



**FI\$Cal**

*Financial Information System for California*

# FI\$Cal Project Wave 2 Transition- Summer Release

July 22, 2015

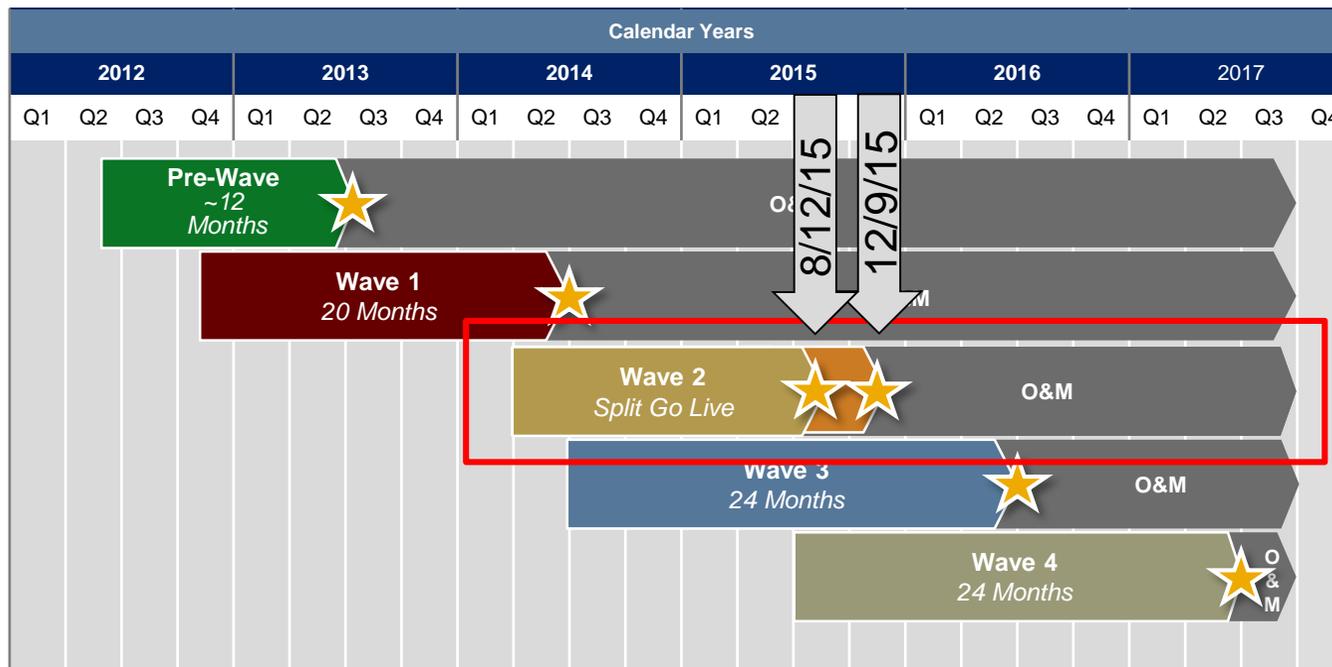
# Agenda

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- Wave 2 Transition Timeline
- UAT Status
- Spreadsheet Uploads
- Conversion Update
- Production Freeze Dates
- Strawman for Departmental Transactions
- Approach for Month End Close
- Interface Update
- FI\$Cal Service Center (FSC)
- Next Steps

# Transition: Revised Timeline

- We are less than 3 weeks from transacting (8/12/2015)



Approved Change Request 512

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# UAT Status

- **UAT Backlog and UMAT** are in full swing
- Departments have currently **passed 163 of 172 UAT scripts**
- All UAT scripts for **AR, BU, CA, CM, and GL** have been passed

Module	Total Scripts	Number of Scripts Passed by:			
		0 depts.	At least 1 dept.	More than 5 depts.	More than 10 depts.
AM	15	2	13	11	6
AP	18	1	17	4	1
AR	25		25	20	7
BU	6		6	3	1
CA	9		9	8	
CM	3		3		
GL	16		16	7	1
GM	7	1	6	4	
LD	3		3	3	2
PC	22	4	18	10	4
PO	48	1	47	39	38
<b>Total</b>	<b>172</b>	<b>9</b>	<b>163</b>	<b>109</b>	<b>60</b>

# UAT Status

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

Department	AM	PO	AP	AR	BU	CA	GM	CM	GL	LD	PC
CAC		2 of 2		3 of 2		3 of 3	3 of 3				
CALRECYCLE	11 of 12	38 of 38	4 of 4	15 of 15	3 of 3			1 of 1	6 of 7		
CALTECH		22 of 20									
CCFC	11 of 12	38 of 36	4 of 4	18 of 18	0 of 1				6 of 6	3 of 3	9 of 9
CCOA		5 of 5		4 of 4							
CDA	9 of 9	28 of 29	4 of 4	21 of 22	0 of 5	7 of 7	5 of 6		6 of 7	3 of 3	9 of 12
CFS_BCSH	5 of 5	37 of 37							1 of 1		
CFS_BSCC	2 of 2	32 of 31		7 of 7		1 of 1	4 of 4		1 of 1	3 of 3	11 of 11
CFS_CATC	4 of 4	38 of 38			3 of 3						
CFS_CCTC	1 of 0	15 of 0		6 of 0		1 of 0				3 of 0	
CFS_CIRM	3 of 3	29 of 28			2 of 2				1 of 1		6 of 6
CFS_DGS	1 of 1		5 of 5	20 of 22	6 of 6			1 of 1	4 of 4	3 of 3	
CFS_DSC		35 of 35				5 of 5					
CFS_EAAP		16 of 11									
CFS EMSA	2 of 2	35 of 34				1 of 1	3 of 3			3 of 3	5 of 7
CFS_FISCAL	4 of 4	38 of 38			5 of 5				1 of 1		
CFS_FPPC	5 of 5	36 of 36							1 of 1		
CFS_GOBIZ	5 of 5	36 of 36			3 of 2						
CFS_GOVOPS	1 of 1	19 of 17									
CFS_LHC	2 of 2	7 of 7									

