



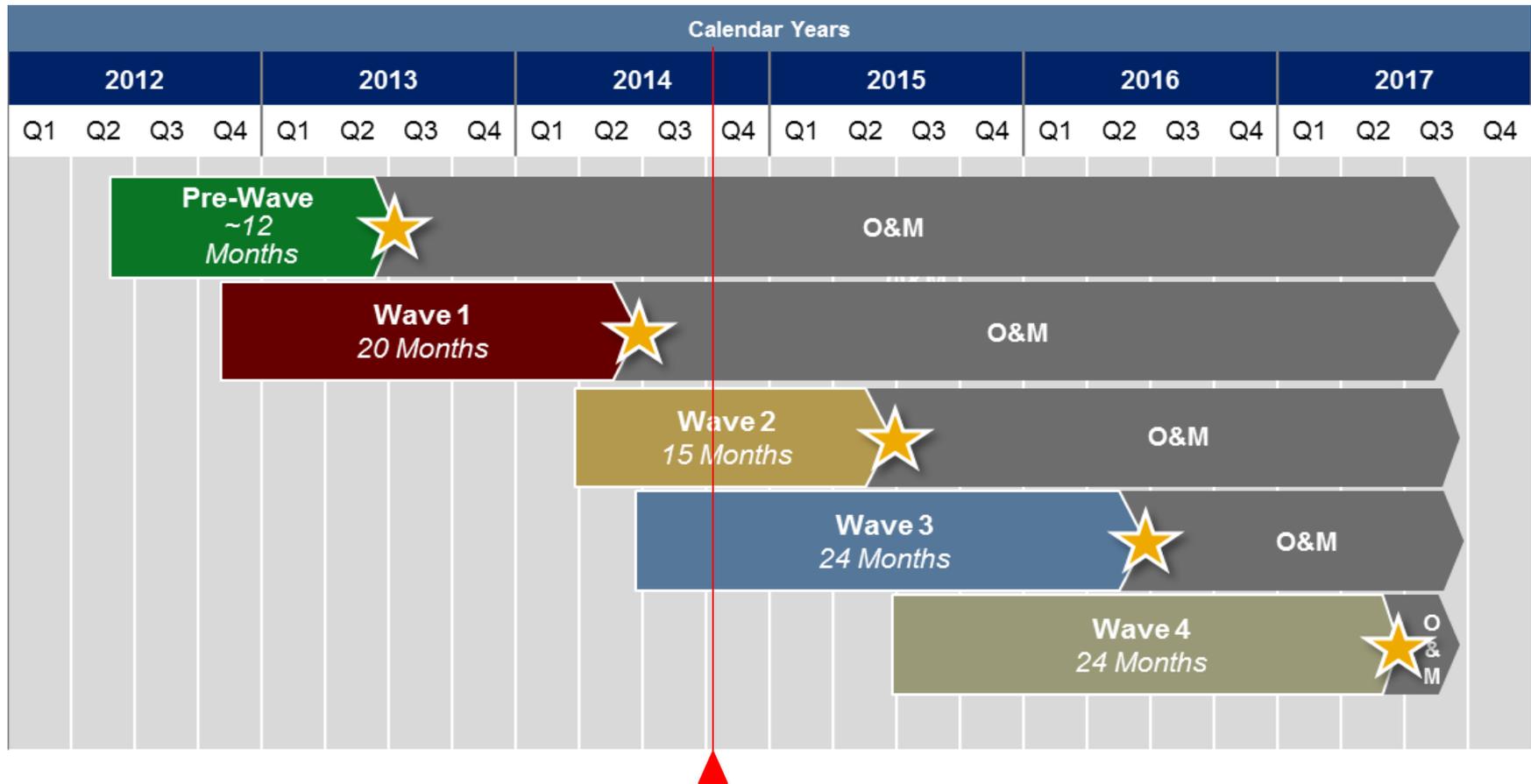
FI\$Cal Project Wave 3 Kick-Off

October 8, 2014

Agenda

- Project Timeline
- Change Management Expectations
- Readiness Tools and Support
- Wave 3 Scope and Analyze Phase Approach
- Interface and Conversion Approach
- Data Classification and Protection Framework
- Next Steps / Key Activities
- Questions

FI\$Cal Deployment Timeline



Change Management Expectations

In order to ensure a successful implementation, the following are some key expectations:

- As Department Implementation Team (DIT) members, we expect that you will consistently message and champion Project information and activities to your end users
- Each DIT will own its Master Department Workplan (MDW) and use this tool to help navigate the department's readiness for going live with FI\$Cal
- Each DIT will determine their department's participation in Train-the-Trainer activities
- Each DIT should attend Workshops and provide feedback on the solution
- DIT members are committed to the success of the Project

Readiness Tools and Support

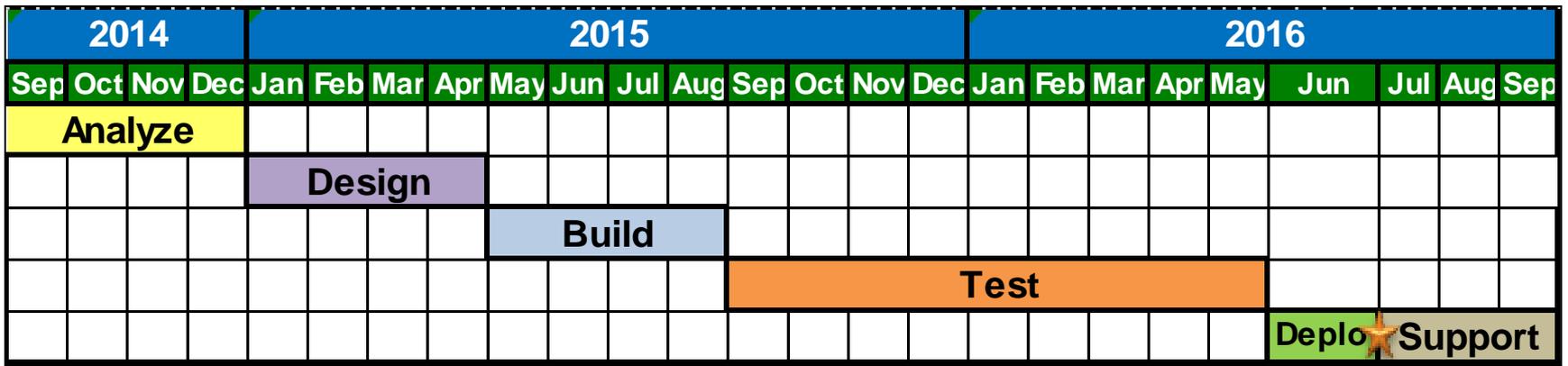
- We'll talk more about Readiness Tools and Support for Project Activities as we start meeting with your department individually, through Touchpoint meetings
- Readiness Tools:
 - Master Department Workplan and Tasks
 - Department Readiness Scorecard and Dashboard
- FI\$Cal Project Activities
 - Change Management Activities – User Readiness Survey, Business Process Workshops, Role Mapping Tasks (Access and Security), Change Workshops, and Training
 - Project Activities – Interfaces and Conversions, Configurations, Testing, and Cutover

IMPLEMENTATION

Nevil Pesika

Accenture Business Lead

Wave 3 Project Timeline



Project Phase	Phase Dates
Analyze	September 2014 – December 2014
Design	January 2015 – April 2015
Build	May 2015 – August 2015
Test	September 2015 – May 2016
Deploy	June 2016
Go Live	July 2016

W3 Scope – Functions

- Accounting
 - General Ledger – Financial Statements
 - Cash Management – Bank Reconciliation, Forecasting and Investments
 - Bond Accounting – Creating, Authorizing, Issuing and Distribution
 - Accounts Payable – Payment Processing
 - Accounts Receivable – Receipts, Deposits and Offsets
 - Loan Accounting – Establishing, Maintaining and Repaying

W3 Scope – Functions

- Budgeting
 - Schedule 7A
 - Position Budgets
 - GBPS Replacement
 - Forecasting

- Cross Functional
 - PeopleSoft v9.2 Upgrade
 - Enhanced Analytics

W3 Scope – Accounting

Module	Business Process	Description
General Ledger	Process Financial Statements	<p>FI\$Cal becomes the GL Book of Record and includes multiple accounting basis statewide; statewide cash, modified accrual, and full accrual.</p> <p>Financial reports are produced in cash, budgetary/legal and GAAP. Integrated financial statements for Wave 2 departments.</p> <p>Interfacing with the State’s Payroll System</p>
Accounts Payable	Process Payments	Warrants, Checks or electronic payments (i.e. EFT/ACH/wire transfers) issued to a vendor or payee.
Accounts Receivable	Process Payments	Statewide capture of receipts and deposits in FI\$Cal; plus generation of bank deposit slips.
Accounts Receivable	Collect Receivables	Process of offsetting payables against receivables for a vendor of the State who is also a customer of the State.

