

# BUDGET LETTER

	<b>NUMBER:</b> 18-05
<b>SUBJECT:</b> ACCOUNTING TRAINING AND SUPPORT FOR FISCAL DEPARTMENTS	<b>DATE ISSUED:</b> March 21, 2018
<b>REFERENCES:</b> BUDGET LETTERS 17-05 AND 17-28 GOVERNMENT CODE SECTIONS 13310 AND 13344	<b>SUPERSEDES:</b> BL 17-06; BL 17-09

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 are similar to 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 the University of FI\$Cal to gain familiarity of the look and feel and basic mechanics of the system.

Finance will annually conduct Accounting Overview, Year End, and Month End Training classes for FI\$Cal departments. Training sessions will be held at Finance, 915 L Street, Sacramento.

- The Accounting Overview Training class will discuss accounting transactions by module, Commitment Control, reports/queries, and reconciliations in FI\$Cal PeopleSoft. This training class is currently available for 2018 Release departments. This training will be offered during the early part of FI\$Cal user acceptance testing (UAT) to enhance the UAT experience.
- The Year End Training class will be divided into two sessions. Session I will discuss year end overview and accrual entries. Session II will discuss the steps involved in preparing year end reports. Session II includes exercises to complete a practice set of manual year-end financial reports. This training class is available for 2017 and prior release departments.
- The Month End Training class will discuss month end close activities, reports, post-closing activities, and month end reconciliations. This training class is available for 2018 Release departments and new staff from prior release departments.
- Department of General Services, Contracted Fiscal Services (CFS) staff will attend training as needed on behalf of departments that receive accounting services from CFS.

The Accounting Overview, Year End, and Month End training class schedule will be announced through e-mail. To receive e-mail notification of training class schedule and registration to Finance’s FI\$Cal training, please enroll using the Subscribe link in the FI\$Cal 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/). **Department must subscribe to this link in order to receive training announcement and registration information.**

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/retention analyst and Finance accounting analyst/manager informed.

FI\$Cal departments can readily access training materials from prior training classes and eLearning courses on the Finance Accounting, Consulting and Training webpage. 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/)

Finance will offer Saturday support for FI\$Cal/PeopleSoft departments to assist with month-end and year-end closing. Please contact your assigned Finance accounting analyst/manager to request Saturday support.

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 FI\$Cal readiness coordinator (for 2018 release) or retention analyst (current FI\$Cal/PeopleSoft departments).

/s/ Veronica Chung-Ng

Veronica Chung-Ng  
Program Budget Manager