

Accounting Classes/Instructions by Finance

Legacy Training Plan				New Training Plan		Completed/ Planned	Delivery Method
1	Year-End Training Overview--CALSTARS	1 day class	Planning for year-end, preparing financial statements, posting adjusting entries, and year-end closing.	1	Year-End Training Overview--FI\$Cal	June 2016	Training class, PPT available online
2	Year-End Training Detail--CALSTARS	2, 3 day class	Planning for year-end, preparing financial statements, posting adjusting entries, and year-end closing.	2	Year-End Training Detail--FI\$Cal	June 2016 for Wave 1 & 2	Training class
3	Reconciliation /Month-end Close --CALSTARS	2 day class	Reconciling general ledger accounts, appropriations and funds. Prepare month-end plan of financial adjustments and close fiscal months.	3	Reconciliation /Month-end Close --FI\$Cal	2016 sessions: 10/17-10/18 10/24-10/25	Training class, PPT available online
4	Overview--CALSTARS	1 day class	Basic state accounting and budgeting concepts.	4	Overview--FI\$Cal	August 2016	Training class, PPT available online
5	Tables--CALSTARS	4 day class	Different CALSTARS tables and how they relate to the statewide Chart of Accounts and cost allocation process.	5	Chart of Accounts--FI\$Cal	2016-17	TBD
6	Accounts Payable --CALSTARS	3 day class	Preparing claim schedules, recording encumbrances, and performing error corrections.	6	Accounts Payable --FI\$Cal	March/April 2016	eLearning courses
7	Labor Distribution--CALSTARS	2 day class	Statewide labor processing and use of timesheets.	7	Labor Distribution --FI\$Cal	2016-17	TBD
8	Office Revolving Fund --CALSTARS	2 day class	Using departmental office revolving funds and performing bank reconciliations.	8	Office Revolving Fund --FI\$Cal	2016-17	TBD
9	Cash Receipts/Accounts Receivable --CALSTARS	1 day class	Cash receipts, remittances, and accounts receivable.	9	Cash Receipts/Accounts Receivable --FI\$Cal	March/April 2016	eLearning courses
10	Operating Transfers, Bonds, and Loans --CALSTARS	2 day class	Interfund transfers, interfund loans, loan principal disbursements, and bond funds.	10	Operating Transfers, Bonds, and Loans --FI\$Cal	2016-17	TBD
11	Reporting--CALSTARS	1 day class	Various reports use for accounting and budgeting.	11	Reporting--FI\$Cal	March/April 2016	eLearning
12	Monarch--CALSTARS	2 day class	Advanced techniques in using report data file, query, filter, sort, and export data for use with other PC applications such as Excel.				

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				12	Capital Assets Accounting--FI\$Cal	Full Accrual Ledger and Depreciation	2016-17	TBD
				13	Allocations--FI\$Cal	Allocation step and group configurations, processes, types, pools, basis, offsets, and validation.	2016-17	TBD
				14	Project Costing--FI\$Cal	Creating projects, maintenance adjuste and review budgets, collection and distribution of costs, analysis, capitalize project assets, online and offline reporting, and billing.	2016-17	TBD
				15	General Ledger--FI\$Cal	Record Statewide Assessments Record SCO Direct Transfer JE-Charges Record SCO Direct Transfer JE-Revenue	March/April 2016	eLearning courses
13	State Fund Accounting Course (SFAC) --Not system specific	16 week course	A better understanding of the state's fiscal system and accounting process. The SFAC is a "why-we-do-it" course and is designed to provide the transition between commercial and governmental accounting. Includes the review of various state rules, regulations, and financial control entities.	16	State Fund Accounting Course (SFAC) --Not system specific	A better understanding of the state's fiscal system and accounting process. The SFAC is a "why-we-do-it" course and is designed to provide the transition between commercial and governmental accounting. Includes the review of various state rules, regulations, and financial control entities.	Fall & Spring	training class
14	Cash Management Improvement Act (CMIA)--Not system specific	2 hour class	Basic understanding of CMIA, and up-to-date information for the reporting and processing of federal programs covered by CMIA.	17	Cash Management Improvement Act (CMIA)--Not system specific	Basic understanding of CMIA, and up-to-date information for the reporting and processing of federal programs covered by CMIA.	May	training class
15	Information on the statewide cost allocation process and development of an ICRP.--Not system specific	2 hour class	General overview of statewide administrative cost allocation to departments through the ProRata and SWCAP process. The course includes information about the central service agencies and describes how costs are allocated to special, non-governmental, and federal funds.	18	Information on the statewide cost allocation process and development of an ICRP.--Not system specific	General overview of statewide administrative cost allocation to departments through the ProRata and SWCAP process. The course includes information about the central service agencies and describes how costs are allocated to special, non-governmental, and federal funds.	May	training class
16	Indirect Cost Rate Proposal (ICRP) --Not system specific	4 hour class	Information on the statewide cost allocation process and development of an ICRP.	19	Indirect Cost Rate Proposal (ICRP) --Not system specific	Information on the statewide cost allocation process and development of an ICRP.	September	training class
17	State Administrative Manual (SAM)--Not system specific	Online	Budget Letter 15-07 informing all state departments to review SAM frequently to stay current with statewide policies.	20	State Administrative Manual (SAM)--Not system specific	Budget Letter 15-07 informing all state departments to review SAM frequently to stay current with statewide policies.	Year-Round	Online