# UAT Status

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

Department	AM	PO	AP	AR	BU	CA	GM	CM	GL	LD	PC
CFS_OIG	1 of 1	18 of 18									
CFS_OSI	2 of 2	25 of 25									
CFS_OSPD	4 of 4	35 of 36			3 of 3						
CFS_RMC		7 of 7									
CFS_SDRC		12 of 12									
CFS_SNC	4 of 4	37 of 37		7 of 7							
CFS_SSC		2 of 2									
CFS_SSJDC		7 of 7									
CFS_TAHOE	3 of 3	36 of 36		7 of 7	4 of 4	8 of 8	5 of 5		1 of 1	3 of 0	10 of 10
DCA		24 of 25									
DFEH		12 of 12		1 of 0							
DGS		46 of 46		1 of 1		5 of 0					6 of 6
DOF	7 of 7	27 of 27		1 of 1	1 of 0	6 of 6				3 of 3	7 of 10
DTSC	6 of 11	38 of 38	4 of 4	24 of 24	0 of 3	9 of 9	6 of 7		7 of 7	3 of 3	12 of 12
HSR	9 of 9	36 of 37	4 of 4	20 of 18	5 of 5	8 of 8	6 of 6		6 of 6	2 of 2	4 of 5
LIBRARY	10 of 11	38 of 38	4 of 4	18 of 22	3 of 3	8 of 8	4 of 6		6 of 6	2 of 2	10 of 12
SCO	11 of 11	30 of 36	13 of 17	10 of 22		3 of 3	6 of 7	0 of 1	9 of 9	3 of 3	11 of 13
STO	12 of 13	38 of 38	5 of 5	22 of 22				3 of 3	3 of 4	2 of 2	
VCGCB	9 of 10	38 of 37	4 of 4	20 of 21	4 of 4	8 of 7	5 of 6		7 of 7	2 of 2	10 of 12

\*Results as of 7/17 backlog cleanup still ongoing – hence the gap between planned and complete

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# Spreadsheet Uploads: Manual True Up Process

- The following spreadsheet uploads will be available for depts post go live during dual entry period (related job aid in parenthesis):
  - **AP** – Voucher Upload (FI\$Cal.056) →  
Template for each dept will be provided
  - **KK** – Budget Journal Upload (FI\$Cal.103)
  - **GL** – Journal Upload (FI\$Cal.001)
  - **PC** – Project Upload (FI\$Cal.156)

## Job Aids Available for Spreadsheet Uploads

[http://www.fiscal.ca.gov/access-fiscal/job\\_aids.html](http://www.fiscal.ca.gov/access-fiscal/job_aids.html)

### Supplemental Job Aids & Training Tips

Welcome to the Supplemental Job Aids and Training Tips for FI\$Cal end users. This page provides by-step instructions on how to complete specific transactions in FI\$Cal not covered in the *FI\$Cal End User Frequently Asked Questions* and helpful *FI\$Cal End User Tips*.

- **Inventory of Job Aids to be Published** – [Click Here](#) (10/15/2014)
- **FI\$Cal End User Supplemental Job Aids**

