

**FISCal** 

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California's financial  
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One state. One system.

# July 2016 Release

## Department Transition Meeting #1

June 16, 2016



# Agenda

- Introductions
- Month End Close / Year End Close (MEC/YEC) Update
- Release Scope and Timeline
- UAT Update
- Cutover to FI\$Cal Update
- Catch-up Transactions
- Topics for Super User Support
- Next Steps

# Introductions

- Message from the Project Director – Neeraj Chauhan
- Today's Presenters
- Department Roll Call
- Introduction of the Department Super Users



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# Approach for Departmental Transactions (MEC)

- MEC Lab
  - Month End Close (MEC) Lab Support available Monday through Friday
  - State Business Experts in the MEC Lab
  - “Mandatory” Lab for departments who are not showing progress on data entry
  - DOF attendance for help with reconciliation activities
- W1 & W2 Departments have no accounting conversions
- R2016 Departments have accounting conversions as of 6/30
- Catch up on July transactions

# DOF Policy on Month End Close

- State Policy requires reconciliation within 30 days after the end of the month
- Finance will allow additional time to perform month-end closing (MEC) and to complete July and August reconciliations
- Using FI\$Cal as the primary accounting system, departments should comply with policy by FM3 (September) reconciliations
- Dates for expected closure for 2016 departments:
  - FM1 by 9/16
  - FM2 by 9/30
- Departments requiring additional time for MEC and reconciliations must submit a written request to Finance (FSCU) for a temporary exemption to the policy

# Status of Month End Close

- List of some issues identified and addressed for W1/W2
  - Beginning Balance Conversions (GL008 Conversion)
  - Labor Distribution Errors
  - Voucher Build Errors
  - AR Items not sent to GL
- Encourage departments to be proactive on Month-End Close
- Departmental Tracking and Reporting

# Month End Close Status for Non-CFS

**Wave 1 Non-CFS Dashboard as of June 13, 2016**

Dept (BU)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Overall
ABC (2100)	100%	100%	100%	100%	100%	85%	85%	85%	85%	85%	50%	15%	83%
ABCAB (2120)	100%	100%	100%	100%	100%	100%	100%	100%	100%	85%	50%	15%	88%
ALRB (7300)	85%	85%	85%	85%	85%	85%	85%	85%	85%	85%	19%	0%	72%
BCDC (3820)	85%	85%	85%	85%	85%	85%	85%	85%	70%	58%	36%	0%	70%
CAC (8260)	100%	100%	100%	100%	100%	100%	100%	100%	70%	58%	25%	0%	79%
CSSSA (6255)	100%	100%	100%	100%	100%	100%	100%	100%	100%	58%	25%	0%	82%
DFEH (1700)	100%	100%	100%	100%	85%	85%	85%	85%	85%	85%	57%	0%	81%
DOF (8860)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	38%	0%	86%
OEHHA (3980)	100%	100%	100%	100%	100%	100%	100%	100%	85%	70%	44%	5%	84%

**Wave 2 Non-CFS Dashboard as of June 13, 2016**

Dept (BU)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Overall
CalRecycle (3970)	52%	41%	41%	41%	42%	42%	42%	42%	42%	0%	0%	0%	32%
CCFC (4250)	70%	58%	58%	58%	58%	58%	36%	33%	33%	25%	25%	0%	43%
CCOA (4180)	37%	33%	33%	25%	25%	25%	25%	25%	25%	0%	0%	0%	21%
CDA (4170)	37%	33%	33%	25%	25%	25%	25%	25%	25%	0%	0%	0%	21%
DTSC (3960)	68%	50%	50%	50%	50%	50%	48%	46%	44%	0%	0%	0%	38%
HSR (2665)	77%	48%	48%	48%	48%	48%	48%	48%	48%	31%	13%	0%	42%
Library (6120)	85%	58%	58%	50%	50%	50%	50%	50%	47%	44%	44%	12%	50%
SCO (0840)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	45%	0%	87%
STO (0950)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	48%	0%	87%
VCGCB (7870)	70%	70%	58%	58%	58%	58%	58%	58%	58%	50%	50%	0%	54%
VCGCB Fund (9671)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	0%	0%	83%

