Entry (occurs when invoice is sent to AR)

Account	Debit	Credit
AR Account	100	
Unbilled AR Account		100

- AR / Cash Deposit Entry (occurs when Payment is recorded in AR)

Account	Debit	Credit
Cash Account	100	
AR Account		100

Billing and Revenue Flow



PROJ_RESOURCE rows created

Project ID	Activity ID	Analysis Type	Amount	BI Distrib	Rev Distrib
ABC123	PLANS	ACT	5000.00	P (Priced)	N
ABC123	PLANS	BIL	5000.00	P (Priced)	N

Billing and Revenue Flow

Process Billing from
Customer
Contracts for
Contract ABC123

PROJ_RESOURCE BIL row updated

Project ID	Activity ID	Analysis Type	Amount	BI Distrib	Rev Distrib
ABC123	PLANS	ACT	5000.00	P (Priced)	N
ABC123	PLANS	BIL	5000.00	W (Worksheet)	N

Temporary Invoice
TMP001 created in
Billing Interface
Tables

Billing and Revenue Flow

Process Revenue from Customer Contracts for Contract ABC123

PROJ_RESOURCE BIL row updated

Project ID	Activity ID	Analysis Type	Amount	BI Distrib	Rev Distrib
ABC123	PLANS	ACT	5000.00	P (Priced)	N (Not Distributed)
ABC123	PLANS	BIL	5000.00	W (Worksheet)	D (Distributed)

Revenue Accounting Entry Created in CA_ACCTG_LN_PC

Contracts To Billing Interface

- There is a delivered integration between the Contracts and Billing modules
- System will run the Contacts/Billing Interface process to bill the Customer for project-related transactions – user decides when and what to bill on the Contract
- System can streamline billing functions using a pre-approved, direct billing option
- Users may decide they want to approve all project billing transactions before they are created – this is the Billing Worksheet function – allows for line item rejection
- Batch process can be run using a process scheduler (nightly batch) or on an ad-hoc basis

Prepaid Billing

- Prepays / Deposits allow users to request revenue (for a specific fund) to pay costs associated with a project before the actual cost is sent to Project Costing
- This is a solution for when fees are collected in advance / up front
- Prepaid contracts produce “UTL” (Utilization rows) in Project Costing when Pricing is run to show that the amount has already been billed in advance
- Specific Contract Deposit report will show you committed and uncommitted balance of the Prepaid

Process Billing and Revenue – Illustration

Process Billing: Establish Prepaid

[Prepays](#) | [Audit History](#) | [Amendments](#)

Contract Number: TULARE_K8 
Sold To Customer: Master Services

Amendment Number: 0000000000
 Contract Status: ACTIVE

Contract Prepaid Totals

Purchased Amount:	50,000,000.00
Remaining Amount:	50,000,000.00
Committed Amount:	0.00

[Amend Contract](#)

Prepays for this Contract Personalize | Find |   First  1 of 1  Last

[General](#) | [Utilization](#) | [Initial Billing](#) | [Deferred Revenue Distribution](#) 

Status	Hold	Purchased Amount	Remaining Amount	Committed Amount	Expiration Date	Depleted Date	
1 Ready ▼	<input type="checkbox"/>	50,000,000.00	50,000,000.00	0.00	12/31/2099		 

Go To: [Billing Plans](#)

Process Billing and Revenue – Illustration

Process Billing: Prepaid Utilization

[Prepays](#) | [Audit History](#) | [Amendments](#)

Contract Number: TULARE_K8  **Sold To Customer:** Master Services
Amendment Number: 0000000000 **Contract Status:** ACTIVE

Contract Prepaid Totals

Purchased Amount:	50,000,000.00
Remaining Amount:	50,000,000.00
Committed Amount:	0.00

[Amend Contract](#)

Prepays for this Contract Personalize | Find |  |  First 1 of 1 Last

General	Utilization	Initial Billing	Deferred Revenue Distribution	
	Use Sequence	Utilize Against all Lines	Contract Line Num	Utilization Descr for Billing
1	1	<input type="checkbox"/>	2	PPD Bal#1 of Contr# TULARE_K8

Note: The 'Contract Line Num' column header and the value '2' in the first row are highlighted with a red box in the original image.

Assign to Rate Based Contract Line to Track Utilization

Process Billing and Revenue – Illustration

Process Billing: Prepaid Billing

[Prepays](#) | [Audit History](#) | [Amendments](#)

Contract Number: TULARE_K8 
Sold To Customer: Master Services

Amendment Number: 0000000000
 Contract Status: ACTIVE

Contract Prepaid Totals

Purchased Amount:	50,000,000.00
Remaining Amount:	50,000,000.00
Committed Amount:	0.00

[Amend Contract](#)

Prepays for this Contract Personalize | Find |  |  First  1 of 1  Last

[General](#) | [Utilization](#) | [Initial Billing](#) | [Deferred Revenue Distribution](#) 

Billing Plan	Description	Billing Plan Template	Bill Plan Detail Template ID	Purchase Order Reference	Prepaid Tax Timing
1 B102		IMMEDIATE	STANDARD	<input type="text"/>	Tax on Initial Bill

