



FI\$Cal

Financial Information System for California

FI\$Cal Project Wave 2 Transition - Summer Release

July 8, 2015

Agenda

- Introductions
- Wave 2 Transition Update
 - Split Go Live
 - Revised Timeline
 - Freeze Dates
- Wave 2 Testing Update
 - UAT Status
- Wave 2 Cutover Update
 - Conversions
 - Dress Rehearsal
 - Cutover
- FI\$Cal Service Center (FSC) Update
- For Your Information

Introductions

- New Project Director – Neeraj Chauhan
- Today's Presenters
- Department Roll Call

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Transition: Split Go Live

- As a result of CR00512, the Project has decided to split Wave 2 into two releases:
 - Summer Release (August 2015 go live)
 - Fall Release (December 2015 go live)

Transition: Split Go Live

■ Wave 2 Summer Release: Dept Accounting, Procurement, Budgeting

Summer Release (August 2015)

Departmental Accounting

- Asset Management
- Accounts Payable
- Accounts Receivable
- Billing
- Cash Management
- **Primavera**
- Project Costing
- **Customer Contracts**
- **Grants**
- General Ledger
- Chart of Accounts
- Commitment Control
- Labor Distribution
- Allocations

Departmental Budgeting

- Planning, etc.

Departmental Procurement

- Requisition
- Purchase Order
- Receiving
- P-Cards
- **EPP/SABRC – this functionality is embedded in Req, PO**
- **Items for CALPIA**
- SCPRS load to BidSync (W1 interface)

DGS Procurement

- **EPP/SABRC configuration**

**Bold = New
Functionality in
Wave 2**

Transition: Split Go Live

- Wave 2 Fall Release: Statewide Procurement

Fall Release (December 2015)

SB/DVBE Certification

PAA functionality

Solicitations

- LPA contracts
- Departmental procurement
- CSCR – Advertising, Contractor Adds, Progress Payments

Items

- LPAs

Procurement Contracts

- LPAs
- Departmental contracts

SCPRS in FI\$Cal

Procurement Billing

PeopleSoft Portal

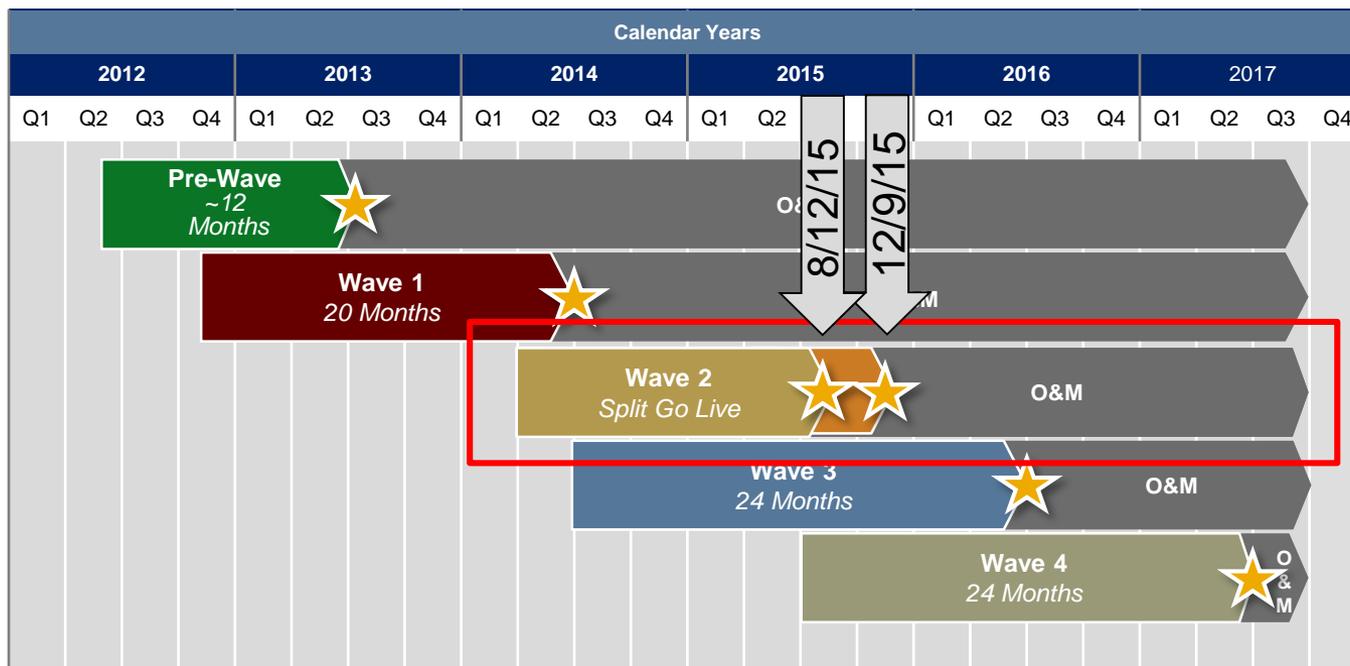
- Vendor
- Public Reporting

Enhanced Vendor Portal (Pending CR00496)

FI\$Cal becomes the system of record for Procurement

Transition: Revised Timeline

- As a result of the approved timeline change for Wave 2, there are now two (2) go lives. There are no changes to Wave 3 or Wave 4 schedule.



Approved Change Request 512

Transition: Freeze Dates – Configuration

- **What** is a configuration freeze date?
 - This is the last day in which the project team can update the online configuration before go live.
 - Note: FSC will process requests after go live using the defined Configuration Modification Request Form process.
- **When** is the configuration freeze date?
 - **7/24** - Updates received prior to 7/24 will be in before go live (major configuration overhauls may be an exception)
- **Why** a configuration freeze date?
 - We need clean, static configuration data to load into Production to support our Cutover/Conversions
- **What** do the configuration freeze dates mean for me?
 - Send in any last configuration updates by 7/24

Transition: Freeze Dates – Role Mapping

- **What** is a role mapping freeze date?
 - This is the last day in which the project team can update the user role mapping before go live.
 - Note: FSC will process requests after go live using defined security update process (e.g., User Access Request Form).
- **When** is the role mapping freeze date?
 - **7/1** - Updates to End User Role Mapping (TECH237B) needed for go live **were due for submission by 7/1**
- **Why** a role mapping freeze date?
 - We need clean, static role mapping data to load into Production
- **What** do the role mapping freeze dates mean for me?
 - Deadline is past. Project may be able to have new changes in by go live; if not, the FSC will work the requests after go live