# Month End Close Status for CFS

Wave 2 CFS Dashboard as of June 13, 2016

Dept (BU)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Overall
BSCS (0515)	70%	70%	70%	70%	70%	70%	38%	38%	13%	9%	0%	0%	43%
BSCC (5227)	70%	58%	58%	58%	46%	46%	45%	45%	10%	10%	0%	0%	37%
CATC (2600)	70%	70%	70%	70%	70%	70%	70%	35%	26%	17%	0%	0%	47%
CCDA (8790)	100%	100%	100%	100%	100%	100%	100%	100%	85%	70%	0%	0%	80%
CCSWG (8820)	100%	100%	100%	100%	100%	100%	100%	100%	85%	70%	0%	0%	80%
CCTC (6360)	70%	70%	62%	53%	46%	50%	45%	49%	43%	34%	0%	0%	43%
CGCC (0855)	100%	100%	100%	70%	70%	70%	70%	62%	38%	22%	0%	0%	58%
CIRM (6445)	100%	100%	100%	100%	100%	100%	100%	100%	45%	34%	0%	0%	73%
CRC (0911)	100%	100%	100%	100%	100%	100%	100%	100%	100%	85%	70%	0%	88%
CSLEG (4185)	100%	100%	100%	100%	100%	100%	100%	85%	85%	85%	0%	0%	80%
CSM (8885)	100%	100%	100%	100%	100%	100%	85%	85%	85%	85%	0%	0%	78%
DSC (3885)	100%	70%	70%	70%	70%	70%	70%	70%	21%	9%	0%	0%	52%
EAAP (6125)	100%	100%	100%	100%	100%	100%	100%	85%	85%	85%	70%	0%	85%
EMSA (4120)	100%	77%	56%	59%	46%	45%	44%	43%	13%	13%	0%	0%	41%
FISCal (8880)	100%	100%	85%	85%	85%	85%	85%	85%	85%	22%	0%	0%	68%
FPPC (8620)	70%	70%	70%	62%	58%	58%	42%	38%	24%	12%	0%	0%	42%
GOBIZ (0509)	70%	70%	70%	70%	62%	36%	40%	33%	10%	2%	0%	0%	39%
GOVOPS (0511)	100%	100%	100%	100%	100%	100%	100%	100%	58%	22%	0%	0%	73%
LHC (8780)	100%	100%	100%	100%	100%	100%	100%	100%	70%	0%	0%	0%	73%
MHSOAC (4560)	85%	85%	85%	85%	85%	85%	85%	61%	25%	25%	0%	0%	59%
OAL (7910)	70%	70%	85%	70%	70%	70%	70%	70%	70%	70%	0%	0%	60%
OIG (0552)	100%	100%	100%	100%	100%	85%	85%	85%	85%	85%	0%	0%	77%
OSI (0531)	85%	85%	85%	85%	85%	85%	70%	48%	30%	21%	0%	0%	57%
OSPD (8140)	100%	100%	100%	100%	85%	85%	85%	85%	85%	85%	0%	0%	76%
RMC (3825)	70%	70%	70%	62%	58%	58%	53%	58%	10%	10%	0%	0%	43%
SDRC (3845)	100%	100%	100%	100%	100%	100%	100%	100%	70%	10%	0%	0%	73%
SILC (5170)	100%	85%	85%	85%	85%	85%	85%	85%	13%	2%	0%	0%	59%
SMMC (3810)	85%	85%	85%	85%	70%	70%	70%	70%	70%	70%	0%	0%	63%
SNC (3855)	100%	85%	70%	70%	70%	39%	39%	39%	27%	20%	0%	0%	47%
SSC (1690)	100%	100%	100%	100%	100%	100%	100%	100%	85%	70%	0%	0%	80%
SSJDC (3875)	100%	100%	100%	85%	70%	70%	70%	70%	15%	3%	0%	0%	57%
TAHOE (3125)	70%	70%	70%	70%	70%	62%	46%	46%	36%	30%	0%	0%	47%

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# Release Scope

- Application Upgrades (e.g., PeopleSoft v9.2, GRC, I&AM)
- Departmental Release (July 2016 Release Departments)
- DGS/ABMS Release
- Budgets 2.0
- Statewide Budgeting
- OBIEE/BI Apps
- Hardware Refresh – tech only

# Release Functionality

## Current FI\$Cal Functionality

### Departmental Accounting

- Asset Management
- Accounts Payable
- Billing/Accounts Receivable
- Cash Management
- Primavera
- Project Costing
- Customer Contracts
- Grants
- General Ledger
- Chart of Accounts
- Commitment Control
- Labor Distribution
- Allocations

### Departmental Budgeting

- Planning, etc.