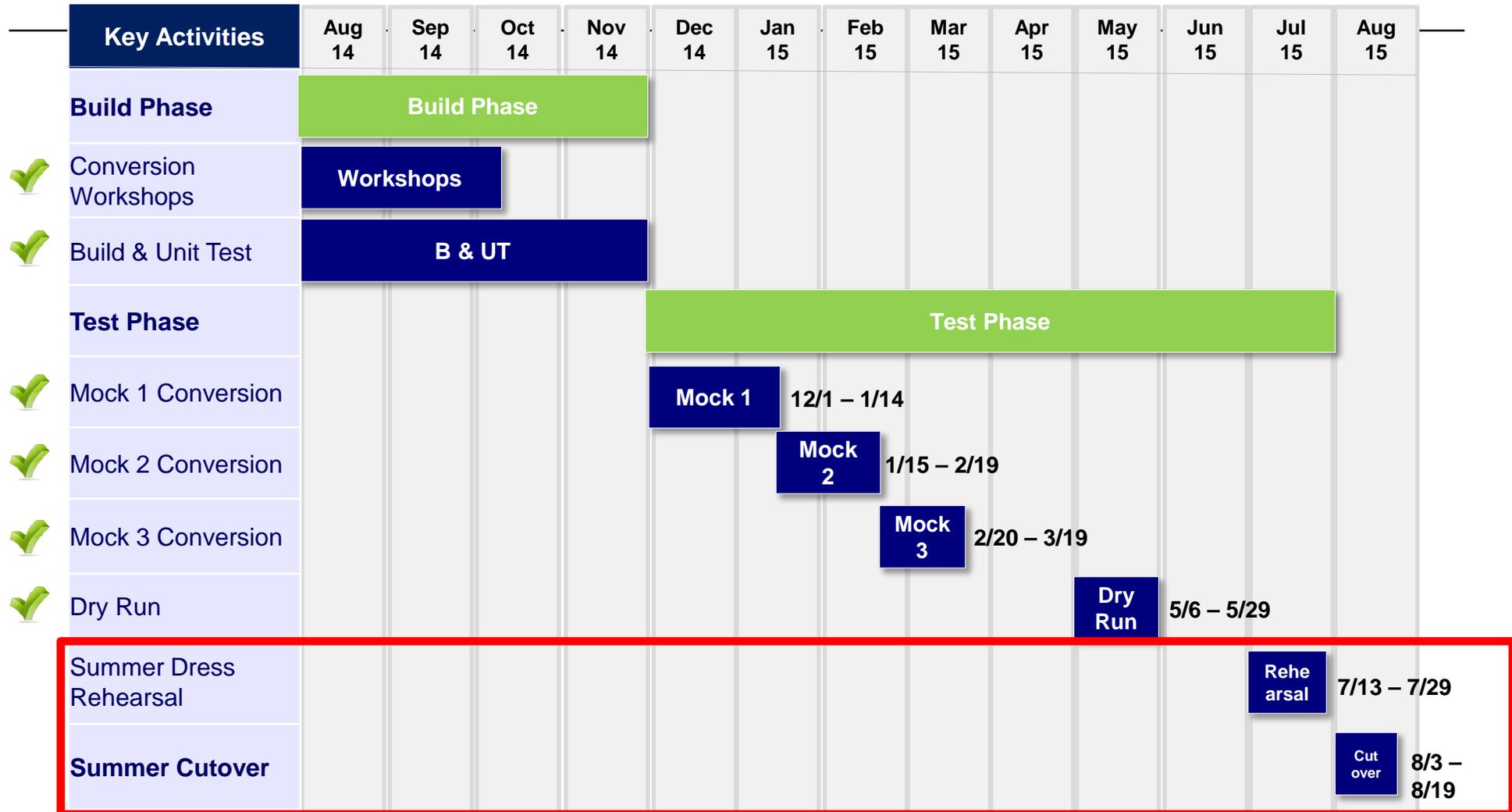
- [Accessing FI\\$Cal 2.0 - How to log in](#)
- [Accounts Payable - AP Job Aids](#)
- [Asset Management -AM Job Aids](#)
- [Billing - BI / Accounts Receivable - AR Job Aids](#)
- [Budgets - BU Job Aids](#)
- [Cash Management - CM Job Aids](#)
- [Chart of Accounts - COA Job Aids](#)
- [Commitment Control - KK Job Aids](#)
- [General Ledger - GL Job Aids](#) **UPDATED**
- [Labor Distribution - LD Job Aids](#)
- [Project Costing - PC Job Aids](#)
- [Procurement - PO Job Aids](#) **UPDATED**
- [Vendor Management - VM Job Aids](#)
- [Non-Business Process Job Aids](#)

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# Conversion Update: Dress Rehearsal



# Conversion Update: Dress Rehearsal (cont'd)

- Department validation/manual conversion sessions are scheduled for **7/23-7/29**
  - Daily Kick-offs – Jade Conference Room, except 7/27 in Diamond
  - Validations/Manual Entry – Training Rooms 1-5

FI\$Cal Wave 2 Dress Rehearsal Conversions Validations and Manual Entry	7/23/2015		7/24/2015		7/27/2015		7/28/2015		7/29/2015	
	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										
CNVPO107 - Open Purchase Orders										
CNVPO105 - Items (CALPIA Only)										
CNVPC002A & 2B - Projects and Activities										
CNVPC003 - Customer Contracts										
CNVGM001 - Grants										

## Look Ahead: Conversions for Cutover

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- 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
  - **8/3-8/7:** FI\$Cal will review the submitted files & stage the conversion data in the FI\$Cal Production environment
  - **8/7-8/11:** FI\$Cal will run all conversions to validate & load the data in the FI\$Cal Production 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

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# Production Freeze Dates

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- Production Freeze will be 7/31
- This includes:
  - Security
  - Configuration
  - Break/Fix
  - RICEFs

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# Department Activity Checklist - Week of 8/3

## Monday (8/3)

- |   |   |
|---|---|
| <input type="checkbox"/> Submit Conversion Files for Summer Release | <input type="checkbox"/> Production Code Freeze |
|---|---|

## Tuesday (8/4)

- |   |   |
|---|---|
| <input type="checkbox"/> Address Conversion Kick-outs | <input type="checkbox"/> Production Code Freeze |
|---|---|

## Wednesday (8/5)

- |   |   |
|---|---|
| <input type="checkbox"/> Address Conversion Kick-outs | <input type="checkbox"/> Production Code Freeze |
|---|---|