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Testing: UAT Deep Dive

- UAT Module Abbreviations
 - AM – Asset Management
 - PO – Procurement
 - AP – Accounts Payable
 - AP (ORF) – Accounts Payable Office Revolving Fund
 - AR – Accounts Receivable / Billing
 - BU – Budgets
 - CA – Customer Contracts
 - GM – Grants Management
 - CM – Cash Management
 - GL – General Ledger (includes COA, Commitment Control)
 - LD – Labor Distribution
 - PC – Project Costing

Testing: UAT Deep Dive (cont'd)

■ Completed vs. Planned Executions, by Department and Module:

Module	AM	PO	AP	AR	BU	CA	GM	CM	GL	LD	PC
CFS_CCDA	3 of 3	4 of 22									
CFS_OSI	0 of 4	25 of 28		0 of 8							0 of 12
CFS_BCSH	3 of 5	36 of 37							1 of 1		
CFS_BSCC	2 of 4	32 of 36		7 of 7		1 of 1	4 of 5		1 of 1	3 of 3	11 of 12
CFS_CATC	3 of 5	36 of 38			0 of 5						
CFS_CIRM	3 of 3	29 of 28			2 of 5				1 of 1		6 of 8
CALRECYCLE	8 of 12	26 of 38	4 of 4	14 of 16	0 of 5			1 of 1	6 of 7		
CCFC	8 of 12	36 of 37	4 of 4	18 of 19	0 of 5				6 of 7	3 of 3	9 of 9
CCOA		5 of 5		4 of 4							
CDA	4 of 9	26 of 29	4 of 4	21 of 22	0 of 5	6 of 9	4 of 5		6 of 7	3 of 3	8 of 11
CFS_DSC	0 of 4	23 of 36			0 of 5	6 of 10	0 of 6				0 of 12
CFS_EAAP	0 of 3	11 of 31									
CFS_EMSA	2 of 5	36 of 40				1 of 3	3 of 5			3 of 3	5 of 12
CFS_FPPC	5 of 5	38 of 39							1 of 1		
CFS_GOBIZ	3 of 5	27 of 38			2 of 5						
CFS_GOVOPS	1 of 4	13 of 29							0 of 1		
CFS_LHC	2 of 5	7 of 24									
CFS_OIG	1 of 1	19 of 19									
CFS_OSPD	4 of 5	34 of 39			3 of 5						

*Results as of 7/7/2015 PM; testing is still ongoing – hence the gap between planned and complete.

**This data captures one unique execution per department. Multiple iterations by a single department are not reflected.

Testing: UAT Deep Dive (cont'd)

- Completed vs. Planned Executions, by Department and Module:

Module	AM	PO	AP	AR	BU	CA	GM	CM	GL	LD	PC
CFS_SNC	4 of 5	35 of 39		6 of 7							
CFS_SSJDC		7 of 7									
CFS_TAHOE	3 of 5	37 of 39		7 of 8	2 of 5	8 of 8	5 of 5		1 of 1	3 of 0	10 of 10
CFS_FISCAL	2 of 4	38 of 39			5 of 5				1 of 1		
DTSC	6 of 11	23 of 38	4 of 4	21 of 25	0 of 5	6 of 9	5 of 6		7 of 7	3 of 3	9 of 12
LIBRARY	7 of 11	38 of 39	4 of 4	18 of 22	0 of 5	8 of 9	4 of 5		6 of 7	2 of 3	10 of 12
STO	8 of 13	36 of 38	4 of 5	22 of 22				3 of 3	2 of 4	2 of 3	
SCO	5 of 11	26 of 36	12 of 17	0 of 22		3 of 3	5 of 6	0 of 1	9 of 9	3 of 3	11 of 12
VCGCB	7 of 10	30 of 38	3 of 4	19 of 22	0 of 5	7 of 9	4 of 5		7 of 7	2 of 3	9 of 12
CAC		3 of 3		3 of 2		3 of 3	3 of 3				
HSR	8 of 10	32 of 38	4 of 4	15 of 22	2 of 5	2 of 9	5 of 5		6 of 6	2 of 3	4 of 11
DGS		32 of 47		1 of 1		5 of 0					6 of 6
OEHHA											
DFEH		12 of 12		1 of 0							
CFS_SDRC		12 of 12									
DOF	5 of 7	27 of 27		1 of 1		3 of 7				0 of 3	0 of 9
CFS_DGS	0 of 1		5 of 5	8 of 22	5 of 6			0 of 3	2 of 4	2 of 3	
CALTECH		17 of 27									

*Results as of 7/7/2015 PM; testing is still ongoing – hence the gap between planned and complete.

**This data captures one unique execution per department. Multiple iterations by a single department are not reflected.

Testing: UAT Deep Dive (cont'd)

- Department Opt Outs
 - A number of departments have been removed from this list. They either opted out of UAT, or have completed a limited set of scripts and may not be returning to UAT.
 - These departments include: ABC, ABCAB, ALRB, BCDC, CSSSA, OEHHA, CAC, CCTC, CSWG, CGCC, CRC, CSLEG, CSM, MHSOAC, OAL, SILC, SMMC, SSC, SSJDC, DFEH, OIG, RMC, SDRC

Testing: UAT Deep Dive (cont'd)

- One or more Departments have currently passed **153 of 171 UAT scripts** in scope for the Wave 2 Summer/Fall Release

Status:	Script Counts
01. Not Started	18
02. Passed	153
Grand Total:	171
Percent Complete:	89.47%

Testing: UAT Deep Dive (cont'd)

- **Test Execution Status Counts by Module**

- All UAT scripts for AR, BU, CA, CM, GL, and LD have been passed
- Several other functional areas are close to being fully tested

Module	Status		Grand Total
	Not Started	Passed	
AM	3	12	15
AP	1	17	18
AR		25	25
BU		6	6
CA		9	9
CM		3	3
GL		16	16
GM	1	5	6
LD		3	3
PC	4	17	21
PO	9	40	49
Grand Total	18	153	171

