Housekeeping

- A copy of the presentation will be shared with attendees 1 week from the presentation date

- Breaks
  - AM Break – approx. 10:30am

- Restrooms
  - Main hall to right
Agenda

- FI$Cal Project Overview
- Wave 3 CRP Objectives and Approach
- FI$Cal Solution Overview
- Bond Accounting
  - Key Terms
  - Business Process Overview
  - Scenarios Overview
  - Covered Requirements
- Session Recap
The Financial Information System for California (FI$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.

California’s Partner Agencies are working together to form the partnership to support FI$Cal at the highest level:
- Department of Finance (DOF)
- Department of General Services (DGS)
- State Controller’s Office (SCO)
- State Treasurer’s Office (STO)
FI$Cal Wave Timeline

<table>
<thead>
<tr>
<th>Calendar Years</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
</tr>
<tr>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
</tr>
<tr>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
</tr>
<tr>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
</tr>
</tbody>
</table>

- **Pre-Wave ~12 Months**
- **Wave 1 20 Months**
- **Wave 2 15 Months**
- **Wave 3 24 Months**
- **Wave 4 24 Months**

O&M
CRP Objectives

- The Wave 3 CRPs will:
  - Facilitate interactive discussion on “To-be” state business processes
  - Demonstrate delivered software capabilities to meet state requirements
  - Confirm application requirements and identify gaps where business needs are not satisfied by standard software functionality
  - Identify critical concerns/issues for each process area
Business Requirements

What is a Business Requirement?

- Business requirements specify the functionality of an application
- Business requirements collectively represent the “To-Be” state of a system
- Requirements denote common functionality across all Departments
- The FI$Cal project team contracted with Informatix to facilitate Joint Application Development (JAD) sessions with all partner and stakeholder departments to tailor the baseline requirements to the FI$Cal project in 2006
- The State conducted several rounds of review of the requirements in the past few years
- The current baseline requirement list is taken from the FI$Cal Request for Proposal (RFP)
FI$Cal Design Approach

Department Participation and Input

- Objective
  - Define and validate DRAFT processes to best meet the State’s needs independent of the software details
  - Clarify requirements
- Audience
  - State Controllers Office
  - State Treasurers Office
  - Department of Finance
- 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
    - Statutes, Reg, Policy
    - To-Be Process, Benefits, Challenges

- Objective
  - Provide departments with an understanding of Waves 1 & 2 FI$Cal business processes
  - Demonstration of Waves 1 & 2 FI$Cal solution
  - Identify where Waves 1 & 2 solution may not meet the needs of new departments
- Audience
  - Wave 3 Departments (SCO, STO, DOF, DGS CFS)
- Key Outputs
  - New departments prepared for CRP sessions
  - Key Considerations
  - Action Items and concerns from departments
- Tools / Methods
  - Solution Walkthroughs
  - Wave 1 FI$Cal Solution
  - Wave 2 FI$Cal Solution

- Objective
  - Conduct a systematic review of how FI$Cal requirements and DRAFT To-Be Processes are enabled by the FI$Cal software solution
- Audience
  - Wave 3 Departments (SCO, STO, DOF, DGS CFS)
- Key Outputs
  - Revised DRAFT To-Be Processes with department input
  - Basis for System Configurations and Functional Designs
- Tools / Methods
  - Interactive CRP Sessions with Department SMEs
  - CRP Sandbox

- 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 decisions

November 19, 2014
Ground Rules & Guiding Principles

- Challenge how the State does things today
- Perspective – adopt a “Statewide” perspective
- Silence is consent – speak and share your thoughts
- There are no bad questions – it is better to ask than assume
- Consider business process changes
- Think of the data and information you require
FI$Cal Solution Overview

Governance Risk & Compliance
- Audit Users
- Department Users
- Vendor Users
- Deferred Exempt Departments

Identity & Access Management
- Access Control
- Authentication
- Access Control Monitoring
- Transaction Monitoring

