Ohio Department of Job and Family Services
John R. Kasich, Governor
Michael B. Colbert, Director

CFIS Web
Desk Reference
(County and WIA Users)

Office of Fiscal & Monitoring Services
Bureau of County Finance
& Technical Assistance

Getting Started

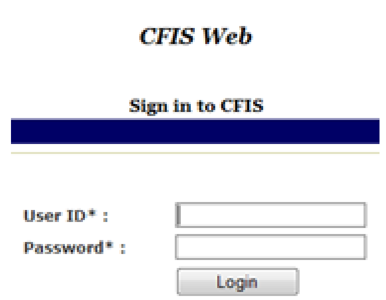
Open your web Browser and go to: **https://cfis.odjfs.state.oh.us**

Note: Configuring your Web Browser with ODJFS set as a trusted site will ensure that all pop-up messages and download functions will work properly.

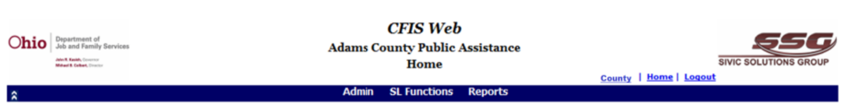
http://*.odjfs.state.oh.us ✓ Trusted sites | Protected Mode: Off

The CFIS Sign In Window

On the Sign in screen; type your user name and password and click the Login button .



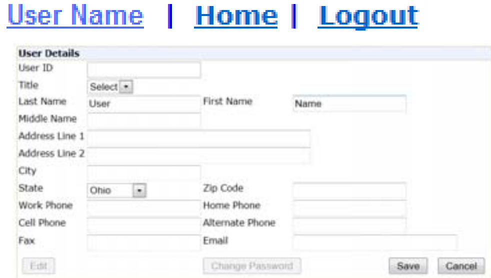
When you have successfully completed the sign in process the CFIS Web home page will be displayed.



Change Password & User Details

To change password and update your user details click on your user name; enter your changes and click Save .

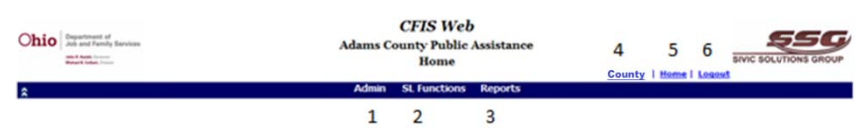
User Name | Home | Logout



Security

- **Password Strength –** password must be a minimum of 8 characters, upper and lower case characters, and include a number.
- **Login Timeout -** A pop-up message will alert you after a period of inactivity. Click **OK** to continue your session and stay logged in, or click **Cancel** to end it.

The CFIS Web Window



(1) **Admin** – Configuration options for administrators / users
(2) **SL Functions** – Commands for use by county / regional users.
(3) **Reports** – Used by all state / county finance and related staff for producing reports.
(4) **User Name** – Used by all staff for changing user information; specifically user password.
(5) **Home** – Used to return to the home welcome screen and review general messages and other information.
(6) **Logout** – Used by all staff when exiting the system.

The CFIS Web Submenus

The Admin Menu

- **Subscribe / Unsubscribe Menu –** Allows you to subscribe to the alerts that are important to you; alerts can be placed on your home page and\or you can receive an e-mail notification.

The SL Functions Menu

- **Draws –** Enables users to create, review, and approve requests to draw cash.
- **Monthly Financials –** Enables users to enter and modify monthly financial data, either imported from a spreadsheet or entered manually.
- **FTE –** Enables users to enter Full Time Equivalent (FTE) statistics by pay period.
- **RMS –** Enables users to import and review Random Moment Sample (RMS) statistics by quarter.
- **Cost Allocation –** Enables users to allocate and approve monthly financials and Submit to OAKS.