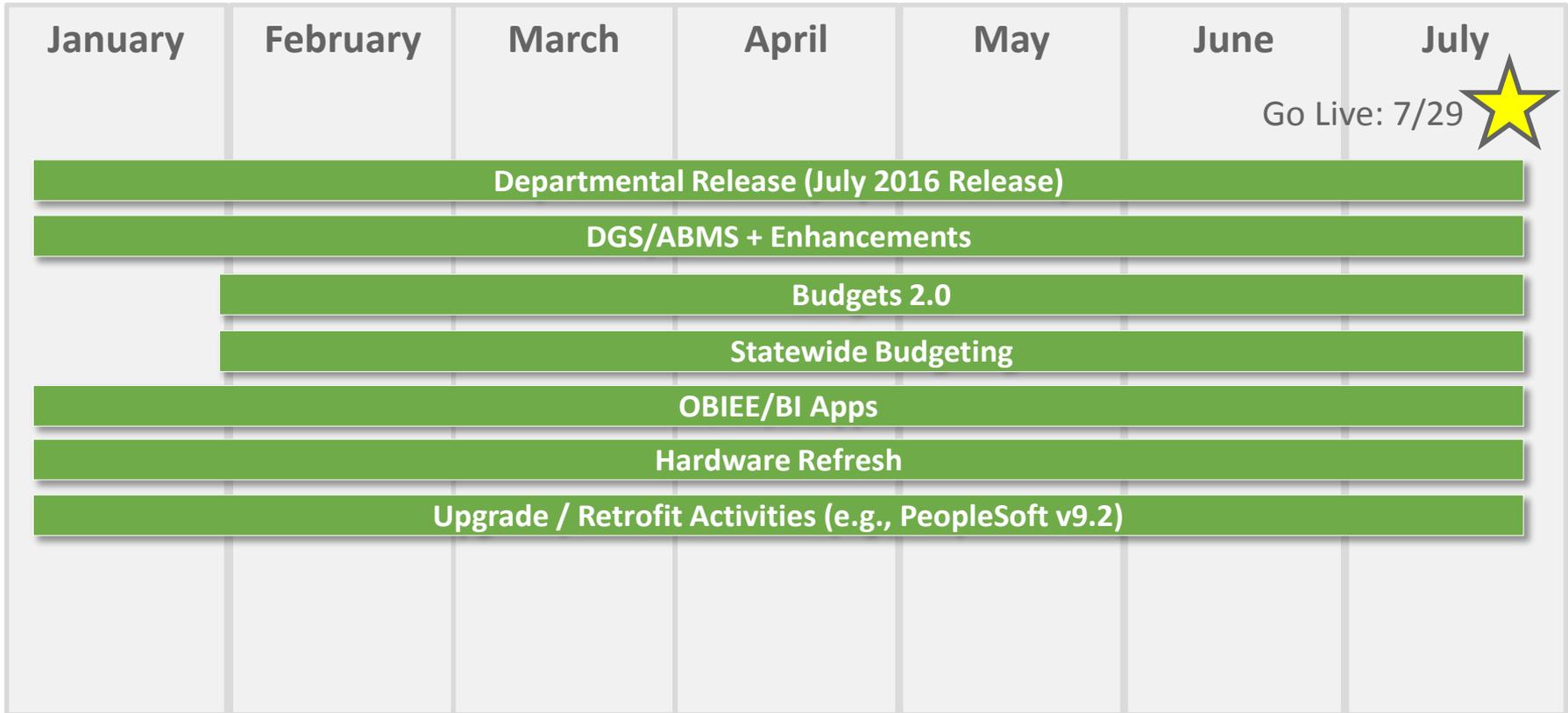
### Departmental Procurement

- Requisition
- Purchase Order
- Receiving
- P-Cards
- EPP/SABRC – embedded in Req, PO
- Items for CALPIA

### DGS Procurement

- Enhanced Vendor Portal
- EPP/SABRC configuration
- SB/DVBE Certification
- Solicitations
- Items for LPAs
- Procurement Contracts
- SCPRS in FI\$Cal
- Procurement Billing

# Release Timeline



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# UAT Update

- **Scope:** UAT is being conducted in the PeopleSoft 9.2v Environment
  - Departmental Release (July 2016 Release Departments)
  - DGS ABMS Release
  - Budgets 2.0
  - Application Upgrade (PeopleSoft 9.1v to 9.2v – Regression Testing)
- **When:** May 31, 2016 – July 15, 2016 at FI\$Cal
- **Participating UAT Departments and Regression Testing Departments**
  - FI\$Cal
  - DGS
  - DOF
  - CDPR
  - DOJ
  - Science
  - FI\$Cal/FSO
  - DGS-CFS
  - SCO
  - STO
  - CAAM
  - CRB
- FI\$Cal FSO Team Pre-Executing 145 UAT Departmental Scripts

# UAT Update for New Departments

## New Departments – Testing by Module

	DGS	CDPR	DOJ	CAAM	CRB	Science	LTG	FI\$Cal
<b>Wk1</b> 5/31–6/3	AP,AR,GL,PO	GL,PO	PO	-	-	-	-	-
<b>Wk2</b> 6/6–6/9	AR,PC,PO	AR,PC,PO	PO	-	-	-	-	-
<b>Wk3</b> 6/13-6/16	CA,GM,PC, PO	CA,GM,PC, PO	-	AM,AP,AR,C A, GL,PC,PO	AM,AP,AR,C A, GL,PC,PO	AM,AP,AR,C A, GL,PC,PO	-	-
<b>Wk4</b> 6/20-6/23	AM,AP,GL, PO	AM,AP,GL	PO	-	-	-	GL	AP,AR,GL
<b>Wk5</b> 6/27-6/30	CM,LD,PC	CM,LD,PC	-	-	-	-	CM	CM,LD
<b>Wk6</b> 7/5-7/7	GL-MEC	GL – MEC	-	-	-	-	GL- MEC	GL–MEC
<b>Wk7</b> 7/11-7/15	GL-YEC	GL - YEC	-	AP,CM,GL	AP,CM,GL	AP,CM,GL	GL- YEC	GL-YEC