Bill Plan for Prepaid is separate from Bill Plan for Rate Based Contract Line

Contract Department Roles

FI\$Cal End-User Role	Responsibilities
Contracts Processor	Departmental user that Creates and Maintains Contracts
Contracts Approver	Departmental user that maintains, Amends, and Activates Contracts
Contracts Billing Processor	Departmental user that processes Project and Contract Billing and project progress (milestones)
Contracts Revenue Processor	Departmental user that processes Project and Contract Revenue

Contract Department Roles

FI\$Cal End-User Role	Responsibilities
Contracts Viewer	Departmental or Central user with display access to all Contract information and all Contracts reports and inquiry.
Contracts Reporter	Departmental or Central user with display access to all Contract information and all Contracts reports and inquiry.
Department CA Config Maintainer	Departmental user that maintains Departmental Contracts Configuration

Technology Considerations – Conversions

Conversion	Definition
Contracts Extract and Upload	Active Contracts – LPA and departmental
Conversion of existing billable contracts	<p>All active contract agreements in use for reimbursement purposes</p> <p>Contract progress will be handled by processing summary conversion transactions through Project Costing into Billing. Invoices will be disabled.</p>

Technology Considerations – Interfaces

Interface	Definition
None Identified	None Identified

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’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

Project Costing 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.

Customer Contracts 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:

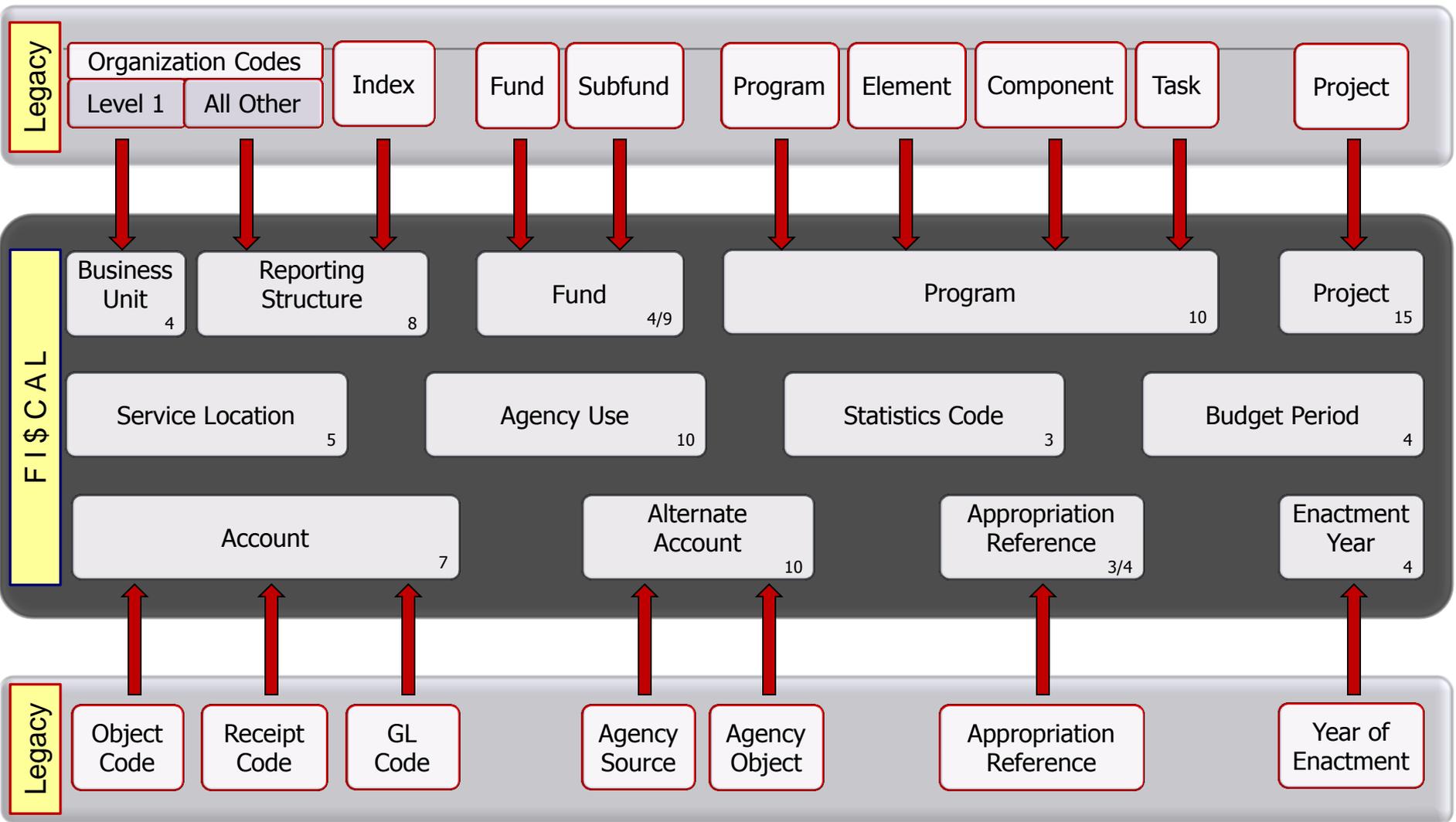
<http://www.fiscal.ca.gov/>

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

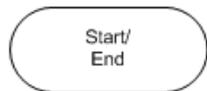
fiscal.cmo@fiscal.ca.gov

Appendix

ChartField / UCM Codes Cross-reference



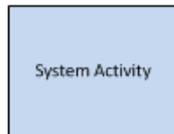
Guide to Symbols in Flows



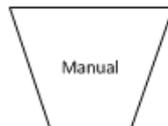
Start/End - Indicates point at which the process begins or ends. Does not represent any activity.



