



One state. One system.

# Warrant Processing

Business Process Workshop (BPW)

2017 STO/SCO Release



# Agenda

- BPW Objectives
- What You Should Take Away
- Accounts Payable Overview
- User Roles Summary
- Key Terms
- Business Processes
- Role Mapping Activity
- Identifying Change Impacts
- Next Steps
- Appendix

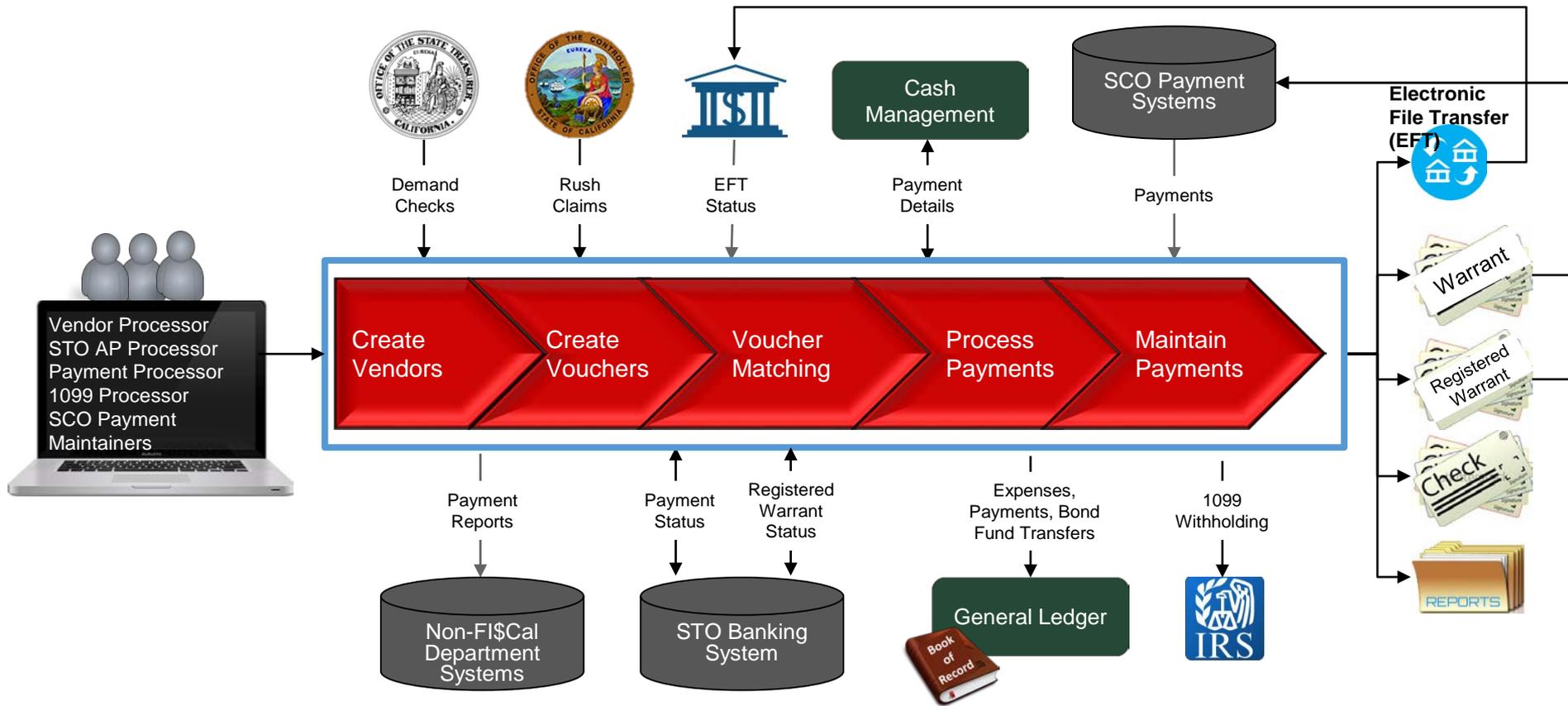
# BPW Objectives

- The Business Process Workshops allow participants to:
  - Learn about new end-user roles and what functions they perform
  - Gain an understanding of the new FI\$Cal business processes
  - See a demonstration of how the new FI\$Cal business processes work in the System
  - Understand the next steps in the implementation phase
  - Know how to get assistance from FI\$Cal

# What You Should Take Away

- Materials from today's session:
  - Business Process Workshop Presentation
  - Role Mapping Tools
  - SCO Change Management Activities
  - STO Change Impact Tool
- Understanding of the new FI\$Cal processes, the next steps, and the support available from FI\$Cal

# Accounts Payable Overview



# Key Terms

Term	Definition
<b>Voucher</b>	An electronic transaction created in FI\$Cal to facilitate payments of vendor invoices, employee expenses, or adjustments, via SCO warrants or agency checks (as appropriate)
<b>Warrant</b>	An instrument drawn by the SCO directing the State Treasurer to pay a specified amount, from a specified fund, to the person or entity named
<b>Check</b>	An instrument issued by State departments from their Office Revolving Fund (ORF) or Agency Trust checking accounts
<b>Budget Checking</b>	The process of comparing expenditure or revenue transactions against a defined budget

# Key Terms

Term	Definition
<b>Warrant Bank Reconciliation</b>	Involves comparing and matching recorded business transactions with the bank's corresponding transactions
<b>Combo Edit</b>	ChartField combination editing is an optional feature used to set and enforce criteria for filtering out unwanted journal entry lines to ledgers based on combinations of ChartFields and their values.
<b>Pay Cycle</b>	Generates a payment output file for SCO warrant printing or for departmental check printing. Warrants are assigned a warrant number and departmental checks are assigned a unique payment reference ID number searchable in FI\$Cal

# Control Role Summary

FI\$Cal End-User Role	Responsibilities
<b>SCO Claim Maintainer</b>	The SCO end user with access to correct claim funding information in case of invalid ChartField translation.
<b>SCO AP Processor</b>	The SCO end user who enters, researches, deletes, and corrects vouchers. Will also be responsible for creating and maintaining control groups.
<b>SCO AT Approver 1-4</b>	The SCO AT end user who is responsible for approving vouchers through workflow.
<b>SCO Pay Cycle Processor</b>	The SCO end user who is responsible for running warrant pay cycle, generating outbound print files, and posting payments for warrants.

# Control Role Summary

<b>FI\$Cal End-User Role</b>	<b>Responsibilities</b>
<b>SCO Warrant Processor</b>	The SCO Disbursements end user with access to warrant inquiry, warrant post issuance actions, CD 173 generation, and payment posting.
<b>SCO Warrant Status Configuration Viewer</b>	The SCO Disbursement end user with access to view configured warrant status and warrant status access security.
<b>SCO Disbursements Warrant Viewer</b>	The SCO end user with access to view legacy payment/claim information.

# Control Role Summary

FI\$Cal End-User Role	Responsibilities
<b>SCO Cash Validation Exception Processor</b>	The SCO end user who is responsible for analyzing and correcting or overriding cash validation errors.
<b>Bank Statement Reconciliation Processor</b>	The central and department end user who reconciles the Bank Statements for each Departmental Bank Account by reconciling transactions via Automatic, Semi-Manual, or Manual Reconciliation and analyzes exceptions to the reconciliation process

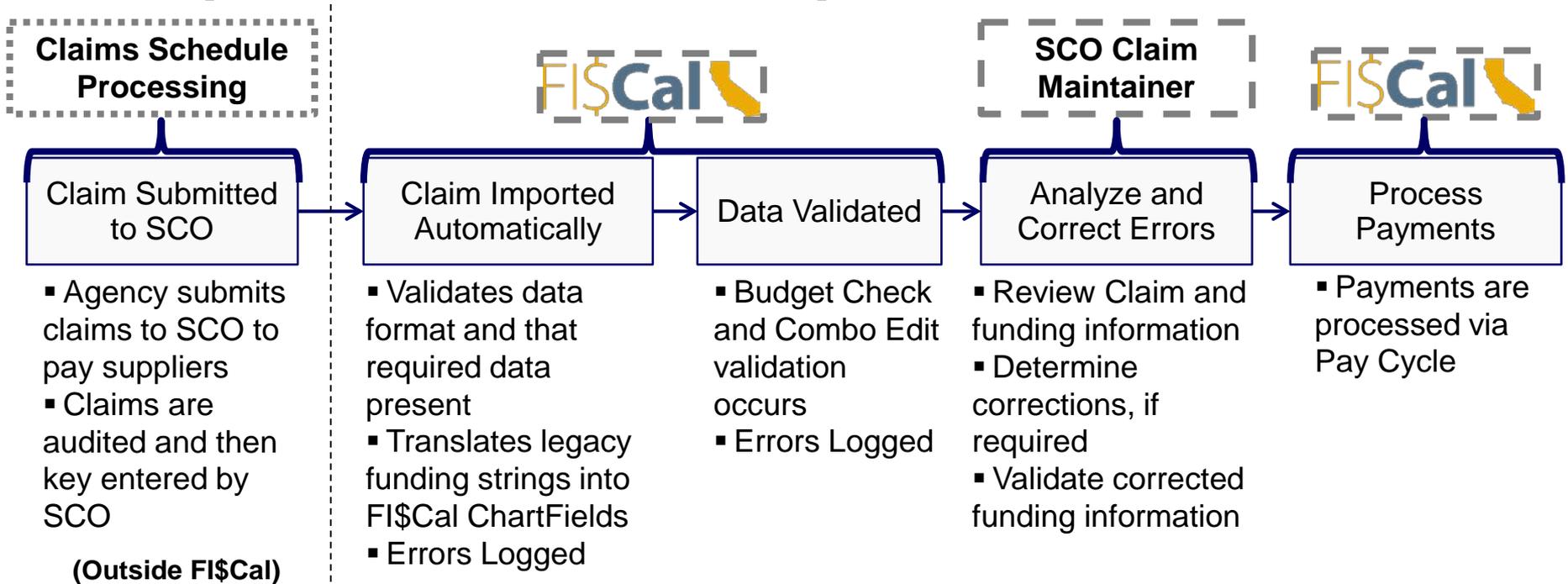
# Warrant Processing

- The FI\$Cal System must maintain records of all warrants, regardless of whether the department is in FI\$Cal or out of FI\$Cal (i.e. Release 2018 and deferred and exempt departments). The warrant information will come from three sources:
  - Originate from vouchers entered directly by departments in FI\$Cal
  - Originate from paper claims from departments not in FI\$Cal and interfaced into FI\$Cal
  - Originate from a specialized payment system and/or payroll system and interfaced into FI\$Cal

# Warrant Processing

- Accounts Payable payments and Accounts Receivable deposits/payments are integrated with the Cash Management module for Bank Reconciliation purposes, as appropriate.
- FI\$Cal will provide files to the SCO to facilitate the printing and mailing of warrants.
- In addition, the FI\$Cal processes allow for Warrant Expedite and Special Handling for vouchers created in the system.

