



FI\$Cal

Financial Information System for California

FI\$Cal Project Wave 2 Transition - Summer Release

August 10, 2015

Agenda

- Executive Update
- Workarounds for Go Live
 - Open Defects and Workarounds
 - Key Job Aids
- Conversion Validation Schedule
- Department Support
 - FI\$Cal Service Center (FSC)
 - User Names and Passwords
 - Department Support Teams
 - End User / MEC Support Labs
- Spreadsheet Uploads
- Secondary User ID for Manual Payments
- CalATERS and Payroll Processing
- Department Training Update

Executive Update

Application

- Low volume of open application defects/work items (0-Critical, 1-Serious, 4-Moderate, 0-Minor); all have agreed upon workarounds or no impacts on Day 1

FSC Operations

- FSC Staffing increase to 66 resources for Wave 2 Go Live and Prod Support Period

Departmental End User Support

- FSC Support
- End User Transactional/Month End Close Support Labs
- Readiness Teams for on-site support
- Extended Weekday and Weekend support hours

Agenda

- Executive Update
- Workarounds for Go Live
 - Open Defects and Workarounds
 - Key Job Aids
- Conversion Validation Schedule
- Department Support
 - FI\$Cal Service Center (FSC)
 - User Names and Passwords
 - Department Support Teams
 - End User / MEC Support Labs
- Spreadsheet Uploads
- Secondary User ID for Manual Payments
- CalATERS and Payroll Processing
- Department Training Update

Open Defects and Workarounds

List of Open Defects

ID	Defect	Module	Business Impact	Workaround
9286	Budget Journal Error Message in UAT	KK	Users may get a security error when posting budget journals in Prod (this process is done infrequently). User will need to wait 1 day before posting to allow for a process to run in batch.	A communication will be sent to departments explaining the issue and what should be done if observed (e.g., wait until next day to post budget journals).
9775	Resubmission of Allocations by CDA	GL	CDA provided a revised Allocation that was too complex to complete prior to go live.	None; allocation updates will be completed prior to CDA's first MEC in FI\$Cal.
9588	Funds Distribution "Copy From" Feature Not Available	PC	Departments will need to enter funds distribution lines manually rather than using the copy line feature.	Manually enter fund distribution lines for projects and activities.
6476	Integration of MS Project and PS Project Costing	PC	Users will not be able to integrate projects created in MS Project with PeopleSoft.	Oracle ticket logged. If needed, dual entry of projects in MS Project and PS Project Costing.

Workaround-Related Job Aids and Communications

Workaround-Related Job Aids

- Dispatch Purchase Order using One-Time Fax Number – Provides Department Buyer instructions on a workaround to dispatch the PO using One-Time Fax #.
- Using Dragon with FI\$Cal – Provides departments with workarounds related to using the Dragon tool with the FI\$Cal application.
- Using JAWS with FI\$Cal – Provides departments with workarounds related to using the JAWS tool with the FI\$Cal application.
- Labor Distribution Job Aids – To support month end processing of LD.