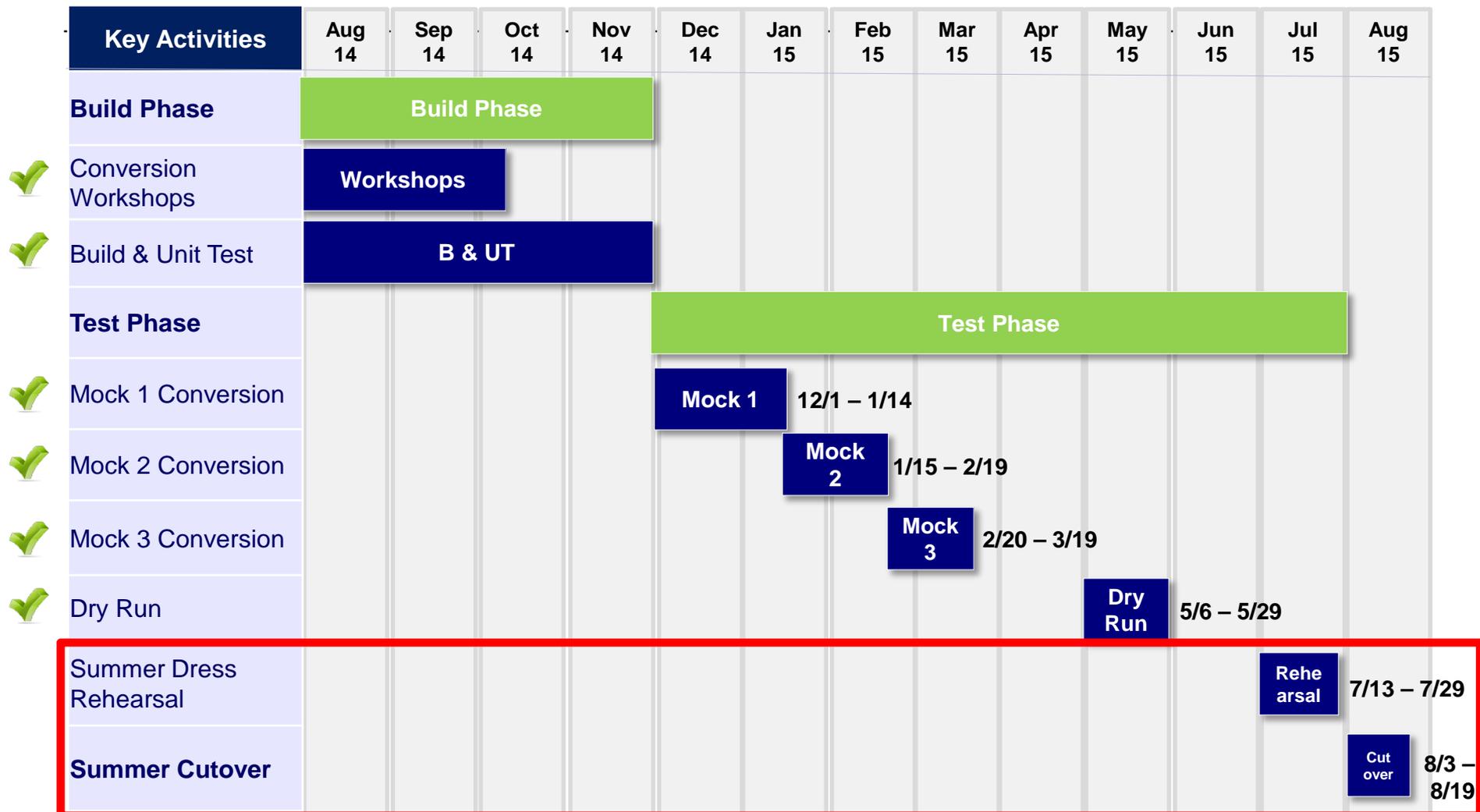
*Assumes passed by one or more department

**Data as of 7/7/2015

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Conversions: Timeline – Summer Release



Conversions: Split Go Live

- Conversions will follow the Summer and Fall Release functionality

Summer Release (August 2015)	Fall Release (December 2015)
<ul style="list-style-type: none"> • CNVAM001 - Assets • CNVAP001 - Vendors • CNVAP004 - Unreconciled AP Payments • CNVAP005 - 1099 Balances • CNVAR001A and 1B - Customers and Contacts (excluding DGS) • CNVAR002 - Open Receivables • CNVGL009 - Commitment Control • CNVGM001 – Grants • CNVPC002A and 2B - Projects & Activities (excluding DGS) • CNVPC003 - Customer Contracts • CNVPO105 - Items (CALPIA Only) • CNVPO107A and 7B - Open Purchase Orders • GL008 – Ledger Balances conversion will be Post Go-Live (October 2015) 	<ul style="list-style-type: none"> • CNVPO104 - Procurement Contracts (All Departments, including DGS) • CNVPO105 - Items (DGS & CTA Only) • CNVPO108 – SB/DVBE Certifications (DGS Only) • CNVAR001A – Customers (DGS Only) • CNVPC002A and 2B - Projects & Activities (DGS Only)

Conversions: Dress Rehearsal

- Departments will **submit automated conversion files** by 7/13
- Departments will **participate in validation and manual conversion activities** the week of 7/23-7/29
- **Schedule for Activities:**
 - **7/13:** Departments extract all data to be converted & provide FI\$Cal all automated conversion files via SFTP
 - **7/13-7/17:** FI\$Cal will review the submitted files & stage the conversion data in the Dress Rehearsal environment
 - **7/18-7/22:** FI\$Cal will run all conversions to validate & load the data in the FI\$Cal Dress Rehearsal testing environment
 - **7/23-7/29:** Departments send individuals (from Dry Run) to FI\$Cal to complete Dress Rehearsal activities, i.e. validate automated conversion data and manually convert transactions

Conversions: Dress Rehearsal (cont'd)

