

CFIS Web Quarterly Process Steps in Sequence for CSEA Stand Alones

1. FTE Information – CSEA Subset (Due at the end of the 1st month following the reporting quarter)
2. Monthly Financials – 1st Month
3. RMS - Import Preliminary RMS Stats CSEA - CS
4. Cost Allocation (Due by the 18th of the following month)

5. Cost Allocation – Unapprove 1st Month
6. RMS - Import Final RMS Statistics CSEA - CS
7. Monthly Financials – 2nd Month
8. Cost Allocation – 1st & 2nd Month (Due by the 18th of the following month)

9. Monthly Financials – 3rd Month
10. Cost Allocation
11. Submit to OAKS by 2 p.m. (Due by the 18th of the following month of the quarter)

Note: If Cost Allocation is unapproved after performing Certification of Funds and Post Allocated Adjustments, Certification of Funds and Post Allocated Adjustments must be re-processed.