W3 Scope – Cash Management

Business Process	Description
Bank Reconciliation	STO demand account bank reconciliation. Additionally, many departments also have bank accounts outside the CTS that they reconcile, such as Zero Balance Accounts (ZBA). Most ZBA accounts authorize the bank to "sweep" the net balance at the end of the day into the Treasurer's demand account.
Cash Management	Reports to provide Statewide departmental cash balances in FI\$Cal. Statewide cash position reporting for CTS banks. Reconciliation of all cash in State Treasury.
Cash Forecasting	Cash forecasting allows SCO and STO's long term and short term forecasting divisions to obtain reports of pending deposits and pending payments to increase accuracy of the cash position. Additionally it will maximize investment opportunities and minimize the cost of borrowing.
Investment Maintenance	STO invests the monies deposited in the State Treasury. Investment positions are managed to ensure the safety of the monies while providing enough liquidity for the State's cash flow and a return yield. SCO will perform the interest allocation for Pooled Money Investment Account (PMIA).

W3 Scope – Bond Accounting

Business Process	Description
Create and Manage Bond	The major activities for this process include the recording and tracking of the authorized, but unissued amount of the bond; recording of bond sales, bond expenditures, the pay-off of interim loan, debt service payments, the reporting of various bond related activities and material events.
Authorize Bond	Before bonds can be issued, a Bond Act must be approved by the voters or passed by the legislature to fund various projects throughout the State. DOF sets the spending limits and STO or authorized department can then issue bonds in any amount up to that appropriation level.
Issue Bond	The process of setting up the bond accounts after a bond issuance has been approved; track the authorized but unissued amount of the bond; track the cost of issuance; record bond refinancing; bond sales, bond proceeds and bond expenditures.
Distribute Funds	After STO submits the allocation of bond proceeds for departments, cash accounts are set up for each department by SCO and departments are notified of their spending authority. The departments / Agencies can start spending their allocated amount. If a fund has an administering agency, the administering agency can also do secondary allocation of bond proceeds to departments that use that fund.
Track Funds	Tracking of funds from bond proceeds occurs based on the provisions of the authorizing bond act. The SCO establishes separate accounts for each bond sale to help STO and Departments track both bond expenditures and revenues, and prepare cash flows and bond reports.

W3 Scope – Loan Accounting

Business Process	Description
Establish Loans	Setup loans in the system with key attributes, such as the source of the loan, loan type, applicant and contract information and the amortization schedule.
Maintain Loans	Update information on existing loans, such as the amortization schedule, and track disbursements, repayments and accounting classifications.
Repay Loans	Track the repayment of loans

W3 Scope – Budgeting

Business Process	Description
Initiate Budget Development Process	An interface with the SCO's payroll system provides the baseline positions and personal services costs per department. The Schedule 7A, Salaries and Wages Supplement, is produced from FI\$Cal.
Prepare Departmental Budget Submissions	FI\$Cal will calculate position-budgets, including wages, salaries, benefits, and special pays. DOF and departments will use FI\$Cal to perform select employee compensation drills.
Prepare Governor's Budget	Budget Bill narrative will be developed and integrated with appropriation dollars. The resulting Budget Bill will be sent to the Legislative Counsel's Bureau in electronic format. Statewide budget will be published directly from FI\$Cal (GBPS replacement).
Manage Budget Legislation	FI\$Cal will send new positions to the SCO's payroll system (electronic STD. 607s).
Administer the Budget	SCO will use FI\$Cal to forecast the State's cash flow on a daily basis. FI\$Cal will also be used to forecast capital project expenditures and debt requirements.

W3 Scope – Departments

- State Controller's Office (SCO)
- State Treasurer's Office (STO)
- Department of Finance (DOF)
- DGS CFS Unit (for Loan and Bond Accounting)
- Future Wave & Deferred Exempt Departments (for Statewide Control Functions)
- Wave 1 and Wave 2 Departments (potential changes from upgrade)

Analyze Phase Objectives

- Confirm the State's application requirements and identify gaps where business needs are not satisfied by existing PeopleSoft and Hyperion software functionality. Gap resolutions may take the form of:
 - Policy changes
 - Business process changes
 - Application modifications / enhancements

Analyze Phase Objectives

- Conduct interactive discussions, working sessions, and activities through working sessions, Conference Room Pilots (CRPs), and tasks with affected State departments to:
 - Demonstrate how delivered software capabilities meet state requirements
 - Share “As-Is” (existing) business processes and the “To- Be” (future) business processes under FI\$Cal
 - Collect department feedback on technology and data impacts, including interfaces, conversions, data protection

Analyze Phase – Approach

- Key Activities
 - Working Sessions
 - Conference Room Pilots
 - Analyze Technical Architecture (Legacy Systems, Interfaces, Conversions, Reports and 3rd Party Software)

- Outputs
 - Business Process Design Updates
 - CRP & Fit/Gap Analysis for New Functionality
 - Reports, Interfaces, Conversions, Extensions and Forms (RICEF)
 - Requirements Traceability Matrix (RTM)

Analyze Phase Events

Event	Date	Time
CRP – GL Book of Record 1 of 2	October 22	9:00 am – 12:00 pm
CRP – Disbursements	October 29	9:00 am – 12:00 pm
CRP – GL Book of Record 2 of 2	November 5	9:00 am – 12:00 pm
CRP – Loan Accounting	November 12	9:00 am – 12:00 pm
CRP – Cash Management	November 19	1:00 pm – 4:00 pm
CRP – Bond Accounting	November	TBD

Sample CRP Agenda

- FI\$Cal Project Overview
- Functional Topic Area (s)
 - Key Terms
 - Business Process Overview
 - Covered Requirements
 - Screen Shots / Demo
 - Key Gaps
- Technology Considerations
 - Reports
 - Interfaces
 - Conversions
 - Data Protection
- Session Recap, Next Steps, Q & A

Reports Analysis

- What are the key reports that support a business function?
 - Are they required by statute or policy?
 - What is their purpose? i.e. what question do they answer or what decision do they inform?
 - What are they key data elements?
 - How frequently are they used?
 - Who is the major user of the report?

- How does the FI\$Cal Solution support the business function?
 - Is the report needed in the integrated FI\$Cal solution?
 - Is there a similar report or online inquiry in FI\$Cal?

Interface and Conversion Analysis

- What CRP session(s) am I attending?
- Do I have a system that supports the business function?
- How does the FI\$Cal Solution support the business function?

Answer	Interface/Conversion Factor	Impacted System
Not At All	Do I need to interface data between the 2 systems to support the end to end business process?	?
Fully	What data needs to be converted at cut over when Wave 3 goes live?	?
Partially	“Fully” + “Not At All”	?

Analyze and Design Phase Timeline

Wave 3	2014				2015							
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Phase	Analyze				Design				Build			
Interfaces and Conversions (I/C)												
Working Sessions and CRP's												
Complete TECH302 (Dept I/C Inventory)												
Mobilize I/C Team												
Conduct Dept Workshops - Existing I/C												
Func. Design New I/C												
Tech Design - New I/C												
Conduct Dept Workshops - New I/C												
Design Extracts and Imports												
Build and Unit Test New I/C												
Build Dept Extracts and Imports												

Key Takeaways

- Not all open items need to be resolved prior to a working session or CRP – we expect to close some open items during or after these sessions
- CRP sessions will be a good opportunity to clarify requirements, especially as they apply to departments
- Gaps identified will not necessarily become a modification to the System – they should be documented and will be reviewed as part of the Gap Resolution process
- The solution is not finalized after CRPs – there is further opportunity to refine and adjust our solution during the Design Phase (January – April 2015) as we learn more

Questions



CONVERSIONS

Robin Kister

State Conversion Lead

Data Conversion Overview

- Analyze Phase (September 2014 – December 2014)
 - FI\$Cal and Department will understand the need for a Data Conversion during CRP meetings
- Design Phase
 - Conversion Kickoff Session
 - Conversion Support Sessions and Workshops
 - Define Conversion Inventory
 - Identify Manual vs. Automated Conversions
 - Explain Conversion Layouts
 - Identify Data Primary Sources
 - Map Department System Data Elements to FI\$Cal Conversion Layouts

Data Conversion Approach

- Extract, Transfer, and Load Program (Automated Conversion)
 - Multiple iterations to practice data extraction, cleansing, and validation
 - Mock 1 Conversion
 - Mock 2 Conversion
 - Mock 3 Conversion
 - Dry Run
 - Dress Rehearsal
 - Cutover – Go Live
- Direct Key Data Entry into FI\$Cal (Manual Conversion)
 - Dry Run
 - Dress Rehearsal
 - Cutover – Go Live

Data Conversion Support

- FI\$Cal will provide support for data conversion efforts
 - FI\$Cal Conversion team will meet with and assist Departments
 - Provide and explain Data Cleansing Guidelines
 - Provide Data Conversion Layouts (Excel templates)
 - Explain and demonstrate how to populate templates
 - Address data questions and issues
 - Guidance for mapping, extraction, and cleansing questions
- Provide Feedback via Data Quality Reports and Conversion Error Logs
 - High-level summary of the current file's data quality
 - Detailed list of problems
 - Detailed list of what to do to fix the problems
- Monitor and track delivery and validation progress by Department