## Thursday (8/6)

- |   |   |
|---|---|
| <input type="checkbox"/> Address Conversion Kick-outs | <input type="checkbox"/> Transaction Blackout   |
|   | <input type="checkbox"/> Production Code Freeze |

## Friday (8/7) – Sunday (8/9)

- |   |   |
|---|---|
| <input type="checkbox"/> Address Conversion Kick-outs | <input type="checkbox"/> Transaction Blackout   |
|   | <input type="checkbox"/> Production Code Freeze |

# Department Activity Checklist - Week of 8/10

## Monday (8/10)

- |   |   |
|---|---|
| <input type="checkbox"/> Address Conversion Kick-outs               | <input type="checkbox"/> Transaction Blackout   |
| <input type="checkbox"/> Review Transition Trackers, UPKs, Job Aids | <input type="checkbox"/> Production Code Freeze |

## Tuesday (8/11)

- |  |   |
|--|---|
| <input type="checkbox"/> Organize/plan entry of backlog transactions | <input type="checkbox"/> Transaction Blackout   |
| <input type="checkbox"/> Review UPKs, Job Aids                       | <input type="checkbox"/> Production Code Freeze |

## Wednesday (8/12) GO LIVE

- |   |   |
|---|---|
| <input type="checkbox"/> Conversion Validations & Manual Entry      | <input type="checkbox"/> Production Code Freeze |
| <input type="checkbox"/> Validate Key Configurations (see Appendix) |   |

## Thursday (8/13)

- |  |  |
|--|--|
| <input type="checkbox"/> Conversion Validations & Manual Entry |  |
| <input type="checkbox"/> Validate Key Configurations           |  |

## Friday (8/14)

- |  |  |
|--|--|
| <input type="checkbox"/> Conversion Validations & Manual Entry |  |
| <input type="checkbox"/> Validate Key Configurations           |  |

# Department Activity Checklist - Week of 8/17

## Monday (8/17)

- |  |   |
|--|---|
| <input type="checkbox"/> Conversion Validations & Manual Entry | <input type="checkbox"/> Attend Month-End Close (MEC) Lab |
| <input type="checkbox"/> Validate Key Configurations           |   |

## Tuesday (8/18)

- |  |   |
|--|---|
| <input type="checkbox"/> Conversion Validations & Manual Entry | <input type="checkbox"/> Attend Month-End Close (MEC) Lab |
| <input type="checkbox"/> Validate Key Configurations           |   |

## Wednesday (8/19)

- |   |   |
|---|---|
| <input type="checkbox"/> Conversion Validations & Manual Entry    | <input type="checkbox"/> Attend Month-End Close (MEC) Lab |
| <input type="checkbox"/> Enter Backlog of Transactions (Appendix) |   |

## Thursday (8/20)

- |  |   |
|--|---|
| <input type="checkbox"/> Enter Backlog of Transactions | <input type="checkbox"/> Attend Month-End Close (MEC) Lab |
| <input type="checkbox"/> Enter Transactions            |   |

## Friday (8/21)

- |  |   |
|--|---|
| <input type="checkbox"/> Enter Backlog of Transactions | <input type="checkbox"/> Attend Month-End Close (MEC) Lab |
| <input type="checkbox"/> Enter Transactions            |   |

# Department Activity Schedule with Business Support and Incident Resolution

## Week of 8/10

- |  |   |
|--|---|
| <input type="checkbox"/> Confirm Configuration, Conversions    | <input type="checkbox"/> Enter July/August Transactions     |
| <input type="checkbox"/> Complete Key Configuration Validation | <input type="checkbox"/> Run and Review Transaction Reports |

## Week of 8/17

- |   |   |
|---|---|
| <input type="checkbox"/> Enter July/August Transactions   | <input type="checkbox"/> Run Reports, Report Progress                         |
| <input type="checkbox"/> Attend Month-End Close (MEC) Lab | <input checked="" type="checkbox"/> <b>W1 July Month End Close Activities</b> |

## Week of 8/24

- |   |  |
|---|--|
| <input type="checkbox"/> Enter July/August Transactions   | <input type="checkbox"/> Run Reports, Report Progress                      |
| <input type="checkbox"/> Attend Month-End Close (MEC) Lab | <input checked="" type="checkbox"/> <b>W1 July Post-Closing Activities</b> |

## Week of 8/31

- |   |   |
|---|---|
| <input type="checkbox"/> Enter July/August/September Transactions | <input type="checkbox"/> Run and Review Transaction Reports |
| <input type="checkbox"/> Attend Month-End Close (MEC) Lab         | <input type="checkbox"/> Monitor and Report Progress        |

## Week of 9/7

- |  |   |
|--|---|
| <input type="checkbox"/> Enter August/September Transactions | <input type="checkbox"/> Run and Review Transaction Reports |
| <input type="checkbox"/> Attend Month-End Close (MEC) Lab    | <input type="checkbox"/> Monitor and Report Progress        |

# Department Activity Schedule with Business Support and Incident Resolution

## Week of 9/14

- |  |  |
|--|--|
| <input type="checkbox"/> Enter August/September Transactions | <input type="checkbox"/> <b>W2 July Month End Close Activities</b> |
| <input type="checkbox"/> Attend Month-End Close (MEC) Lab    | <input type="checkbox"/> Monitor and Report Progress               |