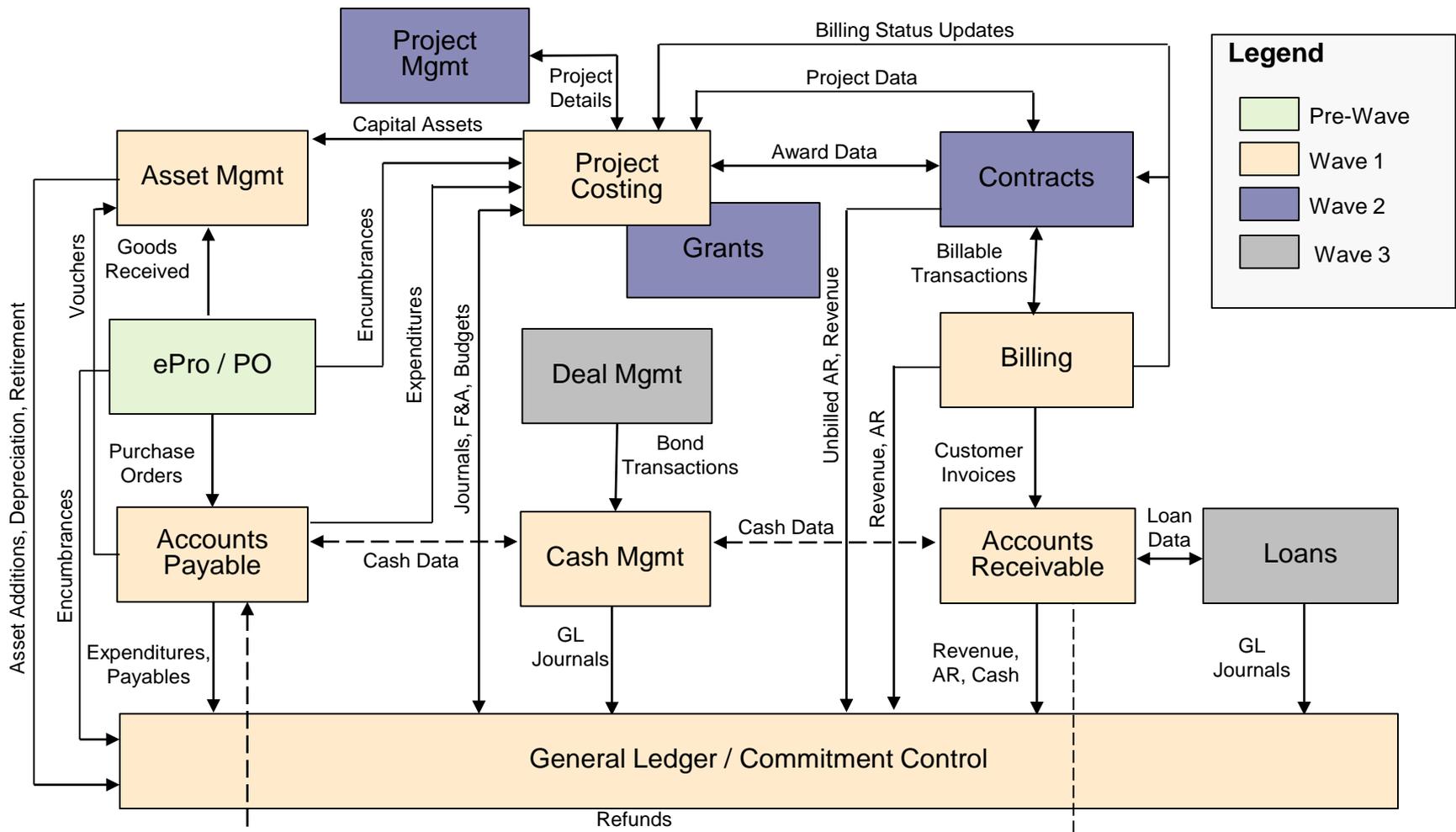
- Department validation/manual conversion sessions are scheduled for **7/23-7/29**

FI\$Cal Wave 2 Dress Rehearsal	7/23/2015		7/24/2015		7/27/2015		7/28/2015		7/29/2015	
Conversions Validations and Manual Entry	Thursday		Friday		Monday		Tuesday		Wednesday	
Conversion	8:30 -12pm	1-4pm								
CNVAR001A & 1B - Customers and Contacts										
CNVAR002 - Open Receivables										
CNVAP004 - Unreconciled AP Payments										
CNVAP005 - 1099 Balances										
CNVAM001 - Assets										
CNVPO105 - Items (CALPIA Only)										
CNVPO107 - Open Purchase Orders										
CNVPC002A & 2B - Projects and Activities										
CNVPC003 - Customer Contracts										
CNVGM001 - Grants										