# UAT Update for PeopleSoft Upgrade

## PeopleSoft Upgrade 9.2v - Regression Testing by Module

	SCO	DGS-CFS	DGS - PD	DOF	STO
<b>Wk1 5/31–6/3</b>	AP, AR, PO	-	-	GL	UUAT
<b>Wk2 6/6–6/9</b>	AR, PC, PO	-	-	-	UUAT
<b>Wk3 6/13-6/16</b>	CA, GM, PC, PO	-	PO	-	UUAT
<b>Wk4 6/20-6/23</b>	AP	AM, AP, AR, GL	PO	GL	UUAT
<b>Wk5 6/27-6/30</b>	PC	CM, LD	PO	LD	UUAT
<b>Wk6 7/5-7/7</b>	-	GL-MEC	-	GL-MEC	UUAT
<b>Wk7 7/11-7/15</b>	-	GL-YEC	-	GL-YEC	UUAT

# UAT Update for DGS ABMS

## ABMS Testing by Module

	Modules
<b>Wk1 5/31–6/3</b>	AP, LD, PC
<b>Wk2 6/6–6/9</b>	AR, LD, PC
<b>Wk3 6/13-6/16</b>	AM, AP, AR, CA, LD, PC
<b>Wk4 6/20-6/23</b>	AP, AR, PC, PO
<b>Wk5 6/27-6/30</b>	AR, CA, LD, PC, PO
<b>Wk6 7/5-7/7</b>	AR, CA, GL, PC
<b>Wk7 7/11-7/15</b>	AR, GL

# UAT Update – Overall Status

## Overall Script Execution Status – 9.2/New Departments

Total Scripts	Passed	% Complete
145	53	36%

## Overall Script Execution Status – ABMS

Total Scripts	Passed	% Complete
110	11	10%

## Budgets 2.0 UUAT Status

- DOF is currently conducting UUAT for Budgets 2.0 release. Testing is expected to conclude at the end of June 2016.

Note – All data provided is as of June 15, 2016

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# FI\$Cal Deployment Phase

- FI\$Cal Deployment Phase consists of three execution / iterations of activities required to cutover new functionality and users to FI\$Cal

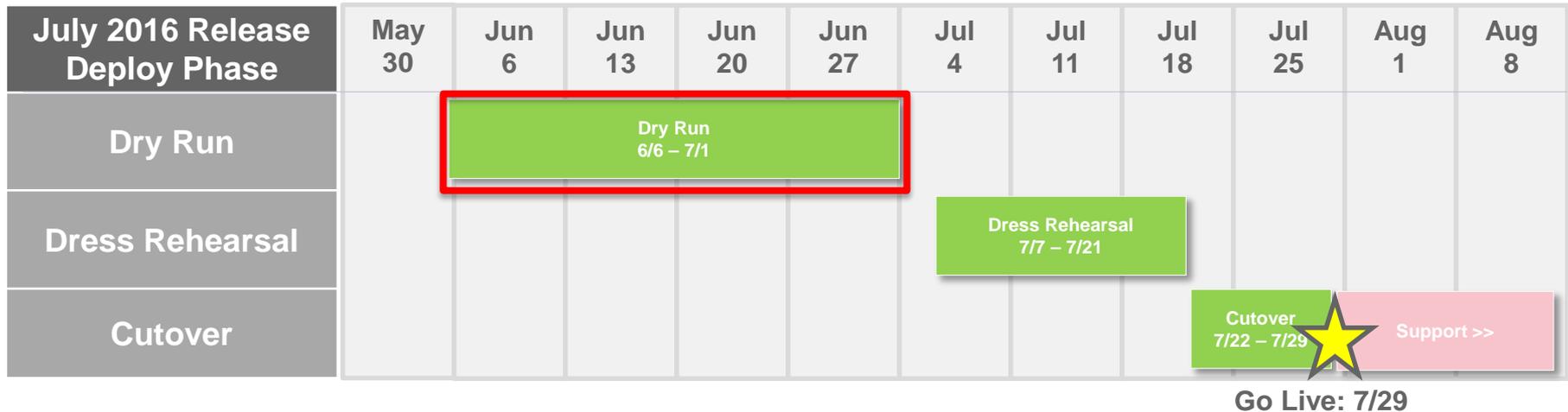
Iteration	Key Objectives
Dry Run	<ul style="list-style-type: none"> <li>• Identify and execute tasks, in a production-like test environment, which will be required to successfully cutover/transition new functionality and/or users to FI\$Cal               <ul style="list-style-type: none"> <li>• Confirm proper owners for each task</li> <li>• Confirm proper sequencing and dependencies between tasks</li> <li>• Capture timings for each task</li> </ul> </li> <li>• Validate cutover tasks and processes</li> <li>• Inform and help prepare Departments for cutover to FI\$Cal</li> <li>• Identify and resolve issues prior to cutover</li> </ul>
Dress Rehearsal	<ul style="list-style-type: none"> <li>• Dry Run objectives + Execute and further refine timings for each cutover task</li> </ul>
Cutover	<ul style="list-style-type: none"> <li>• Successfully cutover/transition new functionality and/or users to FI\$Cal</li> <li>• Minimize FI\$Cal Production outage window for existing users</li> </ul>

