

FI\$Cal

Accounting Overview



Presented by Department of Finance
March/April 2022

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State Fiscal Accounting and Budgeting Cycle

State Fiscal Accounting and Budgeting Cycle

This segment will cover:

State Fiscal Accounting and Budgeting Cycle

- Overview – State Fiscal Cycle
- Accounting and Budgeting Relationship
- Annual Budget Process
- Budgetary/Legal Basis Accounting
- Funds
- GAAP – Governmental Funds
- Appropriation Controls

Overview

The State's Governmental Fiscal Cycle

(SAM Section 7220)

The State's fiscal cycle consists of:

▶ **Budgeting**

Budgeting involves planning, development, adoption, and execution phase of the state's budget.

▶ **Accounting**

Accounting is the process of assembling, analyzing, classifying, and recording data for the state's finances.

▶ **Reporting**

Agencies/departments prepare reports from accounting records and provide the executive branch of government, the legislature, and the public with information concerning the agency/department's financial operations and the relation of such operations to the budget.

▶ **Auditing**

Auditing is an examination and verification of the accounting records and reports to determine all transactions are properly recorded. Ensuring proper oversight and handling of money and property along with adherence and compliance to policies and procedures.

Budgets leads . . .

Accounting follows!



Differences between Accounting and Budgeting

Accounting

Deals with financial transactions that have already happened.



Looks backwards
(What has happened)

Budgeting

Aims to predict what will happen financially in the future.



Looks Forward
(What will happen)

The relationship between Budgets and Accounting

- ✓ **Both**—are involved in the planning, allocating and disbursing of government resources.
- ✓ **Accounting**—records, classifies, and interprets financial transactions based on budgeted expenditures; provides prior year activity to Budgets (e.g., Financial Statements).
- ✓ **Budgets**—plans and enacts the State's fiscal plan based on Accounting's Prior Year actuals.
- ✓ **Interrelated**— both units must always be coordinated!

The Governor's Budget defines

- How much an agency/department may spend
- What purposes the money may be spent
- From what funds/sources the money will come

Budget Bill vs. Budget Act



What is the difference between a “Budget Bill” and the “Budget Act”?

A “Budget Bill” is the Governor’s Proposal for spending.

The Budget Act is the main legal authority to spend or obligate funds.

The Annual Budget Process



Annual Budget Process

When	What	Who	Task
Jan to Dec	Budget Letters	Governor/Finance	Convey the Administrations guidelines for budget preparation to agencies/departments
August to Sept	Budget Change Proposals	Agencies/Depts submit to Finance analyst for review	Documents that propose to modify or change the existing level of service, propose new programs, or remove existing programs
Jan 10	Governor's Budget and Summary	Governor/Finance	Governor's proposed budget for the upcoming fiscal year. A narrative summary of the Governor's proposed budget is then created
Jan 10	Budget Bill	Finance/ Legislature	Requests spending authorization to carry out the Governor's expenditure plan
Jan, May, June	Multi-Year Projection	Finance	Estimated General Fund revenues and expenditures for the ensuing fiscal year and the three fiscal years thereafter

Annual Budget Process (cont.)

When	What	Who	Task
February	Analysis of the Budget	Legislative Analyst Office (LAO)	Analysis of the Budget, including recommendations for changes to the Governor's Budget
Mid-May	May Revision	Finance	Update of General Fund revenues, expenditures, and reserve estimates
Late June or upon enactment of the Budget	Budget Act	Legislature/ Governor	The primary annual expenditures authorization, as approved by the Governor and Legislature
Summer/Fall	Final Budget Summary	Finance	Update of the individual Budget Act items or appropriation
Summer/Fall	Final Change Book	Finance	Update of changes to the detailed fiscal information in the Governor's budget

Sample Governor's Budget for 2021-2022

7101 DEPARTMENT OF AIR QUALITY

By Statute, the Department of Air Quality has primary responsibility for protecting air quality in California.

The objectives of the Department of Air Quality are:

- To regulate toxics from stationary and vehicular sources
- To study the effects of air toxins on California citizens, animals, crops and the environment
- To study the chemistry of the air

3-YR EXPENDITURES AND POSITIONS (Summary of Program Requirements)

Funded Programs

	Positions			Expenditures		
	2019-20	2020-21	2021-22	2019-20*	2020-21*	2021-22*
8500 Reduction of Toxics from Stationary Sources	144.6	165.0	168.0	\$25,121	\$25,814	\$25,664
8505 Reduction of Toxics from Vehicular Sources	155.0	152.0	145.6	36,102	40,727	45,230
8510 Epidemiology Studies	25.9	27.5	27.5	29,185	29,600	31,000
8515 Air Chemistry Studies	21.3	23.0	23.0	28,312	28,456	26,580
9900100 Administration	30.2	32.0	32.0	2,384	2,510	2,650
9900200 Distributed Administration	-	-	-	-2,384	-2,510	-2,650
TOTALS, POSITIONS AND EXPENDITURES(All Programs)	377.0	399.5	396.1	\$118,720	\$124,597	\$128,474

Funding

0001 General Fund
 0044 Motor Vehicle Account, State Transportation Fund
 0107 Abandoned Vehicle Trust Fund
 0115 Air Pollution Control Fund
 0890 Federal Trust Fund
 0995 Reimbursements

Source Funds

TOTALS, EXPENDITURES, ALL FUNDS

LEGAL CITATIONS AND AUTHORITY

DEPARTMENT AUTHORITY

Toxics Abatement Code, Sections 40000 et seq.

PROGRAM AUTHORITY

8500 Reduction of Toxics from Stationary Sources:

Toxics Abatement Code, Sections 43000 et seq.

8505 Reduction of Toxics from Vehicular Sources:

Toxics Abatement Code, Sections 46000 et seq.

8510 Epidemiology Studies:

Toxics Abatement Code, Sections 48000 et seq.

8515 Air Chemistry Studies:

PY Actuals

CY Appropriation

Budget Year Proposed

The Expenditure totals and the Funding Source Totals must always be in Balance

Detailed Budget Adjustments

2020-21

2021-22

	General Fund	Other Funds	Positions	General Fund	Other Funds	Positions
Baseline Adjustment Descriptions						
• Employee Compensation/Retirement	\$ -	\$258	-	\$-	\$284	-
• Other Baseline Adjustments	-	-155	-	-	187	-

PROGRAM DESCRIPTIONS (Program Objectives Statement)



8500 REDUCTION OF TOXICS FROM STATIONARY SOURCES

Air toxics impact the health of California's citizens, impair productivity, damage crops and reduce their yields, and lessen the enjoyment of our surroundings. Control of toxics in the air from stationary sources, while ensuring that growth and needed development may occur, is an objective of the Department of Air Quality. To meet this objective, the department employs a variety of control strategies.

8505 REDUCTION OF TOXICS FROM VEHICULAR SOURCES

Motor vehicles and the many other uses of the internal combustion engine are primary sources of carbon monoxide/carbon dioxide, oxides of nitrogen and hydrocarbons. These toxics, primarily oxides of nitrogen and hydrocarbons, react together with sunlight to produce photochemical smog. An effective strategy to reduce smog is to reduce the constituents or reduce the source altogether.

8510 EPIDEMIOLOGY STUDIES

Air toxics impair the health of people and animals, damage timber resources, damage crops and reduce crop yields. The objective of this program is to gather statewide statistics from a variety of sources to measure the degradation from air toxics. Differential magnitudes of degradation are calculated in order to characterize an area with known sources of pollutants. Once statistical links can be identified on a gross basis, specific studies can be initiated by others to identify toxic constituents and their destruction mechanisms. Work is also done for Programs 10 and 20 through intra-agency agreements

8515 AIR CHEMISTRY STUDIES

Although scientists have been measuring the constituents of man-made emissions into the air for almost a half century, little is known about how those constituents change in the air over time in reaction with sunlight. The objective of this program is to completely describe the mechanism whereby elements and compounds emitted from combustion processes (both stationary and vehicular) change over time in the air. Work is also done for Programs 10 and 20 through intra-agency agreements.

9900100 ADMINISTRATION

This program provides the overall policy direction for the Department, as well as all administrative functions including legal, human resources, financial management, budget and business services.

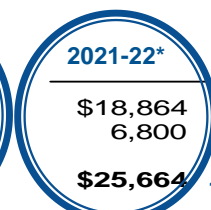
DETAILED EXPENDITURES BY PROGRAM (Program Budget Detail)

PROGRAM REQUIREMENTS

8500 REDUCTION OF TOXICS FROM STATIONARY SOURCES



State Operations	
0001 General Fund
0115 Air Pollution Control Fund
Totals, State Operations



Detail Budget Adjustment – Cont.

SUBPROGRAM REQUIREMENTS

8505010 CO/CO ₂ Reduction	18,600	18,527	18.760
0001 General Fund.....	145	150	250
0044 Motor Vehicle Account, State Transportation Fund	500	1,077	1,110
0107 Abandoned Vehicle Trust Fund.....	1,637	1,800	2,000
0890 Federal Trust Fund	16,318	15,500	15,400
8505020 NO _x Reduction.....	8,912	9,075	9.875
0001 General Fund.....	70	75	175
0044 Motor Vehicle Account, State Transportation Fund	8,342	8,500	9,100
0890 Federal Trust Fund	500	500	600
8505030 Hydrocarbon Reduction	8,590	13,125	16.595
0001 General Fund.....	67	125	3,595
0044 Motor Vehicle Account, State Transportation Fund	5,623	10,000	10,000
0890 Federal Trust Fund	2,900	3,000	3,000

PROGRAM REQUIREMENTS 8510 EPIDEMIOLOGICAL STUDIES

State Operations:

0001 General Fund.....	16,549	20,477	21,230
0044 Motor Vehicle Account, State Transportation Fund	839	900	1,200
0890 Federal Trust Fund	9,300	4,723	4,970
0995 Reimbursements	2,497	3,500	3,600

Totals, State Operations	\$29,185	\$29,600	\$31,000
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PROGRAM REQUIREMENTS 8515 AIR CHEMISTRY STUDIES

State Operations:

0001 General Fund.....	12,000	12,500	12,612
0044 Motor Vehicle Account, State Transportation Fund	8,000	6,856	7,184
0890 Federal Trust Fund	8,312	9,100	6,784

Totals, State Operations	\$28,312	\$28,456	\$26,580
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Sample Budget Bill

Department of Air Quality

Org Code-Reference-Fund

7101-001-0001	--For support of the Department of Air Quality	55,726,000
	Schedule:	
(1)	8500-Reduction of Toxics from Stationary Sources	25,664,000
(2)	8505-Reduction of Toxics from Vehicular Sources.....	45,230,000
(3)	8505-Epidemiological Studies	31,000,000
(4)	8515-Air Chemistry Studies.....	26,580,000
(5)	9900100-Administration.....	2,650,000
(6)	9900200-Distributed Administration.....	-2,650,000
(7)	Reimbursements.....	-3,600,000
(8)	Amount payable from the Motor Vehicle Account, State Transportation Fund (Item 7101-001-0044)	-29,594,000
(9)	Amount payable from the Abandoned Vehicle Trust Fund (Item 7101-001-0107)	-2,000,000
(10)	Amount payable from the Air Pollution Control Fund (Item 7101-001-0115)	-6,800,000
(11)	Amount payable from the Federal Trust Fund (Item 7101-001-0890)	-30,754,000

55,726,000

These items add to a total of **\$128,474,000.00**, which is the amount of the total budget for the department.

These items subtract to a total of **(\$72,748,000.00)**. When deducted from **\$128,474,000.00**, will total to **\$55,726,000.00** the amount of support.

7101-001-0044 For support of the Department of Air Quality, for payment to Item 7101-001-0001 payable from the Motor Vehicle Account Fund.....29,594,000

Provisions:

1. The funds appropriated shall be used for only activities for the No Pollution grants for local agencies.

7101-001-0107 For support of Department of Air Quality Schedule for payment to Item 7101-001-0001 payable from the Abandoned Vehicle Trust Fund 2,000,000

7101-001-0115 For support of Department of Air Quality for payment of Item 7101-001-0001 payable from the Air Pollution Control Fund 6,800,000

Provisions:

1. The funds appropriated by item (a) from the Air Pollution Control Fund (Item 7101-001-0115) shall not be used for any activities associated with toxics from vehicular sources.
2. Not more than a total of \$50,000 of the funds appropriated by items (a) – (d) shall be expended for the study of toxic byproducts of the Jojoba plant and its constituents during destructive distillation.

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All of these amounts when added to the **\$55,726,000** for support will add to the department's total budgeted amount of **\$128,474,000.00**.

What is my department's budget?

ebudget.ca.gov



The Department of Finance welcomes you to the

California Budget 2022-23

Gavin Newsom Governor
State of California

Select Budget Year

Governor's Proposed Budget

(January)

The Budget proposed by the Governor

[Summary »](#)

[Detail »](#)

[Five-Year Infrastructure Plan »](#)

May Revision

(May)

Changes to the Governor's Proposed
Budget based upon the latest economic
forecasts

Enacted Budget

(Summer)

The Budget passed by the Legislature and
signed by the Governor

The Budgetary/Legal Basis of Accounting

Governmental accounting is not measurable in terms of profit.

Budgets are developed through the public process and set into law.

Budget Act sets legal restrictions on sources and uses of money.

Accounting and Reporting must be within these legal restrictions.

What is a Fund?

A Fund is a separate entity with its own assets, liabilities and equity or fund balance (See [SAM Section 7400](#))



Resources must be obtained in a manner prescribed by law....

Sales Tax

Licenses

Federal Grants

Investment earnings / interest income

Fees

Assessments

Sales (i.e. Bonds, Lottery Tickets, Documents)

Penalties

Royalties

Fines

Income Tax

REIMBURSEMENTS

Financial activity for each fund must be recorded in a separate set of records which must:

- Identify the fund
- Summarize transactions in separate general ledger accounts
- Allow separate financial reports for each fund

Two “Legal” Classifications for State Funds

Governmental Cost Funds – funds that derive revenue from taxes, licenses, and fees

Non-Governmental Cost Funds - used to budget and account for revenues other than general and special taxes, licenses, and fees, or certain other state revenues

Governmental Cost Funds

- ✓ **General Fund** - Provides funding for the majority of State Agencies.
- ✓ **Special Accounts** - used to budget for taxes, licenses, and fees that are restricted by law for particular activities of State Government.
- ✓ **Transportation funds** - used to record transactions related to motor vehicle taxes.
- ✓ **Feeder Funds** - For collection of major taxes prior to clearance to the General Fund.
- ✓ **Other Governmental Cost Funds** – Used to record transactions for all other special funds (e.g., proceeds of taxes, licenses, and fees which are restricted by law for specific purposes)

Non-Governmental Cost Funds

Non-governmental Cost Funds consist of those funds derived their revenue from sources other than general and special taxes, licenses, fees, or other state revenues. There are three major fund classification under this group.

Bond Funds – Used to record proceeds from the sale of general obligation bonds and expenditures for acquisition of property and capital outlay.

Trust and Agency Funds – Federal are used to account for money that is received from the federal government to be expended for specific purposes.

Other Non-governmental Cost Funds – used to account for the revenues and services (see next slide for more details).

Other Non-Governmental Cost Funds

- ✓ **Public Service Enterprise Funds** — used for state-operated enterprises which render services primarily to the public for a charge (e.g., Cal-Expo, Lottery Sales)
- ✓ **Working Capital and Revolving Fund** — To account for the internal service activities rendered by a state agency/department for other state agencies or local governments (e.g., Architectural Revolving Fund)
- ✓ **Retirement Funds** — To account for contributions received by various retirement systems, the investment of these moneys, retirement allowances and refunds to members
- ✓ **Trust and Agency - Other** — To account for moneys and properties which are received and are disbursed by the state as trustee or custodian

GAAP” Funding has three Classifications

- Governmental
- Proprietary
- Fiduciary

GAAP – Governmental Funds

The Accounting emphasis is on spending activities.



GAAP – Proprietary Funds

Although they are treated as a "Business-Like" venture, they provide services with a fee directly charged to users. They are never to be used to make a profit for the Government.



GAAP Proprietary Funds

- ✓ **Enterprise funds** - used for services provided to the public on a user charge basis, similar to the operation of a commercial enterprise (i.e. Cal Expo, Lottery Tickets)
- ✓ **Internal service funds** - used for operations serving other funds or departments within a government on a cost-reimbursement basis
- ✓ **Unclassified Proprietary** – Used primarily for budgetary purposes only

GAAP – Fiduciary Funds



Assets held in trust for others by the State in the capacity of custodian or trustee.

GAAP Fiduciary Funds

- ✓ **Retirement Funds** – (e.g., PERS, CalSTRS)
- ✓ **Trust and Agency Funds** – Other (e.g., Unclaimed Trust)
- ✓ **Trust and Agency** - Federal
- ✓ **Unclassified Fiduciary** – Used for budgetary purposes only

Appropriation Controls

An appropriation is a legal authority granted to a state agency/department to make disbursements or incur liabilities from a specific fund for a specified purpose, period and amount. Unless stated otherwise, an appropriation is available for expenditure only during a limited period of time. – [SAM Section 8320](#).



Accounting Resources for FI\$Cal

What is FI\$Cal?

FI\$Cal stands for **F**inancial **I**nformation **S**ystem for **C**alifornia (FI\$Cal). It is California's statewide accounting, budget, cash management and procurement IT system.

The screenshot shows the FI\$Cal website homepage. At the top left is the FI\$Cal logo with the tagline "One state. One system." To the right of the logo are navigation links: Home, User Support, News & Events, and About Us. A yellow button labeled "Access FI\$Cal" and a search bar are also present. Below the navigation is a row of four service tiles, each with an icon and a title: "Access FI\$Cal" (key icon), "Financial Transparency" (pie chart icon), "FI\$Cal Service Center" (headset icon), and "FI\$Cal Learning Center" (book icon). Below these tiles is a statistics section with four items: "151 Departments on the FI\$Cal system", "\$2.5 Trillion Cash Management", "15k Active Users", and "\$436 Billion expenditures each year".

Service	Icon	Description
Access FI\$Cal	Key	System access for end users
Financial Transparency	Pie chart	Open FI\$Cal displays state expenditures
FI\$Cal Service Center	Headset	Find contact information and help links
FI\$Cal Learning Center	Books	One-stop user learning experience

151	\$2.5	15k	\$436
Departments on the FI\$Cal system	Trillion Cash Management	Active Users	Billion expenditures each year

In today's environment, most state agencies and departments receive a variety of funding sources and appropriations to help programs carry out their mission of providing services to the people of California



Many of you may be familiar with these terms and funding sources:

General Fund

Support Appropriations

Reimbursements

Grants

Special Funds

Loans

Federal Funds

CAPITAL OUTLAY
APPROPRIATIONS

Proprietary Funds

Bond Funds

Local
Assistance
Appropriations

Continuous
Appropriations

Trust and Agency Funds



All of these resources must be accounted for in accordance with:

Government Code

Uniform Codes Manual

Code of Federal Regulations

Control Agency Administrative Policies and Procedures

Budget Act

Administrative Code

Governmental Accounting Standards (GASB)

Other Codes/Statutes

Governor's Budget

State Administrative Manual

Auditing Standards



Accounting Resources for FI\$Cal

FI\$Cal website

- Resources page
 - FI\$Cal Service Center
 - FI\$Cal Learning Center
 - Department 360
 - Job Aids/FAQ
 - YouTube Channel: FI\$CalTV

Finance website

- FI\$Cal Resources for Accounting
 - Training classes
 - eLearning courses
 - Queries and Reports
 - FI\$Cal Support Team
 - Accounting Crosswalks

<https://dof.ca.gov/accounting/fiscal-resources-for-accounting//>

Accounting Resources for FI\$Cal

<https://fiscal.ca.gov>



FI\$Cal Learning Center

The FI\$Cal Learning Center (FLC) is a one-stop learning experience to help end-users master the skills needed to become confident and successful FI\$Cal users.

[Learn More >](#)



Our mission is to operate the statewide financial system to enable California to perform budgeting, procurement, cash management and accounting functions transparently and efficiently.



Access FI\$Cal

System access for end users



Financial Transparency

Open FI\$Cal displays state expenditures



FI\$Cal Service Center

Find contact information and help links



FI\$Cal Learning Center

One-stop user learning experience

Accounting Resources for FI\$Cal

<https://fiscal.ca.gov/access-fiscal/>

FI\$Cal
One state. One system.

Home User Support ▾ News & Events ▾ About Us ▾ **Access FI\$Cal** Search

Access FI\$Cal

Welcome to Access FI\$Cal. This page provides you with access to the FI\$Cal system, tools and services for end users, and public websites powered by FI\$Cal. Have a question? [Contact FI\\$Cal Service Center](#). Call: (855) FISCAL0 (347-2250)
To view the Maintenance Schedule go to the [FI\\$Cal Service Center page](#).
To view End User Access Information go to the [End User Access page](#).

Submit Ticket to FI\$Cal Service Center


[FSC Email Ticket Template](#) (Outlook users)
[FSC Ticket Request Form](#) (Non-Outlook users) [FISCAL Service Center Ticket Request Job Aid](#) (Doc)
To view a schedule of upcoming **maintenance outages** go to the [FI\\$Cal Service Center page](#).


Notification


California is responding to the spread of a respiratory illness caused by a coronavirus (COVID-19), as such FI\$Cal Service Center analysts are working remotely. If you need a ServiceNow ticket, please access the ServiceNow Self-Service Portal to create and submit your ticket. For all other issues, please [contact FI\\$Cal Service Center](#). Call: (855) FISCAL0 (347-2250) or email fiscalservicecenter@fiscal.ca.gov.

The July 2021 SCO Agency Reconciliation file is now available.

The July 2021 Labor file is now available.

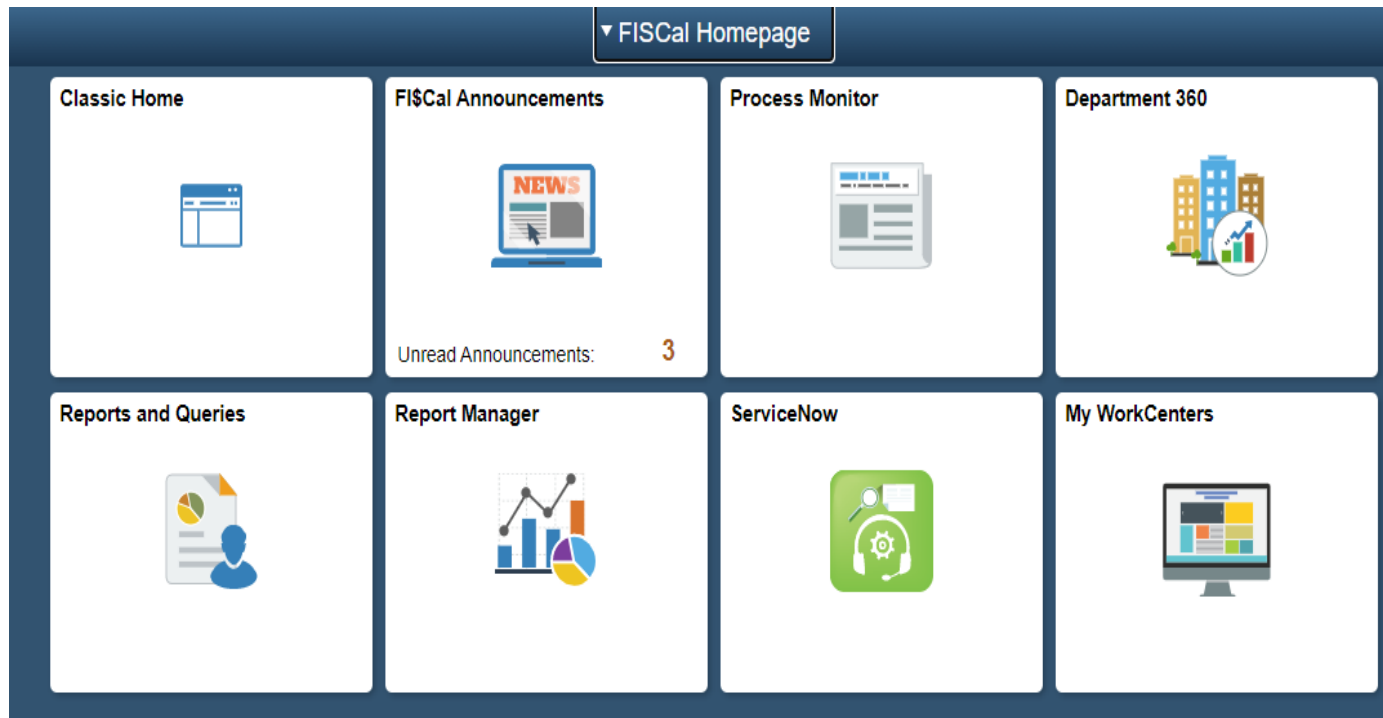
 **Identity Self-Service**
Request or Change Roles

 **PeopleSoft**
Accounting, Procurement and Budget Control

 **Hyperion**
Budget Planning


Accounting Resources for FI\$Cal

FI\$Cal Homepage



Accounting Resources for FI\$Cal

Department 360

FI\$Cal Homepage Department 360 


Search Parameters

Business Unit Fiscal Year

Period From Period To


Data As Of Date: 09/10/2021 06:09:14

FI\$Cal Dashboard




Month-End Close Dashboard

FSC Tickets



Link to ServiceNow


Encumbrances



96
POs

\$3.1M
PO Amount


Expenditures



168
Vouchers

\$1.6M
Voucher Amount


Receivables



30
Payments

\$1.8M
Collected Amount

GL/IKK Data Sync



	Revenue	Expense
GL	\$0	\$0
KK	\$0	\$0

Accounting Resources for FI\$CaI

Reports and Queries

[Favorites](#) > [Main Menu](#) > [FISCAL Processes](#) > [FISCAL Report](#) > [Reports and Queries](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Frequently Used Reports

Module	Reports	Report Aid	Description
Accounts Receivable	Payment Detail	Report Aid	This report lists payment details (not including accounting) for a Business Unit.
Commitment Control	Budget To Actuals Report	Report Aid	This report provides Departmental Staff and Central Users detailed information on the Department's budget plan and related expenditures, obligations, and encumbrances. The report should display totals by Accounts, Total Appropriations, Month-to-Date and Year-to-Date expenditures/reimbursements, and outstanding Encumbrances including pre-encumbrances, and remaining Appropriation Balances.
Commitment Control	Program Disbursement Activity	Report Aid	This report provides Departmental staff and Central users detailed information on the Department's budget plan and related expenditures, obligations and encumbrances.
General Ledger	Final Budget Report	Report Aid	This report displays remaining spending authority for a fund, reference and program combination. The report lists appropriations, appropriation expenditures, reimbursements and operating transfers as adjusted by encumbrances.
General Ledger	Ledger Activity	Report Aid	This report lists the beginning and ending ledger balances by ChartField combination and account. Also lists the detailed journal line activity that is posted against the ledger for the accounting periods that are specified.
General Ledger	Trial Balance	Report Aid	Displays the ending ledger balances for the specified year and period by Chart Field combination and subtotals by Chart Field. It also Prints a final total for debits and credits.
General Ledger	Trial Balance Report by Period	Report Aid	The trial balance by period is to add a period range in the run control page for accounting period which allows departments to display the debit and credit columns in a specified period range format instead of displaying the debit and credit columns in a year-to-date trial balance report.
General Ledger	Trial Balance Reports	Report Aid	This report displays the sum of all debit and credit balances of all accounts by fund and fiscal year for a ledger.

Frequently Used Queries

Queries	Query Aid	Description
DFQ_KK_01_ACTIVITYLOG_SUP_PROJ	Query Aid	KK Activity log with Supplier & Project
DFQ_GL_01_JOURNAL_DETAIL	Query Aid	Use to obtain GL journal (detail transactions) at a point of time for research purposes. The GL Processor or GL Approver can view all transactions that are sent to the GL including both system and non-system generated transactions.
DFQ_AR_07_CASH_RECEIPTS	Query Aid	Cash Receipts Report. Used to extract data of AR cash receipts detail. Useful for reconciliations or AR and revenues.
MEC_TOOL_RECON_PFA_BU_	Query Aid	MEC Dashboard query
DFQ_PO_01_ENC_STATUS_BY_PO	Query Aid	Encumbrances Values by PO, use query to reconcile Encumbrances. This query will help departments identify the Encumbered amount, Expensed amount, and Remaining Encumbrance amount by sub-total for each PO. Departments will reconcile PO balances to source documents and release the Encumbrance by closing the PO.
DFQ_AP_01_EXP_ACCRUAL	Query Aid	AP Expenditure Accrual, displays AP expenditure accrual information
POY5010_RCV_SHIPTO_DETAIL	Query Aid	The Receipt Information by ShipTo Detail query provides a summary listing of receipt shipments within a specified date range

Report Search

Look Up Module Name

Search by: Module Name begins with

Search Results

View 100 First 1-17 of 17 Last

- Module Name
- Accounts Payable
- Accounts Receivable
- Asset Management
- Billing
- Cash Management
- Commitment Control
- Customer Contracts
- Deal Management
- General Ledger
- Grants
- Labor Distribution
- Loan Accounting
- Procurement Contracts
- Project Costing
- Purchasing
- Supplier Contracts
- Suppliers

Accounting Resources for FI\$Cal

FI\$Cal Learning Center

A one-stop learning experience to help end users master the skills needed to become confident and successful FI\$Cal users.

Service Now



Knowledge

Search the knowledge base for answers to your questions

Knowledge Base

- o Job Aids/FAQ
- o End User Resources



Submit a Ticket

Submit a ticket to request assistance or report a system issue

Submit a Ticket

- o Request new configurations, or other service
- o Report file, data, software and application issues

Accounting Resources for FI\$Cal

FI\$Cal Learning Center



[Home](#) [Profile](#) [Learn](#)

Welcome

The FI\$Cal Learning Center is your one-stop shop to learn how to use the FI\$Cal system.

[Go to Learner Home →](#)



Find Learning Content



My Learning

Review your completed training or see what's in-progress.

[Learner Home →](#)

[Review Transcript →](#)



Browse Training

Browse for training in the way most convenient for you.

[By Business Process →](#)



View Calendar

View and sign up for upcoming Instructor-Led Training.

[See Calendar →](#)



See What's New

Keep up to date with the latest new and updated training.

Accounting Resources for FI\$Cal

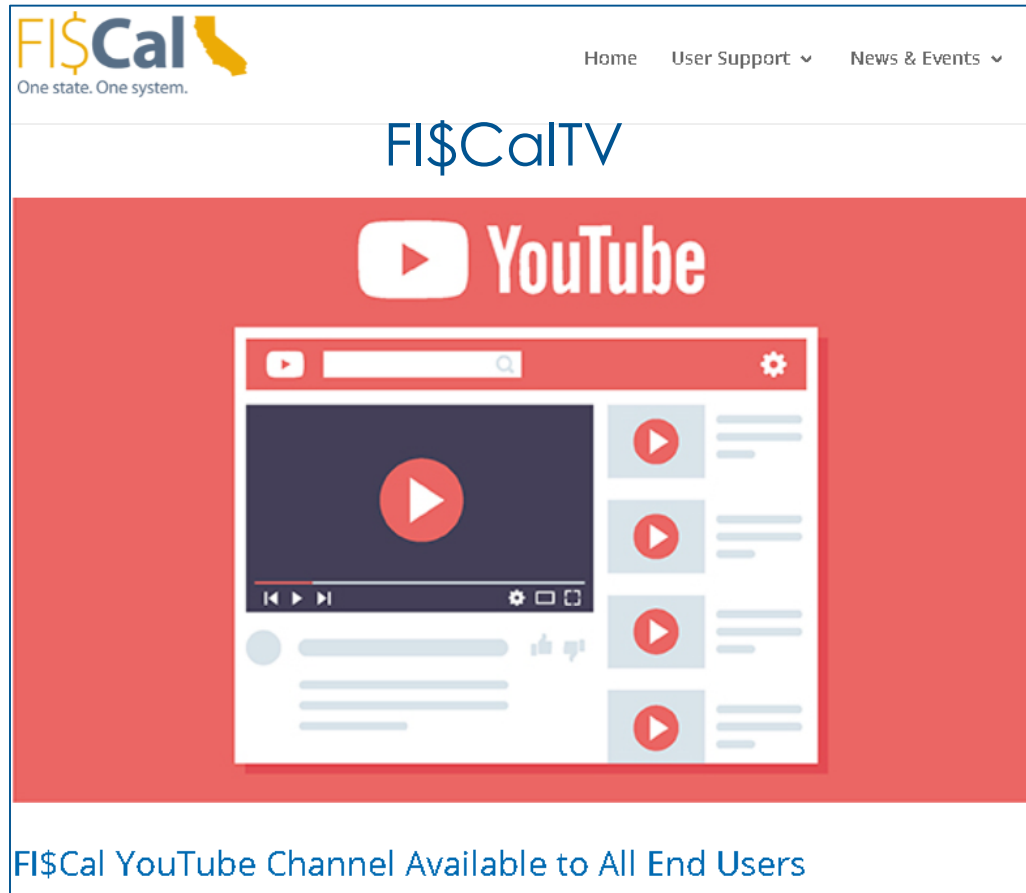
FI\$Cal Learning Center

Learning Content by Business Process

- **Accounts Payable (A/P)**
- **Accounts Receivable/Billing (AR/BI)**
- **Asset Management (AM)**
- **Cash Management (CM)**
- **Commitment Control (KK)**
- **Customer Contracts (CA)**
- **General (GEN)**
- **General Ledger (GL)**
- **Grants Management (GM)**
- **Hyperion Budgeting (BU)**
- **Labor Distribution (LD)**
- **Month-End Close (MEC)**
- **Project Costing (PC)**
- **Purchase Orders (PO)**
- **Vendor Management (VM)**
- **Year-End Close (YEC)**

Accounting Resources for FI\$Cal


FI\$Cal YouTube Channel contains how-to videos to help answer commonly asked questions.