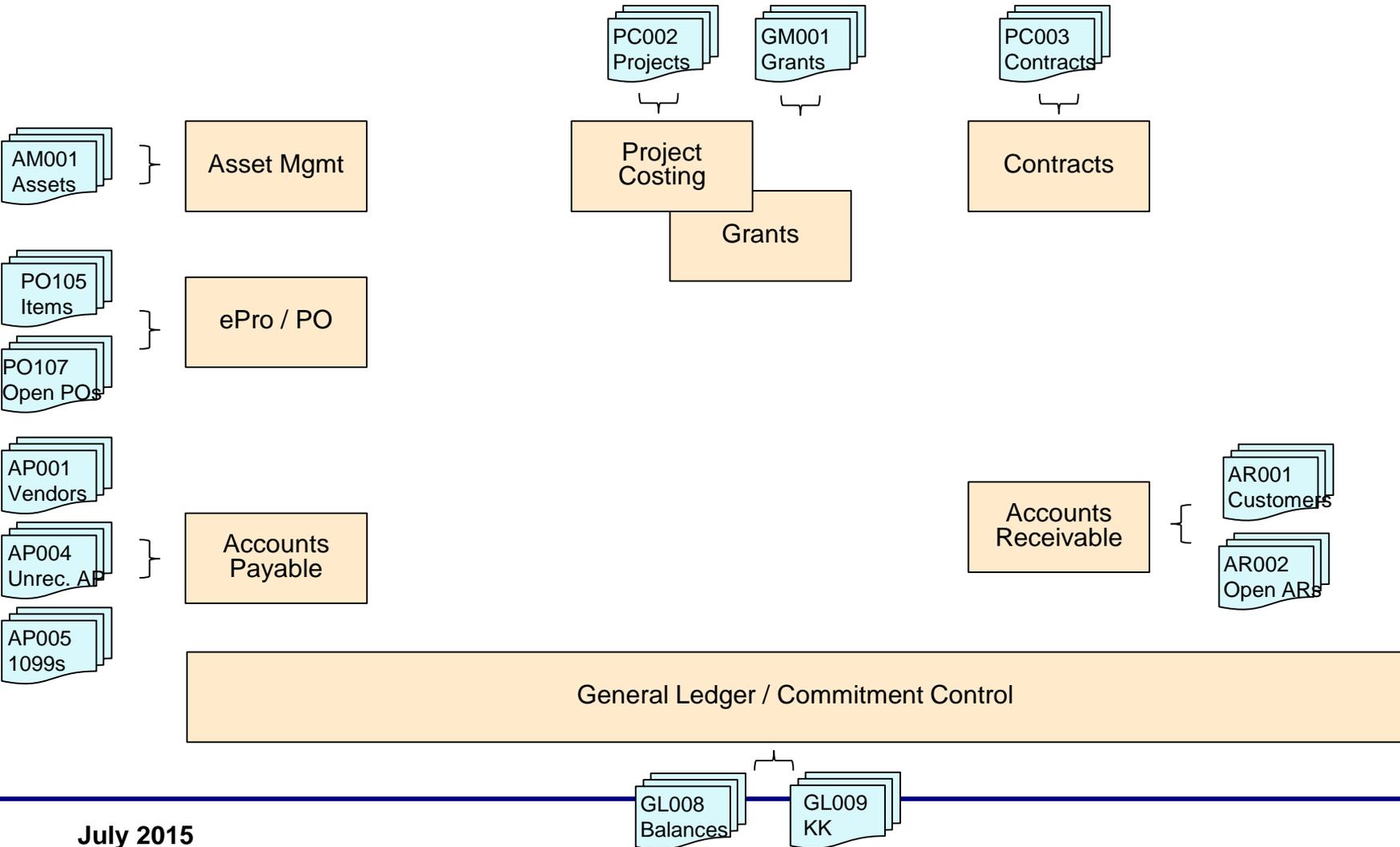
Conversions: Cutover

- Departments will **submit automated conversion files** by 8/3
- Departments will **participate in validation and manual conversion activities** the week of 8/12-8/19
- **Schedule for Activities:**
 - **8/3:** Departments extract all data to be converted & provide FI\$Cal all automated conversion files via SFTP
 - **8/6-8/7:** FI\$Cal will review the submitted files & stage the conversion data in the Cutover environment
 - **8/7-8/11:** FI\$Cal will run all conversions to validate & load the data in the FI\$Cal Cutover testing environment
 - **8/12-8/19:** Departments send individuals (from Dress Rehearsal) to FI\$Cal to complete Cutover activities, i.e. validate automated conversion data and manually convert transactions

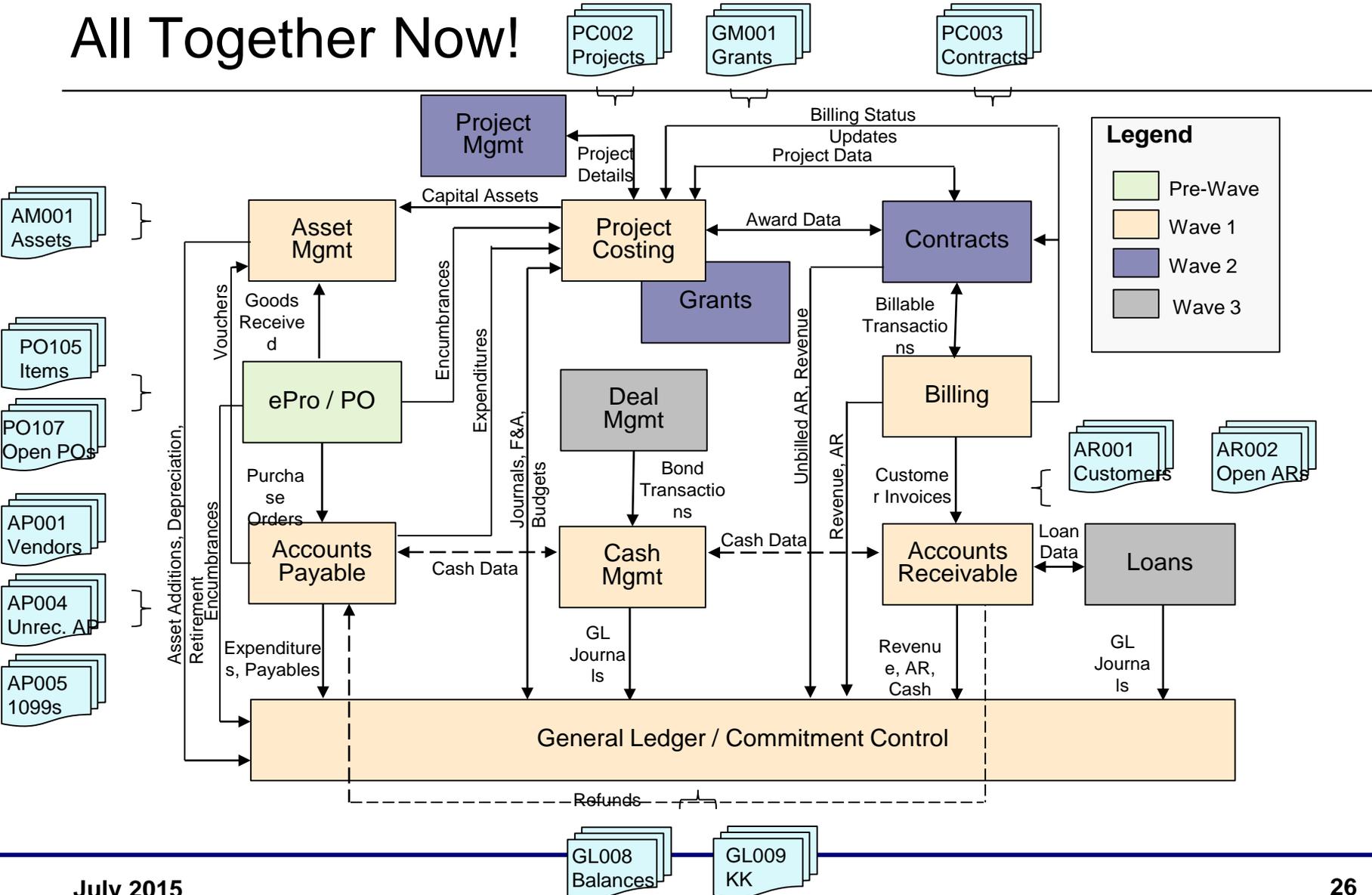
Conversions: FI\$Cal Accounting Solution



Conversions: FI\$Cal Accounting Solution (cont'd)

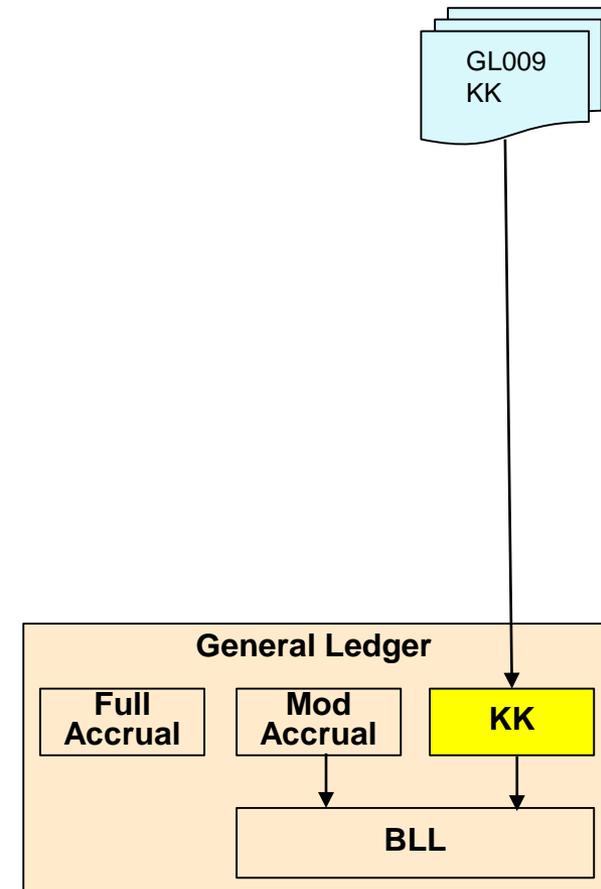


All Together Now!



