

Date: January 19, 2012

Topic: Webinar Questions & Answers

CFIS Web General

1. Q: Will the slide presentation be available to counties?
 - A. Yes, the entire Webinar is recorded and will be posted on the BCFTA website where it can be downloaded and re-distributed at the county's leisure.
2. Q: Will there be any cost to the county agencies?
 - A. No, ODJFS has taken on the responsibility to have the system created and developed by the Sivic Solutions group. Once the system is fully developed and implemented OIS will take over management and maintenance of the system. The CFIS Web application will be posted on the OIS server. Counties will access a web server on the state network with OIS resources managing the system from a continuity background and maintenance perspective.
3. Q: How will this affect the draw process?
 - A. The draw process and schedule will not change. However, there will be added functionality to help develop a draw based on historical financial need. The system will help look at trends so counties can better manage cash.
4. Q: Does this mean that areas will not have to worry about logging in daily? That if we miss a day issues will not arise?
 - A. That is correct. Counties don't have to log into the system daily to get updates like they have to do in the current environment. In the new CFIS Web environment there will still be a nightly batch process. As counties enter the data into CFIS Web they will have to mark that data as ready to upload or ready to submit to the state. An overnight batch process will take all of the data and send it to the OAKS system. That overnight process then will update CFIS Web databases with the submitted data. So, there is no need to log into the system and update each day, the system will automatically update.
5. Q: Does this system include CSEA and WIA?
 - A. Yes
6. Q: I have heard that with the CFIS Web System counties can select to have separate WIA and Child Welfare RMS pools, and not have them run thru the PA fund, Income Maintenance and Social Services Cost pools. In other words treat WIA and Children Services like we do for Child Support.
 - A. WIA will have a cost pool within the PA fund. There will be no changes to Children Services.
7. Q: Once we are on CFIS Web will all of the prior FY lines on our O/U reports go away finally?
 - A. Yes, agencies can run reports with the information available in CFIS Web.

CFIS Web Interface

8. Q: Right now the data in SACWIS does not match PET.
- A. SACWIS is not a Bureau of County Finance System; it is an Office of Families and Children system. We rely on the SACWIS team to provide accurate data from their system. The Bureau of County Finance will acquire the data from SACWIS for CFIS Web. Please discuss the discrepancies between the SACWIS data and the PET data with the SACWIS team.
9. Q: So we will import data from PET into SACWIS?
- A. No, data will not import from PET to SACWIS. The information that will come over from SACWIS to CFIS Web will be the values that are used to calculate penetration rates, IVB/IVB Admin limits, and Title XX TANF Transfer limits.
10. Q: Will our WebRMS data automatically interface with this program?
- A. Yes, we are working with the ODJFS Office of Information Services (OIS) and Sivic Solutions to bring the RMS data into CFIS Web automatically once the local RMS Coordinator marks the sample as Final or Approved in WebRMS.
11. Q: Regarding data interfacing between local accounting systems and CFIS Web; how soon will the formatting be provided to local areas so that it may in turn be provided to the Auditors?
- A. The interface tool will be an Excel spreadsheet template. The columns will be labeled according to the type of data being imported (expenditure, receipts, etc.). This is part of Phase 2 of the project and once the Phase 2 user acceptance testing is completed the template format will be set. We plan to make the template available to the county agencies in advance of the CFIS Web go live date sometime in April.
12. Q: We use Microsoft Great Plains. Will there be any issues with data interface with Great Plains?
- A. No matter what system counties use as their fund accounting system, as long as counties can get data out of that fund accounting system and put it in the Excel interface template we provide, they will be able to bring the data into CFIS Web.
13. Q: And then we no longer use QuIC+?
- A. Once we go live with CFIS Web we will not be using QuIC+ to perform any of the actions that counties perform with QuIC+ today. Counties will need to have QuIC+ for historical purposes. April – June 2012 will be the last quarter that will utilize QuIC+.
14. Q: Concerning Data Interfacing: if our system only has partial information, can only that partial information be brought into CFIS and then we "clean it up" by entering the needed information that was not brought over. For example: Our County Auditor does not have the State Codes in their system (010, 020), etc.
- A. Agencies can download the partial information into the excel template then update the template with any additional information needed prior to importing into CFIS Web.

15. Q: Once the data is uploaded into the new system, will we be able to make any changes to that data within the system, or will we need to make the changes on the spreadsheet that contains the data and re-upload?
- A. Changes can be made in a couple of ways. Manual changes can be made through the manual entry section of CFIS Web. If changes are significant, then it might be more time efficient to make changes to the excel template and re-upload.
16. Q: Currently we have to add, enter data, and save a record for each expenditure and receipt type for each Project ID. Will a mass data entry screen be available that uses history to pre-fill as many data elements as possible. In other words, will the data entry be more efficient. We are a stand-alone agency and it currently takes at least two hours to create the initial upload each month.
- A. This again goes to data interfacing and uploading, counties will have the ability to put expenditure information into the Excel template provided by CFIS Web and upload into the system. Counties still have to enter the data but can upload it once.
17. Q: Has there been discussion with Maximus to make sure PET will convert data or will we need to look at a different program?
- A. PET is a fund accounting system; it is your check book. Many county agencies do not use PET, they use Quick Books or People soft applications, again all counties need to do is get that data out of that system, put it into an Excel template that CFIS Web provides to and import that data into CFIS Web.
18. Q: If CFIS Web is outside the ledger suite does that mean we will need to export PET data to an Excel spreadsheet and then into the CFIS Web?
- A. Yes, counties will be able to export PET data into the Excel template provided by CFIS Web and then import that data into CFIS Web.
19. Q: Must counties have the PET module of QuIC+ or not?
- A. No, there is no requirement that counties use the PET module, if you use PET you can import via the template.
20. Q: Must stand alone PCSA's use PET module of QuIC+ or not?
- A. Again no, counties can use any fund accounting system. Counties will import using the provided Excel template.
21. Q: Our County Auditor has begun using New World for their financial management system and wants each county office to complete the data entry for all revenue & expenditures into their system. Our agency uses PET, which currently doesn't interface with New World and we don't have the staff resources to do both. If we abandon usage of PET, will New World import into CFIS Web?
- A. Yes, any type of fund accounting system can be used by agencies. All counties need to do is get the data out of the fund accounting system and into the Excel template that CFIS Web provides to you and import that data into CFIS Web.

User Acceptance Training (UAT)

22. Q: What counties are currently testing this?

- A. Phase 1 was only State functionality; the testers consisted of state personnel within the Bureau of County Finance and OIS. During Phase 2 testing, we will invite a number of county agencies that represent all agency types; (stand alone, double, triple, quadruple combined). Many of those invited will be those who participated in the initial system requirements sessions. For Phase 2 we will also invite individuals with no knowledge or background of this project.

23. Q: Can you share any impressions from the UAT that has been done this past week? In general were things working as expected?

- A. The purpose of UAT is to ensure that the system is working the way it was designed and is it working to the state's requirement. As we went through Phase 1, we did identify some minor changes that needed to take place and the vendor was able to get those updates completed mid-week during the UAT and release a new version; we were able to re-test the changes and move those from open status to closed status. Overall, the staff here in Bureau of County Finance and OIS believes the system is working the way we have intended.