Wave 1 Conversions

Module	Conversion	Control Agencies / Departments
Asset Management	<ul style="list-style-type: none"> • Assets 	<ul style="list-style-type: none"> • Departmental
Budgets	<ul style="list-style-type: none"> • Appropriations • Fund Balances • Revenues • Capital Outlay Appropriations 	<ul style="list-style-type: none"> • DOF • DOF • DOF • DOF
Accounts Payable	<ul style="list-style-type: none"> • Vendors • Unreconciled AP Payments (Outstanding Checks) • 1099 Balances (Reportable Payments) 	<ul style="list-style-type: none"> • Departmental • Departmental • Departmental
Accounts Receivable	<ul style="list-style-type: none"> • Customers and Contacts • Open Receivables 	<ul style="list-style-type: none"> • Departmental • Departmental
General Ledger	<ul style="list-style-type: none"> • Ledger • GL Commitment Control 	<ul style="list-style-type: none"> • SCO, Departmental • SCO, Departmental
Project Costing	<ul style="list-style-type: none"> • Projects 	<ul style="list-style-type: none"> • Departmental
Purchasing	<ul style="list-style-type: none"> • Open Purchase Orders 	<ul style="list-style-type: none"> • Departmental

Wave 2 Conversions

Module	Conversion	Control Agencies / Departments
Project Costing	<ul style="list-style-type: none"> • Grants • Customer Contracts 	<ul style="list-style-type: none"> • Departmental • Departmental
Purchasing	<ul style="list-style-type: none"> • Procurement Contracts • Items • SB/DVBE Certification • Solicitations 	<ul style="list-style-type: none"> • Departmental • DGS, CALPIA, CALTECH • DGS • Departmental

INTERFACES

Dave Porter

Interfaces and Conversions Team

Interface Overview

- Analyze Phase (September 2014 – December 2014)
 - FI\$Cal and the departments will understand the need for interfaces during the CRP meetings

- Design Phase
 - Interface kickoff session
 - Interface support sessions and workshops
 - Define interface inventory
 - Explain interface layouts
 - Mapping of interfaces and their associated data elements
 - Address design and architecture questions

Interface Approach

- Build & Test Phase
 - Build and Unit Test Interfaces
 - Establish connectivity
 - Interface Testing Cycles and Objectives
 - Cycle 1 – Test Connectivity between Department System and FI\$Cal and Interface Layout
 - Cycle 2 – Functional Testing by the Project Team
 - Cycle 3 – End User Validation with Departments

Wave 1 Interfaces

Module	Interface	Control Agencies / Departments
Accounts Payable	<ul style="list-style-type: none"> Inbound CalATERS Interface Temporary Claim Schedule Interface to SCO (Electronic Claims) Temporary: CD102 inbound interface (DEX file) Positive Pay-Checks Interface Outbound CalATERS Check Detail (ORF) – Check File From Departments Inbound CalATERS Expenditure Detail Interface - Voucher Accounting Inbound Vouchers Outbound FTB Interface Inbound Pitney Bowes Spectrum Interface Outbound Pitney Bowes Spectrum Interface 	<ul style="list-style-type: none"> SCO SCO SCO STO SCO SCO Departmental FI\$Cal FI\$Cal FI\$Cal
Accounts Receivables	<ul style="list-style-type: none"> Customer Receipts Interface Inbound Billable Charges 	<ul style="list-style-type: none"> Departmental Departmental
Cash Management	<ul style="list-style-type: none"> Bank Statements File from SCO Paid Items File from IPS 	<ul style="list-style-type: none"> SCO STO

Wave 1 Interfaces

Module	Interface	Control Agencies / Departments
General Ledger	<ul style="list-style-type: none"> Inbound Payroll for Labor Distribution Interface Inbound SCO Reconciliation Interface Outbound Ledger Actuals Interface Inbound Timesheet Interface Inbound Time Sheet Excel Upload Program ChartField Excel to CI Upload Automated Budget Closing ChartField Value Sets Inbound Interface Budget Spreadsheet Journal Upload Inbound Employee Data Interface 	<ul style="list-style-type: none"> SCO SCO SCO Departmental Departmental FI\$Cal FI\$Cal FI\$Cal SCO
Project Costing	<ul style="list-style-type: none"> Inbound Project Transaction Interface Inbound Project Interface Project Time Capture Component 	<ul style="list-style-type: none"> Departmental Departmental FI\$Cal
Purchasing	<ul style="list-style-type: none"> BOE Tax Rates Upload to FI\$Cal Outbound EDD Independent Contractor Interface 	<ul style="list-style-type: none"> FI\$Cal FI\$Cal
Budgeting	<ul style="list-style-type: none"> Spreadsheet Uploads GBPS Interfaces 	<ul style="list-style-type: none"> Departmental GBPS

Wave 2 Interfaces

Module	Interface	Control Agencies / Departments
Asset Management	<ul style="list-style-type: none"> • Inbound Interface for Assets for physical inventory • Inbound interface to Asset Management to Add/Update Asset Information and Asset Transactions • Outbound Interface for Assets for physical inventory • Updated Wave 1 Outbound Interface to accommodate additional legacy systems 	<ul style="list-style-type: none"> • Departmental • Departmental • Departmental • Departmental
Accounts Receivables	<ul style="list-style-type: none"> • Automated deposit creation for Interdepartmental payments created in FI\$Cal A/P • Automated deposit creation for open Direct Transfer receivables from non-InterUnit customers. • Customer ID Extract • Direct Transfer Transaction File (to CALSTARS) • Direct Transfer Transaction File (to SCO) • Inbound Interface AR items from external systems • Interface for invoice adjustments • Outbound interface from AR 	<ul style="list-style-type: none"> • FI\$Cal • FI\$Cal • Departmental • DOF • SCO • Departmental • Departmental • Departmental

Wave 2 Interfaces

Module	Interface	Control Agencies / Departments
Budgeting	<ul style="list-style-type: none"> • Appropriations Interface to SCO Fiscal System • Appropriation Adjustments Interface to SCO Fiscal 	<ul style="list-style-type: none"> • SCO • SCO
Project Costing	<ul style="list-style-type: none"> • ABMS Billing file • Inbound interface for PC to create Project Transactions for DGS Billing Code related transactions • Inbound interface into LD for labor hours/timesheets • Inbound interface to Add/Update Rate Sets • Inbound Interface to PC to Add/Update Project Structure (project definition, Milestones and activities) • Outbound Interface from PC for Project Structure • Outbound Interface from PC for Project Transactions 	<ul style="list-style-type: none"> • DGS • DGS • Departmental • Departmental • Departmental • Departmental • Departmental
Purchasing	<ul style="list-style-type: none"> • Bar Code Scanning • FI\$Cal CSCR Progress Payment Interface • FI\$Cal SCPRS Interface with non-Wave 2 departments • Item Upload • P-Card Statement file upload 	<ul style="list-style-type: none"> • FI\$Cal • Departmental • Departmental • Departmental • FI\$Cal

TECH302

Jody Pontarolo

State Interfaces and Conversion Team

TECH302 Activity

- **Objective** – Identify Department systems which will require an interface with FI\$Cal and/or identify systems which will be retired and the data needs to be converted into FI\$Cal.

- **Duration** – 10/22/14 - 12/12/14

- **Department Staff needed to complete this task** – Business SME, Tech SME, Key Decision Maker(s)

- **To complete this activity, Departments will need to:**
 - Prepare for CRP sessions – Bring a list of current systems used by the department
 - Attend CRP sessions
 - Populate TECH302 Activity Workbook
 - Submit Workbook (12/12/14)

TECH302 Workbook

Module	FI\$Cal Business Process	Legacy Application	Legacy Technology	Interface	FI\$Cal Inbound / Outbound	Interface Scope	Project SME	Departmental SME	Participation	Comments
AP	AP 3 - Process Payments	SCO - Claim Schedule	SCO Mainframe	Claim Schedule Interface to SCO	Outbound	<p>FI\$Cal will send an Electronic claim to SCO containing payment information for processing within their legacy systems</p> <p>Interface will include payee and remittance advice information along with a Unique Identifier in the Address 4 field stripped during overlay process</p> <p>All Payments submitted to SCO via Interface will be paid only by a Warrant</p> <p>No EFT functionality will be implemented in Wave 1 within FI\$Cal</p> <p>Outbound Interface is temporary</p>	Mary Greenfield	Stephanie Shill /Shirley Dong	Yes	Interface needs to be reviewed for Retirement in Wave 3
AP	AP 3 - Process Payments	SCO - Claim Schedule	SCO Mainframe	AP037 - Temp: CD102 inbound interface (DEX file)	Inbound	<p>SCO will send file(s) containing Warrant information to FI\$Cal for processing</p> <p>SCO will send Unique Identifier back in the Address 4 field with the warrant information via DEX file</p> <p>Inbound Interface is temporary</p>	Mary Greenfield	Stephanie Shill /Shirley Dong	Yes	Interface needs to be reviewed for Retirement in Wave 3
AP	AP 3 - Process Payments - Maintain Payments - Warrants (Void, Stop, Escheat)	SCO -Specialized Payment System	SCO Mainframe	New Interface	Inbound	<p>SCO will send file(s) containing Warrant information to FI\$Cal for processing to load into Accounts Payables</p>	Joseph Hill	Stephanie Shill /Shirley Dong	Yes	New Interface for Deferred , Wave 4 and Exempt Departments