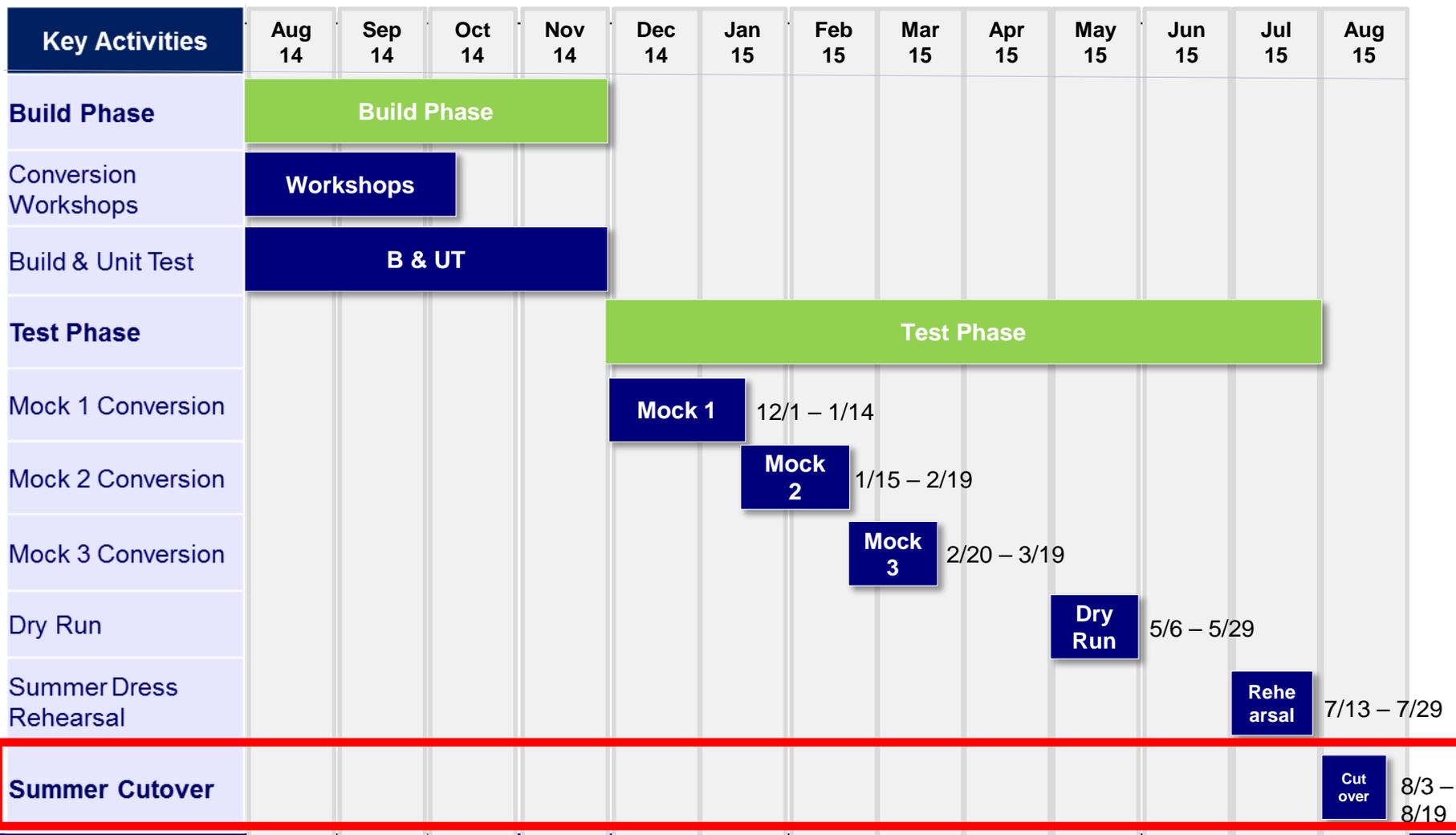
Workaround-Related Communications:

- Budget Journal Error – If users receive a Budget Journal Error, they will need to wait for the nightly batch process (KSEC_FLAT process) to run which will resolve the error, and then the journals will post.

Agenda

- Executive Update
- Workarounds for Go Live
 - Open Defects and Workarounds
 - Key Job Aids
- Conversion Validation Schedule
- Department Support
 - FI\$Cal Service Center (FSC)
 - User Names and Passwords
 - Department Support Teams
 - End User / MEC Support Labs
- Spreadsheet Uploads
- Secondary User ID for Manual Payments
- CalATERS and Payroll Processing
- Department Training Update

Conversion Validation Schedule



Conversion Validation Schedule

■ Schedule for Activities:

- **8/3:** Departments extract all data to be converted & provide FI\$Cal all automated conversion files via SFTP - **Completed**
- **8/3-8/7:** FI\$Cal will review the submitted files & stage the conversion data in the FI\$Cal Production environment - **Completed**
- **8/7-8/11:** FI\$Cal will run all conversions to validate & load the data in the FI\$Cal Production environment – **Completed**
- **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 - **Planned**

Conversion Validation Schedule

- Department validation of automated conversions and entry of manual conversions will occur at FI\$Cal between August 12 – August 19, 2015

FI\$Cal Wave 2 Cutover Conversions Validations and Manual Entry	8/12/2015		8/13/2015		8/14/2015		8/17/2015		8/18/2015		8/19/2015	
	Wednesday		Thursday		Friday		Monday		Tuesday		Wednesday	
Conversion	10 -12pm	1-5pm	9am -12pm	1-5pm	9am -12pm	1-5pm	9am -12pm	1-5pm	9am - 12pm	1-5pm	9am - 12pm	1-5pm
CNVAR001A & 1B - Customers and Contacts												
CNVAR002 - Open Receivables												
CNVAP004 - Unreconciled AP Payments												
CNVAP005 - 1099 Balances												
CNVPO105 - Items (CALPIA Only)												
CNVPO107 - Open Purchase Orders												
CNVAM001 - Assets												
CNVPC002A & 2B - Projects and Activities												
CNVPC003 - Customer Contracts												
CNVGM001 - Grants												