CNVGL009 – Commitment Control (KK)

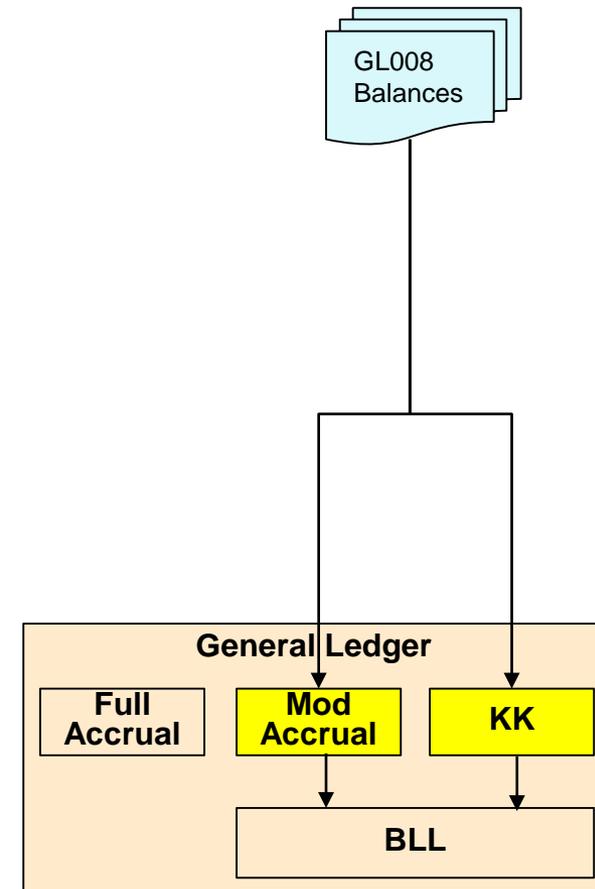
- Conversion applies to Wave 2 Depts Only
- File is sourced from SCO
- Conversion establishes remaining Appropriation balances for prior years for Wave 2 Departments in the FI\$Cal Commitment Control Module
- Budgets must be established to allow Budget Checking of converted transactions



BLL = Budgetary Legal Basis

CNVGL008 – Ledger Balances

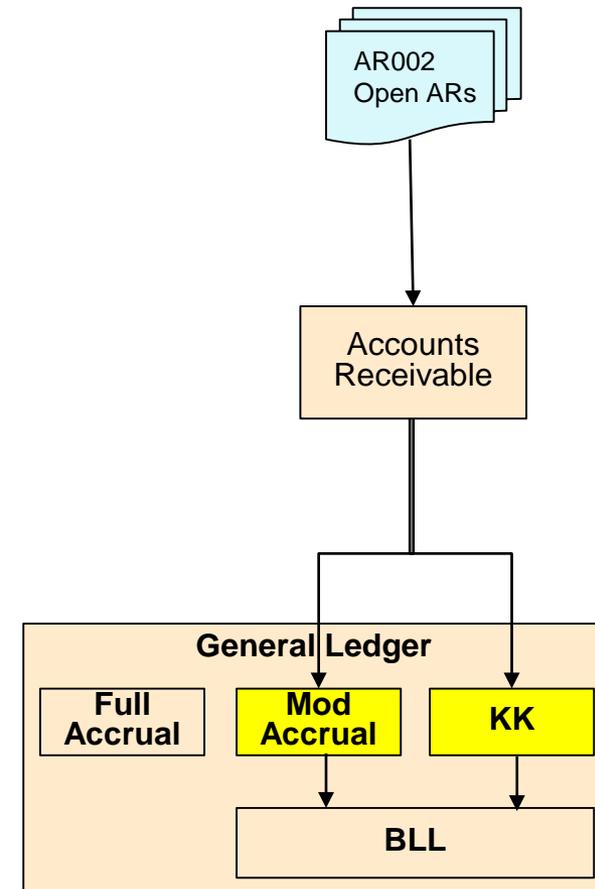
- Conversion applies to Wave 2 Depts Only
- Conversion includes 2014 beginning balances, activities, and 2014 accruals
- Conversion will be executed post go-live (October 2015) following YEC in legacy systems (e.g. CALSTARS)
- FI\$Cal is working with DOF CALSTARS on an extract which will assist Departments with the conversion
- Additional information and support will be provided post go-live



BLL = Budgetary Legal Basis

CNVAR002 – Open Receivables (AR)

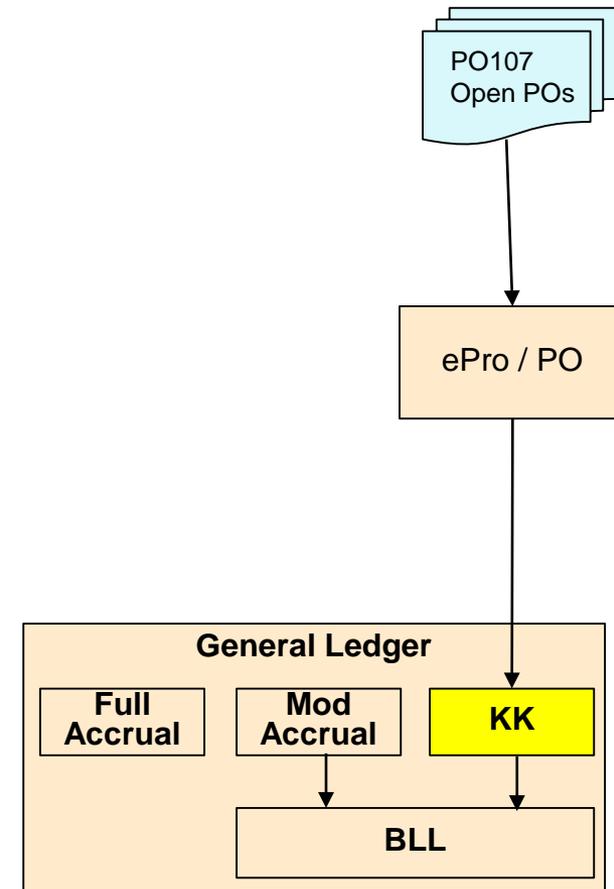
- Conversion applies to Wave 2 Depts Only
- Departments must send all open receivables as of the end of Accounting Year 2014
 - Include any transactions or adjs. entered in CALSTARS on or after 6/30/2015 which represents an invoice to a customer and was posted to prior years
- Posted to FI\$Cal AR and GL modules
 - Balances will be reversed during the GL008 conversion
- Validations
 - CALSTARS: Document File Report
 - FI\$Cal: Run Aging Detail by Unit report



