

Date: April 19, 2012

Sequence: 2012-13-2

Topic: CFIS Web Financials Template

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As discussed in the CFIS Web Webinars and the Regional Quarterly Meetings, agencies will have the ability to transfer data out of any fund accounting system into the CFIS Web Financials Template. The Template will be used to import the data into CFIS Web. Counties are asked to become familiar with the format and the information that will be needed from their agencies' fund accounting system.

We encourage agencies to tune into the CFIS Web Update webinars that occur monthly. The link below provides dates, times, and webinar link information. In addition, previous CFIS Web Update webinars and the associated Questions and Answers can be viewed at the below link.

<http://jfs.ohio.gov/ofs/bcfta/CFIS/CFIS.stm>

The CFIS Web Financials Template is attached and additional instructions are on page two of this BCFTA Update.

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**Template Terminology and Basic Directions:**

The CFIS Web Financial Template is the format where agencies can transfer financial information from their fund accounting system and import into CFIS Web. The template has 6 columns. No additional columns can be added. Column title and organization is set and can't be changed. All columns are formatted using "General" with the "Amount" column rounded to the 2<sup>nd</sup> decimal.

Column 1: **Full Project** – Full financial project code is made up of 3 parts as follows:

- Part 1: All full project codes for all agency types will start with **JFSF**
- Part 2: Differs for each agency type
  - **A** for PA
  - **C** for CSEA
  - **P** for PCSA
  - **W** for WIA
- Part 3: 3 digit project code that is used today:
  - PA: Project Code 100 is **JFSFA100**
  - CSEA: Project Code 110 is **JFSFC110**
  - PCSA: Project Code 806 is **JFSFP806**
  - WIA: Project Code LF2 is **JFSFWLF2**

Column 2: **Account** – Use 6 digit account that best meets the definition of the expenditure and is linked to the full project code. This process remains the same.

Column 3 and 4: **Service as of Year** and **Service as of Month** – Enter the year and month the expenditure is paid unless the following conditions occur:

- Grant is in liquidation where an old grant and new grant are open at the same time and the expenditures are eligible under the old grant.
- The same project and account code is used for both the old and new grant.
- Services were provided as of the grant end date, for example 6/30 or 9/30.
- Examples for both State Allocations and Federal Grants:
  - SFY 12 State allocations end 6/30 but have a liquidation period of 9/30. During the Jul – Sep quarter agencies will have both SFY 12 and SFY 13 State allocations available. Expenditure with a service date as of 6/30 can be applied against the SFY 12 allocation in the Jul – Sep 2012 quarter.
    - **Agencies will enter 2012 in the "Service as of Year" column and 6 in the "Service as of Month" column.** These entries tell CFIS Web to apply the expenditure to the liquidating or older SFY allocation.
  - FFY 12 Federal grants end 9/30 but have a liquidation period of 12/31. During the Oct – Dec 2012 quarter agencies will have both FFY 12 and FFY 13 grants available. Expenditure with a service date as of 9/30 can be applied against the FFY 12 grant in the Oct – Dec quarter.
    - **Agencies will enter 2012 in the "Service as of Year" column and 9 in the "Service as of Month" column.** These entries tell CFIS Web to apply the expenditure to the liquidating or older FFY grant.

Column 5: **Amount** – Total expenditure amount for each full project and account code rounded to 2 decimal places. There can only be one entry for each project and account code combination.

Column 6: **Notes** – Agencies can add comments up to 250 characters.

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