Conversion Validation Schedule – Key Reminders

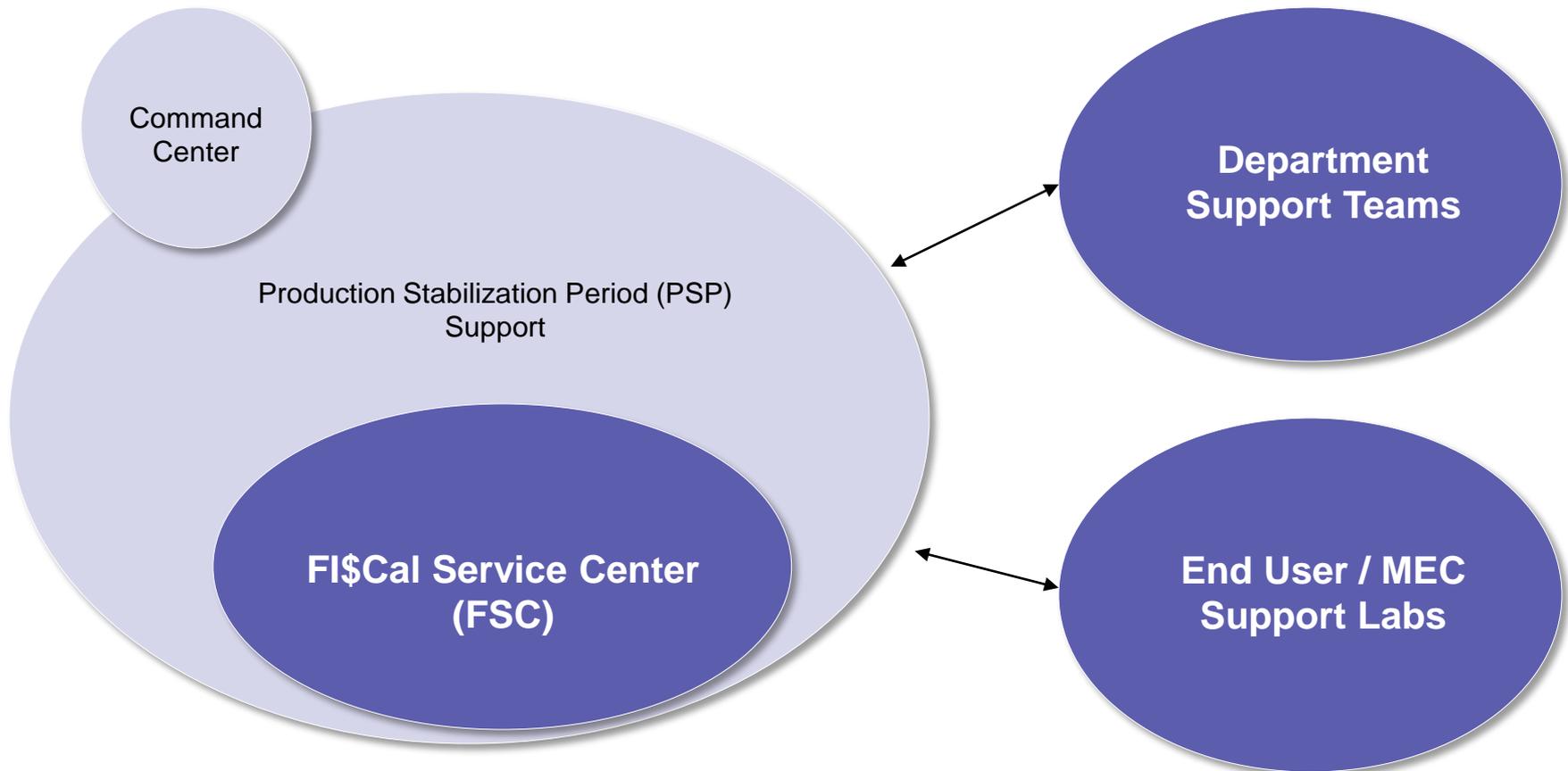
- Only users with proper roles to the conversion data will be able to view or enter data
- Users involved in Dry Run and Dress Rehearsal activities should attend the validations
- Please bring any documents and CALSTARS Reports to support validation of automated conversion data or manual conversion entry.
 - For the Purchase Orders Conversion validations and manual entry, bring a copy of the **CALSTARS B06 Report**

Agenda

- Executive Update
- Workarounds for Go Live
 - Open Defects and Workarounds
 - Key Job Aids
- Conversion Validation Schedule
- Department Support
 - FI\$Cal Service Center (FSC)
 - User Names and Passwords
 - Department Support Teams
 - End User / MEC Support Labs
- Spreadsheet Uploads
- Secondary User ID for Manual Payments
- CalATERS and Payroll Processing
- Department Training Update

