

CFIS Web

**Directors' Webinar
September 6, 2012**

Web based

- Browser Requirements: Internet Explorer 8 or FireFox 7 (or newer versions)
- Accessible anywhere you can access the Internet
- No download/upload process
- Real time reporting

Increased efficiency & accuracy

- Immediate access to reports:
 - Preliminary and Final Quarterly Reports
 - Voucher Activity Reports (VAR) including the closeout net-zero vouchers
 - Interfaces with WebRMS to pull in current RMS results
 - Mandated Share processed by BCFTA

Levels of Access

- Three levels of access:
 - Supervisor – can perform all activities
 - Staff – can input data but cannot “approve” the transactions
 - View – View Only
- Submit a Remedy ticket to add or delete users or change access levels

Levels of Access cont.

- “Separation of Powers”
 - Additional restriction to access
 - Very unique agency specific ramifications
 - Discuss with your Fiscal Supervisor if you want more details

New Language

- Uploads are no longer!!!
- “Import” to pull in financial data from templates or data from interfaced systems like WebRMS
- “Approve” = Entered and complete
 - An approved Draw will be processed for payment
 - Monthly Financials are considered submitted for purposes of compliance with policy when cost allocation has been approved
- Quarterly “Submit to OAKS” to complete the financial reporting

New Cutoff Time

- Draws must be approved by 2:00 P.M., on Friday in order to be processed for payment the following Friday
- At the end of the Quarter the final Submit to OAKS must be completed before 2:00 P.M. on the quarter close date

Quick Overview of Monthly Process

- Import/Enter Financial data
- Enter FTEs
- Import RMS (current results)
- Process Allocations
- Subset transfers in combined agencies
- Check Reports (reconcile CFIS Web to fund accounting system)

System Demo

- Alerts
- Allocation letters
- Voucher Activity reports
- Selected financial reports