## Week of 9/21

- |  |  |
|--|--|
| <input type="checkbox"/> Enter August/September Transactions | <input type="checkbox"/> <b>W2 July Post-Closing Activities</b>      |
| <input type="checkbox"/> Attend Month-End Close (MEC) Lab    | <input type="checkbox"/> <b>W1 August Month End Close Activities</b> |

## Week of 9/28

- |  |  |
|--|--|
| <input type="checkbox"/> Enter August/September Transactions | <input type="checkbox"/> <b>W2 August Month End Close Activities</b> |
| <input type="checkbox"/> Attend Month-End Close (MEC) Lab    | <input type="checkbox"/> <b>W1 August Post-Closing Activities</b>    |

## Week of 10/5

- |  |   |
|--|---|
| <input type="checkbox"/> Enter August/September/October Transactions | <input type="checkbox"/> <b>W2 August Post-Closing Activities</b> |
| <input type="checkbox"/> Attend Month-End Close (MEC) Lab            | <input type="checkbox"/> Monitor and Report Progress              |

## Week of 10/12

- |   |   |
|---|---|
| <input type="checkbox"/> Enter September/October Transactions | <input type="checkbox"/> Run and Review Transaction Reports |
| <input type="checkbox"/> Attend Month-End Close (MEC) Lab     | <input type="checkbox"/> Monitor and Report Progress        |

# Department Activity Schedule with Business Support and Incident Resolution

## Week of 10/19

- Enter September/October Transactions
- Attend Month-End Close (MEC) Lab

- W1 September Month End Close Activities**
- W2 September Month End Close Activities**

## Week of 10/26

- Enter September/October Transactions
- Attend Month-End Close (MEC) Lab

- W1 September Post-Closing Activities**
- W2 September Post-Closing Activities**

## Week of 11/2

- Enter October/November Transactions
- Attend Month-End Close (MEC) Lab

- Run and Review Transaction Reports
- Monitor and Report Progress

## Week of 11/9

- Enter October/November Transactions
- Attend Month-End Close (MEC) Lab

- Run and Review Transaction Reports
- Monitor and Report Progress

## Week of 11/16

- Enter October/November Transactions
- Attend Month-End Close (MEC) Lab

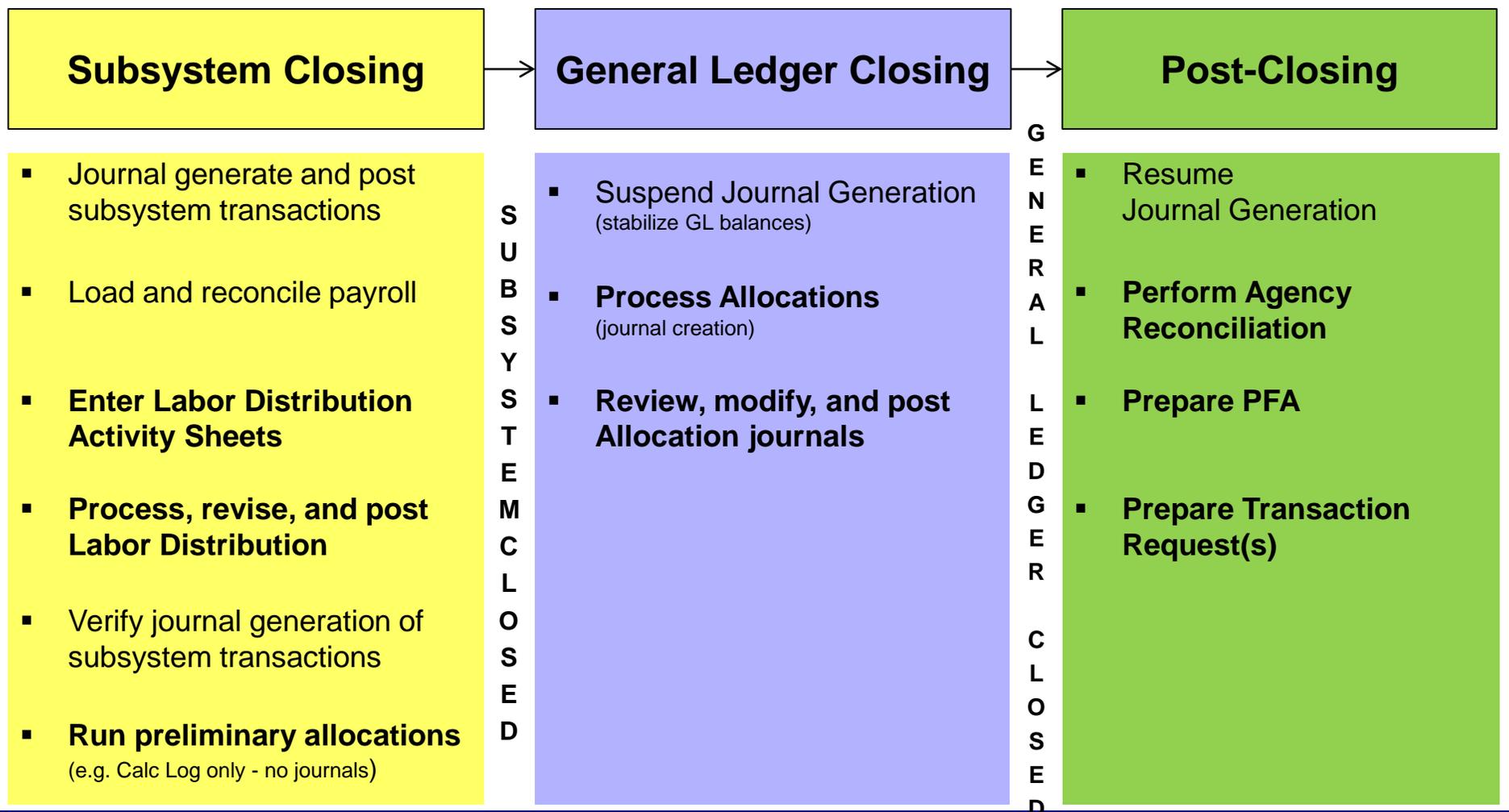
- W1 October Month End Close Activities**
- W2 October Month End Close Activities**

