FI$Cal eLearning Course
REVISION SUMMARY 018
June 04, 2021

New Courses	
Course	**Summary**
Month End (ME)	
ME8	- **FI$Cal to SCO Monthly Reconciliation Report - Power BI** - This course outlines the process to generate and complete the new FI$Cal to SCO Monthly Reconciliation Report for reconciling department accounts with the corresponding accounts maintained by the State Controller's Office (SCO).

Updates to Existing Courses	
Course	**Title**
None	

Deleted Courses	
Course	**Summary**
None	

FI$Cal eLearning Course
REVISION SUMMARY 017
March 12, 2021

New Courses	
Course	**Summary**
	None

Updates to Existing Courses	
Course	**Title**

Deleted Courses	
Course	**Summary**
General Ledger (GL)	
GL7	- **Record Supplemental Pension Assessments** - This course has been deleted. Updated instructions are pending. - You can find additional information regarding the Supplemental Pension Assessments on the Finance website at the following location: Accounting > FI$Cal Resources for Accounting > Year-End Training > Revised Addendum – 2019-20 Supplemental Pension Assessment

FI$Cal eLearning Course
REVISION SUMMARY 016
January 15, 2021

New Courses	
Course	**Summary**
	None

Updates to Existing Courses	
Course	**Title**
Accounts Receivable (AR)	
AR1	- **Create Customer For Employee** - includes an updated screenshot and instruction to reflect PeopleSoft enhancement for inclusion of a new field of entry for the EMP ID number

FI$Cal eLearning Course
REVISION SUMMARY 015
December 23, 2020

New Courses	
Course	**Summary**
	None

Updates to Existing Courses	
Course	**Title**
Accounts Payable (AP)	
AP1	Create Regular Voucher without PO Receipt (Utilities) - includes new screenshots to reflect PeopleSoft enhancements for certification and submission to SCO
AP2	Create ORF Voucher for Salary Advance - includes new screenshots to reflect PeopleSoft enhancements for certification and submission to SCO
AP4	Create Regular Voucher with PO Receipt - includes new screenshots to reflect PeopleSoft enhancements for certification and submission to SCO
AP5	Undo Matching PO Process - includes new screenshots to reflect PeopleSoft enhancements for certification and submission to SCO
AP8	Create Journal Voucher to Replenish ORF - includes new screenshots to reflect PeopleSoft enhancements for certification and submission to SCO
AP9	Review and Correct 1099 Withholdings - includes new screenshots to reflect PeopleSoft enhancements for certification and submission to SCO

FI$Cal eLearning Course
REVISION SUMMARY 014
May 11, 2020

New Courses	
Course	**Summary**
General Ledger (GL)	
GL7	**Record Supplemental Pension Assessments**

Updates to Existing Courses	
Course	**Title**
	None

FI$Cal eLearning Course
REVISION SUMMARY 013
September 4, 2019

New Courses	
Course	**Summary**
Year-End (YE)	
	Year-End Policy and Guidelines August 2019

Updates to Existing Courses	
Course	**Title**
Year-End (YE)	
	Year-End Estimate Information April 2019 (Deleted)

FI$Cal eLearning Course
REVISION SUMMARY 012

August 1, 2019

New Courses	
Course	**Summary**
	None

Updates to Existing Courses	
Course	**Title**
AR2	**Record Payroll Accounts Receivable** Updated to include the AR Number field (previously BOL field).

FI$Cal eLearning Course
REVISION SUMMARY 011
June 13, 2019

New Courses	
Course	**Summary**
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**

Updates to Existing Courses	
Course	**Title**
	None

FI$Cal eLearning Course
REVISION SUMMARY 010
February 11, 2019

New Courses	
Course	**Summary**
	None

Updates to Existing Courses	
Course	**Title**
Accounts Receivable (AR)	
AR18	**Record Collection Unbilled Receipt-Salary Advance** Updated pages 5 through 7 – replaced the steps to create a new deposit with steps to search for and validating information on an existing AR Regular Deposit.
AR19	**Approve Collection Unbilled Receipt-Salary Advance** Added Direct Journal Certification page.
General Ledger (GL)	
GL1	**Record Statewide Assessments** Updated the SCO Journal example, FSCU assessments are no longer applicable after FY 2016-17 because they have been consolidated with Pro Rata. Added/Updated Journal Description, SCO Transaction Type, Source, Transaction Description, and Journal Approval as a result of Milestone 3 Release.
GL4	**Record Canceled Warrant** Added/Updated Journal Description, SCO Transaction Type, Source, Transaction Description, and Journal Approval as a result of Milestone 3 Release.
GL5	**Record SMIF Interest** Added/Updated Journal Description, SCO Transaction Type, Source, Transaction Description, and Journal Approval as a result of Milestone 3 Release.