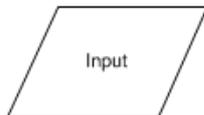
Decision - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.



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.



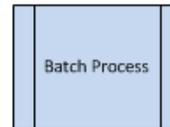
Input Documents - A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.



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.



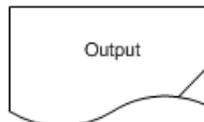
Batch Process - Represents a batch process within FI\$Cal.



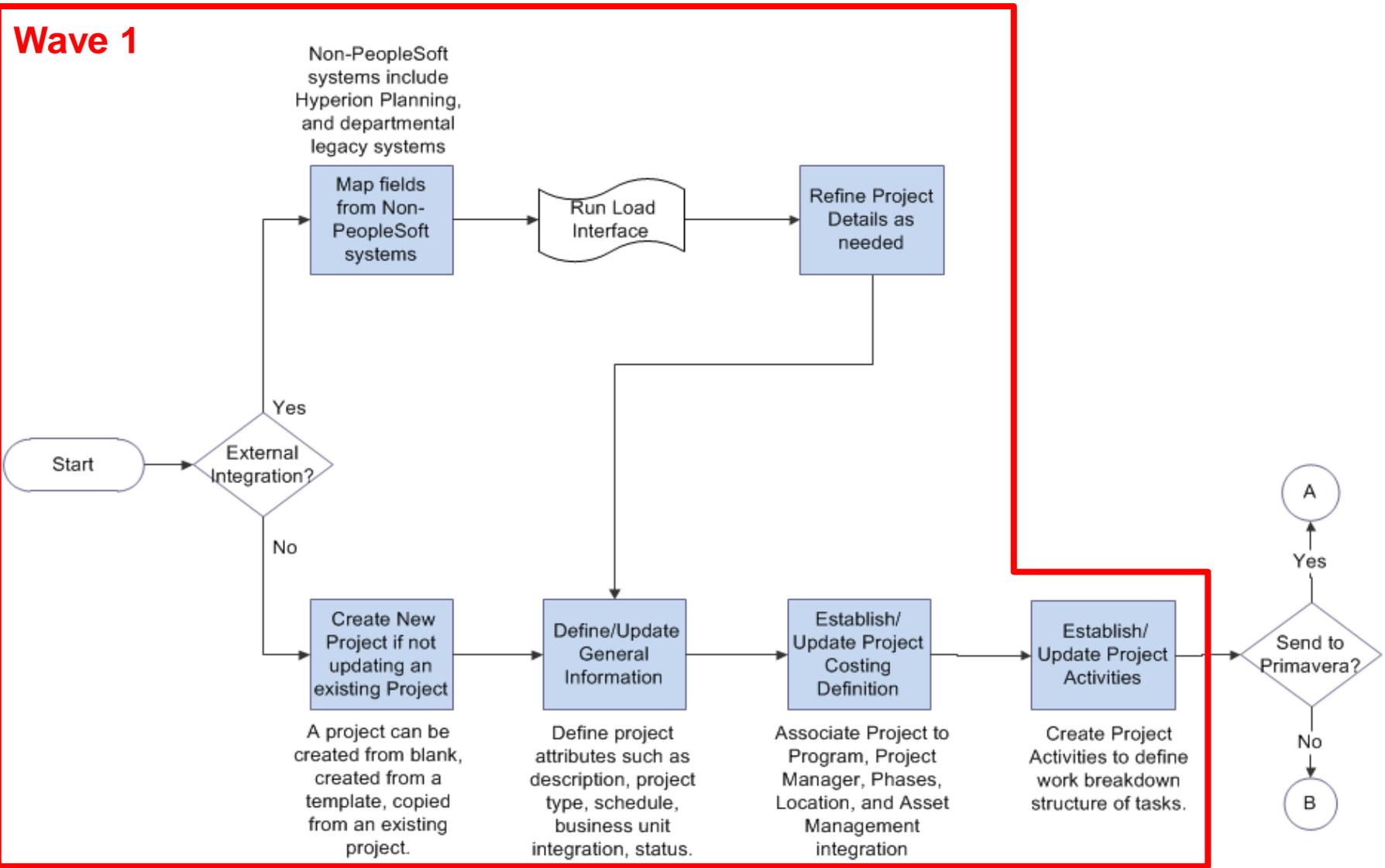
Flow Arrow



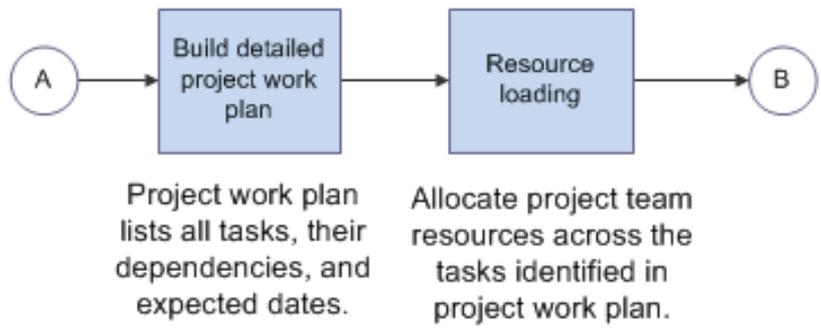
Intra Integration Process - A input or Output to some other process within the same capability



