

WIA CFIS Fiscal Agent (FA) Training

Quarterly Fiscal Meeting Agenda Jul - Sept '14

- Overview
- WIA CFIS Web Functionality
 - SL Functions Associated with Budgets
 - FA Budget Distribution
 - FA Budget Transfer
 - SL Functions Associated with Draws
 - FA Draw Consolidation
 - FA Draw for SA
 - FA Payment
 - FA State Closeout/Payment
 - FA Closeout
 - SL Functions Associated with Financial Reporting
 - FA Financials Consolidation
 - FA Controls Functions
 - FA Cost Allocation
 - Reverse from OAKS
- FA Adjustment PAA
- FIFO/Service as OF
- WR reports review
- Rapid Response
- Quarter Close Reminders
- Questions

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WIA CFIS Functionality

SL Functions Associated with Budgets

Fiscal Agent (FA) Budget Functions

FA Budget Distribution (State Budgets)

What is the purpose of the FA Budget Distribution function in CFIS WIA?

1. The Budget Distribution function is the means by which the Fiscal Agent distributes new and changed (increased or decreased) budgets ***from the State to the sub area(s)***.

What are the key points to remember about the FA Budget Distribution function in CFIS WIA?

1. The total amount entered of all sub areas for a given Fund/Grant/Budget Reference cannot exceed the total WIA area budget.
2. CFIS Web WIA will allow users to **“Save”** if the total sub area Entered Total \leq WIA area budget; however, the system *will not* allow users to **“Approve”** Entered Totals $<$ the WIA area budget.
3. **Undistributed** (Entered Total = 0) and **Saved** budget distributions will appear on the CR501 report only. **Approved** sub area budget distributions will appear on both the CR501 and the WR501 reports.

How are FA Budget Distributions processed in CFIS WIA?

1. SL Functions > FA Budget Distribution
 1. Select the applicable SL Name and click Search (FA Distribution Type and Budget Status will both default to “All” and “New” respectively).
 2. Click the radio button to the left of the Grant Description.
 3. Click the Edit button and enter the budget amount for each sub area.
 4. Click **Save**.
 5. Click **Approve**.

OPTIONAL - for WIA Areas with more than two sub areas

1. SL Functions > FA Budget Distribution
 - a. Select the applicable SL Name and click Search (FA Distribution Type and Budget Status will both default to “All” and “New” respectively).
 - b. Click the radio button to the left of the Grant Description.
 - c. Click the Edit button.
 - d. Click the **FA SA Budget** button.
 - e. **Enter the SA99 budget amount** and click OK. You will receive a system message that says, *“Budget will be recalculated for all sub-areas. Are you sure you want to proceed?”* Click OK. The system will distribute the remaining budget amount based on the sub area Recommended Amount percentage.
 - f. Click **Approve**.

SL Function > FA Budget Distribution Screen

CFIS Web (UAT)
SL Functions --> FA Budget Distribution

Search filters:
 FA Distribution Type: --All--
 Fund: []
 SL Name: LAW08 - Mercer County Commissioners
 Grant Description: []
 Grant: []
 Budget Status: New
 Budget Reference: []

Budget

	Grant Description	Fund	Grant	Budget Reference	Year	Budget Status	Budget Amount	Entered Total
New	PY14 Adult Program	3V00	JFSCAP14	JFSCWADU	2015	New	\$14,057.00	\$0.00
C	PY14 Dislocated Worker Admin	3V00	JFSCDP14	JFSCWADM	2015	New	\$2,357.00	\$0.00
C	PY14 Dislocated Worker Program	3V00	JFSCDP14	JFSCWDWK	2015	New	\$21,210.00	\$0.00

Details

Sub-Area	Current Budget	Available to Draw	Expenditures	Recommended Amount	Budget Amount
S0899	\$0.00	\$0.00	\$0.00	\$14,057.00	0.00
Total	\$0.00	\$0.00	\$0.00	\$14,057.00	\$0.00



Notes

SL Function > FA Budget Distribution Screen (Using FA SA Budget option)

The screenshot shows the CFIS Web (UAT) interface for the 'FA Budget Distribution' screen. The browser window title is 'CFIS - Microsoft Internet Explorer provided by ODJFS'. The URL is 'https://cfistest.odjfs.state.oh.us/CFIS/Budget/FiscalAgentBudgetDist.aspx'. The page header includes 'Ohio Department of Job and Family Services' and 'CFIS Web (UAT)'. The main content area is titled 'SL Functions --> FA Budget Distribution' and includes a search section with filters for 'FA Distribution Type', 'Fund', 'SL Name', 'Grant Description', 'Grant', 'Budget Status', and 'Budget Reference'. Below the search section is a table titled 'LAW21 - Ross County DJFS Budget' with columns for 'Grant Description', 'Fund', 'Grant', 'Budget Reference', 'Year', 'Budget Status', 'Budget Amount', and 'Entered Total'. The table lists several budget items, including 'PY14 Adult Admin', 'PY14 Dislocated Worker Admin', and 'PY14 Youth Admin'. Below the budget table is a 'Details' section with a 'Sub-Area' table showing 'Current Budget' and 'Recommended Amount' for various sub-areas. A 'Message from webpage' dialog box is displayed in the center, with the text: 'Budget will be recalculated for all Sub-Areas. Are you sure you want to proceed?'. A small 'FA SA Budget' dialog box is also visible at the bottom left of the screen.

Notes

FA Budget Transfer (Fiscal Agent Budgets)

What is the purpose of the FA Budget Transfer function in CFIS WIA?

1. The Budget Transfer function is the means by which the Fiscal Agent **transfers distributed budgets between sub area(s) within the WIA area.**

What are the key points to remember about the FA Budget Transfer function in CFIS WIA?

1. The total amount entered (positive and negative amounts) of all sub areas for a given Grant cannot exceed zero (zero net change in the total area budget amount).
2. A sub area cannot transfer an amount greater than its "Available to Transfer" amount (Available to Transfer = the **lesser** of Current Budget – Draw Amount **OR** Current Budget – Expenditures).
3. If a sub area(s) wishes to transfer budget which has been drawn but not spent (SA is over-drawn), a negative draw or an FA Closeout must be completed first.

How are FA Budget Transfers processed in CFIS?

1. SL Functions > FA Budget Transfer
 - a. Select the applicable SL Name and click Search.
 - b. Click the radio button to the left of the Grant Group Name **OR** to the left of the Grant Description.
 - c. Enter the transfer amount for each sub area.
 - d. Click **Save**.

SL Function > FA Budget Transfer Screen

SL Functions --> FA Budget Transfer

Admin Master State Functions SL Functions Reports WIA Reports

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Search

SL Name: LAW12 - Clermont County DJFS

Grant Group Code: [] Grant Group Name: []

Grant: [] Grant Description: []

Reset Search

LAW12 - Clermont County DJFS

Budget Transfer

Grant Group Name	Grant Description	Budget Amount	Draw Amount	Total Exp.	Available Budget
<input type="radio"/> Rapid Response Regular	<input type="radio"/> SFY14 Rapid Response FY13	\$239,654.00	\$239,654.00	\$239,654.00	\$0.00
<input type="radio"/> Youth Admin	<input type="radio"/> Admin Youth PY12-JFSFYP12-3V00-100%	\$164,522.00	\$130,810.61	\$134,537.83	\$29,984.17
<input checked="" type="radio"/> PY13 YOUTH ADMIN	<input type="radio"/> PY14 Youth Admin	\$153,246.00	\$15,195.01	\$18,109.15	\$135,136.85
<input type="radio"/> Youth Program	<input type="radio"/> Youth PY12-JFSFYP12-3V00-100%	\$1,480,693.00	\$1,084,788.56	\$1,225,953.66	\$254,739.34
	<input type="radio"/> PY13 Youth Program	\$1,379,227.00	\$0.00	\$343,270.67	\$1,035,956.33
	<input type="radio"/> PY14 Youth Program	\$1,270,697.00	\$0.00	\$0.00	\$1,270,697.00

1 2 3

Details

Grant Description	Sub-Area	Current Budget	Draw Amount	Available to Draw	Expenditures	Available To Transfer	Future Grant Expenditures	Transfer Amount
PY13 YOUTH ADMIN	S1209	\$85,722.11	\$0.00	\$85,722.11	\$0.00	\$85,722.11	\$0.00	-4000
	S1213	\$36,565.30	\$0.00	\$36,565.30	\$0.00	\$36,565.30	\$0.00	0
	S1283	\$30,958.59	\$15,195.01	\$15,763.58	\$18,109.15	\$12,849.44	\$0.00	4000
	S1299	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

Notes

WIA CFIS Functionality

SL Functions Associated with Draws

Fiscal Agent (FA) Draw Functions

FA Draw for SA

What is the purpose of the FA Draw for SA function in CFIS WIA?

1. The FA Draw for SA function is the means by which the Fiscal Agent has the ability to perform a draw on behalf of a sub area.

What are the key points to remember about the FA Draw for SA function in CFIS WIA?

1. The draw request cannot exceed the given Grant Group available draw amount for the sub area in which the draw is being performed.
2. An FA can process an FA Draw for SA draw in the same week in which a request has already been made by the sub area.
3. The FA must perform FA Draw Consolidation after processing an FA Draw for SA to **“Lock”** and **“Approve”**.
4. The WR Reports for the FA and SA will show the requested amount. The WR Reports will update if the FA would happen to distribute a different amount than the amount originally requested.
5. The CR Reports include all draws at the time of the request. The reports are updated if the draw is changed at the *state level*.

How are FA Draws for SA processed in CFIS WIA?

1. SL Functions > FA Draws for SA
 - a. Select the applicable Sub Area Name and Draw Request Date; click **Search**.
 - b. Click New Draw, select Sub-Area and Draw Request Date.
 - c. Click **Save**.
 - d. Select Add Grant.
 - e. Enter the Draw Amount.
 - f. Select the SA Grant Group.
 - g. Click **Save**.
 - h. Click **Approve**.
 - i. Complete FA Draw Consolidation.

Notes

SL Function > FA Draw for SA Screen

CFIS Web (UAT)
Department of Job and Family Services

SL Functions --> FA Draw for SA

Admin Master State Functions SL Functions Reports WIA Reports

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Search

SL Name: LAW21 - Ross County DJFS
Sub-Area: S2123 - Fairfield - SCO DJFS
Draw Request Date: 05 Sep 2014

Reset Search

New Draw

Sub-Area: S2123 - Fairfield - SCO DJFS
Draw Request Date: 05 Sep 2014
Draw Type:
Copy From: --Select-- Copy

Draw Details

SA Grant Desc	Available Amount	Draw Amount
Adult Program	\$285,235.77	1500
Youth Program	\$401,203.45	3000
Total		\$4,500.00

Add Grant Approve Save Cancel

Notes

FA Draw Consolidation - Draw Consolidation Tab

What is the purpose of the FA Draw Consolidation - Draw Consolidation Tab function in CFIS WIA?

1. The FA Draw Consolidation function is the means by which the Fiscal Agent has the ability to consolidate, lock and approve all Sub Area Draws, FA Draws for SA and FA Closeouts for final submission to the State.

What are the key points to remember about the FA Draw Consolidation function in CFIS WIA?

1. Sub areas do not have the ability to make changes if the FA locks the draw. FA must unlock to allow a sub area to make changes. FA has the ability to unlock all or specific sub area draws.
2. The FA can make changes to SA draw amounts, but only after SA draws are locked.
3. If the Consolidated Draw is not approved before 2 p.m. on Friday, *all* draws will become “Invalid”.
4. If “Force Lock” is applied, any SA draw in “New” status cannot be modified by FA and will be invalidated at 2 p.m. on Friday.