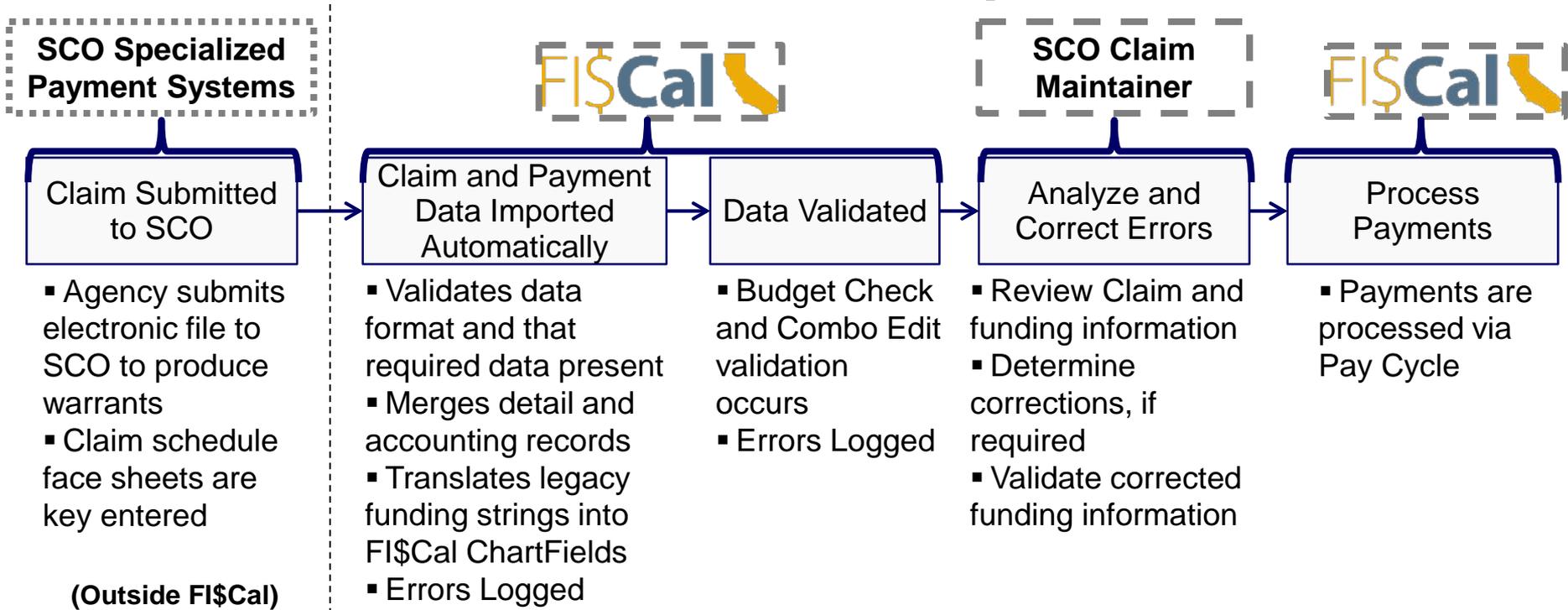
# Paper Claims Import



## Key Impacts

- FI\$Cal will create the warrant print file and spool memo for printing these warrants.
- When FI\$Cal becomes the State's Book of Record, all warrants will be recorded in FI\$Cal.

# Electronic Claims Import



## Key Impacts

- The electronic claims import process merges warrant detail and accounting records.

# Paper claim info in FI\$cal

[Summary](#) | [Error Summary](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

<b>Business Unit</b> 0840	<b>Created</b> 09/19/2016 1:02PM
<b>Claim ID</b> MTM0247	<b>Created by</b> 10010147
<b>Amount</b> 7500.00	<b>Modified</b> 09/19/2016 1:04PM
<b>Currency</b> USD	<b>Modified By</b> 10010147
<b>Budget Status</b> Valid	<b>Accounting Date</b> 09/19/2016
<b>Budget Misc Status</b> Valid	<b>Claim Status</b> Postable
<b>Claim Source</b> Paper	<b>Post Status</b> Unposted

**Distribution Lines**

**GL Chart**

Line	Merchandise Amt	Budget Date	Budget Status	Line Status	GL Unit	Approp Ref	Fund	ENY	Account	Alt Account	Program	PC Bus Unit	Proj
1	7500.00	09/19/2016	B	V	0840		0001		2090500	0000000000	0500		

# Paper claim after pay cycle

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Payments](#) > [Legacy Claim/Payment](#) > [Claim Payment Details](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)



[New Window](#) | [Help](#) | [Personalize Page](#)

## Claim Payment Details

Business Unit 0840

Claim ID MTM0247

Amount 7500.00

Currency USD

**Claim Source** Paper  
**Post Status** Unposted

Payment													Personalize	Find	View All	Print	First	1-2 of 2	Last
Sequence No	Warrant #	Amount	Currency	Payment Date	Payment Status	Registered Warrants	Redemption Date	Redemption Interest %	Bank SetID	Bank Account #	Payment Method	Supplier Details	View Related						
1		6275.00	USD	07/08/2016	Paid	N			STATE	0003	Check	JON PLANNING & MANAGEMENT INC	Accounting Entries Inquiry						
2		1225.00	USD	07/08/2016	Paid	N			STATE	0003	Check	CORY CONSTRUCTION SERVICES INC	Accounting Entries Inquiry						

# Paper claim after posting

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Payments ▾ > Legacy Claim/Payment ▾ > Claim Payment Details

 Home Worklist Add to Favorites Sign out

[New Window](#) | [Help](#) | [Personalize Page](#)

## Claim Payment Details

Business Unit 0840

Claim ID MTM0247

Amount 7500.00

Currency USD



Claim Source Paper

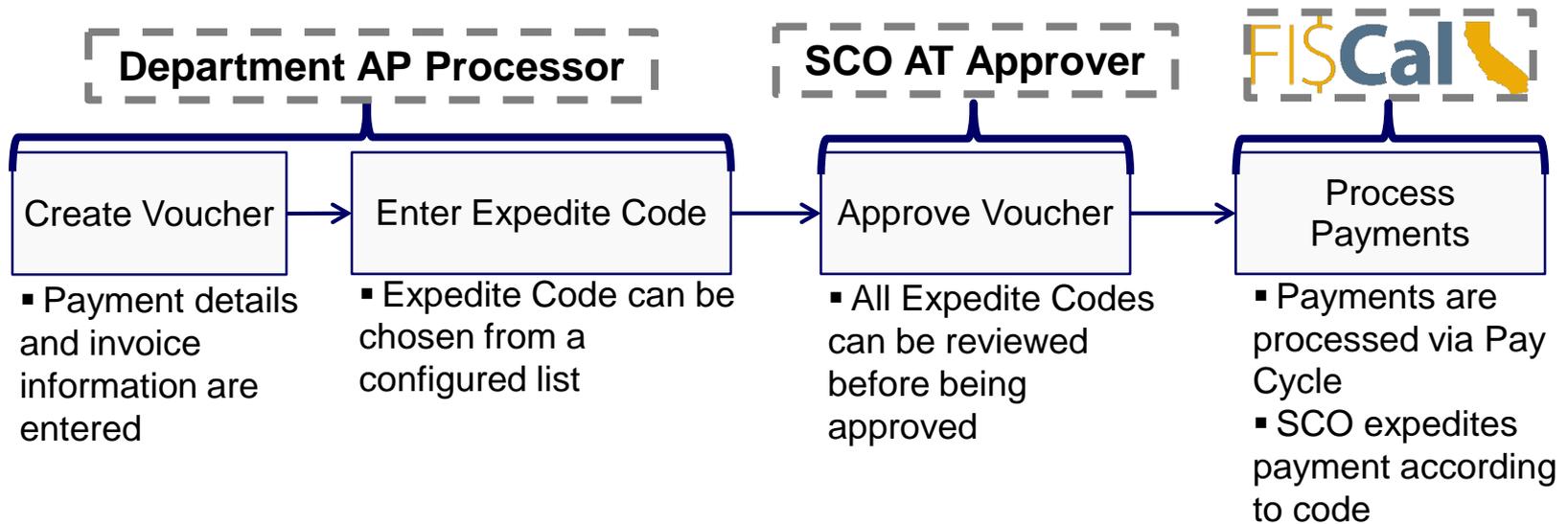
Post Status Posted

Payment													Personalize	Find	View All			First	1-2 of 2	Last
Sequence No	Warrant #	Amount	Currency	Payment Date	Payment Status	Registered Warrants	Redemption Date	Redemption Interest %	Bank SetID	Bank Account #	Payment Method	Supplier Details	View Related							
1	55000387	6275.00	USD	07/08/2016	Paid	N			STATE	0003	Check	JON PLANNING & MANAGEMENT INC	Accounting Entries Inquiry							
2	55000388	1225.00	USD	07/08/2016	Paid	N			STATE	0003	Check	CORY CONSTRUCTION SERVICES INC	Accounting Entries Inquiry							

# Special Handling and Expedite Overview

- Currently, Special Handling and Expedite are accommodated using the legacy paper claim process.
- For departments not in the FI\$Cal system, Expedite or “RUSH” claims will be submitted and audited as they are today.
- Paper Claims with Special Handling Requests attached from Non-FI\$Cal departments will be fulfilled as they are today.
- With R2017, FI\$Cal departments will be able to create vouchers and request Special Handling and Expedite Processing through FI\$Cal.
- FI\$Cal Departments will no longer need to submit paper claims to the SCO for these services.

