FI$Cal Services

VF PARTNERS has the most in-depth FI$Cal support experience in the State providing services such as training, implementing, guiding, and applying hands on skill-sets. We provide job aids, workshop training, data entry, team organization and much more. We are specialist in meeting your objectives and goals. WE KNOW FI$Cal!

FI$Cal Business Transformation Project

Post Go-Live Scope and Objectives

The FI$Cal Business Transformation Project Team Will Assist Departments in These Key Areas:

- Assist Departments to meet departmental goals for efficiency and effectiveness using FI$Cal

- Facilitate communication on key FI$Cal user issues and assist departments in coordinating activities with FI$Cal

- Perform Business Process Modeling on department "as-is" processes to effectively align processes with FI$Cal system

- Assist departments in re-aligning existing business processes, procedures, associated systems, and organizational structure to the new FI$Cal system and organizational model

- Identify gaps between key "as-is" and "to-be" processes

- Identify and communicate best practice and lessons learned from other departments

- Assess ongoing training needs

- SCO/STO FI$Cal On-Boarding business process changes

FI$Cal Business Transformation Project
Post Go-Live Issues and Challenges

Typical Post Go-Live Challenges Include:

- Reports

- Data/Interfaces/Uploads

- Transaction Entry

- Training

- MEC/YEC

- Configuration

- Role Mapping

- Catch Up Transactions

- Solutions require an understanding of the FI$Cal system to trouble-shoot and resolve

FI$Cal Business Transformation Project
Experience and Credibility

Why VF Partners? - We Work For You!

- Extensive experience in FI$Cal transition and Post Go-Live Support

- FI$Cal Functional/Technical SMEs on staff

- PeopleSoft Functional/Technical SMEs on staff

- State Accounting Experience

- Business Process Reengineering SMEs

- Process/Solution Optimization

- Training

- 20 Departmental entities that have been transitioned to FI$Cal to-date

- Customizable Support Options

FI$Cal Business Transformation Project

Support Services List

Costing, Contracts and Grants Assistance

- Identify all catch up transactions
- Validate Fund Distribution rules
- Validate the enactment year
- Validate the contract's starting balance (ensuring multi-year contracts have the proper amount encumbered)
- Enter catch up transactions for Contracts, Grants, Funding Agreements, and Fund Distribution rules

Procurement Assistance

- Identify all catch up transactions
- Validate contracts have an associated Purchase Order (PO) and that the PO has the correct dollar amount encumbered (especially important for multi-year contracts)
- Enter encumbrance only POs as amount only
- Validate Procurement Card (PCard) Cardholder information setup by FI$Cal (when ready)
- Enter catch-up transactions as required
- Ensure all contract data needed to complete catch-up transactions are entered

General Ledger Assistance

- Establish Office Revolving Fund (ORF)
- Enter Operating Budgets
- Confirm Allocations
- Verify Labor Distribution (LD) Configuration - Setup and verification of new employee settings

Accounts Payable Assistance to be provided

- Identify all catch up transactions
- Set up new external supplier
- Set up new employee suppliers
- Enter paper claims as claims vouchers via second user ID
- Record manual payments for ORF vouchers
- Enter vouchers for invoices received
- Enter 1099 paper claims as 1099 manual payment vouchers

Accounts Receivable and Billing Assistance

- Identify all catch up transactions
- Enter catch up transactions
- Process requests to close the fiscal year's Accounts Receivable (AR) following AR conversion validation or manual entry of transactions that were not properly converted

Asset Management (AM) Assistance

- Add any Assets that were missed during conversion or as part of the cutover
- Assist with the validation of the converted assets
- Add any Assets that were missed during cutover Process Requests from FSC
- Process manual entry of all assets that were not part of the conversion

Transaction Entry Assistance to be provided

- Enter catch up transactions (from July 1 of current year period) and enter current transactions (post July of current year period)
- Assist with the training of staff for both entering of catch up transactions as well as normal day to day processing in FI$Cal
- Document any department-specific processes and procedures needed to ensure staff are properly transacting in FI$Cal
- Hold user support labs to assist staff with the entering of their catch up transactions

Support Month End Closing (MEC) Processing Assistance to be provided
- Identify the process for defining and tracking catch up transactions
- Track all catch up transaction by fiscal month
- Close the first fiscal month.
- Enter catch up transactions for Contracts, Grants, Funding Agreements, Fund Distribution rules

Examples Of Deliverables
The following deliverables could be submitted during this phase:

Summary Reports including
- Status of work in process
- Problems/Issues encountered and resolutions to be applied
- Progress reports with problem mitigation plan

Business Process Reengineering
- Evaluate business processes that may need to be changed or updated
- Work with a methodology developed by the team and map out FI$Cal processes completely too each individual department's needs to changes to their business processes due to knowledge of how FI$Cal works since the departments went live
- Continue using the crosswalk created for reports to work with the departments and changes to the business processes to either create or update reports, forms and other documents

User Support Labs
- Physically available in a designated location to assist users with entering their work in FI$Cal
- Training users – this will include retraining and training on shortcuts and best practices
- Answer questions at SME level
- Document commonly asked questions for future job aids and help
- Inform users of new discoveries
- Coordinate with SMEs whenever issues arise that cannot be resolved during a lab
- Engage with employees through the development of skills that align with the direction of work
- Guide users to interact with each other to ensure everyone is following the same business process

Communications
- Continue to support/set up/present webinars where important messages, training information, process definition, and open forums
- Draft training communications
- Track and report on FI$Cal processes that work and do not work

Catch Up Activities
- Work with departments on a continual basis to help process FI$Cal catch up transactions for as long as needed
- Tailor processes to determine the most essential path for complete the catch up process
- Assist the staff with entering transactions to help ensure month-end closing remains on schedule

Metrics
- Review FI$Cal reports and update progress related to catch up and month-end close
- Monitor and guide staff progress
- Estimate level of weekly effort by FI$Cal module
- Submit statistics to FI$Cal weekly reporting
- Utilize statistics to help the staff determine how close the department is to meeting goals

Issues, Change Requests, and Incident Management
- Create and Submit Requests for Change and configuration modification requests
- Create and monitor the progress of incidents opened with the FI$Cal Service Center
- Escalate tickets with the Service Center or FI$Cal executives
- Track departmental specific issues

Data Management / Data Quality Management / Data Validation
- Audit user entered contracts for correct ENY, COA values, etc. and report results for process resolution determination
- Audit converted contract data for correct ENY, COA values, etc. and report results for process resolution determination

Business Intelligence - Smart, relevant Reporting Tools and Knowledge Transfer
Prepare and deliver all documents and artifacts required for State staff to perform MEC and YEC activities within the FI$Cal System
- Training Materials for State Staff
- Training Assessments
- Reviewing issues identified during assessments
- Work with appropriate staff on updates, job aids, and training manuals
- Provide guidance to super users to help state entities accurately set up their configurations which will result in fewer errors needing correction
- Provide consultation, training and mentoring