
Apr – Jun Regional Quarterly Meeting CFIS Web Training Questions and Answers

System Alerts and Messages:

1. Q. Will I receive a system alert/message when a quarterly close out voucher is created by BCFTA?
A. A State Message will be generated and posted on the home page when the quarter is closed. Agencies will be responsible for running their own voucher activity reports showing the quarterly close adjustments.
2. Q. How long do alerts/messages remain on the home page before they are archived?
A. Alerts will be archived after 7 days and can be retrieved by using Archived Messages Search function.
3. Q. During an open quarter when we import our "current" RMS results our allocated expenditures will reflect this change each time we import, correct?
A. Yes, after allocation is rerun after import. Also, you will receive a message on the CFIS Web screen that the allocation is "preliminary", if the RMS quarter is still open.
4. Q. If I subscribe to email alerts, will the alerts still show up on the home page?
A. Yes, the alerts will be on the home page or in your mailbox.
5. Q. Will the alerts and/or data in CFIS Web ever be deleted?
A. The data will be managed according to records retention policy.
6. Q. Regarding Notifications, could it be made possible for a worker to manually archive or hide alerts that have been previously reviewed?
A. No, the ODJFS system manager handles this process. Local agencies do not have access to delete, archive or create notifications.
7. Q. We are a stand-alone agency, when I complete the cost allocation I receive a caution error message saying that the FTE's and RMS's are not available. What does this mean?
A. It is just a cautionary message to ensure that the FTE and RMS processes have been completed if applicable. All stand alone agencies need to complete the FTE each quarter but it is not used to distribute costs at the agency.

Draw:

8. Q. Will the draw screen only display grants with available budgets?
A. The draw screen in CFIS Web will show all open grant lines however, the system will not allow you to draw on a line with no available budget.
9. Q. Will our County Treasurer's Office still receive our draws on Fridays?
A. Yes, the EFT process does not change. The only difference is now agencies will run their own voucher activity reports.

Financials:

10. Q. When using the template does it matter if amounts are entered as positive or negative?
A. Yes, expenditures will be reported as a positive amount and receipts will be entered as a negative amount.
11. Q. Will the system accept a positive amount for receipt coding? And will the system accept a negative amount for expenditure coding?
A. Yes, however, we are moving to create appropriate expenditure and receipt account code combinations to minimize these instances.
12. Q. Do I have to enter my receipts into PET now as a negative amount?
A. No, PET changes the sign as appropriate for CFIS Web.

13. Q. If I have the same project/account and service as of date combination in my manually entered financials as what I have already imported is this considered as a duplicate transaction?
A. No, it is only when you have two or more manually entered lines with the same project/account and service as of date combination, then you would need to click on the "Dup" button for the duplicated lines.
14. Q. Some agencies operate fund accounting systems other than PET in which the system doesn't utilize the Full Project Code. Is there a simplified method to add the JFSFA, JFSFC, JFSFP or JFSFW to the CFIS Web Financial Template?
A. Yes, please see attached example titled "Full Project Code – Concatenate Function".

WebRMS:

15. Q. Do I have to create a file out of WebRMS to import into CFIS Web?
A. No, the two systems interface with one another.
16. Q. How do I know I have imported the "preliminary" or "final" RMS results?
A. On the CFIS Web RMS screen the "RMS Sample Status" will reflect whether the sample is open or closed. The Cost Allocation screen also reflects this when Approved. The status will show "Preliminary Approval", if the RMS Sample is still Open.
17. Q. Do I still need to close the quarterly sampling period in WebRMS?
A. Yes, CFIS Web will not allow you to do the final cost allocation and submission to OAKS unless the relevant WebRMS quarter has been closed/approved within WebRMS.

