

BUDGET LETTER

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| | NUMBER: 16-06 |
| SUBJECT: ACCOUNTING TRAINING FOR FISCAL DEPARTMENTS | DATE ISSUED: March 29, 2016 |
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TO: Agency Secretaries
Department Directors
Departmental Budget and Accounting Officers
Department of Finance Budget and Accounting Staff

FROM: Department of Finance

This Budget Letter announces a new training web page on the Department of Finance (Finance) website. Finance created a new accounting training program to reach more accountants learning the Financial Information System for California (FI\$Cal) in an efficient and timely manner. This new program mirrors existing classes Finance provides to departments using CALSTARS or other accounting systems.

Finance will continue to work closely with the FI\$Cal project and other control agencies to facilitate departments transitioning into FI\$Cal.

New Training Web Page

The training web page includes eLearning courses to provide instructions covering various accounting transactions and processes. The materials will be available for ongoing review and self-learning at your convenience. Additional accounting training materials will be provided as they become available. Courses are currently available for the following topics:

- General Ledger
- Accounts Receivable
- Accounts Payable
- Month-End Process

Additionally, the training web page will include PowerPoint presentations from recent Finance training classes listed below.

- Plan of Financial Adjustment and SCO/Agency Reconciliation Training.
- Accounting Overview Training.
- Wave 1 Year End Accrual Training.

Upcoming Accounting Training Classes for FI\$Cal Departments

Finance will continue to conduct accounting training classes for departments new to FI\$Cal. The classes currently planned are listed below. Specific dates and times of the classes will be provided in the near future.

- Year-End Training for Wave 1 and 2 departments – June 2016.
- Accounting Overview Training for summer 2016 departments – July 2016.

For planning purposes, departments can view Finance's "Accounting Classes/Instruction by Finance" training plan. The training plan provides dates, training methods for each curriculum, and compares Finance legacy training curriculum with the corresponding new training curriculum. The new training web page and the training plan can be located using the Training link in the Accounting Resources section of the FISCAL Resources web page at http://www.dof.ca.gov/FISCAL_Resources/view.php.

With the goal to maximize the effectiveness of this new training program, Finance will solicit comments from attendees and will update materials accordingly.

If you have questions regarding this Budget Letter, please contact FSCU at (916) 324-0385 or by e-mail at FSCUhotline@dof.ca.gov.

/s/ Veronica Chung-Ng

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