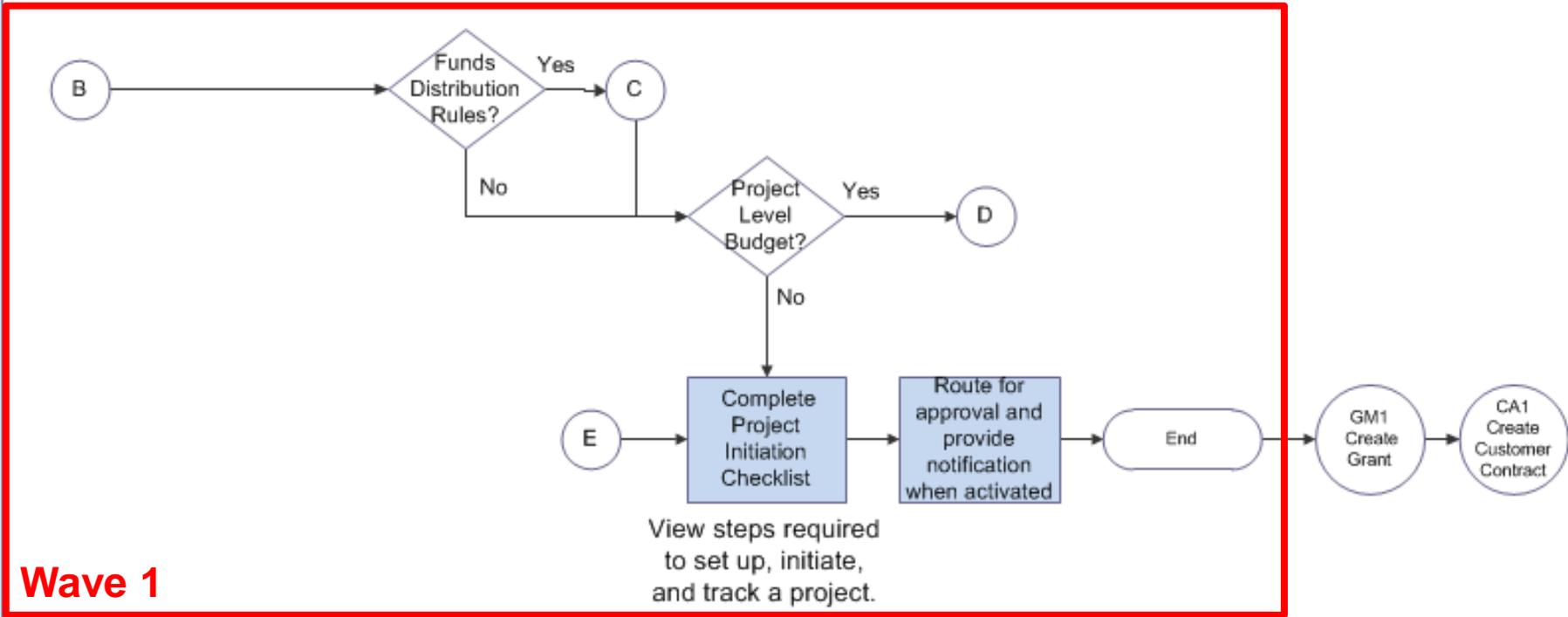
Output Documents - An electronic document that is created by the process and can be printed (for example - any kind of report).