How is the FA Draw Consolidation processed in CFIS WIA?

1. SL Functions > FA Draw Consolidation (system will default to the Draw Consolidation tab)
 - a. Select the applicable Draw Request Date; click **Search**.
 - b. Click the radio button to the left of the Grant Group or Grant to view details.
 - c. Click **Lock**.
 - d. Click **Approve**.

Notes

SL Functions > FA Draw Consolidation - Draw Consolidation Tab Screen

CFIS Web (UAT)
SL Functions --> FA Draw Consolidation

Admin Master State Functions **SL Functions** Reports WIA Reports

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Draw Consolidation Draw Payment

Search
SL Name: LAW07 - Montgomery County JFS
Draw Request Date: 03 Jul 2014
Reset Search

Draw Request Date: 07/03/2014 Status: Approved

Grant Group	Grant	Draw Amount
Adult Admin	FY13 ADULT ADMIN-JFSCWADM-JFSFAF13-3V00-100%	\$866.91
	FY14 Adult Admin	\$2,601.82
	Admin Adult PY12-JFSFAP12-3V00-100%	\$379.59
Adult Program	FY13 ADULT PROGRAM-JFSCWADU-JFSFAF13-3V00-100%	\$86,025.79
	PY13 Adult Program	\$500.00
Dislocated Worker Admin	FY13 DW ADMIN-JFSCWADM-JFSFDF13-3V00-100%	(\$2,147.38)
	Admin Dislocated Worker PY12 JFSCWADM-JFSFDP12-3V00-100%	\$299.20
	PY13 Dislocated Worker Admin	\$169.96
Dislocated Worker Program	FY13 DW PROGRAM-JFSCWDWK-JFSFDF13-3V00-100%	\$5,793.03
	FY14 Dislocated Worker Program	\$12,651.92
Total		\$107,140.84

1 2

Lock Unlock Unapprove



Notes

FA Draw Consolidation - Draw Payment Tab

What is the purpose of the FA Draw Consolidation - Draw Payment Tab function in CFIS WIA?

1. The FA Draw Consolidation function is the means by which the Fiscal Agent distributes payments of Sub Area Draws, FA Draws for SA and FA Closeouts to the appropriate sub areas).

What are the key points to remember about the FA Draw Consolidation - Draw Payment Tab function in CFIS WIA?

1. WIA Areas with only one sub area (SXX99) do not distribute payments.
2. The entire draw by grant must be distributed to the appropriate sub area(s) under the FA Paid Amount.
3. An FA Paid Date must be entered in order for the FA to save the draw. The FA Paid Date must be no earlier than the date in which the State issued payment to the FA.
4. The option exists to enter comments under FA Comments; however, it is not a mandatory field.
5. After entering the FA Paid Amount and the FA Paid Date and selecting “**Save**”, the user must “**Approve**” the payment.
6. All draw payments must be distributed in order to process an FA Closeout.
7. Failure to distribute and “**Approve**” payments will ultimately result in issues when requesting future draws and potentially when making financial adjustments. *It is imperative that payments are distributed timely.*
8. Payments will appear on the WR251 report. The WIA Paid Amount column and the Date Paid column will *both* reflect information when payments have been appropriately **distributed** and **approved**.
9. Payments will also appear on the WR262 report. The Draw Status column will reflect “Paid” when payments have been appropriately **distributed** and **approved**.

How are FA Draw Consolidations - Draw Payment Tab processed in CFIS WIA?

1. SL Functions > FA Draw Consolidation>Draw Payment Tab
 - a. Select the applicable Draw Request Date; click **Search**.
 - b. Click the radio button to the left of the Grant Group or Grant to view Draw Details.
 - c. Enter the FA Paid Amount and the FA Paid Date for each sub area.
 - d. Click **Save**.
 - e. Click **Approve**.

Notes

SL Functions > FA Draw Consolidation - Draw Payment Tab Screen

SL Functions --> FA Draw Consolidation

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Admin Master State Functions SL Functions Reports WIA Reports

Draw Consolidation Draw Payment

Search

SL Name: LAW21 - Ross County DJFS
Draw Request Date: 13 Jun 2014

Reset Search

Draw Request Date: 06/13/2014 Status: Posted to OAKS
OAKS Paid Date: 06/20/2014

Draw Details

Grant Group	Grant	FA Requested Amount	State Paid Amount	FA Paid Amount
<input checked="" type="radio"/> Adult Admin	<input checked="" type="radio"/> FY14 Adult Admin	\$1,182.43	\$1,182.43	\$1,182.43
<input type="radio"/> Adult Program	<input type="radio"/> FY13 ADULT PROGRAM-JFSCWADU-JFSFAF13-3V00-100%	\$3,219.35	\$3,219.35	\$3,219.35
	<input type="radio"/> FY14 Adult Program	\$11,849.74	\$11,849.74	\$11,849.74
<input type="radio"/> Dislocated Worker Admin	<input type="radio"/> FY13 DW ADMIN-JFSCWADM-JFSFDF13-3V00-100%	\$3,074.89	\$3,074.89	\$3,074.89
<input type="radio"/> Dislocated Worker Program	<input type="radio"/> FY13 DW PROGRAM-JFSCWDWK-JFSFDF13-3V00-100%	(\$12,115.78)	(\$12,115.78)	(\$12,115.78)
<input type="radio"/> JFSFNW12	<input type="radio"/> NEG-26 WINDSTORM-JFSFNW12-3V00-100%	\$54,160.56	\$54,160.56	\$54,160.56
<input type="radio"/> JFSFSW10	<input type="radio"/> OMJ Branding	\$9,752.51	\$9,752.51	\$9,752.51
<input type="radio"/> Youth Admin	<input type="radio"/> Admin Youth PY12-JFSFYP12-3V00-100%	\$236.68	\$236.68	\$236.68
<input type="radio"/> Youth Program	<input type="radio"/> PY13 Youth Program	\$14,849.54	\$14,849.54	\$14,849.54
Total		\$86,209.92	\$86,209.92	\$86,209.92

Details

Grant Description	Sub-Area	FA Requested Amount	State Paid Amount	FA Paid Amount	FA Paid Date	FA Comments
FY14 Adult Admin	S2189-Sou...	\$1,182.43	\$1,182.43	1182.43		
	S2199-FA ...	\$0.00	\$0.00	0.00	06/20/2014	
Total		\$1,182.43		\$1,182.43		

Save Cancel

2:00 PM 9/4/2014

Notes

FA Payment

What is the purpose of the FA Payment function in CFIS WIA?

1. The FA Payment function is the means by which the Fiscal Agent has the ability to move draw payments (previously distributed and approved) from one sub area to another sub area (prior to the EFT being sent).

When is it appropriate to utilize the FA Payment function in CFIS WIA?

1. Payments issued to an incorrect sub area(s) via the FA Draw Consolidation – Payment Tab process.
2. FA needs to move draw from SXX99 to another sub area(s).

How are FA Payments processed in CFIS WIA?

1. SL Functions > FA Payment
 - a. Select the applicable Draw Request Date; click **Search**.
 - b. Click the radio button to the left of the Grant Group or Grant to view Draw Details.
 - c. Enter the FA Paid Amount and the FA Paid Date for each sub area.
 - d. Click **Save**.
 - e. Click **Approve**.

SL Function > FA Payment Screen

CFIS Web (UAT)
SL Functions --> FA Payment

Admin Master State Functions SL Functions Reports WIA Reports

Search
SL Name: LAW21 - Ross County DJFS
Payment Invoice Date: 05/20/2014

New FA Payment
SL Name: LAW21 - Ross County DJFS
Payment Invoice Date: 05/20/2014

Grant Description	Fund	Grant	Budget Reference	Payment Amount
Admin Youth PY12-JFSFYP12-3V00-100%	3V00	JFSFYP12	JFSCWADM	\$0.00

Line Details (Admin Youth PY12-JFSFYP12-3V00-100%)

SL Code	SL Name	Status	Payment Amount
S2123	Fairfield - SCO DJFS	Paid	1618.12
S2165	Pickaway - SCO DJFS		0
S2189	South Central Ohio - SCO DJFS		0
S2199	FA Sub-Area - SCO DJFS	Paid	-1618.12
Total			\$0.00

Notes

FA State Closeout/Payment

What is the purpose of the FA State Closeout/Payment function in CFIS WIA?

1. The FA State Closeout/Payment function is the means by which the Fiscal Agent distributes quarterly State closeouts and ODJFS manually entered draws.

What are the key points to remember about the FA State Closeout/Payment function in CFIS WIA?

1. The entire draw by grant must be distributed to the appropriate sub area(s) under the FA Paid Amount.
2. After entering the Payment Amount and selecting “**Save**”, the user must “**Approve**” the payment.
3. Failure to distribute and “**Approve**” payments will ultimately result in issues when requesting future draws and potentially when making financial adjustments. It’s imperative that payments are distributed timely.
4. Payments will appear on the WR251 report. The WIA Paid Amount column and the Date Paid column will *both* reflect information when payments have been appropriately **distributed** and **approved**.
5. Payments will also appear on the WR262 report. The Draw Status column will reflect “Paid” when payments have been appropriately **distributed** and **approved**.
6. Performing a timely FA Closeout reconciling draws to expenditures on closing grants will prevent a State Closeout from being processed.

How are FA State Closeouts/Payments processed in CFIS WIA?

1. SL Functions > FA State Closeout/Payment
 - a. **Search** on SL name. Draw Status will default to “New”.
 - b. Click the radio button to the left of the Draw Type.
 - c. Click the radio button to the left of the Grant Description.
 - d. Enter the Payment Amount for each Grant Description.
 - e. Click **Save**.
 - f. Click **Approve**.

Notes

SL Function > FA State Closeout/Payment Screen

CFIS - Microsoft Internet Explorer provided by ODJFS

https://cfitest.odjfs.state.oh.us/CFIS/Draws/FiscalAgentDrawException.aspx

CFIS Web (UAT)

Department of Job and Family Services

SL Functions --> FA State Closeout/Payment

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Admin Master State Functions SL Functions Reports WIA Reports

Search

Draw Type	Draw Request Date	State Paid Amount	Entered Total
<input type="radio"/> State Manual Draw	12/13/2013	\$2,942.94	\$2,942.94
<input checked="" type="radio"/> Closeout Adjustments	01/31/2014	\$0.00	\$0.00
Total		\$2,942.94	\$2,942.94

1 2

Details

Grant Description	Fund	Grant	Budget Reference	State Paid Amount	Entered Total
<input type="radio"/> NEG OH-25 FLOOD-JFSCWE25-JFSFNA12-3V00-100%	3V00	JFSFNA12	JFSCWE25	(\$15,088.81)	(\$15,088.81)
<input type="radio"/> PY13 YOUTH ADMIN	3V00	JFSFYP13	JFSCWADM	\$2,820.88	\$2,820.88
<input checked="" type="radio"/> PY13 Youth Program	3V00	JFSFYP13	JFSCWYTH	\$2,195.49	\$2,195.49
<input type="radio"/> FY14 Adult Program	3V00	JFSFAF14	JFSCWADU	\$10,072.44	\$10,072.44
Total				\$0.00	\$0.00

Line Details

Sub-Area	Payment Amount
S1607 - Belmont - Belmont County DJFS	2195.49
S1610 - Carroll - Belmont County DJFS	0.00
S1634 - Harrison - Belmont County DJFS	0.00
S1641 - Jefferson - Belmont County DJFS	0.00
S1699 - FA Sub-Area - Belmont County DJFS	0.00
Remaining Total	\$0.00

Save Cancel

Start | Taskbar icons | System tray: 2:45 PM 9/4/2014

Notes

FA Closeout

What is the purpose of the FA Closeout function in CFIS WIA?