# FI\$Cal Deployment Phase (cont'd)

- FI\$Cal cutover tasks will be categorized as pre-cutover, cutover, and post-cutover and will be executed in Dry Run, Dress Rehearsal and Cutover



Cutover Period	Description
Pre-Cutover	Tasks which can be performed prior to the start of the FI\$Cal Production outage window
Cutover	Tasks which are performed during the FI\$Cal Production outage window, when the FI\$Cal Production system is not available to FI\$Cal Departmental users
Post-Cutover	Tasks which can be performed after the FI\$Cal Production system has been made available to existing and new FI\$Cal Departmental users



## Key Dry Run Conversion Activities

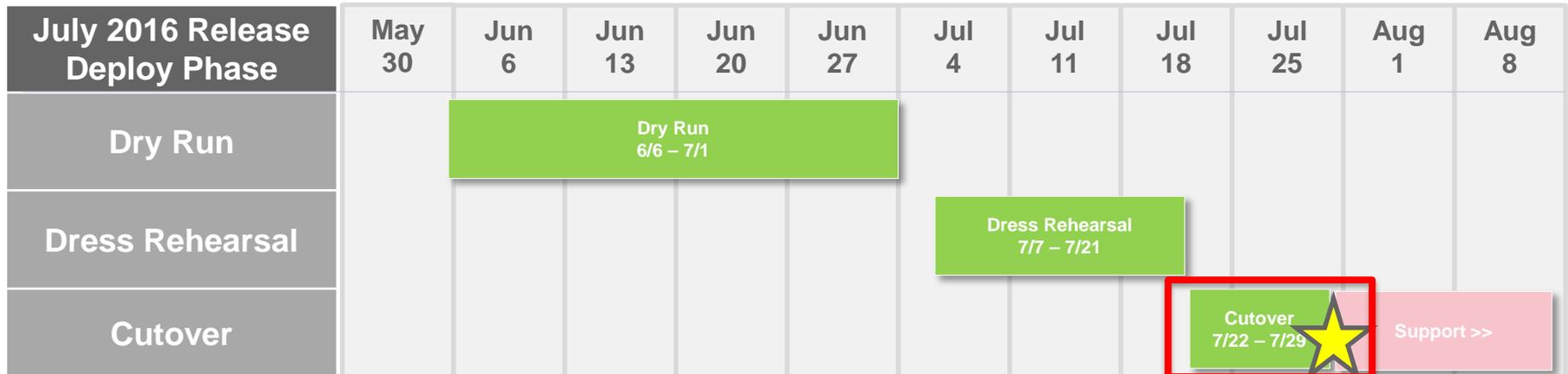
- Dry Run is planned from 6/6 – 7/1
- Conversion files from Departments were due 6/13
- Departments will participate in conversion execution activities with FI\$Cal from 6/14 – 6/24
- Departments will send individuals to FI\$Cal to validate converted data and/or practice manual conversions from 6/27 – 6/30
  - Detailed schedule will be communicated by 6/22

July 2016 Release Deploy Phase	May 30	Jun 6	Jun 13	Jun 20	Jun 27	Jul 4	Jul 11	Jul 18	Jul 25	Aug 1	Aug 8
Dry Run		Dry Run 6/6 – 7/1									
Dress Rehearsal						Dress Rehearsal 7/7 – 7/21					
Cutover								Cutover 7/22 – 7/29		Support >>	

Go Live: 7/29 

## Key Dress Rehearsal Conversion Activities

- Dress Rehearsal is planned from 7/7 – 7/21
- Conversion files from Departments are due 7/6
  - Dress Rehearsal files must represent year-end close transactions/balances
  - Successfully processed Dress Rehearsal files will be used for Cutover as well
  - Any transactions NOT included in the Dress Rehearsal files must be entered MANUALLY post go-live
- Additional details will be shared in the next transition session



Go Live: 7/29

## Key Cutover Conversion Activities

- Cutover is planned from 7/21/16 (6:00 p.m.) – 7/29
  - FI\$Cal is looking at the overall cutover window to determine how to minimize FI\$Cal Production down time
- Departments will validate converted data in FI\$Cal during post-cutover
- Departments must complete validation of converted data and/or enter manual conversion transactions before starting to enter any new fiscal year transactions
- Additional details will be shared in the next two transition sessions

# Cutover for CALSTARS Departments

## *Key CALSTARS Processes for Conversion*

- Do not post any claim schedule transactions in CALSTARS after the SCO cut-off date of 6/15 to eliminate the conversion of Claims-in-Process (GL 3020). After 6/15, departments may only record claim schedules with expedite payment processing to ensure payment by 6/30
- The General Cash Remittance In Transit (GL 1115) must have a zero balance by 6/30
- Departments must order the conversion files for dress rehearsal on July 1, 2016 using the CALSTARS Menu G.2. Department must order a hard copy and/or dataset of the following CALSTARS reports:
  - D06 report - Document Report by Appropriation
  - D16 report - Document Report for SCO Reconciliations
  - B04 report - Detail Report of Appropriation Status
  - B06 report – Budget Report

