

Comprehensive Case Management Employment Program (CCMEP)

CFIS Reference Guide

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CCMEP CFIS Reference Guide

On July 1, 2016 the state of Ohio implemented the Comprehensive Case Management Employment Program (CCMEP). CCMEP provides employment and training services to eligible, low-income individuals based on a comprehensive assessment of employment and training needs, as well as a basic skills assessment. Participants are provided services to support goals outlined in their individual opportunity plan, which may include support to obtain a high school diploma, job placement, work experience, and other supportive services such as child care and transportation.

To fund this program the state of Ohio created a new framework for serving low-income Ohioans ages 16 to 24 through an integrated intervention program that combines the Temporary Assistance for Needy Families (TANF) program and the Workforce Innovation and Opportunity Act (WIOA) Youth program.

To manage the CCMEP funding and track CCMEP client services the state, along with input from county workgroups, created a new entity in County Finance Information System (CFIS). The new CCMEP entity is managed by a Lead Agency which can be either a Public Assistance (PA) Agency or a Workforce Development Agency (WDA).

The CCMEP entity contains a new module, named Client Level Tracking (CLT) that tracks client information and is linked to the state OWCMS system. The main function of CLT is to track the amount of funding spent per client and the type of funding used for each client.

This new module adds a new level of detail to CFIS and requires expenses related to CCMEP to be processed through the CFIS Ledger Reporting (LR) system. The CCMEP work flow is:

1. Case workers enter client information into the CLT module using OWCMS to create training plans and projected expenditures for clients.
2. Lead Agency fiscal uses LR to create vouchers and pay for services based on client information in CLT. If the invoiced costs are different than those posted in CLT case workers will need to reconcile and determine if the invoice or CLT needs to be changed.
3. At the end of each month LR data is consolidated and uploaded into the CCMEP entity in CFIS.
4. The CCMEP monthly financials must be approved and the costs must be allocated and approved before any other entity is processed.
5. Finally for a PA Lead Agency, the PA agency will import the TANF expenditures into the PA entity in CFIS and process PA costs. The PA agency should also notify the Fiscal Agent to let them know their WIOA financials are ready for consolidation.

For a WDA Lead Agency, the WDA will consolidate the approved financials from the C sub-area.

This document is a high level guide showing the process of setting up CCMEP through paying for services and reporting financials to the Lead Agency and Fiscal Agent. If you have any questions or need more specifics about any section please contact Mark Anderson at mark.anderson@jfs,ohio.gov or 614.387.1897 for assistance.

User Access in CCMEP

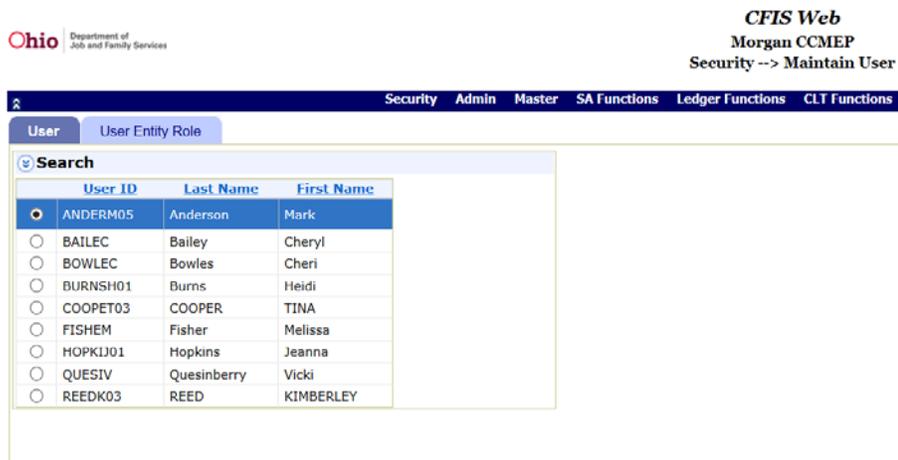
Security

Assigning security and access for staff is the first step in setting up CCMEP for fiscal and program. Only CCMEP Administrative users have the ability to set up CCMEP access for users at the agency level.

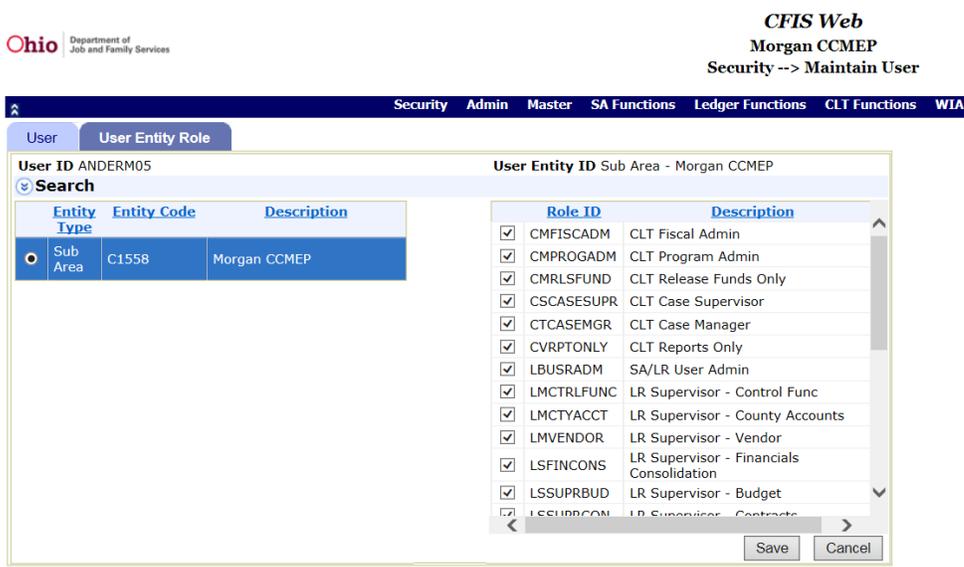
New fiscal users must have a JFS 07078 form completed and submitted to the CFIS Help Desk at CFIS_HELP_DESK@jfs.ohio.gov to receive access to financial and ledger reporting data in CFIS. To obtain CLT access for program purposes the JFS 07078 form must be sent to CFIS_CLT_HELP@jfs.ohio.gov.

To set up users in CCMEP sign in and select the CCMEP Sub-Area.

1. Select **Security** from the top menu bar
2. Select **Maintain User** for the drop down menu and choose the user you are providing access.



3. Select the roles you want the user to have on the **User Entity Role** tab and save.



There are several functions/access levels available for fiscal users. See appendix A - CFIS Client Tracking Roles for more details on the role options and the permissions they provide. Users with higher level roles in CFIS will automatically have lower level access also.

Master

The **Master** menu tab is the next step in CCMEP setup in CFIS. It controls the account coding structure, client funding as well as client program functions.

The areas under **Master** related to fiscal are, **County Control Functions, County Master, County Account, Business Type, Vendor and CLT Fiscal Functions.**

The last three options on the menu are all program functions and not addressed in this guide.

The screenshot shows the CFIS Web interface for Morgan CCMEP. The top navigation bar includes Security, Admin, Master, SA Functions, Ledger Functions, CLT Functions, and WIA Reports. The Master menu is expanded, showing options: County Control Functions, County Master, County Account, Business Type, Vendor, CLT Fiscal Functions, CLT Program Functions, Client, and Case Manager. Below the menu, there is a 'Select an Entity' dropdown set to 'C1558 - Morgan CCMEP'. A 'System Alerts' table is visible with the following data:

Priority	Date	Classification	Alert Name
Red	09/12/2016	Budget	Budget Change
Yellow	09/12/2016	Master	Speed Charts have been changed
Yellow	09/12/2016	Master	Speed Charts have been changed
Yellow	09/12/2016	Master	Speed Charts have been changed
Yellow	09/12/2016	Master	Speed Charts have been changed

Master > CLT Fiscal Functions

The first item to set up in the **Master** menu is the **CLT Fiscal Functions**. These functions allow agencies to set client limits, group set-aside amounts and vendor set-aside amounts. Client limits and group set-aside limits are required for case workers to set up clients in Client Level Tracking (CLT).

Client Limits

Most WIOA fiscal agents have a client limit for client groups in their sub-areas. The client limit defines the total CCMEP WIOA funds that can be spent on a CCMEP WIOA client for a given period of time (usually a lifetime limit). Sub-areas may go up to the fiscal agent client limit but they may set a lower limit for their own sub-area if desired.

CCMEP TANF does not have limits set by the fiscal agent so CCMEP TANF funding becomes a second variable when setting the client limit at the Lead Agency level. If an agency sets a client limit using the All Sub-Project option in CCMEP that is higher than the WIOA client limit the Lead Agency must track CCMEP WIOA expenses in a separate process to maintain compliance at the WIOA level.

Agencies can add a client limit by all on the sub-projects drop down menu or can choose to set a limit by each individual sub-project. The client limit applies to all clients.

Client limits cannot be set by fund but can be changed as needed.

To set a Client Limit:

1. Select **Master > CLT Fiscal Functions**
2. Select the **Client Limit** tab
3. Select **Sub-Project** (All is an option) and enter the amount
4. Save all changes

CFIS Web
Morgan CCMEP
Master --> CLT Fiscal Functions

Ohio Department of Job and Family Services

[Mark](#)

Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports Ledger Reports CLT Reports

SL Name LAW15 - Ohio Valley Employment Sub-Area C1558 - Morgan CCMEP

Client Limit Set-Aside Vendor Set-Aside

Search

Sub-Project	Status	Client Limit	Created By	Created Date	Updated By
No Record(s) found					

Add

SL Name LAW15 - Ohio Valley Employment Sub-Area C1558 - Morgan CCMEP

Sub-Project --All-- Client Limit

Set-Aside

The Set-Aside limit defines the amount of funding that can be assigned to all or specific Project Groups and/or Sub-Projects. Set-Aside is the total amount of funding available to caseworkers to assign to client services in CLT. Without a set-aside limit case workers could assign any amount for services.

Initial set-aside amounts should be set low to allow flexibility of funding use between CLT client expenses and other CCMEP expenses.

Agencies can add or edit a Set-Aside limit by all on the Sub-Project drop down menu or can choose to set a limit by each individual Sub-Project. The Set-Aside limit is a total for the Sub-Project.

To set the Set-Aside allowance amount:

1. Select **Master > CLT Fiscal Functions**
2. Select the **Set-Aside** tab.
3. Choose the **State Fiscal Year, Project Group, Sub-Project** and the **Allowance Amount**
4. Save all changes

Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports Ledger Reports CLT F

SL Name LAW15 - Ohio Valley Employment Sub-Area C1558 - Morgan CCMEP

Client Limit Set-Aside Vendor Set-Aside

Search

State Fiscal Year	Project Group	Sub-Project	Status
Edit SFY2017	All	All	Active

<< 1 >>

Add

State Fiscal Year

Project Group All

Sub-Project

Allowance Amount

Vendor Set-Aside

Vendor Set-Aside is an option for agencies with multiple vendors that want to limit the amount of funding that can be used by any one vendor. Vendor Set-Aside can be set by Project Group or Sub-Project.

Smaller agencies with limited vendors should not need to use this option.

To set the Vendor Set-Aside allowance amount:

1. Select **Master > CLT Fiscal Functions**
2. Select the Vendor **Set-Aside** tab.
3. Select the vendor with the Add button on middle right section of the screen
4. Choose the options on the left of the screen that you want to limit for the vendor
5. Save all changes

Ohio Department of Job and Family Services

CFIS Web
Morgan CCMEP
Master --> CLT Fiscal Functions

Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports Ledger Reports

SL Name LAW15 - Ohio Valley Employment Sub-Area C1558 - Morgan CCMEP

Client Limit Set-Aside Vendor Set-Aside

Search

State Fiscal Year

Sub-Project

Project Group Code

Project Group Name

Status

State Fiscal Year	Project Group	Sub-Project	Allowance Amount
<input checked="" type="radio"/> SFY2017	All	All	\$17,386.68

Search

Remaining Balance: **\$17,386.68**

[Vendor Name](#)

No Record(s) found

- Note that any of these three limits can be changed at any time. If funding is fully obligated in CLT then adjustments for client or vendor services will be necessary to make set-aside changes.

Master > County Control Functions

County Control Functions allow agencies to set up their county financial coding structure in CCMEP LR, link county coding to state coding and manage accounting periods as needed. The four tabs on the County Control Functions page are **Account Config**, **Ledger Config**, **Non-Financial Config** and **Accounting Period**.

Account Config

The **Account Config** tab is used to configure county financial account structure in LR. Fund, Sub-Fund and Sub-Object are preset account items but all other captions can be modified in Account Config fields. Agencies can also select the **Delimiter** and **Length** of the fields to put in spaces between codes and to limit the length of the codes. The Lead Agency chooses the coding structure to match their county structure as needed.

Fund and Sub-Object are required fields in LR and the rest are optional based on the county account set-up.

To edit the Account Config page:

1. Select **Master > County Control Functions**
2. Click on the **Account Config** page and select **Edit** in the bottom left of the page
3. Modify as desired for length, delimiter and Caption (if optional)
4. Save all changes

CFIS Web
Morgan CCMEP
Master --> County Control Functions

Ohio Department of Job and Family Services

Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports Ledger Reports CLT Report

Account Config Ledger Config Non-Financial Config Accounting Period

SL Name LAW15 - Ohio Valley Employment
Sub-Area C1558 - Morgan CCMEP

	Caption	Delimiter	Length
<input checked="" type="checkbox"/>	Fund	-	3
<input checked="" type="checkbox"/>	Sub-Fund	-	4
<input type="checkbox"/>	Department		10
<input type="checkbox"/>	Division		10
<input type="checkbox"/>	Class		10
<input type="checkbox"/>	Group		10
<input type="checkbox"/>	Code1		10
<input type="checkbox"/>	Code2		10
<input type="checkbox"/>	Object		10
<input checked="" type="checkbox"/>	Sub-Object		7
	Account		14

000-0000-0000000

Edit Save Cancel

Ledger Config

Ledger Config gives agencies the option to automatically number ledger documents and to link county and state codes.

To edit the Ledger Config page:

1. Select **Master > County Control Functions**
2. Click on the **Ledger Config** page and select **Edit** in the bottom left of the page
3. Click on the Allow? Box for the items you want auto numbered or to link the county and state codes
4. Save all changes

Ohio Department of Job and Family Services

CFIS Web
Morgan CCMEP
Master --> County Control Functions

Security Admin Master SA Functions Ledger Functions GLT Functions WIA Reports Ledger Reports CLT Functions

Account Config Ledger Config Non-Financial Config Accounting Period

SL Name LAW15 - Ohio Valley Employment
Sub-Area C1558 - Morgan CCMEP

	Allow?	Start Number
County Code/State Code Link	<input checked="" type="checkbox"/>	
PO Auto Number	<input type="checkbox"/>	
Voucher Auto Number	<input checked="" type="checkbox"/>	100001
Contract Auto Number	<input type="checkbox"/>	
Receipt Auto Number	<input type="checkbox"/>	
Service Auto Number	<input type="checkbox"/>	

Edit Save Cancel

Non-Financial Config

Non-Financial Config page provides additional fields for agencies to capture additional data not offered on the Account Config page. This tab is rarely used by most agencies.

To edit the Non-Financial Config page:

1. Select **Master > County Control Functions**
2. Click on the **Non-Financial Config** page and select **Edit** in the bottom left of the page
3. Select the number of fields you want to add and enter the name of the field in the Caption box
4. Save all changes

Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports

Account Config Ledger Config **Non-Financial Config** Accounting Period

SL Name LAW15 - Ohio Valley Employment

Sub-Area C1558 - Morgan CCMEP

	Caption
<input type="checkbox"/> Field1	
<input type="checkbox"/> Field2	
<input type="checkbox"/> Field3	
<input type="checkbox"/> Field4	
<input type="checkbox"/> Field5	
<input type="checkbox"/> Field6	
<input type="checkbox"/> Field7	
<input type="checkbox"/> Field8	
<input checked="" type="checkbox"/> Date	
<input checked="" type="checkbox"/> Amount	

Edit

Accounting Period

The Accounting Period page allows agencies to manage the accounting periods in LR. Months can be added as needed and accounting periods can be closed for financials processing.

Accounting Periods months must be closed after LR is consolidated and financials are transferred to the CCMEP entity. If the month is not closed the financials can't be saved in the CCMEP Sub-Area.

To edit or add accounting periods:

1. Select **Master > County Control Functions**
2. Click on the **Accounting Period** tab and select **Add** or **Edit** in the bottom left of the page
3. Add the months you need or close the month with the Edit box
4. Save all changes

Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports Ledger

Account Config Ledger Config Non-Financial Config Accounting Period

Search

Month/Year	Status
July 2016	Open
August 2016	Open
September 2016	Open
October 2016	Open
November 2016	Open
December 2016	Open

Add Edit Save Cancel

Master > County Master

County Master allows agencies to name and edit county codes set-up on the Account Config page of County Control Functions. Agencies should use the county naming convention in the County Codes fields for consistency between LR and county reports.

To modify the County Master page:

1. Select **Master > County Master**
2. Click on the County Codes radio button you want modify and select **Edit** or **Add**
3. Add new details or modify current codes
4. Save all changes

Ohio Department of Job and Family Services

CFIS Web
Morgan CCMEP
Master --> County Master

Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports Ledger Reports CLT Reports

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County Codes

Fund

Sub-Fund

Sub-Object

Search

Sub-Object Code	Sub-Object Name	Sub-Object Type	Status
4002.00	WIOA Youth CCMEP	Cash Receipts	Active
5302.00	WIOA Youth CCMEP Exp	Cash Disbursements	Active

<< 1 >>

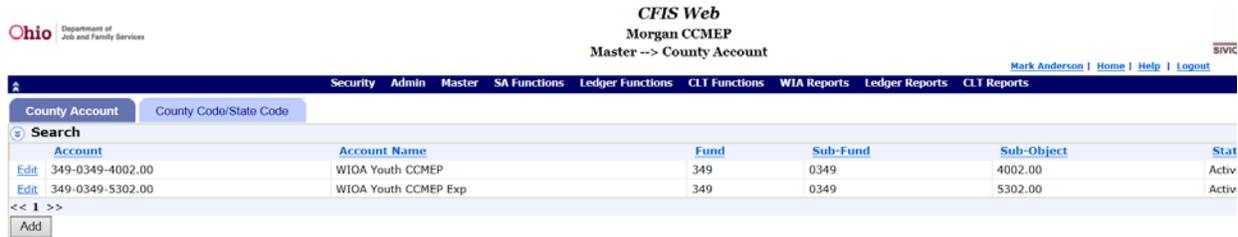
Add

Master > County Account

The County Account tab joins county coding together to make a complete county account codes in CCMEP LR and assign state codes to county codes if desired. These are the codes you will see and use in Ledger Reporting.

To configure county accounts:

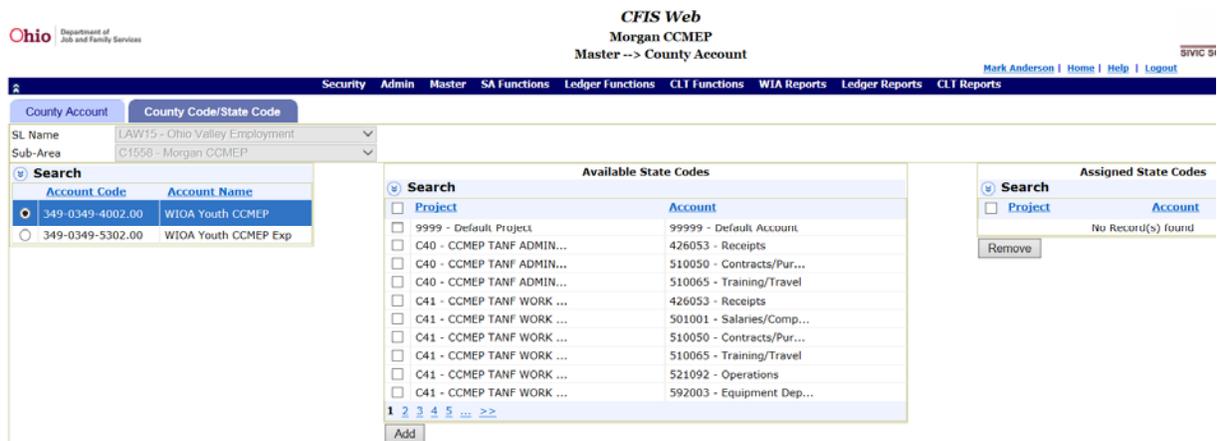
1. Select **Master > County Account**
2. Click on the **County Account** page and choose **Add** or **Edit** to create or modify county accounts
3. Add new details or modify current codes
4. Save all changes



The County Code/State Code tab under Master > County Account allows agencies to Link county codes identified on the County Account page to state project codes.

To link county codes to state codes:

1. Select **Master > County Account**
2. Click on the **County Code/State Code** to link the county codes to the appropriate state codes
3. Select an **Account Code** and then the appropriate **Available State Codes** (there may be multiple state codes for each county code)
4. Save all changes



Master > Vendor

Vendor tab is where agencies maintain and add vendors for CCMEP LR. The Vendor tab lists all current vendors. Agencies can search for vendors using the various search field options.

Vendors must be set up here for Ledger Reporting to create payment vouchers.

To search current vendors:

1. Select **Master > Vendor**
2. Click the **Vendor** tab
3. Click the **Search** arrows in the upper left of the page for search options.
 - a. Remember the % wildcard when searching SSG software

CFIS Web
Morgan CCMEP
Master --> Vendor

Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports Ledger Reports CLT

Vendor

Vendor Program

Search
↕

SL Name

Type

Vendor Number

Remit-to Number

DBA

Sub-Area

Show

Vendor Name

Remit-to Name

Federal Tax ID

	Type	Vendor Number	Vendor Name	Status	Address
Edit	Vendor	00006	Morris Hardware	Active	PO Box 358,50 E Main St,McConnelsville,OH 43756,US
Edit	Vendor	00007	EZ Stop	Active	3363 SR 376,Stockport,OH 43787,US
Edit	Vendor	000076	Rutland Bottle Gas	Inactive	P.O. Box 9,The Plains,OH 45780,US
Edit	Vendor	00008	Morgan Local School Di...	Active	OH,US
Edit	Vendor	00015	Morgan County Herald	Active	PO Box 268,McConnelsville,OH 43756,US
Edit	Vendor	00025	Shriver's Pharmacy	Active	105 N Kennebec Ave,McConnelsville,OH 43756,US
Edit	Vendor	00029	Brock's Automotive Inc.	Active	OH,US
Edit	Vendor	00042	Poynter's Best Products	Active	P.O. Box 911,Marietta,OH 45750 - 0911,US
Edit	Vendor	00046	American Electric Power	Active	P.O. Box 24404,Canton,OH 44701 - 4404,US
Edit	Vendor	00052	Century Link	Active	PO Box 4300,Carrol Stream,IL 60197 - 4300,US

1 2 3 4 5 ... >>

4. **Add** a new vendor or select a current vendor by clicking the **Edit** option of the vendor to add them to the CCMEP vendor list
 - a. To add the vendor to CCMEP click the **WIOA Vendor?** box to move them to the Vendor Program tab, which shows all CCMEP vendors
 - b. If the vendor is an ITA vendor the agency must confirm the vendor is state approved and enter the state code
5. Save all changes

Ohio Department of Job and Family Services

CFIS Web
Morgan CCMEP
Master --> Vendor

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Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports Ledger Reports CLT Reports

Vendor Vendor Program

Search

SL Name: LAW15 - Ohio Valley Employment
 Type: --Select--
 Vendor Number:
 Remit-to Number:
 DBA:

Sub-Area: C1558 - Morgan CCMEP

Vendor Name:
 DBA:
 Federal Tax ID: 1099
 (Enter without dashes or space)
 Address Line 1:
 Address Line 2:
 City:
 Country: US - UNITED STATE State: Ohio
 Zip Code: -

Do not mail Check:
 Send Remittance with Check:
 WIOA Vendor?:

Contact Title: --Select-- Contact Last Name: Contact First Name:
 Phone: () - - - - - Contact Cell Number: () - - - - -
 Contact Email: Contact Fax Number: () - - - - -

Notes:

Save Cancel

Type	Vendor Num
Edit	Vendor 00006
Edit	Vendor 00007
Edit	Vendor 000076
Edit	Vendor 00008
Edit	Vendor 00015
Edit	Vendor 00025
Edit	Vendor 00029
Edit	Vendor 00042
Edit	Vendor 00046
Edit	Vendor 00052

1 2 3 4 5 ... >>>
Add

Master > Business Type

The Business Type is the last menu item to set up on the Master menu. Agencies can identify the various business types that will be serving CCMEP clients. This is also an optional field in CFIS.

To identify your agency business types:

1. Select **Master > Business Type**
2. **Add** or **Edit** as defined by your agency
3. Save all changes

Ohio Department of Job and Family Services

CFIS Web
Morgan CCMEP
Master --> Business Type

Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports

Search

SL Name: LAW15 - Ohio Valley Employment
 Sub-Area: C1558 - Morgan CCMEP
 Business Type Code:
 Business Type Name:

Reset Search

Business Type Code	Business Type Name
Edit Admin	Administrative
Edit Direct	Direct Program Expenditures

<< 1 >>>
Add

L

Ledger Functions

Once the Master functions are set up agencies are ready to set up their Ledger Reporting (LR) system. The options under the Ledger Functions menu are: **Budget, Contracts, Purchase Orders, Vouchers, Receipts, Non-Financial Data, Financials Consolidation** and **Batch Process**.

Budget

Budgets in LR are county budgets. Budgets aren't required but are considered a best practice, especially if LR is the book of record for the agency. If there is not a county budget an agency will get a budget check message when processing financials. Having a county budget in place allows agencies to know they are within their county spending limit.

To create a budget for CCMEP funds:

1. Select **Ledger Functions > Budget**.
2. Choose **Add, Copy, and Revision** to create or modify a budget
3. Enter budget fields, including account codes and names and budget amounts
4. Save all changes

CFIS Web
Morgan CCMEP
Ledger Functions --> Budget

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Ohio Department of Job and Family Services

Security Admin Master SA Functions Ledger Functions C/T Functions WIA Reports Ledger Reports C/T Reports

Search

Description	Year	Revision	Budget Status	Approved By
WIOA Youth CCMEP Budget	2017	1	Approved	BURNSH01

Add Copy Revision

SL Name: LAW15 - Ohio Valley Employment Budget Status: Approved

Sub-Area: C1558 - Morgan CCMEP

Year: 2017 Revision: 1

Description: WIOA Youth CCMEP Budget [Show More Info](#)

Details

Account Code	Account Name	Budget Amount
349-0349-4002.00	WIOA Youth CCMEP	50000.00
349-0349-5302.00	WIOA Youth CCMEP Exp	50000.00
Total		\$100,000.00
Receipts Total		\$50,000.00
Expenses Total		\$50,000.00

Edit

Contracts

Once budgets are set up agencies can set up contracts. This tab allows agencies to manage the necessary fiscal data related to the contract, such as the vendor and remit to address, start and end dates and the contract amount. Contracts are not required, but just like budgets, are considered a best practice to help manage expenditures.

Contracts can be added or edited. To access contracts:

1. Select **Ledger Functions > Contracts**
2. **Add** or **Revise** the contract details
3. Save all changes

CFIS Web
Morgan CCMEP
Ledger Functions --> Contracts

Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports Ledger Reports CLT Reports

Search

Vendor	Remit-to	Contract Number	Start Date	End Date	Contract Status
No Record(s) found					

Add

SL Name: LAW15 - Ohio Valley Employment
Sub-Area: C1558 - Morgan CCMEP
Contract Number:
Description:
Vendor: ...
Remit-to: ...
Start Date:
End Date:
Contract Amount:
Funding Source:
Notes:

Purchase Orders

Purchase Orders can be added after contracts as they apply back to the contracts. The purchase order tab captures the necessary information for agencies to purchase services and supplies. The purchase data is used in the creation of vouchers that are sent to the county auditor that pay for those services and supplies.

To access purchase orders:

1. Select **Ledger Functions > Purchase Orders**
2. Click **Add New PO** box for new PO or
3. Select existing PO to add a line
4. Enter the PO data
5. Save all changes

CFIS Web
Morgan CCMEP
Ledger Functions --> Purchase Orders

Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports Ledger Reports CLT Reports

PO Header

SL Name: LAW15 - Ohio Valley Employment
Sub-Area: C1558 - Morgan CCMEP
PO Type: --Select--
From Date:
Valid From: --Select--
Vendor: ...
Business Type: --Select--
PO Number:
To Date:
Description: Notes
Remit-to: ...
PO Requisition Nbr:
Reference Number:
Status:
Confidential:

PO Line

Account: ...
PO Amount:
State Proj (optional): ...
Status:
Description: Notes
Business Type: --Select--
State Acct (optional):
Contract Number:
State Sub-Proj (optional):

Purchase Orders can be auto numbered by CFIS or can be manually entered by the agency depending on the Master set-up.

Vouchers

The vouchers entered into LR can be submitted to county auditors for payment if permitted. Some agencies use LR created vouchers for submission to county auditors but others have county specific voucher documents they must submit. Either way a voucher has to process in LR to post costs in CFIS and to process direct client services in CLT. To create a new voucher:

1. Select **Ledger Functions > Vouchers**
2. Click the **Add New Voucher** button
3. Choose to create the voucher by **Add Line, Add Line from PO** or **Add Line from Svc**
 - a. Select **Add Line** for pooled (indirect) costs and enter the required data, including coding and expense amount or
 - b. Select **Add Line from PO** to pay the costs through a purchase order or
 - c. Select **Add Line from Svc** to pay for direct services of clients entered in CLT
 - i. Select the client in CLT and the amount to be paid
4. Save all changes to voucher

The screenshot shows the 'CFIS Web' interface for 'Morgan CCMEP' with the navigation path 'Ledger Functions --> Vouchers'. The page title is 'Voucher Header'. The form contains the following fields:

SL Name	LAW15 - Ohio Valley Employment	Sub-Area	C1558 - Morgan CCMEP	County Voucher Number	
Voucher Number	100002	Batch Number		Reference Number	
Voucher Date		Description		Warrant Date	
Period	--Select--	Remit-to		Warrant Period	--Select--
Vendor		Difference in Contract	<input type="checkbox"/> 100.00 %	Warrant Number	
Invoice Number		Voucher Status		Confidential	<input type="checkbox"/>
Invoice Date		Send Remittance with Check	<input type="checkbox"/>		
Do not mail Check	<input type="checkbox"/>				

At the bottom left, there is a 'Back to List' button.

- Vouchers that pay for direct services for clients in CLT must link back to CLT to show the service paid and to identify the funding source used. The **Add Line from Svc** box links to clients in CLT and the **Add Line** or **Add Line from PO** box is for pooled (indirect) costs. The funding source for direct services is reported back to OWCMS for tracking purposes (federal and state). The system also tracks the spending per client and updates their spending limit balances.

Cash Receipts

When agencies draw cash to pay the vouchers for services and supplies they will receipt the cash in LR. The Cash Receipts tab is also used for pooled CCMEP refunds or reimbursements.

Refunds or reimbursements of direct client services are processed on the Service Voucher Reversal page, which is discussed next.

To receipt cash in LR:

1. Select **Ledger Functions > Receipts**
2. Select **Add** for a new receipt or **Edit** to revise a current receipt
3. Click the **Add New Receipt** box to get the following screen
4. Enter the appropriate data
5. Save all changes

The screenshot shows the 'Receipt Header' form in the CFIS Web application. The form is titled 'Receipt Header' and is part of the 'Ledger Functions --> Receipts' section. It contains several input fields and dropdown menus. The 'SL Name' is set to 'LAW15 - Ohio Valley Employment' and the 'Sub-Area' is 'C1558 - Morgan CCMEP'. The 'Receipt Type' is 'Pay-In'. There are fields for 'Receipt Number', 'Description', 'Batch Number', 'Reference Number', 'Pay-in Date', 'Pay-in Period', and 'Pay-in Number'. A 'Difference in Contract' field is set to '100.00 %'. A 'Vendor' field is present with a search icon. A 'Vendor Payment Number' and 'Vendor Payment Date' field are also included. A 'Confidential' checkbox is at the bottom right. A 'Back to List' button is located at the bottom left of the form.

Service Voucher Reversal

Service Voucher Reversal is used to receive refunds or reimbursements of direct client services that are listed in Client Level Tracking (CLT). The original voucher number is required to start the reversal.

The Service Voucher Reversal process is designed to replenish the fund set-aside amount and adjust the client limit based on the refund amount. This process prevents the client spending from being overstated due to a service being improperly paid.

To enter a service voucher reversal in LR:

1. Select **Ledger Functions > Service Voucher Reversal**
2. Click either the **Complete Check Return** or **Partial Check Return** radio buttons based on type of return
3. Click the search box next to the **Voucher Number** box
4. Find and select the voucher for the reversal and complete the necessary information
5. Save all changes

The screenshot shows the 'Voucher Header' form in the CFIS Web application. The form is titled 'Voucher Header' and is part of the 'Ledger Functions --> Service Voucher Reversal' section. It contains several input fields and dropdown menus. The 'SL Name' is set to 'LAW15 - Ohio Valley Employment' and the 'Sub-Area' is 'C1558 - Morgan CCMEP'. There are radio buttons for 'Complete Check Return' and 'Partial Check Return'. A 'Voucher Number' field is present with a search icon. The form is part of a larger application with a navigation menu at the top.

Batch Process

Once the vouchers, purchase orders and receipts have been created the **Batch Process** allows agencies to conduct different processes to batches for **Vouchers, Purchase Orders, Close POs** and **Receipts**.

Each of the four tabs has a **Process Type** that pertains to the specific tab. All the processes relate to reviewing and approving the vouchers, purchase orders and receipts. Once everything is reviewed and approved the agency is ready to consolidate the LR data and transfer it to the CCMEP Sub-Area for month end and quarter end.

Agencies can use the batch process for processing the documents in LR or they can process each document individually.

To conduct a batch process:

1. Select **Ledger Functions > Batch Process**
2. Select one of the four tabs (processes) you wish to complete (**Vouchers, Purchase Orders, Close POs and Receipts**)
3. Select a **Process Type** at the top of the page
4. Select the items you need and click **Process**
5. Save processes

The screenshot shows the CFIS Web interface for Morgan CCMEP. The page title is "Ledger Functions --> Batch Process". The navigation menu includes "Security", "Admin", "Master", "SA Functions", "Ledger Functions", "CLT Functions", "WIA Reports", "Ledger Reports", and "CLT Reports". The current page is "Ledger Functions --> Batch Process". The search criteria section is visible, with fields for Process Type, Voucher Number, PO Number, Batch Number, Vendor Number, Remit-to Number, Created Date, Page Size, Description, Period, Vendor Name, Remit-to Name, and Account. The search criteria are currently empty or set to default values like "--Select--", "10", and "--All--".

Financials Consolidations

The final step in LR is to consolidate to capture the financial data and transfer it to the CCMEP Sub-Area in CFIS. Once all financials are in LR the Lead Agency will consolidate the data and transfer it to the CCMEP Sub-Area.

The agency can do a **Draft Consolidation** first to confirm the financials balance with the county auditor before the final consolidation.

To consolidate financials:

1. Select Ledger **Functions > Financials Consolidation**
2. Choose the **Period** from the drop down menus
3. Click the **Consolidate** button

The screenshot shows the CFIS Web interface for Morgan CCMEP. The page title is "Ledger Functions --> Financials Consolidation". The navigation menu includes Security, Admin, Master, SA Functions, Ledger Functions, CLT Functions, and WIA Reports. The main content area has a form with the following fields:

- SL Name: LAW15 - Ohio Valley Employment
- Sub-Area: (empty)
- Period: 2016 | August

Buttons for "Consolidate" and "Draft Consolidate" are located at the bottom right of the form.

Once consolidated, agencies must close the accounting period or financials will not save in CFIS.

To close the accounting period:

1. Select **Master > County Control Functions**
2. Select the **Accounting Period** tab
3. Select **Edit**
4. Click on the Status for the month you want and choose **Close**.
5. Save change

The screenshot shows the CFIS Web interface for Morgan CCMEP. The page title is "Master --> County Control Functions". The navigation menu includes Security, Admin, Master, SA Functions, Ledger Functions, CLT Functions, and WIA Reports. The main content area has a tabbed interface with the following tabs:

- Account Config
- Ledger Config
- Non-Financial Config
- Accounting Period (selected)

Below the tabs is a search bar and a table with the following data:

Month/Year	Status
July 2016	Open
August 2016	Open
September 2016	Open
October 2016	Open
November 2016	Open
December 2016	Open

Buttons for "Add", "Edit", "Save", and "Cancel" are located at the bottom of the table.

CCMEP Sub-Area

Financials

Once the month is closed in Master the lead agency is ready to process financials in the CCMEP Sub-area so they can be further processed by the fiscal agent and PA if a CDJFS is the lead. The expenditures and receipts should be confirmed and approved for allocation to the fiscal agent and lead agency.

At the end of each month the CCMEP Sub-Area is the first entity to be closed in CFIS.

To process financials:

1. Select **SA Functions > Financials**
2. Select the **Reporting Month** and click the **Search** button on the far right
3. Verify the financials and click the **Approve** button at the bottom of the page

Ohio Department of Job and Family Services

CFIS Web
Morgan CCMEP
SA Functions --> Financials

Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports Ledger Reports CLT Reports

Search

Sub-Area: C1558 - Morgan CCMEP Reporting Month: August 2016

SA Project: Account:

Sub-Area: C1558
Reporting Month: Aug 2016

Monthly Total	Total Rcpt.:	\$0.00	Total Exp.:	\$0.00
Imported Financials	Total Rcpt.:	\$0.00	Total Exp.:	\$0.00
Manually Entered Financials	Total Rcpt.:	\$0.00	Total Exp.:	\$0.00
Ledger Financials	Total Rcpt.:	\$0.00	Total Exp.:	\$0.00

SA Project Account Sub-Project Category Seeker ID Amount Service as of

No Record(s) found

Approve

Cost Allocation

Approved financials are now ready for allocation and approval. CCMEP financials are allocated and approved so the expenditure processing can be finalized by the Fiscal Agent for CCMEP WIOA and the Lead Agency CCMEP TANF.

To allocate and approve financials:

1. Select **SA Functions > Cost Allocation**
 2. Select the **Reporting Month** and click the **Search** button on the far right
 3. Click the **Allocate** button in the lower left corner to allocate the costs
 4. Click the **Approve** button that appears just to the right of where the allocate button is located
- At the end of the quarter there will be a **Submit to FA** button that will be the final approval in the CCMEP entity for the quarter.

Once approved the lead agency should notify the fiscal agent the CCMEP WIOA financials for the month are complete and ready for consolidation.

Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports Ledger Reports CLT Reports			
Search			
Sub-Area	C1558 - Morgan CCMEP	Reporting Month	August 2016
<hr/>			
Sub-Area Name	C1558 - Morgan CCMEP	Reporting Month	Aug 2016 Status
Compliance Approval By		Compliance Approval Date	
Last Allocated By		Last Allocated Date	
Last Approved By		Last Approved Date	
<input type="button" value="Allocate"/>			

Workforce Development Lead Agency

If the Lead Agency is a Workforce Development Agency they are finished with CCMEP for the month. The Fiscal Agent will consolidate both CCMEP WIOA and CCMEP TANF for WIOA Area reporting.

Public Assistance Lead Agency

Public Assistance (PA) Lead Agencies must import CCMEP TANF financials into the PA monthly financials as the final step in processing CCMEP financials.

To import CCMEP TANF financials:

1. Open the PA entity in CFIS
2. Select **SL Functions > Monthly Financials**
3. In the bottom left corner click the **Retrieve CCMEP Financials** button to pull the approved financials from the CCMEP entity
4. **Approve** CCMEP Financials
5. Enter or import all other PA financials as needed
6. **Approve** each section of the Monthly Financials where data is entered

Admin SL Functions Reports					
Search					
SL Name	LAA58 - Morgan County Public Assistance	Reporting Month	August	2016	Grant Description
Project		Account			Status
SL Name: LAA58 - Morgan County Public Assistance					
Monthly Total		Total Rcpt.:	\$0.00	Total Exp.:	\$22,000.00
Imported Financials		Total Rcpt.:	\$0.00	Total Exp.:	\$22,000.00
Manually Entered Financials		Total Rcpt.:	\$0.00	Total Exp.:	
Project	Account	Grant Description	Amount	Service as of	Notes
No Record(s) found					
--Select--	Add Rows	Approve			
Ledger Financials		Total Rcpt.:	\$0.00	Total Exp.:	
CCMEP Financials		Total Rcpt.:	\$0.00	Total Exp.:	
Project	Account	Grant Description	Amount	Service as of	Notes
No Record(s) found					
Retrieve CCMEP Financials		Delete	Approve	Reverse CCMEP Financials	

Public Assistance Cost Allocation

PA costs, including CCMEP TANF, are now ready for allocation processing.

To allocate PA financials:

1. Select **SL Functions > Cost Allocation**
2. Select the **Reporting Month** and click the **Search** button on the far right
3. Click the **Allocate** button in the lower left corner to allocate the costs
4. Click the **Approve** button that appears just to the right of where the allocate button is located

Admin SL Functions Reports					
Search					
SL Name	LAA58 - Morgan County Public Assistance	Reporting Month	August	2016	
Mark Anderson Home Help					
SL Name	LAA58 - Morgan County Public Assistance	Reporting Month	Aug 2016	Status	Allocated
Compliance Approval By		Compliance Approval Date			
Last Allocated By	BURNSHOT	Last Allocated Date	8/23/2016 11:39		
Last Approved By		Last Approved Date			
Allocate		Approve			

Once PA has allocated and approved subset transfers can be completed and all other entities can be processed in CFIS.

The PA entity should be submitted to OAKS first to eliminate any issues with the PA not having the latest CCMEP financial data, which will stop the PA entity from submitting. If this error occurs all subset related entities (CSEA and/or PCSA) must be unallocated. The PA entity must re-import the final CCMEP financials and all data must be reprocessed, including the CSEA and/or PCSA entities.

CCMEP CFIS WIOA Reports

CCMEP has the same reports as the WIOA Sub-Area. 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 CDFA 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.

Agency Responsibilities for CCMEP

CDJFS Lead Agent Responsibilities in CCMEP

- CDJFS lead Agency draws all CCMEP TANF funds and pays all CCMEP TANF expenses on behalf of the CCMEP entity.
- CDJFS Lead Agency consolidates CCMEP LR financials in the CCMEP module as their first step in completing their **Monthly Financials** process.
- CDJFS Lead agency notifies the Fiscal Agent CCMEP financials are processed and the CCMEP WIOA financials are ready for consolidation.
- The CCMEP TANF expenditures and draws are reported on the PA Quarterly Financial Certification (JFS 02827).
- The CDJFS lead agency will submit a JFS 01992 Quarterly Financial Certification to the Fiscal Agent for CCMEP WIOA financial activity in CCMEP.

Workforce Development Agency (WDA) responsibilities as Lead Agent

- WDA receives all funding (WIOA and TANF) through the Fiscal Agent.
- The WDA submits all draw requests to the Fiscal Agent for processing.
- The WDA notifies the Fiscal Agent the financials are approved and ready for consolidation monthly and the WDA will **Submit to FA** at quarter end.
- The WDA submits a JFS 01992 for WIOA funds and a JFS 02828 for TANF funds for their quarterly financial certification.

Fiscal Agent responsibilities in CCMEP

Fiscal Agents who are not the lead agency still have functions to perform for CCMEP. The functions vary based on the role the Fiscal Agent takes in the program. The functions listed below assume the Fiscal Agent is passing CCMEP funding down to the CDJFS Lead Agency.

- Fiscal Agent passes CCMEP Youth funding to the CCMEP Sub-area.
- The Fiscal Agent processes all draws on behalf of the CCMEP Sub-area.
- The Fiscal Agent consolidates monthly/quarterly financials for WIOA Area financial reporting.

Appendix A

CFIS Client Tracking Roles

Sub-Area and CCMEP Roles

Role CD	Role Desc	Permissions
LBUSRADM	CLT User Admin	1) Add or Remove Roles
CMFISCADM	CLT Fiscal Admin	1) View Client 2) Add/Edit/Inactivate Vendor 3) Add/Edit/Inactivate Vendor Program 4) Add/Edit Registration Config 5) Add/Edit Client Limit and Set-Aside 6) View Case and Services 7) Release Funds 8) Fund management 9) Reports
CMPROGADM	CLT Program Admin	1) Add/Edit/Inactivate Client 2) View Vendor 3) Add/Edit/Inactivate Vendor Program 4) Add/Edit Registration Config 5) Add/Edit/Inactivate Case Manager/Supervisor 6) Add/Edit/Close Case 7) Edit/Review/Deny/Send Back/Approve Case Service 8) Release Funds 9) Reports
CMRLSFUND	CLT Release Funds Only	1) Release Funds
CSCASESUPR	CLT Case Supervisor	1) Add/Edit/Inactivate Client 2) View Vendor 3) View Vendor Program 4) Add/Edit/Close Case 5) Edit/Review/Deny/Send Back/Approve Case Service 6) Case and Service Management Batch 7) Reports
CTCASEMGR	CLT Case Manager	1) Add/Edit/Inactivate Client 2) View Vendor 3) View Vendor Program 4) Add/Edit/Close Case 5) Edit/Review/Deny Case Service 6) Reports
CVRPTONLY	CLT Reports Only	1) Reports

Appendix A

OMJ Center Roles

Role CD	Role Desc	Permissions
OAUSRADM	OMJ User Admin	1) Add or Remove Roles
OMCTRADM	OMJ Center Admin	1) Add/Edit/Inactivate Client 2) Check-in/Check-out Client 3) Add/Edit Registration Config 4) Add/Edit/Inactivate Basic Service 5) Add/Edit/Inactivate Partner 6) Add/Edit/Delete Workshop 7) Add Referral 8) Add/Edit/Inactivate Resource Room App Config 9) Add/Edit/Inactivate Resource Room Tracking Config 10) Reports
OMKIOSKADM	OMJ Kiosk Admin	1) Add/Edit/Inactivate Client 2) Check-in/Check-out Client 3) Add/Edit Registration Config 4) Add/Edit/Inactivate Basic Service 5) Reports
OMNETWKADM	OMJ Network Admin	1) Add/Edit/Inactivate Resource Room App Config 2) Add/Edit/Inactivate Resource Room Tracking Config
OTCASEMGR	OMJ Case Manager	1) Add/Edit/Inactivate Client 2) Check-in/Check-out Client 3) View Partner 4) Add/Edit/Delete Workshop 5) Add Referral 6) Reports
OVRPTONLY	OMJ Reports Only	1) Reports

Appendix B

CCMEP Monthly Closing Guide

At the end of each month the CCMEP Sub-Area must be the first entity closed in CFIS by the Lead Agency. The financials must be approved then allocated and approved. This guide is a quick reference showing the monthly CCMEP close process in CFIS with the assumption there are CCMEP expenses.

Lead Agencies that have no CCMEP expenses only need to complete steps 2 and 4 for CCMEP.

1. Lead Agency Consolidates Ledger Reporting (LR) in the CCMEP Entity.
Once all financials are in LR the Lead Agency consolidates the data to transfer it to the CCMEP entity. To Consolidate:

- A. Select **Ledger Functions > Financials Consolidation**
- B. Click the **Consolidate** button to transfer financials into the CCMEP sub-area entity.

The agency can do a **Draft Consolidation** first to confirm the financials balance with the county auditor before the actual consolidation and transfer.

The screenshot shows the CFIS Web interface for Morgan CCMEP. The page title is "Ledger Functions --> Financials Consolidation". The navigation bar includes tabs for Security, Admin, Master, SA Functions, Ledger Functions, CLT Functions, and WIA Reports. The main content area has a form with the following fields: SL Name (LAW15 - Ohio Valley Employment), Period (2016, August), and Sub-Area. There are buttons for Consolidate and Draft Consolidate.

2. Lead Agency Closes Accounting Period in CCMEP Entity.
Once consolidated the lead agency must close the accounting period in order to save the financial data. Close the accounting period:
 - A. Select **Master > County Control function**
 - B. Select the **Accounting Period** tab on the right side of the page.
 - C. Click on the status for the month you want and choose **Close**.

Appendix B

CFIS Web
Morgan CCMEP
Master --> County Control Functions

Ohio Department of Job and Family Services

Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports

Account Config
Ledger Config
Non-Financial Config
Accounting Period

Search

Month/Year	Status
July 2016	Open <input type="button" value="v"/>
August 2016	Open <input type="button" value="v"/>
September 2016	Open <input type="button" value="v"/>
October 2016	Open <input type="button" value="v"/>
November 2016	Open <input type="button" value="v"/>
December 2016	Open <input type="button" value="v"/>

NOTE: If the accounting period is not closed, financials will not save. The accounting period is required to be closed each month to ensure no changes are made in LR after consolidation.

3. Lead Agency Approves Financials.

Once the accounting period is closed the agency can approve financials. To approve financials:

 - A. Select **SA Functions > Financials**
 - B. Select the **Reporting Month** and click the **Search** button on the far right to verify the financials posted and are ready for approval
 - C. Once verified select the **Approve** button at the bottom of the page.

CFIS Web
Morgan CCMEP
SA Functions --> Financials

Ohio Department of Job and Family Services

Security Admin Master SA Functions Ledger Functions CLT Functions WIA Reports Ledger Reports CLT Reports

Mark Anderson

Search

Sub-Area	C1558 - Morgan CCMEP	Reporting Month	August	2016
SA Project		Account		

Sub-Area: C1558
Reporting Month: Aug 2016

Monthly Total	Total Rcpt.:	\$0.00	Total Exp.:	\$0.00
Imported Financials	Total Rcpt.:	\$0.00	Total Exp.:	\$0.00
Manually Entered Financials	Total Rcpt.:	\$0.00	Total Exp.:	\$0.00

SA Project	Account	Sub-Project	Category	Seeker ID	Amount	Service as of
No Record(s) found						

Ledger Financials	Total Rcpt.:	\$0.00	Total Exp.:	\$0.00
--------------------------	--------------	--------	-------------	--------

4. Lead Agency Allocates and Approves Cost Allocation

Approved financials are now ready for allocation and approval. To allocate and approve:

 - A. Select **SA Functions > Cost Allocation** to open the cost allocation page
 - B. Select the **Reporting Month** and click the **Search** button on the far right

Appendix B

C. Click the **Allocate** button in the lower left corner to allocate the costs

D. Click the **Approve** button that appears after allocation

NOTE: At the end of the quarter there will be a Submit to FA button that will be the final approval in the CCMEP entity for the quarter.

E. Once approved the Lead Agency should notify the Fiscal Agent the CCMEP WIOA financials for the month are complete and ready for consolidation

The screenshot displays the 'CFIS Web Morgan CCMEP SA Functions --> Cost Allocation' interface. At the top, there is a navigation menu with options: Security, Admin, Master, SA Functions, Ledger Functions, CLT Functions, WIA Reports, Ledger Reports, and CLT Reports. Below the menu is a search bar with a magnifying glass icon and the word 'Search'. The search criteria include 'Sub-Area' set to 'C1558 - Morgan CCMEP' and 'Reporting Month' set to 'August 2016'. Below the search bar, there is a table with columns for 'Sub-Area Name', 'Reporting Month', and 'Status'. The table contains one row with 'C1558 - Morgan CCMEP' in the first column, 'Aug 2016' in the second, and an empty cell in the third. Below the table, there are several input fields for 'Compliance Approval By', 'Last Allocated By', 'Last Approved By', 'Compliance Approval Date', 'Last Allocated Date', and 'Last Approved Date'. At the bottom left, there is an 'Allocate' button.

If the Lead Agency is a Workforce Development Agency they are now finished with CCMEP entity allocation and approval for the month. The Fiscal Agent should now consolidate both CCMEP WIOA and CCMEP TANF for WIOA Area reporting.

5. Public Assistance Lead Agency Final Approval

Public Assistance (PA) Lead Agencies must import CCMEP TANF financials into the PA monthly financials. To import:

A. Open the PA entity and select **SL Functions > Monthly Financials**

B. In the bottom left corner click the **Retrieve CCMEP Financials** button to pull the approved financials from the CCMEP entity

C. Enter all other PA financials as needed

D. **Approve** each section of the Monthly Financials where data is entered

E To ensure agencies have the latest CCMEP data it is advised the PA agency reimport all three months of CCMEP financials after the CCMEP entity is submitted to the fiscal agent.

Appendix B

CFIS Web
Morgan County Public Assistance
SL Functions --> Monthly Financials

Admin SL Functions Reports

Search

SL Name	<input type="text" value="LAA58 - Morgan County Public Assistance"/>	Reporting Month	<input type="text" value="August"/>	<input type="text" value="2016"/>	Grant Description
Project	<input type="text"/>	Account	<input type="text"/>		Status

SL Name: LAA58 - Morgan County Public Assistance **Reporting Month:** Aug 2016

Monthly Total	Total Rcpt.:	\$0.00	Total Exp.:	\$22
Imported Financials	Total Rcpt.:	\$0.00	Total Exp.:	\$22
Manually Entered Financials	Total Rcpt.:	\$0.00	Total Exp.:	

Project	Account	Grant Description	Amount	Service as of	Notes
No Record(s) found					

--Select--
Approve

Ledger Financials Total Rcpt.: **\$0.00** Total Exp.:

CCMEP Financials Total Rcpt.: **\$0.00** Total Exp.:

Project	Account	Grant Description	Amount	Service as of
No Record(s) found				

Retrieve CCMEP Financials
Delete
Approve
Reverse CCMEP Financials

6. Public Assistance Lead Agency Final Cost Allocation

- A. Allocate PA costs by selecting **SA Functions > Cost Allocation** to open the cost allocation page
- B. Select the **Reporting Month** and click the **Search** button on the far right
- C. Click the **Allocate** button in the lower left corner to allocate the costs and display Approve button
- D. Click the **Approve** button as a final approval on the monthly financials
- E. Once PA has allocated and approved subset transfers can be completed and all other entities can be processed in CFIS

CFIS Web
Morgan County Public Assistance
SL Functions --> Cost Allocation

Mark Anderson | Home | Help |

Admin SL Functions Reports

Search

SL Name	<input type="text" value="LAA58 - Morgan County Public Assistance"/>	Reporting Month	<input type="text" value="August"/>	<input type="text" value="2016"/>
---------	--	-----------------	-------------------------------------	-----------------------------------

SL Name	<input type="text" value="LAA58 - Morgan County Public Assistance"/>	Reporting Month	<input type="text" value="Aug 2016"/>	Status	<input type="text" value="Allocated"/>
---------	--	-----------------	---------------------------------------	--------	--

Compliance Approval By	<input type="text"/>	Compliance Approval Date	<input type="text"/>
Last Allocated By	<input type="text" value="BURNNSH01"/>	Last Allocated Date	<input type="text" value="8/23/2016 11:30"/>
Last Approved By	<input type="text"/>	Last Approved Date	<input type="text"/>

Allocate
Approve

Note: Once all entities have been processed and each has a Submit to OAKS button it is time to submit all entities. Due to the addition of CCMEP it is now recommended the PA entity be submitted to OAKS first to eliminate any potential issues with CCMEP financial data causing a Submit to OAKS error.