

August 12, 2015

Subject : Wave 3 Impacts on Future Wave, Deferred, and Exempt Departments

Dear Wave 4, Deferred, and Exempt Department Liaisons,

The FI\$Cal Project is implemented in wave deployments. This is the first communication regarding the impact of Wave 3 on Future Wave, Deferred, and Exempt Departments. The State Controller's Office (SCO) Statewide Accounting Book of Record will transition and reside in FI\$Cal in Wave 3. At this time, future wave, deferred, or exempt departments will not be transacting in FI\$Cal. These future wave, deferred, and exempt departments will need their financial information in the FI\$Cal system for the daily budget and cash tracking, payment authorization and end of year statewide financial reporting.

It is SCO's intent to minimize the effect of this change on future wave, deferred, and exempt departments. The purpose of this communication is to provide general information to those departments not transacting in FI\$Cal for Wave 1 or Wave 2. As the Project works through the FI\$Cal System detailed designs, SCO and FI\$Cal will provide additional information regarding minor business process changes that may impact these departments. All departments that receive interface files from the SCO will be required to participate in testing of those files as they are produced from the FI\$Cal System. Long-term solutions for the deferred and exempt departments will be developed after SCO go-live, and until those plans are finalized, deferred and exempt departments will continue to interact with the SCO as described below. This is just the first communication to departments; SCO and the FI\$Cal Project will be hosting workshops and providing more detailed information as it becomes available.

What's changing for future wave, deferred, and exempt departments	What's not changing for future wave, deferred, and exempt departments
Chart of Accounts (COA) (Section 2, below)	California Automated Travel Expense Reimbursement System (CalATERS)
Agency Reconciliation Report (Section 2, below)	STD 218 process (claim schedule) (Section 1, below)
Fund Reconciliation Report (Section 2, below)	Specialized Payment Systems (Section 1, below)
View Direct for Accounting transactions will be retired (Section 3, below)	Post Issuance process (Section 1, below)
Some interfaces (Section 5, below)	Electronic Fiscal Input Transaction System (eFITS) (Section 2, below)
	Journal Entries requested by Departments (Section 2, below)
	Payroll processes (Section 4, below)
	Year End Reports (Section 3, below)

1 - Accounts Payable/Claims

In order to make payments, future wave, deferred, and exempt departments will continue to prepare and forward to SCO a STD 218 claim according to the current S.A.M. instructions. Departments will continue to provide STD 404 remittance advices with the STD 218 claims, to facilitate mailing the warrants. Office Revolving Fund (ORF) replenishments will also continue to be processed according to the current instructions. SCO will be responsible for keying the necessary accounting information and detailed payment information into FI\$Cal for those departments not transacting in FI\$Cal. Specialized Payments Systems (tape claims) will also remain as is, with the accounting information keyed into the book of record by SCO. Post Issuance transactions – lost payments, requests for duplicates, replacements – will continue to require a STD 435, signed by the payee. The SCO will continue to notify departments of returned warrants with a CD 173.

2 - Accounting

When SCO control functions are live, SCO will be using the new FI\$Cal Chart of Accounts, therefore any transactions using the old chart of accounts will be cross-walked by FI\$Cal. Future wave, deferred, and exempt departments will continue using the current process for depositing funds and transfer these deposits into the fund; SCO will cross-walk the data into FI\$Cal. All journal entries requested by departments, including Plan of Financial Adjustments (PFA) requests, will be keyed by SCO and cross-walked into FI\$Cal. Year End Reports provided by future wave, deferred, and exempt departments to the SCO will remain unchanged; due dates determined by the Department of Finance will be still be utilized.

3 - Reports and Data Access

Future wave departments that use CalSTARS will receive their reports from both CalSTARS and FI\$Cal. Non-CalSTARS deferred and exempt departments will continue to receive their monthly reports in the same manner they receive them today. Although View Direct will be retired for Non Payroll accounting transactions, deferred and exempt departments will have read-only access to FI\$Cal to view information previously available through View Direct. That is also the case for information previously available directly from the SCO Legacy Fiscal System (FC10 and FC00). Agency reconciliation and fund reconciliation reports will be generated from FI\$Cal, which will require some changes in format; however the data will be cross-walked to the old chart of accounts.

4 – Payroll and CalATERS

The SCO's payroll processes are not in scope for the FI\$Cal Project. We expect no changes to payroll files, reports, or processing related to payroll for the future wave, deferred, and exempt departments. View Direct access for payroll will be unchanged. Departmental CalATERS processes will remain the same and necessary accounting data will be interfaced into FI\$Cal.

5 - Interfaces

Some data is provided by departments or received from departments by SCO in the form of a file interface. Those interfaces will continue, but will be transitioned to the FI\$Cal System. The Project will work with future wave, deferred, and exempt departments regarding file layouts and testing. We anticipate this will be one of the first interactions with future wave, deferred, and exempt departments. We anticipate this interaction to be scheduled as soon as the file formats are designed. Although we expect little or no changes to the temporary interfaces for the future wave departments, it is possible that SCO and FI\$Cal will need to work with deferred and exempt departments to determine if file layout changes are needed to capture the appropriate data in the book of record for the long term. All departments, including future wave, deferred, and exempt, will be required to test interface files with FI\$Cal. SCO will work closely with each department to facilitate a smooth testing and transition period. The method of receiving files may also change and this will be part of the information provided during the interface meetings.

We look forward to working with future wave, deferred, and exempt departments in the future, to make these changes as seamless as possible. The Change Management Office will keep future wave, deferred, and exempt departments apprised of upcoming changes. If you have any questions in the interim, please contact the Change Management Office at fiscal.cmo@fiscal.ca.gov or 916-576-1250.

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Change Management Office

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