*NOTE: These CALSTARS reports must be ordered on July 1, 2016 with output destination of “N1”; report period option of “PM”*

## Cutover for CALSTARS Departments (cont'd)

- After 6/30, departments should limit FM12 transactions to those already recognized by SCO. Any adjustments to encumbrances or accounts receivable need to be posted in FM 13
- Any corrections to reconcile or adjustments must be recorded in FM 13 as accruals. The same correction should be recorded in FM01 in FI\$Cal except for reverting appropriations
- All transactions posted in FM 13 should have an auto-reverse batches
- All transactions recorded after the cut-over conversion of 6/30 necessary for FM 01 transactions must be manually posted into FI\$Cal

# Cutover Freeze Dates – Production

- **What** is a production fix freeze date?
  - This is the last day in which the project team can make break/fix changes in the production environment before go live
    - Critical (Severity 1) incidents will continue to be worked after the production fix freeze date. Emergency migrations may occur
- **When** is the production freeze date?
  - **6/1 (“soft” freeze)** – Break/fix updates for lower severity tickets received prior to 6/1 will be in before go live (including upgrade retrofit)
  - **7/1 (“hard” freeze)** - Break/fix updates for higher severity tickets received prior to 7/1 will be in before go live (including upgrade retrofit)
- **Why** a production fix freeze date?
  - We need to retrofit all code fixes to PeopleSoft 9.2 before Cutover
- **What** do the production fix freeze dates mean for me?
  - Some fixes may be pushed to post 7/29

# Cutover Freeze Dates – Security

- **What** is a role mapping freeze date?
  - This is the last day in which the project team can update the user role mapping before go live
    - Note: FSC will process requests after go live using defined security update process (e.g., User Access Request Form)
- **When** is the role mapping freeze date?
  - **6/10** - Updates to End User Role Mapping (TECH618B) needed for go live **were due for submission by 6/10**
- **Why** a role mapping freeze date?
  - We need clean, static role mapping data to load into Production
- **What** do the role mapping freeze dates mean for me?
  - Deadline is past. FSC will work update requests after go live

