



**FI\$Cal**

*Financial Information System for California*

# CSU Departmental Interfaces Workshop

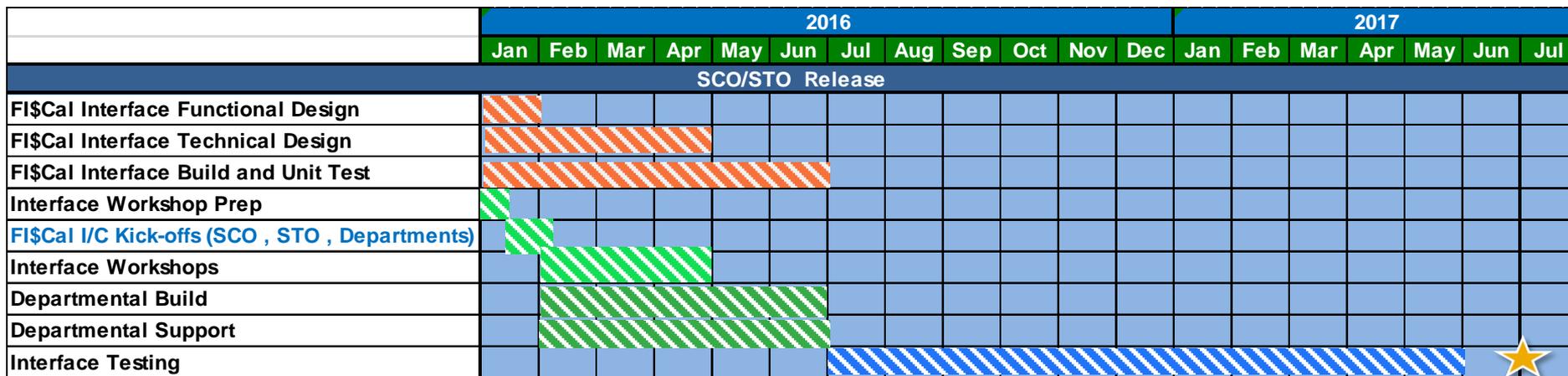
February 24, 2016

# Agenda

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- Workshop Objectives - Review Interface and file layout ,to allow Departments to begin interface activities
- Timeline
- Roles & Responsibilities
- Detailed Layouts and review of Interfaces
  - INFAP024 - Departmental Outbound Cancelled, Redeposited and Replacement Warrants
  - INFAP026 - Outbound CD102 - Summary by Claim
  - INFAP027 - Outbound CD102 - Detail by Payment
  - INFG114 - Appropriation Activity Interface
  - INFG115 - Fund Activity Interface
  - INFG118 - Year End Financials
  - INFG120 - Prior Year Accruals
  - INFCM033 - Outbound Bank Statement Details
- Next Steps

# R17 Interfaces– Key Activities Timeline



Interface Workshops will be conducted from Feb to Apr 2016

FI\$Cal Interface build is expected to complete by end of May 2016

Departments will be involved in testing interfaces with FI\$Cal Project. Interface workshops will detail timelines and processes for interfaces testing.

# Interface Roles and Responsibilities

Activity	Team
Using the defined scope, identify the development objects for interfaces for the FI\$Cal Application.	FI\$Cal
Using the defined scope, identify the development objects for interfaces for the Legacy Applications.	Departments
Understand mapping of legacy data elements to FI\$Cal data elements based on layout & mapping provided.	Departments
Manage completion of FI\$Cal interface activities - Technical Design, Build, and Unit Test interfaces.	FI\$Cal
Manage and participate through completion of legacy interface activities - Technical Design, Build, and Unit Test interfaces.	Departments
Functional and Integration Test activities, process the interfaces file within the FI\$Cal Application including evaluation of error and log files.	FI\$Cal
Resolve Interface Errors (Integration Test)	FI\$Cal & Departments

# Interface Scope

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## INFAP024 - Departmental Outbound Cancelled, Redeposited and Replacement Warrants

- Warrants issued by the State Controller's Office have the potential of being cancelled or returned.
- Warrant will be cancelled if twelve months pass from the issue date (or in the case of Registered Warrants, twelve months from the Redemption Date) and it has not been presented to the bank to be paid
- Warrant can also be returned through or by the post office when it is mailed to an incorrect address or by Payee with correspondence
- This Outbound interface sends warrant information for cancelled warrants, redeposited warrants, and replacement warrants out to the Departments