Reports:

18. Q. Does CFIS Web have a process diary like in QulC+ that shows history of my uploads to BCFTA?
A. No, CFIS Web is a unified system that does not require an upload/download process to exchange information.
19. Q. Can we allocate and run reports for manually entered financials that have not been approved?
A. Yes, the system will allow the allocation of "saved" (but not approved) manually entered financials (Record Status "New") and all applicable reports will be available for review. However, the allocated months cannot be approved without the manually entered financials being approved.
20. Q. On the CR203 Budget Notifications (Allocation Letters) in CFIS Web, is it possible for the letter to include the Grant description i.e. "Title XX-Base", and not just the Budget Name of "3960 - JFSFSS12 - JFSCAXXB". The description is very beneficial for agency records and to the auditors.
A. All new grants for SFY 13 and FFY 13 will contain the grant description. However, the Budget Notification report for conversion grants will not show the grant description.
21. Q. Should the CR449 Allocation Compliance Report be monthly instead of quarterly?
A. Agencies are required to allocate and approve under the Cost Allocation monthly therefore, the CR449 is a monthly report that provides verification that costs have been allocated.
22. Q. Will the CR449 Allocation Compliance Report maintain the allocated and approved data from the first allocation and approval processing?
A. No, this report will show the most recent approval date. If an agency wants to maintain this report with earlier dates they must save the report after the initial approval.
23. Q. Why do Account Codes coincide with RMS Program Codes on the CR454 Financial Summary by Project Account by Quarter Report?
A. After the allocation process, unallocated cost pool costs allocated by FTE and RMS retain the original account code information as entered initially on the CR454 Report. Costs continue to be allocated correctly to the appropriate grant per the respective program/activity mapping. This detail is available in Allocated Reports CR402 and CR404.

Budgets:

24. Q. Will work allowances be processed monthly vs. quarterly in CFIS Web?
A. BCFTA will continue to process work allowances quarterly as in past practice in CFIS Web. Budget reductions will result in budget notification alert being sent via CFIS Web.

ACRS:

25. Q. Will the State continue to provide downloads for WIA areas who continue to operate ACRS+ to ensure draw information is transmitted?
A. Yes, the State will continue to send this information.

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Adding the Full Project for the Importing Monthly Financial Process in CFIS Web

CFIS Web only accepts the Full Project Code in the process of importing monthly financial information from the CFIS Web Financial Template. In the CFIS Web Training, some agencies asked if an easy method exists to add the "JFSFA", "JFSFC", "JFSFP", or "JFSFW" to the three digit short project code that is reported from their fund accounting system (other than PET, such as MIP etc.).

Steps to combine "JFSFA" (PA), "JFSFC" (CSEA), "JFSFP" (PCSA) or "JFSFW" (WIA) to the three digit short project code to result in the "Full Project" code on the CFIS Web Financial Template:

Original Data

Full Project	Account	Service as of Year	Service as of Month	Amount	Notes
61V	201003	2012	1	-14954.3	
61V	201105	2012	1	-5037.02	
61V	529204	2012	1	93179.84	
899	597300	2012	1	52426.32	
903	443001	2012	1	-440000	
909	470950	2012	1	-316519	
AF2	201003	2012	1	24519.16	
AF2	201105	2012	1	20761.93	
AF2	529204	2012	1	128418.32	
HP1	201105	2012	1	-556.43	
HP1	529204	2012	1	10625.77	
IP1	201003	2012	1	-225606.53	
IP1	201105	2012	1	-3329.96	
IP1	529204	2012	1	49994.74	
KF2	201105	2012	1	-498.95	
KF2	529204	2012	1	9165.34	
OP1	201003	2012	1	16722.22	
OP1	201105	2012	1	-57245.84	
OP1	529204	2012	1	130016.72	
RF2	201105	2012	1	31710.63	
RF2	529204	2012	1	54960.62	
S12	201105	2012	1	1043.61	
S12	529204	2012	1	3168.71	
TF2	201105	2012	1	-596.67	
TF2	529204	2012	1	10679.07	

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Step 1. Add a column (Column A) and insert "JFSFA", "JFSFC", "JFSFP" or "JFSFW" depending on the particular subset financial information that you are reporting. Also add two columns - Column C & Column D to the spreadsheet.