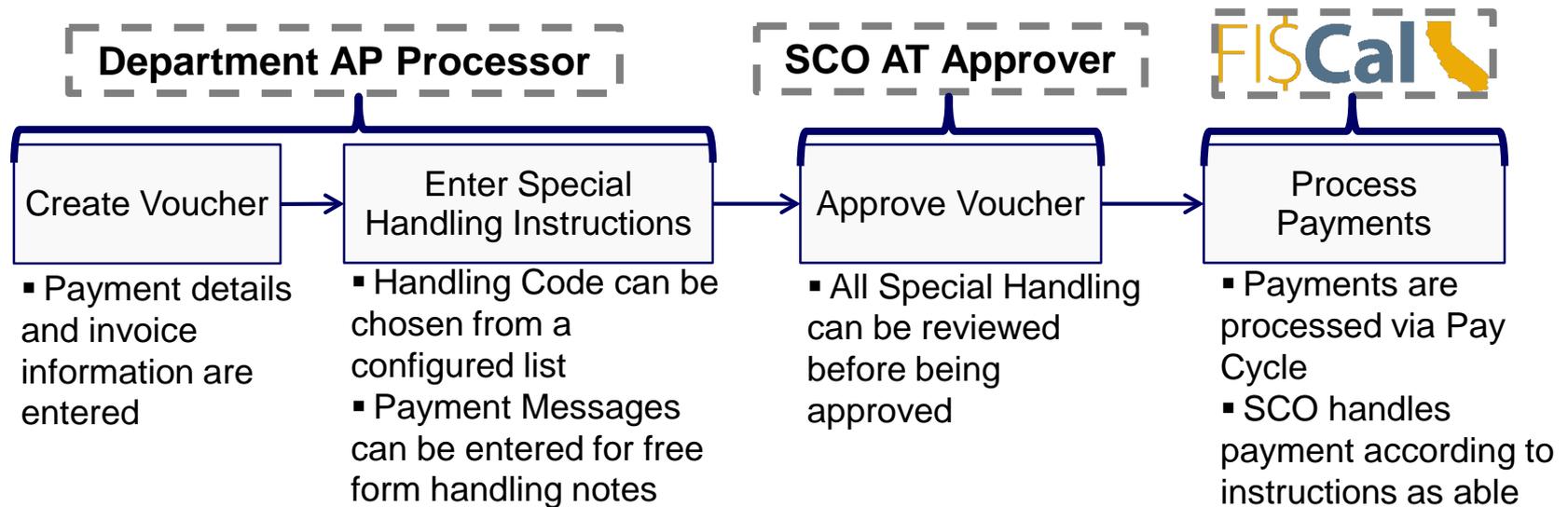
# Dept Expedite Processing



## Key Impacts

- Users now have the ability to expedite payments in FI\$Cal
- Example Expedite Codes include but are not limited to “One Day”, “Two Day,” and “Specific Date”
- Depending on the cutoff times, payments are processed accordingly

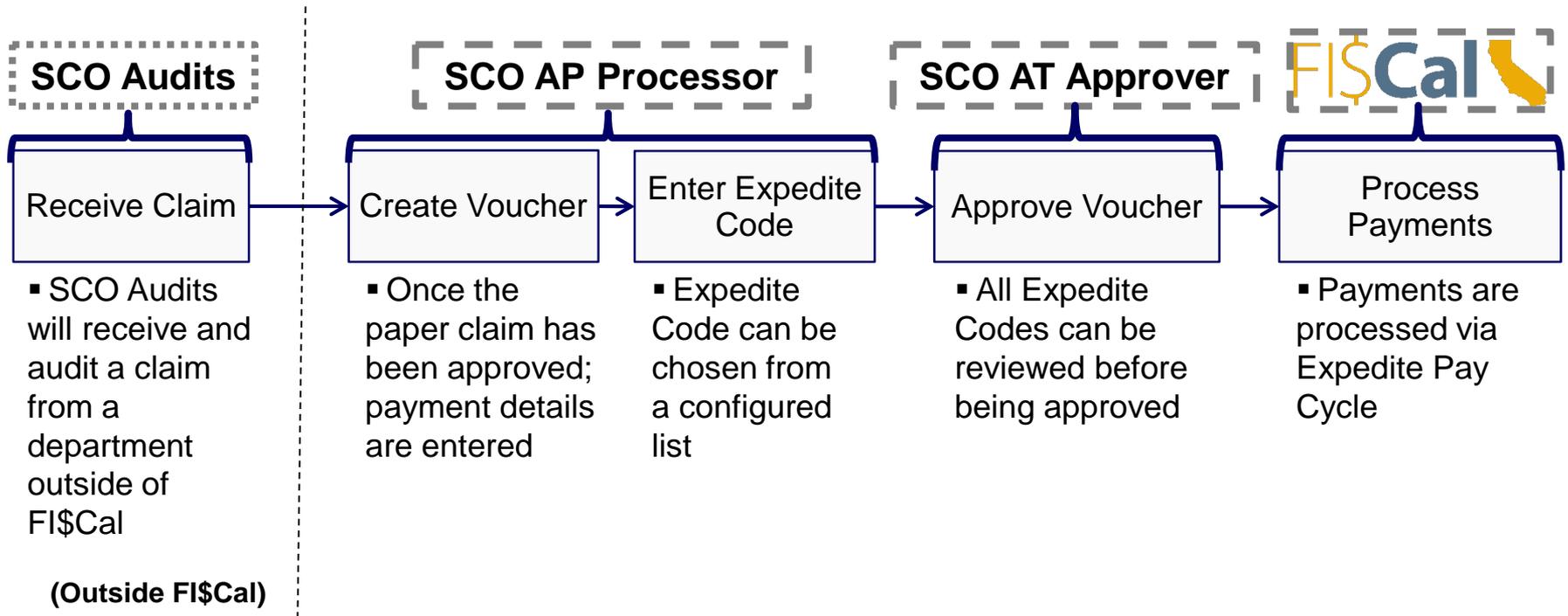
# Dept Special Handling Processing



## Key Impacts

- Users now have the ability to process payments with further instructions instead of using the paper claim legacy process
- Special Handling Codes are “Release to Agency”, “Release to Treasury,” and “Release to Bank”
- Depending on the payment message, payments are processed accordingly

# Non-FI\$Cal Expedite Processing



## Key Impacts

- Example Expedite Codes include but are not limited to “One Day”, “Two Day,” and “Specific Date”
- Depending on the cutoff times, payments are processed accordingly

**Invoice Information** | Payments | Voucher Attributes

**Business Unit** 0840  
**Voucher ID** NEXT  
**Voucher Style** Regular Voucher  
**Invoice Date** 09/09/2016   
**Invoice Received** 

**Invoice No** Regular-001  
**Accounting Date** 09/09/2016   
**\*Pay Terms** NET45   Net 45  
**Basis Date Type** User Date  
 **Tax Exempt**

Tyrell Gardeners

**Supplier ID** 0000045606   
**ShortName** TYRELL-001   
**Location** MAIN   
**\*Address** 1 

**Control Group** 

**Incomplete Voucher**

**Save** **Save For Later**

Regular Voucher

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

**FISCal**

[Invoice Information](#) | **[Payments](#)** | [Voucher Attributes](#)

**Business Unit** 0840      **Invoice No** Regular-001  
**Voucher ID** NEXT      **Invoice Date** 09/09/2016   
**Voucher Style** Regular Voucher       **Incomplete Voucher**  
**Total Amount** 10,850.00      **\*Pay Terms** NET45  Net 45  
**Supplier Name** Tyrell Gardeners      **\*Cash Type** Warrant 

**Payment Information**

**Payment 1**  
**\*Remit to** 0000045606    
**Location** MAIN   
**\*Address** 1   
 Tyrell Gardeners  
 247 Highgarden Highway  
 Sacramento, CA 95833

**Gross Amount** 0.00 USD      **Sched**  
**Discount** 0.00 USD      **Disc**  
Account

Expedite Options

**Payment Options**

**\*Bank** STATE       **Pay Group**   
**\*Account** 0000       **\*Handling** Regular Payments   
**\*Method** CHK  Check      **Hold Reason** 

Regular Voucher

**Summary**

[Related Documents](#)

[Invoice Information](#)

[Payments](#)

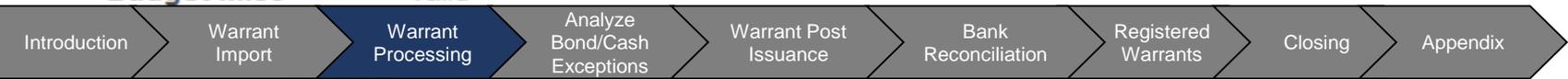
[Voucher Attributes](#)

[Error Summary](#)

**Business Unit** 0840  
**Voucher ID** 00009595 ←  
**Voucher Style** Regular  
**Supplier Name** Tyrell Gardeners  
 247 Highgarden Highway  
 Sacramento, CA 95833  
**Entry Status** Postable  
**Match Status** No Match  
**Approval Status** Pending ←  
**Post Status** Unposted  
**Budget Status** Not Chk'd ←  
**Budget Misc** Valid

**Invoice Date** 09/09/2016  
**Invoice No** Regular-001  
**Invoice Total** 10,850.00 USD  
**Pay Terms** Net 45  
**Voucher Source** Online  
**Origin** ONL  
**Created On** 09/09/2016 7:03PM  
**Created By** Z\_DEPT\_AP\_PROC  
**Last Update** 09/09/2016 7:18PM  
**Modified By** Z\_DEPT\_AP\_PROC  
**ERS Type** Not Applicable  
**Close Status** Open

**Regular Voucher**



## Payment Options

\*Bank   Pay Group  

\*Account   \*Handling  

\*Method   Check Hold Reason  

Message

**Registered Warrant** [Personalize](#) | [Find](#) | [View All](#) |  |  First  1 of 1  Last

	Payment Reference	Fund Code		
1	<input type="text" value=""/> 			

Message will appear on remittance advice.