Supporting Departments Post Go Live

FI\$Cal Service Center (FSC) & Production Support Period (PSP) Approach

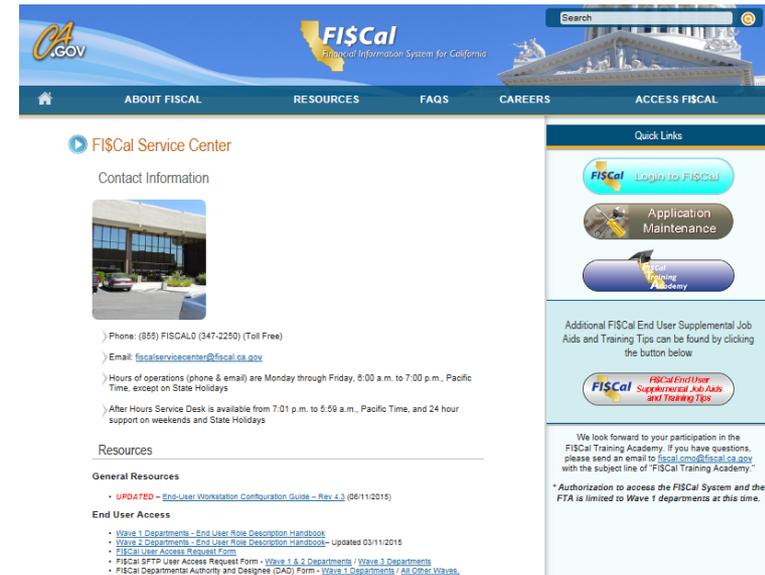


How to Contact the FSC (24/7/365)

- By phone (toll free)
 - 1-855-FI\$Cal0 (347-2250)

- By email
 - fiscalservicecenter@fiscal.ca.gov

- By web
 - www.fiscal.ca.gov



The screenshot shows the FI\$Cal website interface. At the top, there is a search bar and navigation tabs for ABOUT FISCAL, RESOURCES, FAQs, CAREERS, and ACCESS FISCAL. The main content area features a 'FI\$Cal Service Center' section with a 'Contact Information' sub-section. This section includes a photo of a modern building and lists the following contact details:

- Phone: (855) FISCALD (347-2250) (Toll Free)
- Email: fiscalservicecenter@fiscal.ca.gov
- Hours of operations (phone & email) are Monday through Friday, 8:00 a.m. to 7:00 p.m., Pacific Time, except on State Holidays
- After Hours Service Desk is available from 7:01 p.m. to 5:59 a.m., Pacific Time, and 24 hour support on weekends and State Holidays

Below the contact information, there is a 'Resources' section with a sub-section for 'General Resources' containing several links:

- UPDATED - [End-User Workstation Configuration Guide - Rev 4.3](#) (06/11/2015)
- End User Access
 - Wave 1 Departments - [End User Role Description Handbook](#)
 - Wave 2 Departments - [End User Role Description Handbook](#) - Updated 03/11/2015
 - [FISCAL User Access Request Form](#)
 - FISCAL BPTP User Access Request Form - [Wave 1 & 2 Departments](#) / [Wave 3 Departments](#)
 - FISCAL Departmental Authority and Designee (DAD) Form - [Wave 1 Departments](#) / [All Other Waves](#)
 - [National 501\(c\)\(3\) Payment Parameters](#)

On the right side of the page, there is a 'Quick Links' section with buttons for 'Login to FISCAL', 'Application Maintenance', and 'FISCAL Training Academy'. Below these are links for 'Additional FISCAL End User Supplemental Job Aids and Training Tips' and 'FISCAL End User Supplemental Job Aids and Training Tips'. A footer note states: 'We look forward to your participation in the FISCAL Training Academy. If you have questions, please send an email to fiscal.com@fiscal.ca.gov with the subject line of "FISCAL Training Academy." * Authorization to access the FISCAL System and the FTA is limited to Wave 1 departments at this time.'

FSC Data 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 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.

- **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.

FSC Resolved Incident Ticket: Automatic Acknowledgment

- After FSC has resolved your incident and contacted you for verification, you will receive a final automatic email acknowledgment from the ITSM system.

From: FISCAL Service Center
Sent: Wednesday, April 22, 2015 2:05 PM
To: Alptekin, Murat@Fiscal
Subject: FSC Ticket INC700034609539 reported by you has been resolved. ITSM Access Request for Gabriela Pena

Dear Murat Alptekin,

The FI\$Cal Service Center has attended to your ticket. The ticket has been resolved.