1. The FA Closeout function is the means by which the Fiscal Agent has the ability to perform a closeout (grant reconciliation) for any sub area.

What are the key points to remember about the FA Closeout function in CFIS WIA?

1. An FA Closeout can be performed in any draw week for a grant up to the final quarter close date in which the grant is liquidating.
2. An FA Closeout can be performed multiple times throughout the grant period of availability.
3. The FA Closeout must be **“Saved”**, **“Approved”** and **“Consolidated”** prior to 2 p.m. before the final quarter close.
4. Performing a timely FA Closeout reconciling draws to expenditures on closing grants will prevent a State Closeout from being processed.
5. Payments will appear on the WR251 report. The WIA Paid Amount column and the Date Paid column will *both* reflect information when payments have been appropriately **distributed** and **approved**.
6. Payments will also appear on the WR262 report. The Draw Status column will reflect “Paid” when payments have been appropriately **distributed** and **approved**.

How are FA Closeouts processed in CFIS WIA?

1. SL Functions > FA Closeout
 - a. Click New Closeout.
 - b. Select the SA, Quarter Ending Month and Year.
 - c. Select a Closeout Date.
 - d. Click on Recommend Closeout and either accept the amounts or enter amounts.
 - e. Click **Save**.
 - f. Click **Approve**.
 - g. Complete FA Draw Consolidation.

Notes

SL Function > FA Closeout Screen

CFIS Web (UAT)
SL Functions --> FA Closeout

Admin Master State Functions **SL Functions** Reports WIA Reports

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Search

SL Name: LAW21 - Ross County DJFS Sub-Area Name: S2199 - FA Sub-Area - SCO DJFS
 Quarter Ending: March 2014 Closeout Date: 25 Apr 2014

New Closeout

SL Name: LAW21 - Ross County DJFS Sub-Area Name: S2199 - FA Sub-Area - SCO DJFS
 Quarter Ending: March 2014 Closeout Date: 25 Apr 2014
 Closeout Status: Paid/Locked

Grant Description	Fund	Grant	Budget Reference	Status	Available Budget	(Over)/Under	Payment Amount
Admin Adult PY12-JFSFAP1...	3V00	JFSFAP12	JFSCWADM	Open	0.00	0.00	0.00
Admin Dislocated Worker ...	3V00	JFSFDP12	JFSCWADM	Open	0.00	0.00	0.00
Admin Youth PY12-JFSFYP1...	3V00	JFSFYP12	JFSCWADM	Open	0.00	0.00	0.00
FY13 ADULT ADMIN-JFSCWAD...	3V00	JFSFAF13	JFSCWADM	Open	0.00	0.00	0.00
FY13 DW ADMIN-JFSCWADM-J...	3V00	JFSFDF13	JFSCWADM	Open	608.83	-11028.64	336.67
FY14 Adult Admin	3V00	JFSFAF14	JFSCWADM	Open	0.00	-24216.07	-336.67
FY14 Dislocated Worker A...	3V00	JFSFDF14	JFSCWADM	Open	29848.79	0.00	0.00
NEG-26 WINDSTORM-JFSFNW1...	3V00	JFSFNW12	JFSCWE26	Open	106476.08	-236724.90	0.00
OMJ Branding	3V00	JFSFSW10	JFSCWOMJ	Open	400.00	0.00	0.00
PY13 Adult Admin	3V00	JFSFAP13	JFSCWADM	Open	0.00	0.00	0.00
PY13 Dislocated Worker A...	3V00	JFSFDP13	JFSCWADM	Open	3047.01	0.00	0.00
PY13 YOUTH ADMIN	3V00	JFSFYP13	JFSCWADM	Open	7130.01	-8359.45	0.00
SFY14 State Special Proj...	3V00	JFSFSW10	JFSCWSP4	Open	0.00	0.00	0.00
Total							\$0.00

Buttons: Edit, Approve, Delete, Save, Cancel



Notes



WIA CFIS Functionality

SL Functions Associated with Financial Reporting

Fiscal Agent (FA) Financial Reporting Functions

FA Financials Consolidation - Grant Total Tab

What is the purpose of the FA Financials Consolidation – Grant Total Tab function in CFIS WIA?

1. The Financials Consolidation – Grant Total Tab function is the process that allows the FA to consolidate the SA monthly expenditures.
2. The Financial Consolidation process populates the dates on the CR449 Compliance Approval report.
3. This is also the process that moves expenditures from CFIS WIA to CFIS. CR reports are populated with Area expenditure information.

What are the key points to remember about the FA Financials Consolidation – Grant Total Tab function in CFIS WIA?

1. The process is completed monthly by the FA to meet the 18th compliance and OAKS submission deadline.
 - a. FA must set SA deadlines early enough to ensure they can meet the ODJFS deadline.
2. All SA’s must allocate and approve before FA can click the “Consolidate” button.
3. SA will not receive the “Submit to FA” button until all 3 months of the quarter are allocated and approved.
 - a. Standalone WIA using RMS must import final closed RMS.
4. If an SA has submitted to FA and requires a change, FA must “Unlock SA” via the FA Control Function/SA Allocation tab process.
5. FA can review SA Status on the Grant Total by SA tab. FA will see the following SA Status types.

SA Status	Definition
Pending	SA performed Cost allocation but has not Approved
SA Approve	All SA’s have performed Cost Allocation and Approved
Submitted to FA	Shows only at quarter end when all SA’s have completed Cost Allocation, Approved and Submitted to FA

6. Once the consolidate button is clicked the first time each month, FA status changes from “Not Consolidated” to “Consolidated” and will maintain this status no matter how many changes occur.
 - a. FA Cost Allocation Approve button will not appear unless all 3 months have a status of “Consolidated”.
7. FIFO Button
 - a. The FIFO process is completed at the SA level and does not change when FIFO button is clicked by the FA unless the FA has changed budgets after the SA has submitted to FA.
 - b. It is not necessary to click this button when consolidating unless budgets have been changed and FA needs the FIFO process completed to incorporate changes.
 - c. FIFO button is only available on the most current month.

How is FA Financials Consolidation – Grant Total Tab processed in CFIS WIA?

1. SL Functions > FA Financials Consolidation
 - a. Select the applicable SL Name enter month and year, click search.
 1. FA reviews SA Status.
 - b. Click Consolidate button.



WIA CFIS Funct. - Fiscal Agent (FA) Financial Reporting Functions

1. Consolidate button will not be available

until SA Status is "SA Approved".

c. This process is completed monthly.

d. At quarter end once all SA's have "Submitted to FA" status FA is ready to perform Cost Allocation.

SL Function > FA Financials Consolidation - Grant Total Tab Screen

Ohio Department of Job and Family Services

SL Functions --> FA Financials Consolidation

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Admin Master State Functions SL Functions Reports WIA Reports

Grant Total Grant Total by SA FIFO Details

Search

SL Name: LAW20 - Summit County DJFS Reporting Month: June 2014

Grant Description

Reset Search

Grant Description	SA Status: SA Approved		Status: Consolidated	
	Current Budget	Prior Expenditures	Available to Spend	Current Financials
PY13 YOUTH ADMIN	\$111,007.76	\$75,346.43	\$35,661.33	\$14,237.89
FY14 Adult Program	\$1,110,123.00	\$726,458.27	\$383,664.73	\$42,810.64
FY14 Connecting the Dots - TANF Demo	\$250,556.00	\$123,405.61	\$127,150.39	\$14,160.35
FY14 Dislocated Worker Program	\$551,276.00	\$329,135.26	\$222,140.74	\$33,527.17
NEG-27 DW Training	\$72,875.00	\$12,056.24	\$60,818.76	\$2,608.50
SFY14 PY11 Rapid Response	\$94,000.00	\$54,989.94	\$39,010.06	\$7,591.26
Youth PY12-JFSFYP12-3V00-100%	\$1,082,554.99	\$713,496.60	\$369,058.39	\$20,689.81
PY13 Youth Program	\$999,069.86	\$404,374.95	\$594,694.91	\$12,469.25

Consolidate FIFO

Notes



FA Financials Consolidation - Grant Total by SA Tab

What is the purpose of the FA Financials Consolidation - Grant Total by SA Tab in CFIS WIA?

- 1. Grant Total by SA Tab allows the FA to see the status of each SA and is a view only screen.

What are the key points to remember about the FA Financials Consolidation - Grant Total by SA Tab in CFIS WIA?

- 1. This tab will only show SA's that have completed and approved cost allocation.

Ohio Department of Job and Family Services | SL Functions --> FA Financials Consolidation | Cheri Bowles | Home | Help | Logout | CIVIC SOLUTIONS GROUP

Admin Master State Functions SL Functions Reports WIA Reports

Grant Total Grant Total by SA FIFO Details

Search

SL Name: LAW20 - Summit County DJFS Reporting Month: March 2014

Sub-Area: --All-- Grant Description: []

Reset Search

SL Name: LAW20 - Summit County DJFS Sub-Area: All SA Status: Submitted to FA Status: Consolidated Reporting Month: March 2014

Sub-Area	Grant Description	Current Budget	Prior Expenditures	Available to Spend	Current Financials
S2052	FY13 DW ADMIN-JFSCWADM-JFSFDF13-3V00-100%	\$22,147.00	\$16,887.25	\$5,259.75	\$5,259.75
	PY13 Dislocated Worker Admin	\$1,937.00	\$0.00	\$1,937.00	\$532.61
	PY13 YOUTH ADMIN	\$21,893.24	\$10,927.06	\$10,966.18	\$965.39
	FY14 Adult Program	\$188,093.43	\$48,075.51	\$140,017.92	\$84,505.55
	FY13 DW PROGRAM-JFSCWDWK-JFSFDF13-3V00-100%	\$199,316.00	\$116,698.68	\$82,617.32	\$64,881.43
	OMJ Branding	\$6,000.00	\$0.00	\$6,000.00	\$4,010.78
	PY13 Youth Program	\$197,045.14	\$85,418.01	\$111,627.13	\$106,860.07
S2099	FY13 ADULT ADMIN-JFSCWADM-JFSFAF13-3V00-100%	\$106,068.56	\$52,493.92	\$53,574.64	\$7.50
	Admin Youth PY12-JFSFYP12-3V00-100%	\$120,284.74	\$95,168.93	\$25,115.81	\$310.74
	FY14 Adult Program	\$922,029.57	\$354,785.70	\$567,243.87	\$567,073.72

Notes

Horizontal lines for notes input.

FA Financials Consolidation - FIFO Details Tab

What is the purpose of the FA Financials Consolidation - FIFO Details Tab in CFIS WIA?

1. The FIFO Details Tab allows FA to change SA expenditures between grants within a grant group.

What are the key points to remember about the FA Financials Consolidation - FIFO Details Tab in CFIS WIA?