1	Full Project	Full Project		D	E	F	G	H	I	J
					ount	Service as of Year	Service as of Month	Amount	Notes	
2	JFSFW	61V			201003	2012	1	-14954.3		
3	JFSFW	61V			201105	2012	1	-5037.02		
4	JFSFW	61V			529204	2012	1	93179.84		
5	JFSFW	899			597300	2012	1	52426.32		
6	JFSFW	903			443001	2012	1	-440000		
7	JFSFW	909			470950	2012	1	-316519		
8	JFSFW	AF2			201003	2012	1	24519.16		
9	JFSFW	AF2			201105	2012	1	20761.93		
10	JFSFW	AF2			529204	2012	1	128418.32		
11	JFSFW	HP1			201105	2012	1	-556.43		
12	JFSFW	HP1			529204	2012	1	10625.77		
13	JFSFW	IP1			201003	2012	1	-225606.53		
14	JFSFW	IP1			201105	2012	1	-3329.96		
15	JFSFW	IP1			529204	2012	1	49994.74		
16	JFSFW	KF2			201105	2012	1	-498.95		
17	JFSFW	KF2			529204	2012	1	9165.34		
18	JFSFW	OP1			201003	2012	1	16722.22		
19	JFSFW	OP1			201105	2012	1	-57245.84		
20	JFSFW	OP1			529204	2012	1	130016.72		
21	JFSFW	RF2			201105	2012	1	31710.63		
22	JFSFW	RF2			529204	2012	1	54960.62		
23	JFSFW	S12			201105	2012	1	1043.61		
24	JFSFW	S12			529204	2012	1	3168.71		
25	JFSFW	TF2			201105	2012	1	-596.67		
26	JFSFW	TF2			529204	2012	1	10679.07		

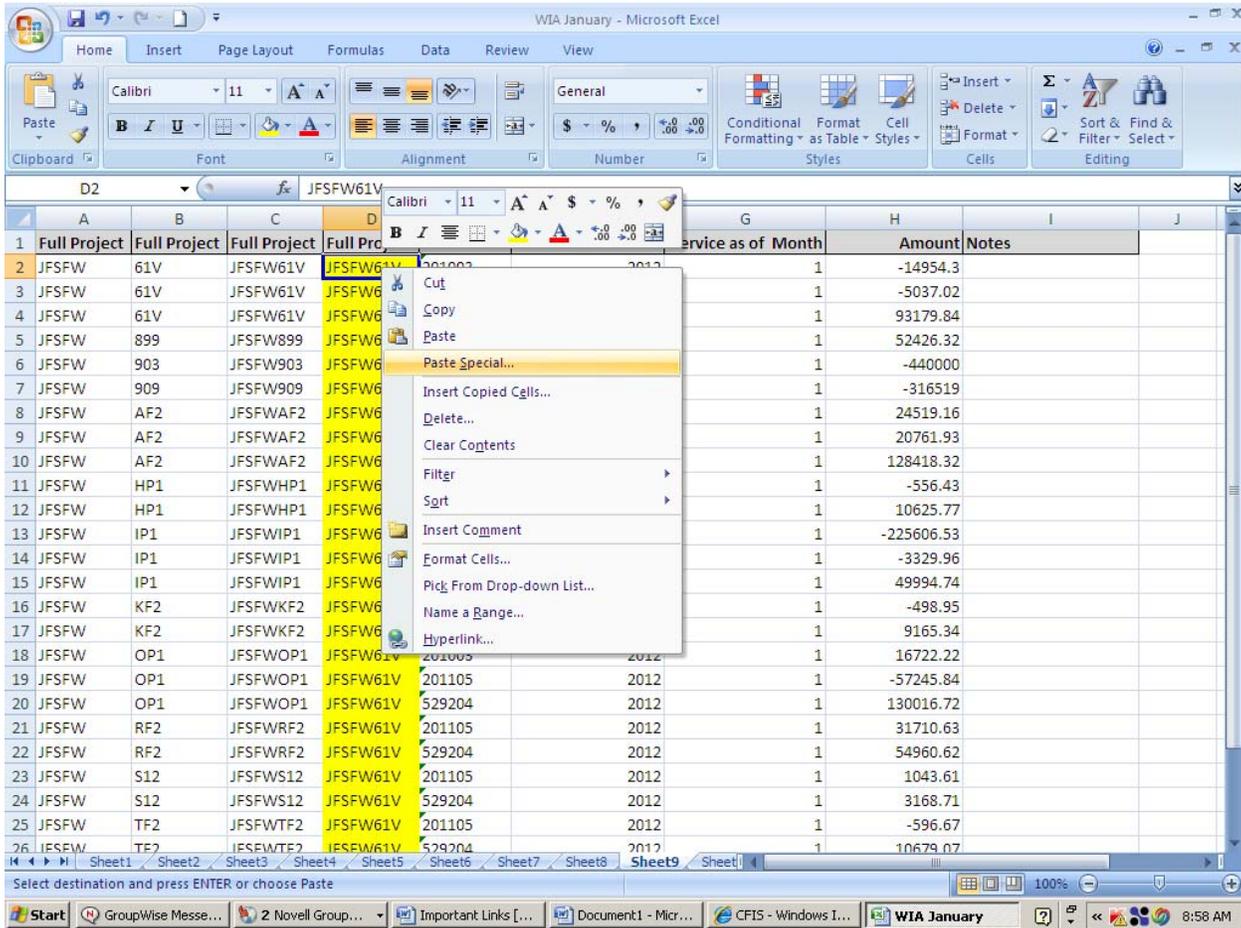
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Step 2. In Column C, Cell C2 enter “=CONCATENATE(A2,B2)”. This will combine the data in Cell A2 and B2 together in Cell C2. Copy and paste Cell C2 down Column C starting in Cell C3 through the end of the records.