The Reports Menu

- **Master Reports –** Information for state level configuration including: Grant & Detail Speed Charts, and Mandated Shares.
- **Budget/Draw Reports –** Information on service location budget / draw activity including summaries, budget change details, notification, work expenses, and voucher activity.
- **Unallocated Reports –** Financial reports displaying raw data amounts before cost allocation has processed.
- **Allocated Reports –** Allocated financials grouped by a variety of factors including RMS and FTE.
- **Financials Reports –** Summary reports by project & account.
- **Quarterly Reports –** Analytical reports with information from multiple sources including budgets, draws, and financials.

Searching for Records

Search

(1) Display search criteria by clicking down arrow icon at the top of most screens.
(2) Enter search criteria (% used as wild-card character).
(3) When all mandatory fields are entered, Search button will become active.
(4) When you have entered the desired criteria, click Search .
(5) Results will appear below.
(6) If needed; click Reset to remove the search criteria and start your search again.

NOTE: Search button will appear greyed out until all mandatory fields are entered.

Subscribing to Alerts

Alerts are important messages from the County finance team about the CFIS Web system. Though relevant messages will appear on your Home screen automatically, you can also choose to receive email alerts. To choose the alerts that causes an email notification:

(1) Select **Subscribe / Unsubscribe** from the **Admin** menu
(2) Check the **Email** box for alerts that should trigger an email
(3) Click Save to keep changes, or Cancel to discard.

Subscribe/Unsubscribe

Alert Code	Alert Name	Mandatory on Home?	Email
BD01	New Budget is available	☑	☐
BD02	Budget Change	☑	☐
IN01	OAKS data not updated	☑	☐

Save Cancel

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Creating a Draw Request

There are two steps to creating a new draw request, creating the Draw Request Header and creating the Grant Details.

Draw Request Header

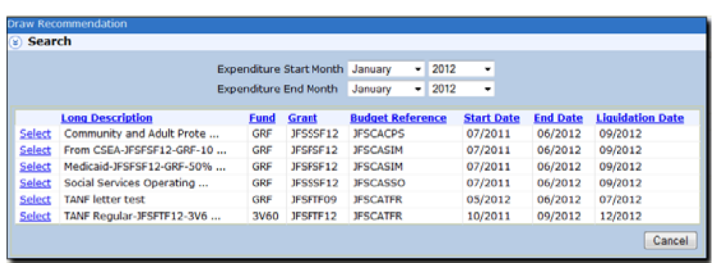
(1) Select **Draws** from the **SL Functions** Menu
(2) Click the [New Draw] button.
(3) Choose a Draw Request Date from the dropdown list.
Note: Only the Friday of each week is available for selection.
(4) Click [Save] and the draw header will be saved with a status of *New*, and a success message will display at the top of the screen.

Draw Details (New)

(1) Click the [Add Grant] button at the bottom of the screen.
(2) Enter the desired *Draw Amount*, and choose a grant by clicking Select in the left hand column.
Note: The **Search** bar can be used to narrow a large list of grants.
(3) With the Grant selected, and the *Draw Line* created, you can click [Save] or edit the draw amount before saving.

Draw Details (Historical)

(1) Click the [Add Grant based on History] button at the bottom of the screen.
(2) Choose a *beginning* and *ending month/year* to use as a historical guide for expenses, and choose a grant by clicking the *Select* link in the left hand column.



Click [Save] or edit the suggested draw amount before saving.