1. Changes made on this screen will disappear if FA clicks the FIFO button on the Grant Total tab.

CFIS Web (WIA)

Ohio Department of Job and Family Services

SL Functions --> FA Financials Consolidation

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Admin Master State Functions SL Functions Reports WIA Reports

Grant Total Grant Total by SA **FIFO Details**

Search

SL Name: LAW20 - Summit County DJFS Reporting Month: March 2014

Sub-Area: S2052 - Medina - Summit County DJFS SA Project: Account:

Reset Search

SL Name: LAW20 - Summit County DJFS Sub-Area: S2052 - Medina - Summit County DJFS Total: \$520,270.51

Reporting Month: March 2014 SA Status: Submitted to FA

SA Project	Account	Sub-Project	Total Amount	Grant Description	System FIFO Amount	Adjusted Amount
Adult Program	Expenditures	Core and Intensive Ser...	\$13,094.16	FY14 Adult Program	\$13,094.16	13094.16
Adult Program	Expenditures	Other Services	\$4,815.08	FY14 Adult Program	\$4,815.08	4815.08
Adult Program	ACCRUALS	Core and Intensive Ser...	\$11.89	FY14 Adult Program	\$11.89	11.89
Adult Program	OBLIGATIONS	Core and Intensive Ser...	\$66,584.42	FY14 Adult Program	\$66,584.42	66584.42
DW Incumbent Worker	ACCRUALS	Other Services	\$19.02	FY13 DW PROGRAM-JFSCWDWK-JFSDF13-3V00-100%	\$19.02	19.02
DW Incumbent Worker	OBLIGATIONS	Core and Intensive Ser...	\$47,676.31	FY13 DW PROGRAM-JFSCWDWK-JFSDF13-3V00-100%	\$47,676.31	47676.31
Youth Admin	Expenditures	Administration and Ove...	\$963.02	PY13 YOUTH ADMIN	\$963.02	963.02
Youth Admin	ACCRUALS	Administration and Ove...	\$2.37	PY13 YOUTH ADMIN	\$2.37	2.37
Youth In-School	Expenditures	In-School	\$16,393.46	PY13 Youth Program	\$16,393.46	16393.46
Youth In-School	OBLIGATIONS	In-School	\$59,335.45	PY13 Youth Program	\$59,335.45	59335.45
Dislocated Worker Admin	Expenditures	Administration and Ove...	\$5,778.10	FY13 DW ADMIN-JFSCWADM-JFSDF13-3V00-100%	\$5,259.75	4259.75
Dislocated Worker Admin	ACCRUALS	Administration and Ove...	\$14.26	PY13 Dislocated Worker Admin	\$518.35	1518.35
Youth Out-of-School	Expenditures	Out-of-School	\$7,141.09	PY13 Youth Program	\$14.26	14.26
Youth Out-of-School	OBLIGATIONS	Out-of-School	\$23,990.07	PY13 Youth Program	\$7,141.09	7141.09
Dislocated Worker	Expenditures	Core and Intensive Ser...	\$9,481.97	FY13 DW PROGRAM-JFSCWDWK-JFSDF13-3V00-100%	\$23,990.07	23990.07
Dislocated Worker	Expenditures	Other Services	\$7,704.13	FY13 DW PROGRAM-JFSCWDWK-JFSDF13-3V00-100%	\$9,481.97	9481.97
Costs for branding One...	Expenditures	Other Services	\$4,010.78	OMJ Branding	\$7,704.13	7704.13
STATEDEPOSIT/SUB	Deposits - State	Other Services	(\$82,432.09)	Not Subject to Allocation-LOCAL-100%	\$4,010.78	4010.78
					(\$82,432.09)	-82432.09

Edit Save Cancel

Notes

FA Control Functions - SA Accounting Period Tab

What is the purpose of the FA Control Functions – SA Accounting Tab in CFIS WIA?

1. The FA Control Functions - SA Accounting Period Tab gives the user the ability to open and close accounting periods (month/year) at the sub area level.

How does the FA Control Functions - SA Allocations Tab function in CFIS WIA?

1. Currently, present and future accounting periods default to “Open” Status. Accounting periods move to a “Closed” Status automatically at which time the 2 p.m. deadline passes on the Final Quarter Close date.

What is the process of utilizing FA Control Functions - SA Allocations Tab in CFIS WIA? (The Status defaults to the State’s cycle unless altered by the FA.)

1. SL Functions > FA Control Functions – SA Accounting Period Tab
 - a. Click **Edit**.
 - b. Select Status **Open** or **Closed** and **Apply To All** or select status for each individual sub area.
 - c. Click **Save**.

1. Click *Edit*.

Sub-Area Code	Sub-Area Name	Status
S0702	Allen - Montgomery County JFS	Open
S0703	Ashland - Montgomery County JFS	Open
S0711	Champaign - Montgomery County JFS	Open
S0712	Clark - Montgomery County JFS	Open
S0714	Clinton - Montgomery County JFS	Open
S0716	Coshocton - Montgomery County JFS	Open
S0720	Defiance-Paulding Consolidated - Montgomery County JFS	Open
S0721	Delaware - Montgomery County JFS	Open
S0722	Erie - Montgomery County JFS	Open
S0724	Fayette - Montgomery County JFS	Open

- Select *Status* (Open or Closed) for each Sub-Area OR select *Status* and click *Apply to All*.

The screenshot shows a web application interface with a navigation bar at the top containing 'Admin', 'SL Functions', 'SA Functions', 'Reports', and 'WIA Report'. Below the navigation bar are three tabs: 'SA Accounting Period', 'SA Allocations', and 'Project/Account Exclusions'. A search bar is present with the text 'LAW07 - Montgomery County JFS'. Below the search bar, there is a 'Status' dropdown menu with options '--Select--', 'Open', and 'Closed'. To the right of the dropdown is an 'Apply To All' button. Below these elements is a table with columns 'Sub-Area Code', 'Sub-Area Name', and 'Status'. The table lists sub-areas S0702 through S0724, each with a status dropdown menu. A red circle highlights the 'Apply To All' button, and another red circle highlights the 'Status' dropdown menu for the 'Clark - Montgomery County JFS' row.

Sub-Area Code	Sub-Area Name	Status
S0702	Allen - Montgomery County JFS	Open
S0703	Ashland - Montgomery County JFS	Open
S0711	Champaign - Montgomery County JFS	Open
S0712	Clark - Montgomery County JFS	Closed
S0714	Clinton - Montgomery County JFS	Open
S0716	Coshocton - Montgomery County JFS	Open
S0720	Defiance-Paulding Consolidated - Montgomery County JFS	Open
S0721	Delaware - Montgomery County JFS	Open
S0722	Erie - Montgomery County JFS	Open
S0724	Fayette - Montgomery County JFS	Open

- Click *Save* to accept changes or *Cancel* to cancel the action.

Notes

FA Control Functions - SA Allocations Tab

What is the purpose of the FA Control Functions - SA Allocations Tab in CFIS WIA?

1. The FA Control Functions - SA Allocations Tab is the means by which the FA has the ability to **“Unlock”** an SA’s Cost Allocation after the SA has **“Submitted to FA”** thereby giving the SA the ability to make financial adjustments.

What are the key points to remember when utilizing the FA Control Functions - SA Allocations Tab in CFIS WIA?

1. The FA has the ability to **“Unlock”** one SA or multiple SAs at a time.
2. In addition to the SA having access to make an adjustment, the process of unlocking will result in Cost Allocation being automatically unapproved for all three months of the quarter. The FA should **“Unlock”** only those SAs desiring to make an adjustment. The SA will need to **“Allocate”** and **“Approve”** each month of the quarter and **“Submit to FA”** after making the adjustment in the desired month under Financials.
3. The FA has the ability to **“Unlock”** SAs up to the 2 p.m. deadline on the Final Quarter Close date.

What is the process of utilizing FA Control Functions - SA Allocations Tab in CFIS WIA?

1. SL Functions > FA Control Functions - SA Allocations Tab
 - a. Select **Search** to select the SA, month/year, and “Status”.
 - b. Click on **Unlock** and select the SA(s) that you wish to unlock.
 - c. Click **Save**.

1. In the Search section, select the *SL Name* and *Month / Year*. Click *Search*.
2. Click *Unlock* to change the Sub-Area Status.

Admin SL Functions SA Functions Reports WIA Reports

SA Accounting Period SA Allocations Project/Account Exclusions

Search

SL Name: LAW07 - Montgomery County JFS
 Month/Year: June 2013
 Status: --All--
 Sub-Area Code:
 Sub-Area Name:

LAW07 - Montgomery County JFS

Sub-Area Code	Sub-Area Name	Status
S0702	Allen - Montgomery County JFS	New
S0703	Ashland - Montgomery County JFS	New
S0711	Champaign - Montgomery County JFS	New
S0712	Clark - Montgomery County JFS	New
S0714	Clinton - Montgomery County JFS	New
S0716	Coshocton - Montgomery County JFS	New
S0720	Defiance-Paulding Consolidated - Montgomery County JFS	New
S0721	Delaware - Montgomery County JFS	New
S0722	Erie - Montgomery County JFS	New
S0724	Fayette - Montgomery County JFS	New

Unlock

3. Click *Save* to accept changes or *Cancel* to cancel the action.

Notes

FA Control Functions - Project/Account Exclusions Tab

What is the purpose of the FA Control Functions - Project/Account Exclusions Tab in CFIS WIA?

1. The FA Control Functions - Project/Account Exclusions Tab is used by the Fiscal Agent to exclude the use of a project/account by a SA(s) as a means of preventing specific financial reporting on a grant or grant group.

What are the key points in utilizing the FA Control Functions - Project/Account Exclusions Tab in CFIS WIA?

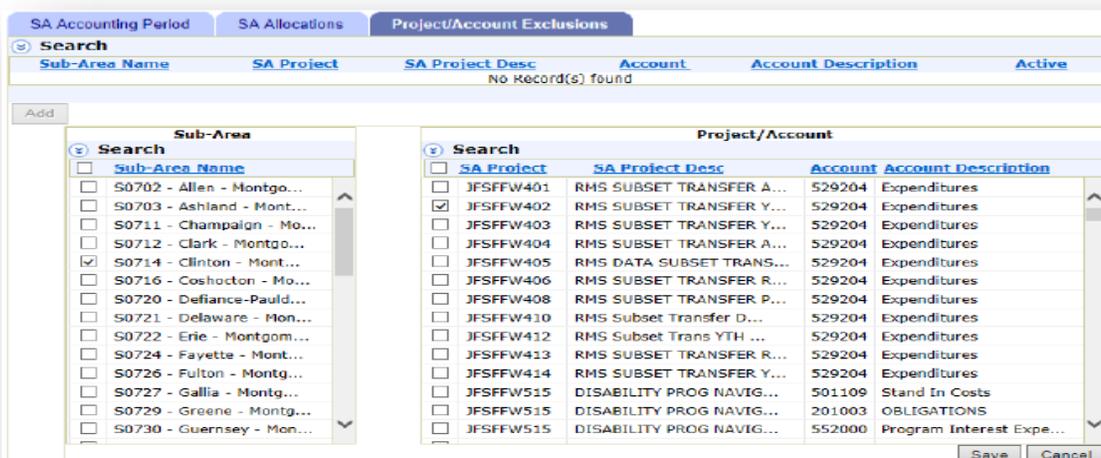
1. This function does not need to be used to prevent financial reporting by a SA on a grant or grant group in which a budget for the SA doesn't exist since the CFIS WIA Module is programmed to not allow ceiling excess.
2. This function cannot be used to prevent the use of a particular Sub Project.
3. Can be used to prevent the use of Obligation coding on non-grant group funding in the liquidation period.

What is the process of utilizing FA Control Functions - Project/Account Exclusions Tab in CFIS WIA?

1. SL Functions>FA Control Functions - Project/Account Exclusions Tab
 - a. Open the Search Function to select SL Name, Sub-Area Name and click on **Search**.
 - b. Click the **Add**.
 - c. Select the Sub-Area Name by placing a check mark next to the name.
 - d. Select the Project/Account that you wish to exclude by placing a check mark next to it.
 - e. Click **Save**.

1. Click *Add*

2. Select Sub-Area(s) and Project/Account.



3. Click *Save* to accept changes or *Cancel* to cancel the action.

FA Cost Allocation

What is the purpose of the FA Cost Allocation function in CFIS WIA?

