

CFIS Web Reversal Process for CCMEP Lead Agency

After "Submitting to OAKS", how do I go about making an adjustment/correction to my financials?

The answer to this question is dependent on the type of change that is necessary and whether your agency is combined (PA, CCMEP Lead Agency, CSEA and/or PCSA) in some fashion.

Typically, the only type of adjustments/corrections to financials after "Submitting to OAKS" will involve one or more of the following:

1. FTE statistical corrections
2. Monthly Financial adjustments/corrections
3. Certification of Funds corrections (PCSA only)
4. Post Allocated Adjustment corrections (PA & PCSA only)
5. Financial adjustment in CCMEP entity

*Note: The following steps in the CFIS Web reversal process are standardized and comprehensive to ensure adjustments/corrections are properly performed to accurately affect the processing of financial data. These steps may be in excess of what is necessary depending on your particular issue. Steps associated with agency types that are not in your agency type configuration can be omitted. For technical assistance specific to your adjustment/correction, please contact your Fiscal Supervisor.

IMPORTANT – CFIS Web users will not see the "Reverse" button unless the status is "Posted to OAKS" under SL Functions>Cost Allocation for September, December, March or June. The CCMEP Lead Agency will see "Submitted to FA" status.

If the PA subset ever needs reversed as part of the adjustment/correction process then the following steps must always be followed:

1. Generate and Print the following reports as a reference (The reports may or may not change based on the adjustment/correction being made):
 - a. PA – CR455 Post Allocated Adjustments Report (Reports>Financial Reports)
 - b. PCSA - CR512 Certification of Funds Report (Reports>Quarterly Reports)
 - c. PCSA – CR455 Post Allocated Adjustments Report (Reports>Financial Reports)
 - d. O/U Reports for all entities
2. Select the "Reverse" button under SL Functions>Cost Allocation beginning with the CSEA subset then the PCSA subset and finally the PA subset for the quarter in close. Selecting reverse un-allocates all three months of the quarter, all PAA's for the quarter are deleted and the PCSA certification of funds is deleted.
3. Reverse CCMEP only if CCMEP Adjustments are necessary. The Lead Agency must first "Unapprove" CCMEP Financials in PA SL Functions>Monthly Financials and then contact the WIOA Fiscal Agent to request them to "Reverse" the WIOA portion of CCMEP. Once the Fiscal Agent has "Reversed" the CCMEP entity can be make corrections in CCMEP.

4. CCMEP entity will make necessary financial adjustments to either the Ledger Functions or SA Functions of CCMEP and process financials. Once the CCMEP financials are final the Lead Agency will submit to the Fiscal Agent.
5. PA Subset - under SL Functions>make the necessary adjustment/correction to the financial data or FTE statistics and approve/save as required. "Retrieve CCMEP Financials" in PA SL Functions/Monthly Financials and "Approve" for all three months.
6. Perform Cost Allocation
 - a. PA Subset - Perform SL Functions>Cost Allocation:
 - i. PA Subset – 1st, 2nd & 3rd Month (Allocate & Approve)
 - b. PA Subset - Perform SL Functions>Subset Transfer for CSEA & PCSA for all three months
 - c. PA Subset - Enter SL Functions>Post Allocated Adjustments in PA
 - d. CSEA Subset - Perform SL Functions>Cost Allocation– 1st, 2nd & 3rd Month (Allocate & Approve)
 - e. PCSA Subset - Perform SL Functions>Cost Allocation– 1st, 2nd & 3rd Month (Allocate & Approve)
7. Complete Certification of Funds (PCSA only) under SL Functions>Certification of Funds to charge non-allocated and non-allocated match. If using local for non-allocated, then the agency does not need to complete the Certification of Funds.
8. PCSA - Perform Post Allocated Adjustments under SL Functions>Post Alloc Adjustments if charging any match to SCPA. If using local for match, then the agency does not need to perform Post Allocated Adjustments.
 - a. PA Subset – Enter any additional Post Allocated Adjustments under SL Functions>Post Allocated Adjustment in PA if PA funding was utilized on the Certification of Funds
9. Verify data by reviewing all appropriate reports: OU, COF, etc.
10. SL Functions>Cost Allocation – 3rd Month
 - i. PA Subset – Select Submit to OAKS Button
 - ii. CSEA Subset – Select Submit to OAKS Button
 - iii. PCSA Subset - Select Submit to OAKS Button

Note: CCMEP was submitted to FA in step 4 above and imported to PA is step 5 above.