# Interface Scope

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## INFAP026 - Outbound CD102 - Summary by Claim

## INFAP027 - Outbound CD102 - Detail by Payment

- For R17 release of State Controller's Office (SCO) control agency functionality (i.e., SCO's "Book of Record") , FI\$Cal will provide outbound interface to extract payment data for processing within their specified department's legacy systems.
- **INFAP026 - Outbound CD102 - Summary by Claim -Outbound Interface** will provide summarized expenditure and payment data by Claim Schedule Number for issued warrants
- **INFAP027 - Outbound CD102 - Detail by Payment - Outbound Interface** will provide details for warrants issued for each claim settled.
- Review Layout

# Interface Scope

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## INFG114 - Appropriation Activity Interface

- With R17 FI\$Cal becomes the state's book of record. Reconciliation process will be required for Future Release, Deferred and Exempt departments.
- This Outbound interface that will generate, from FI\$Cal, the files needed by non-FI\$Cal departments for reconciliations
- Outbound interface layout will be based on the existing Agency Reconciliation (a.k.a., Tab Run file).
- File generated by this process will be a fixed length text file in ASCII encoding, i.e. not EBCDIC.
- Review Layout

# Interface Scope

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## INFGL115 - Fund Activity Interface

- In R17 FI\$Cal becomes the state's book of record, California State Universities (CSUs) will need to reconcile their departmental accounting systems with FI\$Cal system for Fund details.
- Outbound interface will generate, from FI\$Cal, the files needed by the CSU Chancellor's Office for purpose of Fund Reconciliation.
- CSU staff will be given the ability to access the page from which this new process can be run so that they can generate their reconciliation files as and when needed.

# Interface Scope

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## INFGL118 - Year End Financials

- With R17, FI\$Cal will be the state's official Book of Record. Non-FI\$Cal departments will continue to submit to SCO their annual accruals for the previous financial year, but these will be posted in FI\$Cal rather than in the legacy SCO system.
- This Inbound interface process the incoming annual accruals data files from non-FI\$Cal departments and creates General Ledger (GL) journals and Commitment Control accruals and encumbrances in FI\$Cal
- Review Layout

# Interface Scope

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## INFGL120 - Prior Year Accruals

- With R17 release California State Universities (CSUs) will still need to meet the state mandated reconciliation requirements for:
  - Comparing receipts and disbursements processed at SCO to receipts and disbursements recorded by the campus
  - Comparing balances of funds available at SCO to the budget balance available on campus records
  
- This outbound interface extracts data file having prior year accrual and encumbrance data, including the adjustments done by SCO in the FI\$Cal system.
  
- Review Layout

# Interface Scope

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## INFCM033 - Outbound Bank Statement Details

- Outbound Interface will be created to provide statement details of CTS accounts from FI\$Cal to Future Release , Deferred & Exempt departments
- Outbound file generated will be in the exact same format as the file currently received from SCO Centralized Treasury Trust System (CTTS)
- Review Layout

# Secure File Transfer Protocol (SFTP)

## Establishing SFTP User Access Enables Transfer of Sensitive Information

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### Description

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FI\$Cal will be using SFTP to transfer sensitive information as part of the Interface and Conversion process. Departmental access to SFTP is necessary for successful FI\$Cal implementation. Establishing SFTP will occur as a series of four tasks distributed by the FI\$Cal Change Management Office (CMO).

### Tasks to Complete

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1. Provide Contact Information for Departmental IT Contact and Departmental SFTP End Users  
Starting on 2/29/16. Due by 3/11/16.
2. Complete the FI\$Cal SFTP User Access Request Form  
Starting on 3/14/16. Due by 3/25/16.
3. Departmental IT Contact Provides FI\$Cal IP Address and Submits Test File  
Starting on 3/28/16. Due by 7/15/16.
4. SFTP End User Receives Login Credentials and Submits Test File  
Starting on 3/28/16. Due by 7/15/16.

