Slide 1

Ohio Department of Job and Family Services

CFIS Web: WIA Quarter Close and Reports

September – October 2012

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Slide 2

Ohio Department of Job and Family Services

Key Reminders

- In the SL functions, use the Search function
- Help is available within each SL function
- Receipts are entered as a negative; PET will automatically assign receipts as a negative
- Account Code 426053
  - Does not replace existing 4xxxxx codes
  - Use when coding in refunds/receipts to the same code as the original expenditure

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Slide 3

Ohio Department of Job and Family Services

Key Reminders

- RMS expenditure reporting:
  - For WIA areas within a CDJFS
  - Include expenditures on template or manually entered financials
- PA RMS offsetting entry for cash balance:
  - Project JFSFW102
  - For WIA areas within a CDJFS
  - Use to balance cash disbursements on the Quarterly Certification

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Slide 4

Ohio Department of Job and Family Services

Key Reminders

- "Service Periods"
  - Service period = reporting month
  - Review BCFTA Update 2012-13 CFIS Web Template
- Obligations:
  - Obligation balances as of June 30 were not transferred into CFIS Web
  - Report the July Obligation balance in CFIS Web (do not net July's balance against June's balance)

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Ohio Department of Job and Family Services

New Terminology

- Uploads are a thing of the past!!!
- "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
- "Submit to OAKS" quarterly to complete the financial reporting process

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Ohio Department of Job and Family Services

New Cutoff Time

- Draws must be approved before 2:00 p.m. on Friday to be processed for payment
- As part of the quarterly closing process, the Submit to OAKS must be completed before 2:00 p.m. on the 18th of the month following the last month of the quarter
- The final Submit to OAKS must be completed before 2:00 p.m. on the quarter close date

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Ohio Department of Job and Family Services

Review of Monthly Process: FTEs

- Entry on SL Functions>FTEs
- "Save" header, "Edit", input data, "Save"
  - May be entered weekly, monthly, or quarterly
  - Data from prior quarter is used to allocate costs for the following quarter (i.e., Jan-Mar, used to allocate Apr –Jun)
  - Due the last working day of the month following the report quarter

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Ohio Department of Job and Family Services

Review of Monthly Process: Import/Enter Financial Data

- SL Functions>Monthly Financials
  - Import or Manually enter and Approve
  - Reconcile to ensure the information in CFIS Web ties to the fund accounting system
    - CR301 Unallocated Financial report
    - Net of receipt and disbursement activity should match

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Ohio Department of Job and Family Services

Review of Monthly Process: Import RMS

- SL Functions>RMS
- Use Search function
- First month of the fiscal quarter will be using preliminary RMS data
  - Once RMS quarter is closed unapprove cost allocation
  - Re-import RMS
  - Allocate/Approve cost allocation

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Ohio Department of Job and Family Services

Review of Monthly Process: Cost Allocation

- SL Functions>Cost Allocation
  - Allocate costs
  - Check reports
  - Approve cost allocation
- Must unapprove Cost Allocation to make changes to the month's data

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Ohio Department of Job and Family Services

Quarterly Reminders:

- Have the final RMS stats been imported?
- Review reports
- Evaluate ceiling excesses
- Evaluate over or under drawn grants

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Ohio Department of Job and Family Services

Key Reminders

- When you initially approve monthly financials the only reporting available is Unallocated reports
- Run the CR449 Allocation Compliance Report for audit purposes until "first" allocation history is available

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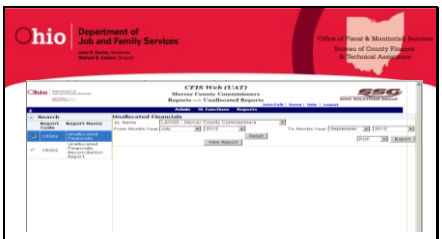

Report Viewing Tip

- Use the "Export" button when viewing reports – PDF is default

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CR202 Budget Change Detail

- Displays budget and draw amounts
  - Draw Amounts on the same line as the Budget Amounts; draws prior to report date
  - Draw Amounts within report date range are labeled by "Type" column
  - Available amount is calculated based on the pending and received draws as of the report date