1. The FA Cost Allocation function is the final step the FA completes prior to submitting to OAKS.
2. The process consolidates all SA expenditures for the area and updates CR reports with new financial information.
3. This is a quarterly process and when completed populates the dates fields for "Compliance Approval" by and "Last Allocated" by dates. (Monthly compliance dates can be found on the CR449 report.)

What are the key points to remember about the FA Cost Allocation function in CFIS WIA?

1. The process is completed quarterly by the FA to meet the 18th OAKS submission deadline.
 - a. FA must set SA deadlines early enough to ensure they can meet the ODJFS deadline.
2. The "Approve" button does not show until:
 - a. All SA's have "Submitted to FA" status.
 - b. All 3 months have an FA status of "Consolidated".
3. FA can review this screen to see status of each SA. FA will see one of the following status types.

SA Status	Description
New	SA has not allocated
Allocated	SA has allocated but not approved
SA Approved	SA has allocated and approved
Submitted to FA	SA has allocated and approved all 3 months and clicked the submit to FA button

4. Once the "Approve" button is clicked then
 - a. All SA changes for all months will be consolidated again.
 - b. CR reports are updated with new financial information.
 - c. "Submit to OAKS" button will appear.
5. This screen will also show the "Reverse" from OAKS button.

How is FA Cost Allocation processed in CFIS WIA?

1. SL Functions > FA Cost Allocation
 - a. Select the applicable SL Name enter month and year, click search.
 1. FA reviews SA Status.
 - b. Click Approve button.
 2. Submit to OAKS button will appear.
 - c. Click Submit to OAKS button.

SL Functions/FA Cost Allocation

CFIS WEB (CAL)

SL Functions --> FA Cost Allocation

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Admin Master State Functions **SL Functions** Reports WIA Reports

Search

SL Name: LAW20 - Summit County DJFS Reporting Month: June 2014

SL Name: LAW20 - Summit County DJFS Reporting Month: Jun 2014 Status: Allocated

Compliance Approval By: BOWLECUAT Compliance Approval Date: 7/8/2014 2:15:26

Last Allocated By: BOWLECUAT Last Allocated Date: 7/23/2014 12:27:30

Last Approved By: Last Approved Date:

Sub-Area Allocations

Sub-Area	Sub-Area Name	Apr 2014	May 2014	Jun 2014
S2052	Medina - Summit County DJFS	SA Approved	SA Approved	Allocated
S2099	FA Sub-Area - and Summit County DJFS	Submitted to FA	Submitted to FA	Submitted to FA

Notes

Fiscal Agent (FA) Reverse from OAKS

What is the purpose of the reverse function?

1. After "Submitting to OAKS", this function allows the FA/SA to make an adjustment/correction to the financials.

How is the reverse from OAKS processed in CFIS WIA?

1. Fiscal Agent (FA) generates and prints the WR501 reports for sub-area (SA), for reference.
2. FA will go to SL Functions > FA Cost Allocation screen. Search based on the Reporting Month/Year of the quarter in the adjustment period. FA clicks "Reverse". (See picture below.)
3. Unlock SA:
 - a. FA goes to SL Functions > FA Control Functions > SA Allocations, search for the appropriate SA, month and year.
 - b. FA will click "Unlock", to the right of the Status column and click in the box to select the SA you wish to unlock, click "Save".
4. SA makes the necessary adjustments; approve cost allocation and Submit to FA.
5. FA completes FA Financials Consolidation, FA Cost Allocation and Submit to OAKS.

The screenshot shows a web application interface with a navigation bar at the top containing 'Admin', 'Master', 'State Functions', 'SL Functions', 'Reports', and 'WIA Reports'. Below the navigation bar is a search section with a 'Search' button. The search criteria include 'SL Name' set to 'LAW07 - Montgomery County JFS' and 'Reporting Month' set to 'March 2014'. There are 'Reset' and 'Search' buttons. Below the search criteria, there are several rows of data for compliance and allocation, including fields for 'Compliance Approval By', 'Last Allocated By', 'Last Approved By', and their corresponding dates. At the bottom of the search results area, there is a 'Reverse' button.

Notes

FA Adjustment PAA

Fiscal Agent (FA) Adjustment PAA

Adjustment PAA - Adjustment to Prior-Period Allocated and Approved Expenditure

What is the purpose of the FA Adjustment PAA function in CFIS WIA?

1. The FA Adjustment function is the means by which the Sub Area via the Fiscal Agent has the ability to make an expenditure adjustment when no other ability at the sub area or fiscal agent level exists to make the necessary adjustment.

When is it appropriate to utilize the FA Adjustment PAA function in CFIS WIA?

1. The CFIS Module is programmed to allocate Youth Out-of-School financial activity to the oldest available grant group funding source up to a 30 percent cap at which time the system will then allocate any future financial activity to the newest grant group funding source. When the 30 percent threshold is met with Youth Out-of-School financial activity, the system will then allocate any additional financial activity back to the oldest available grant group funding source. Based on this programming, it is possible for a sub area/WIA Area to potentially lapse older Youth funding. In this instance, an FA Adjustment PAA can be utilized to perform an adjustment to move Youth Out-of-School expenditures from the newest to the oldest funding source thereby maximizing funding while preventing or reducing the lapsing of funding.

How are FA Adjustment PAAs processed in CFIS WIA?

1. FA needs to submit JFS 01179 form to their assigned Fiscal Supervisor for review. After reviewing to ensure the adjustment is appropriate and accurate, the Fiscal Supervisor will forward the request to the CFIS Help Desk for processing. Once the APAA has been set up in CFIS, the CFIS Help Desk will notify the Fiscal Supervisor and the Fiscal Supervisor will notify the WIA Area FA to proceed with processing at the FA and SA level based on the below steps.
2. SA must **Approve** and **Submit to FA** Cost Allocation for the quarter under SA Functions>Cost Allocation.
3. FA will access the SL Functions>FA Adjustment PAA screen, select the SA, month and year, click **Search**.
4. FA will then click **Add** to enter the Amount and click **Select**.
5. FA must **Save**, then click **Edit**, and click **Submit to SA**.
6. SA will access SL Functions>Adjustment PAA, select the month and year, click **Search**.
7. SA will click **Edit** and **Accept**.
8. FA must go into SL Functions>FA Adjustment PAA, select the SA, month and year, click **Search**, and then click **Edit** and **Approve**.
9. FA and SA will review necessary reports (i.e., WR501) to ensure FA Adjustment PAA achieved intended result.
10. FA will notify Fiscal Supervisor when the FA Adjustment PAA has been processed so that the CFIS Help Desk can be notified to close access to the adjustment in the system. Once the FA Adjustment PAA is posted in OAKS, it is final. If an issue exists with the FA Adjustment PAA after being posted to OAKS, a correction can only be made via a new FA Adjustment PAA request.

1. FA submits JFS 01179 to assigned Fiscal Supervisor; CFIS Help Desk sets up FA Adjustment PAA.

Ohio Department of Job and Family Services
ADJUSTMENT TO PRIOR-PERIOD ALLOCATED AND APPROVED (APAA) EXPENDITURE

County/Agency Information			
Date of Request	Tuesday, July 15, 2014	Name	Sal Consiglio
Agency Name	WIA Area 12	Phone	(440) 877-9870
Agency Number	LAW12 S1209	E-mail	sconsiglio@salcpa.com
Agency Type	LAW	Effective Month	June 2014

Reason For Request (agency will maintain all documentation supporting the adjustment request)
An April 2014 enhancement to CFIS Web WIA changed the FIFO programming for WIA Youth Out-of-School expenditures, accruals and obligations. As a result, the system is forcing Youth Out-of-School expenditures to the newer PY13 Youth Allocation which puts sub-area - S1209 in danger of lapsing PY12 Youth Funds.

Agency Approval	
Agency Fiscal Contact or Designee	Tuesday, July 15, 2014
Agency Director or Designee	Tuesday, July 15, 2014

E-mail your request to your Fiscal Supervisor or Analyst: Tracy.Gothard@jfs.ohio.gov

BCFTA Processing	
Fiscal Supervisor/Analyst Review	Tuesday, July 15, 2014
Operations Processing	Click here to enter a date.

Adjustment PAA will be available for use for the following time frame:

APAA Request Details						
From Budget Reference Number	From Grant Number	Brief Description	Amount	To Budget Reference Number	To Grant Number	Brief Description
JFSCWYTH	JFSFYP13	WIA Youth PY13	\$10,000.00	JFSCWYTH	JFSFYP12	WIA Youth PY12

JFS 01179 (Rev. 1/2013)

2. All SA must **Approve** and **Submit to FA** Cost Allocation for the quarter under SA Functions>Cost Allocation

CFIS Web (UAT)
Clermont County DJFS
SA Functions --> Cost Allocation

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Admin SA Functions WIA Reports

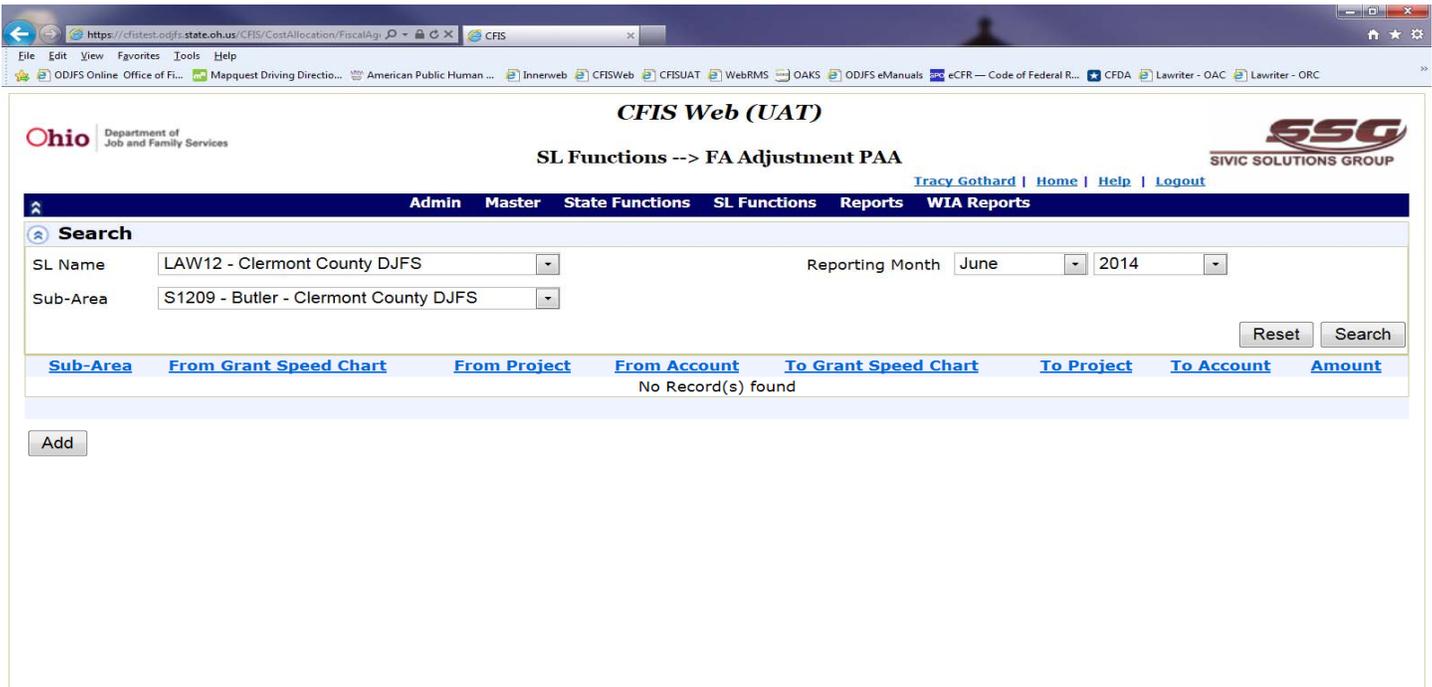
Records have been updated successfully

Search

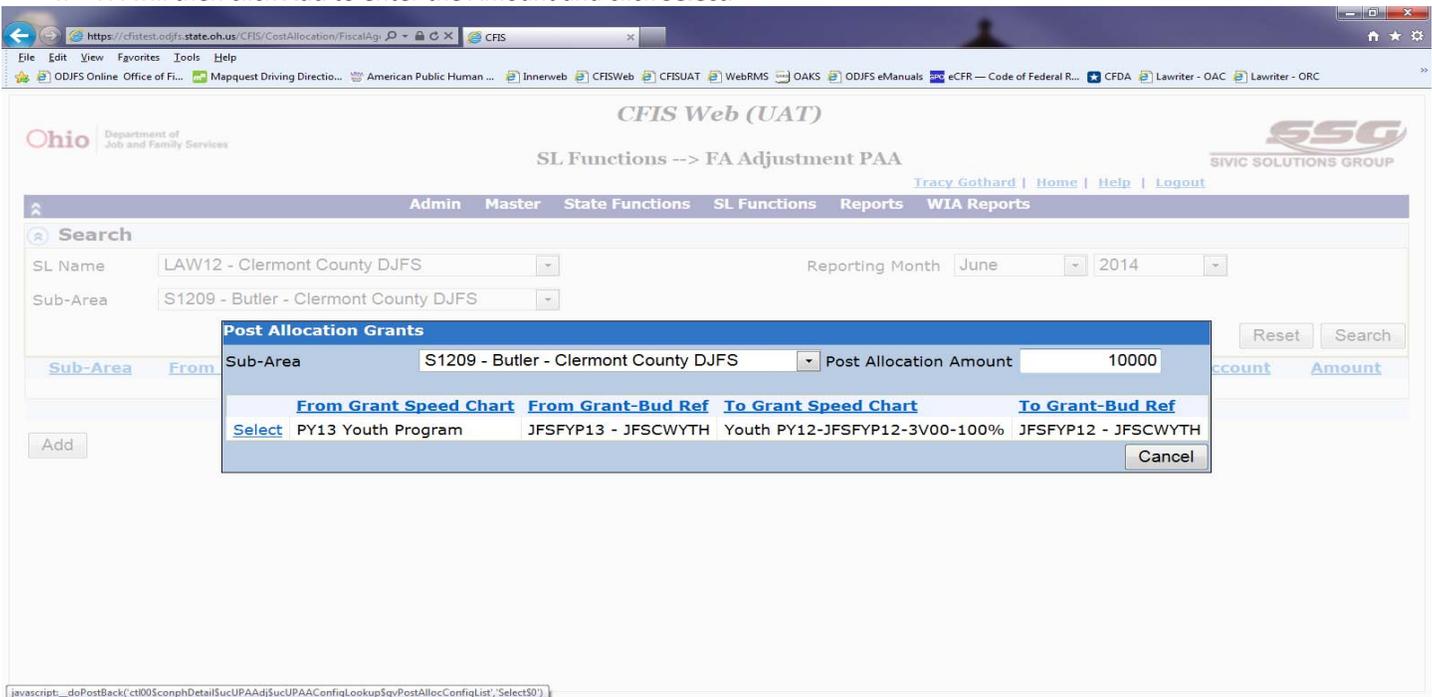
Sub-Area Name: S1209 - Butler - Clermont County DJFS Reporting Month: Jun 2014 Status: Submitted to FA

Compliance Approval By	GOTHAT01UAT	Compliance Approval Date	9/3/2014 3:23:30
Last Allocated By	GOTHAT01UA	Last Allocated Date	9/3/2014 3:23:29
Last Approved By	GOTHAT01UAT	Last Approved Date	9/3/2014 3:23:30

3. FA will access the SL Functions>FA Adjustment PAA screen, select the SA, month and year, click **Search**.



4. FA will then click **Add** to enter the Amount and click **Select**.



5. FA must **Save**, then click **Edit**, and click **Submit to SA**.

CFIS Web (UAT)
SL Functions --> FA Adjustment PAA

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Admin Master State Functions **SL Functions** Reports WIA Reports

Search

SL Name: LAW12 - Clermont County DJFS Reporting Month: June 2014
Sub-Area: S1209 - Butler - Clermont County DJFS

Reset Search

Sub-Area From Grant Speed Chart From Project From Account To Grant Speed Chart To Project To Account Amount

No Record(s) found

From Grant Speed Chart	PY13 Youth Program	To Grant Speed Chart	Youth PY12-JFSFYP12-3V00-100%
From Fund	3V00	To Fund	3V00
From Grant	JFSFYP13	To Grant	JFSFYP12
From Budget Reference	JFSCWYTH	To Budget Reference	JFSCWYTH
From Detail Speedchart	PY13 YOUTH OUT OF SCHOOL_Local Agency Adjustment	To Detail Speed Chart	PY12 YOUTH OUT OF SCHOOL_Local Agency Adjustment
From Project	JFSFWOP3	To Project	JFSFWOP2
From Account	887500	To Account	887500
From Federal Reporting	JFSWI52010	To Federal Reporting	JFSWI52010
		Amount	10000

Save Cancel

CFIS Web (UAT)
SL Functions --> FA Adjustment PAA

Tracy Gothard | Home | Help | Logout

Admin Master State Functions **SL Functions** Reports WIA Reports

Records have been updated successfully

Search

SL Name: LAW12 - Clermont County DJFS Reporting Month: June 2014
Sub-Area: S1209 - Butler - Clermont County DJFS

Reset Search

Sub-Area	From Grant Speed Chart	From Project	From Account	To Grant Speed Chart	To Project	To Account	Amount	Status
Edit S1209	PY13 Youth Program	JFSFWOP3	887500	Youth PY12-JFSFYP12-3V00...	JFSFWOP2	887500	10000.00	New

Add

CFIS Web (UAT)
SL Functions --> FA Adjustment PAA

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Admin Master State Functions SL Functions Reports WIA Reports

Search

SL Name: LAW12 - Clermont County DJFS Reporting Month: June 2014
Sub-Area: S1209 - Butler - Clermont County DJFS

Reset Search

Sub-Area	From Grant Speed Chart	From Project	From Account	To Grant Speed Chart	To Project	To Account	Amount	Status
S1209	PY13 Youth Program	JFSFWOP3	887500	Youth PY12-JFSFYP12-3V00...	JFSFWOP2	887500	10000.00	New
From Fund		3V00		To Fund		3V00		
From Grant		JFSFYP13		To Grant		JFSFYP12		
From Budget Reference		JFSCWYTH		To Budget Reference		JFSCWYTH		
From Federal Reporting		JFSWI52010		To Federal Reporting		JFSWI52010		
				Amount		10000.00		

Created By: GOTHA01UAT Created Date: 9/3/2014 4:12:31
Updated By: Updated Date:

Submit to SA Approve Delete Save Cancel

Add

6. SA will click **Edit** and **Accept**.

CFIS Web (UAT)
Clermont County DJFS
SA Functions --> Adjustment PAA

Tracy Gothard | Home | Help | Logout

Admin SA Functions WIA Reports

Search

SL Name: LAW12 - Clermont County DJFS Reporting Month: June 2014
Sub-Area: S1209 - Butler - Clermont County DJFS

Reset Search

From Grant Speed Chart	From Project	From Account	To Grant Speed Chart	To Project	To Account	Amount	Status
Edit PY13 Youth Program	JFSFWOP3	887500	Youth PY12-JFSFYP12-3V00...	JFSFWOP2	887500	10000.00	Submitted to SA

CFIS Web (UAT)
Clermont County DJFS
SA Functions --> Adjustment PAA

Tracy Gothard | Home | Help | Logout

Admin SA Functions WIA Reports

Search

SL Name: LAW12 - Clermont County DJFS Reporting Month: June 2014
Sub-Area: S1209 - Butler - Clermont County DJFS

Reset Search

From Grant Speed Chart	From Project	From Account	To Grant Speed Chart	To Project	To Account	Amount	Status
PY13 Youth Program	JFSFWOP3	887500	Youth PY12-JFSFYP12-3V00...	JFSFWOP2	887500	10000.00	Submitted to SA
From Fund	3V00		To Fund	3V00			
From Grant	JFSFYP13		To Grant	JFSFYP12			
From Budget Reference	JFSCWYTH		To Budget Reference	JFSCWYTH			
From Federal Reporting	JFSWI52010		To Federal Reporting	JFSWI52010			
			Amount			10000.00	
Created By	GOTHAT01UAT		Created Date			9/3/2014 4:12:31	
Updated By			Updated Date				

Accept

7. SA will access SL Functions>Adjustment PAA, select the month and year, click **Search**.

CFIS Web (UAT)
SL Functions --> FA Adjustment PAA

Tracy Gothard | Home | Help | Logout

Admin Master State Functions SL Functions Reports WIA Reports

Search

SL Name: LAW12 - Clermont County DJFS Reporting Month: June 2014
Sub-Area: S1209 - Butler - Clermont County DJFS

Reset Search

Sub-Area	From Grant Speed Chart	From Project	From Account	To Grant Speed Chart	To Project	To Account	Amount	Status
Edit S1209	PY13 Youth Program	JFSFWOP3	887500	Youth PY12-JFSFYP12-3V00...	JFSFWOP2	887500	10000.00	SA Accepted

Add

8. FA must go into SL Functions>FA Adjustment PAA, select the SA, month and year, click **Search**, and then click **Edit** and **Approve**.

SL Functions --> FA Adjustment PAA

Tracy Gothard | Home | Help | Logout

Admin Master State Functions **SL Functions** Reports WIA Reports

Search

SL Name: LAW12 - Clermont County DJFS Reporting Month: June 2014
Sub-Area: S1209 - Butler - Clermont County DJFS

Reset Search

Sub-Area	From Grant Speed Chart	From Project	From Account	To Grant Speed Chart	To Project	To Account	Amount	Status
S1209	PY13 Youth Program	JFSFWOP3	887500	Youth PY12-JFSFYP12-3V00...	JFSFWOP2	887500	10000.00	SA Accepted
From Fund		3V00		To Fund		3V00		
From Grant		JFSFYP13		To Grant		JFSFYP12		
From Budget Reference		JFSCWYTH		To Budget Reference		JFSCWYTH		
From Federal Reporting		JFSWI52010		To Federal Reporting		JFSWI52010		
				Amount			10000.00	

Created By: GOTHAT01UAT Created Date: 9/3/2014 4:12:31
Updated By: Updated Date:

Unsubmit Approve Delete Save Cancel

Add

Verify that the Status reflects "FA Approved"

SL Functions --> FA Adjustment PAA

Tracy Gothard | Home | Help | Logout

Admin Master State Functions **SL Functions** Reports WIA Reports

Records have been updated successfully

Search

SL Name: LAW12 - Clermont County DJFS Reporting Month: June 2014
Sub-Area: S1209 - Butler - Clermont County DJFS

Reset Search

Sub-Area	From Grant Speed Chart	From Project	From Account	To Grant Speed Chart	To Project	To Account	Amount	Status
Edit S1209	PY13 Youth Program	JFSFWOP3	887500	Youth PY12-JFSFYP12-3V00...	JFSFWOP2	887500	10000.00	FA Approved

Add



Notes



FIFO/ Use of “Service as Of” Field

FIFO Process and Use of "Service as of" Field

DRAWS:

At the time an agency submits and approves a draw request, system will first look at the available grant lines for that agency and apply the draw request to older grant lines that still have funds available to draw, and then apply any remaining requested amount to newer grants that still have funds available to draw.

DISBURSEMENTS / ACCRUALS / OBLIGATIONS:

FIFO process does not move financial information reported in prior closed quarters. FIFO process is performed on reported transactions during Current Month / Quarter.

When performing Cost Allocation for reported financial transactions during current month / quarter, the system will process in the following order: Disbursements, Accruals, then Obligations.

1. Disbursements:

- a. The system will look at the "service as of" field and process the "older" lines first.
- b. System will then look at which grants are still open / available as of the current reporting month (cannot report to closed grants).
- c. Of those grants that are still open, the system will apply the disbursement to the older grant lines that still have funds available to expend and then apply any remaining disbursement amount to newer grant lines that were available during the referenced service period and still have funds available to expend.

NOTE: When using a "prior" quarter during liquidation, the amount recorded to the prior period cannot exceed the remaining available budget of the liquidating line(s). The system will try to apply the full amount to the liquidating grant(s), expenses larger than the remaining budget will not automatically roll to newer grant lines. Expenses to a prior period "service as of" should be less than or equal to remaining budget available.

2. Accruals:

- a. The system will look at the "service as of" field and identify all grant lines that were open / available as of the referenced service month / year.
- b. System will then look at which grants are still open / available as of the current reporting month (cannot report to closed grants).
- c. Of those grants that are still open, the system will apply the accrual to the older grant lines that still have funds available to expend and then apply any remaining accrual balance to newer grant lines that were available during the referenced service period and still have funds available to expend.

NOTE: System uses same logic noted above, when using prior period during liquidation, system will attempt to put full amount on the liquidating line(s).

3. Obligations:

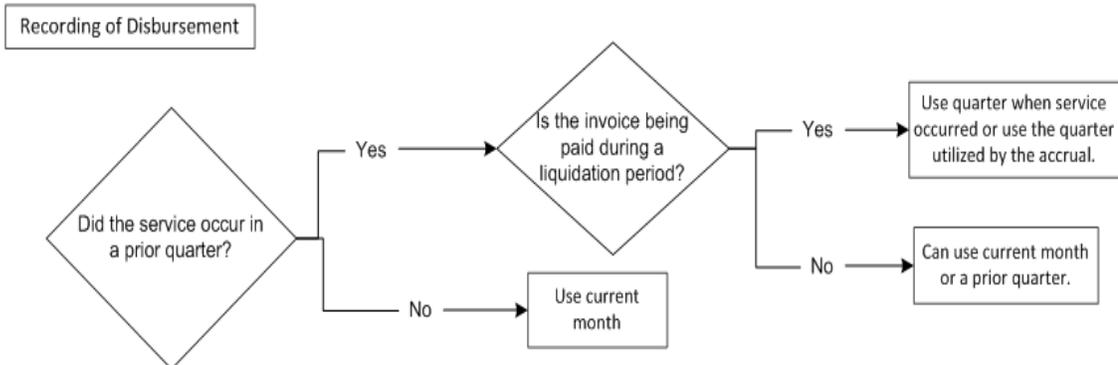
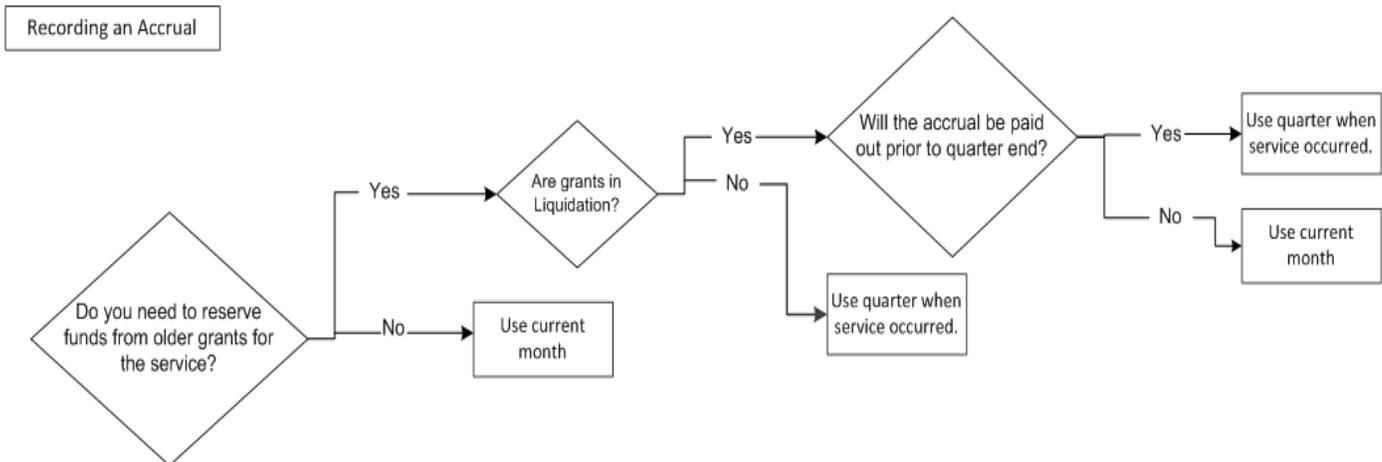
- a. Obligations should be reported with current reporting month in the "service as of" field.
- b. At this point the system will process obligations to the older grant lines that still have funds available to expend and then apply any remaining obligation balance to newer grant lines that still have funds available to expend.

Note: System will not allow sum of Disbursements, Accruals, and Obligations to exceed the grant allocation amount.

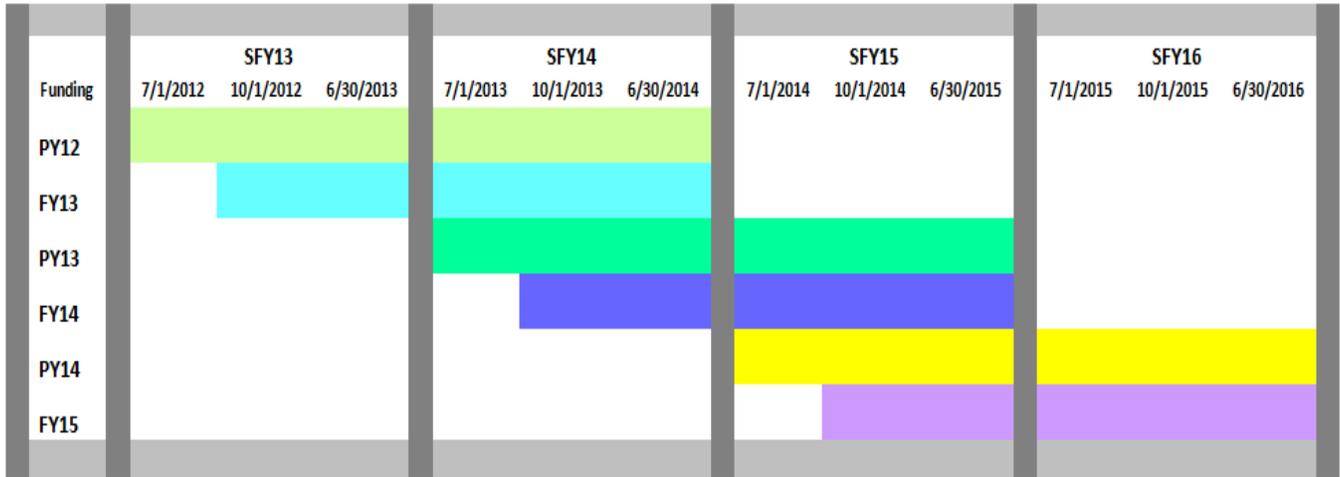
SUMMARY:

The "Service as of" field is designed to help ensure expenditures related to a prior service period are applied to grants that were open as of the time the service was performed, as long as funding is still available on those older grant lines during the month the disbursement is being recorded. "Service as of" field can be used in conjunction with monthly accruals being reported to ensure funds on older grants are reserved to be applied to a future disbursement for services performed during the prior period.

Example: Every month an agency records an Accrual with a "Service as of" Dec. 2012 for 25,000.00. As each month / quarter passes the system will reserve 25,000 of funds on those older grant lines and not allow newer disbursements to be FIFOed onto those grants to use those reserved funds. Then if the agency finally receives the invoice to pay in Aug. 2014, the agency would still have recorded the accrual in July 2014, and should record the disbursement in August 2014 using the same "service as of" date used on prior accruals (Dec. 2012). The system would then FIFO the August disbursement to the older grant(s) where the funds had been reserved by prior monthly accruals.



WIA PY FY Funding



Notes

WR Reports Review

CFIS WIA Reports Review

There are six options on the WIA Reports drop down menu. They are: Master Reports, Budget/Draw Reports, Unallocated Reports, Allocated Reports, Financials Reports and Quarterly Reports.

The reports listed below are those most commonly viewed by fiscal agents and sub areas.

Master Reports

Report Number	Report Name	Report Highlights
WR107	Project/Account/Sub Account	This report shows the Allowable Sub Area (SA) Project, Account and SA Sub Project combinations. A preferred way to view the WR107 report is in Excel format. If you export the file into Excel you can use the filter process to quickly pinpoint your exact coding combination options.

Budget/Draw Reports

Report Number	Report Name	Report Highlights
WR201	Budget to Actual	The Budget to Actual report shows the budget per grant plus revenues, less disbursements, accruals and obligations to get a balance of funds not yet committed. This is the only report that shows the budget less accruals and obligations and it replaces the old over/under reports that included the accruals and obligations. Fiscal agents can run this and most reports by sub area or aggregate.
WR202	Budget Change Detail	The Budget Change Detail report shows the original budget per grant line less any changes made by either the fiscal agent or the state. This report is either by sub area or aggregate.
WR203	Budget Notification	The Budget Notification report shows the grant line notifications within the grant groups for a specific period of time. It gives the start date of the grant, changes to the grant, the CFDA number and other grant details.
WR251	Voucher Activity Report	The voucher activity report shows draws for a definable period of time. It is reported by grant group, and date drawn. It shows the amount requested by the SA, approved and requested by the fiscal agent (FA) and paid to the SA from the FA. If there is ever a variance in what the SA requests and what is actually paid to the SA it would be identified on this report. This report is by sub area or aggregate.
WR262	Draw Detail	The key points to the Draw Detail report are draw date, draw status, grant group and amount. This report is by sub area or aggregate.

Unallocated Reports

Report Number	Report Name	Report Highlights
WR301	Unallocated Financials	The Unallocated Financials reports show expenses as they were imported into CFIS WIA. It is broken down by revenues, expenditures and non-cash. The reports can be run in a wide range of time periods. This is an excellent report to export into Excel when running several months to pinpoint specific items or expenditures using the filtering process. This report is by sub area or aggregate.

Allocated Reports

Report Number	Report Name	Report Highlights
WR404	Allocated Costs by Program/Activity	This report shows costs allocated by RMS program and activity for those stand alone agencies that use RMS to allocate costs. These costs are then reported on the financials reports. Since only stand alone agencies use this process it doesn't matter if sub area or aggregate report option is chosen.

Financials Reports

Report Number	Report Name	Report Highlights
WR454	Financial Summary by Project/Account by Quarter	This report shows activity by grant, project and account on a quarterly basis. Agencies can run and combine multiple quarters in Excel format to filter data for reporting and analysis purposes. This report is sub area or aggregate.
WR456	Financial Summary by Sub Project by Quarter	The WR456 is the only report that sorts data by sub project. The format is sub project, grant, project and account. As with all financials reports, agencies can combine multiple reports in Excel format to filter data for reporting and analysis purposes. This report is by sub area or aggregate.

Quarterly Reports

Report Number	Report Name	Report Highlights
WR501	Over/Under Reconciliation	The over/under report shows all cumulative cash based activity per grant line. The report is broken into five sections. Section one identifies the grant details. Section two identifies the grant amount and unspent balance. Section three shows the amount drawn and the amount still available to draw. Section four is a summary of the financial activity related to the grant. Section five identifies if the grant is over or under drawn in comparison to financial activity and if total expenses are greater than the grant allocation. Note the report ran by the FA is formatted slightly different than the same report ran by the SA. The FA report totals each grant group and the SA report does not. This report is either sub area or aggregate.
WR502	Cash-on-Hand	The cash-on-hand report allows the FA and the SA to monitor their cash management processes. The WR502 report calculates the average daily expenditure amount and divides that into the current over/under amount to determine the number of days of excess cash on hand. Cash management compliance and interest calculations rules apply to all grants that have positive cash balance at the end of each quarter. See the associated OAC rules for further details. Just like the over/under this report is either by sub area or aggregate.
WR503	Interest Report	The interest report is related to the cash-on-hand report. If there is a positive cash on hand balance then an interest calculation must be completed. See the OAC rules for full details on interest payments. The interest report requires an interest rate entry to calculate and only runs in Excel format. Reference the quarterly total interest amount to determine if an interest entry is necessary. This report is by sub area and aggregate.
WR504	Federal CFDA Report	The WR504 report shows expenditures by CFDA number grant name and sub area for a time period to be defined by the user. This report was designed to assist with annual audits and can be run either on accrual or cash basis and either by sub area or aggregate.
WR520	Quarterly Compliance Certification	Sub area certification that financial activities and cash balances are correct as reported in CFIS WIA. SA must submit to FA after quarter close on date determined by the FA.
WR531	Financials Status	Quick at a glance report to show the status of SA financials either on an individual basis or as a group of all SA agencies.



Rapid Response

REVIEWING AND RECONCILING RAPID RESPONSE FINANCIAL ACTIVITY

Rapid Response is funded through the Dislocated Worker Program (WIA/U.S. Dept. of Labor). The funding is utilized to provide layoff aversion services to employers; to fund special projects or initiatives; and to help workers transition to re-employment.

Funding is issued by the Office of Workforce Development (OWD) based on an approved project. Each project is given a designated "Sub Project #". Various PY/FY grant funding streams are utilized to fund projects. The various PY/FY funding streams do not tie to a specific Sub Project #. Accurate reporting by Sub Project # is key to reporting expenditures appropriately. The following provides key concepts and helpful review processes that will help to ensure accurate reporting:

Key Concepts:

1. CFIS Web through the allocation process FIFO's all financial activity to the oldest grant funding streams first in the order of priority by expenditures, accruals and obligations. Therefore when multiple projects exist, financial activity recorded to a particular project will not necessarily be charged against the PY/FY grant funding stream that was issued at the time the project was initially funded.
 - a. When multiple grant funding streams exist at the sub area level (SA), an adjustment made to move expenditures from Rapid Response to another funding source such as Dislocated Worker will result in an available to expend balance left on the oldest Rapid Response grant. Negative amounts are Fifo'ed to the oldest funding. The SA will need to process an additional +/- adjustment to re-fifo expenditures for Rapid Response. Review the most recent closed quarter's WR501 to obtain the total expenditures for the grant group (all Rapid Response - PY/FY grants). Reduce the total expenditures by the amount previously moved to the other funding source or Dislocated Worker in this example. The result is the amount that will be used to perform an adjustment to re-fifo all expenditures as follows:

SA Project	Account	Sub Project	Amount
FWR	527751	Project01	-158,732.18
FWR	527751	Project01	+158,732.18

Note: The Sub Project # used in the above adjustment doesn't really matter since the net result is zero.

- b. Review the WR501 to ensure an available balance doesn't exist on an older funding source while expenditures are present on newer funding sources.
2. Rapid Response expenditures prior to 10/1/2013 brought into the new WIA CFIS Web Module went through the GoLive Allocated Financials Process at the fiscal agent (FA) level. A Sub Project # was not assigned when the FA entered and assigned the expenditures to the appropriate sub area. As a result, it is important that the SA perform an adjustment to assign the correct Sub Project #. This can be accomplished as follows on the financial via Imported Financials or Manually Entered Financials:

SA Project	Account	Sub Project	Amount
FWR	527751	RAPIDOTHER	- GoLive Amount
FWR	527751	PROJECT #	+GoLive Amount

Note: This is the only instance in which the "RAPIDOTHER" Sub Project should be used. It was set up specifically to address GoLive expenditures.

3. WIA Areas that utilize the WI-RMS AND import RMS statistics into CFIS Web do so without any Sub Project designation. A similar adjustment as detailed in #2 above needs to be processed to assign a Sub Project to the Rapid Response expenditure. The Rapid Response amount to adjust can be found on the WR404 – Allocated Costs by Program/Activity Report.
4. The CFIS Web System will not allow ceiling excess to occur in any grant funding, however, the system doesn't have a working mechanism in place to prevent a SA from going into ceiling excess in relation to the Sub Project.
5. As with all accruals and obligations in the CFIS Web Module, the prior month's accruals and obligations are automatically reversed each month.

Key CFIS Web Reports Necessary for the Review Process

WR501 – Over/Under Reconciliation under WIA Reports>Quarterly Reports

1. Key to this process, the report reflects Rapid Response PY/FY funding grants available, the budgets for each (Allocation Col.), cumulative expenditures (Total Col.) and the remaining grant balance (Available to Expend Col) through the quarter requested. The WR501 does NOT include obligation and accrual activity.

WR456 – Financial Summary by Sub Project by Quarter under WIA Reports>Financial Reports

1. This is a quarterly report which details financial activity in order by Sub Project, Grant, Project, Account, Month 1, Month 2, Month 3 and the Quarterly Total. Key to this process, the user will identify total financial activity for the Sub Project and determine the grants in which the financial activity was charged against. The WR456 includes expenditures, accrual and obligation activity. Despite the CFIS Web System backing out obligations and accruals each month and only submitting Month 3's obligations and accruals to OAKS at quarter end, the WR456 Report retains each month's reported obligations and accruals in addition to expenditures.

WR404 – Allocated Costs by Program/Activity

1. This is a quarterly report which details allocated costs by RMS Program/Activity for Month 1, 2 & 3 of the quarter. A WIA Area which uses the WI-RMS to allocate costs AND import RMS directly into CFIS Web will need to make an adjustment based on the quarterly amount allocated to Rapid Response to designate a Sub Project.

Fiscal Agent Review Process

Budget Distribution

1. Upon receiving the budget notification notice in CFIS Web for Rapid Response and also having the notification from OWD detailing the approval of the project, the FA must go to SL Functions>FA Budget Distribution screen in CFIS Web to search for the new budget. Once selected, the FA must distribute the budget to the appropriate SA(s) and approve. Afterwards, the FA can generate an aggregate WR501 Report for the open quarter to verify that the total Rapid Response budget has been distributed correctly. If the Rapid Response budget is distributed to multiple SAs, the FA can generate a By Sub-Area WR501 to verify that the budget appears under each intended individual's SA's Rapid Response budget (Allocation Col).

2. Ensure that communication occurs between the FA and the receiving SA(s) to inform the SA that a budget exists for the designated Sub Project and the Rapid Response PY/FY funding issued along with all other pertinent information (funding period, etc.). This communication is the only source in which an SA receives the Sub Project budget.

Financial Activity Review

1. Each quarter prior to the finalization of the quarter, the FA should perform a review of Rapid Response financial activity. The total activity for all PY/FY grants should match the total activity for all Sub Projects ensuring that Sub Project budgets are not in ceiling excess. This can be accomplished via a separate tracking process to check the financial activity at the area level and at the sub area level. Contact your regional fiscal supervisor to obtain an example.
2. The WR456 Report is utilized to pull total expenditures by grant and total expenditures by Sub Project quarterly. (The WR456 Report will categorize the data by sub area so the FA will need to total all sub area information to obtain the area level totals when reviewing at an aggregate level.) The tracking process used should reflect all financial activity from the beginning of the first project moving forward by accumulating the WR456 information. Remember to back out accruals and obligations monthly reflecting only the most current month's accruals and obligations.
3. Upon entering the WR456 information each quarter on the tracking spreadsheet, review the WR501 to obtain total expenditures for all the Rapid Response grants (grant group) and Sub Projects that the totals match. If a variance exists, refer back to the WR456 Report to review each sub area's information to ensure proper entry occurred on the tracking spreadsheet. If a variance exists after this step, review GoLive Allocated Financials to determine what expenditure amount if any was brought into the system through the GoLive process. As stated earlier, GoLive expenditures do not have an associated Sub Project coding, therefore, the adjustment process under Key Concepts #2 on Page 1 will need to be performed. In addition, WIA Areas that utilize the WI-RMS to allocate costs AND import RMS directly into CFIS Web must also perform an adjustment to designate a Sub Project. Refer to Key Concepts #3 on Page 2.
4. Review Sub Project financial activity to ensure each sub area is reporting under the correct Sub Project and to ensure that ceiling excess does not exist. Issues should be communicated to the SA for correction.
5. Ensure that Rapid Response expenditures by grant group on the WR501 are fifo'ing correctly. If not have the SA perform an adjustment as detailed under Key Concepts #1a on Page 1.

Sub Area Review Process

Financial Activity Review

1. A review of Rapid Response financial activity should be performed prior to submitting the information to the FA quarterly. The review should focus on ensuring that Rapid Response financial activity is coded to the correct Sub Project, no ceiling excess exists in reference to the Sub Project budget and that expenditures are properly Fifo'ed under the Rapid Response grant group.

2. The SA should build an outside tracking process to capture by Sub Project and by Grants all financial activity. Steps #2 thru #5 of the FA Financial Activity Review Process above can be followed.

Notes



Fiscal Agent (FA) Quarter End Review

Fiscal Agent (FA) Quarter End Review

1. Review the WR201, Budget to Actual Report to ensure that liquidating grants are not reporting accruals and obligations.
2. Review the current WR501, Over/Under Reconciliation Report for:
 - a. Are there liquidating grants that are not fully expended? If so then;
 1. Review the previous closed quarter's WR501 to see if expenditures are being reported on a newer PY/FY grant line.*
 2. If so, research this issue to determine if an adjustment needs completed in the current quarter to move expenditures from the newer grant lines to the closing grant lines.
 - b. For FA's in a combined agency, are there any non-formulary grants that end and liquidate the current quarter?
 3. BCFTA Update 2014-06A dated May 5, 2014 explains the process that combined agencies need to claim RMS expenditures for the last month of the reporting quarter.
 4. Which sub-areas does this also apply to?
3. Review program income receipts and disbursements to ensure they net to \$0 by grant. If program income receipts exists without the opposite disbursement entry, sub areas will need to make a coding adjustment to move expenditures coded with an account code 527521 to account code 550058. Refer to the WR107 – Project/Account/Sub Project Report.

* In CFIS WIA, July-Sept 2014 is the first quarter with liquidating grants (PY12 and FY13); therefore, there may be expenditures that were reported to "newer" grants instead of the liquidating grants for the following reasons:

- Go-Live Data that did not FIFO
- Out of school FIFO process implemented during the Apr-Jun 2014 quarter

Notes

Questions?