The screenshot shows the FI\$Cal website header with the logo and tagline "One state. One system." and navigation links for Home, User Support, and News & Events. Below the header is the "FI\$CalTV" section, which features a large red banner with the YouTube logo and a video player interface. The video player shows a play button and a progress bar. Below the video player is a list of video thumbnails, each with a play button icon. At the bottom of the screenshot, the text "FI\$Cal YouTube Channel Available to All End Users" is displayed.

Accounting Resources for FI\$Cal

<https://dof.ca.gov/accounting/fiscal-resources-for-accounting/>



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FI\$Cal Resources for Accounting

The Department of Finance, Fiscal Systems and Consulting Unit (FSCU) provides classroom training, eLearning courses and query information to assist state departments using the Financial Information System for California (FI\$Cal).

Classroom Training

Training material, resources, and announcements for the Year-End, Overview, and Month-End and SCO Agency Reconciliation Training provided by Finance. Material confirmed as accurate at the time of publishing. Business processes may change with current and future SCO milestone releases. We are reviewing and updating the eLearning Courses and classroom training material to reflect any changes from these functionalities. We will post the updated courses as soon as they become available.

Upcoming Training

Finance will conduct FI\$Cal Accounting Overview training classes in October to December of 2021. Please check back in September for training announcements and registration.

Month-End and SCO Agency Reconciliation Training

[Presentation- Session I \(.pdf\)\(8/2/21\)](#)
[Presentation- Session II \(.pdf\)\(8/4/2021\)](#)
[PFA Handouts \(.pdf\)\(8/2/2021\)](#)

Commitment Control and General Ledger

Commitment Control and General Ledger

This segment will cover:

- ▶ Commitment Control
 - Overview
 - Ledgers
 - Reports and Queries
 - Budget Errors
- ▶ General Ledger
 - Overview
 - GL Journals
 - Suspense Journals
 - Reports and Queries
 - GL/KK Mismatch
 - Tips
- ▶ Commitment Control vs. General Ledger

Commitment Control and General Ledger

SAM Section [8310](#) states, the purpose of budgetary accounting is to monitor and control the state's financial activities to the level and purpose specified in the annual Budget Act and other pertinent legislation. To ensure budgetary control, an agency/department must be able to determine, on an ongoing basis, the balance of resources available for spending for a given purpose, and ensure that actual spending does not exceed authorized spending.

In the Financial Information System for California (FI\$Cal), the primary tools to monitor and control financial activities are:

- **Commitment Control**
- **General Ledger**

Commitment Control – Defined

- ▶ Commitment Control is the structure and rules set up to define the budget checking process and cash validation process for departments.
- ▶ Commitment Control enables a department to budget check expenditures, reimbursements, and appropriated transfers against predefined budgets to achieve budgetary control.
- ▶ Commitment Control enables a department to manage cash through cash validation and cash validation appropriation control.
- ▶ Commitment Control is a:
 - Control Tool – prevents spending outside of authorizations.
 - Management Tool – expenditures, reimbursements, and transfers are recorded and monitored against budgets (Appropriated or Operating budgets). Revenues are recorded and validated by account.
 - Reporting Tool – produce reports on budgets, related activities (Remaining Spending Authority), and revenue.

Commitment Control-Chart of Accounts

- ▶ **Chart of Accounts** (COA) is a collection of one or more types of codes used to classify financial and budgetary transactions.
- ▶ **ChartField** is a PeopleSoft term representing a single type of accounting classification code (fund, account, BU, programs, etc.).
- ▶ **Account** is a ChartField which identifies an asset, liability, fund balance, revenue, expenditure, transfer, or statistical measurement in a transaction.

Commitment Control-Chart of Accounts

▶ The Account ChartField is a 7-digit code.*

▶ Accounts are numbered as:

1XXXXXX Assets

2XXXXXX Liabilities

3XXXXXX Fund Balance and Other Reserves

4XXXXXX Revenues

41XXXXX General Revenues

46XXXXX Additions (Trust, Agency, and Feeder Funds)

48XXXXX Reimbursements

5XXXXXX Expenses

51XXXXX Personal Services

53XXXXX Operating Expenses and Equipment

56XXXXX Deductions and Additions (Trust, Agency, and Feeder Funds)

6XXXXXX Transfers (Revenue, Expense, and Cash)

9XXXXXX Statistical Accounts

*See the Department of Finance COA Crosswalk for a full listing of accounts:

<https://dof.ca.gov/budget/resources-for-departments/fiscal-resources-for-budget/>

Commitment Control

FI\$Cal Resources for Accounting | Department of Finance

CHART OF ACCOUNTS - (PEOPLESOFT - DEPARTMENT USE) Revised 9/14/2021									
Account Number and Description	PeopleSoft Only			Hyperion Only		Filter Level	Legacy		
	Control Account	Budgetary Account	1099 Reportable Account	Visible in Hyperion	Account Code in Hyperion		GL Acct	Object Receipt	
	Note: Blank in these columns means No								
1 - Assets						1			
.11 - Current Assets						2			
<i>... 110 - Cash in State Treasury and Agency Accounts</i>						3	1100		
... 1100000 - Cash on Hand						4	1190		
... 1101000 - General Cash - CTS Accounts						4	1110		
... 1101100 - TREAS CTS Cash Deposits						4			
... 1101200 - Revolving Fund Cash						4	1130		
... 1101400 - Agency Trust Fund Cash						4	1120		
... 1104000 - Cash in State Treasury	Y					4	1140		
... 1105000 - Cash in Agency Accounts - Banks / S&Ls						4	1160		
... 1105200 - Cash in Agency Accounts - US Treasury						4	1170		
... 1107000 - Cash with Fiscal Agents						4	1180		
... 1108000 - BLL Cash In State Treasury						4			
... 1109 - Pending Cash Transfers						4			
... 1109110 - SCO Legacy Interface Transactions	Y					5			
... 1109140 - Pending Cash Transfers - BLL Contra Asset						5			
... 1109200 - Pending Cash Transfers - Accounts Payable	Y					5			
... 1109300 - Pending Cash Transfers - Accounts Receivable	Y					5			
... 1109400 - Pending Cash Transfers - Cash Management	Y					5			
... 1109500 - Pending Cash Transfers - Project Costing	Y					5			
... 1109800 - Pending Cash Transfers - Loan Accounting	Y					5			

Done 1

Commitment Control Overview

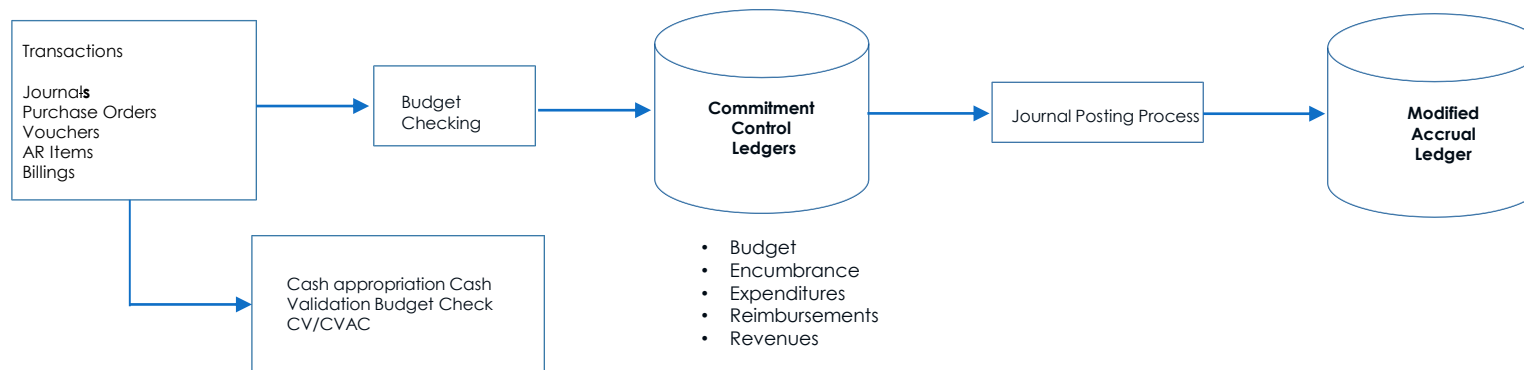
Departments can:

- ▶ Control transactions at budgetary and cash appropriation level
- ▶ Breakdown line item appropriations for departmental (operating) budgeting
- ▶ Track expenditures and encumbrances against budget authority
- ▶ Report real time budget to actuals for expenditures, reimbursements, and transfers

Commitment Control Overview

Budgetary Controls and Cash Controls

- ▶ Budgetary control is applied on all module transactions through the budget checking process.
- ▶ Only transactions that pass budget checking will affect appropriations and reimbursement authority.
- ▶ Cash Validation/Cash Validation Appropriation Control occurs during Pay Cycle, Cash Reclassification, Cash Clearing, AR Update, or Standard Budget Check. Please refer to Job Aid [FISCal.461](#).



Commitment Control Overview

Budgetary Controls and Cash Controls

There are three types of budgetary controls:

 **Control** – Transactions are checked against authorized amounts. If exceeded, the transaction errors/stops

 **Track with Budget** – Transactions are tracked against the budget and a warning is issued if exceeded

 **Track without Budget** - All transactions pass budget checking without an error

There are two types of cash controls:

- ▶ **Track with Budget** - tracks that there is enough fund cash and appropriation authority to complete the transactions
- ▶ **Control** - prevents the completion of a transaction if there is not enough available fund cash or appropriation authority

Commitment Control Overview

Budgetary Controls

▶ Control

- Transactions exceeding the Remaining Spending Authority (RSA) for any applicable budget will fail the budget checking process and cannot be posted. Further processing of the transaction cannot be performed until:
 - The RSA is increased by recording a budget adjustment or budget transfer.
 - The transaction's ChartField values are updated so that the transaction affects a different budget.

▶ Track with Budget

- Transactions without an applicable budget fail the budget checking process, regardless of monetary amount.
- Transactions with an applicable budget pass the budget checking process, even if their amounts exceed RSA for the budget.

▶ Track without Budget

- All transactions pass the budget checking process, regardless of amount and/or existence of applicable budgets.

Commitment Control - Overview

Cash Controls (CV/CVAC)

▶ Track with Budget

- FI\$Cal tracks if there is enough fund cash and appropriation authority, but will only display a warning if there isn't. The transaction will not be prevented from completing.

▶ Control

- FI\$Cal prevents a transaction from completing if there is not enough available fund cash or appropriation authority for the transaction.

Commitment Control - Ledgers

- ▶ **Purpose:** Store budget amounts and financial transactions that have been successfully budget checked against predefined budgets and available cash.

LEDGER GROUP	DESCRIPTION
CC_ALC	Ledger displays allocations transactions
CC_APPROP	Ledger displays the Budget Act appropriations
CC_CV_APR	Ledger displays cash expenses against appropriation.
CC_CV_REV	Ledger displays cash collected for an appropriation.
CC_DETAIL	Ledger displays expenditure and transfer activity at the lowest transaction level
CC_REV	Ledger displays Budget Act reimbursements and Cross-Post Revenues
CC_DTL_REV	Ledger displays reimbursement and revenue activity at the lowest transaction level
CC_LABOR	Ledger displays labor transactions
CC_DEPEXP#	Ledger displays expenditure activity against departmental operating budgets
CC_CLRNG	Ledger displays expenditure activity against departmental clearing budgets
CC_FTF	Ledger displays the Federal Trust Fund activity
CC_BUDLEG	Ledger displays activity against the legal budget
CC_GMP	Ledger displays activity against grant management projects

Commitment Control - Ledgers

Items that use the Commitment Control ledgers:

- ▶ Budget Act
- ▶ Non-Budget Act (Special Legislative Items)
- ▶ Operating Budgets
- ▶ Revenue
- ▶ Cash

Commitment Control - Ledgers

Budget Act

- ▶ Enacted appropriations are created in Commitment Control.
- ▶ SCO-FI\$Cal reviews and loads the enacted appropriation, adjustments, additional Executive Orders and Budget Revisions, and any non-budget act appropriations by posting the Controller's Appropriation Set Up/Adjustments – (TC-23/24) into FI\$Cal.
- ▶ Budgetary Control:
 - Control

Commitment Control - Ledgers

Non-Budget Act (Special Legislative Items)

- ▶ Special legislation appropriation budgets are interfaced in Commitment Control by SCO.

- ▶ Budgetary Control:
 - Controls can be set to “Control” or “Track with Budget”
 - Control - If language exists establishing a spending limit
 - Track With Budget - If no language exists establishing a spending limit (i.e., fixed charge continuous)

Commitment Control - Ledgers

Operating Budgets

- ▶ Lower level budgets are created by departments.
- ▶ Department Control
 - Track with Budget
 - Track without Budget (track transactions only)

Commitment Control - Ledgers

Revenue

- ▶ Departments create revenue transactions that post to the Commitment Control Revenue Ledger. Some revenue transactions will workflow to SCO for approval, while others automatically post to Commitment Control.
- ▶ Department Control
 - Track without Budget - All transactions pass budget checking

Commitment Control - Ledger

Cash Validation

- ▶ Validates the cash at a **statewide level for a fund** at the time of payment, deposit, or during a cash reclassification process.

Cash Validation Appropriation Control

- ▶ Validates the authority at an **appropriation level** at the time of payment, deposit, or during a cash reclassification process.

Commitment Control - Reports & Queries

To determine which reports pull data from Commitment Control, see Job Aid FISCal.080 – Commitment Control (KK) Reports.

- [FISCal.080 – KK Reports within the FISCal System](#)

- ▶ Job Aid FISCal.080 provides a matrix of Reports, Report Title, Description, Navigation, Inputs, Outputs, FISCal screen on how to order the report, and examples of the reports. See the sample below.

Report ID	Module	Report Title	Description	Business Process	Navigation	Reporting Tool	Server Name	Report Format	Security Roles	Totals and Sub-Totals	Sort By Logic	Key inputs	Key Output	Run Control Page / Report Output
GLS8010	KK	Budgets/Actuals Reconciliation	Reconciles budget-checking transaction activity with Commitment Control ledgers (LEDGER_KK) and general ledger actuals ledgers	GL5 - Process Financial Statements	Root > Commitment Control > Budget Reports > Budgets/Actuals Reconciliation	SQR	PSUNX	PDF	GL Reporter	N/A	N/A	Business Unit, Comm Cntrl Ledger Group, Actual Ledger, Fiscal Year, From Period, To Period, Chartfield	Business Unit, Ledger Group, Actual Ledger, FIScal Year, From Period, To Period	GLS8010
GLS8002	KK	Budget Ledger Details Report	Displays such details as amounts and currency for each ledger (amount type) in the control budgets you select, as well as the available amount for the budget	GL5 - Process Financial Statements	Root > Commitment Control > Post Control Budget Journals > Budget Ledger Details Report	SQR	PSUNX	PDF	GL Reporter	N/A	N/A	Business Unit, Ledger, As of Date, Chartfields	Business Unit, Ledger, Transaction Id, Transaction Date, FIScal Year, Period	GLS8002
GLS8005	KK	Budget Transaction Detail	Displays transaction line details (budget post date, source transaction type, document ID, ledger amounts, override user ID) for budgets	GL5 - Process Financial Statements	Root > Commitment Control > Budget Reports > Budget Transaction Detail	SQR	PSUNX	PDF	GL Reporter	N/A	N/A	Business Unit, Ledger Group, Ledger Type Option, Chartfields	Business Unit, Ledger Group, Budget Post Date, Document ID, Currency	GLS8005

Commitment Control - Reports & Queries

Commonly Used Reports and Queries:

- ▶ Program Disbursement Activity Report
- ▶ Final Budget Report
- ▶ Budget Status Report
- ▶ Budget Overview
- ▶ Budget Details
- ▶ Departmental Operating Budget to Actuals Report
- ▶ DFQ_KK_01_ACTIVITYLOG_SUP_PROJ Query – KK Activity Log w/ Suppl & Proj
- ▶ DFQ_KK_12_ACTIVITYLOG_DTL_HIST Query- KK Activity Detail History
- ▶ KK Activity Detail History Report

Commitment Control Reports & Queries

Program Disbursement Activity Report

- ▶ References:
 - FI\$Cal Knowledge Base - [KB0010657 - Program Disbursement Activity Report](#)
 - DOF eLearning – [RQ1 – Running the Program Disbursement Activity Report](#)

- ▶ Displays the budget, current month, year-to-date expenditures, encumbrances, and pre-encumbrance amounts for all requested ChartField combinations, including Account and Alt Account numbers.

- ▶ Equivalent Query:
 - DFQ_KK_01_ACTIVITYLOG_SUP_PROJ (excludes the Alt Account number)

Commitment Control - Reports & Queries

Final Budget Report (Report 6)

- ▶ References:
 - DOF Year End Training, [Report 6](#)
 - [FISCal.235 - Year End Report 6 - Final Budget Report](#)
- ▶ The report is a summary of appropriations and reimbursements as of a specified date.
- ▶ Appropriations include expenditures, encumbrances, and balances.
- ▶ Equivalent View: Budget Overview

Commitment Control - Reports & Queries

Final Budget Report (Report 6): Run this report to get a summary status of appropriations, which includes expenditures, encumbrances, and balances for each appropriation.

Main Menu > FI\$Cal Processes > FI\$Cal Report > GL Reports > Final Budget Report

Final Budget Report

Run Control ID 1234 Report Manager Process Monitor Run

*As Of Date 07/31/2019 Budget Period

Report Request Parameters | Find | View All First 1 of 1 Last

*Business Unit 8860 Include Adjustment Period(s)

Chartfield Selection

Fund

	From Value	To Value
1	0001	

*How to Specify Specific

Reference

*How to Specify All

Note: Leave "Budget Period" blank to pull all ENYs

Commitment Control - Reports & Queries

Budget Status Report

- ▶ Displays all appropriations (budget, pre-encumbrance, encumbrance, expenditure, reimbursements) and the available balance
- ▶ Equivalent View - Budget Details
- ▶ Reports the RSA for a fund, reference, and program combination
- ▶ Lists the appropriations, appropriation expenditures, reimbursements, and operating transfers as adjusted by encumbrances
- ▶ Categorizes appropriations as follows: Appropriation and Associated Revenue.
- ▶ Can be used by departments to review and analyze how budgets have been spent for the current fiscal year and how much spending authority is remaining

Commitment Control - Reports & Queries

Budget Status Report – Online view

Example of how to order the report:

Favorites ▾ | Main Menu ▾ > Commitment Control ▾ > Budget Reports ▾ > Budget Status

Commitment Control Budget Status Report

Run Control ID 8860 | Report Manager | Process Monitor | **Run**

Language English ▾

Report Request Parameters

*Unit 8860 Department of Finance
*Ledger Group CC_APPROP Appropriation Ledger

Restore

ChartField Selection

Personalize | Find | 1-14 of 14 | First | Last

Sequence	ChartField Name	Include CF	Subtotal	Value	To Value
1	Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0001	0001
2	Year of Enactment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019	2019
3	Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	Appropriation Reference	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Commitment Control - Reports & Queries

Budget Status Report – Online view

Report ID:	GLS8020	BUDGET STATUS REPORT		Page No.	1				
Bus. Unit:	8860	Department of Finance		Run Date	10/6/2020	10/6/2020			
Ledger Grp:	CC_APPROP	Appropriation Ledger		Run Time	9:43:39	9:43:39			
Currency :	USD								
Chartfields Criteria									
Approp Ref: All value	Fund: 0001	ENY: 2019							
Fund	ENY	Program	Approp Ref	Budget	Assoc Revenue	PreEncumbrance	Encumbrance	Expense	Remaining
0001	2019	6770	001	18,792,000.00	2,600,000.00	-	436,466.77	4,186,924.99	16,768,608.24
0001	2019	6775	001	-	3,323,000.00	-	-	609,439.56	2,713,560.44
0001	2019	6780	001	4,515,000.00	8,404,000.00	405.40	95,699.31	2,341,217.50	10,482,083.19
0001	2019	6785	001	2,870,000.00	4,299,000.00	-	54,735.22	1,452,997.29	5,661,267.49
0001	2019	6790	001	359,000.00	-	-	-	-	359,000.00
0001	2019	6800	001	11,126,000.00	-	249.00	61,903.28	1,206,722.18	9,857,374.54
0001	2019	9900100	001	8,447,000.00	-	-	67,867.16	1,927,478.28	6,451,654.56
0001	2019	9900200	001	(8,447,000.00)	-	-	(67,867.16)	(1,315,136.25)	(7,063,996.59)
0001	2019	9999		-	-	43,975.39	-	-	-
0001	2019	9999	001	-	-	1,055,691.27	(150,882.79)	771,267.36	(620,384.57)
Grand Total:				37,662,000.00	18,626,000.00	1,100,321.06	497,921.79	11,180,910.91	44,609,167.30

- The report is used to view actual expenditures, encumbrances, and imminent future obligations in the form of pre-encumbrances.
- Associate Revenue is the reimbursement budget.

Commitment Control - Reports & Queries

Budget Status Report- Online View

- ▶ Note: Ensure that the appropriations in Commitment Control agree with the Budget Act.
- ▶ For Reimbursements, compare to Associated Revenue
 - Example: ENY 2019 Program 6770 Appropriation Reference 001 on previous slide

8860-001-0001—For support of Department of Finance.....	37,662,000
Schedule:	
(1) 6770-State Budget.....	21,392,000
(2) 6775-Financial Information System for California (FI\$Cal) Project Support.....	3,323,000
(3) 6780-State Audits and Evaluations.....	12,919,000
(4) 6785-Statewide Accounting Policies, Consulting and Training.....	7,169,000
(5) 6790-Department of Justice Legal Services.....	359,000
(6) 6800-Local Government Audits and Review.....	11,126,000
(7) 9900100-Administration.....	8,447,000
(8) 9900200-Administration—Distributed.....	-8,447,000
(9) Reimbursements to 6770-State Budget.....	-2,600,000
(10) Reimbursements to 6775-Financial Information System for California (FI\$Cal) Project Support.....	-3,323,000
(11) Reimbursements to 6780-State Audits and Evaluations.....	-8,404,000
(12) Reimbursements to 6785-Statewide Accounting Policies, Consulting and Training.....	-4,299,000

Commitment Control - Reports & Queries

Budget Overview- Online view

Displays real-time information by ChartField value for a specified date

Business Unit	8860	
Ledger Group	CC_APPROP	Appropriation Budget
Type of Calendar	Detail Accounting Period	
Amounts in Base Currency	USD	
Revenue Associated:	<input checked="" type="checkbox"/>	
Return to Criteria	Max Rows <input type="text" value="99999"/>	Display Options
Ledger Totals (19 Rows)		
Budget	18,794,000.00	
Expense	19,930,796.26	
Encumbrance	405,810.20	
Pre-Encumbrance	10,390.46	
Budget Balance	-1,542,606.46	
Associate Revenue	0.00	
Available Budget	-1,542,606.46	

Note:
CC_APPROP displays only appropriated budgets.

Note:
Reimbursement authority (Associate Revenue) is not included in CC_APPROP.

Commitment Control - Reports & Queries

Encumbrance Status Query

- ▶ Encumbrances are recorded in Commitment Control. To review the status of these commitments, use the Encumbrance Status Query. The query allows departments to order a summary of encumbrances for a specified PO within a defined date range.
 - The query report name is: ZZ_ENCUMBRANCE_STATUS_NEW
 - An optional query report that also can be used is: Dfq_PO_02_Activity_Acctg_Entry

ZZ_ENCUMBRANCE_STATUS_NEW - Encumbrance status Report.

Business Unit

PO ID

PO Date From

PO Date To

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-1 of 1 Last

Business Unit	PO No.	PO Date	PO Status	PO Ref	Supplier	Supplier	Line	Sched Num	Distribution Line	Item	Line Item Description	Tran Line	Encumbered Amount	Remaining Encumbrance	Expensed Amount	Enactment Year	Reporting Structure	Fund	Program	Project	Account	Alt Acct	Finalized
1 8860	0000000018	10/04/2012	Complete	0066-12	0000005338	STATE NET	1	1	1		Customized data feed service of the California Legislative data	1	0.000	0.000	0.000	2013	88609100	0001	9999		5346300	0000000000	Y

Commitment Control - Reports & Queries

Departmental Operating Budget to Actuals Report

- ▶ Reference:
 - [FISCal.439 – Departmental Operating Budget to Actuals Report](#)
- ▶ View financial data at different roll-up levels on the Account and Reporting Structure (RS) trees
- ▶ Use the established departmental budget structures:
 - Ledger Group CC_DEPEXP1 to CC_DEPEXP7
- ▶ Run and view this report to monitor the RSA for established departmental budgets

Commitment Control - Reports & Queries

DFQ_KK_01_ACTIVITYLOG_SUP_PROJ Query

- ▶ Use this query to search transactions that passed budget check and are reflected in the Commitment Control. This query excludes Alt Accounts in the report.

Main Menu > Reporting Tools > Query > Query Viewer

DFQ_KK_01_ACTIVITYLOG_SUP_PROJ - KK ActivityLog w/ Suppl & Proj

*Business Unit

*Fiscal Year

*From Period

*To Period

From ENY - (Blank for All)

To ENY - (Blank for All)

Ledger Grp - (Blank for All)

Ledger - (Blank for All)

Program From - (Blank for All)

Program To - (Blank for All)

Account - (% or Blank for All)

Fund From - (Blank for All)

Fund To - (Blank for All)

Approp Ref - (Blank for All)

Rptg Structure From - (Blank All)

Rptg Structure To - (Blank All)

Sec Loc - (% or Blank for All)

Source - (% or Blank for All)

Tran Type - (Blank for All)

Ledger Unit	ENY	Approp Ref	Fund	Account	Program	Rptg Structure	PC Div Unit	Project	Activity	Affiliate	Fund Atr	Svc Loc	Agency Use	Sum Amount	Budget Period	Year	Period	Acctg Date	Tran Type	Deposit ID	Payment ID	Customer	Item ID	Item Invoice	Journal Date	Source	Journal ID	Long Desc	Voucher	Voucher Invoice	Origin	PO No.	Voucher Supplier ID	Voucher Supplier Name	PO Supplier ID	PO Supplier Name	Entry Type	Tran Date	KK Diarb Status	Unpost Seq	Tran Line	Reversal Flag
-------------	-----	------------	------	---------	---------	----------------	-------------	---------	----------	-----------	----------	---------	------------	------------	---------------	------	--------	------------	-----------	------------	------------	----------	---------	--------------	--------------	--------	------------	-----------	---------	-----------------	--------	--------	---------------------	-----------------------	----------------	------------------	------------	-----------	-----------------	------------	-----------	---------------

Commitment Control - Reports & Queries

KK Activity Detail History Report

- ▶ Reference:
 - FI\$Cal Knowledge Base – [KB0010692 - KK Activity Detail History Report-Report Aid](#)
- ▶ This report is used to obtain KK Activity log details and is used for reconciliation in FI\$Cal. It includes Alt-Accounts.
- ▶ The report pulls data from the journals that are in the KK Activity Log, along with details from transaction tables of PO, Supplier Table, Voucher, Deposits, and Payments.
- ▶ Use the KK Activity Detail history report instead of DFQ_KK_12_ACTIVITYLOG_DTL_HIST query

Commitment Control

ChartField Budget Errors

Review budget error messages and determine if they are due to a budget tolerance issue, no budget issue, or something else. See Job Aids FISCal.095 and FISCal.392 for more details.

Reference:

- [FISCal.095 – Resolving Journal Edit and Budget Check Errors](#): Provides instructions for budget checking a journal, as well as understanding error messages and how to resolve them.
- [FISCal.392 – Common Errors Q&A – All Modules](#)

General Ledger

The General Ledger (GL) is used to sort and summarize individual accounting transactions into accounts needed to prepare financial statements and other fiscal reports. Finance maintains the Chart of Accounts for accounting, reporting, and budgetary purposes.

In FI\$Cal, General Ledger is the repository for all financial transactions recorded across all FI\$Cal modules. FI\$CAL General Ledger transactions flow within the GL module or flow from other Submodules. All Submodules eventually post to GL, making GL the last module to close at month end.

General Ledger - Overview

There are four different ledgers in FISCAL. The General Ledger's purpose is to store the consolidated balance of accounts. See SAM Sections [7231](#) and [7605](#).

- ▶ **Modified Accrual Ledger (MODACCRL)**
 - Cash basis and modified accrual transactions
 - Vouchers, payments, invoices, collections, accruals, labor, etc.
 - Encumbrances do not post to GL, only to KK
- ▶ **Budgetary Legal Ledger (BUDLEGAL)** (Job Aid FISCAL.257)
 - Displays cash basis, modified accrual basis, and encumbrance transactions
 - Ledger source for annual budgetary/legal financial reporting
- ▶ **Department Adjustment Ledger (DEPTADJ)** (Job Aid FISCAL.490)
 - Full accrual transactions
 - Capitalized asset and depreciation
 - Extract encumbrance data from Commitment Control
- ▶ **Cash Basis Ledger (CASH)**
 - Cash transactions

General Ledger - Overview

- ▶ **Sub-module transactions** (AP, AR, AM, LD) post to the General Ledger through journal generation:
 - Pass Edit Checking
 - Pass Budget Checking
 - Approved by Department and SCO, if applicable
 - Pass CV/CVAC

- ▶ **General Ledger Transactions**
 - System Journals (e.g., labor distribution, allocations, etc.)
 - Manual allocations
 - Corrections
 - SCO interface journals and reclassification
 - [FISCal.451 - Reclassification of SCO Legacy Transactions Interface Entries](#)

Note: Corrections to sub-module transactions should be made in the module it was generated (e.g., PAR in AR).

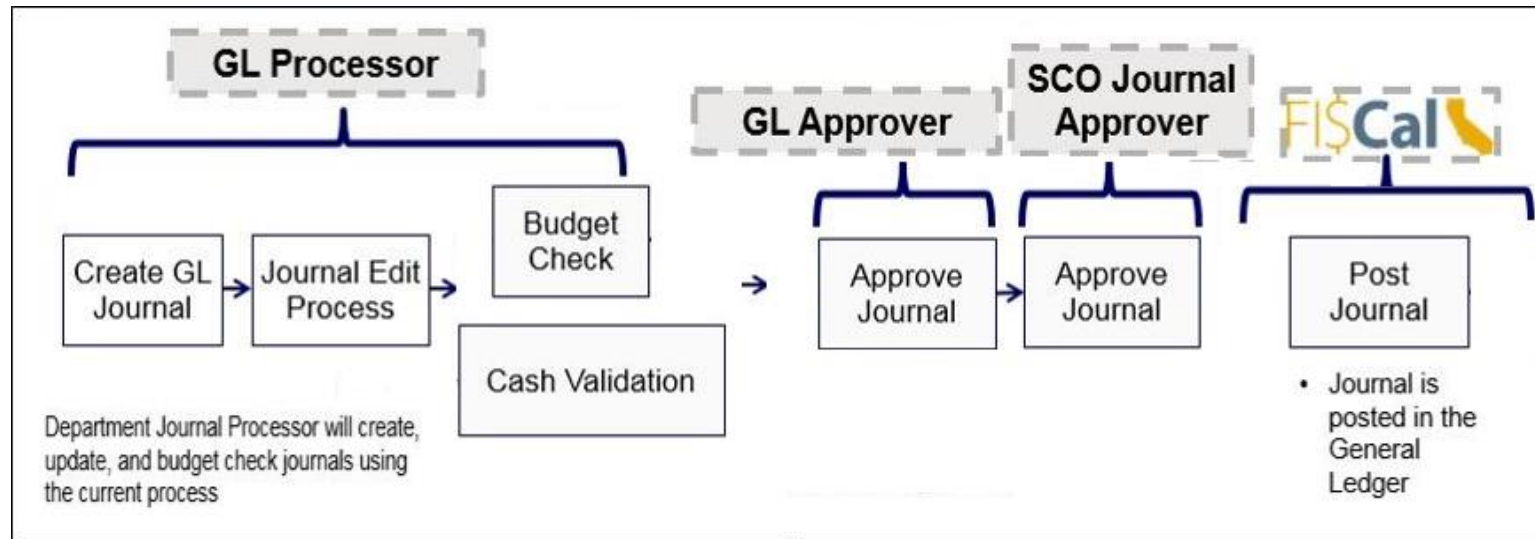
General Ledger – Journal Source

- ▶ The three digit source code is used to: (1) identify certain type of transaction and/or the source of the transaction, (2) allow reports to filter and populate PFA transactions, and (3) assist with SCO Agency Reconciliations.