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18	General Accounting Policy-- Not system specific	Online	To receive Fiscal Systems & Consulting Unit (FSCU) approval for various SAM sections see FSCU website at: http://www.dof.ca.gov/FISA/FSCU/responsib.htm To receive accounting policy guidance send request to: fscuhotline@dof.ca.gov or call (916) 324-0385.	21	General Accounting Policy and Procedures -- Not system specific	To receive Fiscal Systems & Consulting Unit (FSCU) approval for various SAM sections see FSCU website at: http://www.dof.ca.gov/FISA/FSCU/responsib.htm To receive accounting policy guidance send request to: fscuhotline@dof.ca.gov or call (916) 324-0385.	Year-Round	Online
19	Fund Reconciliation -- Not system specific	Online	To assist departments in the reconciliation of accounting data to budgetary data and the preparation of the DF-303. Located at: http://www.dof.ca.gov/accounting/Fund%20Reconciliation/	22	Fund Reconciliation -- Not system specific	To assist departments in the reconciliation of accounting data to budgetary data and the preparation of the DF-303. Located at: http://www.dof.ca.gov/accounting/Fund%20Reconciliation/	July - December	Online
20	Fiscal Managers Training -- Not system specific	Online	Fiscal managers in accounting, budgeting, and auditing receives current information and a general overview of the Department of Finance responsibilities.	23	Fiscal Managers Training -- Not system specific	Fiscal managers in accounting, budgeting, and auditing receives current information and a general overview of the Department of Finance responsibilities.	As-needed	Online
21	Uniform Codes Manual (UCM)	Online	The UCM is a coding system of accounts to obtain accurate and comparable records, reports, and statements by the individual state departments for all the financial affairs of the State.	24	Uniform Codes Manual (UCM)	The UCM is a coding system of accounts to obtain accurate and comparable records, reports, and statements by the individual state departments for all the financial affairs of the State.	Year-Round	Online
22	Manual of State Funds -- Not system specific	Online	This manual contains descriptions for all funds and provides the administering agency and organization code, authority that created the fund, legal title, purpose, appropriation authority, fund classification, major revenue source, State Appropriations Limit code, historical information, date the fund may be abolished, if any, and disposition of any balance remaining in the fund upon abolishment.	25	Manual of State Funds -- Not system specific	This manual contains descriptions for all funds and provides the administering agency and organization code, authority that created the fund, legal title, purpose, appropriation authority, fund classification, major revenue source, State Appropriations Limit code, historical information, date the fund may be abolished, if any, and disposition of any balance remaining in the fund upon abolishment.	Year-Round	Online
23	Specific assistance to departments - CALSTARS		Individualized analyst support for operational assistance and consultation	26	Specific assistance to departments - FI\$Cal	Individualized analyst support for operational assistance and consultation	Year-Round	TBD
				27	FI\$Cal Resource Page -- FI\$Cal	Resources and information for departments implementing FI\$Cal. Located at: http://www.dof.ca.gov/FISCal_Resources/	Year-Round	Online

* Classes specific to the use of the CALSTARS system will continue until all departments are transitioned into FI\$Cal.