	A	B	C	D	E	F	G	H	I	J
1	Full Project	Full Project	Full Project		Account	Service as of Year	Service as of Month	Amount	Notes	
2	JFSFW	61V	=CONCATENATE(A2,B2)		201003	2012	1	-14954.3		
3	JFSFW	61V	JFSFW61V		201105	2012	1	-5037.02		
4	JFSFW	61V	JFSFW61V		529204	2012	1	93179.84		
5	JFSFW	899	JFSFW899		597300	2012	1	52426.32		
6	JFSFW	903	JFSFW903		443001	2012	1	-440000		
7	JFSFW	909	JFSFW909		470950	2012	1	-316519		
8	JFSFW	AF2	JFSFWAF2		201003	2012	1	24519.16		
9	JFSFW	AF2	JFSFWAF2		201105	2012	1	20761.93		
10	JFSFW	AF2	JFSFWAF2		529204	2012	1	128418.32		
11	JFSFW	HP1	JFSFWHP1		201105	2012	1	-556.43		
12	JFSFW	HP1	JFSFWHP1		529204	2012	1	10625.77		
13	JFSFW	IP1	JFSFWIP1		201003	2012	1	-225606.53		
14	JFSFW	IP1	JFSFWIP1		201105	2012	1	-3329.96		
15	JFSFW	IP1	JFSFWIP1		529204	2012	1	49994.74		
16	JFSFW	KF2	JFSFWKF2		201105	2012	1	-498.95		
17	JFSFW	KF2	JFSFWKF2		529204	2012	1	9165.34		
18	JFSFW	OP1	JFSFWOP1		201003	2012	1	16722.22		
19	JFSFW	OP1	JFSFWOP1		201105	2012	1	-57245.84		
20	JFSFW	OP1	JFSFWOP1		529204	2012	1	130016.72		
21	JFSFW	RF2	JFSWRF2		201105	2012	1	31710.63		
22	JFSFW	RF2	JFSWRF2		529204	2012	1	54960.62		
23	JFSFW	S12	JFSWS12		201105	2012	1	1043.61		
24	JFSFW	S12	JFSWS12		529204	2012	1	3168.71		
25	JFSFW	TF2	JFSWTF2		201105	2012	1	-596.67		
26	JFSFW	TF2	JFSWTF2		529204	2012	1	10679.07		

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Step 3. Title Column D "Full Project". Copy Cell C2 and Select Cell D2, right click and select Paste Special & Values and number formats. Next, copy and paste Cell D2 down Column C starting in Cell D3 through the end of the records.



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Step 4. Select Columns A, B & C and delete.