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# Month-End Close Schedule - Closing Phases



# Approach for Departmental Transactions (Month End Close (MEC))

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- Departments will need to stay on pace to enter transactions after go live
  - First day of data entry, 8/12
  
- Department of Finance will support departments with
  - Oversight – Executive level monitoring and reporting
  - Enforcement – Executive level meeting with Department Sponsors
  - Reconciliation – Tactical support in the MEC Lab
  
- FI\$Cal Service Center will support with
  - Month End Close (MEC) Lab Support- Kim McHolland
  - State Business Experts in the MEC Lab
  - Defect Resolution

# Approach for Departmental Transactions (Month End Close (MEC))

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- MEC Lab
  - Month End Close (MEC) Lab Support available Mon-Fri
  - State Business Experts in the MEC Lab
  - “Mandatory” Lab for Depts who are not showing progress on data entry
  - DOF attendance for help with reconciliation activities
  
- W1 Departments have no accounting conversions
  
- W2 Departments have accounting conversions as of 6/30
  
- Catch up on July and Aug transactions

## DOF Policy on Month End Close

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- State Policy requires reconciliation within 30 days after the end of the month
- Finance will allow additional time to perform month-end closing (MEC) and to complete July and August reconciliations
- Using FI\$Cal as the primary accounting system, departments should comply with policy by FM3 (September) reconciliations
- Dates for expected closure for Wave 2 departments:
  - FM1 by 9/23/15
  - FM2 by 10/9/15
  - FM3 by 10/23/15 (reconciliations complete by 10/30/15)
- Departments requiring additional time for MEC and reconciliations must submit a written request to Finance (FSCU) for a temporary exemption to the policy

# How will Departments assign resources to do MEC?

MEC Task	Lead Name	Phone Number	Email
Subsystem Closing			
Journal Generate & Post Transactions			
Load Reconcile Payroll			
Enter Activity Sheets			
Process and Post Labor			
Journal Generate Verify Subsystem Tx			
General Ledger Closing			
Process Allocations			
Review, Modify, Post Allocation JE			
Post-Closing			
Agency Reconciliation			
Plan of Financial Adjustment (PFA)			

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# Interface Update: CalATERS Processing

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## ■ Wave 1 Departments

Dates	Task
07/01/15-08/06/15	<ul style="list-style-type: none"> <li>• Business as usual for Wave 1 Departments (Wave 1 Departments using CalATERS will continue to process travel advances and expenses in CalATERS and generate travel advance checks through FI\$Cal)</li> </ul>
08/06/15 (EOD)-08/11/15	<ul style="list-style-type: none"> <li>• FI\$Cal CalATERS processing on hold for Wave 2 Deployment activities</li> <li>• Wave 1 Departments will need to process any urgent advance payments outside of FI\$Cal</li> </ul>
08/12/15 Go Live!	<ul style="list-style-type: none"> <li>• CalATERS catch-up processing starts night of 08/12/15</li> <li>• Advances from 08/06/15–08/11/15 will be put on hold as part of cutover after CalATERS files have been processed</li> </ul>
08/13/15-08/21/15	<ul style="list-style-type: none"> <li>• Manually record any Travel Advance payment references for already paid advances outside of FI\$Cal</li> <li>• Run pay cycle for unpaid advances to pay from FI\$Cal</li> <li>• Manually apply applicable Expense vouchers to Travel Vouchers</li> </ul>

# Interface Update: CalATERS Processing

## ■ Wave 2 Departments

Dates	Task
07/01/15-08/11/15	<ul style="list-style-type: none"> <li>Wave 2 Departments continue to process CalATERS transactions outside of the System</li> </ul>
08/06/15 (EOD)-08/11/15	<ul style="list-style-type: none"> <li>FI\$Cal CalATERS processing on Hold for Wave 2 Deployment activities</li> </ul>
08/12/15 Go Live!	<ul style="list-style-type: none"> <li>CalATERS catch-up processing starts night of 08/12/15</li> <li>Advances from 07/01/15–08/11/15 will be put on hold as part of cutover after CalATERS files have been processed</li> </ul>
08/13/15-08/21/15	<ul style="list-style-type: none"> <li>Validate configurations and Employee Vendors</li> <li>Manually record any Travel Advance payment references for already paid advances outside of FI\$Cal</li> <li>Run pay cycle for unpaid advances to pay from FI\$Cal</li> <li>Manually apply applicable Expense vouchers to Travel Vouchers</li> </ul>

