

BUDGET LETTER

	NUMBER: 17- 09
SUBJECT: ACCOUNTING TRAINING FOR FISCAL DEPARTMENTS	DATE ISSUED: June 26, 2017
REFERENCES: BUDGET LETTER 17-06 GOVERNMENT CODE SECTIONS 13310 AND 13344	SUPERSEDES:

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 will conduct Accounting Overview and Month End Training classes for Financial Information System of California (FI\$Cal) departments. The training classes are available to departmental accounting staff of 2017 Release and new staff Wave 1, Wave 2, and 2016 Release departments. Training sessions will be held at 915 L Street, from 8:30 am to 4:30 pm in the Cypress A and Redwood training rooms.

- Accounting Overview Training (1 day)
 - Session A - August 2, 2017 (Wednesday)
 - Session B - August 4, 2017 (Friday)
 - Session C - August 7, 2017 (Monday)
- Month End Training (2 days)
 - Session A - September 6 – 7, 2017 (Wednesday-Thursday)
 - Session B - September 12 – 13, 2017 (Tuesday-Wednesday)

Please note: additional courses may be made available if there is a need for training.

The Accounting Overview Training class will discuss accounting transactions by module, Commitment Control, reports/queries, and reconciliations in the FI\$Cal PeopleSoft environment. The Month End Training class will discuss month end close activities, reports, post-closing activities, and month end reconciliations. Both courses will incorporate accounting policies, business processes and whys.

Departmental accounting staff can register for the classes at http://www.dof.ca.gov/Accounting/Consulting_and_Training/FISCAL_Training/

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 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/

To receive e-mail notification of updates to FI\$Cal Training Classes and eLearning Courses, 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/

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.

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. For specific assistance, please contact your assigned Finance accounting analyst/manager and copy your FI\$Cal retention analyst.

/s/ Veronica Chung-Ng

Veronica Chung-Ng
Program Budget Manager