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QBF/DRAWS

- **If I send in a voucher (draw) file and one line fails, what happens to the file?**

When one line of a voucher fails, the entire voucher will fail and no payment will be made until the voucher is fixed. After uploaded from QuIC+ to CFIS, vouchers can fail at multiple points and for a variety of reasons, therefore BCFTA and/or the CFIS Support Team will be monitoring the draw files and will notify the local agencies of any issue(s), at any point in the process, that requires local agency involvement to remedy the failure in order to get payment.

- **Can I resubmit a draw file in the current week?**

Draw files can be resubmitted up to 3pm on Friday. CFIS will always receive the most recent draw file submitted by the local agency.

- **If I'm in a current week, can I submit a past week's draw?**

No. QuIC+ will not allow submission of prior weeks draws. This control is intended to prohibit the submission of duplicate draw requests.

- **Can draw requests be submitted for future weeks?**

Yes. When this is done, a draw file will be created for each week (i.e. Draw files for weeks 27, 28 and 29 could be created). Once the files are uploaded (deadline is by 3PM on Friday), no changes can be made to the current week or the two future weeks' draw files. For example, if a local agency fiscal rep will be on vacation during the time that week 28 and 29 draws would normally be submitted, they can submit weeks 28 and 29 draws with week 27 prior to leaving for vacation. They upload the three files before 3PM on Friday of the current week. After uploading, none of the three files can be modified.

- **What is the deadline for submitting a voucher (draw) file?**

Vouchers must be submitted by 3PM each day.

- **Does a PCSA have to submit a QBF and/or Draw Request?**

No. The PCSA reimbursement and SCPA advance will continue to operate as it is currently.

RMS

- **How does the new system have an effect on my RMS system?**

There is no effect on the RMS system. Your RMS system will work exactly as it has in the past.



Mandated Share

- **How will Mandated Share be handled in CFIS?**

Mandated share will be calculated and issued by BCFTA the same as it is currently. BCFTA will download mandated share budgets into the QuIC+ application. At the beginning of each state fiscal year, or whenever a mandated share revision is made, the local agency will need to maintain the mandated share details, via the 'Mandated Share Edit Screen' in QuIC+. Once the mandated share amounts have been established and allocations have been run, 1/12 of the reported expenditures will automatically be moved from the expenditure line to the mandated share line.

WIA

Will accruals for WIA go away upon CFIS go-live? No, WIA accruals must still be reported. This is a Department of Labor requirement.

CFIS Reports

- **When will I be getting CFIS reports from BCFTA?**

BCFTA will provide the following reports:

- Receipts (Daily)
- Error Notices (Daily)
- Upload Status Report (Weekly)
- Voucher (Draw) Detail Report (Weekly)
- Annual Budget Report (Daily)
- Quarterly Budget Report (Daily)
- Over/Under Report (Quarterly)
- Cash Analysis Report (Annually)
- Cash On-Hand Report (Quarterly)
- Unallocated Expenditure Report (Quarterly)
- Allocated Expenditure Report (Quarterly)
- Expenditure Reconciliation Report (Quarterly)

- **How will I be receiving CFIS reports from BCFTA?**

Reports provided will be created and sent to the local agencies via e-mail. In order to receive reports and other CFIS-related information via e-mail, each local agency must setup an e-mail account. The details on how to setup, use and maintain this e-mail account can be found via the Report Distribution link on the CFIS web page.



CFIS/OAKS Data Values

- **How do I know what to enter in the OAKS Account field?**

OAKS 'Account' has replaced the former Financial Class field. A cross-walk has been made available to help in identifying the proper OAKS account.

- **Are there linecodes in QuIC+?**

Because of the requirement to track transactions at the 'Grant Allocation' level, linecodes are not part of the coding structure in QuIC+.

- **Where do I update codes in QuIC+?**

Good news! Local agencies are not required to track and maintain codes in QuIC+. All coding will be maintained centrally by BCFTA and downloaded to QuIC+ via the Speedchart interface.

Audit Related

- **Will the county auditor(s) be trained on CFIS and, thus, understand its impact?**

CFIS training is not required for county audit personnel. The Federal Schedule will be completed at the local level within the QuIC+ system.

- **When are the federal audits effective?**

A-133 audits will start calendar year 2009.

- **What is the compliance and reporting requirements of County Auditors as agencies become sub-recipients of the State?**

County auditors must adhere to A-133 requirements.

- **Have compliance procedures been identified and accepted by the Auditor of the State of Ohio for audit purposes?**

An overview of CFIS was presented to the Auditor of the State of Ohio and they have not expressed any concerns at this time.

Reconciliation and Closeout

- **How will receipts for TANF, Medicaid, DA, etc. be handled?**

Receipts will now be part of the quarterly close and will net out against the applicable funding.



- **CFIS allows local agencies to be much more responsible for expenditures and stats. Why is it necessary to close out quarters and push out or hold cash?**

Part of Cash Management is to reduce the difference between what is drawn and what is expended. So by closing the quarters we are working to keep the two balanced.

File Submission and Processing

- **Can I upload a file at 5PM?**

No. The deadline to upload files from QuIC+ to CFIS is 3PM each day (Monday through Friday). Files should not be uploaded after 3PM for the rest of the business day. After 3PM, the user should wait until the next business day to upload files.

- **I sent a file to CFIS yesterday, when will QuIC+ reflect the transactions processed by CFIS?**

As long as the file(s) was uploaded by 3PM and successfully loaded into CFIS, the verification file should be ready to download to QuIC+ at 7:30 am the next business day. This applies to the QBF, Expenditures, and Stats. It does not apply to Draws. Draw information comes back to QuIC+ via the budget file and only after the draws have been approved and passed verification in CFIS.

General

- **Will local agencies need to send in a new upload for certification of local funds?**

No, they will be sending the hard copy (the same as they do now). Other incentives that will remain the same are Medicaid, DA, ADC, TANF, and Food stamp incentive as well as the work allowance, and SSRMS Reconcile.

- **Are the Pilot counties keeping track of time that QuIC+ is taking?**

Pilot participant comments have been that QuIC+ is more efficient to use, especially regarding code and mapping up-keep.

- **Will the notice of EFT payments still be mailed out after going live with QuIC+?**

No, the payments can be reviewed on-line via the OAKS EFT remittance lookup web-site at www.oaks.ohio.gov/remitlookup/. This capability is available today.

- **Do the local agencies have to be connected to Groupwise or is an internet connection the only requirement?**

The local agencies are only required to have an internet connection. However, the connection cannot be dial-up.