# Expectations for the SFTP Task

## Departments Should Identify the Correct Resources

TASKS	RESPONSIBILITIES
<p>1 Provide Contact Information for Departmental IT Contact and Departmental SFTP End Users</p>	<ul style="list-style-type: none"> <li>Departmental IT Contact should have the ability to access systems/equipment necessary in order to troubleshoot and make required changes.</li> <li>All SFTP End Users must be approved by a Departmental Authority or Designee (DAD).</li> </ul>
<p>2 Complete the FI\$Cal SFTP User Access Request Form</p>	<ul style="list-style-type: none"> <li>Completion of the <b>FI\$Cal SFTP User Access Request Form(s)</b> to authorize user access to the FI\$Cal SFTP testing environment for <b>each</b> SFTP End User.</li> </ul>
<p>3 Departmental IT Contact Provides FI\$Cal IP Address and Submits Test File</p>	<ul style="list-style-type: none"> <li>The Departmental IT Contact will be contacted by FI\$Cal to provide IP addresses in order to establish an SFTP Connection. The contact will then send a test file to FI\$Cal to confirm connectivity.</li> <li>Departmental IT contact should be readily available to work with FI\$Cal to establish connectivity.</li> </ul>
<p>4 SFTP End User Receives Login Credentials and Submits Test File</p>	<ul style="list-style-type: none"> <li>All Departmental SFTP End Users will be contacted by FI\$Cal and provided login credentials for SFTP. SFTP End Users will then send a test file to FI\$Cal to confirm SFTP access connectivity.</li> <li>Calls from FI\$Cal should be returned within one business day during the task duration. Users must have access to a program capable of sending/retrieving files from FI\$Cal using SFTP.</li> </ul>

# FI\$Cal Reports

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- R17 release of FI\$Cal application provides reports with similar data elements as Interfaces for reporting and reconciliation purpose.
- Departments can review the option of running FI\$Cal reports for reporting and reconciliation purpose for data currently received from Interfaces in SCO.

# Interface Testing Approach

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The approach to Interface Testing involves verifying and validating that the SCO, STO, FI\$Cal and Departmental systems process interface data using the required file exchange mechanism.

Following are the upcoming activities and associated teams

Activity	Team
Define communication procedures between Partner Agencies, Departments and FI\$Cal	FI\$Cal, Partner Agencies, Departments
Identify high level interface processes to be deployed in future with R17 within Departments	Departments
Identify the staff to support testing for the Interfaces, and impacted Systems	Departments

# Interface Testing Approach

Activity	Team
Identify Test Environments in Department to conduct the Interface test	Departments
Develop Test scripts, data conditions & exceptions that need to be tested	Departments
Follow the Project schedule for execution of Interface tests	FI\$Cal, Partner Agencies, Departments
Test, track and report defects and re-test to validate Interfaces	FI\$Cal, Partner Agencies, Departments

# Interface Test Objectives

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- Test connectivity between FI\$Cal and Departments / Controlling Agency
- Validate Interface programs/processes/layout with Departments
- Testing of Interfaces including testing of Business Processes involved in completing the life cycle of Interfaces.
- Provide Departments/Controlling Agency with data validation, File layout and format issues.
- Fix Interface Programs on Department and FI\$Cal applications

# Interface Testing – Departments Involvement

Activity	Primary Owner
Identify Test Scenarios/Conditions and Test Scripts as executed in FI\$Cal	FI\$Cal / SCO
Identify/ Create Interface Test Scenarios/Conditions and Test Scripts for Legacy application	Departments
Process Interface test data including provision and processing of Interface files (Inbound/Outbound) for FI\$Cal application	FI\$Cal / SCO
Process Interface test data including provision and processing of Interface files (Inbound/Outbound) for Legacy application	Departments
Execute Test Scripts for FI\$Cal application with Departmental Data	FI\$Cal/SCO
Execute Test Scripts for Departmental application with FI\$Cal data received via Outbound Interface	Departments
Manage and document Test Results and Defects for Legacy application	Departments
Manage Defects and Defect resolution process in Legacy application	Departments
Analyze Test Results and Resolve Defects for Legacy application	Departments
Retest Defects for Executed Test Scripts for Legacy application	Departments
Analyze Test Results and Resolve Defects for FI\$Cal application	FI\$Cal

## Next Steps

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### **Build**

- FI\$Cal and Departments to continue Technical Designs and Build till June 2016

### **Access and Data files**

- Departments and FI\$Cal to coordinate for connectivity and access for FI\$Cal SFTP during March to Jun 2016

### **Interface Testing**

- Departments to identify Test Environments in Department to conduct the Interface testing which starts in July 2016
- Develop Legacy Test scripts, data conditions & exceptions that need to be tested based on review of existing and to be business processes from March to June 2016

# Next Steps

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## **FI\$Cal Support**

- Attend FI\$Cal scheduled touchpoints or support sessions during March to Jun 2016 to understand progress, testing updates and next steps
- Review and respond to upcoming FI\$Cal tasks and communications

## Questions/Additional 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)