

# BUDGET LETTER

<b>NUMBER:</b>	14-07
<b>DATE ISSUED:</b>	April 29, 2014
<b>SUPERSEDES:</b>	

**SUBJECT:** IMPLEMENTATION OF FINANCIAL INFORMATION SYSTEM FOR CALIFORNIA (FI\$CAL)

**REFERENCES:** BUDGET LETTER 14-05, UNIFORM CODES MANUAL

**TO:** Agency Secretaries  
Department Directors  
Departmental Budget and Accounting Officers  
Department of Finance Budget and Accounting Staff

**FROM:** DEPARTMENT OF FINANCE

**BUDGET OFFICERS ARE REQUESTED TO FORWARD A COPY OF THIS BUDGET LETTER TO DEPARTMENTAL ACCOUNTING OFFICERS, INTERNAL AUDITORS, AND PROCUREMENT OFFICERS.**

Consistent with the latest special project report and subject to the Steering Committee's approval, the Financial Information System for California (FI\$Cal) plans to deploy Wave 1 functionalities this July. These functionalities include accounting functions for 30 Wave 1 departments in PeopleSoft and statewide budget preparation for ALL departments (not just Wave 1 departments) in Hyperion. This Budget Letter (BL) provides:

1. Target release dates of detailed instructions of major processes to support the 2015-16 budget development
2. Changes in program numbers
3. Changes in the Uniform Codes Manual (UCM) and new Chart of Accounts (COA) for use with FI\$Cal
4. List of Wave 1 Departments, and
5. Cutover

Familiarization with these major changes and terms now will assist departments in planning workload and will smooth the transition.

For an accurate and successful transition to FI\$Cal, all budget and accounting deadlines must be strictly adhered to. Missed deadlines will not be allowed. Budget Change Proposals (BCPs) will not be reviewed unless submitted with complete information using the new forms and templates and on time.

## **A. Target Release Dates of Detailed Instructions For These Processes**

1. **BCPs Form and Upload Template—May/June**
  - o Except for the cover page (with department/agency signatures), Wave 1 departments will enter information directly into the FI\$Cal system.
  - o Non-Wave 1 departments will submit a cover page and narrative in a Word document (similar to the current form) and provide fiscal details in a new Excel template. This template will be used to upload fiscal information (positions and dollars requested by

program, fund, and category of expenditure) into the FI\$Cal system. In other words, all budget information will reside in the system.

- The new Excel template will also be used for revenue policy proposals (all fund sources). These revenues will no longer be reflected on a Schedule 10R.

**2. Enrollment, Caseload, and Population (ECP) Template—May/June**

- Incremental changes (positions and dollars) from ECP estimates will be submitted in an Excel template similar to the BCP template.
- The current premise and estimate details will continue to be submitted in currently approved formats.

**3. Capital Outlay BCPs—May/June**

- Wave 1 departments are not anticipated to have capital outlay projects.
- Non-Wave 1 departments will submit a cover page and narrative in a Word document (similar to the current form) and complete a Fiscal Impact Worksheet (FIW) (similar to the current Excel form). These forms will be used to load project data into FI\$Cal and must be submitted electronically, but do not replace the signed hard copy of the COBCP.

**4. Initial Base Upload Template of 2014-15 Data—July**

- This applies to all departments.
- This is a one-time effort to pre-populate the base amounts in the FI\$Cal system.
- Soon after the 2014-15 Budget is enacted, an Excel template pre-populated with 2014-15 summary level information from Finance's existing legacy budget system by item (including non-Budget Act items) and program (if scheduled) will be provided to the departments.
- Departments will break down the information as required by the system.
- Once the budget information is loaded, Wave 1 departments can start 2014-15 transactions.

**5. Schedule 8 Template—July**

- This applies to all departments that prepare a Schedule 7A.
- Authorized positions as of June 30, 2014, will be centrally provided by the State Controller's Office (SCO) to the FI\$Cal project office. This information will be downloaded into individual Excel templates.
- Departments will also receive the Schedule 8, overtime blanket, and temporary help blanket reports directly from the SCO.
- Departments will reconcile positions (similar to the current reconciliation process) and provide lower level of details to allocate each position to programs and funds. Once uploaded, the system will generate the Schedule 7A.

**6. Budget Baseline Adjustment Template—August**

- Wave 1 departments will enter information directly in the FI\$Cal system. The template applies to Non-Wave 1 departments only.
- This template will initially be used to support a one-time effort by Non-Wave 1 departments to remove all one-time and limited-term costs approved in prior budgets. After this initial year, the system will roll forward into the following fiscal year by first removing one-time and limited-term costs and expiring positions. This means current year and budget year initial starting points will be different for most items.
- The template will capture data currently reported on Planning Estimate (PE) worksheets and various department-specific back up documents.
- This template, along with the Base Upload Template, replaces Budget Year Schedule 10s.
- This template type will also be used to:
  - Add resources to reflect the full year cost of positions and dollars phased-in as approved in prior budgets.