Portal (Single Sign-on)
- Portal

Application Security
- Budgeting
- Finance & Purchasing
- Business Intelligence

GRC Technology
- Oracle Enabling Technology

GRC Infrastructure
- Infrastructure

Operations & Maintenance

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FI$Cal Accounting Solution

Legend
- Green: Pre-Wave
- Yellow: Wave 1
- Blue: Wave 2
- Gray: Wave 3

November 19, 2014
# CRP & SWT Schedule

<table>
<thead>
<tr>
<th>Business Process</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRP: General Ledger (1 of 2)</td>
<td>10/22/14</td>
<td>9:00 – 12:00</td>
<td>Jade - Evergreen</td>
</tr>
<tr>
<td>CRP: General Ledger (2 of 2)</td>
<td>11/05/14</td>
<td>9:00 – 12:00</td>
<td>Jade - Evergreen</td>
</tr>
<tr>
<td>SWT: Disbursements</td>
<td>11/12/14</td>
<td>9:00 – 12:00</td>
<td>Jade - Evergreen</td>
</tr>
<tr>
<td>SWT: Receivables &amp; Cash Management</td>
<td>11/12/14</td>
<td>1:00 – 4:00</td>
<td>Jade - Evergreen</td>
</tr>
<tr>
<td>CRP: Disbursements</td>
<td>11/13/14</td>
<td>9:00 – 12:00</td>
<td>Jade - Evergreen</td>
</tr>
<tr>
<td>CRP: Bond Accounting</td>
<td>11/19/14</td>
<td>9:00 – 12:00</td>
<td>Sapphire - Evergreen</td>
</tr>
<tr>
<td>CRP: Cash Management</td>
<td>11/19/14</td>
<td>1:00 – 4:00</td>
<td>Jade – Evergreen</td>
</tr>
<tr>
<td>CRP: Loan Accounting</td>
<td>12/03/14</td>
<td>9:00 – 12:00</td>
<td>Jade - Evergreen</td>
</tr>
</tbody>
</table>
Wave 3 Bond Accounting Topics

- Scenario 1: Authorize and Issue Bonds
- Scenario 2: Refunding Bonds
- Scenario 3: Distribute Funds
- Scenario 4: Track Funds and Debt Service
Key BA Concepts and Terms

- **Lifecycle stages of a Bond**
  - Bond Authorization
  - Interim Financing
  - Bond Issuance
  - Distribution of Bond Funds
  - Tracking and Debt Service

- **Bond Accounting (BA)**: Includes accounting for all types of bonds and related investments; the process includes recording for all accounting entries generated by the lifecycle stages of the bond.

- **Deal Management** is essential to liquidity management, improving investment returns, reducing interest expenses, streamlining deal initiation, administration, settlement accounting and position monitoring.

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Key BA Concepts and Terms

- **Counterparty**: A legal entity or financial institution used to expose financial risk or settlement
- **Settlement/Settlement instructions**: Process for settling claim schedules using automated pay/receive instructions
- **Accounting Template/Accounting Event**: Configuration associated with a financial transaction which automates the process of remittance advice. Creates accounting entries based on desired requirements in the template setup
- **Substitution Rules**: Allows for the ability to replace a specific chart field value such as an account or fund with a new value based on configurable criteria
- **Sell/Buyback**: The current process of refunding
Cash Management Functionality

- Cash Management
  - Monitor and forecast cash requirements
    - Side-by-side comparison of fund movement at different intervals during the day
  - Perform automated bank reconciliation and bank statement processing
    - Captures bank statement formats (BAI2, SWIFT, FINSTA)
- Cash Sweep
  - The ability to perform a sweep across multiple external bank accounts
  - Automatically generate accounting entries
  - Treasury Dashboard reduces idle cash seamlessly
Deal Management Functionality

- Deal Management
  - Capture and process an unlimited number of deals and trades
    - Financial transactions including; bonds, deposits, loans, commodities, equities, forwards, futures, swaps and options
  - Integration with PeopleSoft General Ledger
    - Template based definitions provides quick, accurate data entry that integrates seamlessly to the GL
  - Visibility to underlying exposures and hedges
    - All investments are immediately reflected in Cash Position
    - Record multiple changes to principal balances including partial and full refunding during the life of the deal
  - Automate Deal Administration
## Scenario 1 – Authorize and Issue Bonds

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>1.00 The System shall account for all types of bonds</td>
</tr>
<tr>
<td>BA</td>
<td>7.00 The System shall sort amortization of premiums and discounts</td>
</tr>
<tr>
<td>BA</td>
<td>8.00 The System shall accept and maintain balance information for data generated by the State Treasurer's Office and other agency issuers for the purpose of recording bond related material events.</td>
</tr>
<tr>
<td>BA</td>
<td>11.00 The System shall track the outstanding balance of defeased bonds.</td>
</tr>
<tr>
<td>BA</td>
<td>36.00 The System shall accept principal and interest payment data from external Debt Management systems.</td>
</tr>
<tr>
<td>BA</td>
<td>37.00 The System shall accept future debt service data of outstanding bonds including variable rate bonds using a fixed rate at a point in time from external Debt Management systems.</td>
</tr>
<tr>
<td>BA</td>
<td>40.00 The System shall meet the specialized budgeting and accounting needs for GO-NSL Bonds</td>
</tr>
<tr>
<td>BA</td>
<td>41.00 The System shall meet the specialized budgeting and accounting needs for Revenue Bonds and GO-SL</td>
</tr>
</tbody>
</table>
Scenario 1 – Authorize and Issue Bonds