## Payment Options

\*Bank   Pay Group  

\*Account   \*Handling  

\*Method   Check Hold Reason  

Message

**Registered Warrant** [Personalize](#) | [Find](#) | [View All](#) |  |  First  1 of 1  Last

	Payment Reference	Fund Code		
1	<input type="text" value=""/> 			

Message will appear on remittance advice.

# Special Handling Voucher

**Payment Options**

*Bank	STATE		Pay Group	
*Account	0000		*Handling	Release to Bank
*Method	CHK	 Check	Hold Reason	
Message	<input type="text"/>			

**Payment Options**

*Bank	STATE		Pay Group	
*Account	0000		*Handling	Release to Agency
*Method	CHK	 Check	Hold Reason	
Message	<input type="text"/>			

Special Handling Voucher

Voucher ID 00009596  
 Voucher Style Regular Voucher  
 Total Amount 21,700.00  
 Supplier Name Tyrell Gardeners

Invoice Date 09/09/2016 

\*Pay Terms NET45  Net 45

[Schedule Payments](#)

\*Cash Type Warrant 

Expedite Payment

## Payment Information

Find | View All First 1 of 1 

### Payment 1

\*Remit to 0000045606  

Location MAIN 

\*Address 1 

Tyrell Gardeners  
 247 Highgarden Highway  
 Sacramento, CA 95833

Gross Amount 21,700.00 USD

Discount 0.00 USD

Scheduled Due 10/24/2016 

Net Due 10/24/2016

Discount Due

Accounting Date

Expedite Options

[Payment Inquiry](#)

Discount Denied

[Late Charge](#)

[Express Payment](#)

[Payment Comments\(0\)](#)

[Holiday/Currency](#)

## Payment Options

\*Bank STATE 

\*Account 0000 

\*Method CHK  Check

Message Attn: Queen of Thorns - Olenna Redwyne

Pay Group 

\*Handling Release to STO 

Hold Reason 

\*Netting Not Applicable 

L/C ID 

Redemption Date

[Supplier Bank Messages](#)

Hold Payment

Separate Payment

Actions

# Expedite Voucher

Invoice Information	Payments	Voucher Attributes
<b>Business Unit</b> 0840 <b>Voucher ID</b> NEXT <b>Voucher Style</b> Regular Voucher <b>Total Amount</b> 32,550.00 <b>Supplier Name</b> Tyrell Gardeners	<b>Invoice No</b> Expedite-001 <b>Invoice Date</b> 09/09/2016  <input type="checkbox"/> <b>Incomplete Voucher</b> <b>*Pay Terms</b> NET45  Net 45 <b>*Cash Type</b> Warrant 	<input type="checkbox"/> <b>Expedite Payment</b>
<b>Payment Information</b> <span style="float: right;"><a href="#">Find</a>   <a href="#">View All</a></span>		
<b>Payment 1</b> <b>*Remit to</b> 0000045606   <b>Location</b> MAIN  <b>*Address</b> 1  Tyrell Gardeners 247 Highgarden Highway Sacramento, CA 95833	<b>Gross Amount</b> 0.00 USD <b>Discount</b> 0.00 USD  Expedite Options	<b>Scheduled Due</b>  <b>Net Due</b> <b>Discount Due</b> <b>Accounting Date</b>

# Expedite Voucher

Invoice Information	Payments	Voucher Attributes
<b>Business Unit</b> 0840 <b>Voucher ID</b> NEXT <b>Voucher Style</b> Regular Voucher <b>Total Amount</b> 32,550.00 <b>Supplier Name</b> Tyrell Gardeners	<b>Invoice No</b> Expedite-001 <b>Invoice Date</b> 09/09/2016  <input type="checkbox"/> Incomplete Voucher <b>*Pay Terms</b> NET45  Net 45 <b>*Cash Type</b> Warrant 	<input checked="" type="checkbox"/> <b>Expedite Payment</b>
<b>Payment Information</b> <span style="float: right;"><a href="#">Find</a>   <a href="#">View All</a></span>		
<b>Payment 1</b> <b>*Remit to</b> 0000045606   <b>Location</b> MAIN  <b>*Address</b> 1  Tyrell Gardeners 247 Highgarden Highway Sacramento, CA 95833	<b>Gross Amount</b> 0.00 USD <b>Discount</b> 0.00 USD  <a href="#">Expedite Options</a>	<b>Scheduled Due</b>  <b>Net Due</b> <b>Discount Due</b> <b>Accounting Date</b>

### Expedite Options

**Expedite Options**

Payments 1

Expedite Code

Bill To Agency

Interagency Agreement Number

Expedite Type

Comment

OK Cancel Refresh

Look Up Expedite Code ✕

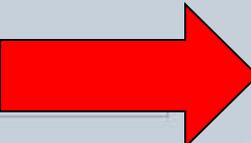
Help

Cancel

Search Results

View 100 First 1-5 of 5 Last

Expedite Code	Description
2D	Two Day Pay
3D	Three Day Pay
ND	Next Day Pay
SD	Same Day Pay
SP	Specific Day Pay



# Expedite Options

Invoice Information   Payments   Voucher Attributes

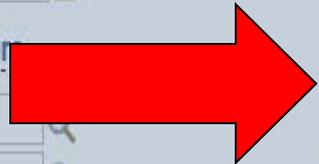
Business Unit 0840   Invoice No Expedite-001  
Voucher ID NEXT   Accounting Date 09/09/2016  
Voucher Style Regular Voucher   \*Pay Te  
Invoice Date 09/09/2016   Basis Date  
Invoice Received    Tax Exe  
Supplier ID 0000045606   Tyrell Gardener  
ShortName TYRELL-001   Control Gr  
Location MAIN  
\*Address 1

**Message**

Warning – Expedite Payment Check box Checked. (25004,5802)

Expedite Payment Check box Checked.

OK   Cancel



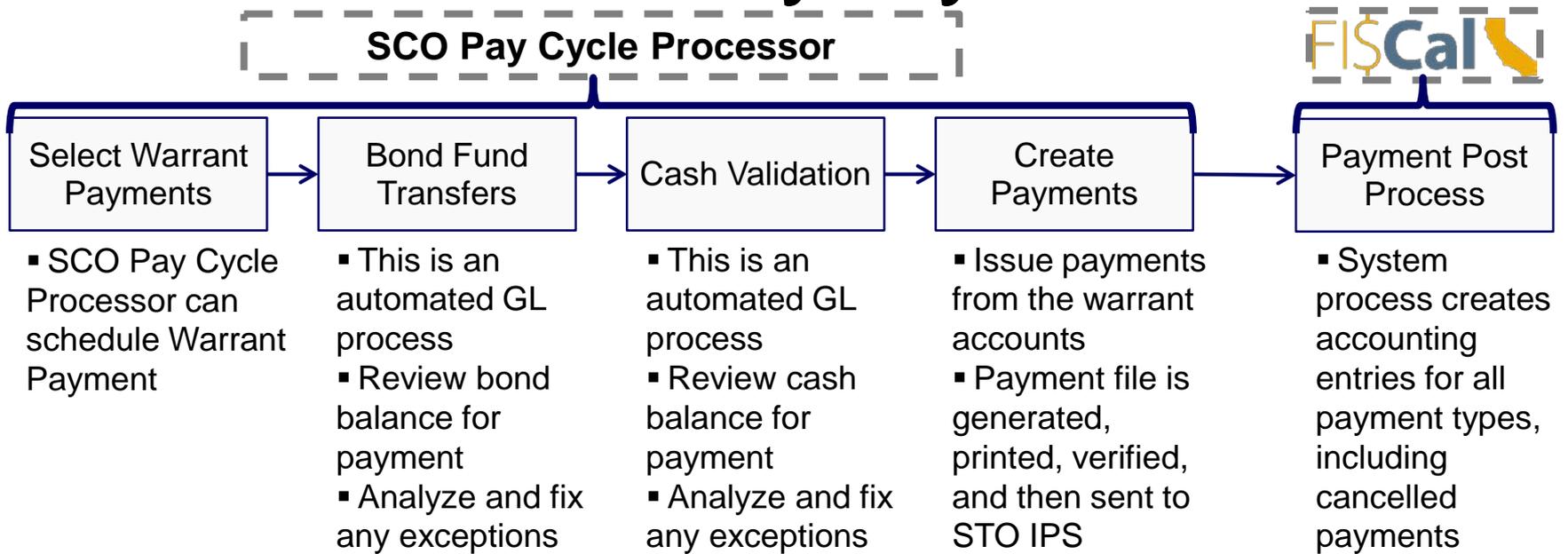
Save   Save For Later

Copy From Source Document

Invoice Lines ?

# Expedite Voucher

# Run Warrant Pay Cycle



## Key Impacts

- All vouchers and legacy claims resulting in warrants are processed in FI\$Cal using Pay Cycle
- For vouchers that generate a Warrant and for legacy paper claims, FI\$Cal produces the print files that are sent to SCO for printing and mailing.

