

Date: 01/20/2010
Sequence: 2010-19
Topic: **System Upgrade Action Required**

System Upgrade

BCFTA has been working with Maximus to correct issues with Codes/Mapping (INF44). These problems developed over a period of time and a fix for some of these problems will be included in an upgrade to the system (MLS 7.3) which is scheduled to be installed on January 29th. This upgrade should eliminate many of the problems counties have been seeing with deltas. Details of additional elements of MLS 7.3 will be communicated next week.

Preliminary work will begin tonight and must be completed prior to the installation of MLS 7.3 on January 29th. No financials can be modified and no uploads other than draw requests may be sent from 01/21 until after the MLS upgrade to version 7.3 has been installed on 01/29. If a county is unable to submit a draw request for grant mappings that are being changed during this process, they may submit their request by email to CFIS_HELP_DESK@jfs.ohio.gov

Required County Action

County agencies will be required to download the Configuration (INFCFG) and Codes/Mapping (INF44) files as part of the process. It is imperative that counties complete the tasks outlined in this BCFTA Update; otherwise, errors will occur during quarterly reconciliation and any changes you attempt to make can not be processed. Failure to download the Configuration and Codes/Mapping files on the scheduled dates will result in quarterly reports being incorrect and unresolved deltas.

BCFTA will be correcting Codes/Mappings for two quarters. Therefore, counties will need to download the Codes/Mappings files on separate days. County agencies are required to download the Configuration and Codes/Mapping files according to the schedule under Agency Critical Tasks below.

Local agencies that have all three subsets (PCSA, PA, and CSEA) as active should not receive errors when processing the Configuration file changes on 1/21. Local agencies that do not have all three of the subsets as active will receive errors when processing the Configuration file changes on 01/21. Local agencies without these subsets as active must follow the attached instructions to eliminate the errors. **If you are not receiving errors when processing the Configuration file, you do not need to complete the steps outlined in the PDF attachments. All agencies must complete the Agency Critical Tasks below!**

Agency Critical Tasks

- 1) 01/21 - Download Configuration (INFCFG) - *Absolutely no later than 01/22*
- The Configuration file will remove Codes/Mappings for the Jul-Sep and Oct-Dec periods that have been found to be invalid or contain overlapping dates.
- 2) 01/25 - Download Codes/Mapping (INF44) - *Absolutely no later than 01/26*
- The Codes/Mapping file will add the Jul-Sep Codes/Mapping to QuIC+/ACRs+
- 3) 01/27 - Download Codes/Mapping (INF44) - *Absolutely no later than 01/28*
- The Codes/Mapping file will add the Oct-Dec Codes/Mapping to QuIC+/ACRs+
- 4) 01/29 - Install MLS 7.3, Reallocate and re-upload the Oct-Dec period financials

Although counties will have two overnight time periods to download the interface files, it is recommended that counties download on the first morning. This will provide the counties an additional day to correct any problems that arise.

Please Note: Counties should not reallocate or re-upload the Jul-Sep period since that period is closed. As such, deltas may continue to exist in the Jul-Sep period.

Remember: No financials can be modified and no uploads other than draw requests may be sent from 1/21 until after the MLS upgrade has been installed on 01/29. Please plan accordingly.

Please contact your ODJFS Fiscal Supervisor if you have questions.

Thank you.