- The Bond Authorization subprocess
  - Establishes accounting entries related to the authorization and issuance of the bond
  - SCO records authorized amount at the time of authorization

- The Bond Issue subprocess
  - Records the new bond issuance as well as advance and current refunding
  - Information will be recorded in the STO DMS system and interfaced to FI$Cal’s Deal Management module

- Accounting entries generated from Deal Management will record:
  - Debit to Bond Authorized/Unissued
  - Credit to Provisions for Bond Authorized Unissued
Scenario 1 – Authorize and Issue Bonds

DM – Authorize and Issue Bond

- Analyze and Adjust Workload Budget (BU)
- Interim Financing Approved?
- Submit Budget Request
- Start
- Maintain COA (GL)
- Create Account Template
- Manage Cash (CM)
- Manage Cash (CM)
- Enter and Process Journals (GL)
- Enter and Process Journals (GL)
- Interface into FISCal
- Excel Spreadsheets (DMS)
- Issue Bond (DM)
- Bonds Sold
- Commercial Paper Needed?
- Chartfields Needed?
- Configure
- Enter Bond Information (DMS)
- Establish and Maintain Loans (LA)
- Y
- N
- N
- * DOF or SCO

DOB

Department

SCO

STO

Enter and Process Journals (GL)
## Scenario 2 – Refunding Bonds

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 9.00</td>
<td>The System shall record advance and current refunding's (e.g., paying off issued bonds and/or placing proceeds in escrow for future redemption).</td>
</tr>
<tr>
<td>BA 12.00</td>
<td>The System shall account for, track and report on the following bond related activity</td>
</tr>
</tbody>
</table>
Scenario 2 – Refunding Bonds

- Refunding bonds subprocess
  - Variation of the Authorize and Issue Bond process which establishes the accounting entries related to the refunding event
  - STO reviews existing debt
    - Has authority to refinance the State’s debt and issue new debt with refunding
- Difference between Refunding and Authorize and Issue bonds is the process of recording the refunding of existing bonds
  - Issuance of new money is identical to the Authorize and Issue Bond process
Scenario 2 – Refunding Bonds

DM – Refunding Bond

DOF

Departments

SCO

STO


November 19, 2014
# Scenario 3 – Distribute Funds

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 13.00</td>
<td>The System shall account for, track, and report on bond related disbursements, encumbrances, and payables.</td>
</tr>
<tr>
<td>BA 14.00</td>
<td>The System shall account for cash needs and subsequent cash transfers from one fund/account/appropriation to another.</td>
</tr>
<tr>
<td>BA 15.00</td>
<td>The System shall automatically transfer cash between sub-funds within bond funds to cover cash payments based on an assigned priority or specific requests.</td>
</tr>
<tr>
<td>BA 18.00</td>
<td>The System shall allow an administering agency to distribute and track bond proceeds to multiple organizations.</td>
</tr>
<tr>
<td>BA 31.00</td>
<td>The System shall distribute administrative costs to bond programs and other specific programs.</td>
</tr>
</tbody>
</table>
Scenario 3 – Distribute Funds

- Distribute Bonds/Funds subprocess
  - Establishes the accounting entries for the proceeds by fund, subfund, and Department
  - Accounts for cash needs and subsequent cash transfers from one subfund/account to another
  - Incorporates notifying Departments of proceeds and the accounting related to Department-specific transactions
  - Refunding where there is no new money generated

- New money is generated
  - Escrow accounts for the processes surrounding the payment schedules and wire transfers for the Escrow payment
    - Wire payments will be processed in the Bank of America bank portal
Scenario 3 – Distribute Funds (Escrow)

<table>
<thead>
<tr>
<th>DM – Distribute Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank</strong></td>
</tr>
<tr>
<td>Start</td>
</tr>
<tr>
<td>Issue Bond (DM)</td>
</tr>
<tr>
<td>Bonds Sold</td>
</tr>
<tr>
<td>Distribute Funds (CM)</td>
</tr>
<tr>
<td>Process Reconciliation (CM)</td>
</tr>
<tr>
<td>Cash Forecasting (CM)</td>
</tr>
<tr>
<td>Receives Warrant &amp; Initiates Wire</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>STO</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish and Maintain Loans (LA)</td>
</tr>
<tr>
<td>Import Bank Statement (CM)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SCO</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Cash Forecasting (CM)</td>
</tr>
<tr>
<td>Enter and Process Journals (GL)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Departments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Project Expenses (PC)</td>
</tr>
<tr>
<td>Process Financial Statements (GL)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DOF</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyze and Adjust Workload Budget (BU)</td>
</tr>
</tbody>
</table>
Scenario 4 – Track Funds and Debt Service