- ▶ **GL Journal Source (Common Used):**
 - **REC** – RECL - Departmental Reclass
 - **11N** – CARE - Clearing Account Reclass/Manual Allocation
 - **ACC** – Year-End accruals and adjusting entries

General Ledger – GL Journals

General Ledger Journal Approval Flowchart:



General Ledger – GL Journal

Reference

- [FISCal.404 – SCO Approval of GL Journals and AP Vouchers](#)

This job aid provides information on:

- Filling out required information on GL Journals such as:
 - Journal description/Legal authority and reason for request
 - SCO type of transactions
 - Transaction description
 - Attachments/backup documentation
- SCO guidance for GL Journals Approval
- Interface information
- Additional Instructions for departments

General Ledger – Suspense Journals

Journals may go into suspense due to new combo edit rules or changes to current combo edit rules. The GL Processor may not be aware of these changes or new rules when creating journals. Journals containing invalid ChartFields will also go into suspense.

Scenarios that cause suspense journals:

- Using budgetary only ChartFields
- Using ChartFields that were inactivated
- Using invalid Alt Accounts due to changing from State level to Departmental Level
- Interface issues

General Ledger – Suspense Journals

▶ References:

- [FISCal.415 – Daily Review of Suspense Journals](#)
- [FISCal.033 – Review and Correct Suspended GL Entries](#)
- [FISCal.392 – Common Errors Q&A – All Modules](#)

There are two different methods to resolving Suspense Journals, depending on whether the account affect the Commitment Control Ledger when budget checked or not.

- ▶ Suspense entries with **nominal** accounts – Fiscal Service Center (FSC to fix)
 - 4 series (Revenues or Reimbursements)
 - 5 series (Expenses),
 - 62 series (Appropriated Transfers)or
- ▶ Suspense entries with **real** accounts – Department to fix
 - All other Account # series
 - All CAPC (contracts module) journals (regardless of account number)

General Ledger - Reports & Queries

▶ Reference:

- [FISCal.080 – GL Reports within the FI\\$Cal System](#)

Purpose: Provides a matrix of Reports, Report Title, Description, Navigation, Inputs, Outputs, FI\$Cal screen on how to order the report, and examples of the reports.

Business Process	Navigation	Reporting Tool	Server name	Report Format	Security Roles	Totals and Sub-Totals	Sort By Logic	Key inputs	Key Output	Run Control Page / Report Output
GL5 - Process Financial Statements	Root > General Ledger > Open Items > Open Item Listing Report	SQR	PSUNX	PDF	GL Reporter	N/A	N/A	Business Unit, Ledger, As of Date, Currency	Currency, Enactment Year, Opened, Journal ID, Journal Line, Amount	GLS3000
GL5 - Process Financial Statements	Root > General Ledger > General Reports > Trial Balance	SQR	PSUNX	PDF	GL Reporter	N/A	N/A	Business Unit, Fiscal Year, Currency Option, Ledger	Various ChartFields, Currency, Transaction Debit, Transaction Credit	GLS7012
GL1 - Enter and Process Journal Entries	Root > General Ledger > General Reports > Journal Line/Acct Reconcile	SQR	PSUNX	PDF	GL Reporter	N/A	N/A	Business Unit, Ledger, Accounting Definition, Fiscal Year, From Period, To Period	Journal ID, Journal Date, Enactment Year, Various ChartFields	GLS8012
GL5 - Process Financial Statements	Root > General Ledger > General Reports > nVision Request Summary	BI Publisher	PSUNX	PDF	GL Reporter	N/A	N/A	Business Unit	Layout ID, Scope ID, As of Date, Tree Date Option, Tree Date	FIN0030
GL5 - Process Financial Statements	Root > General Ledger > General Reports > nVision Scope	BI Publisher	PSUNX	PDF	GL Reporter	N/A	N/A	SetID	Chartfield, How specified, Value Record, Detail Values	FIN0031
GL5 - Process Financial Statements	General Ledger > Close Ledgers > Closing Rule Report	SQR	PSUNX	PDF	GL Reporter	N/A	N/A	SetID, Closing Rule, As of Date	SetID, Description, Line, Default Retained Earnings	GLS1002

General Ledger - Reports & Queries

- ▶ Trial Balance Report
- ▶ Ledger Activity Report
- ▶ Ledger Inquiry Report
- ▶ Journal Inquiry Report
- ▶ General Ledger Query

General Ledger - Reports & Queries

Trial Balance (TB) Report

- ▶ References:
 - FI\$Cal Knowledge Base - [KB0010681 - Report Aid for Trial Balance Reports](#)
 - DOF Month-End and SCO Agency Reconciliation Training
- ▶ Navigation: Main Menu > FI\$Cal Processes > FI\$Cal Report > GL Reports > Trial Balance Reports
- ▶ The report provides a summary of amounts by account and fund, for a specified period.
- ▶ Trial Balance (TB) is one of the main reports used to reconcile GL account balances.

General Ledger - Reports & Queries

Trial Balance (TB) Report

The Trial Balance Report displays the sum of all debit and credit balances of all accounts by fund and fiscal year for a ledger. This report supports preparing the financial statements and locating errors that have been made in the recording or posting processes.

- ▶ TB reports will display the beginning and ending ledger balances by account number and description.
 - **Trial Balance Report (ZGL061)**
Main Menu > FI\$Cal Process > FI\$Cal Report > GL Reports > Trial Balance Reports
 - **Trial Balance Report By Period (ZGL111)**
Main Menu > FI\$Cal Process > FI\$Cal Report > GL Reports > Trial Balance Report by Period
- ▶ Customized TB reports in GL will display the ending ledger balances for a specified year and period by customized ChartField combinations.
 - **Trial Balance Report (GLS7012)**
Main Menu > General Ledger > General Reports > Trial Balance

Note: Encumbrance balances will not display on the TB.

General Ledger - Reports & Queries

Ledger Activity Report

- ▶ References:
 - [FISCal.218 – Ledger Activity Report](#)
 - [FI\\$Cal Knowledge Base - KB0010658 –Ledger Activity Report](#)
 - [DOF Month-End and SCO Agency Reconciliation Training](#)

- ▶ Lists the beginning and ending ledger balances by ChartField combination and account

- ▶ Lists the detailed journal line activity that is posted against the account for a specified period

- ▶ Run this report using the same criteria as Trial Balance

- ▶ Helpful tool for research and reconciliations

General Ledger - Reports & Queries

Ledger Inquiry

- ▶ References:
 - [FISCal.219 – Ledger Inquiry](#)
 - [DOF Month-End and SCO Agency Reconciliation Training](#)

- ▶ Provides the amount summary by account Ledger balances based on the ChartField criteria
- ▶ Ability to drill down to transactions - Use the Activity hyperlink to list detailed transactions

General Ledger – Reports & Queries

Journal Inquiry- Online View

- ▶ Allows a user to search for a journal using search criteria such as Journal ID, BU, user, source, etc. (see below)
- ▶ Ability to drill down to source document and attachment

Journal Inquiry

Journal Criteria

Inquiry: RECON_SCO *Unit: 8860 *Ledger: MODACCRL *Year: 2020 *From Period: 1 *To Period: 1 Suspense Status: []
Journal ID: AR% Status: [] Source: [] Currency: [] Stat: [] Document Type: [] Date Code Adj
User: [] Document Sequence: [] Sort By: Journal Id Max Rows: 100 Attachment Exist: []

Search Delete Clear

Journals Personalize | Find | [] First 1-19 of 19 Last

Journal ID	Date	Unit IU	Status	Source	Msg Code	Msg Code Description	Suspense Status	Document Type	Document Sequence
AR03203969	07/31/2020	8860	Posted	ARD	Msg Code		No Susp		
AR03197260	07/30/2020	8860	Posted	ARD	Msg Code		No Susp		
AR03197784	07/30/2020	8860	Posted	ARP	Msg Code		No Susp		

General Ledger – Reports & Queries

Journal Inquiry – Online View

▶ Example of output:

Journal Inquiry

Journal Inquiry Details

▶ Ledger Criteria

Go To Journal Criteria

Journal Header

Journal ID	AR03197784	Date	07/30/2020	Schedule	
Ledger Group	MODACCRL	Original Date	07/30/2020	Process	No Request
Source	ARP	Date Posted	07/31/2020	Total Lines	2
Journal Status	Posted	Reversal Date		User ID	FISCAL_BATCH
Balanced	DR=CR	Reversal	None	InterUnit BU	8860
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	AR Payments				

[View Attachment \(0\)](#)

All Lines From/To
 From Line To Line

Totals by Currency [Find](#) | [View All](#) | First Last

Currency	USD	Debit Amount	3,353.33	Credit Amount	3,353.33	Net	0.00
----------	-----	--------------	----------	---------------	----------	-----	------

Journal Line [Personalize](#) | [Find](#) | [View All](#) | Last

Drill to Source	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Program
	1			-3,353.33	USD	001	0001	2019	1200050	1200050000	6780
	2			3,353.33	USD		0001		1109300	9999999999	

Click “Drill to Source” to drill down

General Ledger – Reports & Queries

Journal Inquiry

▶ Example of drill down screen:

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries > Journal Drill Down

Journal ID

Business Unit 8860 Journal AR03197784 Date 07/30/2020 GL Journal

Ledger MODACCRL Line 1 Line Descr

Chartfields Personalize | Find | View All | | First 1 of 1 Last

Appropriation Reference	Fund	ENY	Account	Alternate Account	Program	PC Business Unit	Project	Activity	Analysis Type	Source Type	C
001	0001	2019	1200050	1200050000	6780	8860	0000000000000652	0000000000000001			

Base Currency USD Base Amount -3,353.33

Currency USD Transaction Amount -3,353.33

Statistics Code Statistic Amount

Item Distributions Personalize | Find | View All | | First 1 of 1 Last

Unit	Customer	Item ID	Item Line	Appropriation Reference	Fund	ENY	Account	Alt Acct
8860	CLO	ORA1120-0620		001	0001	2019	1200050	12000500

General Ledger - Reports & Queries

General Ledger Query

- ▶ Main Menu > Reporting Tools > Query > Schedule Query

DFQ_GL_01_JOURNAL_DETAIL - GL Journal Detail Transactions

Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule
DFQ_GL_01_JOURNAL_DETAIL	GL Journal Detail Transactions	Public	DOF	HTML	Excel	XML	Schedule
DFQ_GL_02_PFA_TRANSACTIONS	PFA Transactions	Public	DOF	HTML	Excel	XML	Schedule
DFQ_GL_02_PFA_TRANSACTIONS_CST	PFA Transactions	Public	DOF	HTML	Excel	XML	Schedule

DFQ_GL_01_JOURNAL_DETAIL - GL Journal Detail Transactions

*Business Unit
*Journal Date From
*Journal Date To
ENY - (Blank for All)
Approp Ref-(% or Blank for All)
Fund - (% or Blank for All)
Source - (Blank for All)
Account - (% or Blank for All)
Journal ID-(% or Blank for All)
Amount - (Blank for All)
Project - (% or Blank for All)
Activity - (% or Blank for All)
Period - (Blank for All)
Ledger Group - (Blank for All)
Svc Loc - (% or Blank for All)
Jnl Line Ref-(% or Blank All)
Rptg Structure-(% or Blank All)
Program From - (Blank for All)
Program To - (Blank for All)

Note: Schedule this query for large data.

General Ledger - Reports & Queries

General Ledger Query

DFQ_GL_01_JOURNAL_DETAIL - GL Journal Detail Transactions

GL Jc	Busr	Ledger Grp	Status	Budget	Source	Journal ID	Date	Appr	Fund	ENY	Account	Alt Acct	Prgr	Rptg	Struc	Budg Dt	Budget	Amount	Journal Line	Line Descr	Long Descr	Transaction Descrps
8860	MODACCR		Posted	Valid	108	0001793140	10/2/2019	001	0001	2019	5390950	0000000000	9999	SCO99999		10/2/2019	2019	3,823.22	GER0119413	SCO Inbound Interface Departm	GER0119413-SCO TRANSACTION INT:09/30/19 Expense Claim	
8860	MODACCR		Posted	Valid	10N	0001806285	10/3/2019	001	0001	2019	5150800	0000000000	9999	88609300		10/3/2019	2019	1,684.11		Workers' Compensation	SC0233568 - 10/03/2019 SC0233569	
8860	MODACCR		Posted	Valid	10N	0001806299	10/3/2019	001	0001	2019	5340330	0000000000	9999	88609300		10/3/2019	2019	13.10		Consult & Prof Svcs-Interdept	IO19030351 - 10/03/2019 IO19030351	
8860	MODACCR		Posted	Valid	108	0001808941	10/7/2019	001	0001	2019	5390950	0000000000	9999	SCO99999		10/7/2019	2019	2,648.03	GER0119677	SCO Inbound Interface Departm	GER0119677-SCO TRANSACTION INT:10/03/19 Expense Claim	
8860	MODACCR		Posted	Valid	108	0001827981	10/10/2019	001	0001	2019	5100000	5100000010	9999	SCO99999		10/10/2019	2019	(3,116.64)	ARO1910122	Earnings - Perm Civil Svc Empl	ARO1910122-SCO TRANSACTION INT:24994 IDOE 0719	
8860	MODACCR		Posted	Valid	108	0001827984	10/10/2019	001	0001	2019	5390950	0000000000	9999	SCO99999		10/10/2019	2019	466.46	GER0119960	SCO Inbound Interface Departm	GER0119960-SCO TRANSACTION INT:10/08/19 Expense Claim	
8860	MODACCR		Posted	Valid	108	0001843095	10/15/2019	001	0001	2019	5390950	0000000000	9999	SCO99999		10/15/2019	2019	901.96	GER0120142	SCO Inbound Interface Departm	GER0120142-SCO TRANSACTION INT:10/10/19 Expense Claim	
8860	MODACCR		Posted	Valid	10N	0001849615	10/17/2019	001	0001	2019	5100000	5100000010	9999	SCO99999		10/17/2019	2019	3,116.64	ARO1910122	Earnings - Perm Civil Svc Empl	ARO1910122, Reverse 0001827981 IS 24994 IDOE 0719	
8860	MODACCR		Posted	Valid	108	0001853465	10/17/2019	001	0001	2019	5390950	0000000000	9999	SCO99999		10/17/2019	2019	777.32	GER0120427	SCO Inbound Interface Departm	GER0120427-SCO TRANSACTION INT:10/15/19 Expense Claim	
8860	MODACCR		Posted	Valid	108	0001861287	10/18/2019	001	0001	2019	5150900	0000000000	9999	SCO99999		10/18/2019	2019	702.80	ARO40710	Staff Benefits - Other	ARO40710-SCO TRANSACTION INTER:XXXXA CLO71175	
8860	MODACCR		Posted	Valid	108	0001861288	10/18/2019	001	0001	2019	5150900	0000000000	9999	SCO99999		10/18/2019	2019	697.55	ARO40711	Staff Benefits - Other	ARO40711-SCO TRANSACTION INTER:XXXXB CLO71176	
8860	MODACCR		Posted	Valid	108	0001861289	10/18/2019	001	0001	2019	5150900	0000000000	9999	SCO99999		10/18/2019	2019	419.29	ARO40712	Staff Benefits - Other	ARO40712-SCO TRANSACTION INTER:XXXXC CLO71177	
8860	MODACCR		Posted	Valid	108	0001861290	10/18/2019	001	0001	2019	5390950	0000000000	9999	SCO99999		10/18/2019	2019	3,185.70	GER0120529	SCO Inbound Interface Departm	GER0120529-SCO TRANSACTION INT:10/16/19 Expense Claim	
8860	MODACCR		Posted	Valid	108	0001873928	10/22/2019	001	0001	2019	5390950	0000000000	9999	SCO99999		10/22/2019	2019	2,001.49	GER0120719	SCO Inbound Interface Departm	GER0120719-SCO TRANSACTION INT:10/18/19 Expense Claim	
8860	MODACCR		Posted	Valid	108	0001884672	10/24/2019	001	0001	2019	5390950	0000000000	9999	SCO99999		10/24/2019	2019	139.20	GER0120896	SCO Inbound Interface Departm	GER0120896-SCO TRANSACTION INT:10/22/19 Expense Claim	
8860	MODACCR		Posted	Valid	108	0001894344	10/28/2019	001	0001	2019	5390950	0000000000	9999	SCO99999		10/28/2019	2019	2,928.88	GER0121074	SCO Inbound Interface Departm	GER0121074-SCO TRANSACTION INT:10/24/19 Expense Claim	
8860	MODACCR		Posted	Valid	10N	0001896158	10/7/2019	001	0001	2019	5150900	0000000000	9999	88609300		10/7/2019	2019	364.32		Staff Benefits - Other	CLA0010048 - 10/07/2019 CLA0010048	
8860	MODACCR		Posted	Valid	10N	0001900372	10/30/2019	001	0001	2019	5150900	0000000000	9999	SCO99999		10/30/2019	2019	(702.80)	ARO40710	Staff Benefits - Other	ARO Reclass XAAAA CLO71175	
8860	MODACCR		Posted	Valid	10N	0001900372	10/30/2019	001	0001	2019	5150500	0000000000	9999	88602520		10/30/2019	2019	(3.75)	ARO40710	OASDI	ARO Reclass XAAAA CLO71175	
8860	MODACCR		Posted	Valid	10N	0001900372	10/30/2019	001	0001	2019	5150350	0000000000	9999	88602520		10/30/2019	2019	661.27	ARO40710	Health Insurance	ARO Reclass XAAAA CLO71175	
8860	MODACCR		Posted	Valid	10N	0001900372	10/30/2019	001	0001	2019	5100000	5100000010	9999	88602520		10/30/2019	2019	45.28	ARO40710	Earnings - Perm Civil Svc Empl	ARO Reclass XAAAA CLO71175	
8860	MODACCR		Posted	Valid	10N	0001900372	10/30/2019	001	0001	2019	5150900	0000000000	9999	SCO99999		10/30/2019	2019	(697.55)	ARO40711	Staff Benefits - Other	ARO Reclass X8888 CLO71176	
8860	MODACCR		Posted	Valid	10N	0001900372	10/30/2019	001	0001	2019	5150500	0000000000	9999	88604540		10/30/2019	2019	(6.38)	ARO40711	OASDI	ARO Reclass X8888 CLO71176	
8860	MODACCR		Posted	Valid	10N	0001900372	10/30/2019	001	0001	2019	5150350	0000000000	9999	88604540		10/30/2019	2019	626.92	ARO40711	Health Insurance	ARO Reclass X8888 CLO71176	
8860	MODACCR		Posted	Valid	10N	0001900372	10/30/2019	001	0001	2019	5100000	5100000010	9999	88604540		10/30/2019	2019	77.01	ARO40711	Earnings - Perm Civil Svc Empl	ARO Reclass X8888 CLO71176	
8860	MODACCR		Posted	Valid	10N	0001900372	10/30/2019	001	0001	2019	5150900	0000000000	9999	SCO99999		10/30/2019	2019	(419.29)	ARO40712	Staff Benefits - Other	ARO Reclass X8888 CLO71177	
8860	MODACCR		Posted	Valid	10N	0001900372	10/30/2019	001	0001	2019	5150500	0000000000	9999	88607000		10/30/2019	2019	(3.44)	ARO40712	OASDI	ARO Reclass X8888 CLO71177	
8860	MODACCR		Posted	Valid	10N	0001900372	10/30/2019	001	0001	2019	5150350	0000000000	9999	88607000		10/30/2019	2019	381.14	ARO40712	Health Insurance	ARO Reclass X8888 CLO71177	
8860	MODACCR		Posted	Valid	10N	0001900372	10/30/2019	001	0001	2019	5100000	5100000010	9999	88607000		10/30/2019	2019	41.59	ARO40712	Earnings - Perm Civil Svc Empl	ARO Reclass X8888 CLO71177	
8860	MODACCR		Posted	Valid	10N	0001920435	10/30/2019	001	0001	2019	5344000	5344000010	9999	88609200		10/30/2019	2019	15.64		Consolidated Data Centers	IO19021456 - 09/06/2019 entered on IO19021456	
8860	MODACCR		Posted	Valid	10N	0001925723	10/31/2019	001	0001	2019	5100000	5100000000	9999	88609900		10/31/2019	2019	5,340,612.93		Earnings - Perm Civil Svc Empl	Record October 2019 Payroll RECORD OCT 2019 PAYR	
8860	ALLC_ENC		Valid	Valid	ALC	ALC00000001	10/31/2019	001	0001	2019	5301500	0000000000	9999	88602520		7/1/2019	2019	1,100.00		Copy REV KK to By Pass ENC		
8860	ALLC_ENC		Valid	Valid	ALC	ALC00000001	10/31/2019	001	0001	2019	5342600	5342600010	9999	88609301		7/1/2019	2019	293,800.67		Copy REV KK to By Pass ENC		

Note: This query can produce results that are too large or take too long. Schedule a query or be as specific as possible when running the query.

General Ledger- GL/KK Mismatch

GL-KK mismatches are the balance mismatches between Commitment Control Ledgers and General Ledger, mostly caused by sub-system transactions / GL Journals that are not successfully posted either in Commitment Control or in General Ledger.

▶ Reference:

- [Job Aid FISCal.425 - GL-KK Mismatch Identification and Resolution.](#)

Favorites > Main Menu > FISCal Processes > FISCal Report > GL Reports > GL - KK Mismatch Report

GL - KK Mismatch Report

Run Control ID: GL_KK_Mismatch Report Manager Process Monitor Run

Report Parameters

*Business Unit: 8860

*Fiscal Year: 2019

*Account Type: Expense

Run Only for Closed Periods

Save Return to Search Notify Add Update/Display

General Ledger- GL/KK Mismatch

GL - KK Mismatch Dashboard

- Main Menu > FI\$Cal Overview > Department 360
- Click on the GL/KK Data Sync tile. Click on Generate Report button for the selected Account Type. Select open/closed option, click Run.

Department 360

Search Parameters

Business Unit: 8860 Fiscal Year: 2021

Period From: 1 Period To: 12 Search

Data As Of Date: 12/20/2021 06:22:06

FI\$Cal Dashboard
Month-End Close Dashboard

FSC Tickets
Link to ServiceNow

Encumbrances
202 POs
\$5.2M PO Amount

Expenditures
426 Vouchers
\$3.9M Voucher Amount

Receivables
98 Payments
\$2.1M Collected Amount

GL/KK Data Sync

	Revenue	Expense
GL	\$0	\$0
KK	\$0	\$0

Error Dashboard

General Ledger - Tips

▶ **Understand ChartField values:**

- Reporting Structure
- Program
- References
- Enactment Year (ENY)
- Budget Period

▶ **Understand Transactions**

- Voucher process flow (AP Module)
- Account Receivables process flow (AR Module)
- Deposits process flow (AR Module)
- CalATERS process flow (AP Module)
- Office Revolving Fund process flow (AP & AR Module)

▶ **Understand Report Logic**

- Plan of Financial Adjustment Report
- Agency Reconciliation Report

▶ **Keep the Monthly Reconciliations current**

Commitment Control vs. General Ledger

Commitment Control (Budgetary Legal Basis):

- Budget
- Appropriated Encumbrances
- Appropriated Expenditures
- Reimbursements
- Revenues

Note:

- Only appropriated transactions will post to Commitment Control
- Unappropriated Encumbrances must be corrected

General Ledger (Modified Accrual / MODACCRL Ledger):

- Appropriated & Unappropriated Expenditures
- Reimbursements
- Revenues

General Ledger (Budgetary Legal / BUDLEGAL Ledger):

- Encumbrances
- Appropriated & Unappropriated Expenditures
- Reimbursements
- Revenues

Accounts Receivable

Accounts Receivable

This segment will cover:

- ▶ Accounts Receivable - Defined
- ▶ Accounts Receivable Toolkit
- ▶ Abatement
- ▶ Reimbursement
- ▶ Revenue
- ▶ Accounts Receivable Tips

Accounts Receivable - Defined

SAM section [8201](#) states, Income and receivable transactions are closely related, and many of the policies address both types of accounts. State agency/department management must ensure that all receipts are processed and deposited timely. Income and receivables should be recorded timely, with the correct amounts, and in the proper accounts. Management should review and monitor income and receivables in a timely manner. Billed and collected receivables should be monitored and significant variances should be analyzed. In addition to the policies in SAM, agencies/departments must develop internal policies and procedures to ensure that amounts due to the state are correctly identified, tracked, managed, and collected on a timely basis.

SAM section [8291](#) states, Accounts receivable (AR) is defined as a claim against a debtor, such as a person, business, or governmental entity for money owed to the state. A valid AR should be billed and recorded in the agency/department books in a timely manner.

The FI\$Cal Accounts Receivable module tracks, manages, and collects Abatements, Reimbursements, and Revenue.

Account Receivable Toolkit

To comply with [Government Code section 16583.2](#), which requires departments to annually report to the State Controller's Office accounts receivables and discharged accounts, the Accounts Receivable Toolkit has been developed . The Accounts Receivable Toolkit consist of the following topics to help departments manage, collect and report receivables:

- Management and Internal Audit Responsible
- Prevention
- Collections
- Employee ARs
- Accounting for AR
- Year-end
- Documentation
- Discharge From Accountability
- Training

The Accounts Receivable Toolkit is located at:

<https://dof.ca.gov/accounting/accounting-policies-and-procedures/>

Accounts Receivable

Accounts Receivable FI\$Cal Terminology:

- ▶ **Items** - Individual Entry or Transaction
- ▶ **Pending Items** – Unposted transactions
- ▶ **Group** – Batch
- ▶ **Group ID** – Batch Number
- ▶ **Group Control** – Batch Header

Accounts Receivable Abatement

SAM Section [8288](#) states, Abatements are specific types of receipts that are recorded as a reduction to an expenditures that has already been made. Examples of abatements are rebates, refunds from salary overpayments, jury duty, and witness fees. Unless otherwise provided by law, abatements should be credited to the appropriation from which they were drawn.

- ▶ SAM section [8293.2](#) requires establishing a Payroll Accounts Receivable (PAR) when an employee has been overpaid
 - ▶ Before entering a PAR, an employee's customer account (Customer ID number) needs to be verified if already established or setup in FI\$Cal
 - ▶ Reference:
 - [eLearning AR1 – Create a Customer for Employee](#)
- FI\$Cal is automating the manual Payroll Accounts Receivable process. Consequently, departments should include the Employee Identification Number under a new field, Employee ID, in the General Info tab.

Accounts Receivable - Abatement

For an employee accounts receivable, the department will make for the following entry:

Record Payroll AR – Abatement due to department

DR 1200100 – Accounts Receivable - Abatements

CR 5100000 – Earnings - Permanent Civil Service Employees

References:

▶ eLearning:

- [AR2-Record Payroll](#)
- [AR3-Approve Payroll](#)

▶ Job Aids

- [FISCal.208 - Set Up a Payroll AR from a Half Sheet](#)
- [FISCal.239- Correct AR Items](#) - FISCal tracks PAR in the AR Module via Item ID
- [FISCal.451 – Reclassify SCO Interface](#) – Using AR \$0 deposit to reclassify GL to AR

▶ Queries:

- Pending Items (DFQ_AR_01_PENDING_ITEM_BY_DTL and DFQ_AR_22_PENDING_ITEMS_VALID)
 - AR Processor can review the AR pending item transactions by distribution lines
- All AR Items (DFQ_AR_02_ABATEMENT_ACCRUAL)
- List of Posted Items (DFQ_AR_04_ITEMS_VALIDATION)
- APO and ARO Payments Interfaced from SCO (ZZ_PAR_ITEM_REASON)¹¹³

Accounts Receivable Abatement – Payroll Accounts Receivable

1. A/R number
2. Date
3. Employee Name
4. Unit
5. Pay Period
6. Amount to be transferred to dept.
7. Amount to be recovered

STATE OF CALIFORNIA, OFFICE OF THE CONTROLLER, DIVISION OF DISBURSEMENTS

NOTICE OF PAYROLL ACCOUNTS RECEIVABLE

OVERPAYMENT FOR ¹ A/R # 78658 CLEARANCE # 62191 OF ² 02-19-2020

----- AGENCY APPROPRIATION -----

FUND	AGY	FY	REF/ITM	FEDCATLG	CA	PG	EL	COM	TSK	ACCT/CODE	SOURCE
0001000	1234	2019	001	-00000000	-99	-	-	-	-	0000000000	0000000

SOC. SEC. #	NAME OF EMPLOYEE	AGY.	UNIT	CLASS	SER.	PAY PER. T.MO.YR.	TIME WORKED DAYS	HOURS
- -	³ JDOE	300	⁴ 695	4179	003	⁵ 0-01-2020	0	.00

SALARY TYPE	RATE	GROSS & STATE SHARE AMOUNTS TO BE TRANSFERRED PER FORM CD 62			
		TOTAL	GROSS		
	\$.00	\$1,333.39CR	\$.00		
PAYMENT TYPE	RETIREMENT	OASDI	HB PREM	HB ADM	
K	\$.00	\$9.28	\$1,338.73CR	\$3.94CR	

⁶ DIVISION OF DISBURSEMENTS WILL RECOVER EMPLOYEE DEDUCTIONS FOR

RETIREMENT	FEDERAL TAX	CA ST. TAX	OASDI	SDI	OTHER DED
\$.00	\$.00	\$.00	\$.00	\$.00	\$112.09CR

⁷ \$112.09 TO BE RECOVERED FROM EMPLOYEE BY AGENCY COLLECTION

Accounts Receivable - Abatement Payroll Accounts Receivable

Record Payroll AR Accounting Entries in FI\$Cal

The **AR Item processor** will post the accounting entries in the Accounting Entries tab. Two lines will populate, USER and AR line. Fill in the User Line with the appropriate ChartField values. Steps are:

1. Enter Amount
2. Change Account (5190100 is the defaulted account, change this to account 5100000.) Delete the Alt Acct values first before changing the account
3. Enter Fund
4. Enter Reporting Structure
5. Enter Program
6. Enter Appropriation Reference
7. Enter ENY
8. Verify the Budget Date is within the ENY period
9. Click Save
10. Provide the Group ID number and supporting document to BI/AR Approver

Accounts Receivable - Abatement Payroll Accounts Receivable (AR Module)

Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit 8860 Group ID 2884 Budget Details

Accounting Entries
 Item ID PAR37546 Line Entry Type DR Reason PAR
 Bus. Unit 8860 Customer EMP1176937 SubCust1 SubCust2
 Amount 184.59 Currency USD

Accounting Entries Complete Display Totals Entry

Distribution Lines

Line	GL Unit	*Type	Amount ¹	*Account ²	Alt Acct	Fund ³	Rplg Structure ⁴	Program ⁵	Approp Ref ⁶	ENY ⁷	Budget Date ⁸
2	8860	User	-184.59	5190100	0000000000	0001	88601200	9999	001	2018	03/01/2018
102	8860	AR	184.59	1200100	0000000000						03/01/2018
Lines: 2		DR	184.59	Currency: USD	CR	184.59	Currency: USD	Net: 0.000			

⁹ Save Return to Search Notify

Note:

- The system will assign the **Journal ID number** after the batch is approved by the AR Item Approver followed by the nightly batch process run.
- **Journal ID number** must be documented on the invoice/billing document for future reference.
- **Journal ID number** will be required if you need to view data in GL Module.

Accounts Receivable - Reimbursement

- ▶ Per [SAM Section 6463](#), A reimbursement is cash or other assets received as repayment for the cost of work or services performed, or for other expenditures made for or other expenditures made on behalf of another governmental unit, fund, or department, or for an individual, firm, or corporation.
- ▶ Before entering invoices into FI\$Cal, the customer's account needs to be verified (if established) or setup in FI\$Cal
- ▶ References:
 - eLearning - [AR8 – Create Customer for Non-Employee](#)

Accounts Receivable - Reimbursement

- ▶ Invoices that are generated outside of FI\$Cal should be entered in the AR Module
- ▶ References:
 - eLearning:
 - [AR9-Record AR Reimbursement](#)
 - [AR11-Approve AR Reimbursement/Revenue](#)

Accounts Receivable -Reimbursement Accounting Entries

Below are the typical Accounts Receivable Reimbursement Accounting Entries for recording the billing of reimbursements.

Record Billing of Reimbursements

DR 1200050 – Accounts Receivable – Reimbursements

DR 124XXXX – Due From Other Funds/Appropriations

DR 126XXXX – Due from Other Governments

CR 4810000 – Interdepartmental Reimb-From Other State
Depts

CR 4820000 – Reimbursements from the Federal Government

CR 4830000 – Reimbursements from Local Government

CR 4840000 – Reimbursements from non-Government Entities

Accounts Receivable - Reimbursement Accounting Entries

(AR Module)

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Customer Accounts ▾ > Item Information ▾ > View/Update Item Details													
Accounting Lines													
Line	Type	Ledger Group	Ledger	GL Unit	Appropriation Reference	Fund	ENY	Account	Alternate Account	Program	PC Business Unit	Project	Activity
2	Standard	MODACCRL	MODACCRL	8860	001	0001	2020	4810000	4810000000	6780	8860	000000000000652	0000000000000001
102	Standard	MODACCRL	MODACCRL	8860	001	0001	2020	1240000	1240000000	6780	8860	000000000000652	0000000000000001

Source Type	Category	Subcategory	Reporting Structure	Service Location	Agency Use	Affiliate	Fund Affiliate
			88606300				
			88606300		2660		0048

Note:

- When entering a “Due From Other Funds/Appropriations” account (GL 1240000 or 1240100), always fill in the **Affiliate** and **Fund Affiliate** fields.
 - **Affiliate** - is the other Business Unit (BU) involved in transfer between BU's
 - **Fund Affiliate** - is the other Fund involved in transfer between funds
- When setting up an AR Reimbursement, always include the Project and Activity fields if you are using project activity to track reimbursement.