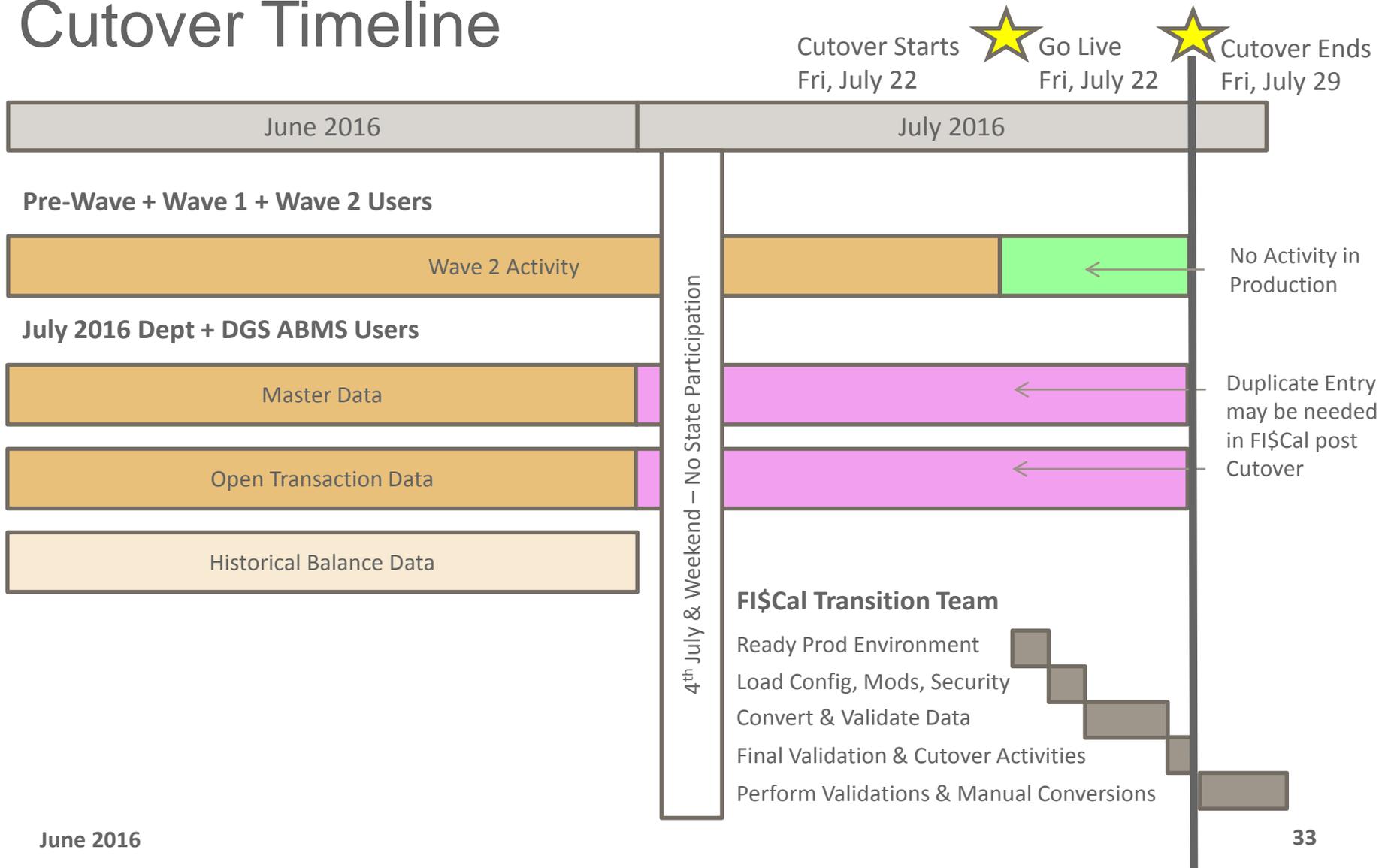
# Cutover Freeze Dates – Configuration

- **What** is a configuration freeze date?
  - This is the last day in which the project team can update the online configuration before go live
    - Note: FSC will process requests after go live using the defined Configuration Modification Request Form process
- **When** is the configuration freeze date?
  - **7/1** - Updates received prior to 7/1 will be in before go live (major configuration overhauls may be an exception)
- **Why** a configuration freeze date?
  - We need clean, static configuration data to load into Production to support our Cutover/Conversions
- **What** do the configuration freeze dates mean for me?
  - Send in any last configuration updates by 7/1

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# Cutover Timeline



# “Catch Up” Transactions

- FI\$Cal is providing you with a tracking tool for recording transactions that take place in your legacy systems from 7/1/16 until go live
- Successfully recording your “catch up” transactions and quickly entering them into FI\$Cal post go live is one of the most important lessons learned from W2

	A	B	C	D	E	F	G	H	I	J
1	Entering Assets			Asset Header Information						
2		ID	Business Unit	Asset ID	Asset Type	Asset Subtype	Transaction Date	Accounting Date	In Service Date	Cost
3	Example==>	1	8860	NEXT	<valid value>	\$1,000.00	5/5/2015	5/5/2015	5/5/2015	\$4,313.00
4	Example==>	2	8860	NEXT	<valid value>	\$2,599.99	5/5/2015	5/5/2015	5/5/2015	\$753,256.00
5	Begin Here==>									
6										
7										
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9										
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16										
17										

# Spreadsheet Uploads

- The following spreadsheet uploads will be available for depts post go live during the “dual entry” period (related job aid in parentheses):
  - **AP** – Voucher Upload (FI\$Cal.056)  
→ Template for each dept will be provided before go live
  - **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. For by-step instructions on how to complete specific transactions in FI\$Cal not covered by 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](#)

# MDW Tasks – Tracking Transactions

- **(For New Departments Only)** Departments will complete two Master Department Workplan (MDW) Tasks to track and records transactions in FI\$Cal:

Task ID	Task Name	Task Description	Start Date	End Date
BUSN641	Track Department Transactions for Go Live	Track departmental transactions that occur during cutover and initial go-live time period. These transactions will need to be manually uploaded into FI\$Cal.	6/20/16	7/29/16
BUSN645	Enter Catch-Up Transactions in FI\$Cal	Enter all "catch-up" transactions that occurred in the new fiscal year through go live.	7/29/16	8/26/16

# Agenda

- Introductions
- Month End Close / Year End Close (MEC/YEC) Update
- Release Scope and Timeline
- UAT Update
- Cutover to FI\$Cal Update
- Catch-up Transactions
- Topics for Super User Support
- Next Steps

# Topics for Super User Support

## General Information

### How to Access Resources on the FSC Website

- The FSC website can be accessed on the FI\$Cal website via the following navigation:
  - *FI\$Cal Home Page > Access FI\$Cal > Access FI\$Cal Service Center Information*
- The FSC website contains the following information and documents:
  - *Helpful Videos*
  - *Contact Information*
  - *End User Access Forms*
  - *Workstation Configuration Guide*
  - *Configuration Modification Request Form*
- **Link:** [http://fiscal.ca.gov/access-fiscal/FISCAL\\_Service\\_Center/index.html](http://fiscal.ca.gov/access-fiscal/FISCAL_Service_Center/index.html)

### How to Access FI\$Cal Training Materials

#### *FI\$Cal Training Academy (FTA)*

- The FTA provides many training resources in one location, including Instructor-led and Web-based training, Learning Programs tied to roles, and User Productivity Kits (UPKs), and can be accessed via the following navigation:
  - *FI\$Cal Home Page > Access FI\$Cal > Access FI\$Cal Training Academy > FI\$Cal Training Academy Login*