# Interface Update: Payroll Processing

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- All Departments

Dates	Task
By COB 08/06/15	<ul style="list-style-type: none"> <li>Wave 1 Departments manually load and validate LD configuration for Fiscal Year 2015</li> </ul>
08/07/15- 08/11/15	<ul style="list-style-type: none"> <li>LD configuration for Wave 2 Departments is loaded during cutover processing</li> </ul>
By COB 08/11/15	<ul style="list-style-type: none"> <li>Labor budgets are loaded for Wave 1 Departments</li> </ul>
08/12/15- 08/14/15	<ul style="list-style-type: none"> <li>Wave 2 Departments validate LD configuration</li> <li>July payroll data is loaded into FI\$Cal</li> </ul>
08/17/15	<ul style="list-style-type: none"> <li>Wave 1 departments run Labor Distribution for July payroll</li> </ul>
By COB 09/11/15	<ul style="list-style-type: none"> <li>Labor budgets are loaded for Wave 2 departments</li> </ul>
09/14/15	<ul style="list-style-type: none"> <li>Wave 2 departments run Labor Distribution for July payroll</li> </ul>

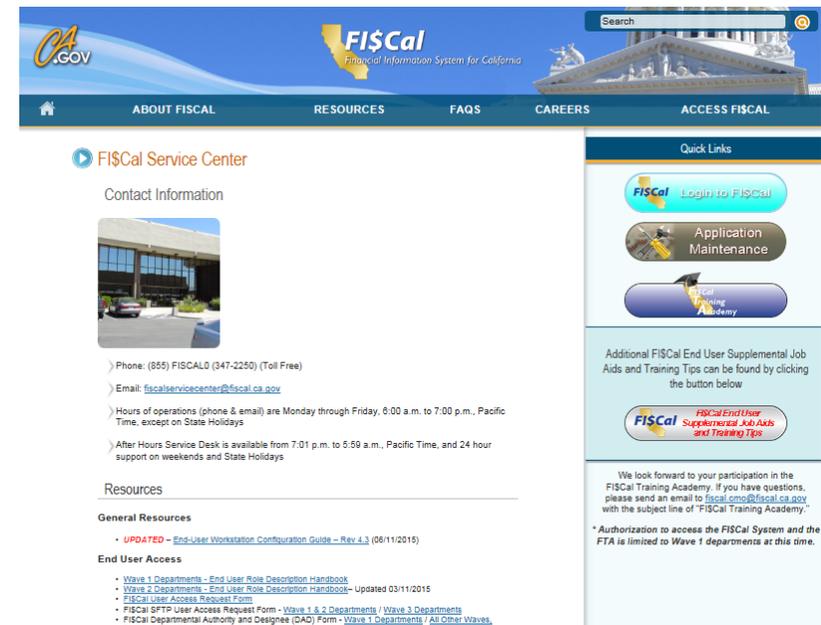
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# How to Access the FSC

- By phone
  - 1-855-FI\$Ca10 (347-2250)
  
- By email
  - [fiscalservicecenter@fiscal.ca.gov](mailto:fiscalservicecenter@fiscal.ca.gov)
  
- By web
  - [www.fiscal.ca.gov](http://www.fiscal.ca.gov)



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## For Information

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

# Appendix: Deep Dive into Day 1-3

FI\$Cal Wave 2 Department Transition			
Validate Key Configurations			
Module	Transactions	Activities	Support Resources
AM*	Depreciate Assets	Validate all depreciable assets are properly entered	Review Asset Audit Report - AM Job Aid FI\$Cal.080
AP*	Enter and Maintain Vendors	Enter vendors and employee that were not converted during cutover activities.	Creating an Employee Vendor - FI\$Cal .012
AR*	Setup and Maintain Customers	Enter new customers Manage existing customers	UPK BI/AR102
GL*	Enter and Process Budget Journals	Prepare department operating budget spreadsheets Load department operating budgets	Resolving Journal Edit and Budget Check Errors 1.0 - FI\$Cal.095
GL*	Validate Chart of Accounts	Monitor use of ChartField values in transactions to ensure accuracy	Maintaining Department COA Values - FI\$Cal.097
GL*	Confirm ComboEdits	Department defined ComboEdits should be reviewed as transactions entered and the edits applied	Task submission/Configuration Mod Form
CM*	Bank Account Management	Verify departmental access to bank accounts	Job Aid
GM*	Enter New Grants	Create grants not previously entered	UPK GM112
PC*	Create and Maintain Projects	Create/Update projects	UPK PC112
CA*	Enter and Maintain Contracts	Enter new or modify existing contracts within PC	UPK PC122, PC123
PO*	Enter Encumbrance Only PO	Verify all service contracts have a PO set up	Job aid (in process)
PO*	Enter/Adjust Multi-year PO with Encumbrance Amounts in Future Years	Verify all service contracts have a PO set up	