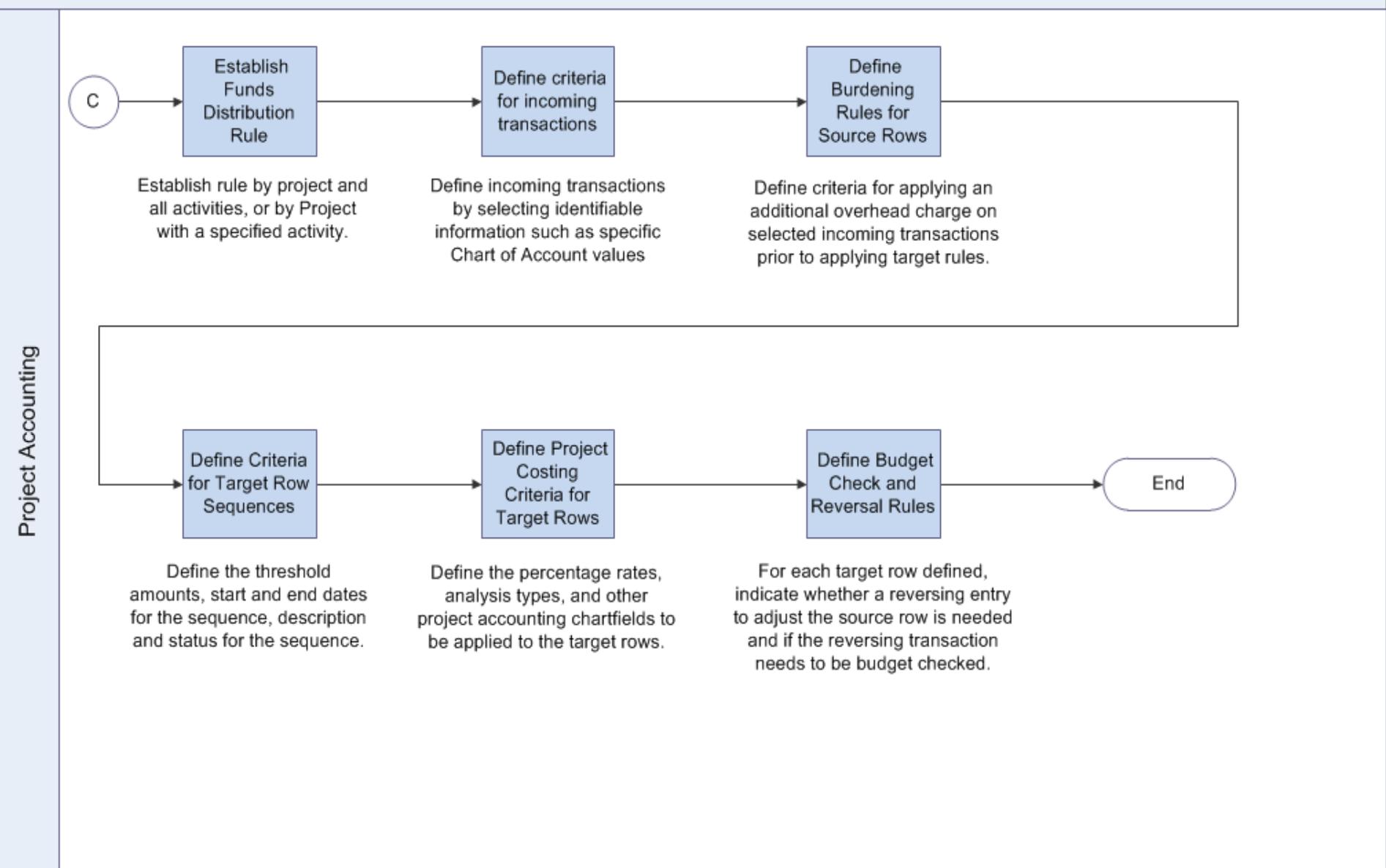
Program Management

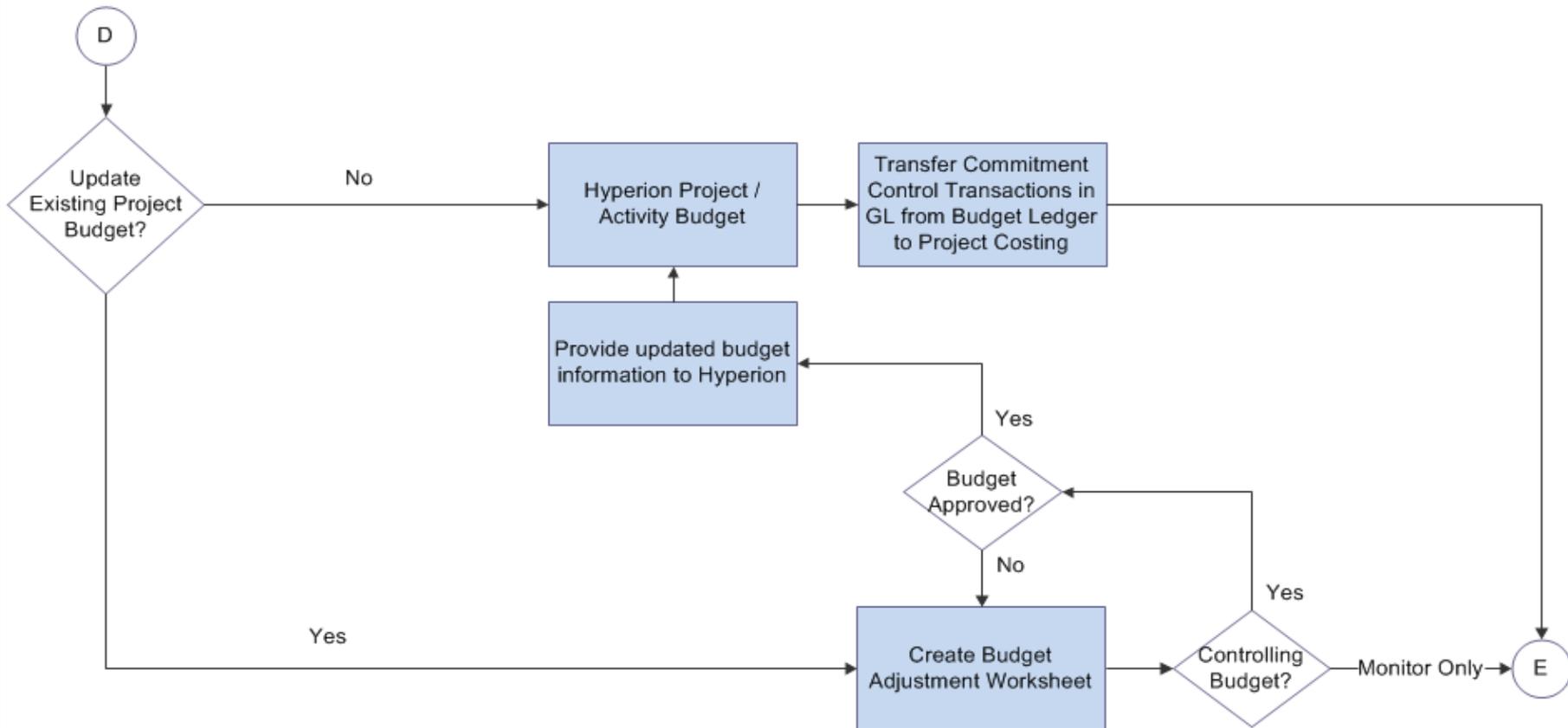