Ticket Number.: INC700034609539
Summary: ITSM Access Request for Gabriela Pena

The ticket has been resolved with the following resolution:
ITSM user access request fulfilled

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.

Please do not hesitate to contact the FI\$Cal Service Center should there be any further questions.

FI\$Cal Service Center
Phone: 1-800-FISCAL 0 / (1-855-347-2250) fiscalservicecenter@fiscal.ca.gov

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.

FSC Self Service Portal

- The *Access FSC* Self Service Portal is accessible at your FI\$Cal System Portal Page (after login) or directly via the internet: <https://accessfsc.fiscal.ca.gov>

- **To Login to the Access FSC Portal**
 - Go to the Access FSC Portal webpage
 - Enter your FI\$Cal Username and Password

- **Main Display Page**
 - FSC News ticker informs you about events and outages
 - My Recent Tickets section will display your recent service requests and incidents during last 90 days
 - My Requests box gives the customer the ability to generate a service request or to view a more detailed list of recent service requests and incidents
 - My Toolset box gives options for webpage navigation

Communication of User Names and Passwords

- End users will receive their FI\$Cal password via email on the evening of August 11, 2015
- The email communication will be sent to the end-user email address provided by departments through the role-mapping activities

User Name: End-User Email Address

Password: Provided in Email Communication

- Notify your department staff to look for an email with the following details:

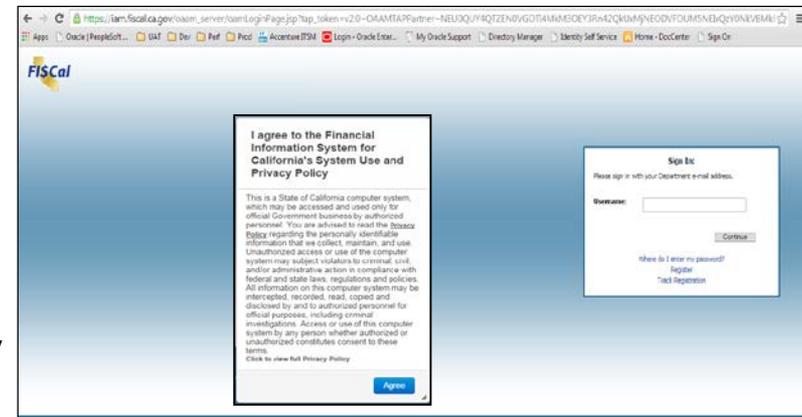
From: donotreply@fiscal.ca.gov

Subject: For Your Action beginning August 12, 2015 - FI\$Cal Password Communication for Wave 2 Users

Message: Communication will include the end user's randomly generated, one-time password and instructions to immediately reset the password.

First-Time Password Resets

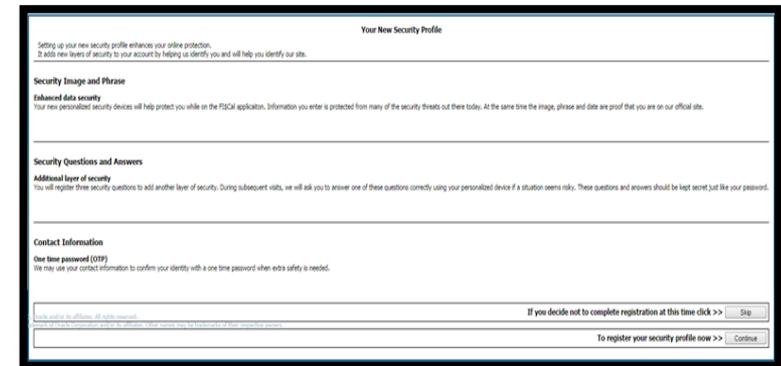
- End users have 72 hours to reset their one-time password
- Navigate to FI\$Cal Login Page via Access FI\$Cal at www.fiscal.ca.gov
 - Agree to FI\$Cal Use and Privacy Policy
 - Input User Name (email address)
 - Input Temporary Password (provided in email)
- Continue to Image and Phrase



First-Time Password Resets

Image and Phrase

- Click **“Continue”** on the Your New Security Profile page
 - Select an image and phrase by clicking on **“Get a new image and phrase”**
 - When satisfied with the image and phrase, click **“Continue”**
- Continue to Security Questions



First-Time Password Resets

Security Questions and OTP

- Security Questions will be used as authentication for self-service password resets
- Select three different questions and answer them
 - Select question from list
 - Input answer in box
- User will then be asked agree to OTP Anywhere Registration
 - Note: Email will be automatically populated in field
 - Click continue
 - Check email for new OTP
 - Input OTP in text box

Security Questions

We will use your security questions and answers to confirm your identity at times when extra safety is needed.