BLL = Budgetary Legal Basis

CNVPO107 – Open Purchase Orders (PO)

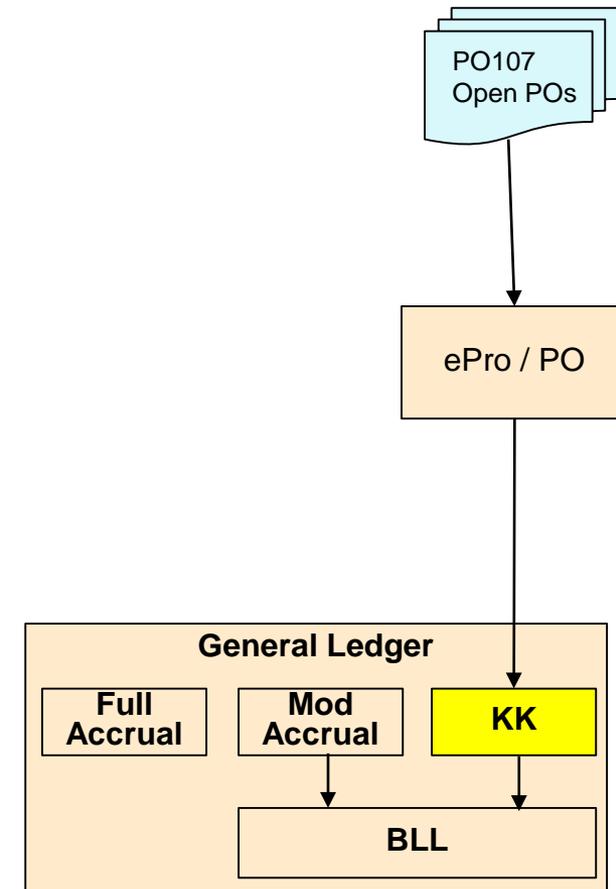
- Conversion applies to Wave 2 Depts Only
- Departments must include:
 - POs or Contracts with remaining funds encumbered and dispatched to the vendor and not yet fully paid as of the end of Accounting Year 2014
 - Only the balance of goods and services not yet received or paid, not the entire PO or Contract amount
 - Include any new encumbrances or adjustments which were not included on your initial CALSTARS extract but represents Accounting Year 2014



BLL = Budgetary Legal Basis

CNVPO107 – Open Purchase Orders (PO)

- Future year encumbrances should not be included
- Converted POs that do not use the final funding source will require a post conversion step to reclass via GL Journal Entry to the final funding source
- Validations:
 - Purchase Orders:
 - CALSTARS Document File Report = FI\$Cal ZZ_ENCUMBRANCE_STATUS Rpt
 - Encumbrances:
 - CALSTARS Final Budget report (B06) = FI\$Cal Final Budget Rpt



BLL = Budgetary Legal Basis

Cutover: Dept Transactions – Keeping Track

- Wave 1 Departments
 - Continue using FI\$Cal to enter data until 8/5
 - The “blackout” period begins the evening of 8/5 and ends on 8/11.
 - During the “blackout” period, the FI\$Cal application will be unavailable for data entry until cutover activities are complete
 - Depts are able to work offline using paper-based processes for: Requisitions, Purchase Orders (Std 65), Manual claims to SCO, ORFs for emergency transactions, Customer Receipts, etc.
 - Depts should keep a log of transactions executed during this time; they will need to be entered into FI\$Cal beginning 8/12
 - FI\$Cal application available for data entry on 8/12

**Transaction Templates to be
provided after meeting**

Cutover: Dept Transactions – Keeping Track (cont'd)

- Wave 2 Departments
 - New departments for Wave 2 will continue to transact in current systems/processes until 8/12
 - For transactions processed from 7/1 to 8/11 in legacy, departments will need to enter same transactions into FI\$Cal starting 8/12
 - Departments should focus on closing prior FY and hold transactions for new fiscal year
 - If there are emergency transactions, then an offline process can be followed or transact in current system

**Transaction Templates to be
provided after meeting**

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FSC: Service Requests & Service Restoration

- FSC refers to every customer interaction as an incident.
- We open a ticket in our ITSM tool to track every incident through resolution and closure.
- We have two types of incident:
 - **Service Request** - A service request incident is a change, enhancement, or assistance with a user procedure where the system is otherwise working as designed.
 - Examples: Business Process Support, User Account Maintenance, Configurations
 - **Service Restoration** - A service restoration incident is a “break/fix” scenario; system is not working as designed and a fix is required.
 - Examples: Errors, Repairs, Process or Batch Failures, Performance Issues

FSC: Service Requests & Service Restoration

- Incidents vs. Requests

What are Incidents?	What are Requests?
"It is broken"	"I need help"
"It is not working"	"I need training"
"I am getting an error"	"I don't know how to..."
"I am unable to connect"	"It would be nice if the System.."
"I can't do my job"	"Can you change something for me?"
"Something isn't working right"	"Can you change security roles for me?"

FSC: How to Contact FSC 24/7/365

- Email - fiscalservicecenter@fiscal.ca.gov
- Voice (Toll Free) - (855) FISCAL0 (347-2250)
- Web - <http://www.fiscal.ca.gov/access-fiscal/>

Access FI\$Cal

Welcome to Access FI\$Cal. This page provides you with access to the FI\$Cal System, maintenance information, access to training, and access to the FI\$Cal Service Center.

The FI\$Cal System will be unavailable as follows:

- *Friday, 04/24/15 – 5:00 AM to 8:00 AM: Hyperion will be unavailable due to planned maintenance. PeopleSoft will not be affected.*



Click here to access the FI\$Cal application.



Click here to access notices about application maintenance.