FTE Statistical Corrections

1. Generate and Print the following reports as a reference (These figures may or may not change due to the correction that is being made):
 - a. PA – CR455 Post Allocated Adjustments Report (Reports>Financial Reports)
 - b. PCSA - CR512 Certification of Funds Report (Reports>Quarterly Reports)
 - c. PCSA – CR455 Post Allocated Adjustments Report (Reports>Financial Reports)
 - d. OU Reports
2. Select the "Reverse" button under SL Functions>Cost Allocation beginning with the CSEA subset then the PCSA subset and finally the PA subset after performing a search for the closing quarter. After the Reverse button is selected all months of the quarter are un-allocated, all PAA's deleted and the certification of funds is deleted.
3. Reverse CCMEP only if CCMEP Adjustments are necessary. The Lead Agency must first contact the WIOA Fiscal Agent to request them to "Reverse" the WIOA portion of CCMEP. Once the Fiscal Agent has "Reversed" the CCMEP entity can be "Reversed".

4. CCMEP entity will make necessary financial adjustments to either the Ledger Functions or SA Functions of CCMEP and process financials. Once the CCMEP financials are final the Lead Agency will submit to the Fiscal Agent.
11. PA Subset - under SL Functions>FTE, search for the appropriate quarter ending period, select "Edit", make corrections and "Save". "Retrieve CCMEP Financials" in PA SL Functions/Monthly Financials and "Approve" for all three months.
5. Perform Cost Allocation
 - a. PA Subset - Perform SL Functions>Cost Allocation:
 - i. PA Subset – 1st, 2nd & 3rd Month (Allocate & Approve)
 - b. PA Subset - Perform SL Functions>Subset Transfer for CSEA & PCSA for all three months
 - c. PA Subset - Enter SL Functions>Post Allocated Adjustments in PA
 - d. CSEA Subset - Perform SL Functions>Cost Allocation– 1st, 2nd & 3rd Month (Allocate & Approve)
 - e. PCSA Subset - Perform SL Functions>Cost Allocation– 1st, 2nd & 3rd Month (Allocate & Approve)
6. Complete Certification of Funds (PCSA only) under SL Functions>Certification of Funds to charge non-allocated and non-allocated match. If using local for non-allocated, then the agency does not need to complete the Certification of Funds.
7. PCSA - Perform Post Allocated Adjustments under SL Functions>Post Alloc Adjustments if charging any match to SCPA. If using local for match, then the agency does not need to perform Post Allocated Adjustments.
 - a. PA Subset – Enter any additional Post Allocated Adjustments under SL Functions>Post Allocated Adjustment in PA if PA funding was utilized on the Certification of Funds
8. Verify data by reviewing all appropriate reports: OU, COF, etc.
9. SL Functions>Cost Allocation – 3rd Month
 - i. PA Subset – Select Submit to OAKS Button
 - ii. CSEA Subset – Select Submit to OAKS Button
 - iii. PCSA Subset - Select Submit to OAKS Button

Note: CCMEP was submitted to FA in step 4 above and imported to PA is step 5 above.

Monthly Financial Adjustments/Corrections

1. Generate and Print the following reports as a reference (These figures may or may not change due to the correction that is being made):
 - a. PA – CR455 Post Allocated Adjustments Report (Reports>Financial Reports)
 - b. PCSA - CR512 Certification of Funds Report (Reports>Quarterly Reports)
 - c. PCSA – CR455 Post Allocated Adjustments Report (Reports>Financial Reports)
 - d. OU Reports
2. Select the "Reverse" button under SL Functions>Cost Allocation after performing a search for September, December, March or June depending on the affected quarter.
 - a. If the adjustment/correction involves only the CSEA or PCSA then only those subsets are required to be reversed and resubmitted to OAKS