Questions



DATA CLASSIFICATION & PROTECTION FRAMEWORK (TECH 301)

Lawrence Cooper

Information Security Officer (ISO)

TECH301 Activity

- Objective – Review the Data Classification and Protection Framework and identify any additional data classification and protection requests
- Duration – 10/22/14 - 12/12/14
- Department Participants – Department Liaison, Business Liaison, Technical Liaison, Business Subject Matter Experts (SMEs), Tech SMEs, Information Security Officers, Privacy Officer, Data Owner and Key Decision Maker(s)

TECH301 Activity

- Key Activities

- Review current department systems and processes for protected data elements
- Review the FI\$Cal Data Classification and Protection Framework
- Discuss TECH301 Data Classification and Protection Framework Workbook during Conference Room Pilot (CRP) sessions
- For additional assistance “Office Hours” will be available on 11/21 and 12/5
- Submit Workbook (12/12/14)

FI\$Cal Standard Data Protection Processes & Fields

Process Name	Field Description	
Acquire Assets	Asset ID	Public
Acquire Assets	Asset Profile	
Acquire Assets	Tag Number	
AM1 - Acquire Assets	Description	Sensitive
AM1 - Acquire Assets	Cost	
AM1 - Acquire Assets	Serial ID	
AM1 - Acquire Assets	Vehicle Identification Number (VIN)	
AM1 - Acquire Assets	Registration Number	
AM1 - Acquire Assets	Registration Name	
AM1 - Acquire Assets	Custodian	
AM1 - Acquire Assets	Asset Location	
AM1 - Acquire Assets	Area ID	
AM1 - Acquire Assets	Asset Class	
		Restricted
AM1 - Acquire Assets	Vehicle Identification Number (VIN)	
AM1 - Acquire Assets	Asset Class	

FI\$Cal Standard Protection Framework

- For each of the 8 Modules (Asset Management, Accounts Payables, Accounts Receivables, Budgeting, Cash General Ledger, Management, Project Costing, Procurement,) perform the following
 - Review the Process and Field Descriptions identified to the left
 - Review the FI\$Cal Standard Data Protection Framework to the Right
 - Update the "Additional Department's Data Protection Requirements" table page 25; (Only if the department has new items/fields to include beyond what is provided in the foil set)
 - Update the Department's Data Protection Framework Completion foil, page 26 (Department Name, Data Owner Name and Date completed)
 - Return to FI\$Cal CMO no later than 12/12/2014

Legend

Data Classification and Protection Framework Completion

- Align with FI\$Cal's Standard Protection Framework
 - Department Name: _____.
 - Data Owner Name: _____.
 - Data Owner Signature: _____.
 - Data Classification and Protection Framework Completed: / / _____.

Questions



Next Steps / Key Activities

- October/November
 - Determine planned Interfaces/Conversions
 - Participate in Wave 3 Conference Room Pilot Sessions
 - Participate in Training Needs Analysis
 - Touchpoint Meetings, starting mid-October

- November
 - End User Readiness Survey

Questions



FI\$Cal Project Information:

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

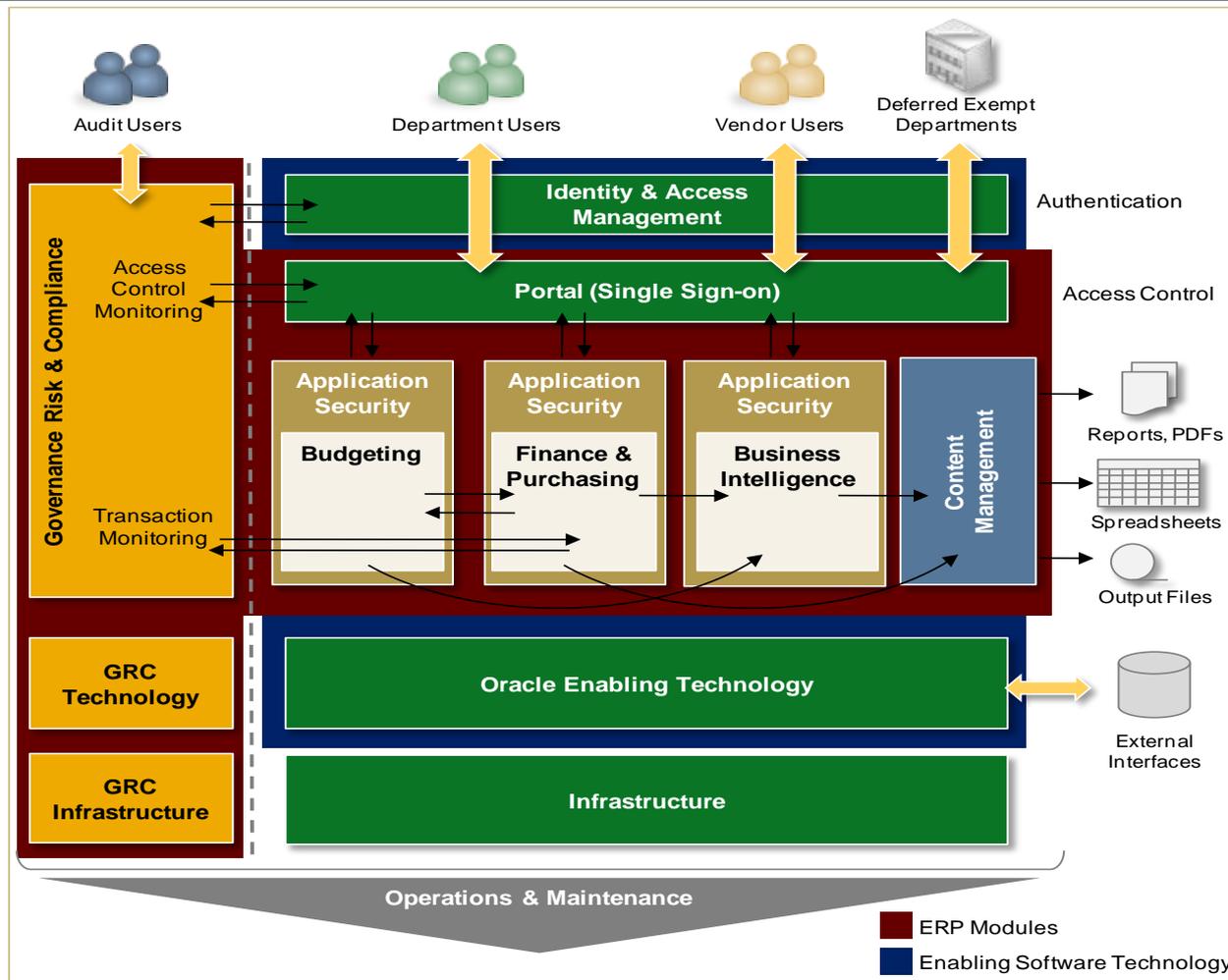
or e-mail the FI\$Cal Project
Team at:

fiscal.cmo@fiscal.ca.gov

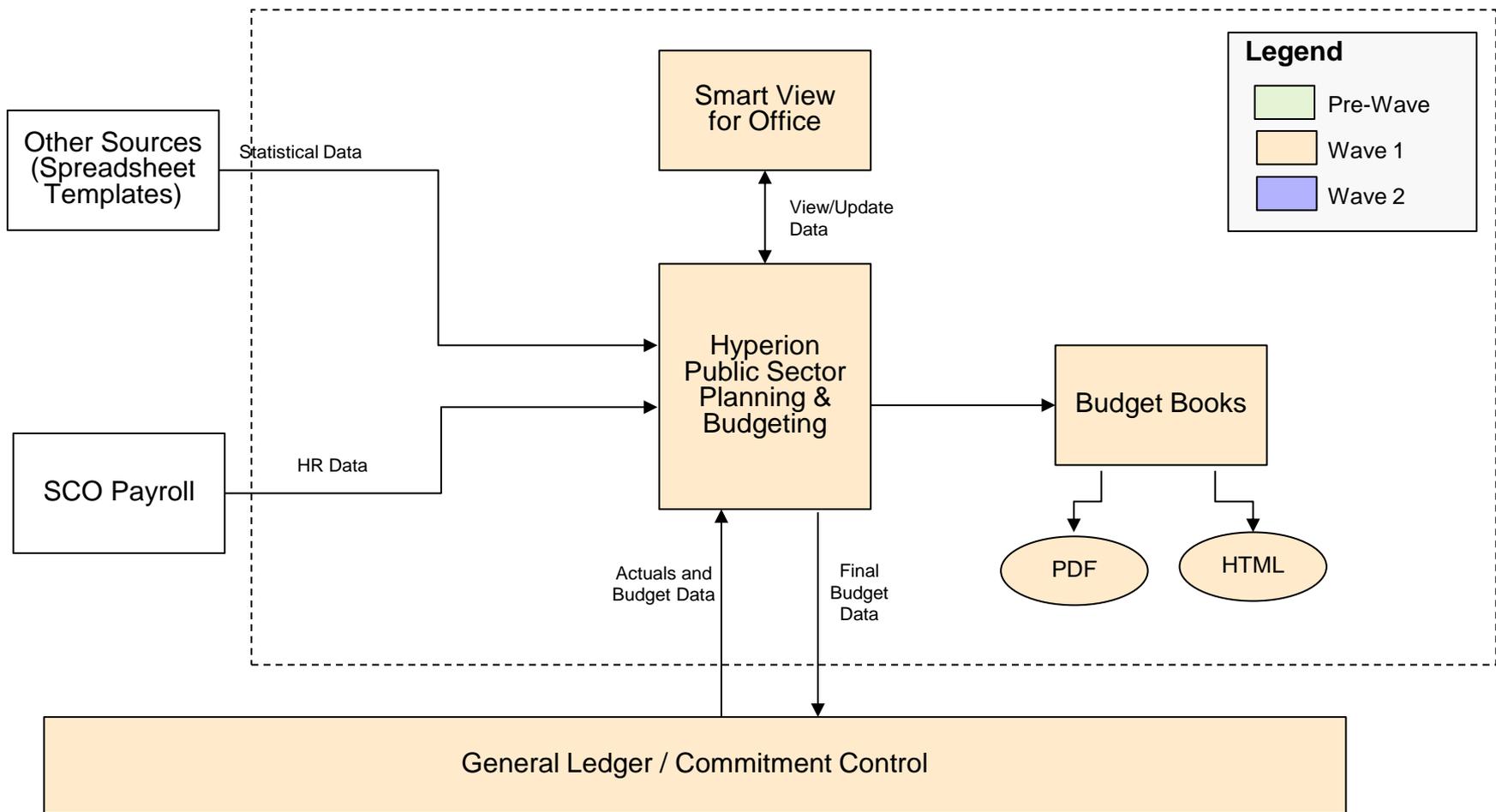
APPENDIX

Supporting References

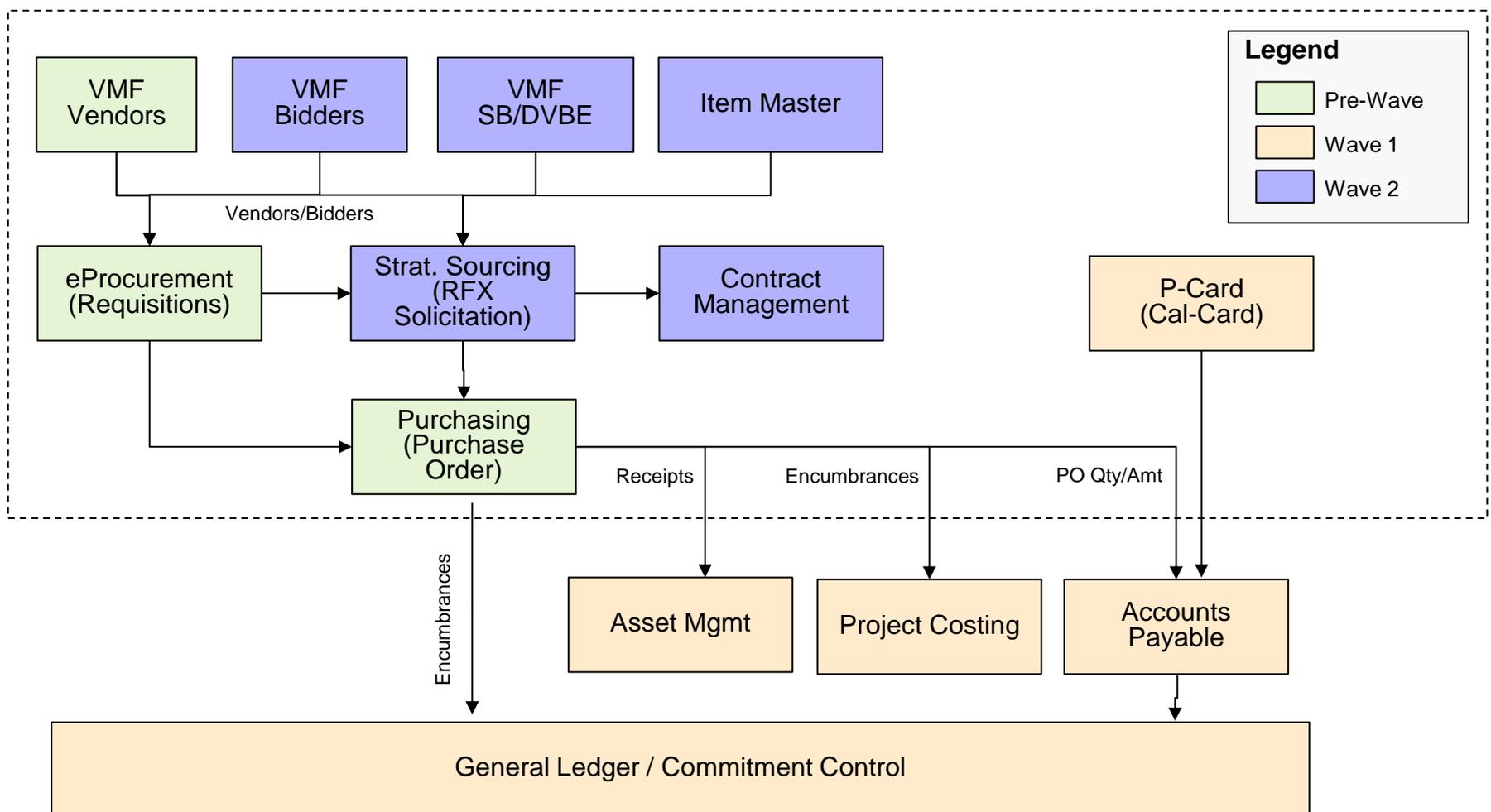
FI\$Cal Solution



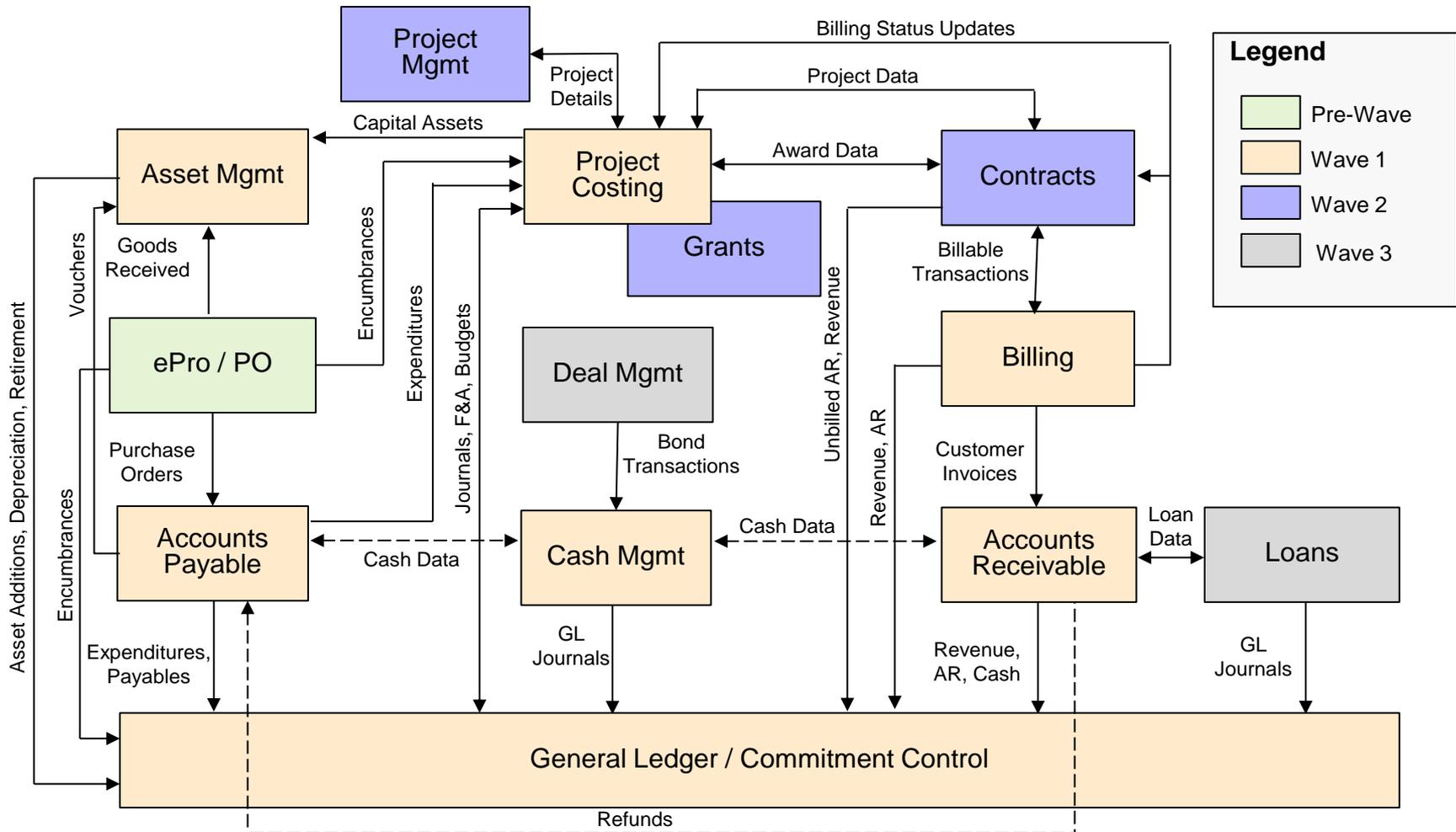
FI\$Cal Budgeting Solution



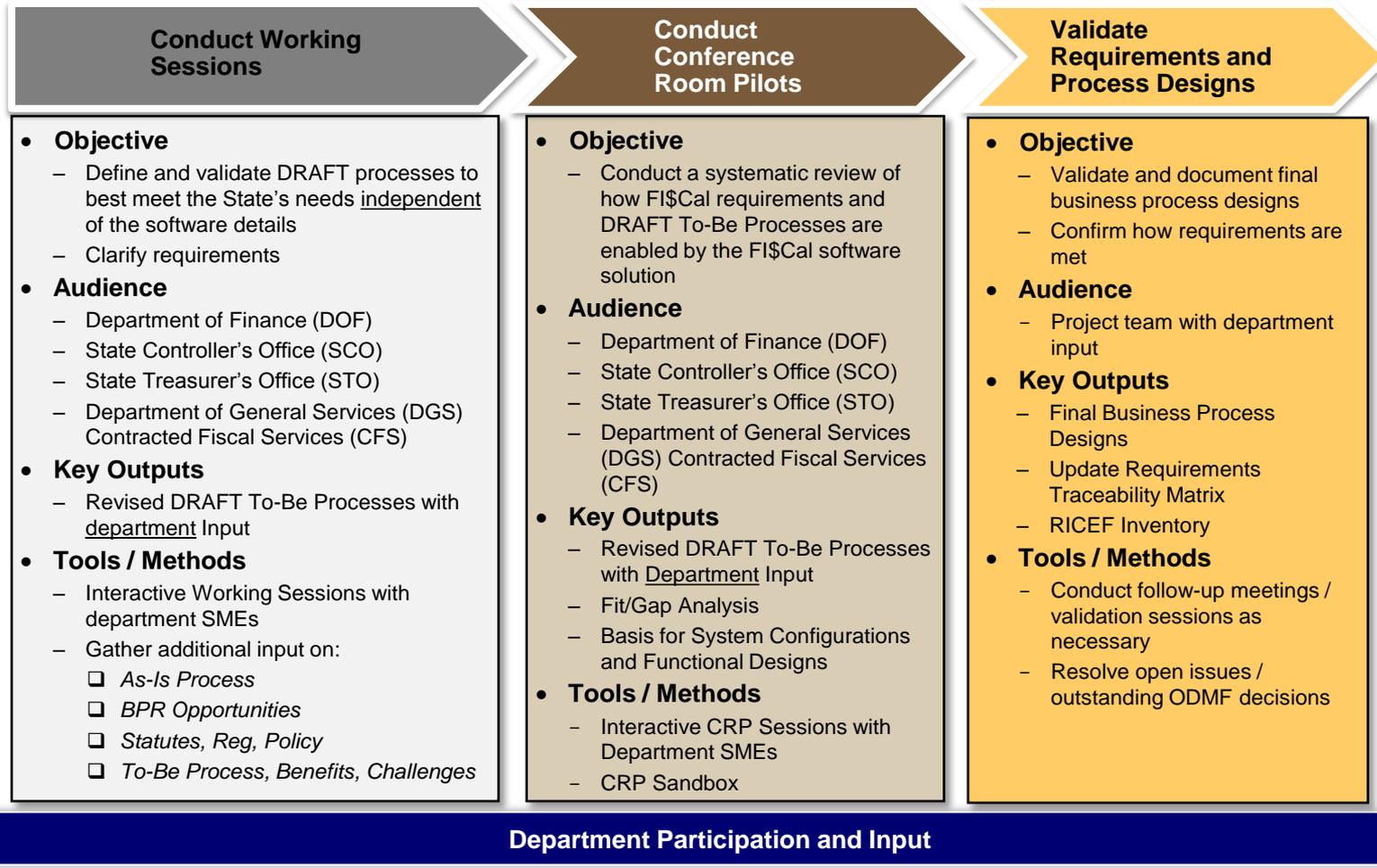
FI\$Cal Procurement Solution



FI\$Cal Accounting Solution



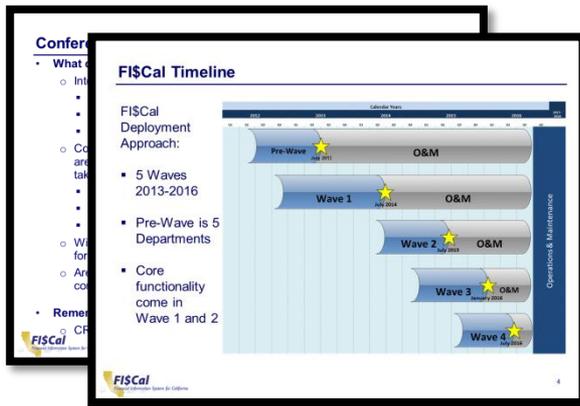
W3 Analyze Phase – Key Activities



