

# BUDGET LETTER

	NUMBER: 17-06
SUBJECT: ACCOUNTING TRAINING AND SUPPORT FOR FISCAL DEPARTMENTS	DATE ISSUED: April 26, 2017
REFERENCES: BUDGET LETTERS 17-02 AND 17-05 GOVERNMENT CODE SECTIONS 13310 AND 13344	SUPERSEDES: 16-06

TO: Agency Secretaries  
Department Directors  
Departmental Budget and Accounting Officers  
Department of Finance Budget and Accounting Staff

FROM: Department of Finance

The Department of Finance provides accounting training classes and support for Financial Information System for California (FI\$Cal) departments that mirror existing classes and support Finance offers to departments using CALSTARS or other accounting systems. The focus is on accounting policies and principles, business processes, and the “whys”. FI\$Cal/PeopleSoft departments must attend the instructor-led and web-based courses offered by FI\$Cal to gain familiarity of the look and feel and basic mechanics of the system.

## Year-End Training and Support for Current FI\$Cal Departments

The year-end training classes are available to departmental accounting staff of Wave 1, Wave 2, and 2016 Release departments. Clients with the Department of General Services, Contracted Fiscal Services (CFS) are covered by CFS. The two-day sessions will be held at 915 L Street, from 8:30 am to 4:30 pm in the Cypress A training room.

- Session A: June 6 and 7, 2017
- Session B: June 13 and 14, 2017

The class will provide instructions on posting year-end journal entries and preparing year-end financial reports in FI\$Cal. Departmental accounting staff involved in year-end activities can register for the class at [http://www.dof.ca.gov/Accounting/Consulting\\_and\\_Training/FISCal\\_Training/](http://www.dof.ca.gov/Accounting/Consulting_and_Training/FISCal_Training/).

Departments using FI\$Cal/PeopleSoft must submit financial reports from FI\$Cal. Departments must continue to meet month-end closing requirements provided in BL 17-02 with a goal to meet the year-end closing requirements and deadlines provided in BL 17-05.

Finance will offer Saturday support for FI\$Cal/PeopleSoft departments starting mid-May. Please contact your assigned Finance accounting analyst/manager to request Saturday support.

## Support and Upcoming Training for 2017 Release Departments

2017 Release departments must follow FI\$Cal onboarding tasks and deadlines. In partnership with FI\$Cal, Finance provides support through this critical phase of the departments’ success in implementing FI\$Cal. To expedite resolution of any issues or concerns, departments must keep **both** your assigned FI\$Cal readiness coordinator and Finance accounting analyst/manager informed.

Finance will conduct in person training classes for the 2017 Release departments. The Accounting Overview and Month End Training classes will be offered to departmental accounting staff. The classes will discuss accounting transactions, reports/queries, and reconciliations in the FISCAL PeopleSoft environment. Training and enrollment information will be available in the near future.

2017 departments can readily access training material from prior training classes and eLearning courses on the Finance Accounting, Consulting and Training webpage. Departmental accounting staff should review the information to become familiar with the PeopleSoft screens, terminologies, ledgers, reports, queries, and reconciliation processes. The additional knowledge assists departments with User Acceptance Testing and build familiarity prior to go-live. The Finance on-line accounting training resources are available at [http://www.dof.ca.gov/Accounting/Consulting\\_and\\_Training/FISCAL\\_Training/](http://www.dof.ca.gov/Accounting/Consulting_and_Training/FISCAL_Training/).

To receive e-mail notification of updates to Finance's FISCAL Training Classes and eLearning Courses, please enroll using the Subscribe link in the FISCAL Training section of the Consulting and Training Services webpage at [http://www.dof.ca.gov/Accounting/Consulting\\_and\\_Training/FISCAL\\_Training/](http://www.dof.ca.gov/Accounting/Consulting_and_Training/FISCAL_Training/).

To subscribe for Budget Letters and other budget or accounting related actions and notices, use the Finance Mailing Lists webpage at [http://www.dof.ca.gov/index\\_mailing\\_list.html](http://www.dof.ca.gov/index_mailing_list.html).

If you have general questions regarding this Budget Letter, please contact FSCU at (916) 324-0385 or by e-mail at [FSCUhotline@dof.ca.gov](mailto:FSCUhotline@dof.ca.gov). For specific assistance, please contact your assigned Finance accounting analyst/manager and copy your FISCAL readiness coordinator (for 2017 release) or retention analyst (current FISCAL/PeopleSoft departments).

/s/ Veronica Chung-Ng

Veronica Chung-Ng  
Program Budget Manager