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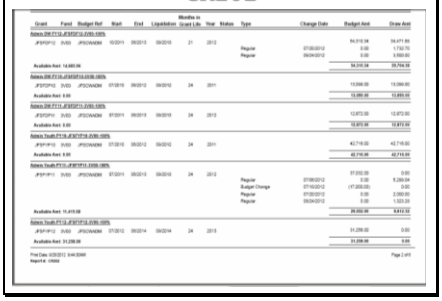
CR202



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Ohio Department of Job and Family Services

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

CR301 Unallocated Financials

- Similar to the former 1.A Unallocated report
- Separated into Receipts and Expenditures sections
- Includes project and account codes
- Receipts should be negative numbers
- Can be used to reconcile to your fund accounting system

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CR 301

SL Name: LAWOS - Mercer County Commissioners
From: July 2012 To: July 2012

July 2012

Project	Account	Account Description	Input Type	Service Month	Amount
Receipts					
JFSFWS09 - STATE DEPOSITAREA					
JFSFWS09	470450	Deposits - State	Imported Financials	Apr 2012	(159,127.21)
				JFSFWS09 - STATE DEPOSITAREA Total	(159,127.21)
				Receipts Total	(159,127.21)
Expenditures					
JFSFWS40 - IWA COST POOL					
JFSFWS40	501001	Salaries/Compensation	Imported Financials	Apr 2012	44,255.55
JFSFWS40	526205	Operations	Imported Financials	Apr 2012	34,203.41
				JFSFWS40 - IWA COST POOL Total	78,463.96
JFSFWWP1 - FY11 ADULT					
JFSFWWP1	526204	Expenditures	Imported Financials	Apr 2012	39,815.89
				JFSFWWP1 - FY11 ADULT Total	39,815.89
JFSFWSP1 - FY11 Youth-In-School					
JFSFWSP1	526204	Expenditures	Imported Financials	Apr 2012	10,628.82
				JFSFWSP1 - FY11 Youth-In-School Total	10,628.82
JFSFWOP1 - YOUTH OUT OF SCHOOL					
JFSFWOP1	526204	Expenditures	Imported Financials	Apr 2012	12,100.00
				JFSFWOP1 - YOUTH OUT OF SCHOOL Total	12,100.00
JFSFWWP1 - FY11 DISLOCATED WORKER					
JFSFWWP1	526204	Expenditures	Imported Financials	Apr 2012	25,026.00
				JFSFWWP1 - FY11 DISLOCATED WORKER Total	25,026.00
				Expenditures Total	165,035.99
Non-Cash					
JFSFWWP2 - FY12 ADULT					
JFSFWWP2	201003	OBLIGATIONS	Imported Financials	Apr 2012	78.90

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Ohio Department of Job and Family Services

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

CR 404 Allocated Costs by Program/Activity (Project/Agency Use) by Quarter

- Similar to the former 1.C Cost Pool Mapping report
- Displays the breakdown of the cost pool expenditures by the various programs based on RMS results

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CR 404

SL Name: LAW09 - Mercer County Commissioners

Quarter Ending: September 2012

Program/Activity	Percent	Statistic	July	August	September	Total
WIA						
WARM - Formulary(JFS3WW4D) - WIA YOUTH AGE 14-21 IN SCHOOL(JFS3WW4D)	6.10	16,278	4,613.71	3,302.28	5,073.35	13,189.34
WARM - Formulary(JFS3WW4D) - WIA ADULT ACTIVITIES(JFS3WW4D)	22.35	59,675	17,946.86	12,107.28	18,600.63	48,654.77
WARM - Formulary(JFS3WW4D) - WIA DELEGATED WORKER ACT(JFS3WW4D)	52.83	141,050	41,714.87	28,817.34	43,984.00	114,516.21
WIA Administration(JFS3WW1D) - WIA ADMIN CONVENTIONALS(JFS3WW1D)	19.73	53,000	14,707.79	16,144.66	15,585.42	46,017.87
	Total:	267,003	78,983.06	54,171.26	83,243.39	216,380.62

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Ohio Department of Job and Family Services