## Pay Cycle Manager

Pay Cycle ZVCHR [FI\\$Cal Vouchers](#)

<a href="#">Selection Criteria</a>	<a href="#">Approve</a>	<a href="#">Trial Register</a>	<a href="#">Reference Confirmation</a>
			<a href="#">Draft Staging Approval</a>

**Pay Cycle Status**

<b>Status</b> No work	<a href="#">Refresh</a>
<b>Pay From Date</b> 10/12/2015	
<b>Pay Through Date</b> 12/12/2016	
<b>Payment Date</b> 09/12/2016	
<b>Schedule Payments Selected</b> 0	<a href="#">Summary</a> <a href="#">Details</a>

**Process Monitor**

Details		
Process	Server	Step Name
<a href="#">Process</a>	PSUNX	Payment Selection
<a href="#">Process</a>		Payment Selection & Creation

**Pay Cycle Reset**

Server	<a href="#">Reset</a>
--------	-----------------------

**Pay Cycle Exceptions**

<a href="#">Pay Cycle Error</a>	<a href="#">Discount Lost</a>	<a href="#">Discount Denied</a>	<a href="#">Withholding</a>	<a href="#">Bank Replacement</a>
<a href="#">Financial Sanctions Exceptions</a>	<a href="#">Cash Validation Exceptions</a>			

**Pay Cycle Results** 
[Personalize](#) | 
 [Find](#) | 
 [View All](#) | 
  | 
 

[First](#) | 
 1 of 1 | 
 [Last](#)

<a href="#">Main Information</a>	<a href="#">Additional Info</a>	
----------------------------------	---------------------------------	---

Description	Bank	Account	Status	Server Name	*Output Type	Output Destination

Warrant Pay Cycle

## Pay Cycle Manager

Pay Cycle ZVCHR FISCAL Vouchers

Selection Criteria

Approve

Trial Register

Reference Confirmation

Draft Staging Approval

### Pay Cycle Status

Status No work

Refresh

Pay From Date 10/12/2015

Pay Through Date 12/12/2016

Payment Date 09/12/2016

Schedule Payments Selected 0

Summary

Details

### Process Monitor

#### Details

Process	Server	Step Name
Process	PSUNX	Payment Selection
Process		Payment Selection & Creation

### Pay Cycle Reset

Server

Reset

### Pay Cycle Exceptions

Warrant Pay Cycle

## Pay Cycle Manager

Pay Cycle ZVCHR FI\$Cal Vouchers

Selection Criteria

Approve

Trial Register

Reference Confirmation

Draft Staging Approval

### Pay Cycle Status

Status Selected

Refresh

Pay From Date 10/12/2015

Pay Through Date 12/12/2016

Payment Date 09/12/2016

Schedule Payments Selected

2

Summary

Details

### Process Monitor

#### Details

Process	Server	Step Name
Process	<input type="text" value=""/>	Payment Creation

### Pay Cycle Reset

Server

Reset

Payment Selection

# Vouchers Selected for Warrant Pay Cycle

[Pay Cycle Details](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

**Pay Cycle Data**

Pay Cycle  
 FISCal Vouchers
 Pay Cycle Summary
Pay Cycle Manager

Business Unit  
 Advice ID  
 Invoice

Supplier SetID  
 Remit Supplier  
 Address  
 Location

Bank SetID  
 Bank Code  
 Bank Account  
 Method

Payment Handling  
 Payment Currency

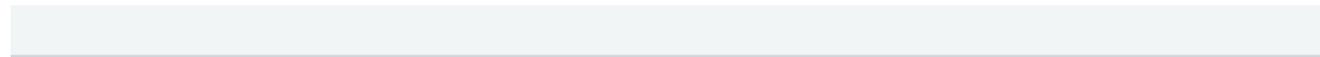
**Pay Cycle Details** 
[Personalize](#) | [Find](#) | [View All](#) | |

[Scheduled Payments](#) | [Payment Details](#) | [Additional Details](#) |

*Payment Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Supplier	Short Supplier Name	Supplier Name	Address	Paid Amount	Currency
<input type="text" value="None"/>	<input type="text"/>	VCHR	0840	00009596	1	Special-001	0000045606	TYRELL-001	Tyrell Gardeners		21700.00	USD
<input type="text" value="None"/>	<input type="text"/>	VCHR	0840	00009595	1	Regular-001	0000045606	TYRELL-001	Tyrell Gardeners		10850.00	USD

Total Paid Amount **32550.00 USD**  
 Total Gross Amount **32550.00 USD**  
 Total Discount Amount **0.00 USD**  
 Total Late Charge Amount **0.00 USD**

# Vouchers Selected for Warrant Pay Cycle



Warrant Vouchers

Pay Cycle Summary

Pay Cycle Manager

Advice ID    
 Remit Supplier    
 Bank Code    
 Payment Currency  

Invoice    
 Address    
 Location    
 Bank Account    
 Method  

Personalize | Find | View All |   First  1-

Additional Details 

Business Unit	Voucher ID	Payment Count	Invoice	Remit Supplier	Short Supplier Name	Supplier Name	Address	Paid Amount	Currency
0840	00009596	1	Special-001	0000045606	TYRELL-001	Tyrell Gardeners		1 21700.00	USD
0840	00009595	1	Regular-001	0000045606	TYRELL-001	Tyrell Gardeners		1 10850.00	USD

Total Paid Amount **32550.00 USD**  
 Total Gross Amount **32550.00 USD**



## Pay Cycle Manager

Pay Cycle ZVCHR FISCal Vouchers

Selection Criteria	Approve	Trial Register	Reference Confirmation
			Draft Staging Approval

Pay Cycle Status

Status Running [Refresh](#) [Process Monitor](#)

Pay From Date 10/12/2015

Pay Through Date 12/12/2016

Payment Date 09/12/2016

Schedule Payments Selected 2 [Summary](#) [Details](#)

Pay Cycle Reset

Server

Pay Cycle Exceptions

Pay Cycle Error	Discount Lost	Discount Denied	Withholding	Bank Replacement
Financial Sanctions Exceptions	Cash Validation Exceptions			

**Pay Cycle Results** Personalize | Find | View All |  |  First  Last

<a href="#">Main Information</a>		<a href="#">Additional Info</a>				
Description	Bank	Account	Status	Server Name	*Output Type	Output Destination

Payment Creation

## Pay Cycle Manager

Pay Cycle ZVCHR FISCAL Vouchers

[Selection Criteria](#)

[Approve](#)

[Trial Register](#)

[Reference Confirmation](#)

[Draft Staging Approval](#)

### Pay Cycle Status

Status Running

[Refresh](#)

[Process Monitor](#)

Pay From Date 10/12/2015

Pay Through Date 12/12/2016

Payment Date 09/12/2016

Schedule Payments Selected 2

[Summary](#)

[Details](#)

#### Pay Cycle Reset

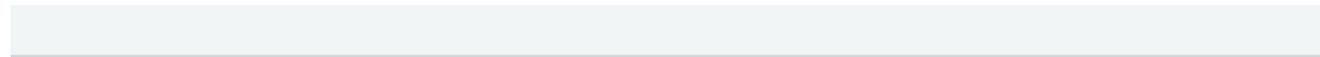
Server



[Reset](#)

# Payment Creation

# Vouchers Selected for Warrant Pay Cycle



Warrant Vouchers

Pay Cycle Summary

Pay Cycle Manager

Advice ID    
 Remit Supplier    
 Bank Code    
 Payment Currency  

Invoice    
 Address    
 Location    
 Bank Account    
 Method  

Personalize | Find | View All |   First  1-

Additional Details 

Business Unit	Voucher ID	Payment Count	Invoice	Remit Supplier	Short Supplier Name	Supplier Name	Address	Paid Amount	Currency
0840	00009596	1	Special-001	0000045606	TYRELL-001	Tyrell Gardeners		21700.00	USD
0840	00009595	1	Regular-001	0000045606	TYRELL-001	Tyrell Gardeners		10850.00	USD

Total Paid Amount **32550.00 USD**  
 Total Gross Amount **32550.00 USD**

## Pay Cycle Manager

Pay Cycle ZVCHR FI\$Cal Vouchers

Selection Criteria

Approve

Trial Register

Reference Confirmation

Draft Staging Approval

### Pay Cycle Status

Status Completed

Refresh

Pay From Date 10/12/2015

Pay Through Date 12/12/2016

Payment Date 09/12/2016

Schedule Payments Selected 2

Summary

Details

### Process Monitor

#### Details

Process	Server	Step Name
Process	<input type="text"/>	Payment Selection
Process	<input type="text"/>	Payment Selection & Creation

### Pay Cycle Reset

Server

### Pay Cycle Exceptions

Pay Cycle Error    Discount Lost    Discount Denied    Withholding    Bank Replacement  
 Financial Sanctions Exceptions    Cash Validation Exceptions

### Pay Cycle Results

Personalize | Find | View All | | | First 1 of 1 Last

Main Information Additional Info

Process	Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
Process		STATE	0000	Completed	<input type="text"/>	File	<input type="text"/>

Pay Cycle Complete

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | **[Payments](#)** | [Voucher Attributes](#) | [Error Summary](#)

**Business Unit** 0840  
**Voucher ID** 00009595  
**Voucher Style** Regular Voucher  
**Total Amount** 10,850.00  
**Supplier Name** Tyrell Gardeners

**Invoice No** Regular-001  
**Invoice Date** 09/09/2016  
**Pay Terms** NET45 Net 45  
**Cash Type** Warrant

Expedite Payment [Schedule Payments](#)

**Payment Information**

[Find](#) | [View All](#) | First 1 of 1 Last

**Payment 1**

**Remit to** 0000045606   
**Location** MAIN

**Gross Amount** 10,850.00 USD  
**Discount** 0.00 USD

**Scheduled Due** 10/24/2016  
**Net Due** 10/24/2016

[Payment Inquiry](#)  
 [Discount Denied](#)  
[Late Charge](#)  
[Express Payment](#)  
[Payment Comments\(0\)](#)  
[Holiday/Currency](#)

**Address 1**  
 Tyrell Gardeners  
 247 Highgarden Highway  
 Sacramento, CA 95833

Expedite Options

**Accounting Date** 09/12/2016

**Payment Options**

**Bank** STATE  
**Account** 0000  
**Method** CHK Check  
**Message**

**Pay Group**  
**Handling** Regular Payments  
**Hold Reason**

**Netting** Not Applicable  
**L/C ID** Actions  
**Redemption Date**  
**Interest Rate**

[Supplier Bank Messages](#)  
 [Hold Payment](#)  
 [Separate Payment](#)

Message will appear on remittance advice.