FI$Cal eLearning Course
REVISION SUMMARY 009
February 4, 2019

New Courses	
Course	**Summary**
	None

Updates to Existing Courses	
Course	**Title**
General Ledger (GL)	
GL2	**Record SCO Transfer for Charges**
	Added/Updated Journal Description, SCO Transaction Type, Source, Transaction Description, and Journal Approval as a result of Milestone 3 Release.
GL3	**Record Manual Cost Allocation Journal**
	Added/Updated Journal Description, SCO Transaction Type, Source, Transaction Description, and Journal Approval as a result of Milestone 3 Release.

FI$Cal eLearning Course
REVISION SUMMARY 008
November 26, 2018

New Courses	
Course	**Summary**
	None

Updates to Existing Courses	
Course	**Title**
Accounts Receivable (AR)	
AR12	**Record Collection Billed AR (Bank Deposit)**
	Updated the AR Regular Deposit section to reflect the Milestone 2 Release functionality.
AR14	**Approve Collection Billed AR**
	Added the Direct Journal Certification on page 8.
AR15	**Record Collection Unbilled Receipt Uncleared Collection**
	Updated the AR Regular Deposit section to reflect the Milestone 2 Release functionality.
AR16	**Record Collection Unbilled Receipt Miscellaneous Receipts**
	Updated the AR Regular Deposit section to reflect the Milestone 2 Release functionality.
AR17	**Approve Collection Unbilled Receipt Uncleared Collection**
	a. Added the Direct Journal Certification on page 7.
	b. Added notes regarding GL journal generation on page 9.

FI$Cal eLearning Course
REVISION SUMMARY 007
November 2018

New Courses	
Course	**Summary**
	None

Updates to Existing Courses	
Course	**Title**
Accounts Receivable (AR)	
AR4	**Record SCO Transfer-State Share_ARO**
	Added Location Type on the Regular Deposit Totals tab entries (page 6) and updated the screenshot.
AR5	**Approve SCO Transfer-State Share_ARO**
	Added Direct Journal Certification on page 8.
Accounts Payable (AP)	
AP7	**On-Demand Voucher Budget Check**
	Removed the Manual Voucher Post section. (FI$Cal discontinued department users' ability to run ad-hoc voucher posting process.)

FI$Cal eLearning Course
REVISION SUMMARY 006
July 2018

Updates to Existing Courses	
Course	**Title**
Year End Reports (YE-R) Updated July 2018	
YE	Due To Due From
YE	Material Variance Explanation Form
YE	Report 1
YE	Report 2
YE	Report 3
YE	Report 4
YE	Report 5
YE	Report 6
YE	Report 7
YE	Report 8
YE	Report 9
YE	Report 13
YE	Report 15
YE	Report 18
YE	Report 19
YE	Report 20
YE	Report 22
YE	Subsidiaries on File

New Courses	
Course	**Title**
Year End Report Templates	
	Report 1
	Report 2
	Report 3
	Report 5
	Report 15
Required Reports, Deadlines and Information on Estimates	
Manual Year End Reports Checklist	

FI$Cal eLearning Course
REVISION SUMMARY 005
July 2018

New Courses	
Course	**Summary**
Reports and Queries (RQ)	
RQ1	Running the Program Disbursement Activity Report (7-5-2018)

Updates to Existing Courses	
Course	**Summary**
	None

FI$Cal eLearning Course
REVISION SUMMARY 004
May 2018

New Courses	
Course	**Summary**
Reports and Queries (RQ)	
RQ	Frequently Used Reports & Queries - Presentation (5-18-2018)
RQ	Frequently Used Reports & Queries - Handouts (5-18-2018)
Year End Accrual Entries (YE-A)	
YE - A-1 UD	Record Unremitted Deposits (5-3-2018)
YE - A-1 UR	Record Undeposited Receipts (5-3-2018)
YE - A-2	Adjust ORF and Cash (5-3-2018)
YE - A-3	Accrue Reimbursements and Abatements (5-3-2018)
YE - A-4	Reclassify AR Abatement and Reimbursements for Reverted Appropriations (5-3-2018)
YE - A-6	Accrue Interest Due from Other Funds (5-3-2018)
YE - A-8	Accrue Expenditures with no Active POs (5-3-2018)
YE - A-9 PO	Accrue Expenditures with Active POs (5-3-2018)
YE - A-10	Adjustment for Dishonored Checks (5-25-2018)
YE - A-12	Establish Reserve for Deferred (Receivables For Abatements and Reimbursements) (5-3-2018)
YE - BLL	Budgetary Legal Ledger (5-25-2018)
YE - ER	Encumbrance Reclassification (5-25-2018)
YE - PFA	Record Year-End Plan of Financial Adjustment (5-25-2018)
YE - 998	Period 998 Reconciliations & Reports (5-25-2018)

