First State Financials

The System Supporting the Success

Division of Accounting
What is First State Financials (FSF)?

- THE STATE OF DELAWARE’S AUTOMATED FINANCIAL AND ACCOUNTING SYSTEM. THE “BOOK OF RECORD” FOR THE STATE’S ACCOUNTS.

- COMPRISED OF 11 TRANSACTION PROCESS AREAS CALLED *Modules*

- ENABLES CONSISTENCY AND STANDARDIZATION OF PROCESSES ACROSS ORGANIZATIONS
SAFEGUARDING INTEGRITY:
ACCESS, APPROVAL AND RECONCILIATION
Approval Workflow

- SYSTEMIC TRANSACTION ROUTING FOR APPROVAL.

- TRANSACTIONS ARE ROUTED TO A MINIMUM OF TWO APPROVERS OTHER THAN THE INITIATOR.

- APPROVER ROLE REQUIRES FSF SECURITY ACCESS AND TRAINING.
Enabling Reconciliation

1. **Accuracy in Application of Chartfield Values**

2. **Timely Completion of Transactions Requiring Approval Through the Budget Checking and Workflow Processes.**

3. **Close Monitoring of Budgets and Transactions Using Online Inquiries and Regularly Scheduled Reports.**
Loading the Budget

- **Budget Act**
- **Bond Bill**
- **Other Funding**

First State Financials
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Data Structure - Chartfields
FSF Core Data: Chartfields

Chartfields... fields in FSF that store the State’s charts of accounts and provide the Commitment Control module with the data needed to govern transactions.

Essential sequences of alpha-numeric codes in specific positions in source transactions.
# Chartfields At A Glance

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<th>Approp</th>
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<th>Oper Unit</th>
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What is A Module?

- **TRANSACTION PROCESS AREAS**
- **addresses basic accounting functions**
- **INTEGRATED WITH INTERNAL AND EXTERNAL SYSTEMS**

- General Ledger
- Commitment Control
- eProcurement
- Accounts Payable
- Grants Management
- Project Costing
- Customer Contracts
- Billing
- Asset Management
- Cash Management
Commitment Control (KK)

- PROVIDES BUDGET CONTROL AND REPORTING IN ALL MODULES (EXCEPTING ASSET MANAGEMENT AND CASH MANAGEMENT):

- “BUDGET-CHECKS” TRANSACTIONS:
  - REQUISITIONS
  - PURCHASE ORDERS
  - ACCOUNTS RECEIVABLE
  - VOUCHERS
  - JOURNAL ENTRIES
  - DEPOSITS

- UPDATES PRE-ENCUMBRANCE, ENCUMBRANCE AND EXPENSE LEDGERS TO PROVIDE BUDGET VISIBILITY
General Ledger

- **REPRESENTS THE STATE’S “BOOK OF RECORD”**

- **A COMPLETE RECORD OF PROCESSED FINANCIAL TRANSACTIONS**

- **PROVIDES ACCOUNTING INFORMATION NEEDED TO PREPARE THE CAFR** (COMPREHENSIVE ANNUAL FINANCIAL REPORT)
eProcurement

- Routes transactions for electronic approval (workflow)
- Uses valid UNSPSC codes to categorize transactions for spend analysis
- Associates procurement purchasing contracts to transactions
SERVES AS AN ELECTRONIC VEHICLE TO RECOGNIZE EXPENSE AND MAKE PAYMENTS:

- Creates both outside and intragovernmental payment vouchers
- Vouchers may be created using information from a purchase order or created directly for non-PO purchases
- Supports multiple payment methods: SUA, ACH, wire and check
PRE-AWARD:
SUPPORTS THE FEDERAL GRANT REGISTRATION PROCESS, WORKFLOW, AND CLEARINGHOUSE APPROVAL

POST -AWARD:
INTEGRATES WITH THE PROJECT COSTING AND CUSTOMER CONTRACTS MODULES TO MANAGE SPENDING
Project Costing

- **MANAGE PROJECT, ACTIVITY AND BUDGET**

- **STORE PROJECT FINANCIAL TRANSACTIONS**
A “TRANSPARENT” MODULE ACCESSED VIA GRANTS MANAGEMENT OR PROJECT COSTING.

WORKS WITH THE BILLING MODULE TO SET UP REIMBURSEMENT BILLINGS
INTEGRATES WITH THE CUSTOMER CONTRACTS MODULE TO:

- GENERATE BILLING INVOICES
- SUPPORT GRANT DRAW REQUESTS
Accounts Receivable

MISC. CASH RECEIPTS

☐ TYPICALLY OVER -THE -COUNTER RECEIPTS
☐ REQUIRES CHARTFIELD CODING (MANUAL OR INTERFACED)

CUSTOMER PAYMENTS

☐ GRANT AND DELDOT ACCOUNTS RECEIVABLE ITEMS (GENERATED BY THE BILLING/INVOICE) ARE MATCHED TO THE APPROPRIATE INCOMING DEPOSIT(S)
INTEGRATES THOSE TREASURY AND BANKING ACTIVITIES THAT ENABLE CASH FLOW MANAGEMENT AND CASH ACCOUNT RECONCILIATION.

- TRANSPORTATION TRUST FUND
- OFFICE OF THE STATE TREASURER
Asset Management

● MODULE SUPPORTS THE CAFR (COMPREHENSIVE ANNUAL FINANCIAL REPORT).

● REGISTERS, CATEGORIZES AND TRACKS ASSETS.

● DEPRECIATES DESIGNATED ASSETS.
Welcome to the First State Financials (FSF) extranet site. FSF is the State of Delaware's integrated, automated accounting system. This site can be used to obtain information on accessing FSF, related forms, past memos and alerts, classes, and frequently asked questions. For additional information or if you have questions, you can contact our FSF Service Desk:

**FSF Service Desk**

FSF Service Desk  
Suite 220  
820 Silver Lake Boulevard  
Dover, DE 19904

Monday - Friday  
8:00 a.m. - 4:30 p.m.
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THANK YOU