CRP Agenda

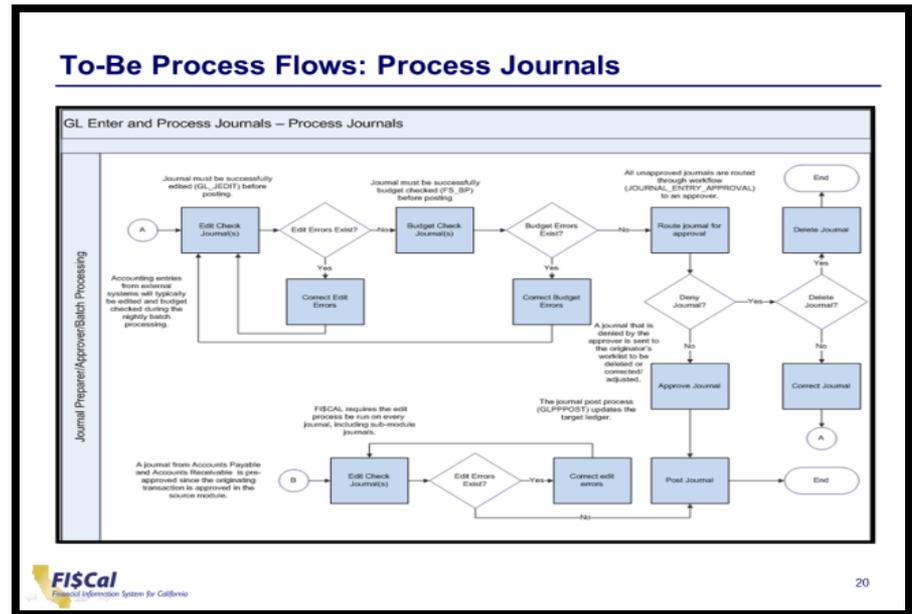
- FI\$Cal Project Overview
- Purpose and Objectives
- Ground Rules
- Solution Overview
- Functional Topic Area (s)
 - Key Terms
 - Business Process Overview
 - Covered Requirements
 - Screen Shots / Demo
 - Key Gaps
- Technology Considerations
 - Interfaces
 - Conversions
 - Data Protection
- Session Recap, Next Steps, Q & A