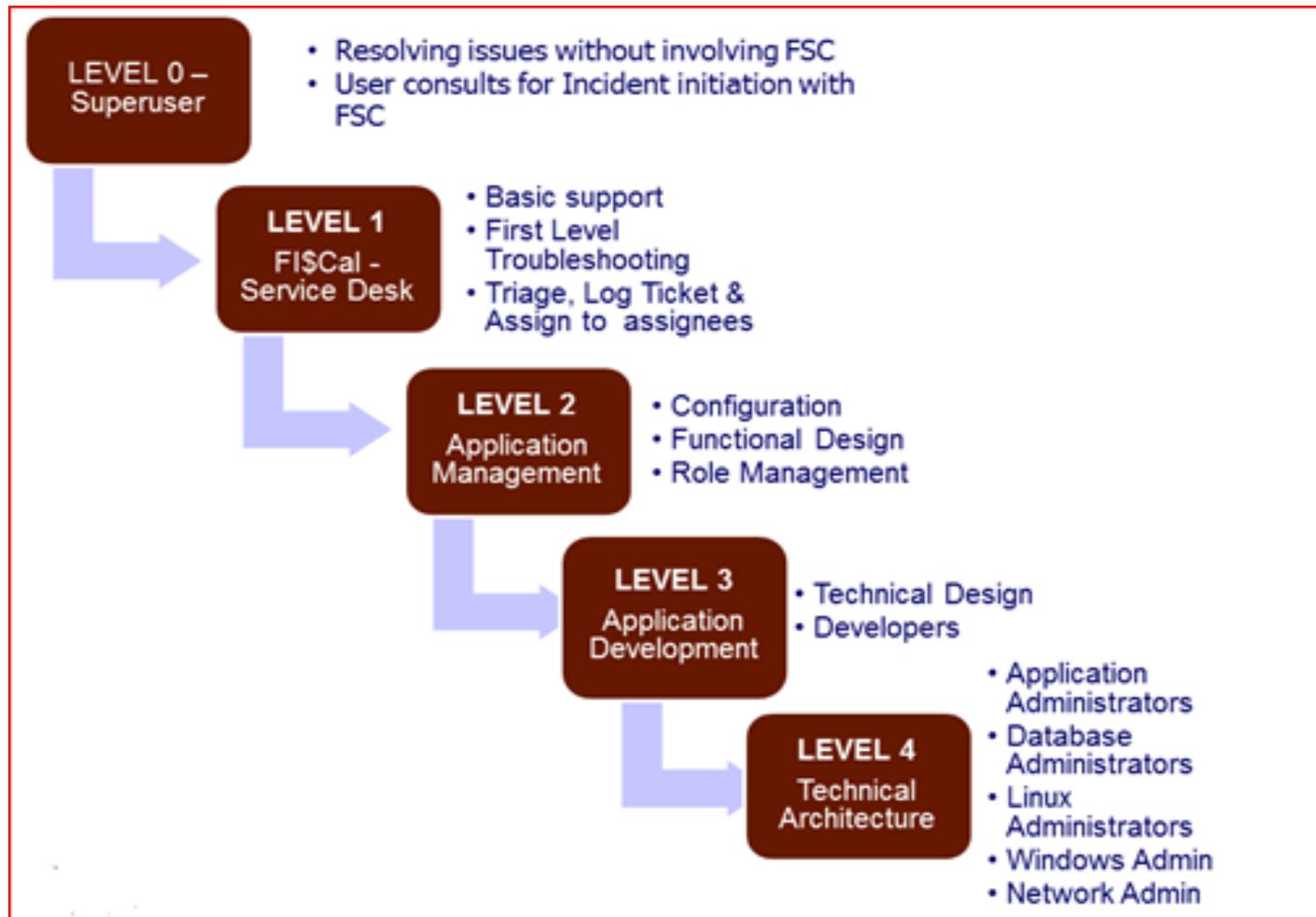


Click here to access the FI\$Cal Training Academy.



Click here to access FI\$Cal Service Center information.

FSC: Support Levels



FSC: Incident Ticket Closure and Follow-Up Policies

- **One incident/request per ticket and one ticket per incident/request**
 - Tickets can be associated to each other
 - Relationships are used for items that are important for investigation and future reference
 - Agents see your prior incident history
- **Incident Follow Up Policy**
 - A minimum of 3 attempts to contact you (email and phone) over at least 10 business days
 - If we see your Out of Office message, we will take note and contact you when you return
 - If your Out of Office message identifies a backup staff to contact, we will do so

FSC: Incident Ticket Closure and Follow-Up Policies

- **The incident initiator/requestor confirms the incident/request resolution**
 - If the resolution is satisfactory, the initiator/requestor sends an email confirmation indicating that the resolution is satisfactory. The incident/request can now be Resolved.
 - If the resolution is not satisfactory, the initiator/requestor sends an email indicating that the resolution was not satisfactory. The incident/request can be reopened.

FSC: Incident Ticket Closure and Follow-Up Policies

- **Resolved → Closed after 72 hours (3 days)**
 - 72 hours after you receive automatic resolution notification email the incident will automatically set to Closed
 - The status of this ticket will automatically change to "Closed" in 72-hours from the time of this email. If you feel resolution has not been confirmed, please do not hesitate to contact the FI\$Cal Service Center prior to the 72 hours closure of this ticket and provide your ticket number so the ticket does not change to "Closed" status until confirmed. If you contact the FSC after 72-hours, a new ticket will be created and this ticket will be referenced to indicate a relationship between the tickets.

Note: Incidents with a status of Closed cannot be reopened.

FSC: Incident Security

- Do not email sensitive or confidential data to FSC
- Consider data shown in a screen shot or image
- If your problem involves sensitive data, please call FSC first
 - FSC will help you on the phone to redact the sensitive data

FSC: Outage and Maintenance Announcements

Welcome to Access FI\$Cal. This page provides you with access to the FI\$Cal System, maintenance information, access to training, and access to the FI\$Cal Service Center.

■ Website

The FI\$Cal System will be unavailable as follows:

- o **Friday, 04/24/15 – 5:00 AM to 8:00 AM:** Hyperion will be unavailable due to planned maintenance. PeopleSoft will not be affected.



Click here to access the FI\$Cal application.



Click here to access notices about application maintenance.

■ Email

 Planned System Outage	
Applications Affected	<input type="checkbox"/> PeopleSoft <input checked="" type="checkbox"/> Hyperion <input type="checkbox"/> Both PeopleSoft & Hyperion
Start Date and Time	04/17/15 11:00 PM
End Date and Time	04/18/15 7:00 AM
Reason	Hyperion will be unavailable due to planned maintenance for PUH synchronization.

 Unplanned Outage	
Applications Affected	<input type="checkbox"/> PeopleSoft <input checked="" type="checkbox"/> Hyperion <input type="checkbox"/> Both PeopleSoft & Hyperion
Start Date and Time	04/20/15 2:40 PM
Estimated Time of Resolution (ETR)	unknown
Reason	We are currently experiencing Essbase and Smartview connection errors due to technical issues. The Technical Team is currently investigating the issue.

■ Major Outage: Message of the Day recorded on (855) FISCAL0

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For Information



FI\$Cal Project Information:

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

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

fiscal.cmo@fiscal.ca.gov