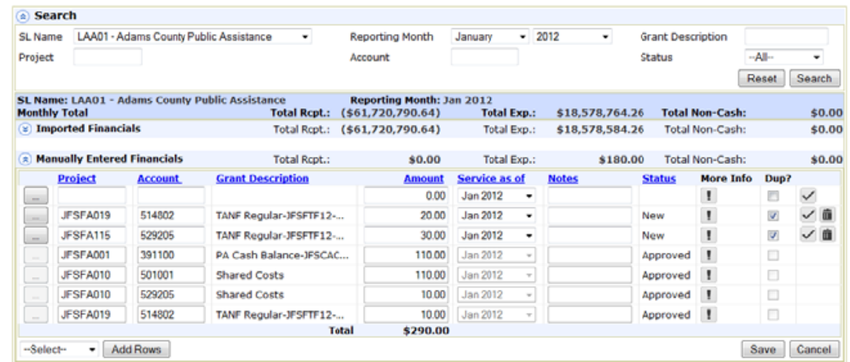
Draw Line Details

Fund	Grant	Budget Reference	Start Date	End Date	Liquidation Date	Percentage	Available Amount	Recommended Amount	Draw Amount
GRF	JFSSSF12	JFSCASSO	07/2011	06/2012	09/2012	100	$24,808.00	$0.00	0

Save | Cancel

Entering Monthly Financials

(1) Enter the Reporting Month / Year, and any other desired criteria. Click [Search].



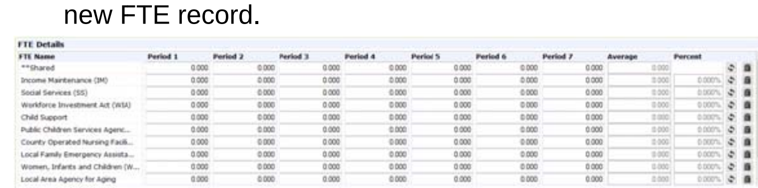
(2) View any existing entries by clicking the expansion icon ( ) next to the **Manually Entered Financials** subheading. These entries can be edited or deleted until they are approved.
(3) Click [Save] to keep changes, or [Cancel] to discard them.

Importing Monthly Financials

(1) Enter the Reporting Month / Year, and any other desired criteria. Click [Search]
(2) View any existing entries by clicking the expansion icon ( ) next to the **Imported Financials** subheading.
(3) Enter the filename containing financial data or click [Browse...],
(4) Click the **Import** button to complete the load.

Entering FTE Information

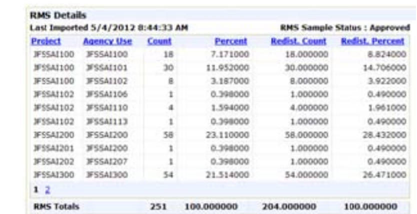
(1) Select **FTE** from the **SL Functions** menu.
(2) Search to find an existing record or click [Add] to create a new FTE record.



(3) Click [Edit] to modify the worksheet.
(4) In each cell, enter the number of Full Time Equivalents (FTE) engaged in a task during that pay period. For example, if three staff; who work 20 hours per week, spent all their time on a task during a pay period, you would enter 1.5 in the cell.
(5) Click [Save] to keep changes, or **Cancel** to discard them.

Importing RMS Information

(1) Choose the Service Location, Quarter / Year Ending, and Sample Type (*Income Maintenance or Social Services).*
(2) Click [Search] to locate and display any existing data.
(3) Click [Import] to read in the RMS data from Web RMS.



Cost Allocation Information

(1) Select **Cost Allocation f**rom the **SL Functions** menu.
(2) Search for the desired Service Location and reporting Month / Year Combination.
(3) View allocation / approval information for this period.
(4) If allocation or reallocation is desired click [Allocate], otherwise click **Cancel**.

Reporting Basics

Reports are grouped by subject area, and can be viewed on screen or exported to a file for printing, electronic distribution, or offline review. While all reports are slightly different, use this basic procedure to generate reports.

(1) Select the report category from the **Reports** menu. Categories include **Master**, **Budget/Draw**, **Allocated**, **Unallocated**, **Financials**, and **Quarterly**
(2) Choose report from the left hand pane by clicking the ○ next to its name
(3) Enter parameters (will depend on which report is chosen)

To view the report on screen:

- Click the [View Report] button.

To save the report to a file:

- Choose the file type
  - PDF – Adobe Acrobat
  - TXT – Tab delimited text
  - XLS – Microsoft Excel
- Click the [Export] button.
- A popup will appear. Click [OK] to open the file.