Accounts Receivable - Reimbursement Job Aids

- ▶ References:
 - [FISCal.024 - Correct AR Billing Budget Checking Errors](#)
 - [FISCal.025 - Correct Accounting Errors](#)
- ▶ Departments must review billing transactions after batch processes have run daily

Accounts Receivable - Revenue

- ▶ According to SAM Section [8210](#), Revenues provide the major source of financing for the state. Generally, revenues are derived from taxes, licenses, fees, fines, and receipts from the federal government or investment earnings
- ▶ Invoices that are generated outside of FI\$Cal should be entered in the AR Module

Accounts Receivable - Revenue Accounting Entries

Record Outside of FI\$Cal Billing of Revenue

- ▶ Example of Miscellaneous Revenue entries

DR 1200000 – Accounts Receivable – Revenue (AR Line)

CR 4172500 – Miscellaneous Revenue (User Line)

References:

- eLearning:
 - [AR10-Record AR Revenue](#)
 - [AR11-Approve AR Reimbursement Revenue](#)

Accounts Receivable -Revenue Accounting Entries

- ▶ SpeedType Upload configuration can be used to default user defined ChartField values
 - See DFQ_AR_08_SPEEDTYPES, to see the list of speed types
 - See [FISCal.502 – SpeedType Upload](#) to upload Speedtype ChartField values into FI\$Cal
- ▶ Document the Group ID number on the supporting document for the AR Item Approver and for future reference

Main Menu ▾ > Accounts Receivable ▾ > Customer Accounts ▾ > Item Information ▾ > View/Update Item Details							
GL Unit	Fund	ENY	Account	Affiliate	Fund Affiliate	Budget Date	Item Amount ▾
8860	0001	2015	1200000	3790	0001	03/08/2016	200.00
8860	0001	2015	4172500			03/08/2016	-200.00

Accounts Receivable -Revenue Job Aids

▶ References:

- [FISCal.042 – Explanation of AR and Billing Dates](#)
- [FISCal.080 – AR Reports Within the FISCal System](#)
- [FISCal.474 – Using the Receivables Work Center](#)

Accounts Receivable Tips

Departments can review open or closed receivables by navigating to **Accounts Receivable>Customer Account>Item Information>View/Update Item Details**

Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Customer Accounts ▾ > Item Information ▾ > View/Update Item Details



FI\$Cal

View/Update Item Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit:	= ▾	<input type="text" value="8860"/>	
Customer ID:	begins with ▾	<input type="text"/>	
Item ID:	begins with ▾	<input type="text" value="ORA14150815"/>	

Accounts Receivable - Tips

How to View Data in AR Module by Item ID

[Detail 1](#) | [Detail 2](#) | [Detail 3](#) | [Item Activity](#) | **Item Accounting Entries** | [Item Audit History](#)

Unit 8860 Customer DEPT425000 Children & Families Commission
 Item ID ORA14150815 Line Days Late -18 Status Closed

Balance 0.00 USD

Accounting Line Display

Standard
 Supplemental (Entry Event)
 Both
 [Display](#)

Item Activity Find | View All First 1 of 2 Last

Seq 1 Entry Type DR Acctg Date 09/23/2015 Amount 11,368.00 Revenue Estimate

Accounting Lines Personalize | Find | View All | | First 1-2 of 2 Last

[Accounting Information](#) | [Line Information](#) | [Document](#) | [Journal Reference Information](#) | [Item Creation/Update Details](#)

Line	Type	Ledger Group	Ledger	GL Unit	Appropriation Reference	Fund	ENY	Budget Date	Account	Alternate
2	Standard	MODACCRL	MODACCRL	8860	001	0001	2015	09/23/2015	1240000	0000000
1	Standard	MODACCRL	MODACCRL	8860	001	0001	2015	09/23/2015	4810000	4810000

[Split](#) [Add Conversation](#) [View Audit Logs](#)

Click to expand Accounting Line Display

Accounts Receivable - Tips

How to View Data in AR Module by Journal ID

Query View

DFQ_AR_17_DIRECT_JRNL_SUB_SYS

DFQ_AR_18_ITEM_SUB_SYS_ENTRIES

The screenshot shows the FI\$Cal software interface. At the top, a navigation breadcrumb is highlighted with a red box: **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**. Below this is the FI\$Cal logo, which includes a map of California. The main heading is **Create/Update Journal Entries**. Below the heading is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a "Search Criteria" section with a dropdown arrow. The "Business Unit" field is set to "=" and "8860" with a search icon. The "Journal ID" field is set to "=" and "AR00032739".

Accounts Receivable - Tips

How to View Data in GL Module

[Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

Unit 8860 **Journal ID** AR00032739 **Date** 09/23/2015 **Errors Only**
[Template List](#) **Search Criteria** **View Audit Logs**
***Process** [Edit Journal](#) **Process** **Line** 10

Select	Line	Unit	Ledger	SpeedType	Approp Ref	Fund	ENY	Rptg Structure	Account	Amount	Alt Acct
<input type="checkbox"/>	7	8860	MODACCRL		001	0001	2015	88606300	1240100	784.00	0000000
<input type="checkbox"/>	8	8860	MODACCRL		001	0001	2015	88606300	4810000	-115,911.19	4810000
<input type="checkbox"/>	6	8860	MODACCRL		001	0001	2015	88606300	4810000	-784.00	4810000
<input type="checkbox"/>	10	8860	MODACCRL		001	0001	2015	88606300	4810000	-37,975.00	4810000
<input type="checkbox"/>	9	8860	MODACCRL		001	0001	2015	88606300	1240000	115,911.19	0000000
<input type="checkbox"/>	2	8860	MODACCRL		001	0001	2015	88606300	4840000	-9,976.57	0000000
<input type="checkbox"/>	3	8860	MODACCRL		001	0001	2015		1200050	9,976.57	0000000
<input type="checkbox"/>	1	8860	MODACCRL		001	0001	2015	88606300	1240000	1,862.00	0000000
<input type="checkbox"/>	5	8860	MODACCRL		001	0001	2015	88606300	1240100	637.00	0000000
<input type="checkbox"/>	4	8860	MODACCRL		001	0001	2015	88606300	4810000	-637.00	4810000

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	34	413,666.52	413,666.52	P	V

Accounts Receivable -Tips

Check for Outstanding Items

AR Items accounting entries that were entered but not successfully posted to GL can be searched by using the following tools:

- ▶ AR module – Accounts Receivable>Pending Items>Review Items>Group Not Set to Post (see below)
- ▶ Queries for Outstanding Items:
 - ZZ_OUTSTANDING_ITEMS
 - ZZ_MEC_GROUPS_NOT_SET_TO_POST
- ▶ Job Aid FISCal.185 – Using the Outstanding Transaction Queries

The screenshot shows the FISCal software interface. At the top, a navigation breadcrumb is highlighted with a red box: Favorites > Main Menu > Accounts Receivable > Pending Items > Review Items > Group Not Set To Post. Below this is the FISCal logo. The main heading is "Groups Not Set To Post". There are four input fields: "Business Unit" with the value "8860", "User" with the value "10001409", "*Posting Status" with a dropdown menu set to "Never Posted And Error Groups", and "*Balance Status" with a dropdown menu set to "In And Out Of Balance Groups". A "Search" button is located to the right of the dropdown menus.

Accounts Receivable -Tips Customer and Accrual Queries

▶ Queries for Customers

- List of Customers (DFQ_AR_05_CUSTOMER)
- Customer Account History (DFQ_AR_09_CUSTOMERS_ACCT_HIST)
 - This query will list original invoice and the amount written off, and can be used to reconcile Accounts Receivable

▶ Queries for Open AR's

- AR Aging Report with Customer Comments (DFQ_AR_06_AGING_REPORT)
- DFQ_AR_14_ACCRUAL
- DFQ_AR_15_ACCRUAL_PROJECT
- Items Aging by User Line (DFQ_AR_21_ITEM_AGING)
- AR Open Items With Departmental Lower Chartfields (DFQ_AR_23_OPEN_ITEM_DETAIL)

Accounts Receivable Tips

- ▶ Verify that the budget date is within the corresponding ENY for Budget Act appropriations
 - For example, for ENY 2020 the budget date should be from 7/1/20 through 6/30/21

- ▶ When entering a “Due From Other Funds/ Appropriations” account (GL 1240000 and GL 1240100), always fill in the Affiliate and Fund Affiliate fields
 - **Affiliate** – the other Business Unit (BU) involved in a transfer between BUs
 - **Fund Affiliate** – the other Fund involved in a transfer between funds

- ▶ Fill in the Project and Activity fields if using project activity to track reimbursement when setting up an AR for Reimbursement

- ▶ Write down the **Journal ID number** on the invoice/billing document for future reference

Cash Receipts (AR Module)

Cash Receipts

This segment will cover:

- ▶ Key Concepts
- ▶ Deposit Slips
- ▶ Cash Receipts Transactions
 - Bank Deposits (Cash and Checks)
 - Direct Remittance to State Treasury
 - Wire Transfers and Automated Clearing House payments
 - System Deposits (Payroll ARs and direct transfers)
- ▶ Special Accounting Entries
- ▶ Cash Receipt Tips

Cash Receipts – Key Concepts

[SAM Section 8030](#) states, Agencies/departments will deposit their collected funds into the Treasurer's demand account at an approved depository bank. The agency/department is then responsible for notifying the State Treasurer's Office (STO) of funds deposited

Agency/departments will do the following:

- Remit deposits timely and accurately (see [SAM Section 8091](#)).
- The Deposit Slip Processor will create deposit slips using FI\$Cal Deposit Slip Functionality to record, generate and print deposit slips.
- Report deposits to the State Controllers Office (SCO) when collected funds have been deposited in the department's checking account and will be remitted to a fund in the State Treasury (See [SAM Section 8091](#)).

Note:

- To reduce banking costs related to deposits, the STO urges all departments to consolidate deposits by maximizing the number of checks/cash in each deposit.
- [SAM Section 8031](#) provides a list the approved depository banks.

Cash Receipts - Key Concepts

- ▶ Three roles are required to complete a deposit:
 - Deposit Slip Processor
 - AR Payment Processor
 - BI/AR Approver

- ▶ The term “receipts” in FI\$Cal is used interchangeably with the term “payments”, for example, AR payments and miscellaneous receipts

- ▶ AR Payments are posted to 1109300 – Pending Cash Transfers – Accounts Receivable. FI\$Cal’s cash reclassification functionality reclassifies balances posted to this account based on the Cash Type of the receipt. Below is a list of some of the cash types.
 - 1101000 – General Cash
 - 1101200 – Revolving Fund Cash
 - 1101400 – Agency Trust Fund Cash
 - 6510000 – Unappropriated InterUnit Cash Transfer In
 - 6520000 – Unappropriated InterUnit Cash Transfer Out

Cash Receipts - Key Concepts

- ▶ Cash in State Treasury, 1104000 account, is recorded at the statewide level under Business Unit (BU) 0000.
- ▶ Remittance of receipts to the 1104000 account is system generated when the reclassification of cash occurs in the Cash Management (CM) Module.
- ▶ The 65XXXXX accounts – Unappropriated Cash Transfers in MODACCRL represent the department's equivalent of 1104000 – Cash in State Treasury.
- ▶ Do not post the CR\$ SCO JE since the system has already reclassified the cash.

Cash Receipts – Key Concepts

Deposit Slips

- ▶ FI\$Cal integrates with SCO and STO. All deposit slips are recorded or interfaced into FI\$CAL AR Module . Departments can record deposit slips information, generate the deposit slip number, and print the deposit slip in FI\$Cal
 - See Job Aid [FISCal.389](#) – Create a Standard Deposit Slip
- ▶ STO views and approves only supplemental deposits
- ▶ System generated entries are created when a Deposit Slip is created. The system will post the reversing entries when the user closes out the deposit
 - System generated, ARD Source, entry;
 - DR 1101000 – General Cash – CTS Accounts
 - CR 2090050 – Unapplied Receipts
- ▶ Queries:
 - To view deposit slips - (DFQ_AR_10_DEPOSIT_SLIPS_LIST)
 - To view incomplete deposits - (DFQ_AR_11_INCOMPLETE_DEPOSITS)
 - To view AR approval status for direct journal payments – (DFQ_AR_19_DJP_APPROVAL_STATUS)

Cash Receipt - Key Concepts Transactions

In line with [SAM Chapter 8000](#) (Cash), there are three main Cash Types that should be used:

General Cash

- FI\$Cal will reclassify cash to Cash in State Treasury for State funds or to General Cash for Advance or Uncleared Collections entries for this cash type.

ORF Cash

- FI\$Cal will reclassify cash to Revolving Fund Cash for this cash type.

Agency Cash

- FI\$Cal will reclassify cash to Agency Trust Cash for this cash type.

Cash Receipt Transactions

For online deposit transactions, departments need to select the Cash Type under the Payments tab from the regular deposit page. (Note: Warrant cash type is no longer used).

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

Totals Payments

Unit 8860 Deposit ID NEXT Date 12/03/2020 Balance Balanced

Payment Information Find | View All First 1 of 1 Last

Payment Seq 1 *Payment ID RECORDGENCA *Accounting Date 12/03/2020

Amount 500.00 Currency USD

Rate Type CRRNT Exchange Rate 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method Check Attachments (0) Apply Payment

Additional Payment Information Find | View All First 1 of 1 Last

Payment Method Reference Number Received by SCO

Cash Type Gen Cash City Code AP Business Unit

Check Date AgencyCash County Code Related ORF Advance

Description CalATERS Tax Amount Legacy Description

Gen Cash

ORF Cash

Warrant

Legal Authority and R

Cash Receipts Transactions

- ▶ **Common types of receipts from Bank Deposits that record as AR payments**
 - Abatements
 - Reimbursements
 - Revenues
 - Office Revolving Fund (ORF)
 - Uncleared Collections
 - For remittance guidance, see Job Aid [FISCal.391](#), A, B, or C, and eLearning [AR15 through19](#)
- ▶ **Queries**
 - DFQ_AR_07_CASH_RECEIPTS - For reconciling AR and revenues
 - DFQ_AR_13_CASH_RECEIPT_DETAIL - Additional fields include Location Code and SCO Document ID

Other Cash Receipts Transaction Types

- ▶ Direct Remittance to State Treasury
 - Federal Draw Down ([FISCal.381](#))
 - Create a Federal AR Item ([FISCal.412](#))

- ▶ System Deposits – SCO Journal Entries
 - TC-41 Architectural Revolving Fund Transfer, ([FISCal.452](#))
 - FI\$Cal creates AR deposits to record DGS receipt

 - Payroll AR (AR0 and APO), ([FISCal.208](#))
 - State Collections (AR0) interface automatically to FI\$Cal and post as GL journals
 - Employee Collections (APO) interface automatically to FI\$Cal and post against the Employee AR or post as GL Journal

Cash Receipts Transactions

Direct Billing-Collections. See the Department of Finance's eLearning [AR12 through14](#)

- Importance on tracking Direct Billing by Item ID

Queries:

- List of incomplete payments
DFQ_AR_12_INCOMPLETE_PAYMENTS
- Unbilled AR payments not sent to GL
ZZ_ARMISC_ENTRIES_NOTSENTTO_GL
- Billed AR payments not sent to GL
ZZ_ARITEM_ENTRIES_NOTSENTTO_GL

eLearning:

- [AR20 - Record and approve collection of reverting appropriations for abatements and reimbursements before June 30](#)
- [AR21- Record and approve collection of reverted appropriations for abatements and reimbursements after June 30](#)

Cash Receipts Transactions

Bank Deposits Process (AR Payment Processor)

- ▶ Determine if the receipt is for an AR payment (AR Item) or Miscellaneous Receipt (unbilled AR payment)
 - AR Payment – requires AR Item ID number
 - Miscellaneous Receipt – requires accounting information (journal entry)
- ▶ Complete the Batch Header and a Deposit Log (Although, your department's business process may vary, the Batch Header and Deposit Log are considered best practices)

Cash Receipts Transactions

Sample Batch Header

FISCAL ACCOUNTING ENTRIES										SAMPLE	
										DEPOSIT ID #	393
										BATCH TOTAL	1,040.00
										BATCH COUNT	2
BANK DEPOSITS TO 244 CTS ACCOUNT										FM	05 - NOV
Pmt #	AMOUNT	TYPE	ENY	REPORTING STRUCTURE	PROGRAM	ACCOUNT	PROJECT	ACTIVITY			
1	800.00	REIMBURSEMENT BOS GOV BUD TRAINING	2015	88604520 BOS/FO	6770028	4810000 interdpt reimb	688	1		REF = 001 FUND = 0001	
2	240.00	REVENUE MISC	2015	NA	NA	4172500 misc rev	NA			REF = 001 FUND = 0001	
										1,040.00	
AR Payment Processor Notes:						Bank Deposit Slip # 1244000229					
BANK ACCT 244						Bank Deposit Date 11/5/2015					
Set up on Payment Tab: Check, Check, GEN CASH						Remittance Number					
For non-AR payments, select the Journal Directly Box						Remittance Date					
Validation after posting and AR module has been batch processed:											
AR > Payments > Review Payments > Incomplete Payments											
Note: incomplete items must be researched and resolved in the AR Module											
										AR Payment Processor	DATE
										AR Payment Approver	DATE
										Remittance Processor	DATE

Cash Receipts Transactions

Sample Deposit Log

CTS Bank Account 244		Department of Finance - ORG 8860 FI\$Cal Deposit Log FY 2015-16							SAMPLE
Date Posted to FI\$Cal	FI\$Cal Deposit ID	FM	Deposit Slip Date or SCO JE Date	Deposit Slip # or SCO JE #	Control Total	Control Col	EFITS RA #	RA DATE	Comments
10/28/2015	390	4	10/12/2015	APO1510142	\$ 1,160.12	11			PAR SCO JE "AP0" - PART I (FULL PMTS)
10/28/2015	391	4	10/12/2015	APO1510142	\$ 1,466.96	11			PAR SCO JE "AP0" - PART II (PARTIAL PMTS)
10/28/2015	392	4	10/20/2015	1244000226	\$ 1,477.00	3	R00695	10/29/2015	BANK DEPOSIT (deposit less \$500 for ORF reimburse)
11/6/2015	393	5	11/5/2015	1244000229	\$ 1,040.00	2	R00696	11/9/2015	BANK DEPOSIT
11/6/2015	394	5	11/3/2015	AR044870	\$ 13.14	1			PAR SCO JE "AR0"
11/6/2015	395	5	11/3/2015	AR044871	\$ (337.62)	1			PAR SCO JE "AR0"
11/6/2015	396	5	11/3/2015	AR045120	\$ (337.62)	1			PAR SCO JE "AR0"
11/6/2015	397	5	11/4/2015	VARIOUS	\$ 625.00	3			DIRECT BILLING - SCO JE (BOS GB TRAINING)
11/10/2015	398	5	11/10/2015	1244000230	\$ 2,262.50	1	NA		BANK DEPOSIT - ORF TRANSIT

Cash Receipts Transactions

Summary of Journal Entries

- ▶ Unbilled Receipt Collection – Direct Journal
 - DR 1109300 Pending Cash Transfers – Accounts Receivable
 - CR 41XXXXX General Revenues
 - 48XXXXX Reimbursements
 - 5XXXXXX Expenses
- ▶ Billed Receipt Collection – Item ID
 - DR 1109300 Pending Cash Transfers – Accounts Receivable
 - CR 12XXXXX Accounts Receivable

Cash Receipt Transactions

System Generated Entries (Reclassification of Cash)

[Favorites](#) - [Main Menu](#) > [Cash Management](#) > [Treasury Accounting](#) > [Cash Accounting](#) > [Review Direct Journal Payment](#)

FI\$Cal

Direct Journal payment History

Unit: 8860 Deposit ID: 393 Payment ID: REIMBURSEMENT

Accounting Entries

People Soft Generated Accounting Entries Personalize | Find | View All | [?] | [] First 1-2 of 2 Last

ChartFields Currency Details Budget Journal Reference Information [??]

Type	Payment Sequence	Distribution Sequence	GL Business Unit	Debit Amount	Credit Amount	Foreign Amount	Foreign Currency Code	Appropriat Reference
		1	1 8860			-800.00	USD	001
		1	2 8860			800.00	USD	

Cash Accounting Reclassification Entries

Main Information ChartFields Journal Reference Information Budget Bank [??]

Payment Sequence	Distribution Sequence	Description	Monetary Amount	Tax Authority	GL Business Unit	Currency Code	Ledger
1	1	2 Cash Reclassification	800.000		0000	USD	MODACCRL
2	1	2 Cash Reversal	-800.000		8860	USD	MODACCRL
3	1	2 Inter/IntraUnit Payable	-800.000		0000	USD	MODACCRL
4	1	2 Inter/IntraUnit Receivable	800.000		8860	USD	MODACCRL

Cash Receipts Transactions

Accounting Entries of Cash Reclassification

AR Module – Miscellaneous Receipts

DR 1109300 – Pending Cash Transfers – Accounts Receivable	\$1,040	BU8860
CR 41XXXXX – General Revenues	\$240	BU8860
48XXXXX – Reimbursements	\$800	BU8860

CM Module – Reclassification of Cash

DR 6520000 – Unappropriated InterUnit Cash Transfers Out	\$1,040	BU8860
CR 1109300 – Pending Cash Transfers – Accounts Receivable	\$1,040	BU8860
DR 1104000 – Cash in State Treasury	\$1,040	BU0000
CR 6510000 – Unappropriated InterUnit Cash Transfers In	\$1,040	BU0000

Note: “Remittance” occurs in the system when the cash is posted to account 1104 under the statewide BU0000.

Cash Receipts Transactions

Accounting Entries of Cash Reclassification for ORF Replenishment

- ▶ AR Module – ORF Salary Advance Payment
 - DR 1109300 – Pending Cash Transfers – Accounts Receivable BU8860
 - CR 1301300 – Salary Advances BU8860

- ▶ CM Module – Reclassification of Cash
 - DR 1101200 – Revolving Fund Cash BU8860
 - CR 1109300 – Pending Cash Transfers – Accounts Receivable BU8860

Note:

Transactions use the accounting date that the cash impact occurs (when cash reclassification is run.) For more information see Job Aid [FISCal.462 Change to Cash Reclassification Accounting Date](#).

System Deposit Process

Bank Account '0000'


- ▶ Bank Account '0000' is an account designated by FI\$Cal for internal transactions. These transactions are SCO JEs (e.g., payroll ARs and direct transfers) and AR corrections.
- ▶ Does not impact CTS bank balance (general checking account).
- ▶ Transactions post directly to the 1104000 Cash in State Treasury account and to the department's 65XXXXX – Unappropriated Cash Transfers account.

System Deposit Process

Bank Account '0000' – Deposit Example

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Review Payments ▾ > All Deposits

All Deposits

Unit	8860	Deposit ID	1225
Accounting Date	04/20/2020	Deposit Balance	Balanced
Bank Code	STATE State Bank		
Bank Account	0000 0000000		
Deposit Type	Regular	Cash Control	N
Rate Type	CRRNT	Control Currency	USD
Format Currency	USD	Exchange Rate	1.00000000
Deposit Slip Number	1225	Deposit Identifier	
Payment Type	Payment	Deposit Status	Complete 

System Deposit Process

Payroll AR – SCO JE “AR0” Example

STATE OF CALIFORNIA, OFFICE OF THE CONTROLLER, DIVISION OF DISBURSEMENTS
 NOTICE OF PAYROLL ACCOUNTS RECEIVABLE

OVERPAYMENT FOR A/R # 78658, CLEARANCE # 62191 OF 02-19-2020

----- AGENCY APPROPRIATION -----

FUND	AGY	FY	REP/ITM	FEDCATLG	CA	PG	EL	COM	TSK	ACCT/CODE	SOURCE
0001000	-1234	-2019-	001	-00000000-	-99-	-	-	-	-	-00000000000	0000000

SOC. SEC. #	NAME OF EMPLOYEE	AGY.	UNIT	CLASS	SER.	T.MO.YR.	PAY PER. T.MO.YR.	TIME WORKED DAYS	HOURS
- -	JDOE	300	695	4179	003	0-01-2020		0	.00

SALARY TYPE	RATE	GROSS & STATE SHARE AMOUNTS TO BE TRANSFERRED PER FORM CD 62			
		TOTAL	GROSS		
	\$.00	\$1,338.73CR			\$.00

PAYMENT TYPE	RETIREMENT	OASDI	HB PREM	HB ADM
K	\$.00	\$9.28	\$1,338.73CR	\$3.94CR

DIVISION OF DISBURSEMENTS WILL RECOVER EMPLOYEE DEDUCTIONS FOR

RETIREMENT	FEDERAL TAX	CA ST. TAX	OASDI	SDI	OTHER DED
\$.00	\$.00	\$.00	\$.00	\$.00	\$112.09CR

\$112.09 TO BE RECOVERED FROM EMPLOYEE BY AGENCY COLLECTION

System Deposit Process

Misc Receipt (Unbilled AR) - Payroll AR-SCO JE "AR0" Example

MAIL CODE 1234		STATE CONTROLLER'S OFFICE										DOCUMENT NO					
ROUTE TO AGENCY														AR081124			
DEPARTMENT OF EXAMPLE				DIVISION OF ACCOUNTING SACRAMENTO, CALIFORNIA													
REPORT NO: FC-145-10-D				TC-38		NOTICE OF TRANSFER										DATE: 02/19/2020	
FUND	AGCY	FY	REF/ITEM	FEDERAL CATALOG	CT	PG	EL	COM	TSK	TYP	SOURCE	ACCOUNT NO	DEBITS	CREDITS			
0675												1140	1,445.48				
0675								JDOE				7008 CLO62191		1,445.48			
TO FUND STATE PAYROLL REVOLVING													1,445.48				
0001												9010	1,445.48				
0001	1234	2019	001							C		000	1,445.48				
0001	1234	2019	001			99				C		000	1,445.48				
0001	1234	2019	001			99		JDOE		D		000	1,445.48				
0001												CLO62191 1140		1,445.48			
FROM FUND GENERAL FUND														1,445.48			
TOTALS													1,445.48	1,445.48			
REASON FOR ABOVE ACTION																	
PS STATE PAYROLL REVOLVING FUND:																	
TO SET UP AN ACCOUNTS RECEIVABLE DUE FROM EMPLOYEE FOR																	
SALARY OVERPAYMENT AND TO TRANSFER TO THE AGENCY'S																	
APPLICABLE APPROPRIATION OR REFUNDS TO REVERTED																	
APPROPRIATIONS ANY EMPLOYEE DEDUCTIONS THAT MAY HAVE																	
BEEN WITHHELD FROM EMPLOYEE'S EARNINGS AND ANY EMPLOYER																	
SHARE OF OASDI, RETIREMENT AND HEALTH PREMIUMS THAT MAY																	
HAVE BEEN CHARGED TO THE AGENCY APPROPRIATION AT THE																	
TIME OF OVERPAYMENT.																	
STATE CONTROLLER'S OFFICE																	
BY _____																	
ASSISTANT DIVISION CHIEF																	

System Deposit Process

Direct Billing – JE Summary for AR Payment

DR 6520000 – Unappropriated InterUnit Cash Transfers Out	BU8860
CR 12XXXXX – Accounts Receivable	BU8860
DR 1104000 – Cash in State Treasury	BU0000
CR 6510000 – Unappropriated InterUnit Cash Transfers In	BU0000

Special Accounting Entries

Accounting for Collection of Refunds to Reverted

If a deposit is received for an abatement or reimbursement after the appropriation reverts, the department will remit these funds to the Account 5901000 – Refunds to Reverted Appropriations

Deposit Entry:

DR 1109300 – Pending Cash Transfers – Accounts Receivable
CR 5901000 – Refunds to Reverted Appropriations

AR Pending Item Entry:

DR 1290000 – Provision for Deferred Receivables
CR 1209900 – Accounts Receivable - Other

Note:

For Account 1290000 – Provision for Deferred Receivables will default to Alt Account 1209900998 – Provisions for Deferred – AR Other

Refunds to Reverted – prior year adjustment account to record abatement & reimbursement for a reverted appropriation.

Special Accounting Entries

Accounting for Collection of Loans Receivable

According to [SAM Section 7620](#), Loan Receivables are the current portion of long-term loans made to individuals or organizations that are expected to be repaid within one year.

When a department records loan collections the following entries should be recorded:

Deposit Entry

DR 1109300 – Pending Cash Transfers – Accounts Receivable
CR 4520000 – Loan Collections
CR 41XXXXX – Loan Interest

AR Pending Item Entry

DR 3504000 – Reserve for Noncurrent Loans Receivable
CR 1221900 – Loans Receivable – Other

OR

(if AR established for Current Loan Receivable)

Deposit Entry

DR 1109300 – Pending Cash Transfers – Accounts Receivable
CR 1209300 – Loans Receivable
CR 1209000 – Accrued Interest Receivable

Special Accounting Entries

Repayment of Travel Advance Collected from Employee

When a department collects an outstanding travel advance from an employee the following entries must be recorded:

Deposit Entry

DR 1109300 – Pending Cash Transfers – Accounts Receivable
CR 1200900 – Refunds Clearing

AP Regular Voucher (applied to Prepayment Voucher)

DR 1200900 – Refunds Clearing
CR 1301200 – Travel Advances

Note:

Refer to Job Aid FISCal.088 Close/Clear the Balance on a Prepaid Voucher for a Travel Advances

Refer to eLearning Course XM1 – [Record Payment From Employee \(Travel Advance Repayment\)](#)

Special Accounting Entries

When a department receives an overpayment, the overpaid amount is to be refunded to the payer by doing the following:

Refund Overpayments Previously Recorded as Uncleared Collections, department must do the following:

- Deposit Entry (\$0 Deposit)

Payment 1:

DR 2090100 – Uncleared Collections-CTS Fund

CR 1109300 – Pending Cash Transfer – Accounts Receivable

Payment 2:

DR 1109300 – Pending Cash Transfers – Accounts Receivable

CR 1200900 – Refunds Clearing

- AP Single Payment Voucher

DR 1200900 – Refunds Clearing

CR 1109200 – Pending Cash Transfer – AP*

*System journal will reclassify to credit 1101000 - General Cash-CTS Accounts

Cash Receipts Tips

- ▶ If not a continuous appropriation or reappropriated item, verify that the budget date is within the corresponding Enactment Year. For example, for ENY 2020 the budget date should be from 7/1/2020 through 6/30/2021
- ▶ Deposit ID number should be referenced on the source documents/deposit log for researching or navigating to specific data
- ▶ Account 1109300 debits and credits should net to zero at year end; submit an FSC ticket for any outstanding balances

Cash Receipts Tips

- ▶ The net balance of accounts 6510000 – Unappropriated InterUnit Cash Transfers-In and 6520000 - Unappropriated InterUnit Cash Transfer-Out is the department's ending balance for the account 1104000 Cash in State Treasury.
- ▶ Be sure to select the correct Bank Account for the transaction (CTS Bank Account vs '0000' Bank Account); otherwise, it becomes a bank reconciliation issue.
- ▶ Do not post the ORF Replenishment SCO JE – the system generates the entries for the replenishment.

Cash Receipts – Tips

How to View Payment Data in AR Module

Navigations Available to *Cash Receipts Report*

- ▶ Main Menu > Reporting Tools > Query > Query Viewer > ZZ_CASH_RECEIPTS_REPORT
- ▶ Main Menu > FI\$Cal Processes > FI\$Cal Report > AR Reports > Cash Receipts Report

The screenshot shows a web application interface for the 'Cash Receipts Report'. The breadcrumb navigation at the top reads: 'Favorites > Main Menu > FI\$Cal Processes > FI\$Cal Report > AR Reports > Cash Receipts Report'. Below the title 'Cash Receipts Report', there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' dropdown menu is expanded, showing 'Search by: Run Control ID begins with' followed by a text input field. Below this is a checkbox for 'Case Sensitive'. At the bottom, there are 'Search' and 'Advanced Search' buttons.

- ▶ Main Menu > Accounts Receivable > Payments > Reports > Cash Receipts Report

The screenshot shows a web application interface for the 'Cash Receipts Report'. The breadcrumb navigation at the top reads: 'Favorites > Main Menu > Accounts Receivable > Payments > Reports > Cash Receipts Report'. Below the title 'Cash Receipts Report', there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' dropdown menu is expanded, showing 'Search by: Run Control ID begins with' followed by a text input field. Below this is a checkbox for 'Case Sensitive'. At the bottom, there are 'Search' and 'Advanced Search' buttons.

Cash Receipts - Tips

Cash Receipt Report - Example

Accounts Receivable > Payments > Reports > Cash Receipts Reports

Revenue and Posted Direct Journal Transactions																		
Fiscal Year - ;		2020																
Fund Code - 0001																		
Enactment Year -		2020																
Business Unit	Deposit ID	Accounting Date	Bank Code	Bank Account Key	Bank Deposit Number	Identifier	Deposit Control Total	Deposit Control Count	Payment ID	Payment Accounting Date	Payment Amount	Payment Method	Payment Notes	Fund	Account	Enactment Year	Appropriate Reference	Posting Status
8860	393	11/5/20	STATE	244	1244000229	BANK DEP	\$1,040	2	REVENUE	11/5/20	\$240	CHK	MISC REVENUE	0001	4172500	2020	J01	Directly Journalled
Reimbursements and Posted Direct Journal Transactions																		
Fiscal Year - ;		2020																
Fund Code - 0001																		
Enactment Year -		2020																
Business Unit	Deposit ID	Accounting Date	Bank Code	Bank Account Key	Bank Deposit Number	Identifier	Deposit Control Total	Deposit Control Count	Payment ID	Payment Accounting Date	Payment Amount	Payment Method	Payment Notes	Fund	Account	Enactment Year	Appropriate Reference	Posting Status
8860	393	11/5/20	STATE	244	1244000229	BANK DEP	\$1,040	2	REIMBURSEMENT	11/5/20	\$800	CHK	BOS GOV BUDGET TRAINING	0001	4810000	2020	J01	Directly Journalled

Note: Some cells are hidden for display purposes.