CRP Overview



Review objectives and FI\$Cal background information

Review Business Process Flow, Key Concepts and Terminology



CRP Overview

Scenario – 1 : Create Manual Journal

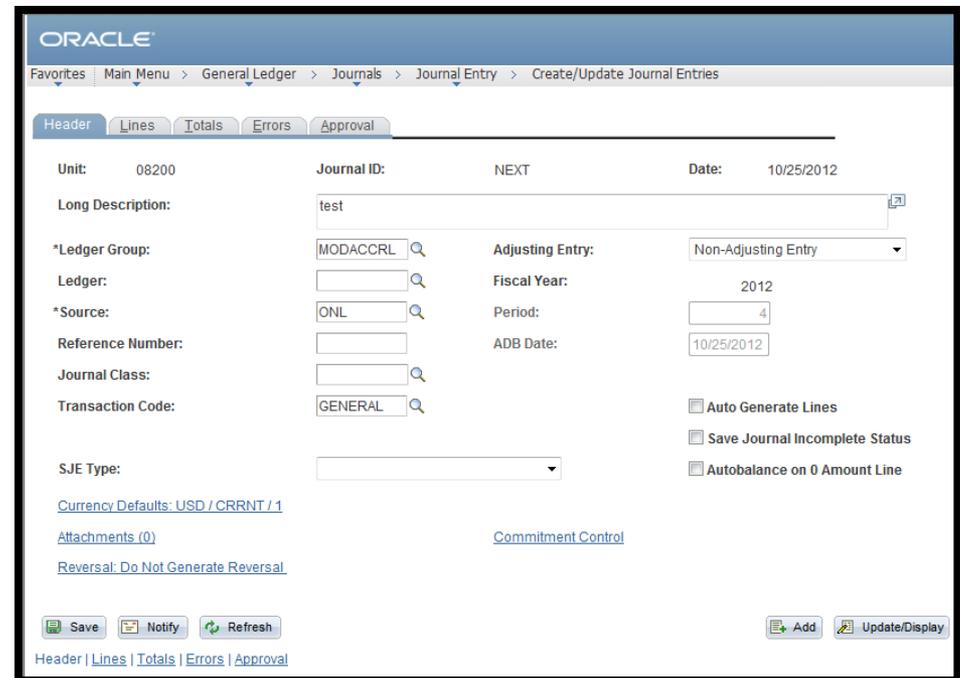
Scenario: Create Manual Journal Entry

Description: Create a manual journal entry using online FI\$Cal page with multiple lines.

FI\$Cal Business Requirements covered under this scenario:		
ID	Requirement Description	
GL 23.00	The System shall allow for the support of current and prior years receipts and disbursements accounts.	
GL 46.01	The System shall allow an authorized user to classify transactions and events, including: Basis of accounting (i.e., cash, budgetary/Legal, modified, and full accrual)	
GL 76.00	The System shall process multiple debit and credit transactions for each journal entry.	
GL 84.00	The System shall allow a user to generate and post interfund/intrafund/interagency transactions (e.g., "due-to and due-from", "transfers-in and transfers-out").	
GL 87.00	The System shall allow a user to save incomplete journal entries without posting to the General Ledger.	
GL 133.00	The System shall allow rolling advances (e.g., Advance to the Office Revolving Fund) from one fiscal year to the following fiscal year.	

All requirements related to this scenario can be found in the appendix.

Introduce scenario and requirements for discussion

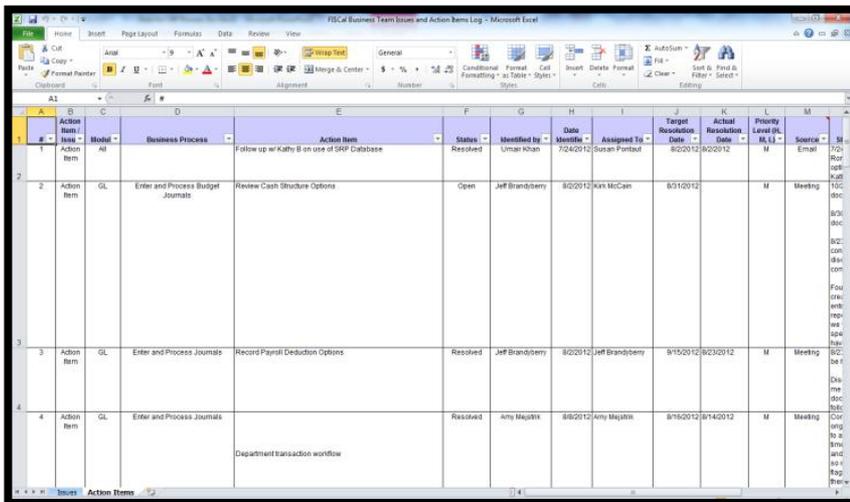


Demonstrate the FI\$Cal solution

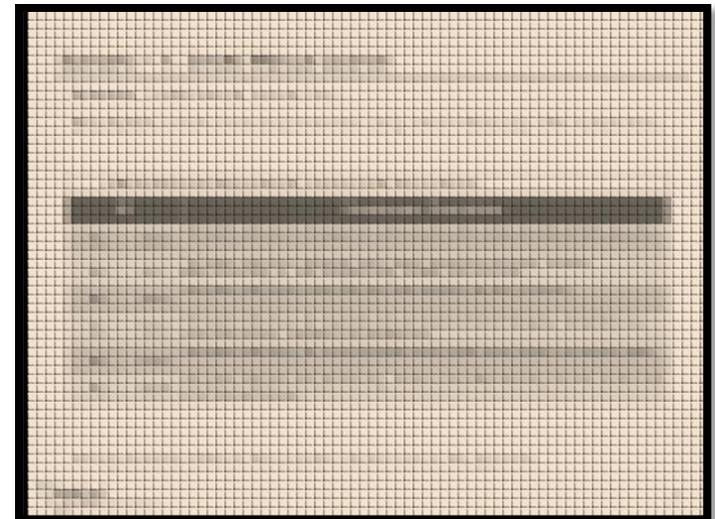
CRP Overview

Share the inventory of current and future interfaces and conversions in context of the business solution

Share the existing data protection standards



#	Action Item	Model	Business Process	Action Item	Status	Identified by	Date	Assigned To	Target Start Date	Actual Start Date	Priority	Level	Source
1	Action Item	All		Follow up w/ Kathy B on use of SNP Database	Resolved	Umair Khan	7/24/2012	Susan Pombo	8/2/2012	8/2/2012	M, L, F	M	Email
2	Action Item	GL	Enter and Process Budget Journals	Review Cash Structure Options	Open	Jeff Brandberry	8/2/2012	Kirk McCain	8/31/2012			M	Meeting
3	Action Item	GL	Enter and Process Journals	Record Payroll Deduction Options	Resolved	Jeff Brandberry	8/2/2012	Jeff Brandberry	8/15/2012	8/23/2012		M	Meeting
4	Action Item	GL	Enter and Process Journals	Department transaction workflow	Resolved	Amy Meysak	8/8/2012	Amy Meysak	8/16/2012	8/14/2012		M	Meeting

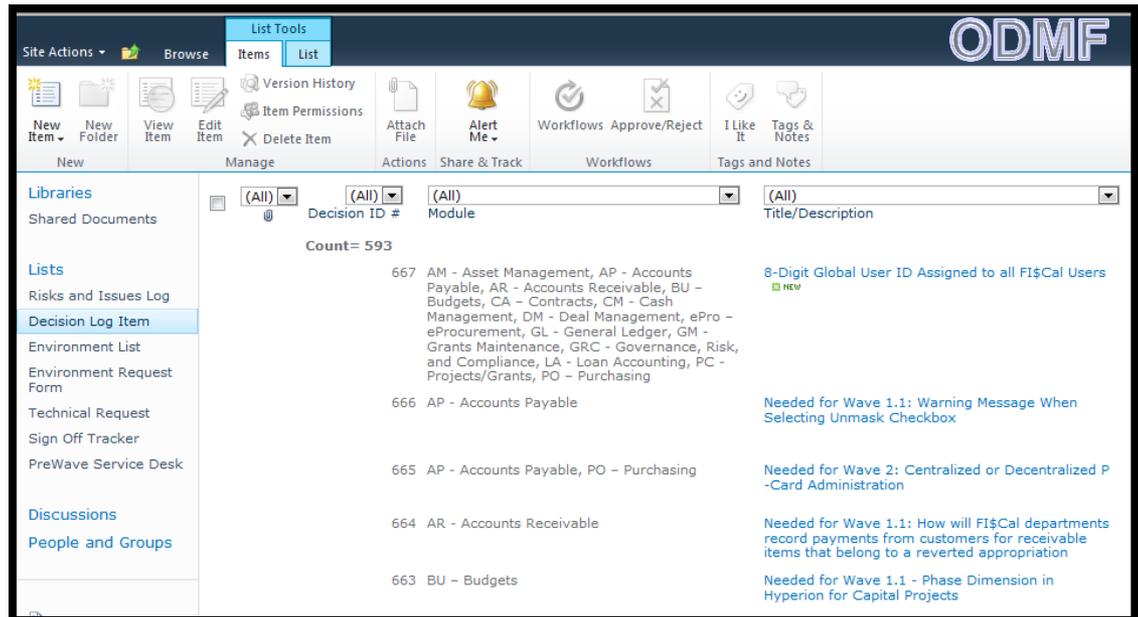


CRP Overview



Document the outstanding items and discuss next steps

Debrief and document action items and integration points



The screenshot shows the ODMF interface with the following components:

- Site Actions:** New Item, New Folder, View Item, Edit Item, Delete Item, Attach File, Alert Me, Workflows, Approve/Reject, I Like It, Tags & Notes.
- List Tools:** Version History, Item Permissions, Delete Item, Attach File, Alert Me, Workflows, Approve/Reject, I Like It, Tags & Notes.
- Filters:** Libraries (Shared Documents), Lists (Risks and Issues Log, Decision Log Item, Environment Request Form, Technical Request, Sign Off Tracker, PreWave Service Desk), Discussions (People and Groups).
- Search and Filter Fields:** Decision ID #, Module, Title/Description.
- Count:** 593
- Table of Items:**

Decision ID #	Module	Title/Description
667	AM - Asset Management, AP - Accounts Payable, AR - Accounts Receivable, BU - Budgets, CA - Contracts, CM - Cash Management, DM - Deal Management, ePro - eProcurement, GL - General Ledger, GM - Grants Maintenance, GRC - Governance, Risk, and Compliance, LA - Loan Accounting, PC - Projects/Grants, PO - Purchasing	8-Digit Global User ID Assigned to all FI\$Cal Users NEW
666	AP - Accounts Payable	Needed for Wave 1.1: Warning Message When Selecting Unmask Checkbox
665	AP - Accounts Payable, PO - Purchasing	Needed for Wave 2: Centralized or Decentralized P-Card Administration
664	AR - Accounts Receivable	Needed for Wave 1.1: How will FI\$Cal departments record payments from customers for receivable items that belong to a reverted appropriation
663	BU - Budgets	Needed for Wave 1.1 - Phase Dimension in Hyperion for Capital Projects

Design Validation

Conduct Working Sessions

- **Objective**
 - Define and validate DRAFT processes to best meet the State’s needs independent of the software details
 - Clarify requirements
- **Audience**
 - Department of Finance (DOF)
 - State Controller’s Office (SCO)
 - State Treasurer’s Office (STO)
 - Department of General Services (DGS) Contracted Fiscal Services (CFS)
- **Key Outputs**
 - Revised DRAFT To-Be Processes with department input
- **Tools / Methods**
 - Interactive Working Sessions with department SMEs
 - Gather additional input on:
 - As-Is Process*
 - BPR Opportunities*
 - Statutes, Reg, Policy*
 - To-Be Process, Benefits, Challenges*

Conduct Conference Room Pilots

- **Objective**
 - Conduct a systematic review of how FI\$Cal requirements and DRAFT To-Be Processes are enabled by the FI\$Cal software solution
- **Audience**
 - Department of Finance (DOF)
 - State Controller’s Office (SCO)
 - State Treasurer’s Office (STO)
 - Department of General Services (DGS) Contracted Fiscal Services (CFS)
- **Key Outputs**
 - Revised DRAFT To-Be Processes with Department Input
 - Fit/Gap Analysis
 - Basis for System Configurations and Functional Designs
- **Tools / Methods**
 - Interactive CRP Sessions with Department SMEs
 - CRP Sandbox

Validate Requirements and Process Designs

- **Objective**
 - Validate and document final business process designs
 - Confirm how requirements are met
- **Audience**
 - Project team with department input
- **Key Outputs**
 - Final Business Process Designs
 - Update Requirements Traceability Matrix
 - RICEF Inventory
- **Tools / Methods**
 - Conduct follow-up meetings / validation sessions as necessary
 - Resolve open issues / outstanding ODMF decisions

Department Participation and Input

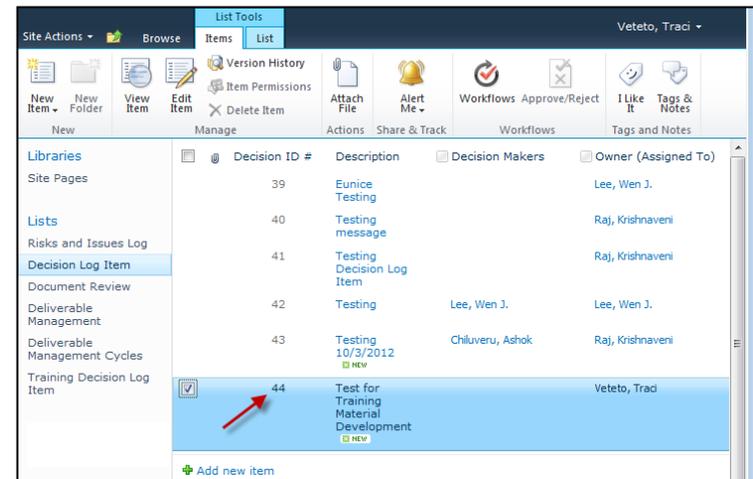
Gap Resolution Approach



Functional Fit/Gap Analysis Worksheet

Module Area	Requirement #	Requirement Description	Functional Gap	Proposed Resolution	Gap Mitigation	Severity	Medium	High
AP	65.00	The System shall send a request to the originating department for disposition of returned warrants.	There is not a delivered process to automatically route returned items. In the future, payments will be combined across many agencies and there is not one agency responsible for returned items.		With a centralized Vendor record, the State Vendor Management Team (VMT) will become responsible for researching returned items first. Then, if the reason is determined to belong to one agency, the VMT must work with that agency to resolve the issue.	X		
AP	73.00	The System shall generate alerts to the requester and/or approver(s) when the amount of the payment voucher exceeds the matching Purchase Document, based on thresholds.	The system is designed to send notifications to the voucher entry person or the buyer, but not the person who will approve the voucher.		Matching errors should be researched by the voucher entry person first. Best practices state that the voucher approver should not have access to modify a voucher.	X		
AP	101.00	The System shall generate vendor dispute notifications, based on time frames.	The system does not have a mechanism to capture and transmit reasons an invoice cannot be paid.		A new process will be created to capture reasons why a particular invoice could not be processed to payment. Once recorded, a notice will be sent to the vendor with the reason(s) payment was not generated and how they need to correct the problem(s).		X	

ODMF



The screenshot shows the ODMF interface with a list of decision items. The list includes columns for Decision ID #, Description, Decision Makers, and Owner (Assigned To). Item 44, 'Test for Training Material Development', is highlighted with a red arrow. The interface also shows various site actions and navigation options.

Data Protection

Question	Answer
<p>What is Protection Method?</p>	<p>According to SAM Data Classification 5320.5, Data Classification and the protection of the data records is born upon the Data Owner. The FI\$Cal Team provided the various protection methods for the Data Owner to select from. The Data owner must specify at least one “Role Based” protection method for the key data element. FI\$Cal is designed with default encryption and role based protection.</p>
<p>What is Authorization Based Access?</p>	<p>Authorization based access is described as part of a process whereby additional layer of authorization is required to grant access to a user to view more data than is included in his/her role. Consider the scenario of a physician who treats a number of patients however now is covering for another physician and is required to view that physician’s patients. The interim physician will be required a temporary approval to view those patients’ records while he is on duty, then the access will be revoked/terminated. For FI\$Cal, a similar process might be deployed whereby the access approval will require secondary approval on exception basis. This approval flow rests within the department that owns the key data element(s). FI\$Cal is the custodian (retainer) of the data, and cannot authorize access to the key data element(s), only the Data Owner authorizes the access. This field may be left blank if not required to be selected.</p>

Data Protection

Question	Answer
What is Business Unit Security?	Within FI\$Cal the solution prevents cross departments from comingling data. Each Business Unit is stamped or associated to the key data element so that only a user within a Business Unit (BU) is permitted to view that key data element. For FI\$Cal a similar process might be deployed whereby the access approval will require secondary approval on exception basis. This approval flow rests within the department that owns the key data element(s). FI\$Cal is the custodian (retainer) of the data, and cannot authorize access to the key data element(s), only the Data Owner authorizes the access.
What is Encryption?	Encryption is a technology that converts a readable data into meaningless data and only understood by the FI\$Cal. FI\$Cal defaults to encrypting all the data. The Data Owner can select this protection method in addition to other protection methods.
What is Masked?	Masked is a technology FI\$Cal employed so that no one can see the data, including those authorized. This special requirement is only mandated for Credit Cards and in accordance to Payment Card Industry Data Security Standards (PCI-DSS). Business Processes that manage State PCARDS will be required to mask this key data element.

Data Protection

Question	Answer
What is Role-Based?	<p>Role-based access is a security approach where each user within FI\$Cal will be assigned a role that will enable him/her to access and use the FI\$Cal system based on permissions specifically given to such role. Think of a role as “Department Buyer” where this role views certain key data elements within a business process. FI\$Cal is designed to offer this functionality by default and everyone will be assigned a role that will allow them, based on their job function to perform the appropriate tasks and only view the data within their authorized function.</p>