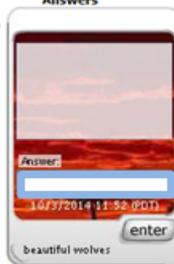
Questions (Choose a question from each list below.)

1) →

2)

3)

Answers



OTP Anywhere Registration

For your protection please enter your e-mail address so we may use it to verify your identity in the future.

Email Address *

I agree to the Financial Information System for California's System Use and Privacy Policy *

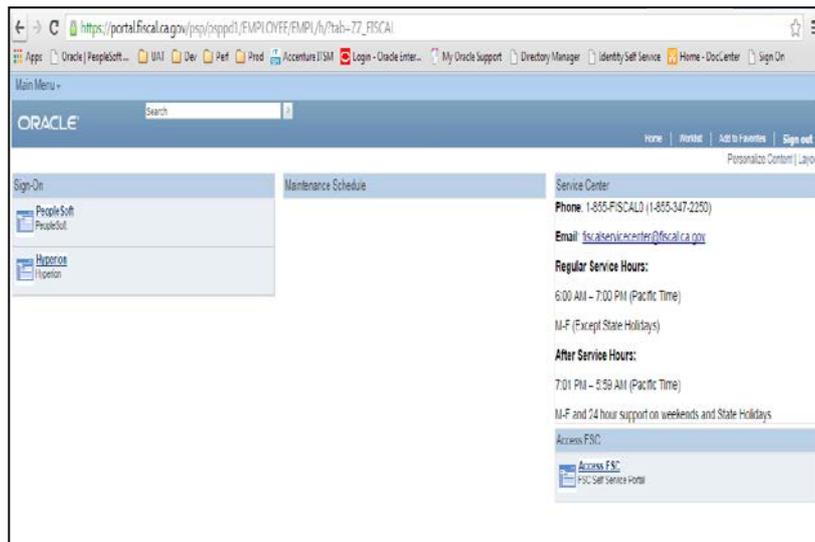
This is a State of California computer system, which may be accessed and used only for official Government business by authorized personnel. You are advised to read the [Privacy Policy](#) regarding the personally identifiable information that we collect, maintain, and use. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action in compliance with federal and state laws, regulations and policies. All information on this computer system may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms.

[Click to view full Privacy Policy](#)

Successful Login Versus Unsuccessful Login

- Successful Login

- User will view portal page as shown below

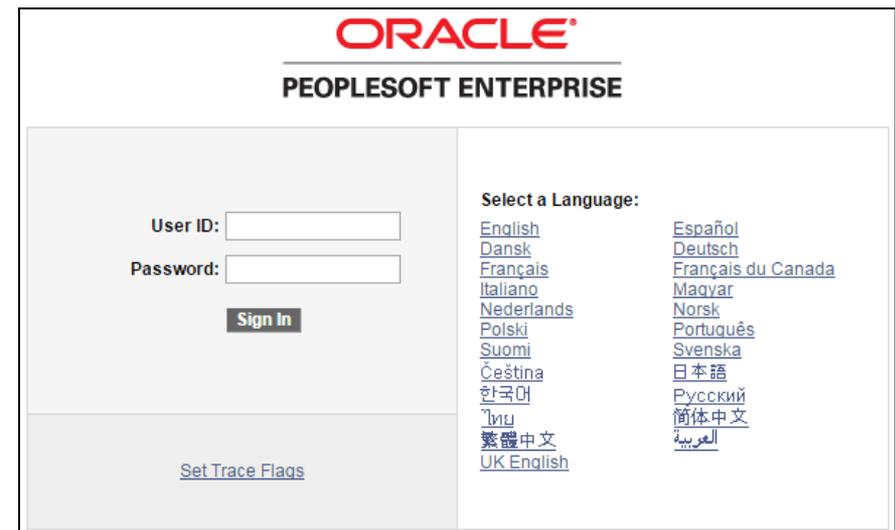


- Unsuccessful Login

- Wrong credentials
- Lack of Portal / PeopleSoft access

- Solution

- Call the FSC to resolve



Department Support Teams

Coordinators

Kim McHolland
Stacy Guidry
Jamie Lazarus

Wave 1
Departments

Team 1

Darcey Allen (RC)

DGS CFS
(44 End Users)

Team 2

Trey Mudge (RC)

CalRecycle
(122 End Users)

Team 3

Aimee Munch (RC)

DTSC (188 End Users)
Library (61 End Users)
VCGCB (32 End Users)
CCFC (44 End Users)

Team 4

Jason Xiong (RC)

CDA (22 End Users)
CCOA (3 End Users)
DCA (43 End Users)
(Procurement Only)

