

## **CFIS Web Quarterly Process Steps in Sequence for PA & CSEA Combined**

1. FTE Information – PA Subset (Due at the end of the 1<sup>st</sup> month following the reporting quarter)
2. Monthly Financials – PA & CSEA Subsets 1<sup>st</sup> Month
3. RMS - Import Preliminary RMS Stats for PA – IM & SS and CSEA – CS
4. Cost Allocation - PA Subset (Due by the 18<sup>th</sup> of the following month)
5. Subset Transfer – PA Subset to move Shared Costs to CSEA for 1<sup>st</sup> Month
6. Cost Allocation – CSEA Subset 1<sup>st</sup> Month (Due by the 18<sup>th</sup> of the following month)

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7. Cost Allocation – Unapprove 1<sup>st</sup> Month for PA & CSEA Subsets
8. RMS - Import Final RMS Statistics PA – IM & SS and CSEA - CS
9. Monthly Financials – PA & CSEA Subsets 2<sup>nd</sup> Month
10. Cost Allocation – PA Subset for 1<sup>st</sup> & 2<sup>nd</sup> Month (Due by the 18<sup>th</sup> of the following month)
11. Subset Transfer – PA Subset to move Shared Costs to CSEA for 2<sup>nd</sup> Month
12. Cost Allocation – CSEA Subset for 1<sup>st</sup> & 2<sup>nd</sup> Month (Due by the 18<sup>th</sup> of the following month)

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13. Monthly Financials – PA & CSEA Subsets 3<sup>rd</sup> Month
14. Cost Allocation – PA Subset
15. Subset Transfer – PA Subset to move Shared Costs to CSEA for 3<sup>rd</sup> Month
16. Cost Allocation - CSEA Subset for 3rd Month (Due by the 18<sup>th</sup> of the following month)
17. Post Allocated Adjustments – PA Subset to move existing ceiling excesses
18. Submit to OAKS by 2 p.m. for all Subsets (Due by the 18<sup>th</sup> 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.