- b. If the adjustment/correction involves the PA subset or the CCMEP entity then all three subsets must be reversed beginning with the CSEA, then the PCSA and finally the PA subset and all three must be resubmitted to OAKS
3. Reverse CCMEP only if CCMEP Adjustments are necessary. The Lead Agency must first contact the WIOA Fiscal Agent to request them to "Reverse" the WIOA portion of CCMEP. Once the Fiscal Agent has "Reversed" the CCMEP entity can be "Reversed".
4. CCMEP entity will make necessary financial adjustments to either the Ledger Functions or SA Functions of CCMEP and process financials. Once the CCMEP financials are final the Lead Agency will submit to the Fiscal Agent.
5. Go to SL Functions>Monthly Financials in the affected subset and select "Unapprove".
6. If the issue is with an Imported Monthly Financial then select the "Reverse Imported Financials" button. Correct or make adjusting entry in Fund Accounting System and re-import or correct/make adjusting entry on CFIS Web Template and re-import.
7. If the agency uses the Manually Entered Financial Section, then the agency needs to add a row(s) to make the necessary adjustment(s).
8. "Retrieve CCMEP Financials" in PA SL Functions/Monthly Financials and "Approve" for all three months.
9. Perform Cost Allocation
 - a. PA Subset - Perform SL Functions>Cost Allocation:
 - i. PA Subset – 1st, 2nd & 3rd Month (Allocate & Approve)
10. PA Subset Transfers - Perform SL Functions>Subset Transfer for CSEA & PCSA for all three months
11. PA Subset – Enter Post Allocated Adjustments under SL Functions>Post Allocated Adjustments
12. Perform Cost Allocation for other subsets
 - a. CSEA Subset - Perform SL Functions>Cost Allocation– 1st, 2nd & 3rd Month (Allocate & Approve)
 - b. PCSA Subset - Perform SL Functions>Cost Allocation– 1st, 2nd & 3rd Month (Allocate & Approve)
13. Complete Certification of Funds (PCSA only) under SL Functions>Certification of Funds to charge non-allocated and non-allocated match. If using local for non-allocated, then the agency does not need to complete the Certification of Funds.
14. PCSA - Perform Post Allocated Adjustments under SL Functions>Post Alloc Adjustments if charging any match to SCPA. If using local for match, then the agency does not need to perform Post Allocated Adjustments.
 - a. PA Subset – Enter any additional Post Allocated Adjustments under SL Functions>Post Allocated Adjustment in PA if PA funding was utilized on the Certification of Funds.
15. Verify data by reviewing all appropriate reports: OU, COF, etc.
16. SL Functions>Cost Allocation – 3rd Month
 - i. PA Subset – Select Submit to OAKS Button
 - ii. CSEA Subset – Select Submit to OAKS Button
 - iii. PCSA Subset - Select Submit to OAKS Button

Note: CCMEP was submitted to FA in step 4 above and imported to PA is step 5 above.

Certification of Funds corrections (PCSA; PA is affected if Community Protective Services, Social Service Operating, Title XX or Title XX TANF Transfer amounts change)

1. Generate and Print the following reports as a reference (These figures may or may not change due to the correction that is being made.):
2. PA – CR455 Post Allocated Adjustments Report (Reports>Financial Reports)
3. PCSA - CR512 Certification of Funds Report (Reports>Quarterly Reports)
4. PCSA – CR455 Post Allocated Adjustments Report (Reports>Financial Reports)
5. PCSA – CR513 Admin Claim (Reports>Quarterly Reports)
6. In the PCSA subset select the “Reverse” button under SL Functions>Cost Allocation for the quarter in close.
7. You must allocate and approve each month of the quarter again under SL Functions>Cost Allocation before the COF can be processed.
8. Under SL Functions>Certification of Funds re-enter the new Certification of Funds amount(s) to charge non-allocated and non-allocated match.
 - a. If using all local funds for certification then no further action is needed. The system will automatically apply it to local.
9. PCSA - Perform Post Allocated Adjustments under SL Functions>Post Alloc Adjustments if charging any match to SCPA. If using local for match, then the agency does not need to perform Post Allocated Adjustments.
10. Verify data by reviewing all appropriate reports: OU, COF, etc.
11. SL Functions>Cost Allocation – Allocate and Approve all three months of the quarter
 - i. PCSA Subset - Select Submit to OAKS Button
12. If the PA subset is involved in the certification process then the steps listed at the beginning of the document noting the reversal of all three subsets applies.

Note: Certification of Funds does not impact CCMEP so the CCMEP entity should not be reversed.

Post Allocated Adjustment Corrections (PA & PCSA only)

1. Generate and Print the following reports as a reference:
2. PA – CR455 Post Allocated Adjustments Report (Reports>Financial Reports)
3. PCSA - CR512 Certification of Funds Report (Reports>Quarterly Reports)
4. PCSA – CR455 Post Allocated Adjustments Report (Reports>Financial Reports)
5. Select the “Reverse” button under SL Functions>Cost Allocation after performing a search for September, December, March or June depending on the affected quarter. After the Reverse button is selected all months of the quarter are unapproved and all PAA’s are deleted.
 - a. If the correction involves only PCSA then only the PCSA should be reversed and resubmitted to OAKS
 - b. If the correction involves the PA subset then the steps listed at the beginning of the document noting the reversal of all three subsets applies.
6. Enter Post Allocated Adjustments under SL Functions>Post Alloc Adjustments
7. Verify data by reviewing all appropriate reports: OU, COF, etc.
8. SL Functions>Cost Allocation – Allocate and Approve all the months of quarter
 - i. PCSA Subset - Select Submit to OAKS Button

Note: Post Allocation Adjustment does not impact CCMEP so the CCMEP entity should not be reversed.