<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 16.00</td>
<td>The System shall provide the data to forecast receipts/cash needs/expenditures</td>
</tr>
<tr>
<td>BA 17.00</td>
<td>The System shall provide data to allow agencies to track and coordinate cashflow projections.</td>
</tr>
<tr>
<td>BA 19.00</td>
<td>The System shall allow an administering agency to distribute and track bond proceeds to multiple organizations.</td>
</tr>
<tr>
<td>BA 20.00</td>
<td>The System shall summarize bond information by any level of account or organizational structure</td>
</tr>
<tr>
<td>BA 22.00</td>
<td>The System shall alert a designated user of certain transactions, events, thresholds, dates, or other user defined activities</td>
</tr>
<tr>
<td>BA 24.00</td>
<td>The System shall generate monthly, quarterly, and annual reports on bonds by fund/account as needed for audit, record retention and other entities (e.g., Federal Government, Public Record Act Requests)</td>
</tr>
<tr>
<td>BA 27.00</td>
<td>The System shall identify and report accounting transactions posted by departments related to revenue bonds administered by the Public Works Board.</td>
</tr>
<tr>
<td>BA 35.00</td>
<td>The System shall account for, track and report on bond related principal and interest payments.</td>
</tr>
</tbody>
</table>
Scenario 4 – Track Funds and Debt Service

- Track Funds subprocess
  - Provides data to aid in cash forecasting needs and to coordinate cash flow projections, as well as provides data for the calculation of any arbitrage rebate owed to the federal government
  - Enables reporting based on different sources of funds and time periods:
    - Generating monthly, quarterly and annual reports
    - Tracking the tax status (exempt vs. taxable)
    - Reporting accounting transactions posted by departments related to revenue bonds (including lease purchase bonds)
    - Generating reports which provide detail of principal and interest payments
Scenario 4 – Track Funds and Debt Service

- Debt Service subprocess
  - Provides amortization schedules for each Bond account for principal and interest payments reflected in the Budget
  - Debt service schedules provide the information to produce claim schedules prepared by STO and departments and reviewed by SCO:
    - Conduct cash transfer transactions
    - Reimbursements
    - Remittance Advices
    - Expenditures (where applicable) against cash proceeds in accounts in department bond spreadsheets
Scenario 4 – Track Funds and Debt Service

<table>
<thead>
<tr>
<th>DM – Track Funds &amp; Debt Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STO</strong></td>
</tr>
<tr>
<td>Excel Spreadsheets (DMIS)</td>
</tr>
<tr>
<td>Interfaced To FISCAL</td>
</tr>
<tr>
<td>Issue Bond (DM)</td>
</tr>
<tr>
<td>Track Funds Debt Service (DM)</td>
</tr>
<tr>
<td>Investments (NODIS)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SCO</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Outbound payment schedule</td>
</tr>
<tr>
<td>Manage Cash Forecasting (CM)</td>
</tr>
<tr>
<td>Inbound Investments</td>
</tr>
<tr>
<td>Process Payments (API)</td>
</tr>
<tr>
<td>Enter and Process Journal (GL)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Departments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Project Expenses (P2)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DOF</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Financial Statements (GL)</td>
</tr>
<tr>
<td>Analyze and Adjust Workload Budget (BU)</td>
</tr>
</tbody>
</table>
Technology Considerations

- Interfaces
- Conversions
- Data Protection
Data Protection Overview

- FI$Cal will receive and retain various types of data that will need to be protected. All data can be classified as:
  - Public
  - Personally Identifiable Information
  - Sensitive
  - Confidential

- Various state agencies assisted FI$Cal in the development of a Data Classification and Protection Framework
Data Protection Overview

- All data that is received, retained, and transmitted by FI$Cal protected by:
  - Business Unit
  - Encryption
  - Role Based Access

- In addition, data classified as PII, sensitive, and confidential will receive the additional protection of:
  - Masked
  - Tracking when added, updated, deleted, and read
  - Role Based Access, such as Confidential User
### Data Protection – Key Terms