Team 5

Julie Bianucci

CFS
(376 End Users)

Team 6

Alex Malana (RC)

HSR
(160 End Users)

Team 7

Yassar Dahbour (RC)

STO
(70 End Users)

Team 8

Alicia Ross (RC)

SCO
(89 End Users)

Procurement Pool

Wave 2
Departments

DOF Accounting Pool

End User / MEC Support Lab Approach

- After the August 12, 2015 Summer go live, learners will be able to bring their real-life examples to FI\$Cal for transaction assistance from a FI\$Cal Business Team SME

- Support Labs will be held by request only, based on a pre-determined schedule of process area focused sessions
 - End User Support Labs will be available on Tuesdays, Wednesdays, and Thursdays from August 12, 2015 through August 27, 2015 from 9:00 AM – 11:30 AM at FI\$Cal
 - MEC Labs will be separate from End User Labs and run Monday through Friday (time TBD) beginning September 8, 2015 at FI\$Cal

- Departments must contact FI\$Cal CMO at least 24 hours in advance to confirm FI\$Cal resource availability and space

Schedule of End User / MEC Support Labs

Date	Time	Module							
		ePro/PO	AP	BI/AR	CM	AM	PC/CA /GM	BU	GL
Wednesday, August 12	9:00 AM – 11:30 AM	X	X					X	X
Thursday, August 13	9:00 AM – 11:30 AM			X		X		X	X
Tuesday, August 18	9:00 AM – 11:30 AM	X	X					X	X
Wednesday, August 19	9:00 AM – 11:30 AM			X	X			X	X
Thursday, August 20	9:00 AM – 11:30 AM					X	X	X	X
Tuesday, August 25	9:00 AM – 11:30 AM	X	X					X	X
Wednesday, August 26	9:00 AM – 11:30 AM			X	X			X	X
Thursday, August 27	9:00 AM – 11:30 AM					X	X	X	X

NOTE: Month-End Close Labs will be available Monday - Friday beginning September 8, 2015 through October 30, 2015 (time TBD)

Extended Support Hours

■ August 12 – September 30, 2015

- Weekdays – after hours 5:00 pm – 7:00 pm
- Saturdays – 9:00 am – 4:00 pm
- Sundays – 10:00 am – 3:00 pm
 - To be announced as needed
- Weekend coverage decision made by noon on Fridays and will be adjusted to accommodate planned scheduled maintenance in August and September
- No extended coverage during Labor Day Holiday Weekend

Agenda

- Executive Update
- Workarounds for Go Live
 - Open Defects and Workarounds
 - Key Job Aids
- Conversion Validation Schedule
- Department Support
 - FI\$Cal Service Center (FSC)
 - User Names and Passwords
 - Department Support Teams
 - End User / MEC Support Labs
- Spreadsheet Uploads
- Secondary User ID for Manual Payments
- CalATERS and Payroll Processing
- Department Training Update

Spreadsheet Upload Reminder

- 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) → **New!** [Voucher Upload Template](#) will be provided to departments before 8/11
 - **KK** – Budget Journal Upload (FI\$Cal.103)
 - **GL** – Journal Upload (FI\$Cal.001)
 - **PC** – Project Upload (FI\$Cal.156)

Supplemental Job Aids & Training Tips

Welcome to the Supplemental Job Aids and Training Tips for FI\$Cal end users providing 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](#)

Job Aids Available for Spreadsheet Uploads

http://www.fiscal.ca.gov/access-fiscal/job_aids.html

Agenda

- Executive Update
- Workarounds for Go Live
 - Open Defects and Workarounds
 - Key Job Aids
- Conversion Validation Schedule
- Department Support
 - FI\$Cal Service Center (FSC)
 - User Names and Passwords
 - Department Support Teams
 - End User / MEC Support Labs
- Spreadsheet Uploads
- Secondary User ID for Manual Payments
- CalATERS and Payroll Processing
- Department Training Update

Recording Manual Payments in FI\$Cal

Payments Made Outside of FI\$Cal Must be Recorded in FI\$Cal

- These types of payments include:
 - Departmental ORF checks
 - Claim Schedule (STD 218) Payments
 - Expedite
 - Special Handling
 - International Address
 - Electronic Claims
 - Direct Transfers between a FI\$Cal department and a non-FI\$Cal Department



Capturing Manual Payments in FI\$Cal

- During Wave 1, the solution to record payments made outside of FI\$Cal was to create a General Ledger journal entry.
 - However, General Ledger journals do not capture sufficient detail.
- For Wave 2, to capture the detailed payment information, a voucher should be processed with an origin of MAN (manual).
 - This requires a user to start a new session using a unique/new User ID to record manual payments.
 - Two different Global User Identifications (GUID) cannot be assigned to the same email address.
 - This requires individuals processing manual vouchers to obtain a second email address.