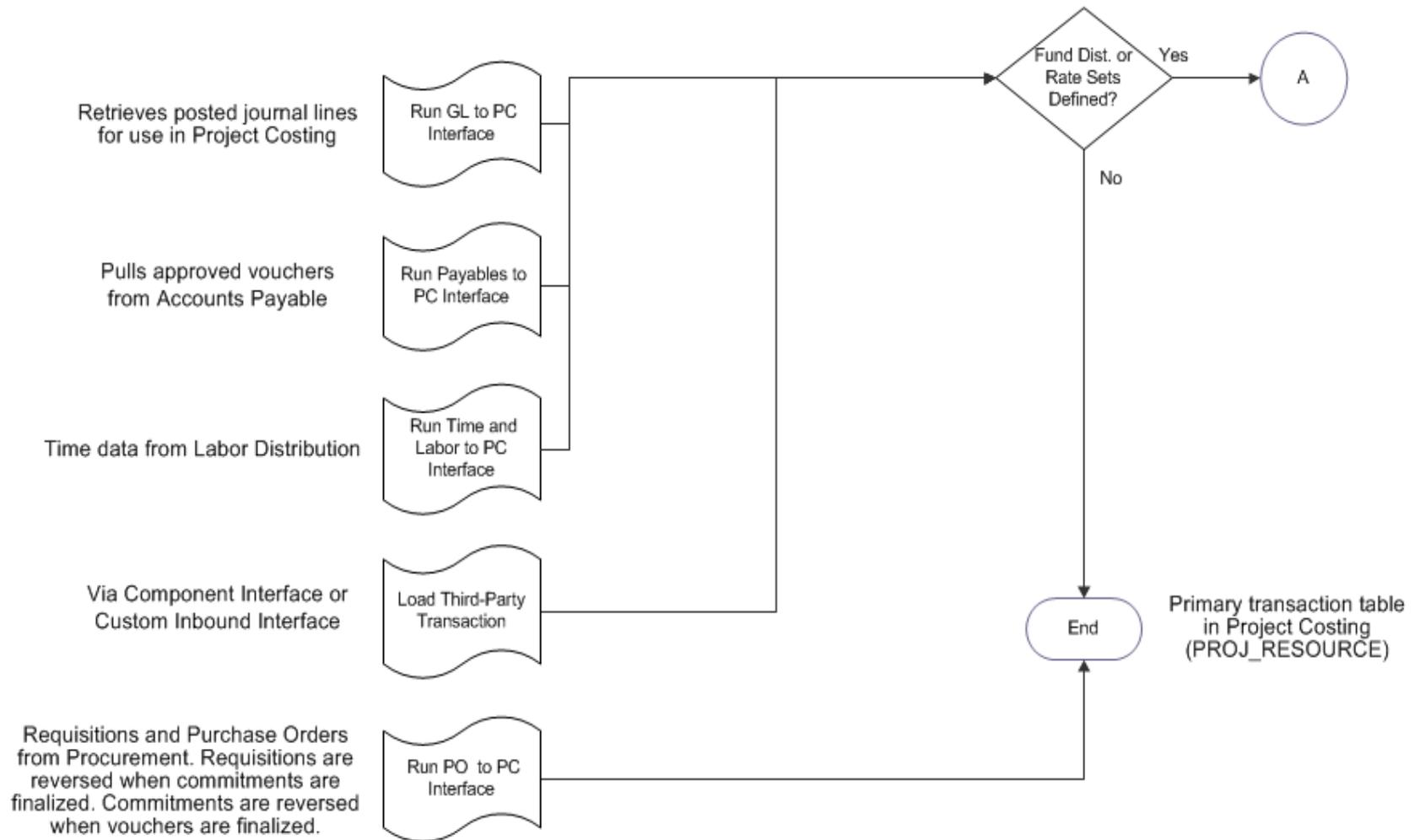
Project Accounting



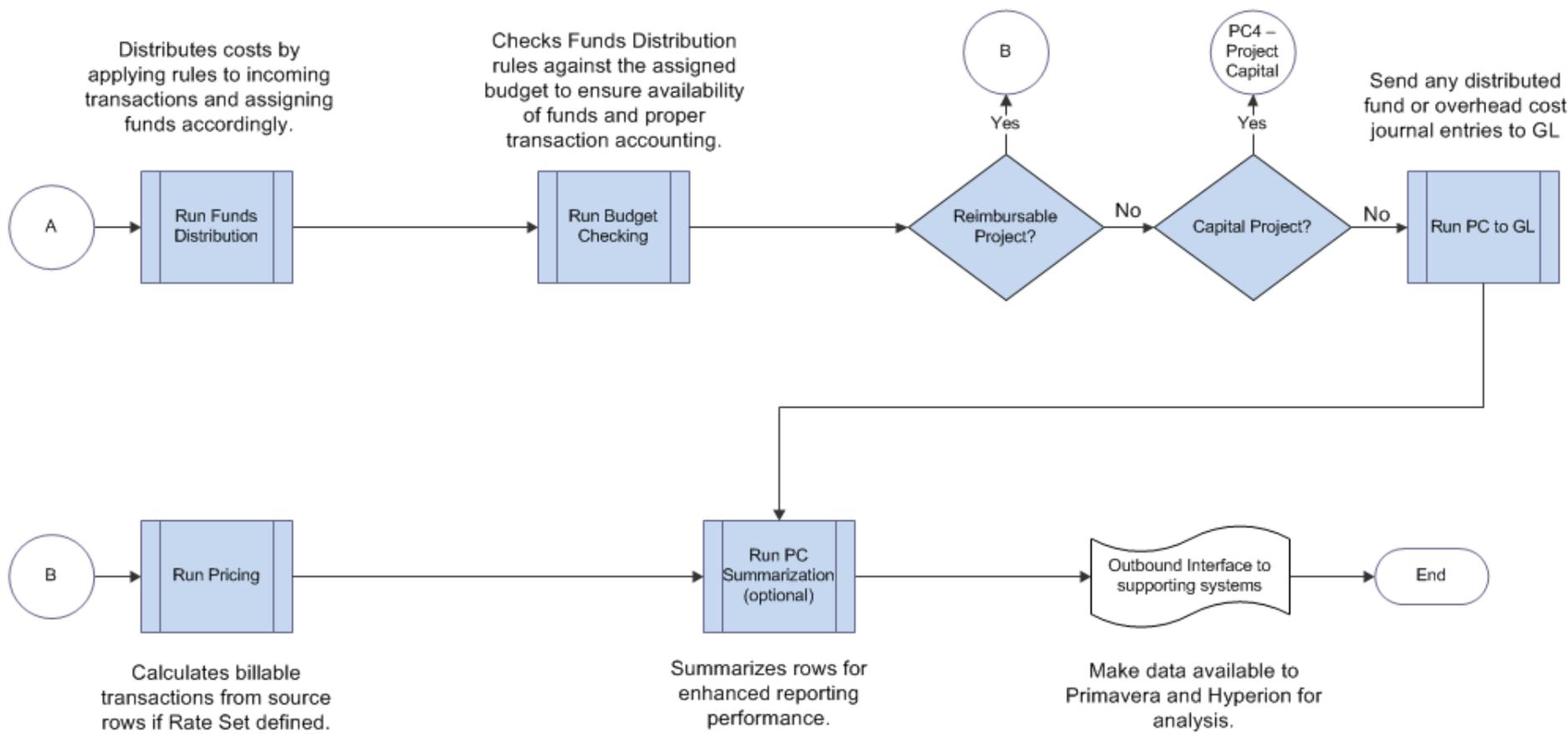