<table>
<thead>
<tr>
<th>Conversion</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Information</td>
<td>Information maintained by state agencies that is not exempt from disclosure under the provisions of state or federal laws.</td>
</tr>
<tr>
<td>Confidential Information</td>
<td>Information maintained by state agencies that is exempt from disclosure under the provisions of state or federal laws.</td>
</tr>
<tr>
<td>Sensitive Information</td>
<td>Information maintained by state agencies that requires special precautions to protect from unauthorized use, access, disclosure, modification, loss, or deletion. Sensitive information may be either public or confidential.</td>
</tr>
<tr>
<td>Personally Identifiable Information</td>
<td>Information that identifies or describes an individual. This information must be protected from inappropriate access, use, or disclosure and must be made accessible to data subjects upon request.</td>
</tr>
</tbody>
</table>
# Data Protection Processes & Fields

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM1 - Create and Maintain Bank</td>
<td>Bank Routing Number</td>
</tr>
<tr>
<td>CM1 - Create and Maintain Bank</td>
<td>Bank Account Number</td>
</tr>
<tr>
<td>CM2 - Reconcile Statement</td>
<td>Beginning Balance for a bank statement</td>
</tr>
<tr>
<td>CM2 - Reconcile Statement</td>
<td>Total credits on a bank statement</td>
</tr>
<tr>
<td>CM2 - Reconcile Statement</td>
<td>Total debits on a bank statement</td>
</tr>
<tr>
<td>CM2 - Reconcile Statement</td>
<td>Ending Balance for a bank statement</td>
</tr>
<tr>
<td>CM2 - Reconcile Statement</td>
<td>Credit lines on a bank statement</td>
</tr>
<tr>
<td>CM2 - Reconcile Statement</td>
<td>Debit lines on a bank statement</td>
</tr>
<tr>
<td>CM2 - Reconcile Statement</td>
<td>Date the transaction processed via the bank</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM1 - Create and Maintain Bank Accounts</td>
<td>Bank Name</td>
</tr>
<tr>
<td>CM1 - Create and Maintain Bank Accounts</td>
<td>Bank Account Name</td>
</tr>
<tr>
<td>CM1 - Create and Maintain Bank Accounts</td>
<td>General Ledger Business Unit</td>
</tr>
</tbody>
</table>

---

**FI$Cal Standard Protection Framework**

**Standard Data Protection level For:**
Confidential (Protected under the Public Records Act), Electronic Protected Health Information (e/PHI), Federal Tax Information, Notice Triggering Information, Payment Card Industry, Personally Identifiable Information (PII) and Sensitive Information, the following is the Standard Data Protection Level:

1. Mandates that Govern the Collection of this Field – State Administrative Manual (SAM).
2. Federal Tax Information Labeling – None.
3. FI$Cal Standard Protection Method(s):
   - Business Level Security.
   - Encryption.
   - Masked (SSN, TIN, and Payment Card).
   - Role Based.
4. FI$Cal Standard Actions to be Tracked:
   - Add, Delete, Update and Read.
5. FI$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI$Cal currently).

---

Cash Management classified as Sensitive with the exception of the fields highlighted to be Public.
Session Recap

- Key Considerations
- Future Action Items
- Action Items
- Concerns
Question and Answer

FI$Cal Project Information:
http://www.fiscal.ca.gov/

or e-mail the FI$Cal Project Team at:
fiscal.cmo@fiscal.ca.gov
Appendix
Guide to Symbols in Flows

- **Start/End** - Indicates point at which the process begins or ends. Does not represent any activity.

- **Decision** - Shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.

- **System Task** - Represents an individual step or activity in FISCal.

- **Manual Task** - Represents an individual step or activity in the process that is made out of FISCal.

- **Input Documents** - A paper document (or email) that is used for entering data in the process. For electronic data, the interface shape is used.

- **Connector** - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

- **Interface** - Data conversion from one electronic system to another.

- **Batch Process** - Represents a batch process within FISCal.

- **Flow Arrow**

- **Intra Integration Process** - A input or Output to some other process within the same capability.

- **Output Documents** - An electronic document that is created by the process and can be printed (for example – any kind of report).
ChartField Cross Reference

- Organization Codes
  - Level 1
  - All Other
- Index
- Fund
- Subfund
- Program
- Element
- Component
- Task
- Project
- Business Unit
- Reporting Structure
- Fund
- Program
- Project
- Service Location
- Agency Use
- Account
- Alternate Account
- Appropriation Reference
- Enactment Year
- Object Code
- Receipt Code
- GL Code
- Agency Source
- Agency Object
- Appropriation Reference
- Year of Enactment

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