**Schedule Payment**

**Action** Schedule Payment  
**Pay**

**Payment Date** 09/12/2016  
**Reference** 50000739

# Payment Reference

<b>Business Unit</b> 0840	<b>Invoice No</b> Regular-001
<b>Voucher ID</b> 00009595	<b>Invoice Date</b> 09/09/2016
<b>Voucher Style</b> Regular Voucher	
<b>Total Amount</b> 10,850.00	<b>Pay Terms</b> NET45      Net 45
<b>Supplier Name</b> Tyrell Gardeners	<input type="checkbox"/> Expedite Payment
	<b>Cash Type</b> Warrant

Payment Reference

**Payment Information** [Find |](#)

<b>Payment 1</b>		
<b>Remit to</b> 0000045606 	<b>Gross Amount</b> 10,850.00 USD	<b>Scheduled Due</b> 10/24/2016
<b>Location</b> MAIN	<b>Discount</b> 0.00 USD	<b>Net Due</b> 10/24/2016
		<b>Discount Due</b>
<b>Address 1</b>	<input type="checkbox"/> Expedite Options	<b>Accounting Date</b> 09/12/2016
Tyrell Gardeners 247 Highgarden Highway Sacramento, CA 95833		

**Payment Options**

<b>Bank</b> STATE	<b>Pay Group</b>	<b>Netting</b> Not Applicable
<b>Account</b> 0000	<b>Handling</b> Regular Payments	<b>L/C ID</b> <b>Actions</b>
<b>Method</b> CHK      Check	<b>Hold Reason</b>	<b>Redemption Date</b>
<b>Message</b>		<b>Interest Rate</b>

Message will appear on remittance advice.

**Schedule Payment**

<b>Action</b> Schedule Payment	<b>Payment Date</b> 09/12/2016
<b>Pay</b>	<b>Reference</b> 50000739

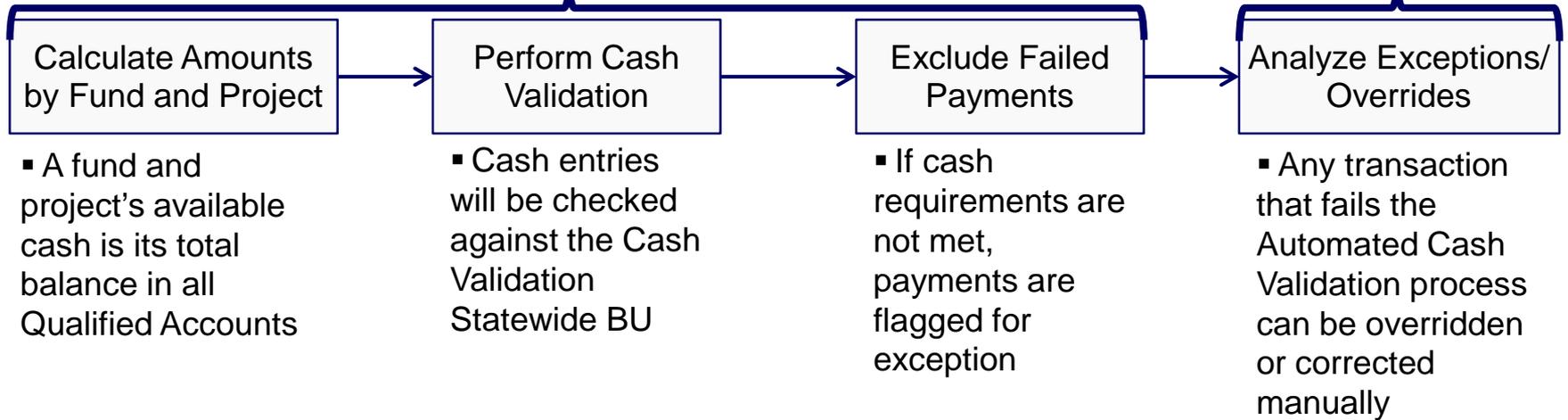
# Cash Validation/Bond Transfers

- Both the Automated Bond Fund Transfer and Automated Cash Validation processes are General Ledger processes that occur as part of the Pay Cycle.
- Automated Bond Fund Transfers
  - The Bond Fund Transfer Process creates cash entries that move money between bond proceeds sub-funds and related expenditure sub-funds as the transaction is processed through the Accounts Payable Pay Cycle process.
- Automated Cash Validation
  - The Cash Validation process prevents payments and other types of transactions from creation if their posting activity would result in a negative cash balance for any of the selected control funds.

# Cash Validation Process



**SCO Cash Validation Exception Processor**



## Key Impacts

- Cash Validation for vouchers and legacy paper claims occur prior to printing warrants.
- Cash Validation is a custom cash accounting process that prevents payments from posting if their posting activity would result in a negative cash balance.



Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

**Business Unit** 0840  
**Voucher ID** 00009599  
**Voucher Style** Regular Voucher  
**Invoice Date** 09/09/2016   
**Invoice Received**   
Tyrell Gardeners  
**Supplier ID** 0000045606   
**ShortName** TYRELL-001   
**Location** MAIN   
**\*Address** 1 

**Invoice No** CashVal-001  
**Accounting Date** 09/09/2016   
**\*Pay Terms** NET45   Net 45  
**Basis Date Type** User Date  
 **Tax Exempt**  
**Control Group** 

Invoice Total	
Line Total	8,000.00
*Currency	USD 
Miscellaneous	  
Freight	
Sales Tax	680.00 
Use Tax	0.00 
<b>Total</b>	<b>8,680.00</b>
Difference	0.00

Save Calculate Print

► Copy From Source Document

Invoice Lines  Find | View A

**Line 1**  Copy Down  
**\*Distribute by** Amount ▾  
**Item**   
**Quantity**  
**UOM**   
**Unit Price**  
**Line Amount** 8,000.00

**SpeedChart**   
**Ship To** 0840000002   
**Description**  
**Packing Slip**

Regular Voucher – CV

## Pay Cycle Manager

Pay Cycle ZVCHR FI\$Cal Vouchers

<a href="#">Selection Criteria</a>	<a href="#">Approve</a>	<a href="#">Trial Register</a>	<a href="#">Reference Confirmation</a>
			<a href="#">Draft Staging Approval</a>

---

**Pay Cycle Status**

Status	Selected	<a href="#">Refresh</a>
Pay From Date	10/13/2015	
Pay Through Date	12/13/2016	
Payment Date	09/13/2016	

Schedule Payments Selected: 1    [Summary](#)    [Details](#)

**Process Monitor**

**Details**

Process	Server	Step Name
<a href="#">Process</a>	<input type="text" value="v"/>	Payment Creation

---

**Pay Cycle Reset**

Server  [Reset](#)

---

**Pay Cycle Exceptions**

<a href="#">Pay Cycle Error</a>	<a href="#">Discount Lost</a>	<a href="#">Discount Denied</a>	<a href="#">Withholding</a>	<a href="#">Bank Replacement</a>
<a href="#">Financial Sanctions Exceptions</a>	<a href="#">Cash Validation Exceptions</a>			

Pay Cycle – CV

# Vouchers Selected for Warrant Pay Cycle – CV

## Pay Cycle Details

**Pay Cycle Data**

Pay Cycle  FISCal Vouchers      Pay Cycle Summary      Pay Cycle Manager

Business Unit       Advice ID       Invoice

Supplier SetID       Remit Supplier       Address       Location

Bank SetID       Bank Code       Bank Account       Method

Payment Handling       Payment Currency

**Pay Cycle Details** Personalize | Find | View All | First

Scheduled Payments | Payment Details | Additional Details

*Payment Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Supplier	Short Supplier Name	Supplier Name	Address	Paid Amount	Currency
None		VCHR	0840	00009599	1	CashVal-001	0000045606	TYRELL-001	Tyrell Gardeners		8680.00	USD

Total Paid Amount      **8680.00 USD**  
 Total Gross Amount      **8680.00 USD**  
 Total Discount Amount      **0.00 USD**  
 Total Late Charge Amount      **0.00 USD**

## Cash Validation Exceptions

Pay Cycle ZVCHR FI\$Cal Vouchers

**Funds** Find | View All First 1 of 1 Last

Fund 0032

**Projects** Find | View All First 1 of 1 Last

Project

Payments			
Available Cash	2020.000	Selected for Payments	0.000
Requested for Payments	8680.000	Remaining Amount Available	2020.000
Excess Amount Requested	6660.000	Excess Amount Selected	0.000

**Expenditures** Personalize | Find | First 1 of 1 Last

Source	Business Unit	Transaction ID	Payee Name	Due Date	Amount	Pay	Override Transaction
1 VCHR	0840	00009599	Tyrell Gardeners	10/24/2016	8680.000	<input type="checkbox"/>	<input type="checkbox"/>

 Save  Return to Search  Notify

Cash Validation Exception

## Cash Validation Exceptions

Pay Cycle ZVCHR    FI\$Cal Vouchers

**Funds** Find | View All    First 1 of 1 Last

Fund 0032

**Projects** Find | View All    First 1 of 1 Last

Project

Payments			
Available Cash	2020.000	Selected for Payments	0.000
Requested for Payments	8680.000	Remaining Amount Available	2020.000
Excess Amount Requested	6660.000	Excess Amount Selected	0.000

**Expenditures** Personalize | Find |  First 1 of 1 Last

Source	Business Unit	Transaction ID	Payee Name	Due Date	Amount	Pay	Override Transaction
1 VCHR	0840	00009599	Tyrell Gardeners	10/24/2016	8680.000	<input type="checkbox"/>	<input type="checkbox"/>

# Cash Validation Exception



## Pay Cycle Manager

Pay Cycle ZVCHR FISCal Vouchers

Selection Criteria	Approve	Trial Register	Reference Confirmation
			Draft Staging Approval

### Pay Cycle Status

Status Selected

Pay From Date 10/13/2015

Pay Through Date 12/13/2016

Payment Date 09/13/2016

### Process Monitor

#### Details

Process	Server	Step Name
<input type="button" value="Process"/>	PSUNX ▾	Payment Creation

Schedule Payments Selected 1

### Pay Cycle Reset

Server

### Pay Cycle Exceptions

Pay Cycle Error	Discount Lost	Discount Denied	Withholding	Bank Replacement
Financial Sanctions Exceptions	Cash Validation Exceptions			

### Pay Cycle Results

Personalize | Find | View All | | First 1 of 1 Last

Main Information		Additional Info				
Description	Bank	Account	Status	Server Name	*Output Type	Output Destination

Payment Creation – CV

## Pay Cycle Manager

Pay Cycle ZVCHR FI\$Cal Vouchers

Selection Criteria	Approve	Trial Register	Reference Confirmation Draft Staging Approval
--------------------	---------	----------------	--