John R. Kasich, Governor
Michael R. Colbert, Director

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

CR454 Financial Summary by Project/Account

- Similar to the former **1.D** Allocated report
- Includes project and account codes
  - Expenditures and Receipts must keep their identity throughout the reporting process
  - Project codes beginning with "JFSFW" are financial codes
  - Project codes beginning with "JFSSWW" are RMS codes used for the allocation of the cost pool costs
- See WIA Accruals and Obligations by grant

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CR 454

SL Name: LAW09 - Mercer County Commissioners

Quarter Ending: September 2012

Project	Account		July	August	September	Total
Admin Adult FY12-JFMAF12-3V00-100%						
JFSFWTF2	201003		0.00	0.00	2,500.00	2,500.00
JFSFWTF2	201005		3,331.09	(3,331.09)	1,500.00	1,500.00
JFSFWTF2	526204		0.00	0.00	12,538.74	12,538.74
		Total:	3,331.09	(3,331.09)	16,538.74	16,538.74
Admin Adult FY11-JFMAF11-3V00-100%						
JFSFWTF1	201003		(3,000.00)	0.00	0.00	(3,000.00)
		Total:	(3,000.00)	0.00	0.00	(3,000.00)
Admin DW FY12-JFMDF12-3V00-100%						
JFSFWKF2	201003		3,053.20	739.73	(4,075.76)	(283.86)
JFSFWKF2	201005		(3,922.01)	0.00	2,942.47	(979.54)
JFSFWKF2	526204		0.00	0.00	23,797.93	23,797.93
		Total:	(868.81)	739.73	22,664.61	22,534.53
Admin Youth FY10-JFMYF10-3V00-100%						
JFSFWHP0	201003		0.00	2,243.64	(2,243.64)	0.00
JFSFWHP0	201005		0.00	6,046.13	(6,046.13)	0.00
JFSFWHP0	526204		0.00	0.00	6,289.77	6,289.77
		Total:	0.00	8,289.77	0.00	8,289.77
Admin Youth FY11-JFMYF11-3V00-100%						
JFSFWHP1	201003		0.00	0.00	3,478.88	3,478.88
JFSFWHP1	201005		0.00	0.00	2,500.00	2,500.00

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Ohio Department of Job and Family Services

John R. Kasich, Governor
Michael R. Colbert, Director

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

CR453 Financial Summary By Quarter

- Similar to the former 1.D Allocated report
- Displays grant codes
- Shows "splits" between federal and non-federal grants

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CR 453

SL Name: LAW08 - Mercer County Commisioners

Quarter Ending: September 2012

Fund	Grant	Budget Ref	July	August	September	Total
Admin Adult FY12-JFSFAF12-3V00-100%						
3V00	JFSFAF12	JFSCWADM	3,331.09	(3,331.09)	16,538.74	16,538.74
		Total:	3,331.09	(3,331.09)	16,538.74	16,538.74
Admin Adult FY11-JFSFAF11-3V00-100%						
3V00	JFSFAF11	JFSCWADM	(3,000.00)	0.00	0.00	(3,000.00)
		Total:	(3,000.00)	0.00	0.00	(3,000.00)
Admin DW FY12-JFSFDF12-3V00-100%						
3V00	JFSFDF12	JFSCWADM	(868.81)	738.73	22,634.61	22,504.53
		Total:	(868.81)	738.73	22,634.61	22,504.53
Admin Youth FY10-JFSFYF10-3V00-100%						
3V00	JFSFYF10	JFSCWADM	0.00	8,289.77	0.00	8,289.77
		Total:	0.00	8,289.77	0.00	8,289.77
Admin Youth FY11-JFSFYF11-3V00-100%						
3V00	JFSFYF11	JFSCWADM	0.00	0.00	(38,617.56)	(38,617.56)
		Total:	0.00	0.00	(38,617.56)	(38,617.56)
Admin Youth FY12-JFSFYF12-3V00-100%						
3V00	JFSFYF12	JFSCWADM	14,787.79	10,144.66	15,585.42	40,517.87
		Total:	**14,787.79**	**10,144.66**	**15,585.42**	**40,517.87**
Adult FY12-JFSFAF12-3V00-100%						
3V00	JFSFAF12	JFSCWADU	(12,076.50)	(22,633.77)	82,201.38	47,491.11
		Total:	**(12,076.50)**	**(22,633.77)**	**82,201.38**	**47,491.11**
Adult FY11-JFSFAF11-3V00-100%						
3V00	JFSFAF11	JFSCWADU	28,615.89	23,914.93	(133,839.14)	(81,308.32)
		Total:	**28,615.89**	**23,914.93**	**(133,839.14)**	**(81,308.32)**