Updates to Existing Courses	
Course	**Summary**
	None

FI$Cal eLearning Course
REVISION SUMMARY 003
April 2018

New Courses	
Course	**Summary**
	None

Updates to Existing Courses	
Course	**Summary**
AP1	**Create Regular Voucher without PO Receipt (Utilities)** Updated screenshots, corresponding steps, and removed Slide 12.
AP2	**Create ORF Voucher for Salary Advance** Updated screenshots, corresponding steps, and removed Slide 12.
AR1	**Create a Customer For Employee** Updated screenshots and corresponding steps as needed.
AR2	**Record Payroll Accounts Receivable** Updated screenshots and corresponding steps as needed.
AR3	**Approve Payroll Accounts Receivable** Updated screenshots and corresponding steps as needed.
AR4	**Record SCO Transfer-State Share_ARO** Updated screenshots and corresponding steps as needed.
AR5	**Approve SCO Transfer-State Share_ARO** Updated screenshots, corresponding steps, and navigation paths as needed.
AR6	**Record SCO Collection of PAR** Updated screenshots and corresponding steps as needed.
AR7	**Approve SCO Collection of PAR** Updated screenshots.
AR8	**Create Customer for Non-Employee** Updated screenshots.
AR9	**Record AR Reimbursement** Updated screenshots and corresponding steps as needed.
AR10	**Record AR Revenue** Updated screenshots.
AR11	**Approve AR Reimbursement Revenue** Updated screenshots and corresponding steps as needed.

FI$Cal eLearning Course
REVISION SUMMARY 002
June 2017

New Courses and Year-End Training Class Handouts	
Course	**Title**
ME2	**GLA 1140 Reconciliation_Non-Shared Funds_Procedures**
ME2	**GLA 1140 Reconciliation_Non-Shared Funds_Blank Template**
ME3	**GLA 1140 Reconciliation_Shared Funds_Procedures**
ME3	**GLA 1140 Reconciliation_Shared Funds_Blank Template**
YE	**Due To Due From**
YE	**Report 1**
YE	**Report 2**
YE	**Report 2 – SCO Agency Recon Worksheet**
YE	**Report 3**
YE	**Report 4**
YE	**Report 5**
YE	**Report 6**
YE	**Report 7**
YE	**Report 8**
YE	**Report 9**
YE	**Report 13**
YE	**Report 15**
YE	**Report 18**
YE	**Report 18 – Differential Report**
YE	**Report 19**
YE	**Report 20**
YE	**Subsidiaries on File**
YE1	**Year-End Encumbrance/Accounts Payable Reclassification**

FI$Cal eLearning Course
REVISION SUMMARY 001
January 2017

New Courses	
Course	**Title**
AP5	**Undo Matching Purchase Order (PO) Voucher Process**
AP6	**Delete an Unapproved Voucher**
AP7	**On-Demand Budget Check and Manual Voucher Post**
AP8	**Create Journal Voucher to Replenish ORF**
AP9	**Review and Correct 1099 Witholdings**

Updates to Existing Courses	
Course	**Summary**
GL1	**Record Statewide Assessments** Updates journal lines to add new Account to record Pro Rata assessments which will be recorded by departmental accounting office using SCO JE. Account 6512400 – Unappropriated Transfers Out- Pro Rata. Refer to BL16-19, issued July 27, 2016.
AR4	**Record SCO Transfer-State Share_ARO** Changes bank account from "9999" to "0000" and minor formatting edits.
AR5	**Undo Matching PO Process** Changes bank account from "9999" to "0000" and minor formatting edits.
AR6	**Record SCO Collection of PAR** Changes bank account from "9999" to "0000" and minor formatting edits.
AR7	**Approve SCO Collection of PAR** Changes bank account from "9999" to "0000" and minor formatting edits.
AR13	**Record Collection - Billed AR (Direct Transfer)** Changes bank account from "9999" to "0000" and minor formatting edits.