### Pay Cycle Status

Status Selected

Pay From Date 10/13/2015

Pay Through Date 12/13/2016

Payment Date 09/13/2016

Schedule Payments Selected 1 [Summary](#) [Details](#)

### Process Monitor

Details		
Process	Server	Step Name
<input type="button" value="Process"/>	PSUNX <input type="text"/>	Payment Creation

### Pay Cycle Reset

Server

### Pay Cycle Exceptions

Payment Creation – CV

## Pay Cycle Manager

Pay Cycle ZVCHR FI\$Cal Vouchers

Selection Criteria	Approve	Trial Register	Reference Confirmation
			Draft Staging Approval

**Pay Cycle Status**

Status	No work	<input type="button" value="Refresh"/>
Pay From Date	10/13/2015	
Pay Through Date	12/13/2016	
Payment Date	09/13/2016	

Schedule Payments Selected	0	<a href="#">Summary</a>	<a href="#">Details</a>
----------------------------	---	-------------------------	-------------------------

**Process Monitor**

**Details**

Process	Server	Step Name
<input type="button" value="Process"/>	<input type="text" value=""/>	Payment Selection
<input type="button" value="Process"/>	<input type="text" value=""/>	Payment Selection & Creation

**Pay Cycle Reset**

Server

**Pay Cycle Exceptions**

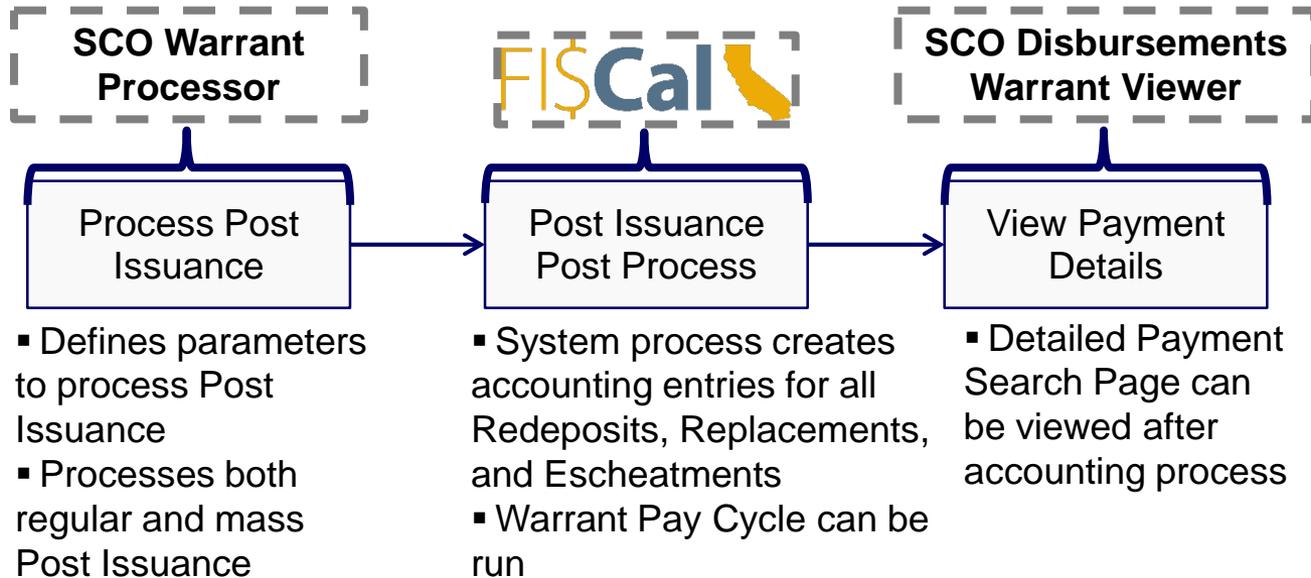
No Payment – CV

**BREAK**

# Warrant Post Issuance

- Payment Status reflects the overall status of the warrant.
- The Warrant Post Issuance process records the status of a warrant from issuance until either payment or cancellation
  - There are primary and secondary post issuance status codes
    - Primary – Actions that can be first applied to a warrant
    - Secondary – Actions that require a primary action to exist
- For warrants, the majority of payments will fall under the statuses of Unreconciled, Reconciled, Cancelled or Void.
- For a small subset of warrants, other statuses will be used.
- Warrant Post Issuance also includes a series of optional reason codes configured in FI\$Cal that describes the statuses of the warrant in additional detail or specifies an specific action.

# Warrant Post Issuance



## Key Impacts

- The Post Issuance process is used to maintain all Warrants.
- Physical items for redeposits will no longer go to STO.
- Workflow approval will be required for certain post issuance processes.

# BEFORE PROCESSING – VOID

## Process Payment

<b>Bank Set ID</b> STATE	<b>Payment Amount</b> 21700.00 USD
<b>Warrant Number</b> 50000740	<b>Payment Status</b> Paid
<b>Bank Code</b> STATE State Bank	<b>Reconciliation Status</b> Unreconciled
<b>Bank</b> 0000 0000000	<b>Warrant Type</b> Regular
<b>Payment Method</b> Check	<b>Redemption Status</b> Not-Applicable
<b>Settle By</b> Pay Cycle	<b>Payee Details</b> Tyrell Gardeners
<b>Creation Date</b> 09/09/2016	247 Highgarden Highway
<b>Payment Date</b> 09/12/2016	95833



\*Action   Reason Code

Description

**Payment Status History** Personalize | Find | View All | First 1 of 1 Last

Date/Time Stamp	Description	User Name	Reason Code	Comments
1 09/09/16 9:08PM	Paid	SCO Pay Cycle Processor		

# AFTER PROCESSING – VOID

## Process Payment

Bank Set ID	STATE	Payment Amount	21700.00 USD
Warrant Number	50000740	Payment Status	Void
Bank Code	STATE State Bank	Reconciliation Status	Reconciled
Bank	0000 0000000	Warrant Type	Regular
Payment Method	Check	Redemption Status	Not Applicable
Settle By	Pay Cycle	Payee Details	Tyrell Gardeners 247 Highgarden Highway 95833
Creation Date	09/09/2016		
Payment Date	09/12/2016		

\*Action **VOID** Reason Code **ERROR**

Description

### Payment Status History

Personalize | Find | View All |   First 1-2 of 2 Last

	Date/Time Stamp	Description	User Name	Reason Code	Comments
1	09/12/16 12:42AM	Void	SCO Warrant Processor	Data Entry Error	
2	09/09/16 9:08PM	Paid	SCO Pay Cycle Processor		

## Payment Status

Bank SetID STATE

Payment Status VOID

Detail

Find | View All First 1 of 1 Last

\*Effective Date 01/01/1901

\*Effective Status Active

\*Description Void

\*Short Description Void

- Reason Code Required
- Primary

### Payment Actions

- Payment Status
- Void
  - Stopped
  - Escheated Check
  - None
- Cancel Action
- Re-Open/Re-Issue
  - Do Not Reissue/Close Liability
  - Escheated
  - None

### Applicable To

- Non -FI\$Cal Claim  Non-FI\$Cal Warrant
- FI\$Cal Warrant

### Eligible Reconciliation Statuses

- Unreconciled  Reconciled

### Payment Status Authorizations

Personalize | Find | View All | First 1 of 1 Last

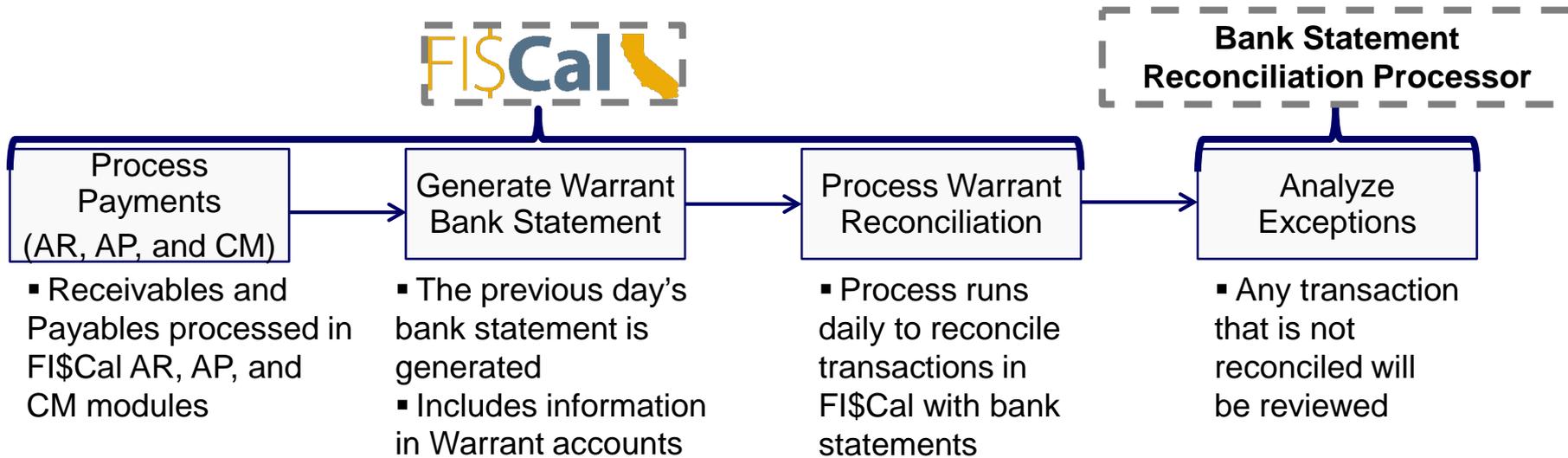
	Payment Status	Description
1		

**VOID**

# Warrant Account Reconciliation

- Warrant account reconciliation matches transactions on the STO paid warrants (bank side) with the outstanding warrants in AP (book side) in CM, AR and AP

# Warrant Bank Reconciliation



## Key Impacts

- SCO analyzes exceptions for Warrant Account
- Exceptions may be reviewed daily and must be resolved monthly
- Any update of a transaction for reconciliation is made in the originating module

# Registered Warrant Approach

- The Registered Warrant approach in FI\$Cal is based on executive direction from both the SCO and the STO leadership. Because we cannot accurately predict the implementation of registered warrants in the future, the decision was to use a minimalist approach, that is, build the framework that will support the issuance of registered warrants and the redemption of registered warrants without the specific details of how the process will exactly work. This provides the capability while minimizing cost and work.
- Registered warrant implementation is subject to interpretation, business processes used in 1992 were not the same as those used in 2009. It is doubtful registered warrants will be the same in the future.