Summary of Task TECH267

- Task TECH267 was released on Thursday, August 7, requesting departments to provide a secondary email address for Department AP Processors who will process manual payments.
 - This task may require the department to assign a new email address to those individuals.
 - Once this task has been submitted, the project will establish the users in the system for processing.
- Departments can still submit claim schedules to SCO in the same format that is done today.
- However, departments cannot process their backlog of payments made outside of FI\$Cal until this task is complete, which may have month-end impacts the longer it remains incomplete.

Job Aids for Creating Manual Vouchers

- FI\$Cal.090 – Creating Manual Payment for Paper Claims:
 - http://www.fiscal.ca.gov/access-fiscal/documents/FISCal.090-Creating_Manual_Payment_for_Paper_Claims.docx
- FI\$Cal.089 – Creating Manual Payment for Tape Claims
 - http://www.fiscal.ca.gov/access-fiscal/documents/FISCal.089-Creating_Manual_Payment_for_Tape_Claims.docx
- FI\$Cal.064 – Recording a Manual Payment on a Prepaid Voucher
 - http://www.fiscal.ca.gov/access-fiscal/documents/FISCal.064_Recording_a_Manual_Payment_on_a_Prepaid_Voucher.docx

Agenda

- Executive Update
- Workarounds for Go Live
 - Open Defects and Workarounds
 - Key Job Aids
- Conversion Validation Schedule
- Department Support
 - FI\$Cal Service Center (FSC)
 - User Names and Passwords
 - Department Support Teams
 - End User / MEC Support Labs
- Spreadsheet Uploads
- Secondary User ID for Manual Payments
- CalATERS and Payroll Processing
- Department Training Update

Interface Update: CalATERS Processing

■ Wave 1 Departments

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

Interface Update: CalATERS Processing

■ Wave 2 Departments

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

Interface Update: Payroll Processing

- All Departments

Dates	Task
By COB 08/06/15	<ul style="list-style-type: none"> Wave 1 Departments manually load and validate LD configuration for Fiscal Year 2015
08/07/15- 08/11/15	<ul style="list-style-type: none"> LD configuration for Wave 2 Departments is loaded during cutover processing
By COB 08/11/15	<ul style="list-style-type: none"> Labor budgets are loaded for Wave 1 Departments
08/12/15- 08/14/15	<ul style="list-style-type: none"> Wave 2 Departments validate LD configuration July payroll data is loaded into FI\$Cal
08/17/15	<ul style="list-style-type: none"> Wave 1 departments run Labor Distribution for July payroll
By COB 09/1/15	<ul style="list-style-type: none"> Labor budgets are loaded for Wave 2 departments
09/02/15	<ul style="list-style-type: none"> Wave 2 departments run Labor Distribution for July payroll

Agenda

- Executive Update
- Workarounds for Go Live
 - Open Defects and Workarounds
 - Key Job Aids
- Conversion Validation Schedule
- Department Support
 - FI\$Cal Service Center (FSC)
 - User Names and Passwords
 - Department Support Teams
 - End User / MEC Support Labs
- Spreadsheet Uploads
- Secondary User ID for Manual Payments
- CalATERS and Payroll Processing
- Department Training Update

Training Update

Current Status by Department

81% Green/Yellow

Green – 80% and above		Yellow – 65-79%	Red – 64% and below
<ul style="list-style-type: none"> BCSH – 95% CCFC – 94% CDA/CCOA – 81% CGCC – 91% CIRM – 100% DCA – 94% DGS/Budgets – 100% DOF – 91% DTSC – 81% EAAP – 89% EMSA – 91% FI\$Cal – 80% 	<ul style="list-style-type: none"> FPPC – 95% GovOps – 83% HSR – 96% LHC – 100% Library – 89% MHSOA – 100% OAL – 91% OIG – 86% OSPD – 83% SCO – 80% SILC – 100% SNC – 89% Tahoe – 90% VCGCB – 91% 	<ul style="list-style-type: none"> BSCC – 67% CATC – 69% CCTC – 78% CSLEG – 67% CSM – 69% GoBiz – 72% 	<ul style="list-style-type: none"> CalRecycle – 50% CCDA – 56% CRC – 11% DGS/CFS – 37% OSI – 58% RMC – 9% SDRC – 0% SSC – 27% SSJDC – 31% STO – 61%

NOTE: All Wave 1 departments are green. Some will complete new functionality training post go live.

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