Wave 1

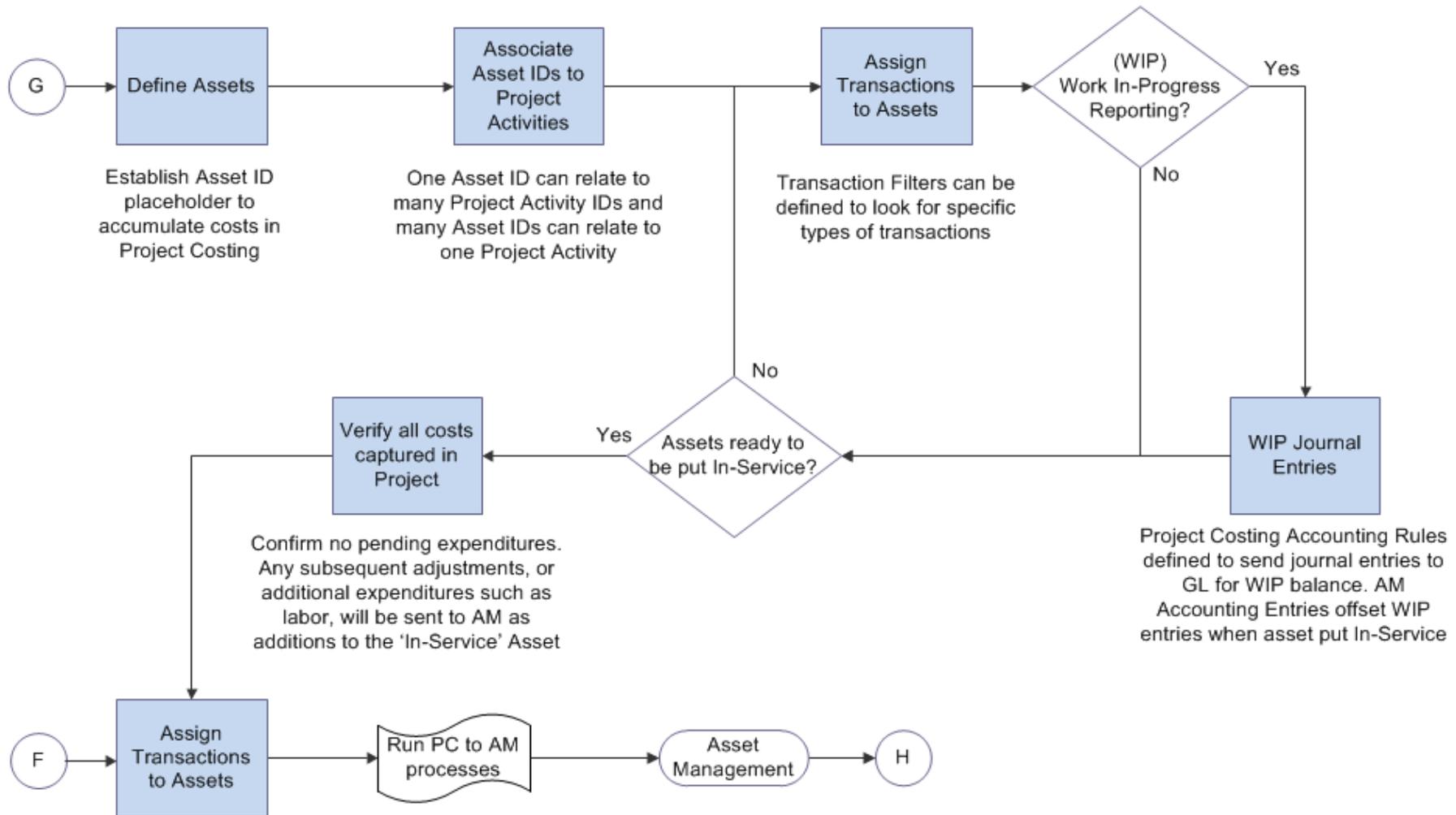




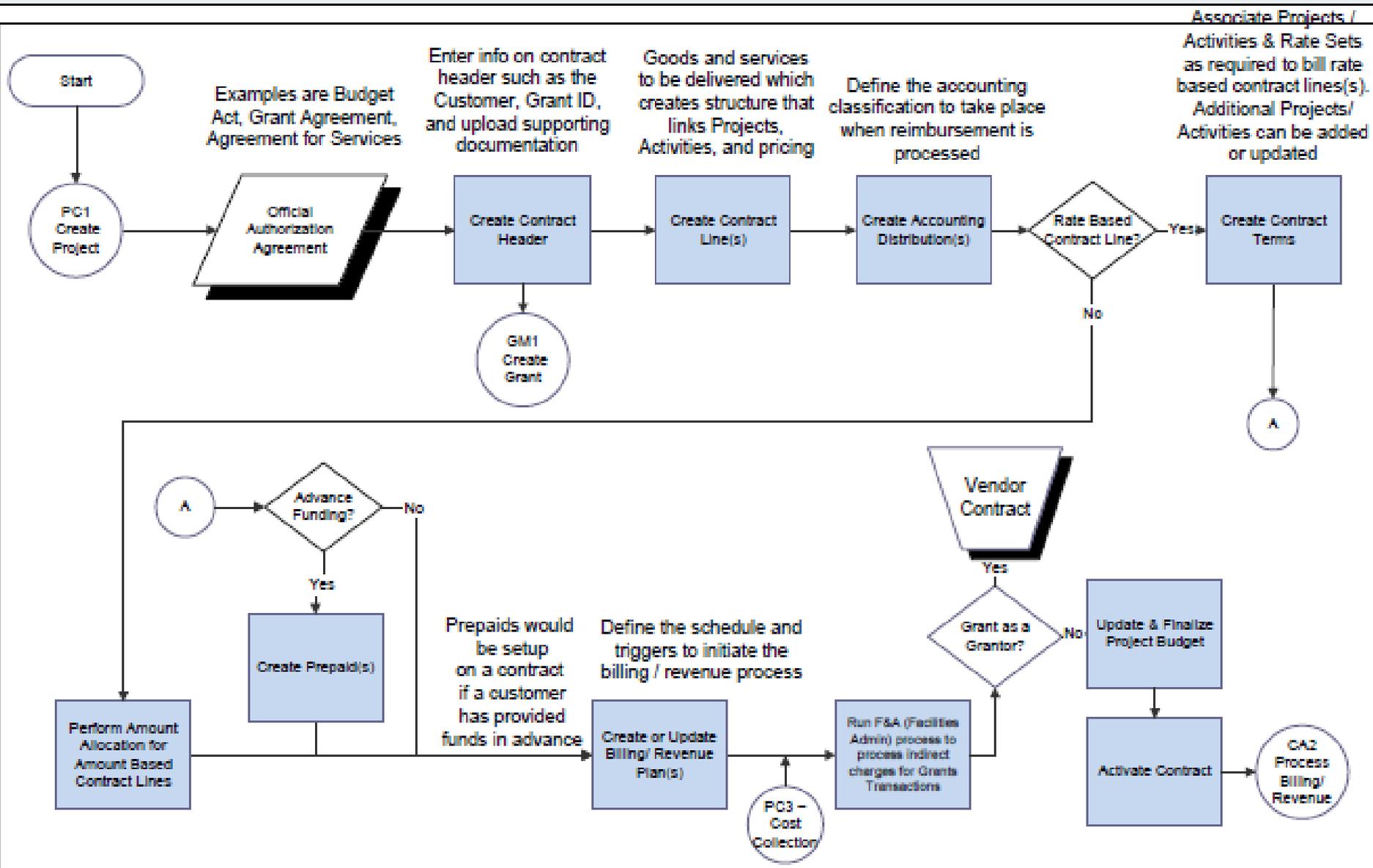


PC3 - Collect, Distribute & Price Cost - Funds Distribution and Pricing





Project Accountant



Project Accountant

