

Date: 2/24/2009

Topic: OFS/BCFTA Update: July – December 2008 Period Closeout

In preparing for the close of the July - December 2008 period, counties should consider the following:

Deltas

Check for deltas for October, November and December 2008 on the Monthly Summary screen in QuIC+ and ACRS+ and take appropriate action to resolve prior to uploading files.

Review the QuIC+/ACRS+ amounts on the Monthly Summary screen from top to bottom and make sure they reflect the data you want to report (FTE, allocated matching unallocated, etc.). If there are discrepancies, access the appropriate screen and make corrections.

Finally, review the Monthly Summary screen from left to right and compare amounts and records between QuIC+/ACRS+ and the State. Any deltas should be resolved through uploading files back to CFIS.

Forms

Any form not received (SSRMS Certification of Funds, Local Certification of Funds, JFS 01159 and/or JFS 02713) by February 20, 2009 will be processed in the January - March 2009 time period.

Additional considerations are as follows:

2-24-09

The configuration file is available for counties to download.

2-26-09

All agencies must install QuIC+ 6.6 and ACRS+ 1.5. After installing the QuIC+ 6.6 release, all relevant agencies must reallocate their October through December 2008 quarter expenditures and re-upload (FTP). Those agencies that have not completed these actions should do so as soon as possible.

Agencies need to download the configuration file and must re-upload or FTP allocated and unallocated files back to OAKS/CFIS by 3:00 PM, Friday, February 27, 2009

2-27-09

Counties have until 3:00 PM on Friday, February 27, 2009 to upload changes to the October - December 2008 quarter. This is the deadline for all changes to the October - December 2008 quarter.

Please contact your ODJFS Fiscal Supervisor if you have any questions. Thank you.

Please do not reply to this e-mail as the mailbox is not monitored.