# Appendix: Deep Dive into Entering Transactions

FI\$Cal Wave 2 Department Transition (Preparation for Month End Close)			
Module	Transactions	Activities	Support Resources
AM	Acquire Assets	Enter the backlog of asset acquisitions	UPK 112
AM	Maintain Assets	Update asset information as needed	UPK 122
AM*	Depreciate Assets	Validate all depreciable assets are properly entered	Review Asset Audit Report - AM Job Aid FI\$Cal.080
AP*	Enter and Maintain Vendors	Enter vendors and employee that have not been converted during cutover activities.	Creating an Employee Vendor - FI\$Cal .012
AP	Enter and Process Vouchers	Enter any invoices which have been entered in the Departmental Legacy System and paid in the current fiscal year.	Creating a New Journal Entry - GL FI\$Cal.188
AP	Enter and Process Vouchers	Enter all Salary Advance payments created in the Departmental Legacy System 7/1 - today. These transactions	Creating an Employee Salary Advance 1.0 - FI\$Cal.029
AP	Enter and Process Vouchers	Enter all invoices paid on/after 7/1 via the Departmental Bank Account.	Creating a Prepaid Voucher using a Cash Type of Office Revolving Fund, Agency Trust, or General Cash 1.0 - FI\$Cal.026
AP	Enter and Process Vouchers	Enter any ORF Replenishments provided to SCO post 6/30 for ORF payment pre 6/30.	FI\$Cal.149 - Creating a General Ledger Journal Entry to Record Payments Made Outside FI\$Cal 1.0
AP	ORF Replenishment	To replenish ORF account, payments made with an ORF check need to be recorded in FI\$Cal via ORF Voucher Upload process.	AP Voucher Spreadsheet Upload FI\$Cal.056 Creating a Regular Voucher for ORF Replenishment FI\$Cal.034

# Appendix: Deep Dive into Entering Transactions

FI\$Cal Wave 2 Department Transition (Preparation for Month End Close)			
Module	Transactions	Activities	Support Resources
AR*	Setup and Maintain Customers	Enter new customers Manage existing customers	UPK BI/AR102
AR	Generate and Adjust Invoices	Create invoices Make needed adjustments to invoices	UPK BI113
AR	Process Payments	Enter backlog payments received, including: - regular payments, - direct transfers, refunds, - employee payments, etc.	UPK AR124 Applying a Payment to a Direct Transfer Bill - FI\$Cal.152 Setting Up an AR for an Employee - FI\$Cal.017
AR	Collect Receivables	Review customer balances and make necessary updates.	UPK AR225
GL*	Enter and Process Budget Journals	Prepare department operating budget spreadsheets Load department operating budgets	Resolving Journal Edit and Budget Check Errors 1.0 - FI\$Cal.095
GL*	Validate Chart of Accounts	Monitor use of ChartField values in transactions to ensure accuracy	Maintaining Department COA Values - FI\$Cal.097
GL	Confirm Allocations	Review and confirm that all allocations needed have been created and tested	Maintaining Allocations - FI\$Cal.008
GL*	Verify ComboEdits	Review department specific ComboEdits	Task submission/Configuration Mod Forms
GL	Confirm Labor Distribution	Review defaults Review Activity Sheet entry, if using	Task submission/Configuration Mod Forms
GL	Make Journal Entries	Enter journals from various sources	Creating a New Journal Entry - FI\$Cal.188 Creating a General Ledger Journal to Record Payments Made Outside FI\$Cal - FI\$Cal.149

# Appendix: Deep Dive into Entering Transactions

FI\$Cal Wave 2 Department Transition (Preparation for Month End Close)			
Module	Transactions	Activities	Support Resources
CM*	Bank Account Management	Verify departmental access to bank accounts	
CM	Bank Statement Reconciliation	Perform bank reconciliation	UPK CM112 Manual Reconciliation Job Aid FI\$Cal.147 Semi-Manual Reconciliation Job aid FI\$Cal.006
CM	Address Transactions Pending Reconciliation	Checks and deposits that cannot be automatically matched in the system requiring manual intervention	
GM*	Enter New Grants	Create grants not previously entered	UPK GM112
GM	Maintain Existing Grants	Enter any grant updates needed	UPK GM112
PC*	Create and Maintain Projects	Create/Update projects	UPK PC112
PC	Monitor Project Costs	Review and report project-related costs	UPK PC114
PC	Create and Manage Project Assets	Manage project-related assets	UPK PC113
CA*	Enter and Maintain Contracts	Enter new or modify existing contracts within PC	UPK PC122, PC123
CA	Billing in Contracts	Create invoices related to contracts	UPK PC122

# Appendix: Deep Dive into Entering Transactions

FI\$Cal Wave 2 Department Transition (Preparation for Month End Close)			
Module	Transactions	Activities	Support Resources
PO	Create and Approve Requisitions	Enter requisitions	UPK PO112
PO	Manage Purchase Orders	Enter the backlog of purchase orders	UPK PO103
PO	Enter PO Receipts	Enter backlog of items received	UPK PO132
PO	Process P-Card Transactions	Review transactions and approve	Reconciliation Process Job Aid FI\$Cal.167 (07/15/2014)
PO*	Enter Encumbrance Only PO	Verify all service contracts have a PO set up	Job aid (in process)
PO*	Enter/Adjust Multi-year PO with Encumbrance Amounts in Future Years	Verify all service contracts have a PO set up	