The screenshot shows a Microsoft Excel spreadsheet titled "WIA January". Columns A, B, and C are highlighted in yellow. A context menu is open over column C, with the "Delete" option selected. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J
1	Full Project	Full Project	Full Project				f Year	Service as of Month	Amount	Notes
2	JFSFW	61V	JFSFW61V				2012	1	-14954.3	
3	JFSFW	61V	JFSFW61V				2012	1	-5037.02	
4	JFSFW	61V	JFSFW61V				2012	1	93179.84	
5	JFSFW	899	JFSFW899				2012	1	52426.32	
6	JFSFW	903	JFSFW903				2012	1	-440000	
7	JFSFW	909	JFSFW909				2012	1	-316519	
8	JFSFW	AF2	JFSFWAF2				2012	1	24519.16	
9	JFSFW	AF2	JFSFWAF2				2012	1	20761.93	
10	JFSFW	AF2	JFSFWAF2				2012	1	128418.32	
11	JFSFW	HP1	JFSFWHP1				2012	1	-556.43	
12	JFSFW	HP1	JFSFWHP1				2012	1	10625.77	
13	JFSFW	IP1	JFSFWIP1	JFSFW61V	201003		2012	1	-225606.53	
14	JFSFW	IP1	JFSFWIP1	JFSFW61V	201105		2012	1	-3329.96	
15	JFSFW	IP1	JFSFWIP1	JFSFW61V	529204		2012	1	49994.74	
16	JFSFW	KF2	JFSFWKF2	JFSFW61V	201105		2012	1	-498.95	
17	JFSFW	KF2	JFSFWKF2	JFSFW61V	529204		2012	1	9165.34	
18	JFSFW	OP1	JFSFWOP1	JFSFW61V	201003		2012	1	16722.22	
19	JFSFW	OP1	JFSFWOP1	JFSFW61V	201105		2012	1	-57245.84	
20	JFSFW	OP1	JFSFWOP1	JFSFW61V	529204		2012	1	130016.72	
21	JFSFW	RF2	JFSWRF2	JFSFW61V	201105		2012	1	31710.63	
22	JFSFW	RF2	JFSWRF2	JFSFW61V	529204		2012	1	54960.62	
23	JFSFW	S12	JFSWS12	JFSFW61V	201105		2012	1	1043.61	
24	JFSFW	S12	JFSWS12	JFSFW61V	529204		2012	1	3168.71	
25	JFSFW	TF2	JFSWTF2	JFSFW61V	201105		2012	1	-596.67	
26	JFSFW	TF2	JFSWTF2	JFSFW61V	529204		2012	1	10679.07	

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End Result. At this point, the CFIS Web Financial Template can be imported into CFIS Web.

	A	B	C	D	E	F	G	H	I	J	K
1	Full Project	Account	Service as of Year	Service as of Month	Amount	Notes					
2	JFSFW61V	201003	2012	1	-14954.3						
3	JFSFW61V	201105	2012	1	-5037.02						
4	JFSFW61V	529204	2012	1	93179.84						
5	JFSFW61V	597300	2012	1	52426.32						
6	JFSFW61V	443001	2012	1	-440000						
7	JFSFW61V	470950	2012	1	-316519						
8	JFSFW61V	201003	2012	1	24519.16						
9	JFSFW61V	201105	2012	1	20761.93						
10	JFSFW61V	529204	2012	1	128418.32						
11	JFSFW61V	201105	2012	1	-556.43						
12	JFSFW61V	529204	2012	1	10625.77						
13	JFSFW61V	201003	2012	1	-225606.53						
14	JFSFW61V	201105	2012	1	-3329.96						
15	JFSFW61V	529204	2012	1	49994.74						
16	JFSFW61V	201105	2012	1	-498.95						
17	JFSFW61V	529204	2012	1	9165.34						
18	JFSFW61V	201003	2012	1	16722.22						
19	JFSFW61V	201105	2012	1	-57245.84						
20	JFSFW61V	529204	2012	1	130016.72						
21	JFSFW61V	201105	2012	1	31710.63						
22	JFSFW61V	529204	2012	1	54960.62						
23	JFSFW61V	201105	2012	1	1043.61						
24	JFSFW61V	529204	2012	1	3168.71						
25	JFSFW61V	201105	2012	1	-596.67						
26	JFSFW61V	529204	2012	1	10679.07						

If you have any questions, please contact your fiscal supervisor.