- **Link:** <http://fiscal.ca.gov/training-academy/index.html>

#### *Job Aids*

- Job Aids are step-by-step instructions on how to complete specific transactions in FI\$Cal not covered in the FTA, and can be accessed via:
  - *FI\$Cal Home Page > Access FI\$Cal > Access FI\$Cal Training Academy > FI\$Cal End User Supplemental Job Aids and Training Tips*
- **Link:** [http://fiscal.ca.gov/access-fiscal/job\\_aids.html](http://fiscal.ca.gov/access-fiscal/job_aids.html)

# Topics for Super User Support

## General Information

### How to Manage Configuration

- Configuration Ownership Matrix is a reference tool to aid departments in completing the Configuration Modification Request form. It contains the following:
  - *Module (Business Process that the configuration is associated with)*
  - *Configuration Item Name*
  - *Description (description of the Configuration Item)*
  - *Change Requestor (who can submit a request)*
  - *Change Approver (who can approve a request)*
  - *Change Coordinator (who can configure the request)*
  - *Source of Change (the environment the request is configured in)*
- The Configuration Ownership Matrix can be accessed on the FI\$Cal website via the following navigation:
  - *FI\$Cal Home Page > Access FI\$Cal > Access FI\$Cal Service Center Information*
- **Link:** [http://www.fiscal.ca.gov/access-fiscal/FISCal\\_Service\\_Center/index.html](http://www.fiscal.ca.gov/access-fiscal/FISCal_Service_Center/index.html)

### How to Run Reports (for All Modules)

- FI\$Cal will allow end users to run reports and view financial statements for all modules
- Training on how to run reports for all modules can be accessed through the FI\$Cal website via the following navigation:
  - *FI\$Cal Home Page > Access FI\$Cal > Access FI\$Cal Training Academy > FI\$Cal Training Academy Log-In > Training Course: RPT101 Introduction to Reporting*
- **Link:** <http://fiscal.ca.gov/training-academy/index.html>
- **Training Course:** *RPT101 Introduction to Reporting*

# Topics for Super User Support

## Purchasing

### Comparing CSCR and BidSync

- California State Contracts Register (CSCR) and State Contract & Procurement Registration System (SCPRS) training can be found on the FI\$Cal website via the navigation below
  - *FI\$Cal Home Page > Resources > Fall Release*
- The training provides simulated system transactions and guided instructions and covers the following topics:
  - SCPRS and CSCR Overview
  - FI\$Cal SCPRS Processing
  - FI\$Cal CSCR Processing
  - Progress Payments
  - Searching in FI\$Cal
- **Link:** [http://fiscal.ca.gov/training-academy/future\\_release\\_training.html](http://fiscal.ca.gov/training-academy/future_release_training.html)

### How to Use a P-Card

- P-Card is replacing Cal-card and allows departments to transact with vendors and is another method for departments to procure goods and services. The P-Card will have a holder, approver and a maintainer role
- P-Card training can be accessed through the FI\$Cal website via the following navigation:
  - *FI\$Cal Home Page > Access FI\$Cal > Access FI\$Cal Training Academy > FI\$Cal Training Academy Log-In > Training Course: PO226 Using P-Cards*
- **Link:** <https://mss.netdimensions.com/mss/servlet/ekp/login?getnews=Y>
- **Training Course:** *PO226 Using P-Cards*

# Topics for Super User Support

## Purchasing

### How to Determine if a Vendor is Open for Ordering

- In order to transact with a vendor, the vendor must be in the vendor management file (VMF). The VMF is the master file that holds vendor record for the state of California
- Training on how to determine if a vendor is open for ordering can be accessed on the FI\$Cal website via the following navigation:
  - *FI\$Cal Home Page > Access FI\$Cal > Access FI\$Cal Training Academy > AP101: Entering a new supplier request and updating a supplier record*
- **Link:** <http://fiscal.ca.gov/training-academy/index.html>
- **Training Course:** *AP101: Entering a New Supplier Request and Updating a Supplier Record*

# Topics for Super User Support Accounting

## How to Approve a Voucher

- FI\$Cal has a workflow process that allows an approver to review vouchers before they are submitted for payment or posted to the general ledger. An invoice is a document that comes in from your vendor that gets entered into the voucher
- Training on how to approve a voucher can be accessed on the FI\$Cal website via the following navigation:
  - *FI\$Cal Home Page > Access FI\$Cal > Access FI\$Cal Training Academy > AP101: Approving a voucher*
- **Link:** <http://fiscal.ca.gov/training-academy/index.html>
- **Training Course:** *AP123: Voucher Workflow*

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## Next Steps

- **Attend** the two remaining Department Transition Meetings:
  - Wednesday, June 29, 2016 from 1:00 to 3:00 p.m.
  - Wednesday, July 13, 2016 from 1:00 to 3:00 p.m.
- Topics will include:
  - Introduction to the FI\$Cal Service Center (FSC)
  - What to Expect in Your First 60 Days
  - Additional UAT Updates
  - Additional Cutover Updates
  - And More...



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)