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Ohio Department of Job and Family Services

John R. Kasich, Governor
Michael R. Colbert, Director

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

Over/Under – Budget Detail

- "Liquidation" date is typically the last date you can record activity against that grant line, for example:
  - Service period for federal grants end September 30th
  - The liquidation period ends December 31st
- "Available to Expend" = Allocation minus Total up to the Budget amount

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Over/Under – Budget Detail

Budget Ref	Grant	Liquidation	Budget	
			Allocation	Available to Expend
Administration JFSCWADM	JFSFAF11 17.258	09/2012	32,083.70	32,083.70
	JFSFAF12 17.258	09/2013	30,816.73	18,277.99
	JFSFAP10 17.258	09/2012	6,752.00	6,752.00
	JFSFAP11 17.258	09/2013	2,555.00	2,555.00
	JFSFAP12 17.258	09/2014	2,264.00	2,264.00
	JFSFDF11 17.278	09/2012	34,716.43	34,716.43
	JFSFDF12 17.278	09/2013	54,310.34	30,542.41
	JFSFDP10 17.278	09/2012	13,099.00	13,099.00
	JFSFDP11 17.260	09/2013	12,872.00	12,872.00
	JFSFDP12	09/2014	3,655.00	3,655.00

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Ohio Department of Job and Family Services

Over/Under – Draw Detail

- "Available to Draw" = Budget minus Drawn
- Draw amounts are recorded based on the request date not the paid date, for example:
  - Draw requested December 28; paid January 4
  - Recorded in CFIS/OAKS as drawn December 28
  - Receipted at the agency in January

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Over/Under – Draw Detail

Drawn	Available to Draw
32,083.70	0.00
19,350.00	11,466.73
6,752.00	0.00
2,555.00	0.00
0.00	2,264.00
34,716.43	0.00
39,704.38	14,605.96
13,099.00	0.00
12,872.00	0.00

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Ohio Department of Job and Family Services

Over/Under - Financials Detail

- Column entries are determined by the account codes:
  - 4XXXXX are receipts (display as a negative)
  - 5XXXXX are expenditures
- Total is the net of the column entries

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Over/Under – Financials Detail

Revenue Account=4..	Di Click to show one page at a time hts Account=5..	Account=8..	Total
0.00	0.00	0.00	0.00
0.00	20,511.04	0.00	20,511.04
0.00	7,506.00	0.00	7,506.00
0.00	3,076.00	0.00	3,076.00
0.00	0.00	0.00	0.00
0.00	37,537.58	0.00	37,537.58
0.00	5,953.67	0.00	5,953.67
0.00	0.00	0.00	0.00
0.00	9,322.00	0.00	9,322.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00

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Ohio Department of Job and Family Services

Over/Under – Balance Detail

- Ceiling Excess = Budget minus Total of expenditures
- (Over/Under) = Total of expenditures minus Drawn, up to the budget amount.

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Over/Under – Balance Detail

Ceiling Excess	(Over) /Under
0.00	0.00
691.29	3,576.00
0.00	0.00
54,036.19	0.00
0.00	(1,279.93)
0.00	0.00
0.00	0.00
0.00	(13,707.00)
4,578.43	0.00

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Ohio Department of Job and Family Services

CR 441 RMS Cost Per Hit

- Calculated by the quarter
- Calculation = the quarter's cost pool costs divided by the number of valid RMS hits

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CR 441

Description		Quarter Ending December 2011	Quarter Ending March 2012	Quarter Ending June 2012	Quarter Ending September 2012
Workforce Investment Act		0.00	0.00	0.00	810.34
	Total:	0.00	0.00	0.00	810.34