

## **CFIS Web Quarterly Process Steps in Sequence for WIA Stand Alones**

1. FTE Information – WIA Subset (Due at the end of the 1<sup>st</sup> month following the reporting quarter)
2. Monthly Financials – 1<sup>st</sup> Month
3. RMS - Import Preliminary RMS Stats WIA – WI (if applicable)
4. Cost Allocation (Due by the 18<sup>th</sup> of the following month)

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5. Cost Allocation – Unapprove 1<sup>st</sup> Month
6. RMS - Import Final RMS Statistics WIA – WI (if applicable)
7. Monthly Financials – 2<sup>nd</sup> Month
8. Cost Allocation – 1<sup>st</sup> & 2<sup>nd</sup> Month (Due by the 18<sup>th</sup> of the following month)

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9. Monthly Financials – 3<sup>rd</sup> Month
10. Cost Allocation
11. Submit to OAKS by 2 p.m. (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.