Cash Receipts Report Queries

Below are four main queries designed to assist departments in validating deposit entries:

1. ZZ_ARItem_Entries_NotSentTo_GL
2. ZZ_ARMisc_Entries_NotSentTo_GL
3. ZZ_Outstanding_Deposits
4. Incomplete Payments screen

Navigation: Accounts Receivable > Payments > Review Payments > Incomplete Payments

Accounts Payable

Accounts Payable

This segment will cover:

- ▶ Overview
- ▶ Benefits
- ▶ Vouchers and Business Process
- ▶ The California Automated Travel Expense Reimbursement System (CalATERS) Process
- ▶ Voucher Build Errors
- ▶ Pay Cycle
- ▶ Reports and Queries

Accounts Payable - Overview

- ▶ In the Financial Information System for California (FI\$Cal), vouchers are electronic transactions created for processing supplier invoices, employee expenses, Office Revolving Fund (ORF) advances, adjustments, and refunds.
 - Note: Outside of FI\$Cal, legacy Claim Schedules are used. See Job Aid FISCal.421 for details.
- ▶ Agencies/departments will monitor and review transactions to ensure that vouchers/claims are accurate and paid timely.
 - Reference: [SAM Section 8422.100](#) Submitting Claims and Vouchers for Payment.

Accounts Payable - Vouchers

There are **three ways** vouchers are entered into FI\$Cal:

- ▶ Online (ONL) – Entering invoice data directly into the AP Module
 - Job Aid: [FISCal.061- Create a PO Voucher](#)

- ▶ Spreadsheet Upload (XML) – Entering voucher data on a FI\$Cal provided spreadsheet template that is uploaded in FI\$Cal
 - Job Aid: [FISCal.056 – Voucher Spreadsheet Upload](#)
 - Job Aid: [FISCal.337 - Journal Voucher Spreadsheet Upload](#)
 - Job Aid: [FISCal.387 – PO Vouchers Spreadsheet Interface](#)

- ▶ Interface – A Department's system interfaces with FI\$Cal
 - (DT) DGS Direct Transfer
 - (EXV)CalATERS
 - Job Aid: [FISCal.030 - Process and Review CalATERS Transactions - Accounts Payable](#)

Accounts Payable - Resources

- ▶ The Department of Finance provides eLearning courses to assist state departments using FI\$Cal.

- ▶ eLearning:
 - AP1 - Create Regular Voucher without PO Receipt (Utilities)
 - AP2 - Create ORF Voucher for Salary Advance
 - AP3 - View and Correct Voucher Build Errors
 - AP4 - Create Regular Voucher with PO Receipt
 - AP5 - Undo Matching PO Voucher Process
 - AP6 - Delete a Voucher
 - AP7 - On-Demand Voucher Budget Check and Manual Voucher Post
 - AP8 - Create Journal Voucher to Replenish ORF
 - AP9 - Review and Correct 1099 Withholdings

Accounts Payable - Benefits

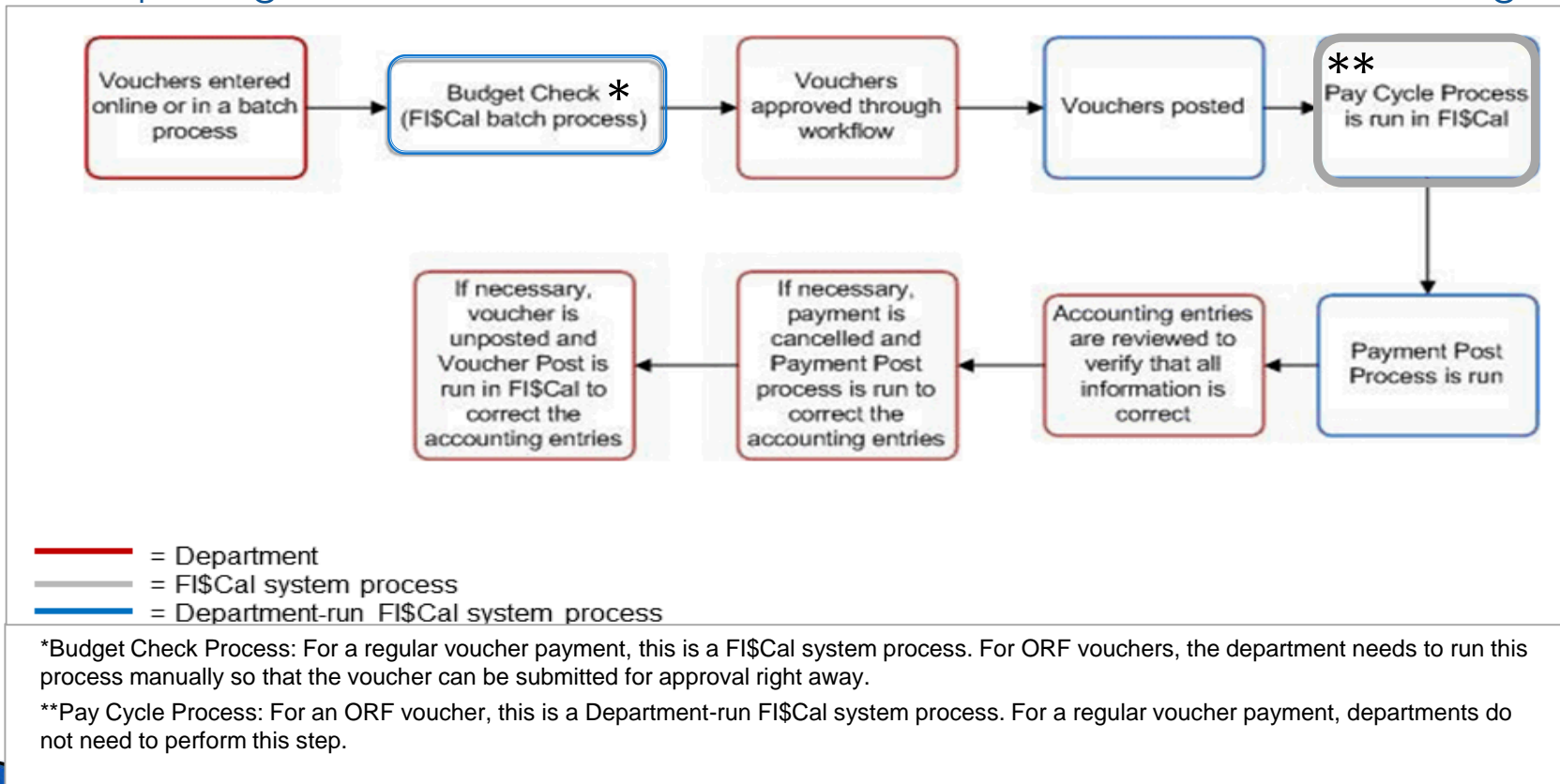
The benefits of using the FI\$Cal AP module are:

- ▶ Replacement of legacy claim schedules (except special occasions)
- ▶ Fully Integrated Electronic Process
 - Attachments (PO, invoice, and supporting documentation)
 - Statewide Supplier File (including employees)
- ▶ Travel Advances and Expenses from CalATERS are interfaced into FI\$Cal
- ▶ Online Approval Workflow
- ▶ Real-time search online (payment status/voucher history)
DFQ_AP_06_VOUCHER_ACCTG_TRANS
- ▶ Visibility of voucher and payment lifecycles

Accounts Payable-Voucher Life Cycle

The FI\$Cal AP process starts when a department receives an invoice from a supplier for goods/services.

Vouchers posting times are: 8 AM, 10AM, 12PM, 1PM, 3PM, 4PM, and late evening.



Accounts Payable - Voucher Life Cycle Statuses

Vouchers go through several stages in their life cycle. The AP Module tracks these stages using various statuses related to actions and processes that can run on a voucher.

Status Type	Process	Initial Status (Default)	Post-Processing Statuses
Entry Status	Voucher Entry	Open	Deleted Recycle Postable
Match Status	Matching	To Be Matched	Exception (Error) Manually Overridden Matched Match – Dispute No Match
Approval Status	Voucher Approval	To Be Approved	Pending Approval Approved Denied
Budget State	Budget Checking	Not Checked	Valid Error
Post Status	Pay Cycle	Not Selected	Selected for Payment
Payment Post	Payment Selection Subprocess Pay Cycle	Selected for Payment	Paid
Payment Post Status	Payment Creation Subprocess Payment Posting	Not Posted	Posted

*Desired Statuses shown in bold

Accounts Payable - Vouchers Types

Regular Voucher – Standard vouchers (default setting). This style is used for most expenditures and ORF Vouchers. Regular vouchers are often copied from purchase orders (PO). These PO Vouchers require matching to purchase orders and receiving documents. (Regular Vouchers are also used for salary advances to employees)

Prepaid Voucher – ORF checks. This style is used only for Employee Travel Advances and P-Card Supplier-(e.g., CAL-CARD).

Journal Voucher –Adjusting accounting entries, reclassifying SCO interface voucher for DGS Direct Transfers, and to replenishing ORF. Vouchers must always net to zero.

Single Payment Voucher – One-time non-withholding payments. These vouchers do not require Supplier ID Number; instead, the department’s generic Supplier ID will be used. Single Payment Vouchers will have no payment history in FI\$Cal. This voucher style can be used for:

- ▶ One-Time Refund Payments
- ▶ Tax Refunds
- ▶ Settlement Claims
- ▶ Confidential Non-Reportable Payments

Single Pay Suppliers can be used with the FI\$Cal ORF solution. Departments can create a Single Payment Voucher using the “Office Revolving Fund” Cash Type for the advance and a Journal Voucher for the replenishment voucher. See Job Aid FISCAL.441.

Accounts Payable - Vouchers and Business Process ORF Advances and Replenishment

ORF Advance Type	Voucher Style	Replenishment Voucher Style	Chart Fields	Note
Expense Advance	Regular Voucher	Journal Voucher (DOF eLearning AP8 – Create Journal Voucher to Replenish ORF)	Fund: CTS Fund Account: 1301100 (Expense Advances)	<ul style="list-style-type: none"> • Use Related Voucher Field to key ORF Advance Voucher#
Travel Advance (SAM 700-780)	Prepaid Voucher	Regular Voucher (DOF eLearning XM1 – Record Payment From Employee)	Fund: CTS Fund Account: 1301200 (Travel Advances)	<ul style="list-style-type: none"> • Use Supplier ID for linking • ORF Replenishment checkbox
Salary Advance (SAM 8595)	Regular Voucher	NA/Cleared by SCO Master Payroll or Personal Check in AR	Fund: CTS Fund Account: 1301300 (Salary Advances)	<ul style="list-style-type: none"> • Use Open Item Key in the ChartFields to link Salary Advances • Deposited SCO payroll Check in AR • Use Regular Voucher for the difference
Single Pay Advance	Single Payment Voucher	Journal Voucher FISCAL.441	Fund: CTS Fund Account: 1301100 (Expense Advances)	<ul style="list-style-type: none"> • Use generic Dept Supplier ID • ORF Replenishment checkbox

Accounts Payable - Vouchers and Business Process

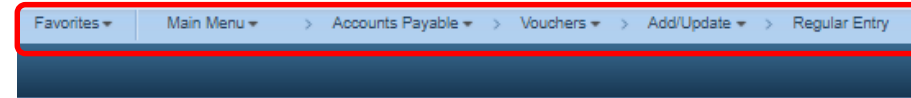
Creating a Voucher

- ▶ Reference:
 - DOF eLearning - [AP4 - Create Regular Voucher with PO Receipt](#)
- ▶ One voucher is used to process one invoice payment
 - 1 Invoice = 1 Voucher
- ▶ The advantages of using a PO receipt to create a voucher is an increase in accuracy and a decrease in data entry. In addition, the working relationship between a department's Business Services Unit and the Accounting Office will be enhanced to benefit the entire organization through reliable financial reporting.

Accounts Payable - Basic Steps to Create a Voucher

1. **Navigate** to Accounts Payable Module – Add a New Value
2. **Populate** the Voucher Header
3. **Attach Invoice, PO, Receipt** and any other documentation in the voucher attachment (**Note: one invoice = one voucher**)
4. **Update Pay Terms** – Payment Terms (e.g., Net 45) and Basis Date Type are used for calculating the Payment Date
5. **Enter Description** of item or service being paid
6. **Enter and verify Appropriation(s)** – Chartfields
7. **Review Payment Tab** – Make sure the “Remit to” address is correct. Check the Cash Type and Payment Options

Accounts Payable - Voucher Creation



1. Navigate to Accounts Payable Module:

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Click – “Add a New Value”

2. Populate the Voucher Header:

Select “Add a New Value” and key in required information.

Click “Add”.

Voucher

Find an Existing Value **Add a New Value**

*Business Unit: 8860
Voucher ID: NEXT
Voucher Style: Regular Voucher
Supplier Name: CALTRONICS BUSINESS SYSTEMS
Short Supplier Name: CALTRONICS-001
Supplier ID: 0000000296
Supplier Location: MAIN
Address Sequence Number: 1
Invoice Number: 12345
Invoice Date: 07/01/2017
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Sales Tax Amount: 0.00
Misc Charge Amount: 0.00
PO Business Unit:
PO Number:
Tax Exempt Flag:
Estimated No. of Invoice Lines: 1

Add

Accounts Payable - Voucher Creation

3. Attach Invoice, PO, Receipt and any other documentation in the voucher attachment (Note: one invoice = one voucher)

Voucher information should be copied from the PO Receipt.

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

Invoice Information | Payments | Voucher Attributes | Additional Voucher Information

Business Unit 8860
Voucher ID NEXT
Voucher Style Regular Voucher
Invoice Date 07/01/2017
Invoice Received

Invoice No 12345
Accounting Date 07/19/2017
*Pay Terms NET45 Net 45
Basis Date Type Inv Date
 Tax Exempt PHI
 NSF Buyback

CALTRONICS BUSINESS SYSTEMS
Supplier ID 0000000296
ShortName CALTRONICS-001
Location MAIN
*Address 1
Control Group

Incomplete Voucher

Save Save For Later Action Run Calculate Print

Copy From Source Document

PO Unit 8860 PO Number LPA Contract ID Copy PO Copy From PO Receipt Go

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	0.00
Difference	0.00

Sales/Use Tax Summary
Non Merchandise Summary
Audit Communications
Session Defaults
Comments(0)
Attachments (0)
Template List
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Accounts Payable - Voucher Creation

Search for PO Number, and Copy Selected Lines.

Copy Worksheet

Business Unit 8860 Voucher ID NEXT Back to Invoice

▼ Receiver Lookup Criteria

PO Business Unit PO Number 000000912

*PO Date Option No Date PO Date

Ship To

Receipt Unit

Receipt Number From Receipt Number To

*Recv Dt Opt No Date Receipt Date

Receiver Line From Receiver Line To

Pro Number Packing Slip

Carrier ID Bill of Lading

► Additional Search Criteria

Max Rows to Return Search Copy Selected Lines

Select Receiver Lines Find | View 1 First 1-18 of 18 Last

PO Business Unit 8860 PO Number 000000912 PO Date 10/13/2016

Receipt Unit 8860 Receipt Number 000001654 Receipt Date 07/06/2017

Ship To 8860000001 Pro Number

Carrier ID Packing Slip

Supplier ID 000000296 Bill of Lading

CALTRONICS BUSINESS SYSTEMS

Select Receiver Lines Personalize | Find | View All | First 1 of 1 Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unmat Qty (V)
<input checked="" type="checkbox"/>		3	1	HPE Ultrium RW Data Cartridge	1.0000	EA	9.06	9.06	USD		

Select All Deselect All

Accounts Payable - Voucher Creation

Voucher is populated with the Receipt Information.

4. **Update Pay Terms** – Payment Terms (e.g., Net 45) and Basis Date Type are used for calculating the Payment Date

5. **Enter Description** of item or service being paid

6. **Enter and verify Appropriation(s)** – Chartfields

Invoice Information | Payments | Voucher Attributes

Business Unit: 8860 | Invoice No: 12345
 Voucher ID: NEXT | Accounting Date: 07/19/2017
 Voucher Style: Regular Voucher | *Pay Terms: NET45
 Invoice Date: 07/01/2017 | Basis Date Type: Inv Date
 Invoice Received: | Tax Exempt:

Supplier Information:
 Supplier ID: 0000000296
 ShortName: CALTRONICS-001
 Location: MAIN
 *Address: 1

Invoice Total

Line Total	9.06
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	0.75
Use Tax	0.00
Total	9.81
Difference	0.00

Invoice Lines

Line 1: Copy Down
 *Distribute by: Amount
 Item: | Quantity: 1.0000
 UOM: EA | Unit Price: 9.06000
 Line Amount: 9.06

SpeedChart: | Ship To: 8860000001
 Description: HPE Ultrium RWData Cartridge
 Packing Slip: |

Purchase Order
 8860|0000000912|4|1
 Associate Receiver(s)
 Amount Only
 Adjust PO Percentage
 Allocate by Percentage

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bt Unit
				1	100.0000	100.0000	9.06	1.0000	8860	001	0001	2016	5368025	0000000000	9999	

Accounts Payable - Voucher Creation

7. Review Payment Tab – Make sure the “Remit to” address is correct. Check the Cash Type and Payment Options

Navigation: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | **Payments** | Voucher Attributes | Additional Voucher Information

Business Unit: 8860
Voucher ID: NEXT
Voucher Style: Regular Voucher
Total Amount: 0.00
Supplier Name: CALTRONICS BUSINESS SYSTEMS

Invoice No: 12345
Invoice Date: 07/01/2017
Incomplete Voucher:
*Pay Terms: NET45 Net 45
*Cash Type: Warrant
Expedite Payment:

Action: [v] Run
Schedule Payments

Additional Payment: [text]
Message: Additional Payment Message will print on the remittance advice after the default message.

Payment Information Find | View All First 1 of 1 Last

Payment 1

*Remit to: 0000000298
Location: MAIN
*Address: 1

Gross Amount: 0.00 USD
Discount: 0.00 USD
Schedul Due: [text]
Net Due: [text]
Discount Due: [text]
Accounting Date: [text]

Expedite Options

CALTRONICS BUSINESS SYSTEMS
10491 OLD PLACERVILLE RD # 150
SACRAMENTO, CA 95827-2533

Payment Inquiry
 Discount Denied
Late Charge
Express Payment
Audit Logs
Payment Comments(0)
Holiday/Currency

Payment Options

*Bank: STATE
*Account: 0000
*Method: CHK Check
Message: [text]

Pay Group: [text]
*Handling: Regular Payments
Hold Reason: [text]

*Netting: Not Applicable
L/C ID: [text] Actions

Supplier Bank Messages
 Hold Payment
 Separate Payment

Accounts Payable – Save Voucher

The Save For Later button allows incomplete vouchers to be saved. The voucher can be completed at another time. Save For Later vouchers will not budget check or workflow to the AP Approver.

AP Approval Framework

Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers

Vouchers are approved through the AP Approval Framework. The AP Processor submits vouchers for approval. The AP Approvers are notified by email for any vouchers pending approval. The AP Processors will receive a notification when vouchers are approved by the SCO.

Voucher Approval AF

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Business Unit =

Voucher ID

Invoice Number

Short Supplier Name

Supplier ID

Supplier Name

Approval Status =

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results

Only the first 300 results can be displayed.

[View All](#) First 1-100 of 300 Last

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Approval Status
8860	00006206	1448112_4246044555656739_06	4444.21	06/22/2017	USBANK-001	0000009551	US BANK	Pending
8860	00006205	Replenish Voucher 00006081	0	07/05/2017	CALASSOCIA-001	0000008513	CAL ASSOCIATION OF STATE AUDITORS	Pending
8860	00006204	Replenish Voucher 00006078	0	07/07/2017	YOLOCOUNTY-003	0000005444	YOLO COUNTY TRANS DISTRICT	Pending
8860	00006203	Replenish Voucher 00006077	0	07/07/2017	SACRAMENTO-060	0000000028	SACRAMENTO REGIONAL TRANSIT DISTRICT	Pending

Accounts Payable- Approval Framework

The Approval tab will show the status of the voucher's approval.

The screenshot displays the 'Approval Framework - Vouchers' interface. At the top, there are navigation tabs: 'Approval', 'Line Information', and 'Charge Information'. The 'Approval' tab is active. Below the tabs, there are fields for 'Business Unit 8860', 'Invoice Number Natix-23055', 'Voucher 00011331', 'Supplier NATIX INC', 'Invoice Date 12/11/2019', and 'ID 0000000295'. A section titled 'Voucher Details' shows 'Transaction Currency USD', 'Terms Net 20', 'Total 3,842.90', 'Misc Amt 0.00', 'Freight 0.00', 'Sales Tax 309.20', 'Use Tax 0.00', 'Entered VAT 0.00', 'Approval Status Approved', 'Added By 10030632', 'Daniel Saephan', 'Audit Communications Attachments (1)', and 'Cash Type Warrant'. Below this is a 'Details' table with columns: Remit SetID, Remit Supplier, Remitting Address, Scheduled to Pay, Gross Amt, Currency, and Supplier Name. The table contains one row: STATE, 0000000295, Remitting Address, 01/06/2020, 3842.90 USD, NATIX INC. At the bottom, there is a 'Voucher Approval :: Warrant' section. It shows a flow from 'Approved' to 'Auto Approved'. The 'Approved' step is performed by Winnie Leung, Department AP Approver 1, on 12/19/19 at 11:26 AM. The 'Auto Approved' step is also performed by Winnie Leung, Department AP Approver 2, on 12/19/19 at 11:26 AM. A red box highlights the text 'SCO APPROVED - 12/20/19' at the bottom of the approval flow.

Business Unit 8860 Invoice Number Natix-23055
Voucher 00011331 Supplier NATIX INC
Invoice Date 12/11/2019 ID 0000000295

Voucher Details

Transaction Currency USD Terms Net 20
Total 3,842.90 Approval Status Approved
Misc Amt 0.00 Added By 10030632
Freight 0.00 Daniel Saephan
Sales Tax 309.20 Audit Communications Attachments (1)
Use Tax 0.00 Cash Type Warrant
Entered VAT 0.00

Details Personalize | Find | View All | First 1 of 1 Last

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
STATE	0000000295	Remitting Address	01/06/2020	3842.90	USD	NATIX INC

Related Voucher None
Voucher Link PO Link

Voucher Approval :: Warrant

BUSINESS_UNIT=8860, VOUCHER_ID=00011331:Approved

Voucher Approval :: Warrant

Approved → Auto Approved

Winnie Leung
Department AP Approver 1
12/19/19 - 11:26 AM

Winnie Leung
Department AP Approver 2
12/19/19 - 11:26 AM

SCO APPROVED - 12/20/19

Accounts Payable - Voucher Summary

After the SCO approves the voucher, the AP Journal posts to the General Ledger. At this point, voucher information can be viewed in the Voucher Summary tab by clicking on the **View Related** pull down menu.

Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Additional Voucher Information

Business Unit 8860	Invoice Date 12/11/2019
Voucher ID 00011331	Invoice No Natix-23055
Voucher Style Regular	Invoice Total 3,842.90 USD
Supplier Name NATIX INC 16790 PLACER HILLS RD STE C MEADOW VISTA, CA 95722-9322	Pay Terms Net 20
Entry Status Postable	Voucher Source Online
Match Status Matched	Origin ONL
Approval Status Approved	Created On 12/19/2019 9:24AM
Post Status Posted	Created By 10030632
Budget Status Valid	Last Update 12/20/2019 8:59AM
Budget Misc Status Valid	Modified By 10009037
*View Related	ERS Type Not Applicable
Accounting Entries Inquiry	Close Status Open
Payment Inquiry	
Purchase Order Inquiry	
Voucher Document Status	
Voucher Inquiry	

Return to Search

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Additional Voucher Information

Accounts Payable - Voucher Inquiry Query

Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

The screenshot shows the 'Voucher Inquiry' interface. The breadcrumb trail is: Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher. The 'Search Criteria' section includes a 'Search Name' field with 'ALL' and a search icon. Below this are 'From' and 'To' sections. The 'From' section has fields for 'From Business Unit' (8860), 'From Voucher ID' (00011331), 'From Invoice Number', and 'Supplier SetID' (STATE). The 'To' section has a 'To' field (8860) and a 'To' field (00011331). The 'Inquiry Results' section has a toolbar with 'Personalize', 'Find', 'View All', and 'First 1 of 1 Last'. Below the toolbar are tabs for 'Details', 'Amounts', 'More Details', and 'Supplier Details'. The table below has columns: Business Unit, Voucher ID, Invoice Number, Invoice Date, Supplier ID, Entry Status, Incomplete, Match Status, and Short Supplier Name. The first row contains: 8860, 00011331, Natix-23055, 12/11/2019, 0000000295, Postable, a checkbox, Matched, and NATIXINC-001. A red box highlights the 'Actions' column header, and a callout menu is open over it with options: View Attachments, Review Accounting Entries (highlighted), Payment Information, Voucher Details, and Review Document Status.

Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
8860	00011331	Natix-23055	12/11/2019	0000000295	Postable	<input type="checkbox"/>	Matched	NATIXINC-001

Clicking the **Actions** pull down menu will give you various drill down options such as: accounting entries, payment information, voucher details, etc.

Accounts Payable - Review Accounting Entries

The debit and credit Accounting Entries for the voucher will display.

Accounting Entries

Voucher Accounting Entries

*Business Unit Voucher ID Invoice Number

*Accounting Line View Option Invoice Date 12/11/2019 Show Foreign Currency

Supplier ID 0000000295 *Sort By

Supplier Name NATIX INC

Accounting Information

Posting Process AP Accrual GL Dist Status Distributed Posting Date 12/20/2019

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date	Tax Authority	Appropriation Reference	Fund	Year of Enactment	Account	Alternate Account	Program	PC Busine Unit
Accounts Payable	-3,842.90	USD	MODACCRL	8860	12/19/2019		001	0001	2019	2000000	9999999999	9999	
Toner Cartridge	3,842.90	USD	MODACCRL	8860	12/19/2019		001	0001	2019	5301700	0000000000	9999	

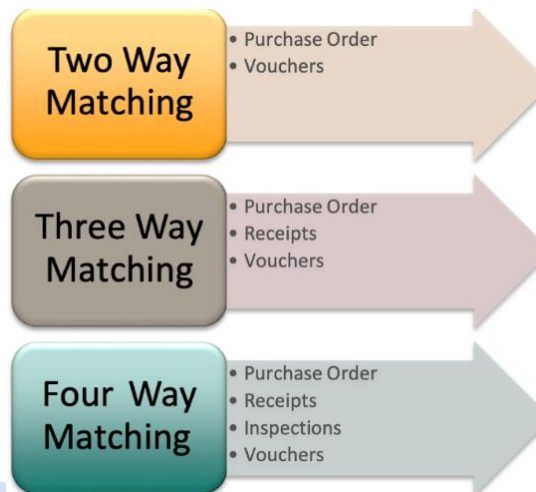
Posting Process Payments GL Dist Status Distributed Posting Date 01/03/2020

Description	Monetary Amount	Currency Code	Ledger	GL Unit	Accounting Date	Tax Authority	Appropriation Reference	Fund	Year of Enactment	Account	Alternate Account	Program	PC Busine Unit
Cash Distribution	-3,842.90	USD	MODACCRL	0000	01/06/2020			8087		1104000			
Consolidated Payment Fund Paya	3,842.90	USD	MODACCRL	0000	01/06/2020			8087		2008000			
Accounts Payable	3,842.90	USD	MODACCRL	8860	01/06/2020		001	0001	2019	2000000	9999999999	9999	
Unapp InterUnit Transfers In	-3,842.90	USD	MODACCRL	8860	01/06/2020			0001		6510000	9999999999		

Accounts Payable - Match Exceptions

Match Exception is the matching process used in FI\$Cal to compare vouchers with POs, receiving, and /or inspection documents. This ensures that payment is made for the goods and services ordered and received. The system performs several types of matching:

- Two-way matching compares vouchers and POs.
- Three-way matching compares vouchers, POs, and receipts.
- Four-way matching compares vouchers, POs, receipts, and inspections.



Accounts Payable – Match Exceptions

- ▶ Reference:
 - FI\$Cal Knowledge Base - KB0010642 - [Match Exceptions](#)
- ▶ The Match Workbench will provide error details.
- ▶ Match Exceptions must be corrected before the voucher can be budget checked and submitted for approval.
- ▶ Purchase order or receipt may be the source of multiple voucher Match Exceptions. If this is the case, a change order to the PO and/or adjustment to the receipt will need to be done.

Accounts Payable - CalATERS Process

FI\$Cal CalATERS Travel Advance (TA)

Departments may issue a revolving fund check for a travel advance to an employee or reimburse the employee who uses personal funds for travel expenses while conducting official state business.

Majority of departments process travel request through CalATERS. FI\$Cal integrates with the CalATERS system when the following occurs:

- ▶ In CalATERS, Travel Advances (TAs) and Travel Expense Reimbursements (ER) are submitted by employees, approved by supervisors, and finally approved by Department Accounting Officer.
- ▶ CalATERS sends a file of approved TAs to FI\$Cal.
- ▶ CalATERS TAs will be prepaid vouchers, with 'Approved' status, Invoice#=TAFxxxxxxxx, and voucher Origin=TAV.
- ▶ References: [SAM Section 8116](#) and FISCal.030 – Process and Review CalATERS Transactions – Accounts Payable

Accounts Payable - CalATERS Process

FI\$Cal CalATERS TA process:

- ▶ TA ORF payments are issued through the FI\$Cal Department Pay Cycle.
- ▶ TA payments information file is sent from FI\$Cal to CalATERS, which allows the TA to be updated with the ORF check information.
- ▶ After the TA is updated with the ORF info, the outstanding recovery balance becomes available to recover on an (ER).

Accounts Payable - CalATERS Process

Example of a TA – Prepaid Voucher (Summary tab)

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

FISCAL

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit	1111	Invoice Date	09/06/2017
Voucher ID	00007225	Invoice No	TAF001746949
Voucher Style	Prepaid	Invoice Total	555.00 USD
Supplier Name	BRUCE S LEE	Pay Terms	Expedite
	BAR	Voucher Source	Pay/Bill Management
	PO BOX 980518		
	WEST SACRAMENTO, CA 95798-0518	Origin	TAV
Entry Status	Postable	Created On	09/07/2017 12:04AM
Match Status	No Match	Created By	FISCAL_BATCH
Approval Status	Approved	Last Update	09/07/2017 12:11AM
Post Status	Posted	Modified By	FISCAL_BATCH
		ERS Type	Not Applicable
		Close Status	Open
Budget Status	Valid		
Budget Misc Status	Valid		

*View Related Go

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Accounts Payable -CalATERS Process

FI\$Cal CalATERS “ER” Process:

- ▶ Approved and paid CalATERS information is sent to FI\$Cal.
- ▶ CalATERS expenditures will be regular vouchers, with ‘approved’ status, invoice # TEAXXXXXXXXXX, and voucher origin=EXV.
- ▶ The payment page of the voucher will record the payment reference and the issue date of the payment.
- ▶ CalATERS expenditures vouchers will post when all actions and data requirements have been met.
- ▶ ER payments to employees are made through the CalATERS payment files processed by the SCO. ORF replenishment monies are issued by SCO Warrant to the Accounting Office.

Accounts Payable - CalATERS Process

Example of a “ER”– Regular Voucher (Summary tab)

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

FISCal

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit 1111	Invoice Date 06/01/2018
Voucher ID 00090446	Invoice No TEA001452391
Voucher Style Regular	Invoice Total 237.20 USD
Supplier Name CHRISTINE J LALLY DIRECTOR'S OFFICE PO BOX 980518 WEST SACRAMENTO, CA 95798-0518	Pay Terms Net 45
	Voucher Source Pay/Bill Management
Entry Status Postable	Origin EXV
Match Status No Match	Created On 06/05/2018 1:01AM
Approval Status Approved	Created By FISCAL_BATCH
Post Status Posted	Last Update 06/05/2018 1:10AM
	Modified By FISCAL_BATCH
	ERS Type Not Applicable
Budget Status Valid	Close Status Open
Budget Misc Status Valid	

*View Related Go

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Accounts Payable - CalATERS Process

Example of a “ER”– Regular Voucher (Payment Information tab)

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Fiscal

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit 1111 Invoice No. TEA001452391
Voucher ID 00090446 Invoice Date 06/01/2018 Action [v] Run
Voucher Style Regular Voucher *Pay Terms NET45 Net 45 Schedule Payments
Total Amount 237.20 *Cash Type Warrant

Payment Information Find | View All First 1 of 1 Last

Payment 1
*Remit to EMP1268238 Location MAIN
*Address 1
CHRISTINE J LALLY
DIRECTOR'S OFFICE
PO BOX 960518
WEST SACRAMENTO, CA 95798-0518

Gross Amount 237.20 USD Scheduled Due 06/04/2018
Discount 0.00 USD Net Due
Discount Due
Accounting Date 06/01/2018

Payment Inquiry
 Discount Denied
Late Charge
Express Payment
Audit Logs
Payment Comments(0)
Holiday/Currency

Payment Options

*Bank STATE Pay Group
*Account 0000 *Handling Regular Payments
*Method MAN Manual Hold Reason
Message

*Netting Not Applicable
L/C ID
Redemption Date
Interest Rate

Supplier Bank Messages
 Hold Payment
 Separate Payment

Message will appear on remittance advice.

Schedule Payment

*Action Record a Payment Payment Date 06/01/2018
Pay Full Amount Reference 99774742

Save

Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Accounts Payable - CalATERS Process

The SCO/STO Integrated Solution CalATERS Expenditures Process

▶ Reference:

◦ [FISCal.424 - SCO/STO Integrated Solution CalATERS Expenditure Updates](#)

▶ FI\$Cal matches the posted GER interface journal with FI\$Cal expenditure voucher in a four part process:

1. GER Journals are interfaced into General Ledger.
2. GER matches the CalATERS ER vouchers created.
3. After the CalATERS ER vouchers are created, FI\$Cal reverses the GER journals.
4. Travel Advance recoveries/applied prepaid vouchers will set up an Accounts Receivable with the account 1200375 – Accounts Receivable - CalATERS Advance Replenishment in Process.

Accounts Payable - CalATERS Process

The SCO/STO Integrated Solution CalATERS Expenditures Process:

- ▶ Reference:
 - [FISCal.393 - Handling of a CalATERS ORF Replenishment Warrant](#)
- ▶ The Account 1200375 - Accounts Receivable – CalATERS Advance Replenishment in Process balance will liquidate when depositing the warrant sent to the department by SCO CalATERS.
- ▶ The deposit will show how to offset this AR with the deposit of the CalATERS ORF Replenishment warrant.
- ▶ Department will deposit the CalATERS warrant using the FI\$Cal deposit slip.

Accounts Payable - Voucher Build Errors

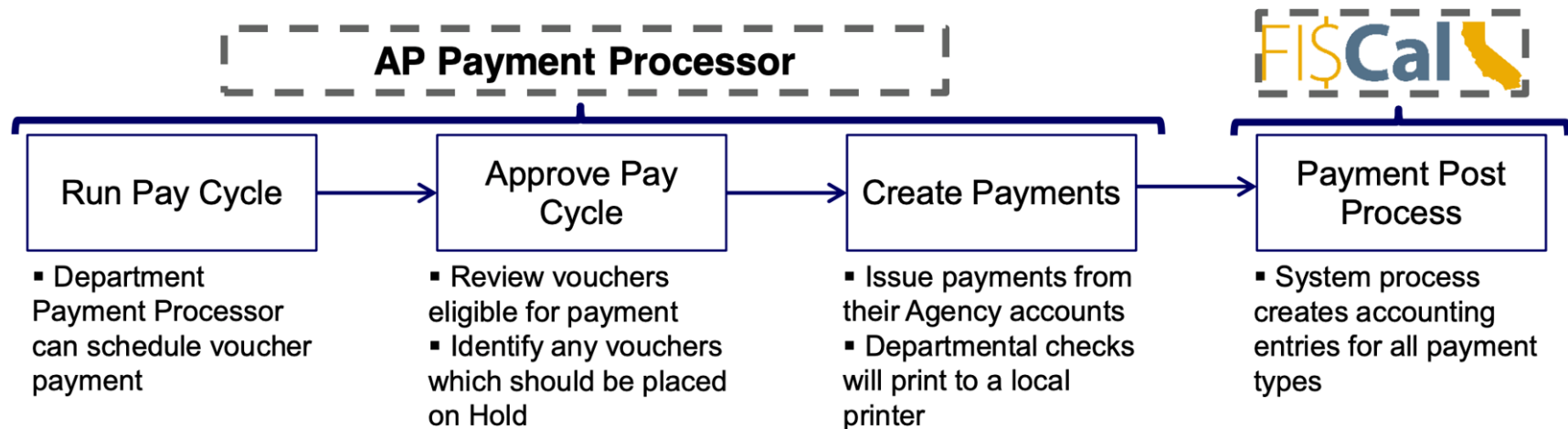
- ▶ References:
 - DOF eLearning - [AP3-View and Correct Voucher Build Errors](#)
 - [FISCal.226 – Correct Voucher Build Errors](#)

- ▶ The Voucher Build Error is an exception page where existing errors can be viewed, updated, or deleted. The Department AP Maintainer or AP Processor should review Voucher Build Errors page daily. Here is a list of the most common errors:
 - Blank or incorrect Supplier IDs associated with CALATERS Vouchers
 - Combo Edits
 - A required ChartField is missing
 - P-Card errors are normally related to accounting date or ChartField errors

Accounts Payable - Pay Cycle

- ▶ Reference:
 - [FISCal.032 – Create a Departmental Pay Cycle and Cancel a Payment](#)
- ▶ Pay Cycle is the process of creating ORF ([SAM Section 8100](#)), General Cash ([SAM Section 8090](#)), and Agency Trust Account ([SAM Section 8090.1](#)) payments in the AP module.
- ▶ In order for a voucher to be picked up for Pay Cycle, it must:
 - Pass budget check
 - Pass approval from Accounts Payable (AP) Approver 1 and AP Approver 2
 - Be posted
 - Have a cash type of “Office Revolving Fund”, “General Cash”, or “Agency Trust Cash”
- ▶ The Departmental AP Payment Processor can run a Pay Cycle for non-journal vouchers paid from the non-warrant account.

Accounts Payable – Pay Cycle Workflow



Accounts Payable - Pay Cycle

Key Impacts

- ▶ Departments have the ability to run pay cycle for department checks in FI\$Cal.
- ▶ AP Payment Processor is able to re-number the check number while running pay cycle.
- ▶ Department checks can be cancelled, stopped or voided in FI\$Cal.
 - Submit [STD.432](#) manually to stop payment at the STO.
- ▶ Follow [FISCal.086](#) for escheatment processing of State Funds.
- ▶ Restores encumbrance and updates accounting entries in the Commitment Control and General Ledger when vouchers are cancelled.
- ▶ Vouchers must be posted in order to run pay cycle.

Note: To stop payment on a state warrant see [Government Code Section 17051.5](#) and [SAM Section 8426](#).

- A Request for Duplicated Controller's Warrant/Stop Form [STD. 435](#) will be sent to SCO to Stop Payment and reissue the lost, stolen, or destroyed warrant.

Accounts Payable - Reports & Queries

- ▶ Encumbrance Status by PO Report
- ▶ List of Vouchers with Payment Info
 - DFQ_AP_02_Vouchers_Listing
- ▶ PO Accounting Entries with GL Encumbrance Journal
 - DFQ_PO_02_Activity_Acctg_Entry
- ▶ AP Accounting Entries to GL Query
 - ZZ_AP_ACCT_Entries_Sent_To_GL
- ▶ Outstanding Voucher Query
 - ZZ_Outstanding_Voucher
- ▶ CalATERS ORF Reconciliation Report
- ▶ CalATERS GER Reconciliation Report

Accounts Payable - Reports & Queries

Run the Encumbrance Status by PO Report to identify the Encumbered Amount, Expensed Amount, and Remaining Encumbrance Amount by total for each PO.

Main Menu > FISCAL Processes > FISCAL Report > PO Reports > Encumbrance Status by PO

Encumbrance Status by PO

Run Control ID: Encum_Status_By_PO_Rpt Report Manager Process Monitor **Run**

*Business Unit: 8860 Appropriation Reference:

*Acctg Date From: 01/01/1901 Year of Enactment:

*Acctg Date To: 06/30/2017 Account:

Report ID: RPTPO189

FISCAL
Encumbrance Status by PO Report

Page No. 1
Run
Run Time:

Business Unit:

Accounting Date From 07/01/2018 To 12/12/2019

PO Number 000000005

PO Number	PO Date	Accounting Date	PO Status	Supplier ID	Supplier Name	PO Ref	Line	Line Item Description	Dst Line	Ref	Fund	ENY	Account	Program	Reporting Structure	Encumbrance Amount	Expensed Amount	Remaining Encumbrance	Final
0000000005	09/25/2018	09/25/2018	Dispatched	0000000084	AMAZON.COM LLC	PB RP 18 1003	1	DVD-R 4.7 GB	1	001	0001	2018	5301700	6270019	75031511	112.57	113.87	0.00	N
																112.57	113.87	0.00	

PO Number 000000065

PO Number	PO Date	Accounting Date	PO Status	Supplier ID	Supplier Name	PO Ref	Line	Line Item Description	Dst Line	Ref	Fund	ENY	Account	Program	Reporting Structure	Encumbrance Amount	Expensed Amount	Remaining Encumbrance	Final
0000000065	11/09/2018	11/09/2018	Dispatched	0000000162	GENERAL LOGISTICS SY	PB CP 16 3004-	1	Overnight Delivery Services	1	001	0001	2018	5306400	9999	75039900	7,000.00	3,635.89	3,364.11	N
																7,000.00	3,635.89	3,364.11	

Accounts Payable - Reports & Queries

Example of the DFQ_PO_02_ACTIVITY_ACCTG_ENTRY (Query)

Unit	Ledger Grp	Tran Type	PO No.	PO Ref	Statu	Voucher	Supplier	Approp	Fund	ENY	Account	Program	Rptg Structure	Svc Loc	Amount	Year	Period	Closed Value
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000319	0000000162	001	0001	2018	5306400	9999	75039900	21090	(195.35)	2018	6 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000320	0000000162	001	0001	2018	5306400	9999	75039900	21090	(107.17)	2018	6 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000321	0000000162	001	0001	2018	5306400	9999	75039900	21090	(126.89)	2018	6 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000322	0000000162	001	0001	2018	5306400	9999	75039900	21090	(229.12)	2018	6 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000323	0000000162	001	0001	2018	5306400	9999	75039900	21090	(258.93)	2018	6 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000324	0000000162	001	0001	2018	5306400	9999	75039900	21090	(127.35)	2018	6 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000325	0000000162	001	0001	2018	5306400	9999	75039900	21090	(271.59)	2018	6 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000326	0000000162	001	0001	2018	5306400	9999	75039900	21090	(212.81)	2018	6 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000327	0000000162	001	0001	2018	5306400	9999	75039900	21090	(90.87)	2018	6 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000369	0000000162	001	0001	2018	5306400	9999	75039900	21090	(52.10)	2018	7 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000370	0000000162	001	0001	2018	5306400	9999	75039900	21090	(140.26)	2018	7 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000444	0000000162	001	0001	2018	5306400	9999	75039900	21090	(108.86)	2018	8 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000508	0000000162	001	0001	2018	5306400	9999	75039900	21090	(254.18)	2018	8 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000540	0000000162	001	0001	2018	5306400	9999	75039900	21090	(75.02)	2018	9 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000694	0000000162	001	0001	2018	5306400	9999	75039900	21090	(174.07)	2018	10 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000885	0000000162	001	0001	2018	5306400	9999	75039900	21090	(76.70)	2018	12 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00000956	0000000162	001	0001	2018	5306400	9999	75039900	21090	(295.68)	2018	12 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00001023	0000000162	001	0001	2018	5306400	9999	75039900	21090	(204.97)	2019	1 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00001086	0000000162	001	0001	2018	5306400	9999	75039900	21090	(111.00)	2019	1 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00001166	0000000162	001	0001	2018	5306400	9999	75039900	21090	(262.95)	2019	2 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00001167	0000000162	001	0001	2018	5306400	9999	75039900	21090	(160.70)	2019	2 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00001168	0000000162	001	0001	2018	5306400	9999	75039900	21090	(42.09)	2019	2 N	
XXXX	CC_DETAIL	AP_VOUCHER	0000000065	PB CP 16 3004 - 18/19	D	00001169	0000000162	001	0001	2018	5306400	9999	75039900	21090	(57.23)	2019	2 N	
															(3,635.89)			
XXXX	CC_DETAIL	PO_POENC	0000000065	PB CP 16 3004 - 18/19	D		0000000162	001	0001	2018	5306400	9999	75039900	21090	7,000.00	2018	5 N	

Accounts Payable - Reports & Queries

ZZ_AP_ACCT_Entries_Sent_To_GL Query:

- ▶ This query shows the payment or transaction flow from the AP module to the posting in the GL module.
- ▶ The AP Accounting Entries Sent to GL Query will:
 - Display the AP Journal entries that have posted in GL
 - Associates the AP voucher to AP Journal
 - Provide Supplier name, ChartFields, and accounting date.

Accounts Payable - Reports & Queries

Example of the ZZ_AP_ACCT_ENTRIES_SENT_TO_GL Query

Supplier Invoice																			
Unit	Voucher	Supplier	Supplier	Journal ID	Date	Approp Ref	Fund	ENY	Account	Alt Acct	Progra	Rptg Structur	Amount	Invoice	Acctg Da	Peri	Payments	Templ	Type
XXXX	00000188	0000003773	VISIONARY IN AP00832131	7/16/2018	001	0001	2016	5346390	0000000000	9999	75031510	160.99	BILL0033090	7/16/2018	1	0	ACCRUAL	REG	
XXXX	00000188	0000003773	VISIONARY IN AP00832131	7/16/2018	001	0001	2016	2000000	9999999999	9999		(160.99)	BILL0033090	7/16/2018	1	0	ACCRUAL	REG	
XXXX	00000188	0000003773	VISIONARY IN AP00832138	7/16/2018		0001		6510000	9999999999			(160.99)	BILL0033090	7/16/2018	1	1	PAYMENT	REG	
XXXX	00000188	0000003773	VISIONARY IN AP00832138	7/16/2018	001	0001	2016	2000000	9999999999	9999		160.99	BILL0033090	7/16/2018	1	1	PAYMENT	REG	

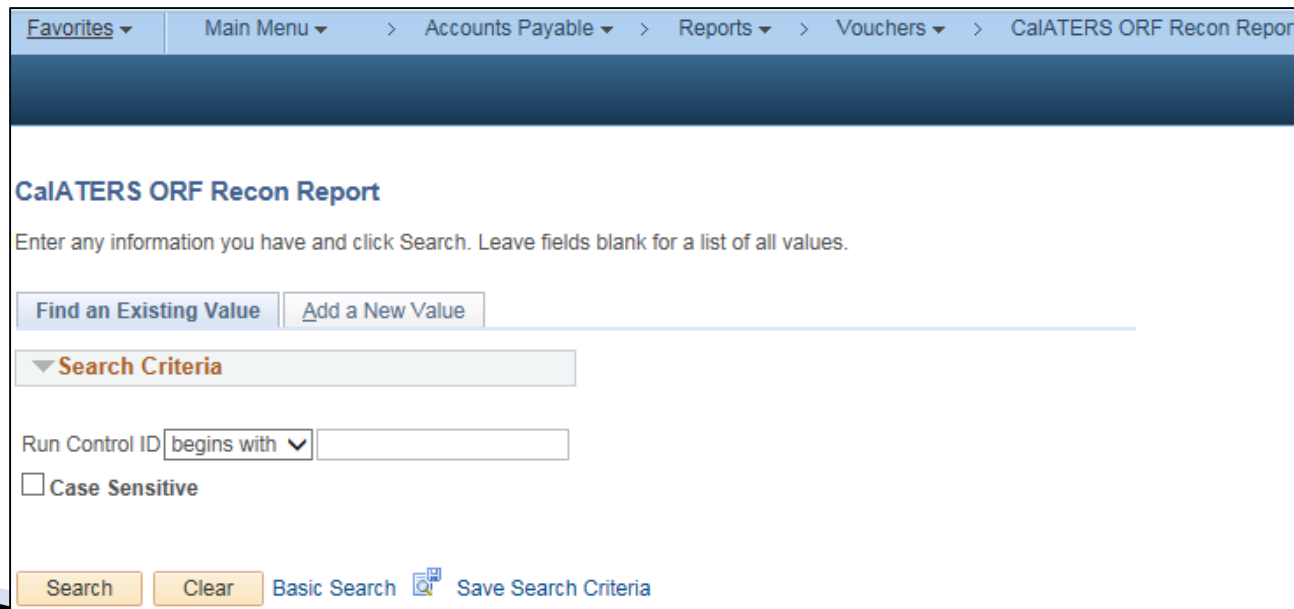
Travel Advance																			
Unit	Voucher	Supplier	Supplier	Journal ID	Date	Approp Ref	Fund	ENY	Account	Alt Acct	Progra	Rptg Structur	Amount	Invoice	Acctg Da	Peri	Payments	Templ	Type
XXXX	00000638	EMP1234567	Jon Doe	AP01132019	3/21/2019		000000044	2018	2000000	9999999999			(1,000.00)	TAF002492292	3/21/2019	9	0	ACCRUAL	PPAY
XXXX	00000638	EMP1234567	Jon Doe	AP01132019	3/21/2019		000000044	2018	1301200	0000000000			1,000.00	TAF002492292	3/21/2019	9	0	ACCRUAL	PPAY
XXXX	00000638	EMP1234567	Jon Doe	AP01151698	3/28/2019		000000044		1109200	9999999999			(1,000.00)	TAF002492292	3/28/2019	9	1	PAYMENT	PPAY
XXXX	00000638	EMP1234567	Jon Doe	AP01151698	3/28/2019		000000044	2018	2000000	9999999999			1,000.00	TAF002492292	3/28/2019	9	1	PAYMENT	PPAY

Clear Travel Advance/Travel Expense / Reimbursement																			
Unit	Voucher	Supplier	Supplier	Journal ID	Date	Approp Ref	Fund	ENY	Account	Alt Acct	Program	Rptg Structure	Amount	Invoice	Acctg Date	Period	Payments	Template	Type
XXXX	00000900	EMP1234567	Jon Doe	AP01337243	5/31/2019		000000044	2018	1301200	0000000000			(75.43)	TEA002543197	5/31/2019	11	99998	ACCRUAL	REG
XXXX	00000900	EMP1234567	Jon Doe	AP01337243	5/31/2019		000000044		1109200	9999999999			75.43	TEA002543197	5/31/2019	11	99998	ACCRUAL	REG
XXXX	00000900	EMP1234567	Jon Doe	AP01337243	5/31/2019		000000044	2018	1301200	0000000000			(216.00)	TEA002543197	5/31/2019	11	99998	ACCRUAL	REG
XXXX	00000900	EMP1234567	Jon Doe	AP01337243	5/31/2019		000000044		1109200	9999999999			216.00	TEA002543197	5/31/2019	11	99998	ACCRUAL	REG
XXXX	00000900	EMP1234567	Jon Doe	AP01337243	5/31/2019		0001		1109200	9999999999			(75.43)	TEA002543197	5/31/2019	11	99998	ACCRUAL	REG
XXXX	00000900	EMP1234567	Jon Doe	AP01337243	5/31/2019		0001		1109200	9999999999			(216.00)	TEA002543197	5/31/2019	11	99998	ACCRUAL	REG
XXXX	00000900	EMP1234567	Jon Doe	AP01337243	5/31/2019	001	0001	2018	5320470	0000000000	9999	75031511	75.43	TEA002543197	5/31/2019	11	0	ACCRUAL	REG
XXXX	00000900	EMP1234567	Jon Doe	AP01337243	5/31/2019	001	0001	2018	5320230	0000000000	9999	75031511	216.00	TEA002543197	5/31/2019	11	0	ACCRUAL	REG
XXXX	00000900	EMP1234567	Jon Doe	AP01337243	5/31/2019	001	0001	2018	2000000	9999999999	9999		(75.43)	TEA002543197	5/31/2019	11	0	ACCRUAL	REG
XXXX	00000900	EMP1234567	Jon Doe	AP01337243	5/31/2019	001	0001	2018	2000000	9999999999	9999		(216.00)	TEA002543197	5/31/2019	11	0	ACCRUAL	REG
XXXX	00000900	EMP1234567	Jon Doe	AP01337243	5/31/2019	001	0001	2018	2000000	9999999999	9999		75.43	TEA002543197	5/31/2019	11	99998	ACCRUAL	REG
XXXX	00000900	EMP1234567	Jon Doe	AP01337243	5/31/2019	001	0001	2018	2000000	9999999999	9999		216.00	TEA002543197	5/31/2019	11	99998	ACCRUAL	REG

Accounts Payable - Reports & Queries

The CalATERS ORF Reconciliation Report will:

- Show the status of applied prepaid vouchers on Expenditures Vouchers
- Associate the Prepaid vouchers to Expenditure vouchers
- Provide the supplier name, payment ref, TEA warrant, and amount.



The screenshot shows a web application interface for the 'CalATERS ORF Recon Report'. The breadcrumb navigation at the top reads: 'Favorites > Main Menu > Accounts Payable > Reports > Vouchers > CalATERS ORF Recon Report'. Below the navigation is a dark blue header bar. The main content area has the title 'CalATERS ORF Recon Report' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a 'Search Criteria' section with a dropdown menu currently set to 'begins with' and an adjacent text input field. A checkbox labeled 'Case Sensitive' is present and unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.

Accounts Payable - Reports & Queries

Example of a CalATERS ORF Reconciliation Report

Report ID: RPTAP110 Business Unit: 8860 From Date: All To Date: All		FISCal CalATERS ORF Reconciliation Report		Page No: Page 1 of 1 Run Date: February 25, 2020 Run Time: 17:39:34							
Business Unit: 8860											
TAF Voucher ID	Invoice ID	Supplier ID	Supplier Name	TAF Amount	Payment Reference	Payment Status	Payment Date	Applied TEA Voucher ID	Applied TEA Amount	TEA Warrant Number	TEA Warrant Amount
00007598	TAF00202 2054	EMP1234567	Jon Doe	2500.000	1000728	Paid	03/22/2018	00007776	1013.000		0.000
00007598	TAF00202 2054	EMP1234567	Jon Doe	2500.000	1000728	Paid	03/22/2018	00007781	65.000		0.000
00007598	TAF00202 2054	EMP1234567	Jon Doe	2500.000	1000728	Paid	03/22/2018	00007782	65.000		0.000
00007598	TAF00202 2054	EMP1234567	Jon Doe	2500.000	1000728	Paid	03/22/2018	00007837	921.060		0.000
00007598	TAF00202 2054	EMP1234567	Jon Doe	2500.000	1000728	Paid	03/22/2018	00007853	435.940	99682699	626.420

\$626.42 represents the travel reimbursement to the employee because travel costs (\$3,126.42) were in excess of the advance (\$2,500). Therefore, Voucher ID 7853 applies \$435.94 to the advance, and a SCO warrant of \$626.42 is issued to the employee.

Accounts Payable - Reports & Queries

- ▶ The CalATERS GER Reconciliation Report will:
 - Show the status of GER Journal and associated Expenditure Voucher data
 - Associate the GER ID to TEAXXXXXXX invoice ID for SCO Reconciliation purposes
 - Provide Supplier name, GER, Journal ID, Voucher ID, and Reversal Journal ID

- ▶ Example of CalATERS GERs Reconciliation Report

Report ID: RPTAP109		FISCal				Page No: Page 1 of 1							
		CalATERS GER Reconciliation Report				Run Date: March 4, 2020							
						Run Time: 13:01:43							
GER Document ID	Transaction Date	Journal ID	Journal Date	Journal Amount	Journal Post Status	Unreversed GER Amount	Voucher BU	Voucher ID	Invoice ID	Accounting Date	Voucher Amount	ENY	Voucher Post Status
GER0126854	02/06/2020	0002284581	02/06/2020	208.74	Posted	0.00	8860	00011646	TEA002902684	02/06/2020	60.00	2019	Posted
GER0126854	02/06/2020	0002284581	02/06/2020	208.74	Posted	0.00	8860	00011647	TEA002905480	02/06/2020	60.00	2019	Posted
GER0126854	02/06/2020	0002284581	02/06/2020	208.74	Posted	0.00	8860	00011648	TEA002906135	02/06/2020	88.74	2019	Posted

Accounts Payable - Reports & Queries

Run ZZ_OUTSTANDING_VOUCHER query to identify any outstanding vouchers that have not fully posted in General Ledger. This query should be clear at month end in order for the AP submodule to close.

Unit	Voucher	Supplier	Close Status	Status	Acctg Date	Status	Appr Stat	Budget Status	Entered	Updated	Status	Gross Amt
8860	00006200	0000001950	Open	Postable	7/18/2017	Unposted	Approved	Valid	7/18/2017	7/21/2017	Not Applicable	5428.350
8860	00006201	0000004876	Open	Postable	7/18/2017	Unposted	Pending	Valid	7/18/2017	7/20/2017	Not Applicable	300.580
8860	00006206	0000009551	Open	Postable	7/18/2017	Unposted	Approved	Valid	7/18/2017	7/21/2017	Not Applicable	4444.210
8860	00006218	EMP1094904	Open	Postable	7/21/2017	Unposted	Pending	Valid	7/21/2017	7/21/2017	Not Applicable	100.160

Accounts Payable

Voucher Accounting Date Change Restrictions

- ▶ The system will only allow Accounting Date modifications within the same fiscal year of the initial voucher Accounting Date.
- ▶ To correct the Accounting Date of a voucher to a different fiscal year, delete the voucher and re-enter a new voucher with a new Accounting Date in the new fiscal year. If the voucher has already been posted or paid, open a ticket with FSC to cancel payment or close the voucher.

Accounts Payable-Supplemental Material

- ▶ AP Handout 1-SCO Voucher Checklist
- ▶ AP Handout 2-AP Reports and Queries
- ▶ AP Handout 3-AP Glossary
- ▶ AP Handout 4-AP Tips

Asset Management

Asset Management

This segment will cover:

- ▶ Statewide Policy
- ▶ Concepts
- ▶ Reports
- ▶ Queries
- ▶ Resources
- ▶ Reconciliation Tips

Asset Management - Statewide Policy

- ▶ SAM sections 8650.1; 8650.2; 8650.3; and 8650.4, Asset Management:
 - Requires departments to maintain a record of state property, whether capitalized or not, in a property accounting or inventory system. Departments must maintain adequate control over assets that are considered “high risk and sensitive” pursuant to SAM Section 8603.

- ▶ SAM section 8602, Capital Assets:
 - Capitalized for accounting and financial reporting when cost is at least \$5,000, useful life is at least 1 year, and used to conduct state business.

- ▶ SAM section 8603, Non-Capital Assets:
 - Non-Capital property is recorded in the property register and accounted as an expenditure.

- ▶ SAM section 8670.2, Financial Statement Reporting Requirements:
 - Requires that all capital assets be included in Year-End Financial Report No. 18 and Report No. 19.

Asset Management Concepts

The asset management module is part of the asset lifecycle management solution, providing accurate records for the acquisition, maintenance, control, and disposition of property.

Capital and Non-Capital assets.

Asset Management entries are recorded in the Department Adjustment Ledger.

To view only Capital asset information, run parameters for the CAPITAL book.

To view both Capital and Noncapital asset information, run for the STATE book.

The Asset Management module performs the following processes:

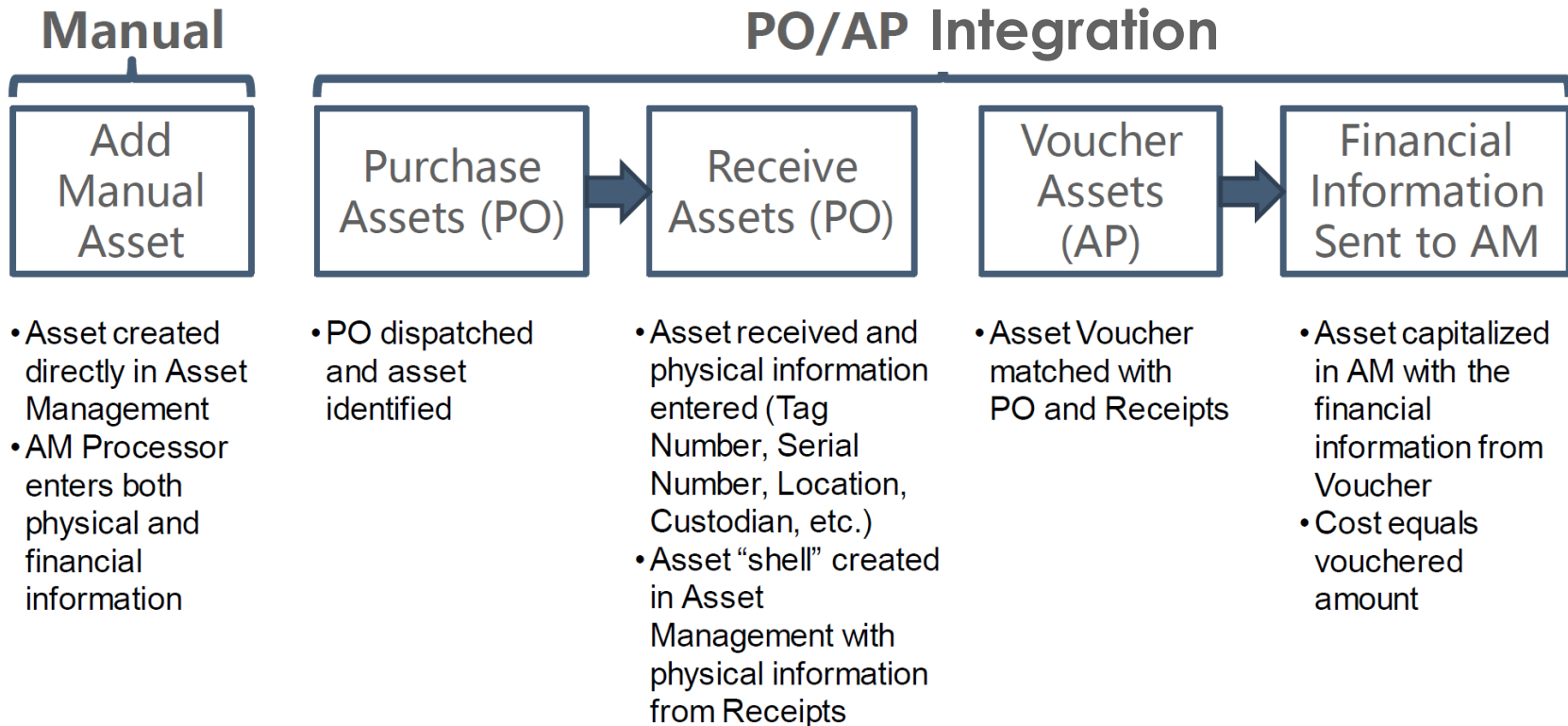
- Acquire Assets
- Maintain Assets
- Physical Inventory (Stocktaking)
- Depreciation Assets
- Inter-Unit Transfer
- Retire/Reinstate Assets
- Capital Leases
- Operating Leases

Asset Management - Asset Additions

- ▶ Assets can be added in the following ways:
 - Integrated through the Purchasing and Accounts Payable modules.
 - Entered directly into the Asset Management module.

Asset Management – Asset Addition

Acquire Assets Summary Flow



Asset Management - Reports

- ▶ For reconciliation and reporting, departments can use the following reports to validate AM information:
 - Asset History Report
 - Report 18 (FISCal.231)
 - Report 19 (FISCal.230)
 - Trial Balance Report

(For AM reports, refer to Job Aid FISCal.080 – AM Reports within the FI\$Cal System. For Reports 18, refer to DOF website eLearning [YE-Report 18](#). For Report 19, refer eLearning [YE-Report 19](#).)

Asset Management – Reports

The Asset History Report provides a list of asset activity within a fiscal year, such as prior year assets, current year additions, and current year retirements. This report can be used as a subsidiary detail report for Reports 18 and 19.

Load the data: Asset Management > Financial Reports > Load Reporting Tables > Asset History Report Tbl
Run the report: Asset Management > Financial Reports > Asset Details > History.

ORACLE		PeopleSoft Asset Management				Page No: 5							
Report ID: AMDE1002	Asset History Sheet Summary				Run Date: 07/15/2019								
						Run Time: 09:57:06							
Contains confidential information and unauthorized use or disclosure is prohibited by State law.													
Business Unit: 8860	From Fiscal Year: 2015	Period: 1											
Asset Book: CAPITAL	Thru Fiscal Year: 2015	Period: 12											
Contains confidential information and unauthorized use or disclosure is prohibited by State law.													
Asset	Description	In.Stck	Depr.Mth	UL	Cost	Additions	Retirements	Recategor	Assoc	Acc.Depr	Deprac	NBV	NBV Fin.Yr
00000002642	Fortigate 400 Security Bundle	07/01/2006	Srt Line	60	7,396.30	0.00	7,396.30	0.00	0.00	0.00	0.00	0.00	0.00
00000004653	Printer- Dot Matrix	05/24/2012	Srt Line	60	5,066.20	0.00	5,066.20	0.00	0.00	0.00	0.00	0.00	0.00
00000008163	Infocus Mondopad	04/26/2017	Srt Line	60	8,566.91	0.00	0.00	0.00	0.00	2,141.73	1,713.38	6,425.18	8,138.56
00000008164	Infocus Mondopad	04/26/2017	Srt Line	60	8,566.91	0.00	0.00	0.00	0.00	2,141.73	1,713.38	6,425.18	8,138.56
00000008187	TV Sharp HDTV LED 1080p	05/25/2017	Srt Line	60	5,977.42	0.00	0.00	0.00	0.00	1,394.73	1,195.48	4,582.69	5,778.17
00000008282	FLUKEOneTouch at10G 1000A	07/12/2016	Srt Line	60	9,114.00	0.00	0.00	0.00	0.00	3,645.60	1,822.80	5,468.40	7,291.20
00000008283	FLUKEOneTouch at10G 1000A	07/12/2016	Srt Line	60	9,114.00	0.00	0.00	0.00	0.00	3,645.60	1,822.80	5,468.40	7,291.20
00000008284	Liebert 60kVA/60kW Capacity LJ	08/12/2016	Srt Line	60	73,800.00	0.00	0.00	0.00	0.00	28,290.00	14,780.00	45,510.00	60,270.00
00000008285	Infocus Mondopad 85" Ultra 4K	06/06/2017	Srt Line	60	15,726.58	0.00	0.00	0.00	0.00	3,407.42	3,145.31	12,319.14	15,464.45
00000008286	Server, Blade, HP ProLiant BL4	07/06/2016	Srt Line	60	21,031.21	0.00	0.00	0.00	0.00	8,412.48	4,206.24	12,618.73	16,824.97
00000008515	Crestion 4K DigitalMedia	05/31/2019	Srt Line	60	0.00	7,289.27	0.00	0.00	0.00	242.98	242.98	7,046.29	0.00
Total Account:	1605000 Equipment				2,675,657.67	7,289.27	12,462.50	0.00	0.00	2,065,648.72	276,861.21	604,835.72	879,522.06

Asset Management – Reports

Main Menu>FI\$Cal Processes>GL Reports>Changes in Capital Asset

Report 18 should be balanced with the Asset History Report

Main Menu > FI\$Cal Processes > FI\$Cal Report > GL Reports > Changes in Capital Asset				
REPORT 18 – STATEMENT OF CHANGES IN CAPITAL ASSETS Department of Finance - 8860 Fund 0001 Fiscal Year 2018-19 As of 06/30/2019				
Business Unit: 8860 - Department of Finance		Report ID: RPTGL075		
Fund: 0001 - General Fund		Run Date: 07/19/2019		
Subfund: 000		Run Time: 15:34:56		
Account – Description	Beginning Balance	Additions	Deductions	Ending Balance
Tangible Assets				
2341 - Equipment	2,675,657.67	7,289.27	12,462.50	2,670,484.44
Intangible Assets				
2411 - Computer Software - Amortizabl	2,820,211.31	714,120.00	0.00	3,534,331.31
Fund: 0001	<u>5,495,868.98</u>	<u>721,409.27</u>	<u>12,462.50</u>	<u>6,204,815.75</u>
Sub Fund: 000				

Asset Management - Queries

For reconciliation, departments can use the following queries to validate Asset Management (AM) information:

- DFQ_AM_01_ASSET_ACCTG_ENTRY – used to review AM entries posted in DEPTADJ ledger
- DFQ_AM_02_ASSET_DETAIL – used to review all asset IDs in AM module

Asset Management - Resources

- ▶ Job Aid FISCal.080 – AM Reports within the FI\$Cal System
- ▶ Job Aid FISCal.246 - Purchase Order (PO) to Accounts Payable (AP) to Asset Management (AM) for Capital Asset
- ▶ Job Aid FISCal.492 – Entering a Financed Purchase Contract
- ▶ Job Aid FISCal.493 – Entering a Lease
- ▶ Job Aid FISCal.494 – Encumbering Funds for a Lease
- ▶ Job Aid FISCal.495 – Making a Payment for a Lease
- ▶ FI\$Cal Virtual Instructor Led Training – AM1002
- ▶ eLearning YE-Report – [Report 18](#) and [Report 19](#)

Asset Management - Reconciliation Tips

- ▶ Determine if a purchase is an “asset” in the procurement stage. The Department’s PO Buyers should communicate with accounting office to ensure the correct chartfields are used.
- ▶ Do monthly property reconciliation or quarterly, depending on volume of transactions (see [SAM Section 7924](#), Property Reconciliation).
- ▶ Request internal inventory list from procurement unit, and compare with FI\$Cal AM reports.
- ▶ Run Reports 18 and 19 throughout the year.

Labor Distribution

Labor Distribution

This segment will cover:

- ▶ Overview
- ▶ Configurations
- ▶ Run Labor Distribution
- ▶ Reports and Queries
- ▶ Accounting Entries
- ▶ Reconciliation
- ▶ Tips

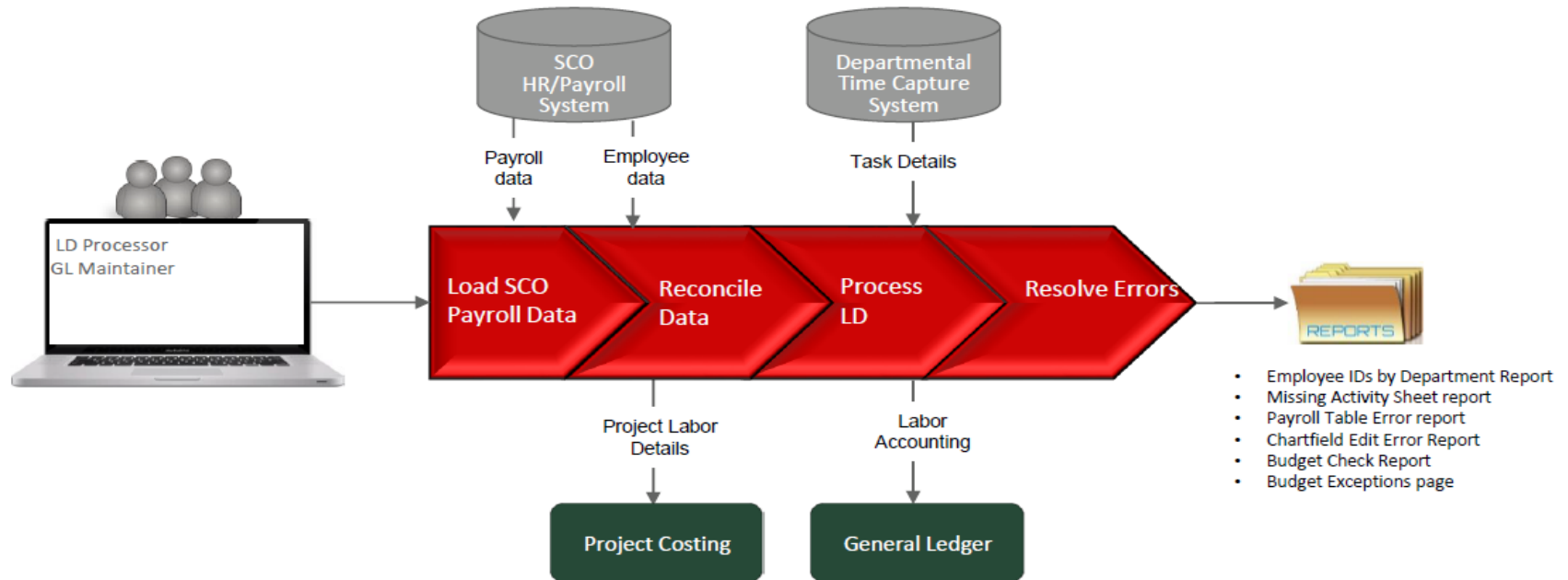
Labor Distribution - Overview

[SAM Section 8590](#) says “The State Controller’s Office (SCO), Uniform State Payroll System, will process each state agency’s/department’s payroll transactions entered by their human resources office and generate ... Payroll expenditures...”

The Labor Distribution module, in FI\$Cal, identifies and reclassifies labor cost at a lower departmental level.

- ▶ Labor distribution process generates accounting entries to distribute the State’s payroll costs (gross pay and the State’s share of staff benefits) for each employee.
- ▶ Costs are distributed at a lower level of detail based on either the specific tasks performed by an employee or on default classifications.

Labor Distribution - Overview



SCO provides payroll files ➡ FI\$Cal loads the files ➡ the department loads activity sheet(s) and resolves errors ➡ the department creates reports as needed

- There are two different methods for loading Activity Sheets: 1) Interface from existing time capture system or 2) manual entry into FI\$Cal
- Payroll is reconciled by Departments against SCO disbursements

Labor Distribution - Configurations

Prior to running the Labor Distribution (LD) Process, the department must set up all LD Configurations. These configurations need to be maintained and updated mid-month, monthly, and annually.

Below is a list of the configuration tables and job aids:

- ▶ Reporting Unit Translation – [FISCal.311](#)
- ▶ Business Unit Option - [FISCal.163](#)
- ▶ How to load Initial Employee Options-configuration - [FISCal.450](#)
- ▶ Payment Type Options - [FISCal.165](#)
- ▶ Serial Numbers Options - [FISCal.166](#)
- ▶ Class Types Options - [FISCal.164](#)
- ▶ Add New Employee - [FISCal.207](#)
- ▶ Benefit Type - [FISCal.181](#)
- ▶ Mid-month Employee configuration change - [FISCal.265](#) (Manually adjusting Employee Options)
- ▶ Temporary - Volunteer Employee Upload - [FISCal.422](#)

Labor Distribution - Configurations

Reporting Unit Translation

- ▶ Crosswalk SCO Payroll Agency Code and Reporting Unit on the payroll payment file to Business Unit
- ▶ Identifies the Payroll Clearing Account for each Reporting Unit, which is SCO's Payroll Header associated with where payroll expenditures are charged on the SCO Tab Run
- ▶ PFA Exception box can be clicked to exclude a Reporting Unit from being included in the PFA process




Reporting Unit Translation


Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Product Related ▾ > Labor Distribution ▾ > Reporting Unit Translation

Reporting Unit Translation

Payroll Agency Code: 300 Reporting Unit: 110


Options Find | View All First 1 of 1 Last


*Effective Date: 07/01/2020  *Status: Active  

*Business Unit: 8860  Department of Finance


Description: CAPITOL OFFICE PFA Validation Exception


Payroll Clearing Gross Pay Account


Account: 5100000 


Alternate Account: 5100000000 

Payroll Clearing ChartFields

Approp Ref: 001 

Fund: 0001 

ENY: 2020 

Program: 9999 

Labor Distribution - Configurations

Business Unit Options

- ▶ Identifies whether or not the department is using Labor Distribution
- ▶ Identifies whether the department wants retroactive benefits distributed by employee (i.e., based on Activity Sheet for the pay period or employee or group defaults for the pay period)
- ▶ Identifies whether Labor Distribution records payroll or Activity Sheet hours in the General Ledger
- ▶ Identifies the default Gross Pay Account and Alternate Account for the department
- ▶ Identifies the default ChartField combination for the department

Business Unit Options

Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Labor Distribution > Business Unit Options

Business Unit Options

Business Unit: 1111 Department of Consumer Affairs

Options Find | View All First 1 of 1 Last

*Effective Date: 07/01/2019 *Status: Active

*Using Labor Distribution?	Yes
Distribute Retro Benefits by Employee?	Yes
Employee Options Required?	No

Currency Code: USD

*Statistics Option: None Statistics Code:

Gross Pay Default Account

*Account: 5100000

*Alternate Account: 0000000000

Default Chartfields

Approp Ref: 002

Fund: 0702

ENY: 2019

Program: 9999

PC Bus Unit:

Project:

Activity:

Labor Distribution - Configurations

Employee Options

- ▶ Required for every employee in the department if Employee Options Required is set to “Yes” in Business Unit options
- ▶ In the Employee Options, there are two tabs:
 - **Options Tab** lists Group Time Reporting, Group Default, Default Gross Pay Account, Employee Group ID, Activity Sheet Required
 - **Defaults Tab** lists the accounting funding information
- ▶ To change the existing values for a previously saved record, click on the **Correct History** button

Labor Distribution Configurations – Validation

Reviewing Employee Options:

Options Defaults

Employee Options

SetID: 8860 Employee Id: #####
Last Name: Lee Middle Initial:
First Name: Tom

ZZ_EMP_OPTIONS_LIST

Options Find First 1 of 1 Last

*Effective Date: 07/01/2017 *Status: Active 1 of 5
*Group Time Reporting?: No Identifies if a Group Activity Sheet is required to distribute the employee's labor. Uses funding expenditure strings based on Group ID configuration.
*Group Default?: Yes
Reporting Structure:
Default Gross Pay Account
Account:
Alt Account:
These configurations are left blank if they will be inheriting their value from other configurations already established.
Employee Group ID
Payroll Agency Code: 300 You will need to go to the Employee Groups to see how this is configured.
Reporting Unit: 695
Individual Employee
Activity Sheet Required: No Identifies if a Personal Activity Sheet is required to distribute the employee's labor.

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Corred History

Labor Distribution Configurations – Validation

Reviewing Employee Defaults:

Options **Defaults**

ZZ_EMP_DEFAULTS

Employee Options

SetID: 8860

Employee I: #####

Last Nam: LEE Middle Initial:

First Nam: TOM

Eff Date: 07/01/2017 Status: Active Percentage: 100.00

Percent	Task ID	Approp Ref	*Fund	ENY	Program
1 80.00		001	0001	2017	9999000010
2 20.00	200100				

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

LD Configurations – Validation

Task ID:

Task IDs are defined work activities based on funding sources and percentages performed by one or more employees.

Task ID Configuration

Task ID

SetID 8860 Department of Finance Task ID 695000

DFQ_ID_04_TASK_ID

Task ID Lines

*Effective Date 07/01/2017 *Status Active

*Description FISCAL SYSTEMS AND CONSULTING Total Percent 100.00

*Percent	Reference	*Fund	YOE	Program	Project BU
57.00	001	0001	2017	6785055	
43.00	001	9740	2017	6785055	

Labor Distribution - Configurations

Payment Type Options

- ▶ Configured by either Payment Type or Payment Type and Suffix
- ▶ Identifies how related Labor Distribution payments are distributed (i.e., based on Activity Sheet or employee or group defaults for the pay period)
- ▶ May optionally assign a specific Account and Alternate Account (e.g., overtime, industrial disability leave, non-industrial disability leave)
- ▶ If related payments are not distributed by employee, may optionally assign the ChartField combination for distribution

Payment Type Options

Favorites ▾ Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Product Related ▾ > Labor Distribution ▾ > Payment Type Options

Options Mapping

Payment Type Options

SetID 8860 Payment Type Code 0 Payment Type Suffix

Options Find First 1 of 1 Last

*Effective Date 01/01/1901 *Status: Active

*Description REGULAR PAY

*Distribute by Employee Yes

Gross Pay Distribution Account

Account

Alternate Account

Standard Distribution Chartfields

Approp Ref

Fund

ENY

Program

PC Bus Unit

SCO Payroll Procedure Manual
https://sco.ca.gov/ppsd_ppm.html

Payment Type Options-Mapping

- Payment Type Options - Mapping is used when Activity Sheets are created. Departments not using activity sheet do not use the Payment Type mapping.
- Links Payment Type and Suffix on payroll payment file to Activity Sheet Earning Types

Options Mapping

Payment Type Options

SetID: 8260 Payment Type Code: 0 Payment Type Suffix:

Effective Date: 01/01/1901 Status: Active

Personalize | Find | View All | First 1-4 of 4 Last

	*Earnings Type	Account	Alternate Account		
1	REG	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	VAC	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	SICK	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	HOL	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Labor Distribution - Configurations

Serial Numbers

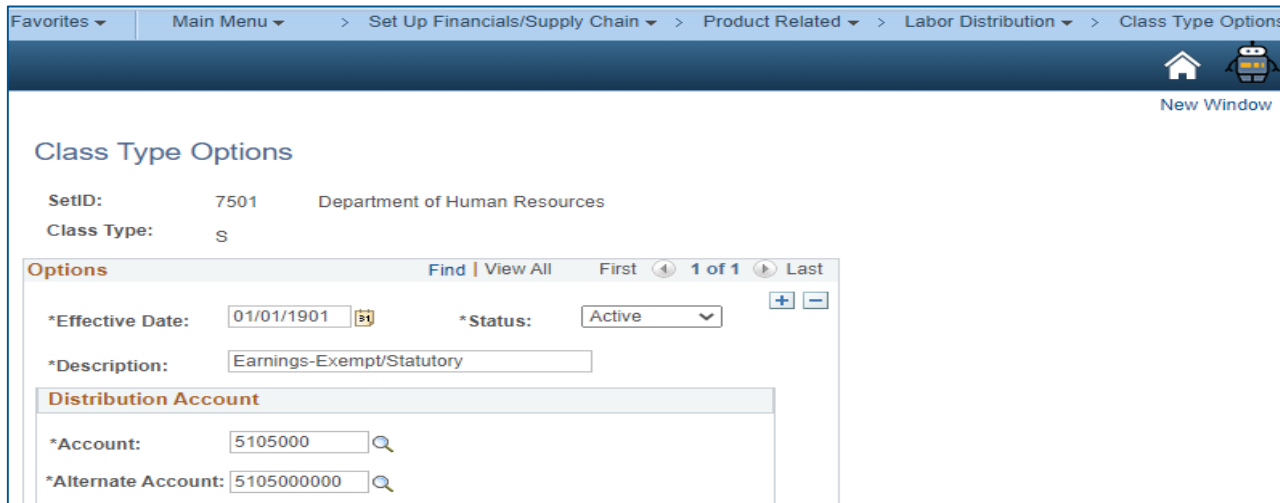
- ▶ Allows the Serial Numbers in blanket Positions Numbers to look for a specific Account and Alternate for recording the payroll gross amounts.
- ▶ Useful for assigning the correct Account and Alt Account for Temporary Civil Services employees (e.g., Retired Annuitant, student assistant) without having to configure for each employee.
- ▶ Serial Number must be a value greater than 899.

The screenshot shows the 'Serial Number Options' configuration screen. The breadcrumb trail at the top reads: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Labor Distribution > Serial Number Options. The main title is 'Serial Number Options'. Below the title, the 'SetID' is 8860 and the 'Department of Finance' is selected. The 'Serial Number' field is highlighted with a red box and contains the value '925'. Below this is a search bar with 'Find | View All' and 'First 1 of 1 Last' buttons. The configuration includes fields for '*Effective Date' (01/01/1901), '*Status' (Active), and '*Description' (LUMP SUM PAYMENTS - TEMP HELP). Under the 'Gross Pay Account' section, there are fields for '*Account' (5100150) and '*Alternate Account' (5100150010).

Labor Distribution - Configurations

Class Types Options

- ▶ Allow payroll Class Type to look up a specific Account and Alternate for recording the gross amount if appropriate.
- ▶ Useful for assigning the correct Account and Alternate for all Exempt/Statutory employees without having to configure them for each employee.



The screenshot shows a web application interface for configuring Class Type Options. The breadcrumb navigation at the top reads: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Labor Distribution > Class Type Options. The page title is "Class Type Options".

Configuration details:

- SetID: 7501 Department of Human Resources
- Class Type: S

The "Options" section includes:

- *Effective Date: 01/01/1901
- *Status: Active
- *Description: Earnings-Exempt/Statutory

The "Distribution Account" section includes:

- *Account: 5105000
- *Alternate Account: 5105000000

Labor Distribution - Configurations

Add New Employee ID

An Employee ID is a permanent, unique and non-confidential ID number that replaces the use of a Social Security Number (SSN). Before an employee can be configured, their SSN must be added to the statewide Employee Table. When this is done, the employee is assigned an Employee ID.

- ▶ All State employees have an Employee ID.
- ▶ An Employee ID does not change if the employee transfers between departments.
- ▶ The Labor Distribution/GL Maintainer configures the employee to the Business Unit on the Employee Options and Defaults Tabs.
- ▶ Departments have access to add new employees to the statewide employee table.

Labor Distribution - Configurations

Benefit Type Options

- ▶ Benefit Type identifies the specific Benefit which an employee is to receive, the Value Source, and the Amount Type.
- ▶ Benefit Type Options provides the ability to configure Account and Alt Account for each type of benefit amount.

Navigation: Favorites ▾ | Main Menu ▾ > | Set Up Financials/Supply Chain ▾ > | Product Related ▾ > | Labor Distribution ▾ > | Benefit Type Options

Home | Help | New Window | H

Benefit Type Options

SetID: 8860 Benefit Type: BL Value Source: Payroll Amount ID: State Share

Options Find | View All First ◀ 1 of 1 ▶ Last

Effective Date: 01/01/1901 Status: Active

Benefit Type Description: BasicLifeInsurance
Description: Basic Life Insurance
Short Description: Life Ins

Payroll Clearing Account

Account: 5100000
Alternate Account: 5100000000

Distribution Account

Account: 5150400
Alternate Account: 5150400000

Labor Distribution Configuration – Roll-Over

- ▶ Establish new enactment year Labor Distribution configurations.
- ▶ Do not roll forward new year configuration until the June labor distribution process has been completed.

Job Aid FISCal.255 – Labor Distribution Configuration Roll Over Process

The screenshot displays the 'LD Config Roll-Over' web application interface. At the top, the title 'Labor Distribution Config Roll-Over.' is shown. Below the title, the 'Run Control ID' is 'LD_ROLLOVER'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main content area is divided into sections: 'Business Unit' with a search field containing '8880', 'Fiscal Year' with 'Fiscal Year Rolled From' set to '2020' and 'Rolled To' set to '07/01/21', and 'Configuration Selection' which includes a list of checked options: Business Unit Options, Reporting Unit Translation, Task ID, Group Options/Defaults, Employee Options/Defaults, Payment Type Options, and Adhoc Group Options. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Labor Distribution

Labor Distribution (LD) process reclassifies payroll costs to a lower level of detail.

- It creates accounting entries to distribute payroll costs based on departmental rules and configurations or activity sheets.
- It creates accounting entries that reverse the payroll costs from a department's clearing account.
- Labor costs can be further allocated, if needed.
- Labor distribution is based on Effective Date of the Pay Period (calendar year) it falls in.
- The labor distribution process can be run as many times as necessary.

Labor Distribution

Departmental Labor Tasks / Process Flow

1. Validate configurations
2. Run payroll file queries
3. Run Labor Distribution
4. Review labor errors
5. Review labor financial reports
6. Labor reconciliation

Labor Distribution

Run Labor Distribution

Run payroll file queries prior to Labor Distribution:

- ▶ For reconciliation to SCO Tab run
 - ZZ_LD_PAYROLL_HEADERS
 - ZZ_LD_PAYROLL_BENEFITS

Exclude Clearance Type 5 and 9 (non-CLO payroll)
Payroll Header Status "I"

Labor Distribution

Run Labor Distribution

Activity Sheets are used to create accounting entries that prorate employee gross payment and staff benefit amounts based on the hours, earnings type, and ChartField values on Activity Sheets.

- ▶ Enter individual and group activity sheets ([FISCal.183](#))
 - Activity Sheets can be overridden on Run Control to Employee or Group Defaults
 - If Activity Sheets are required and not entered, labor will not be distributed
 - Entered Activity sheets will override Defaults
- ▶ Running Labor Distribution Process: ([FISCal.184](#))

Labor Distribution

Review Labor Errors

Review After Running Labor Distribution:

- ▶ Use the LD Error Reports ([FISCal.084](#))
 - ZZ_PAYROLL_ERR
 - ZZ_CHARTFLD_ERR
 - ZZ_BUDGET_ERR_ONLY

- ▶ To correct Budget Date and ENY for Budget Error only ([FISCal.423](#))

- ▶ Run the Activity Sheet Error report and the Missing Activity Sheet report as applicable

- ▶ Run ZZ_LD_Undist_Payroll to verify all labor has been distributed
 - If the labor file has been loaded, a blank query indicates labor has been run successfully


Labor Distribution-Run Labor Distribution

Review Labor Data Reports and Queries

- ▶ Activity Error Report

Favorites ▾ Main Menu ▾ > FISCAL Processes ▾ > FISCAL Report ▾ > LD Reports ▾ > Activity Sheet Error Report


FISCAL Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page | 

Activity Sheet Staging Table Error Report

Run Control ID: LEDGEACT Report Manager Process Monitor

Report Request Parameters

*GL Business Unit: 

*Reporting Structure: ▾

Labor Distribution - Run Labor Distribution

The Missing Activity Sheet report will provide a listing of employees that are set to require a Personal Activity Sheet or a Group Activity Sheet, but for which one has not been entered. This report can be run by Business Unit and set to include the Reporting Structure.

The screenshot shows the 'Missing Activity Sheet Report' interface in the FI\$Cal system. The breadcrumb trail at the top reads: Favorites > Main Menu > FI\$Cal Processes > FI\$Cal Report > LD Reports > Missing Activity Sheet Report. The FI\$Cal logo is displayed in the header. Below the title, there are links for 'Run Control ID: rpt', 'Report Manager', and 'Process Monitor', along with a 'Run' button. The 'Report Request Parameters' section includes 'Selection Parameters' with a search bar for '*GL Business Unit' (value: 8860) and a 'Reporting Structure' dropdown (value: Yes). The 'Pay Period Options' section has radio buttons for 'Prior Month' (selected) and 'Pay Period Range', with corresponding month and year input fields. At the bottom, there is a toolbar with buttons for Save, Return to Search, Previous in List, Next in List, Notify, Add, and Update/Display.

Labor Distribution Queries/Reports

Review Labor Distribution Reports and Accounting Entries:

- ▶ List of LD Reports within the FI\$Cal System ([FISCal.080](#))

- ▶ Queries to verify LD accounting entries
 - DFQ_LD_03_ACCT_ENTRIES
 - LD Accounting Entries Report (FISCal.505) *(New)*
 - Description of LD Accounting Entries Query ([FISCal.170](#))
 - ZZ_LD_ACCT_ENTRIES_1
 - Used in Reconciliation

Labor Distribution - Reconciliation

Sample- Labor Reconciliation worksheet

Step 1	Run Queries prior to Labor Distribution	
	ZZ_LD_PAYROLL_HEADERS -- For Initial Labor Reconciliation prior to Labor Distribution	
	ZZ_LD_PAYROLL_BENEFITS -- For Initial Labor Reconciliation prior to Labor Distribution	
.....		
Step 2	Sum Queries: Exclude Clearance TYPE 5 or 9 (Payroll AR) and Payroll Header Status "I"	
	ZZ_LD_PAYROLL_HEADERS	\$ 2,237,894.78
	ZZ_LD_PAYROLL_BENEFITS	1,186,320.14
	Total Payroll Records captured by FISCAL LD	\$3,424,214.92
.....		
Step 3	SCO Agency Reconciliation (TAB RUN)	
	2018 Total CLO	\$ 6,189.01
	2019 Total CLO	3,418,025.91
	Total SCO CLO Amount	\$ 3,424,214.92
.....		
Step 4	Run Labor Distribution - Then Run Queries-Fix Errors-Re-Run Labor:	
	ZZ_PAYROLL_ERR -- Add new employee configuration	
	ZZ_BUDGET_ERR_ONLY--Lump sum, Prior Years, Reverted Appr, No Budget Exits--LD-Update New ENY/New Budget Date	
	ZZ_LD_UNDIST_PAYROLL -Add Employee ID to Employee option	
	ZZ_CHARTFIELD_ERR - incomplete Configurations	
.....		
Step 5	LD Accounting Entries--After Labor Distribution Ran	
	DFQ_LD_03_ACCT_ENTRIES	
	FY2018	6,189.01
	FY2019	3,418,025.91
	Total Labor Distributed Amount	3,424,214.92

Labor Distribution - Reconciliation

- ▶ Labor Accounting Entries interfaced:
 - Accounting Entries for CLO documents (TC-37) are interfaced from SCO legacy to FI\$Cal
 - Reporting Unit Translation tables need to be up to date for CLO's to post correctly

Labor Distribution - Journals

LD-ACCOUNTING ENTRIES									
A. LABOR DISTRIBUTION-Journal Entries-SCO CLO documents (TC-37) interfaced into FISCal									
Source	Journal ID	Approp	Fund	ENY	Account	Account Description	Program	Amount	Line Descr
108	0003038700	001	0001	20xx	51xxxxx	Personal Services	9999	1,000.00	CLO10000-SCO TRANSACTION INTERFACE
108	0003038700	001	0001	20xx	1109110	SCO Legacy Interface Transactions	9999	(1,000.00)	CLO10000-SCO TRANSACTION INTERFACE
B1. LABOR DISTRIBUTION-System Generated Entries-Single Fund (Between CharFields)									
Clearing Entries Reversed/Labor Distributed to configured (final) Chartfields									
Source	Journal ID	Approp	Fund	ENY	Account	Account Description	Program	Amount	Line Descr
LD	LD03248813	001	0001	20xx	51xxxxx	Personal Services	9999	(1,000.00)	Labor Accounting Entries
LD	LD03248813	001	0001	20xx	51xxxxx	Personal Services	6300	1,000.00	Labor Accounting Entries
B2. LABOR DISTRIBUTION-System Generated Entries-Between Funds/CharFields									
Clearing Entries Reversed/Labor Distributed to configured (final) Chartfields									
Source	Journal ID	Approp	Fund	ENY	Account	Account Description	Program	Amount	Line Descr
LD	LD0999999	001	0001	20xx	51xxxxx	Personal Services	9999	(1,000.00)	Labor Accounting Entries
LD	LD0999999	001	0001	20xx	1110101	Intraunit Accrual Account- LD/PFA Allocation	9999	1,000.00	Labor Accounting Entries
LD	LD0999999	001	9740	20xx	51xxxxx	Personal Services	6700	1,000.00	Labor Accounting Entries
LD	LD0999999	001	9740	20xx	1110101	Intraunit Accrual Account- LD/PFA Allocation	6700	(1,000.00)	Labor Accounting Entries

Labor Distribution Tips

- ▶ Log every update/configuration
 - Employees Options, Employee Groups, Adjustment Activity Sheet, etc.
 - LD run process instance
- ▶ Know your configurations and if it meets any applicable Allocation Step pool requirements
- ▶ Understand the Queries
- ▶ Run Queries before the first LD run
- ▶ Run Queries after each LD run

Project Costing

Project Costing

This segment will cover:

- ▶ Overview
- ▶ Projects
- ▶ Reports, Queries, Job Aids
- ▶ Main Points

Project Costing - Overview

Project Costing is a fully integrated project financial management solution offering advanced budgeting, costing and reporting. Project costing is required for:

- Federal Trust Fund
- Bond Fund
- Capital Outlay Projects (Appropriated)
- Statewide emergency tracking (e.g., COVID -19, Wildfires)

Project Costing is also utilized to track reimbursements as well as other essential departmental reporting.

Project Costing - Overview

Project Costing consists of the following elements:

- **Project Costing Business Unit (PCBU)** –*department/agency identifier* or a grouping of projects used for reporting.
- **Project**–Work outside of normal operations with a defined start and end date. A Project ID is a structural value that is created to identify the *highest level of a specific cost objective*. A lower level work breakdown (Activity) must be associated to the Project ID.
- **Activity**–a work phase or a project-specific process or set of tasks created for financial and general reporting purposes. An Activity ID is a *lower level structural value* that is created to organize tasks to support the higher level (Project) cost objective. Customer billing is done at the activity level.

Project Costing - Overview

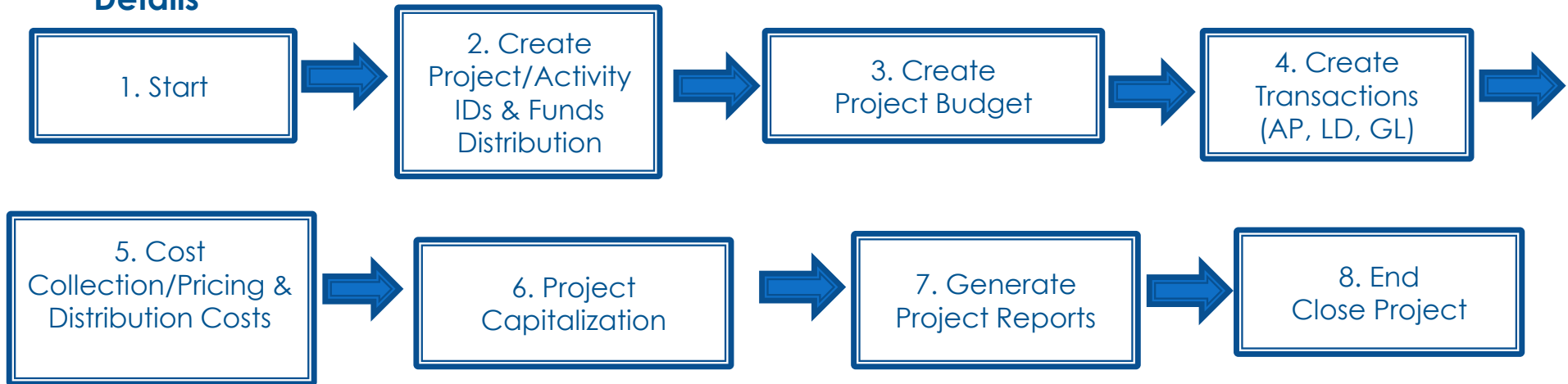
Benefits of Project Costing

- Project Costing enables departments/agencies to efficiently track and budget project costs.
- Uniform and cohesive means of project accounting.
- Enhances Capital Outlay Project (Appropriated) budgeting from Hyperion.
- Enriches reporting capabilities related to project activity including revenue and expenditures.
- Project Costing integrates with other FI\$Cal modules.

Project Costing- Overview

*Project Costing End to End Process

Project Planning Details



*Departments may use all or some of these processes

Project Costing- Overview

Project Costing Roles and Responsibilities

PC Processor

Creates and maintains Projects and Activities in Project Costing.

PC Maintainer

Maintains department configuration items for Project Costing such as Source, Category, and Subcategory.

PC Job Processor

Runs the batch processes and uploads Project, Activity, Team, and non-financial transactions.

Project Costing- Projects

Maintain Projects

The screenshot displays a web-based project management application. The breadcrumb navigation at the top reads: Favorites > Main Menu > Project Costing > Project Definitions > General Information. The page title is 'General Information'.

Key fields and their values are as follows:

- 1 Project Number:** LS0016000516
- 2 Project Description:** FFY 2016 LSTA State Grant
- 3 Business Unit:** CA State Library
- 4 Project Type:** FEDRL (Federal Grant)
- 5 Project Duration:** Start Date: 10/01/2015, End Date: 06/30/2018

Other visible information includes: Processing Status: Active; Project Status: Active - allow all transaction; Contract Number: 000000052; and a description field containing 'FFY 2016 LSTA State Grant' with 229 characters remaining.

- 1-Project Number
- 2-Project Description
- 3-Business Unit
- 4-Project Type
- 5-Project Duration

Project Costing – Projects Maintain Projects

Required for Federal Grants - CFDA number/PN/C

The screenshot displays a web-based interface for project costing. The breadcrumb trail at the top reads: Favorites > Main Menu > Project Costing > Project Definitions > General Information. Below this is a navigation bar with tabs for: General Information, Project Costing Definition, Primavera Sync, Manager, Location, Phases, Approval, Justification, User Fields (selected), Rates, and Attachments. The main content area shows project details: Project LS0016000516 and Description FFY 2016 LSTA State Grant. The 'User Fields' section contains the following fields:

- CFDA Number: 45.310 (highlighted with a red box)
- P/N: 01
- C: 1
- Parent Project Number: [empty]
- Field 4: [empty]
- Field 5: [empty]
- User Currency: [empty]
- Amount 1: [empty]
- Amount 2: [empty]
- Amount 3: [empty]
- Date 1: [empty]
- Date 2: [empty]

Below the fields are two buttons: 'Save as Template' and 'Copy Project'. At the bottom, there are navigation links: My Projects, Project Valuation, Project Team, Project Activities, and a 'Go To' dropdown menu set to 'More'. A toolbar at the very bottom includes icons for Save, Return to Search, Previous in List, Next in List, Refresh, Add, Update/Display, Include History, and Correct History.

Project Costing - Projects Maintain Projects

SCO Tab Run: Federal Grants - CFDA number/PN/C

STATE CONTROLLERS OFFICE										PAGE NO: 10455					
AGENCY RECONCILIATION REPORT										PROCESS DATE: 11-30-2019					
PERIOD ENDING 11-30-2019															
FUND	YR	REF/ITEM	CATALOG	CA	PG	EL	COM	TSK	T	SOURCE	ACCT	DATE	ENACTMENT	ENCUMBRANCE	REVERSION
		DATE	POSTING REF									LAST ACT	YEAR	CHAPTER	STATUTE
												BUDGET/ADJUSTMENTS	ADVANCES	EXPEND/REVENUE	AVAIL/UNREALIZED
00890000	1944									C		11-15-2019			
			FUND TITLE							FEDERAL TRUST FUND					
										BEGIN BALANCE		1,914.00-			1,914.00-
		11-12-2019	23-CR00011299									1,378.56-			1,378.56-
		11-12-2019	23-CR00011300									852,733.00-			852,733.00-
		11-12-2019	24-CR00011299									1,378.56			1,378.56
		11-12-2019	24-CR00011300									852,733.00			852,733.00
		11-15-2019	23-CR00011552									40.19-			40.19-
		11-15-2019	23-CR00011553									116,434.00-			116,434.00-
		11-15-2019	23-CR00011554									7,000.00-			7,000.00-
		11-15-2019	23-CR00011555									778.75-			778.75-
		11-15-2019	23-CR00011556									622,570.00-			622,570.00-
		11-15-2019	24-CR00011552									40.19			40.19
		11-15-2019	24-CR00011553									116,434.00			116,434.00
		11-15-2019	24-CR00011554									7,000.00			7,000.00
		11-15-2019	24-CR00011555									778.75			778.75
		11-15-2019	24-CR00011556									622,570.00			622,570.00
										ENDING BALANCE		1,914.00-			1,914.00-
00890000	1944									Q		11-15-2019			
										BEGIN BALANCE				6,539,135.12-	6,539,135.12-
		11-12-2019	30-CR00011299									1,378.56-			1,378.56-
		11-12-2019	30-CR00011300									852,733.00-			852,733.00-
		11-15-2019	30-CR00011552									40.19-			40.19-
		11-15-2019	30-CR00011553									116,434.00-			116,434.00-
		11-15-2019	30-CR00011554									7,000.00-			7,000.00-
		11-15-2019	30-CR00011555									778.75-			778.75-
		11-15-2019	30-CR00011556									622,570.00-			622,570.00-
										ENDING BALANCE		8,140,069.62-			8,140,069.62-
00890000	1944		45310011							C		11-15-2019			
			ITEM DESC							LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)			1	09-30-2020	09-30-2020
										GRANTS TO STATES					
										INSTITUTE OF MUSEUM AND LIBRARY SERVICES					
										BEGIN BALANCE					
		11-12-2019	23-CR00011299									1,378.56-			1,378.56-
		11-12-2019	24-CR00011299									1,378.56			1,378.56
		11-15-2019	23-CR00011552									40.19-			40.19-
		11-15-2019	23-CR00011555									778.75-			778.75-
		11-15-2019	24-CR00011552									40.19			40.19
		11-15-2019	24-CR00011555									778.75			778.75
										ENDING BALANCE					
00890000	1944		45310011							D		11-15-2019			
			ITEM DESC							LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)			1	09-30-2020	09-30-2020
										GRANTS TO STATES					

Project Costing - Projects Maintain Projects

Creating Project Activities

Project LS0016000516 Description FFY 2016 LSTA State Grant Processing Status Active

Number Rows Expand All Subtasks Run to Excel

Project Activities Personalize | Find | View All | First 1-2 of 2

Select	WBS ID	Activity Name	*Activity	*Start Date	*End Date	Percent Complete			
<input type="checkbox"/>		State Operations	ACT1	10/01/2015	06/30/2018	0.00			
<input type="checkbox"/>		Local Assistance	LOCALASSISTANCE	10/01/2015	06/30/2018	0.00			

Save as Template

Return to General Information

Save Return to Search Previous in List Next in List Notify Refresh

Project Costing - Projects Maintain Projects

Adding a Team Member to the Project

The screenshot displays the 'Team' tab in a web application. The breadcrumb navigation at the top includes 'Project Costing > Project Definitions > General Information > Team'. The main content area shows project details for 'Project LS0016000516' with description 'FFY 2016 LSTA State Grant', start date '10/01/2015', end date '06/30/2018', and processing status 'Active'. Below this is a table titled 'Project Team Members' with one row: '1181003 GREGORY LUCAS PI'. The table has columns for 'EmpID', 'Name', 'Project Role', 'Project Manager', 'Email Notify', 'Start Date', and 'End Date'. Below the table are sections for 'Add Members Using Job Code' and 'Remove Members Using Job Code', each with a search box and an 'Add Team Members' or 'Remove Team Members' button. At the bottom, there are buttons for 'Add Team Member', 'Save as Template', 'Import from Template', 'Go To: Team Rates', 'Return to General Information', 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Refresh'.

Project LS0016000516 Description FFY 2016 LSTA State Grant
Start Date 10/01/2015 End Date 06/30/2018 Processing Status Active

EmpID	Name	Project Role	Project Manager	Email Notify	Start Date	End Date
1181003	GREGORY LUCAS	PI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/01/2015	09/30/2017

Add Members Using Job Code
Job Code [] Default Project Role [] Add Team Members

Remove Members Using Job Code
Job Code [] Remove Team Members

Add Team Member Save as Template Import from Template

Go To: Team Rates
Return to General Information

Save Return to Search Previous in List Next in List Refresh

Project Costing - Projects Maintain Projects

Adding Custom Attributes, ([FISCal.358](#))

The screenshot displays the 'Project Attributes' tab in a software application. The breadcrumb trail at the top reads: Favorites > Main Menu > Project Costing > Project Definitions > General Information. The 'Project Attributes' tab is highlighted with a red box. Below the breadcrumb, the following information is displayed:

- PC Business Unit: 6120
- Project ID: LS0016000516
- FFY 2016 LSTA State Grant

Form fields include:

- Reporting Structure (text input)
- Estimated Project Cost (text input)
- Lead BU (Statewide emergency projects) (text input)
- Current Phase (dropdown menu)
- Monthly Reportable (No) (dropdown menu)
- *Quarterly Reportable (No) (dropdown menu)
- Project Delivery Method (dropdown menu)
- LEED System (text input)
- LEED Rating (text input)
- Customer Account Number (text input)
- Customer Name (text input)
- Customer Acronym (text input)
- Customer Business Unit (text input)
- Customer Project ID (text input)
- Departmental/Parent PC BU (text input)
- Departmental/Parent Project ID (text input)

Last Updated Date Time: 10/04/2016 4:34:31PM

Child Projects table:

PC Business Unit	Project	Description
1		

Custom Attributes table:

Attribute Name	Description	Value Free Form	Value Drop Down	Value Prompt	UOM
1 bond	Bond tracking				
2 test	tracking test data	123617			

Project Costing – Projects Maintain Projects

Adding Emergency Attributes, ([FISCal.339](#))

Navigation: Favorites > Main Menu > Project Costing > Project Definitions > General Information

Tabbed Interface: User Fields | Rates | Attachments | Asset Integration Rules | Budget Alerts | Supplemental Data | Project Attributes | Fund Source | **Emergency Attributes**

PC Business Unit: 6120
Project ID: LS0016000516

Incident Date: 07/04/2019
Statewide Incident Number: 2019-07-EQ00025 | Statewide Incident Name: 2019 Ridgecrest Earthquake

Emergency Type: Earthquake

Incident Location(County): [] | Interagency Incident #: []

Operational Period From: [] | Operational Period To: [] | Departmental Lead: []

State Assembly District: [] | State Senate District: [] | Federal District: []

Custom Attributes | Personalize | Find | View All | First | 1 of 1 | Last

Attribute	Description	Value Free Form
1 []		[]

Project Costing - Reports & Queries

Report of Expenditures of Federal Funds – Year End Report 13 (RPTGL161) ([FISCal.234](#))

Navigation: Favorites > Main Menu > FISCal Processes > FISCal Report > GL Reports > Federal Project Report

FISCal

Federal Project Report

Run Control ID: federalprojectreport Report Manager Process Monitor **Run**

Report Request Parameters Find | View All First 1 of 1 Last

*Business Unit: 1234

*Fund Tree: FUND_CLASS_TYPE Include Adjustment Period(s)

*Fund Node: FEDERALFUNDS

*As of Date: 06/30/2015

Save Notify Add Update/Display

Project Costing - Reports & Queries

Run the DFQ_KK_05_Activity_Report_13 query and verify that total expenditures and encumbrances in the fund on Report 13 reconcile to DFQ_KK_05_Activity_Report_13

Favorites > Main Menu > Reporting Tools > Query > Query Manager

DFQ_KK_05_ACTIVITY_REPORT_13 - KK Activity for Report-13

*Business Unit

*Fiscal Year

*Period

From ENY ~ (Blank for All)

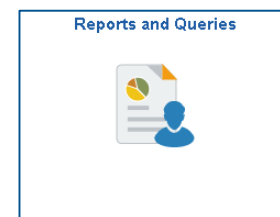
To ENY ~ (Blank for All)

CFDA ~ (Blank for All)

FI\$Cal Reports*

Main Menu>FI\$Cal Homepage>Reports and Queries

Module	Reports	Report Aid	Description
Project Costing	Ad-Hoc Data Extraction Report	ReportAid	The Generic Data Extract report will provide project transactions to department administration users. Users will have the provision to summarize the transactions based on Category, Source Type, Activity ID and Project ID.
Project Costing	Agency CWIP Report	ReportAid	This report is designed to give DGS client agencies project expenditure details related to construction projects that are in progress and have been funded by the client agency
Project Costing	Analysis of Time Charges	ReportAid	This report This report is designed to give users the details of an employee who has charged his/her cost and hours to a particular project against a particular customer and then calculating Revenue at employee, task and project level.
Project Costing	BPM Comments Variance Report	ReportAid	The report will display labor and other costs related to building projects.
Project Costing	Billing and Revenue Report	ReportAid	This report gives detail of billing and revenue categorized by various factors like project, award ID, CFDA, customer contract, customer ID or project Type.
Project Costing	Bldg Assignment Rent Summary	ReportAid	This report provides rent details of a project(building).
Project Costing	Bldg Rent Summary- Gross Rev	ReportAid	This report provides a summary of particular project and building numbers, as well as the gross revenue broken up by each quarter and in totality.
Project Costing	Building Cost with Budgeting	ReportAid	This report provides budgeting details of a project(building).
Project Costing	CWIP Reconciliation Report	ReportAid	This report is designed to give users the details related to project specific total revenue, funding, costs, encumbrance and balances for construction projects that are in progress.
Project Costing	Closed Project Report	ReportAid	This project gives details of transactions for those project which are marked as closed.
Project Costing	DCU Time Charges	ReportAid	This report is designed to give users the details of an employee's time charges broken down by the type of time charge and which projects/tasks the time was charged to.
Project Costing	DGSARF Assessment Report	ReportAid	This report is designed to give users the details related to project funding surcharge transactions for specific funding agreements.
Project Costing	DGS Employee Hours	ReportAid	This report give details of an employee time charged against the project for a provided date range and reporting structure.
Project Costing	DGS Revenue Adj Activity Rpt	ReportAid	This report will display all re-classified transactions for a funding agreement linked with a project.
Project Costing	DGS Status Reports Monthly	ReportAid	The Status report provides various Project status information, comments, and funding status for the Project.
Project Costing	DGS Status Reports Quarterly	ReportAid	The Status report provides various Project status information, comments, and funding status for the Project. This report is used internally within DGS as well as by the Legislature for analyzing the current status of Capital Outlay projects.
Project Costing	DGSBLDG Active Assignment List	ReportAid	This report provides details about the Square Footage and its related details of the activities in a project.
Project Costing	Encumbrance Detail Report	ReportAid	This report will display detailed encumbrance details against a project.
Project Costing	FMD Bldg Cost Per SQ FT	ReportAid	This report gives cost or area specific details of a project(building).
Project Costing	FMD Bldg Rev & Exp Report	ReportAid	This report provide revenue and expense data for the building(project). For Revenue, the report prints square footage, rental rate and total revenue. For expense, the report prints Personal Services and Operating Expense by activity-category.



*Partial list of Project Cost Reports

Project Cost – FI\$Cal Job Aids

Job Aid #	Job Aid Title
FISCal.080	PC Reports within FI\$Cal System
FISCal.102	Create and Maintain Work in Progress WIP Assets
FISCal.156	PC Interface Upload
FISCal.189	Project Costing Analysis Types - Descriptions
FISCal.312	Facilities Administration Update
FISCal.339	Add the Statewide Emergency Attributes to a Project
FISCal.340	Run Emergency Expenditures Tracking Report
FISCal.357	Add Source Category and Subcategory Chartfields
FISCal.358	Create Project Custom Attributes and Associating the Attribute to a Project
FISCal.359	Create and Maintain Ineligible Costs
FISCal.429	Customer Contract Amendment
FISCal.453	Agency CWIP (DGS Project)
FISCal.457	Adding COVID-19 Custom Attributes to a Project in FI\$Cal
FISCal.465	COVID-19 FAQs (from FI\$Cal TV)

Project Costing - Main Points

- ▶ Project Costing is mandatory for federal funds, bond funds, appropriated capital outlay, and statewide emergency tracking (see SAM sections [7974.1](#), [8003](#), [8760](#))
- ▶ Understand the different Analysis Type (required ChartField) when using Project Costing (Job Aid [FISCal.189](#))
- ▶ Project Costing helps departments organize specific costs
- ▶ Run the DFQ_AP_03_FEDERAL_ACTIVITY query used to obtain a list of AP Vouchers by Project for federal draw using the Schedule Date

Allocations

FI\$Cal Cost Allocations

This segment will cover:

- ▶ Cost Allocation General Concept
- ▶ Cost Allocation in FI\$Cal
 - ▶ Terms and Definitions
 - ▶ Overview
 - ▶ Prerequisites for Running Allocations
 - ▶ References
 - ▶ Allocation Out Verification
 - ▶ Allocation Tips and Facts

Allocation-Concept

Allocation is the process of assigning and distributing a cost or group of cost to one or more cost objectives in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives. (See [SAM Section 9213](#)) The following is true of the allocation process:

- The allocations process creates General Ledger Journals to allocate cost pools based on department specified rules.
- Monthly or inception to date amounts can be allocated.
- The FI\$Cal Service Center maintains the allocation configuration, but departments run the allocation process.
- The allocation process is used to distribute costs recorded in a cost pool in the ultimate funds, programs, departmental projects and units.

Allocation-Concept

Direct vs Indirect Costs

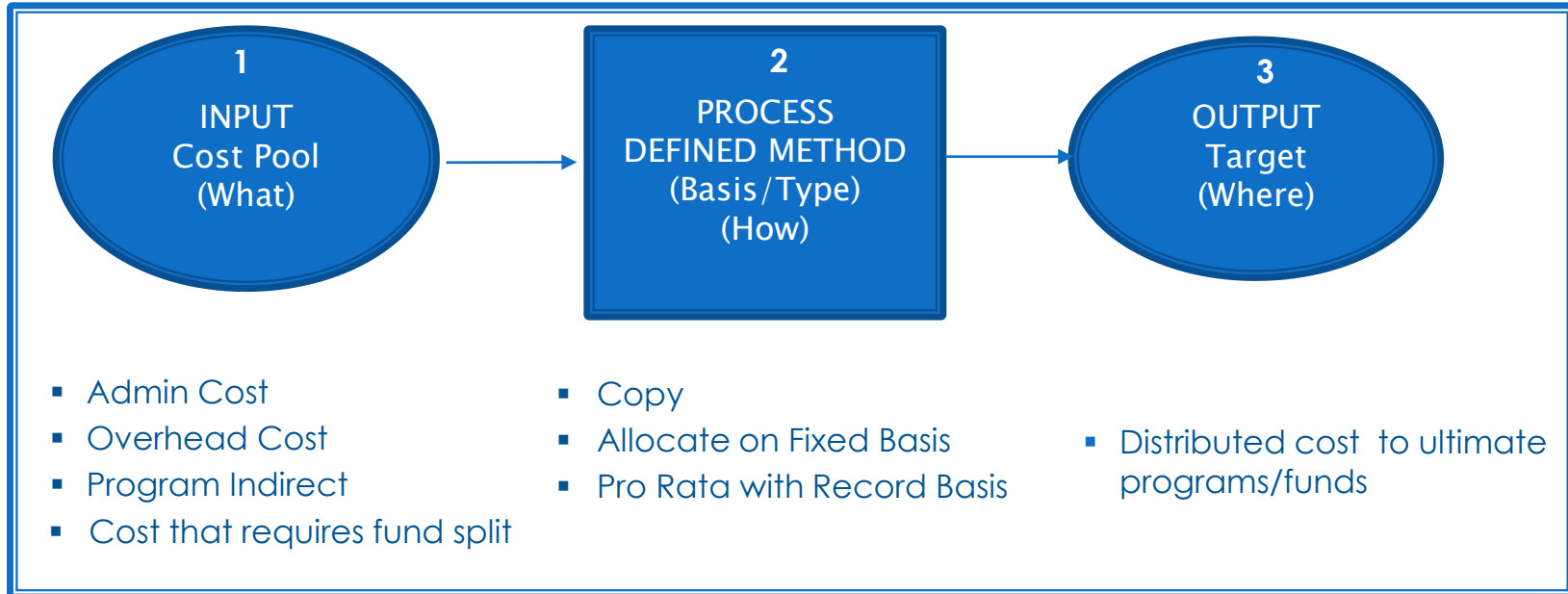
- **Direct Costs** - are easily identifiable and assignable to a program or project. Direct costs, such as personal services can normally be identified and traced to programs on an item by item basis. (See [SAM Section 9211](#))
- **Indirect Costs** - are not directly assignable or identifiable to a specific program. These costs are assigned to the programs they benefit according to the methodology that represents a reasonable and equitable distribution. **Cost Allocation distributes indirect cost to the various programs or costs centers based on a formula.** (See [SAM Section 9211](#))

FI\$Cal Allocations

Terms and Definitions

- ▶ **Allocation** – is an automated process that distributes funds or costs from one account or appropriation to one or more accounts or appropriations.
- ▶ **Pool** (What to allocate)– the amount to be allocated
- ▶ **Basis** (How to allocate) – rules that determine how and in what proportion the pool will be allocated.
- ▶ **Target** (Where to allocate)- where the distributed/allocated pool is posted
- ▶ **Offset** – Entries/amounts that offset and balance the target

Concept of Cost Allocations/Distribution



The allocation process distributes cost based on department defined rules. In order to determine the distribution cost, the department must determine 1.) **what** needs to be allocated, 2.) **how** it should be allocated (methodology), 3.) **where** should cost be allocated and what is being offset. See Job Aid FISCal.008 for more details.

Allocations- Allocation Process

Prerequisites for Allocations

Tasks to be completed prior to cost allocation:

- All transactions for the period have been posted into FI\$Cal
- Labor Distribution process has been successfully run and Labor Module closed
- Submodules have been closed:
 - Accounts Payable
 - Accounts Receivable
 - Billing
 - Project Costing
 - Purchasing

Allocations- Allocation Process Pool (What to Allocate)

- ▶ For this example, any transaction (vouchers, GL journals, labor, etc.) with Program 9999, Fund 0001, and Reporting Structure 398000999 is in the pool
 - Pool:
 - Program 9999
 - Fund 0001
 - Reporting Structure 398000999
 - Cost to be allocated \$100

Allocations-Allocation Process Basis (How to Allocate)

- ▶ Basis can use percentages that are defined/hard-coded into the allocation configuration or looked up from statistical journals.

Allocations-Allocation Process Basis (How to Allocate)

- ▶ For example, three different programs will receive percentages of the pool

Basis:

Program 3730	50%
Program 3760	30%
Program 3780	<u>20%</u>
Total	100%

Allocations-Allocation Process Target (Where to Allocate)

- ▶ The Target is where the distributed pool costs are to be posted.
- ▶ The Target is copied from the Pool or the Basis or a predefined value.
- ▶ For example, three different programs will receive the costs

Target:

Program 3730, Fund 0044

Program 3760, Fund 0028

Program 3780, Fund 0028

Allocations- Allocation Process (Offset)

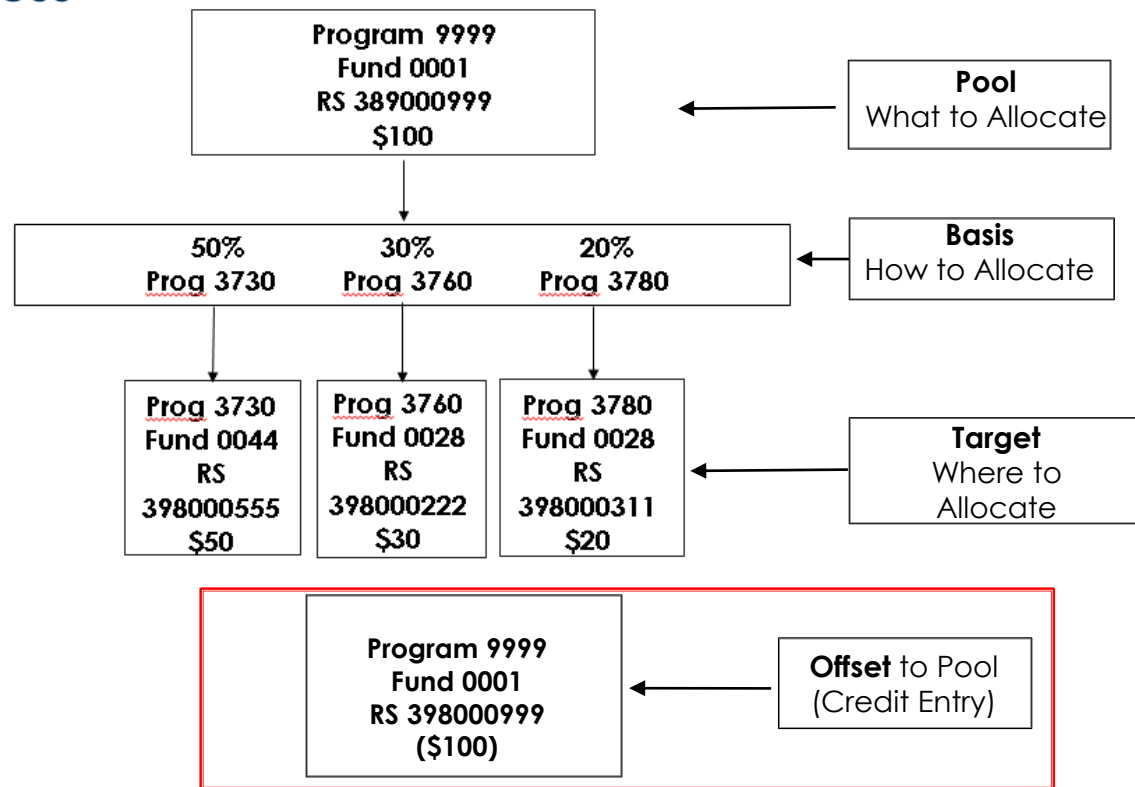
- ▶ The offset could be the pool or another program

Allocations Process

Allocation Flow Chart (Offset)

Example of Allocation Process

- This is an example of the Offset – transactions that reduce the balance of the pool to zero.



Allocation Output Verification

This is an example of the
DFQ_GL_01_JOURNAL_DETAIL query

[Favorites](#) > [Main Menu](#) > [Reporting Tools](#) > [Query](#) > [Schedule](#)

Cal

Schedule Query

Run Control ID: Journal_DTL Report

Query Name:

*Description:

Update Parameters

Prompt Name	Value

DFQ_GL_01_JOURNAL_DETAIL - GL Journal Detail Transactions

*Business Unit

*Journal Date From

*Journal Date To

ENY ~ (Blank for All)

Approp Ref~(% or Blank for All)

Fund ~ (% or Blank for All)

Source ~ (Blank for All)

Account ~ (% or Blank for All)

Journal ID~(% or Blank for All)

Amount ~ (Blank for All)

Project ~ (% or Blank for All)

Activity ~(% or Blank for All)

Period ~ (Blank for All)

Ledger Group ~ (Blank for All)

Svc Loc ~ (% or Blank for All)

Jrnl Line Ref~(% or Blank All)

Rptg Structure~(% or Blank All)

Program From ~ (Blank for All)

Program To ~ (Blank for All)

TransDate From~(Blank for All)

TransDate To~(Blank for All)

Creation Date From~(Blank All)

Creation Date To~(Blank All)

Allocation Output Verification

- Result of Query **DFQ_GL_01_JOURNAL_DETAIL - GL Journal Detail Transactions**
- This query displays GL journal detail transactions

Budget Sta	Source	Journal ID	Date	Approp	Re Fund	ENY	Account	Alt Acct	Program	Rptg Struct	Amount	Jrnl Line Status	Budget Line
Valid	ALO	ALO00000	1/31/2020	1	1	2019	5302300	0	9999	88600100	329.33	No Errors	Valid
Valid	ALO	ALO00000	1/31/2020	1	3056	2019	5302300	0	3730000525	88600200	193.19	No Errors	Valid
Valid	ALO	ALO00000	1/31/2020	1	1	2019	5302300	0	3730000515	88600300	39.79	No Errors	Valid
Valid	ALO	ALO00000	1/31/2020	1	1	2019	5302300	0	9999	88600300	43.89	No Errors	Valid
Valid	ALO	ALO00000	1/31/2020	1	3056	2019	5302300	0	3730000515	88600300	47.99	No Errors	Valid
Valid	ALO	ALO00000	1/31/2020	1	1	2019	5302300	0	9999	88600410	219.86	No Errors	Valid
Valid	ALO	ALO00000	1/31/2020	1	1	2019	5302300	0	9999	88600420	307.63	No Errors	Valid
Valid	ALO	ALO00000	1/31/2020	1	1	2019	5302300	0	9999	88600430	175.56	No Errors	Valid
Valid	ALO	ALO00000	1/31/2020	1	1	2019	5302300	0	9999	88600440	175.56	No Errors	Valid
Valid	ALO	ALO00000	1/31/2020	1	1	2019	5302300	0	9999	88600500	114.44	No Errors	Valid
Valid	ALO	ALO00000	1/31/2020	1	1	2019	5302300	0	3730000305	88600600	251.44	No Errors	Valid
Valid	ALO	ALO00000	1/31/2020	1	44	2019	5302300	0	3730000325	88600600	43.89	No Errors	Valid
Valid	ALO	ALO00000	1/31/2020	1	3056	2019	5302300	0	3730000305	88600600	253.9	No Errors	Valid
Valid	ALO	ALO00000	1/31/2020	1	1	2019	5302300	0	3730000225	88600800	87.78	No Errors	Valid

Allocation Output Verification

Summary of Query Output DFQ_GL_01_JOURNAL_DETAIL

Analysis of Pivot Table

- **Pool** – Green Box
 - What to allocate
- **Target** – Red Box
 - Where to allocate
- **Offset** – Blue Box
 - Reduces balance of pool to zero
- **Grand Total** – Yellow Box
 - Should be zero
 - Verifies allocation entries debits & credits net to zero

	Program/Fund	Sum of Amount
Fund	0001	462.60
Program Total	3730000318	462.60
Fund	0001	925.20
Program Total	3730000319	925.20
Fund	0001	1,387.80
Program Total	3730000321	1,387.80
Fund	0001	693.90
Program Total	3730000330	693.90
Fund	0080	173.47
Fund	0106	231.30
Fund	0115	115.65
Fund	0557	289.12
Fund	3114	346.95
Program Total	3730000335	1,156.49
Fund	0001	(4,625.99)
Program Total	9999	(4,625.99)
Grand Total	Grand Total	0.00

Allocation - Adjustments and Corrections

- ▶ At Fiscal Year-End, allocation adjustments and corrections must be made in Period 12 or prior periods. Adjustments and corrections cannot be made in Period 998 because they must go through the Cash Validation process.

Allocation Tips and Facts

- ▶ Encumbrance allocation journals cannot be posted or deleted once they pass budget check
- ▶ To change allocation configurations, a department should submit a ticket to the FI\$Cal Service Center (FSC). FSC will change the allocation configurations

Plan of Financial Adjustment

Plan of Financial Adjustment

This segment will cover:

- ▶ Overview
- ▶ FISCAL PFA Functionality
- ▶ Resources

Plan of Financial Adjustment - Overview

- ▶ As defined in [SAM Section 8452](#), A Plan of Financial Adjustment (PFA) is a plan proposed by a state agency/department to allocate cost paid from one fund or appropriation to other funds or appropriations. The purpose of a PFA is to eliminate the use of multiple claims for an invoice or payroll charge applicable to more than one fund or appropriation.
- ▶ PFAs are submitted to and approved by the Department of Finance and the State Controller's Office (SCO).
- ▶ FI\$Cal configurers a department's PFA Tree based on the approved PFA letter on file with SCO.
- ▶ PFA is the plan that is used to define the Labor and Cost Allocation processes to distribute costs. The journals generated by those processes are validated to ensure consistency with the plan.

Plan of Financial Adjustment

PFA Validation Tool

The PFA functionality validates and interfaces transactions to SCO and FI\$CAL validation processes. This tool does the following:

- ▶ Verifies if the department's PFA transactions in FI\$Cal are in alignment with the approved PFA letter on file with the SCO (If the transactions do not agree, they will error)
- ▶ Validates eligible GL, labor, and cost allocation journals against the department's PFA trees. The validation tool enforces the following:
 - Only one primary appropriation (source) per PFA journal transaction
 - Debits and Credits between primary appropriation and corresponding special appropriation (targets) are balanced

Plan of Financial Adjustment - Resources

- ▶ Job Aid FISCal.440 - FI\$Cal Plan of Financial Adjustment (PFA) Functionality
- ▶ PFA Handouts (Finance)
- ▶ Month End Training – Session II and PFA template (Finance)

Closing

This Overview Training Course familiarized you with the state accounting process, the resources, and the tools needed to perform the various accounting functions. The FI\$Cal modules we have discussed are:

- General Ledger-Commitment Control
- Accounts Receivable
- Cash Receipts
- Accounts Payable
- Asset Management
- Labor
- Project Costing
- Cost Allocations



Upcoming Finance Training Classes

➤ **State Fund Accounting Course**

- Spring/Fall of each year
- Register on-line at Finance website
- Space is limited

➤ **FI\$Cal MEC Training Classes**

- Session 1 – April/May 2022
- Session 2 – April/May 2022

➤ **FI\$Cal Year-End Training Classes**

- Session 1 – May/June 2022
- Session 2 – May/June 2022
- Registration to be determined at a later date

➤ **Receive notifications of FI\$Cal Training and eLearning Courses**

- Subscribe for email notifications at the Finance website
- New department staff interested in joining the FI\$Cal Resources for Accounting mailing list can subscribe at: <https://dof.ca.gov/department-mailing-lists/>.

FI\$Cal Accounting Overview Materials and Questions

- Materials for the FI\$Cal Overview training are available on the DOF website <https://dof.ca.gov/accounting/fiscal-resources-for-accounting/>
- For questions regarding this training class
 - Please send an e-mail to adam.heath@dof.ca.gov
 - Include:
 - Question, module, and slide number
 - Your name
 - Your phone number
 - Your department
 - Class Section Number and date