# Registered Warrant Approach

- There are two basic processes covered in the registered warrant approach
  - Identification of payments requiring registering, issuance of registered warrants and recording registered warrant accounting entries – including basic reports for SCO and STO
  - Redemption, recording redemption accounting entries and reports
- At the point when registered warrants are being considered by the PMIB, the SCO and STO will work with FI\$Cal to re-test registered warrant processes and make any adjustments needed to ensure the process meets the needs within the current requirements.

# Overview of Role Mapping

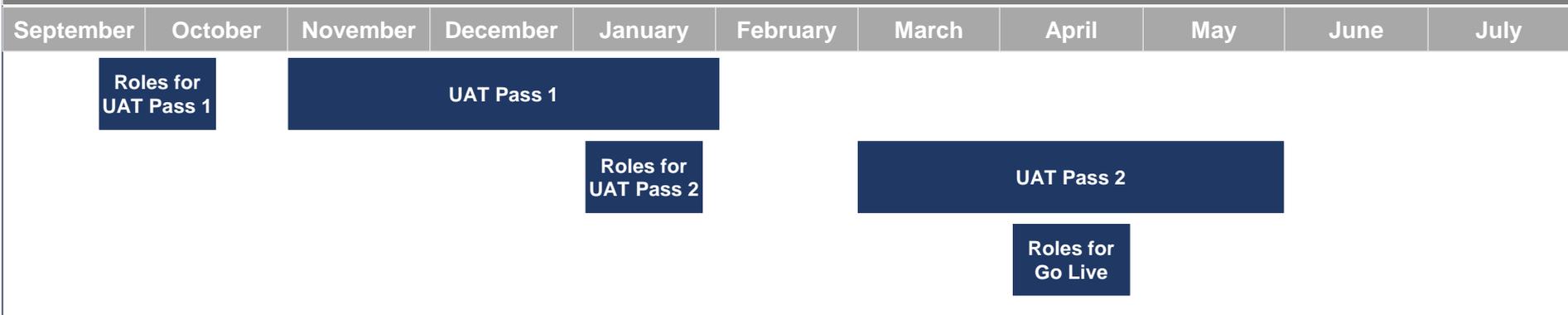
## Description

Role Mapping activities allow SCO and STO to assign security roles to end users based on their job requirements and the type of work they will perform in FI\$Cal. Security roles define what users can see and do in FI\$Cal.

## MDW Tasks

- TECH325a: Assign Roles for UAT Pass 1
- TECH330a: Assign Roles for UAT Pass 2
- TECH335a: Assign Roles for Go Live

## Role Mapping Timeline



# How Role Mapping is Used

- To define what end users see and do in FI\$Cal
- To identify department end users for FI\$Cal end-user training
- To map users to required FI\$Cal end-user training courses based on their role assignments
- To identify participants for department change discussions
- To support enforcement of separation of duties
- To support enforcement of hard stops

# Role Mapping Tools

- Role Mapping Task Instructions and Response Template (TECH325a, TECH330a, TECH335a)
- SCO/STO Release Role Description Handbook
- FI\$Cal Separation of Duties (SOD) Matrix
- FISCAL Hard Stops Matrix
- SCO/STO Release Business Process Workshop (BPW) presentations

Materials are available on the FI\$Cal website:

[http://fiscal.ca.gov/wave\\_3\\_resources/index.html](http://fiscal.ca.gov/wave_3_resources/index.html)

# Separation of Duty and Hard Stops

**Separation of Duty (SOD):** The FI\$Cal Separation of Duties Matrix defines roles that should not be assigned together

*Examples:*

If you are an employee of...	and you are assigned...	you should not also be assigned...
SCO or STO	SCO Warrant Status Configuration Maintainer	AP: SCO Warrant Processor
SCO or STO	AR Payment Processor	BI/AR: STO Deposit Slip Processor

**Hard Stops:** Hard stops are set in FI\$Cal to prevent a user from doing something that could be considered a SOD violation

*Examples:*

If you are assigned the role of...	and you also are assigned the role of...	the System will not allow you to...
SCO AP Processor	SCO AT Approver 1-4	Approve vouchers you have created
STO Cash Transfer Processor	STO Cash Transfer Approver	Approve cash transfers you have created

# TECH325a: Assign FI\$Cal Roles for UAT Pass 1

- **Release Date:** Tuesday, September 20, 2016
- **Due Date:** Wednesday, October 5, 2016
- **Task Information:** Assign FI\$Cal roles to all SCO and STO end users in preparation for UAT Pass 1 starting in November and in support of future training assignments
- **Key Reminders:**
  - All submissions must be received by a Departmental Authority or Designee (DAD)
  - DADs cannot submit role assignments for themselves (i.e., another DAD must submit)
  - Do not make changes to the template format (e.g., add columns, remove columns, etc.)

# TECH325a Template Preview

The TECH325a Response Template consists of two main parts:

- **User Information:** Complete all information for each end user who will have access to FI\$Cal for the SCO/STO Release

User Information												
BU*	Last Name*	First Name*	Middle Name or Initial	Department Email*	Phone* #####	Job Classification*	City*	State*	Location* (Select the closest Training Hub)	Training Accommodation Requests or Assistive Learning Needs	State employee? (Yes or No)	Current or Previous end user of FI\$Cal? If yes, provide current/prior email address(es) used for FI\$Cal access.

- **FI\$Cal Roles** (listed by Module): Mark with an “X” any role that should be assigned to the user (a brief description is included)

		Bond Accounting (BA)					Central Bank Statement	
STO Deposit Slip Maintainer	STO Deposit Slip Processor	Bond Viewer	SCO Bond Maintainer	SCO Bond Processor	STO Bond Maintainer	STO Bond Processor	Import Processor	Processor
Mark with an "X" the STO end user who will configure any configuration relate to the deposit slip.	Mark with an "X" the STO end user who will enter and update deposit slip information for non-FI\$Cal departments.	Mark with an "X" the SCO, STO, or department end user who will run inquiries on bonds.	Mark with an "X" the SCO end user who will have responsibility for any interface processing related to bonds.	Mark with an "X" the SCO end user who will process bonds, including viewing bond details to validate, reversing bonds, and performing any necessary manual refunding or defeasances.	Mark with an "X" the STO end user who will have responsibility for any interface processing related to bonds.	Mark with an "X" the STO end user who will process bonds, including viewing bond details to validate, reversing bonds, and performing any necessary manual refunding or defeasances.	Mark with an "X" the central end user who will maintain bank integration configuration and import bank statements from the State Treasurer's Office (STO) and SCO into the system when the automated batch process has problems.	Mark with an "X" the central user who will maintain bank integration configuration and perform modifications to Ba Statements created by the Statement Import process.

# SCO Change Management Activities (Sept 2016-Feb 2017)



Activity:

- Workshop to review high level process flows of new functionality
- Provide short demonstration to some of functionality

BPW inputs:

- Functional Designs
- Parking Lot Items
- Test Scripts

BPW Outputs:

- Role Mapping guideline
- Significant process impacts
- Guide to Change discussions and Process Confirmation

Activity:

- Workshop to review the roles and the template to populate
- Pass #1 will be due COB October 5th

Role Mapping inputs:

- Functional Designs
- BPWs
- As-Is processes

Role Mapping Outputs:

- End User population for training & Surveys
- Populate UAT testing environment with actual roles

Activity:

- Facilitated Q&A meetings to walk through processes at a sub process level with demos where possible.
- Cross team/function oriented

Process Confirmation inputs:

- BPWs
- Parking Lot Items
- Business Process Plan

Process Confirmation Outputs:

- ID Functional Roles for transition training
- Identify organizational responsibility for functions with integrated system
- Change Impact Tool completion
- ID Role Mapping updates

Potential Output:

- Provide information for documenting To-Be business processes

Activity:

- The training team opportunity to deliver new ILT courses for system training delivery

Pilot inputs:

- Functional Test Scripts
- Business JAD sessions
- BPW discussions

Pilot Outputs:

- UAT Training
- Exposure to new materials for end users
- Feedback for training content and deliver

Activity:

- Testing system functionality in a testing environment

UAT inputs:

- FDs
- Role Mapping
- BPWs
- Configs
- Testing scenarios

UAT Outputs:

- Provide feedback to training team on pilot information

Activity:

- Consistent delivery of timely information for end users

Coms inputs:

- Role Mapping
- BPWs
- Process Confirmation Mtgs
- Pilots

UAT

- UAT
- Coalitions
- FDs
- Configs

Coms Outputs:

- An end user population excited and ready to bring on the change

# Change Impact Activity

- Description:
  - A walkthrough with the FI\$Cal team to assist departments to complete example change impacts
  - Departments will have the understanding on how to complete the remainder of the tool on their own
  - At your table, discuss how the FI\$Cal business processes and related change impacts may affect your department
  - Document three impacts in your BPW Change Impact Tool
- Roles:
  - Facilitator – Helps lead the discussion with your department on the FI\$Cal business processes and change impacts
  - Recorder(s) – Captures the department-specific impacts from the activity in your BPW Change Impact Tool
- Tool:
  - Change Impact Tool – Task to document the changes in People, Process, Technology, and Communication that will arise from the implementation of FI\$Cal business processes

# Next Steps

- Share BPW materials at your department
- Attend Process Confirmation Meetings
- Complete the BPW Change Impact Tool
- Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
  - Submit Role Mapping Task – October 5, 2016
  - Participate in Pilot Training – October to November 2016
  - Participate in User Acceptance Testing Pass 1 – November 2016 to January 2017
  - Change Workshop – December 2016
  - End-User System Training – March 2017 to May 2017

# Question and Answer



FI\$Cal Information:

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

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

[fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov)