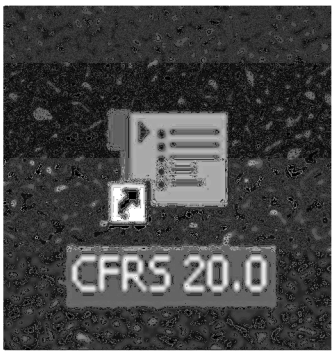
New York State
Consolidated Fiscal Reporting System
Software Training
Fiscal Year 2012/2013

What This Training Will Cover

- Downloading of the Software
- Software Features
    - Inputting of Data
    - Utilities Options
    - Reports
- Uploading the CFR

NYS CFRS software is
available for download at:
http://www.omh.ny.gov/omhweb/cfrsweb/default.asp

CFRS ICON

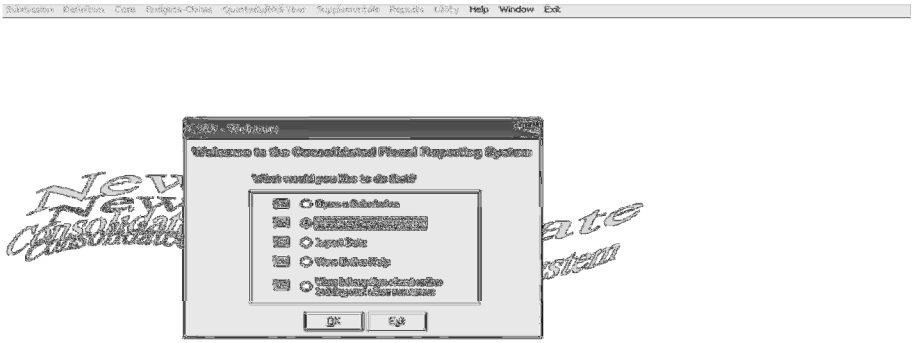


- ICON will appear on user's Desktop Screen.
- 12/13 NYC/Fiscal Year software version will reflect "CFRS 21.0 " in the ICON
- To activate software place cursor on the ICON
- Left click on mouse

CFRS
Banner Screen

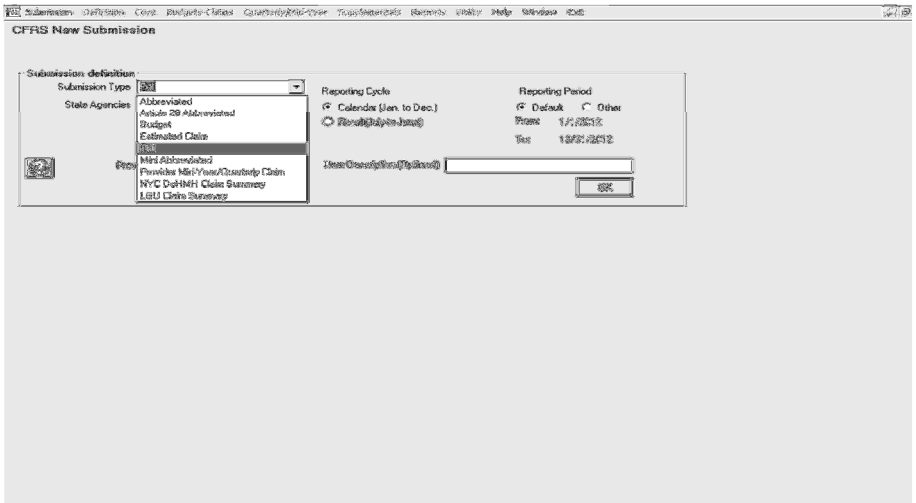
- First screen seen by a user when CFR software has been activated

CFRS
Welcome Screen



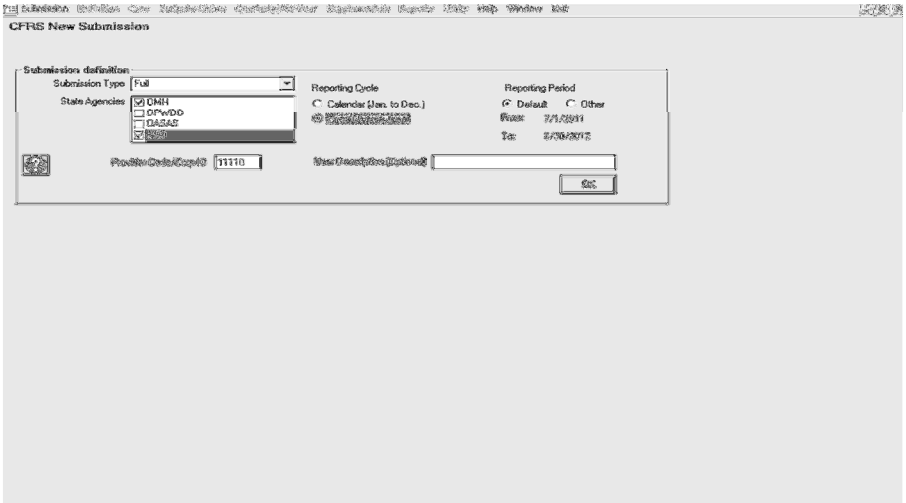
- Placing cursor on task, will lock in choice
- Presentation follows the CFR Full sample (Any Agency)
- Click “Ok”

CFRS
New Submission



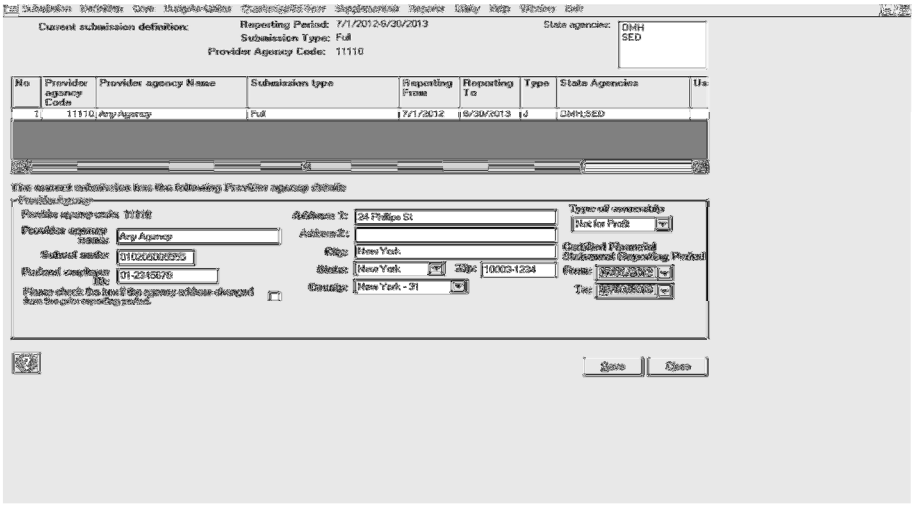
- Areas of concern are: submission type, reporting cycle, and reporting year

CFRS
New Submission (cont.)



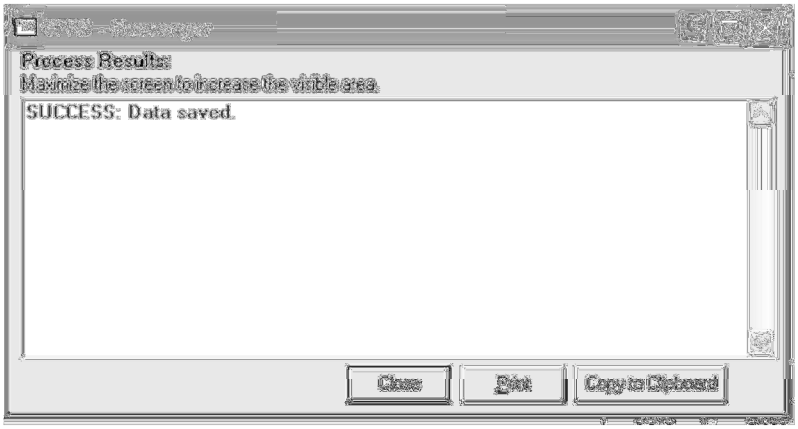
- User decides on what State Agency will he/she be reporting for
- Pre-assigned 5 digit CFR Agency Code
- User must choose a reporting cycle
- Click “OK”

CFRS
Current Submission Definition



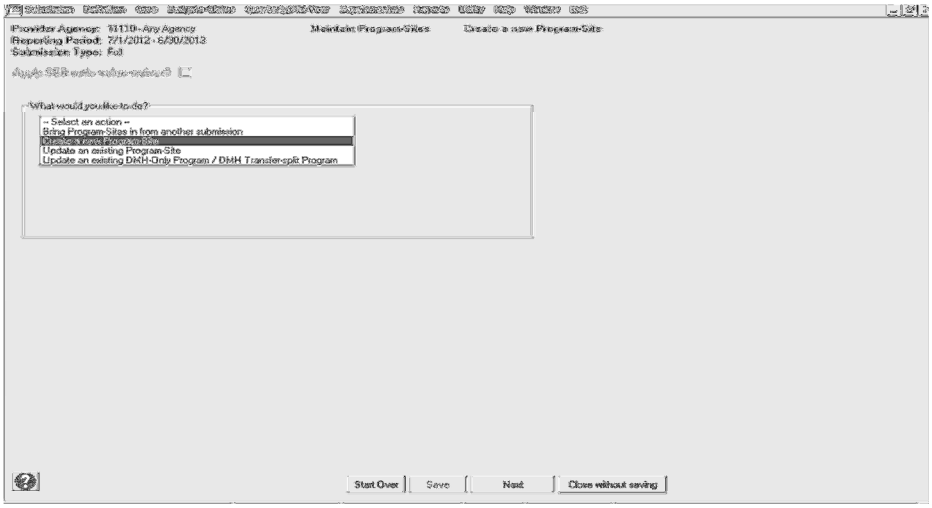
- Provider's corporate name and headquarters address and type of ownership
- New for 12/13, Provider must state their Agency's Certified Financial Statement Reporting Period
- Click "SAVE"

CFRS
Messenger Screen



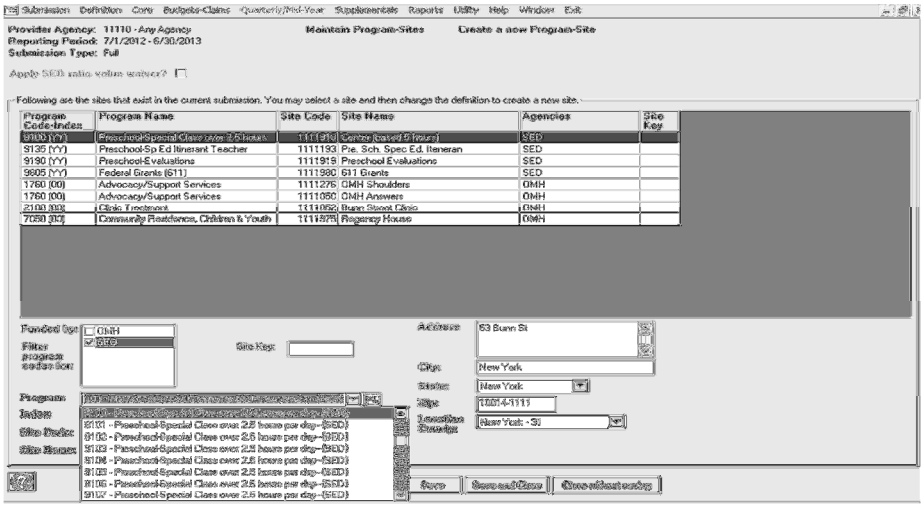
- CFR- Messenger Screen will appear after the "SAVE" button has been used
- Click "CLOSE"

CFRS
Maintain Program Sites



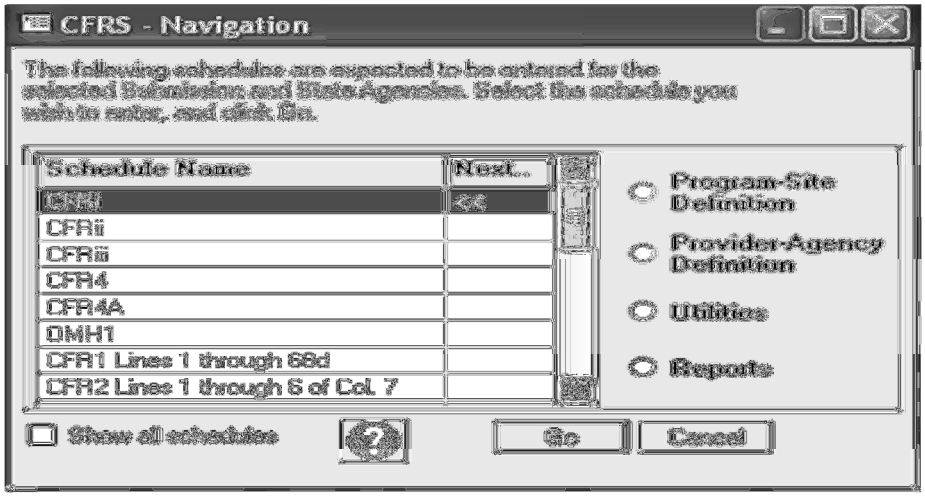
- Programs authorized to operate
- Highlight selected choice
- Click “NEXT”

SED
Programs



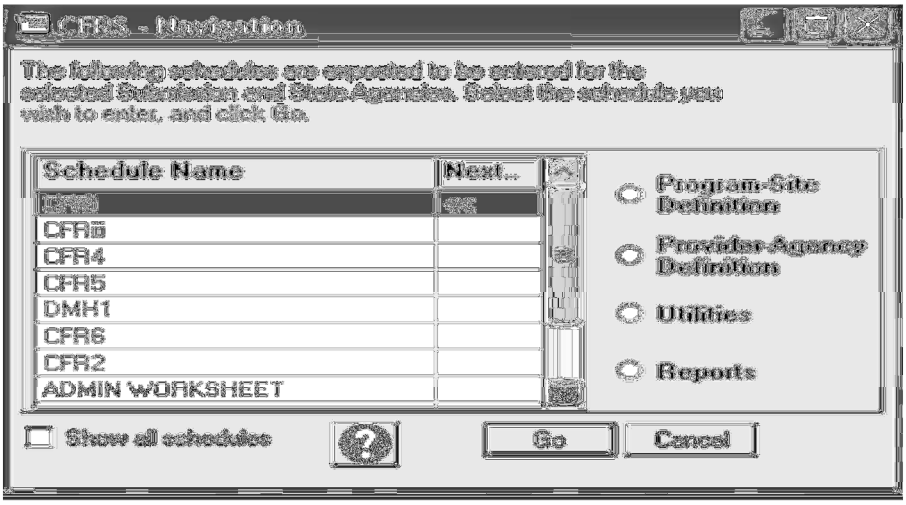
- "Funded By", allows user to choose appropriate program codes, for a specific State Agency
- User chooses the program code, enters the location where the program is being conducted from
- For the convenience the address will remain constant, until the user changes it
- Click "Save", or "Save and Close"

CFRS – Navigation Screen
Full Version



- Navigation screen requirements vary depending on submission type chosen
- Full Filers are required to complete these documents

CFRS – Navigation Screen Abbreviated Version



- CFR Abbreviated Filers, use this navigation screen
- Navigation screen will appear each time user switches to a different schedule
- Software will direct the user to next appropriate schedule, by highlighting schedule
- Click “GO”

Provider Agency: 11110 - Any Agency
Reporting Period: 7/1/2012 - 6/30/2013
Submission Type: Full

SCHEDULE
CFR - i/ii/iiA/iii

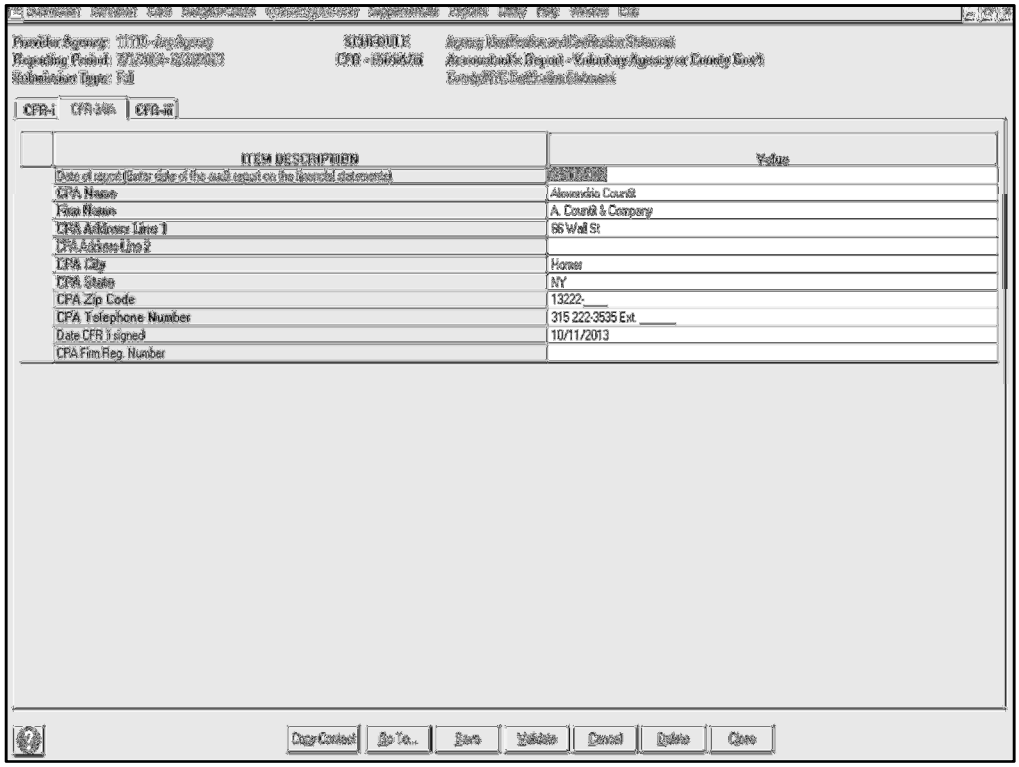
Agency Identification and Certification Statement
Accountant's Report - Voluntary Agency or County Gov't
County/NYC Certification Statement

CFR-i | CFR-ii/iiA | CFR-iii

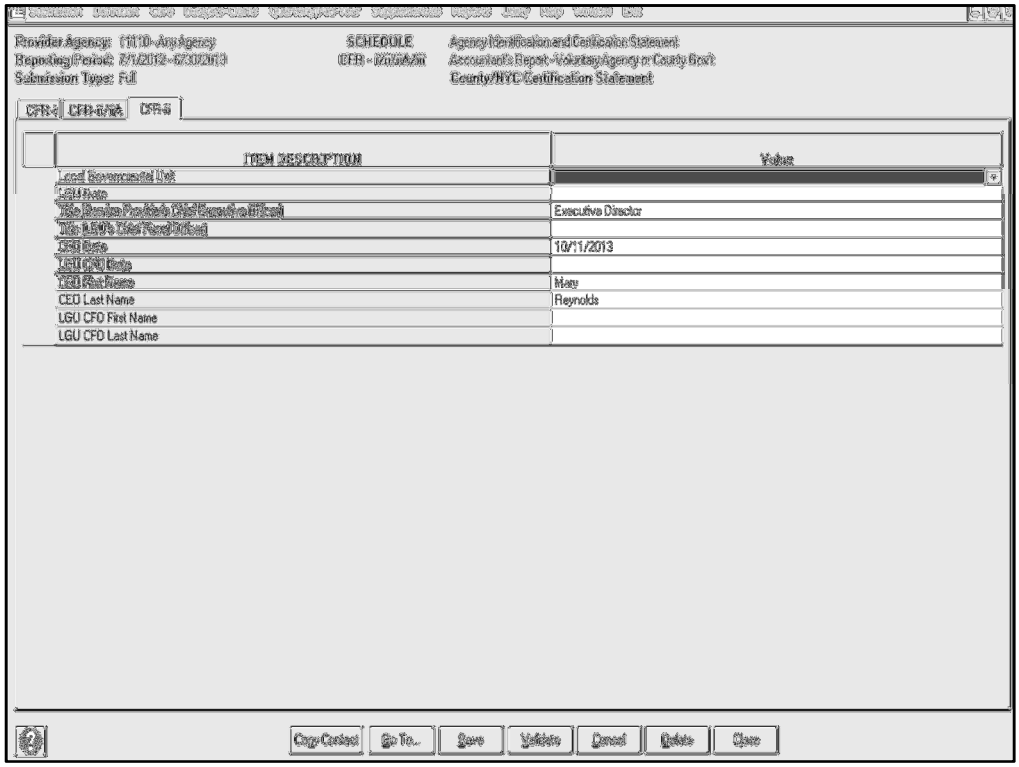
ITEM DESCRIPTION	Value
Provider Agency Address Line 1	24 Phillips St
Provider Agency Address Line 2	
Provider Agency City	New York
Provider Agency State	New York
Provider Agency Zip Code	10003-1234
Provider Agency Code	11110
Provider Agency County	New York
School Code	010205005555
Provider Ownership Type	Not for Profit
Please check the box if the agency address changed from the prior reporting period.	☐
FEDERAL EMPLOYER ID NUMBER	01-2345678
Certified Financial Statement Period Start Date	
Certified Financial Statement Period End Date	
Contact Courtesy Title	Ms.
Contact First Name	Sally
Contact Last Name	Sanders
Contact Telephone Number	212 355-5555 Ext. 123
Contact Title	Senior Accountant
Contact E-mail Address	ssanders@anyagency.com
Contact Fax Number	212 355-5556 Ext.
Please check the box if the person to contact changed from the prior reporting period.	☐
Date Signed	10/11/2013
Director Courtesy Title	Mrs.
Director First Name	Mary
Director Last Name	Reynolds
Director Title	Executive Director
Director Phone Number	212 355-7779 Ext. 133
Chief Executive Officer E-mail Address	meynolds@anyagency.com
Please check the box if the Chief Executive Officer changed from the prior reporting period.	☐
Claim Contact Courtesy Title	Mrs.

Copy Contact | Go To... | Save | Validate | Cancel | Delete | Close

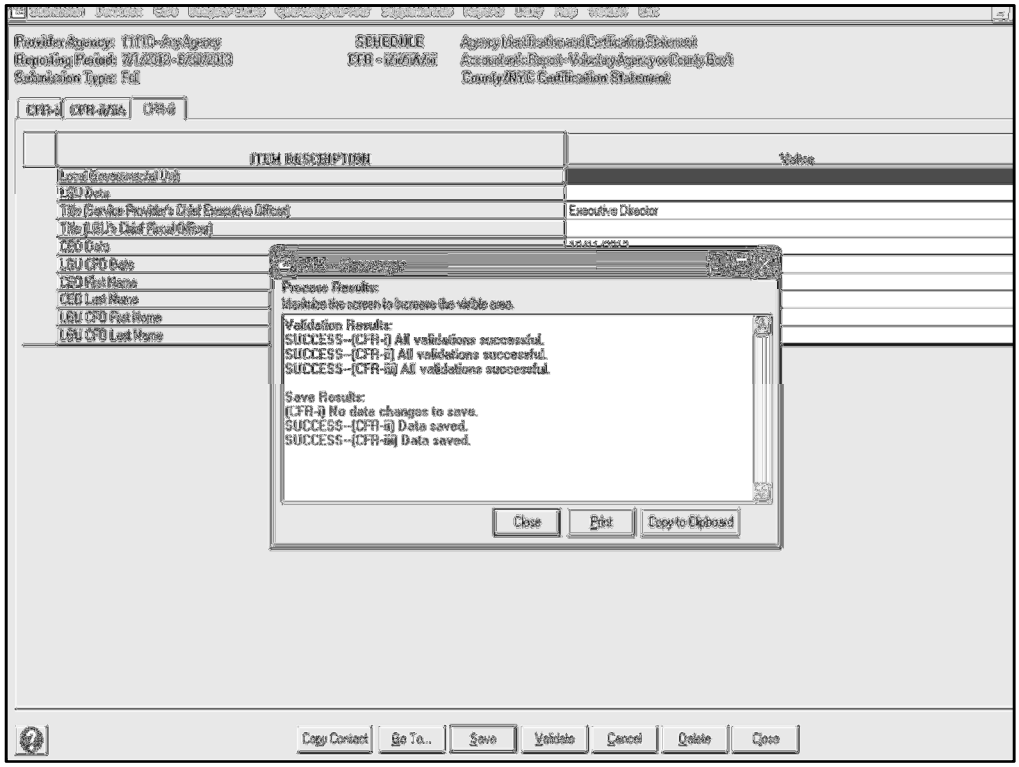
- Mandatory items to be completed are in bold letters
- Click “COPY CONTACT”
- Data input to signature schedules have been combined under three different tabs
- Tab process allows a user to switch back and forth between schedules before saving data
- Click “Save” or switch tab



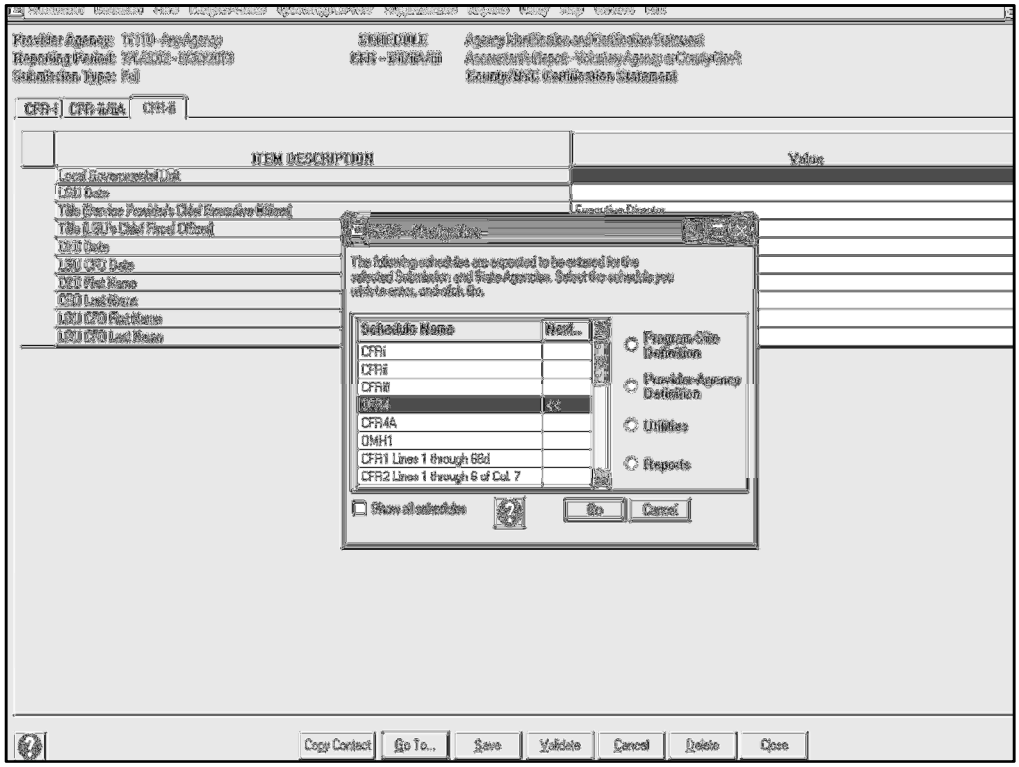
- CFR-ii/iiA Accountant's report
- Click "SAVE" or switch tab
- User may stop and save information on any schedule, at any time
- The saving process, saves all three schedules at one time



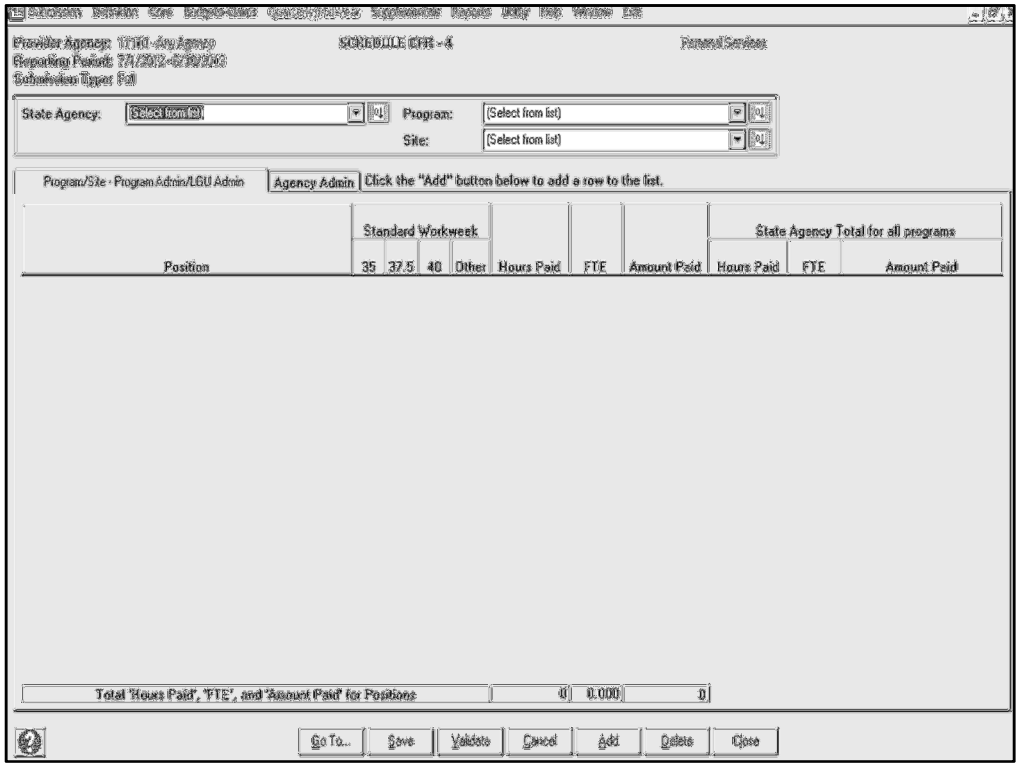
- CFR-iii is the County/New York City Certification Statement
- Click "Save" or switch tab



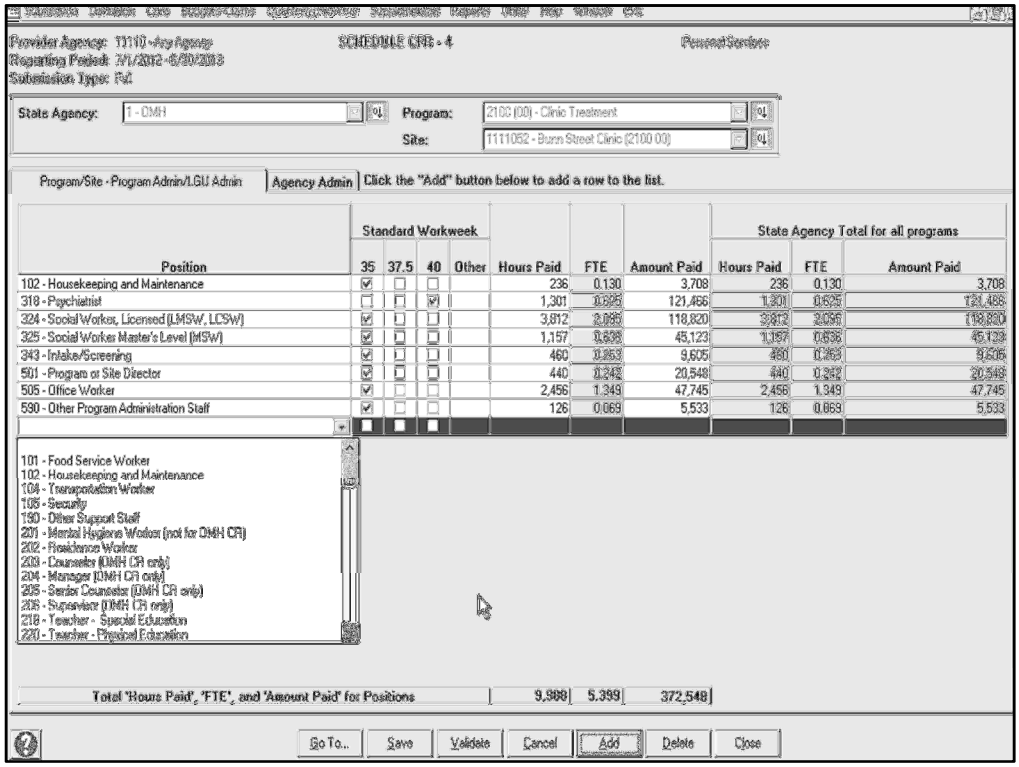
- CFRS Messenger screen appears
- Click "CLOSE", click "GO To"



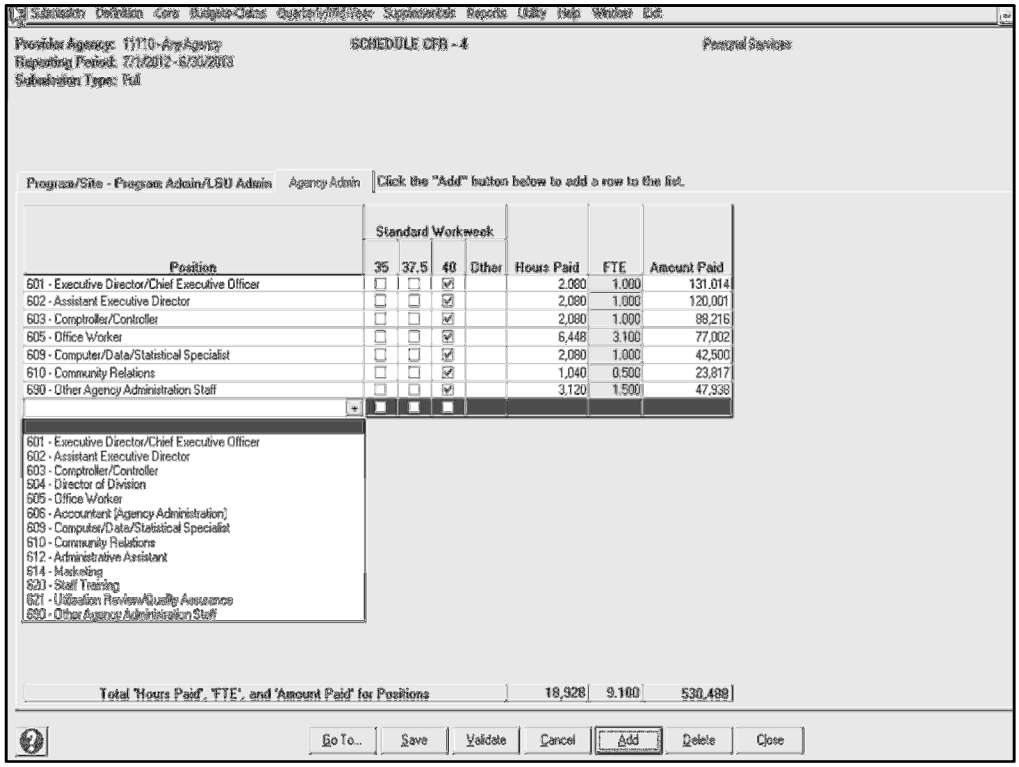
- CFRS Navigation screen appears highlighting next CFR Schedule to be completed
- Click "Go"



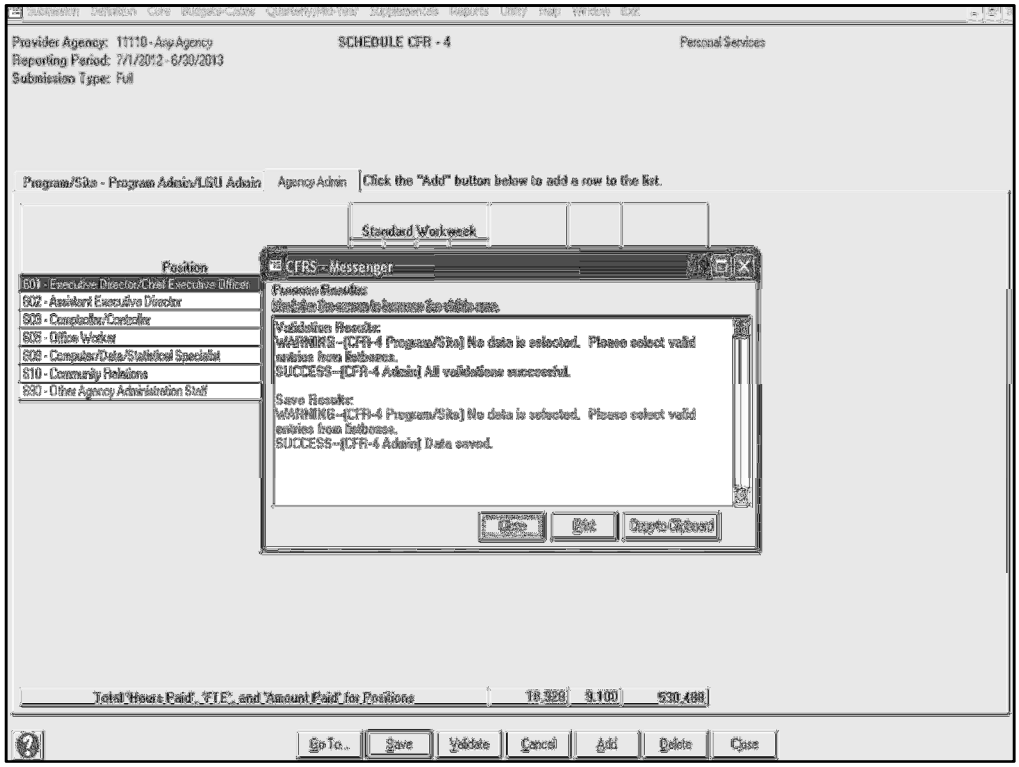
- Position Title codes 100-590 should be entered on the first tab “Program/site”
- LGU Admin Position Title Codes 700-790 should also be entered on the first tab “Program/Site”
- Reference CFR Manual, Appendix R to determine the CFR Position Title Code that best fits users needs



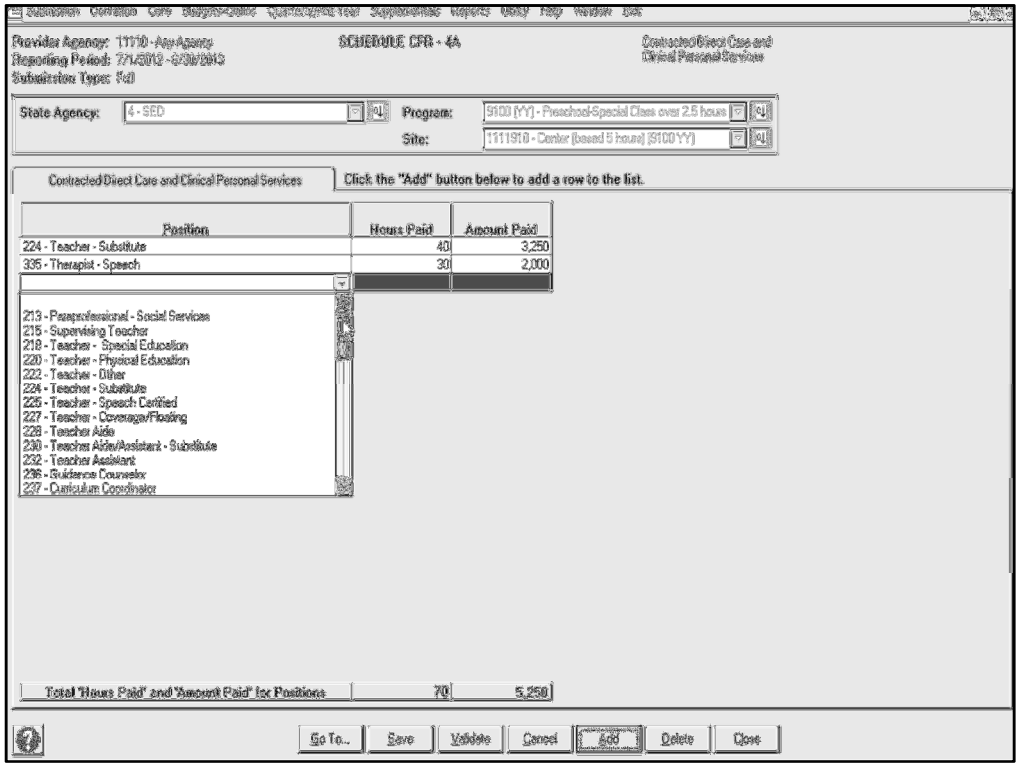
- Use "ADD" button to activate the Position Title Code information found in the dropdown screen
- Check the applicable Standard Workweek: enter Hours paid and Amount paid.
- The CFRS Software will calculate the FTE Field
- Click the "ADD" button to enter another Position Title Code, highlight a row and click
- "DELETE" button if the entire entry is incorrect or to remove a blank row that is not needed
- A completed CFR-4 Schedule total paid value is carried forward to CFR-1
- User may "Save" or switch tab to Agency Admin. to continue on



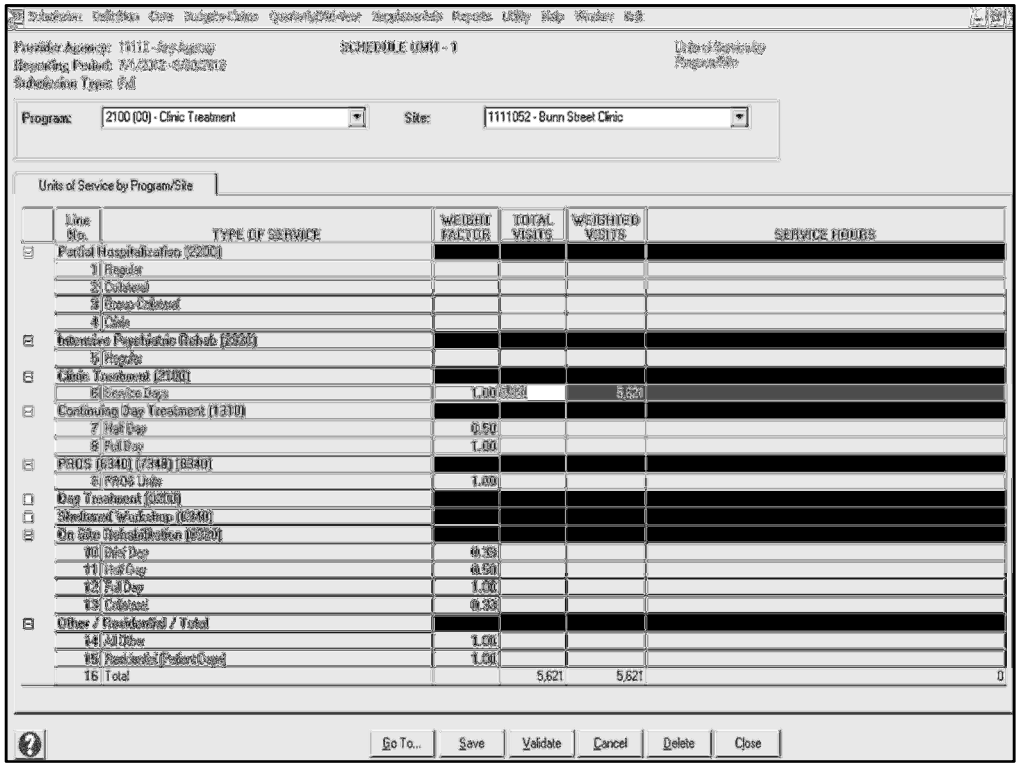
- Position Title codes 600-690 should be entered on the second tab marked “Agency Admin”
- Click “SAVE”



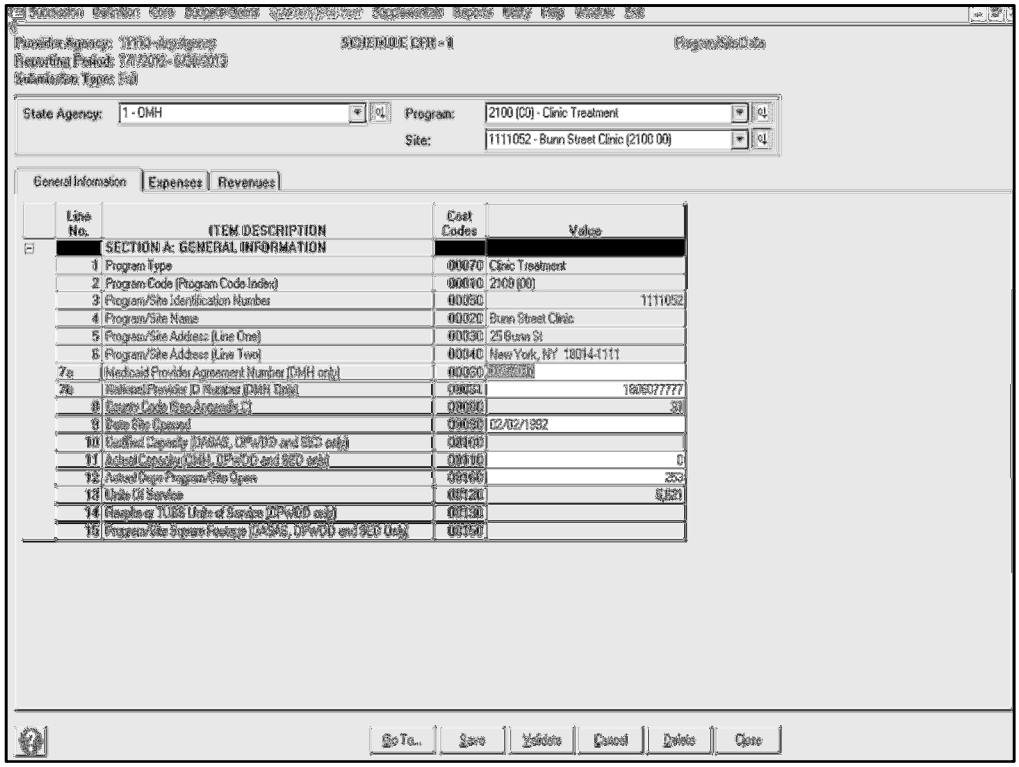
- Success appears on screen, user would click “Close” on the smaller screen
- Click “GO To”
- **<u>Henceforth the CFRS-Messenger and CFR Navigation Screens will be sparingly shown</u>**
- Users must go thru the entire process when switching between different schedules.
- “SAVE” (schedule), “CLOSE” (CFR-Messenger), “GO To” (schedule), “GO” (CFRS-Navigation screen)



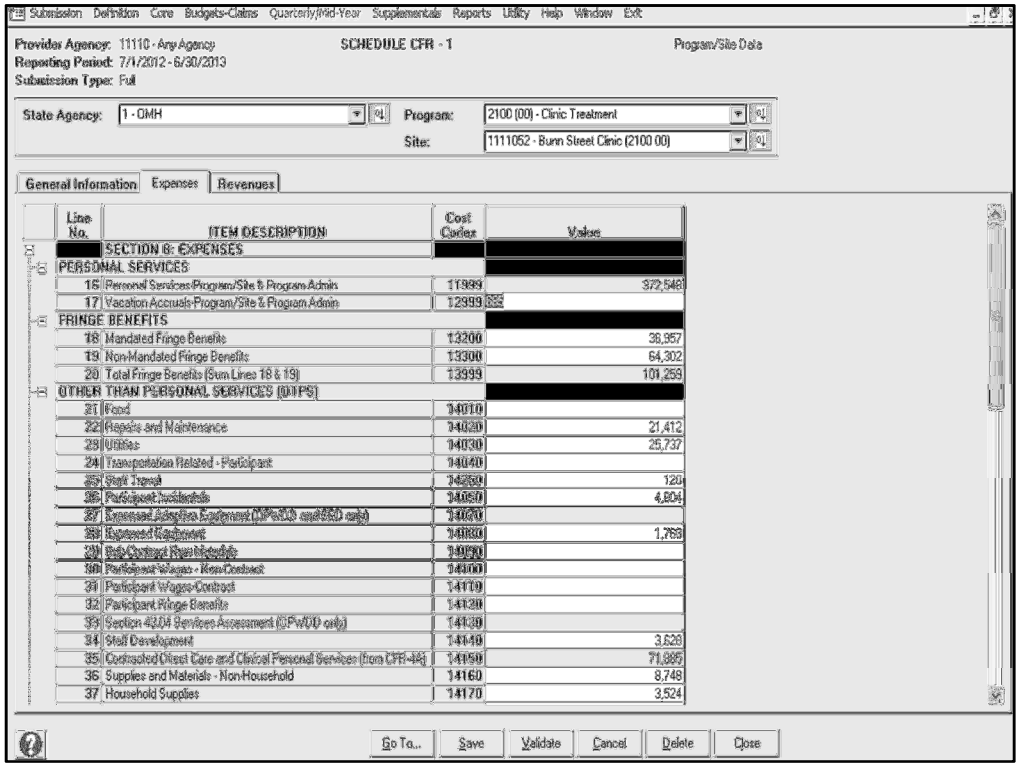
- CFR-4A is for reporting the direct care and clinical staff, receiving a 1099 at years' end
- The process for Schedule CFR-4A is similar to schedule CFR-4
- CFR 4A has limited number of position title codes, for a user to choose from.
- Click "SAVE" , "CLOSE" , "GO To", "GO"



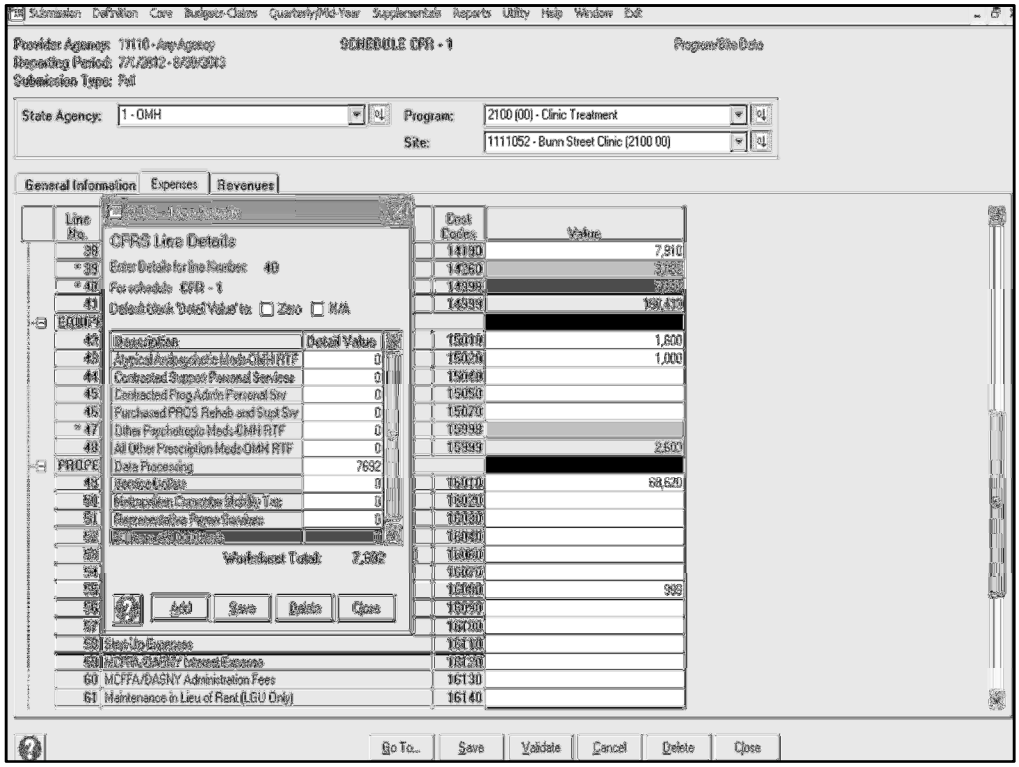
- OMH Providers must enter Units of Service on the OMH-1 schedule
- Click “SAVE” , “CLOSE” , “GO To”, “GO”



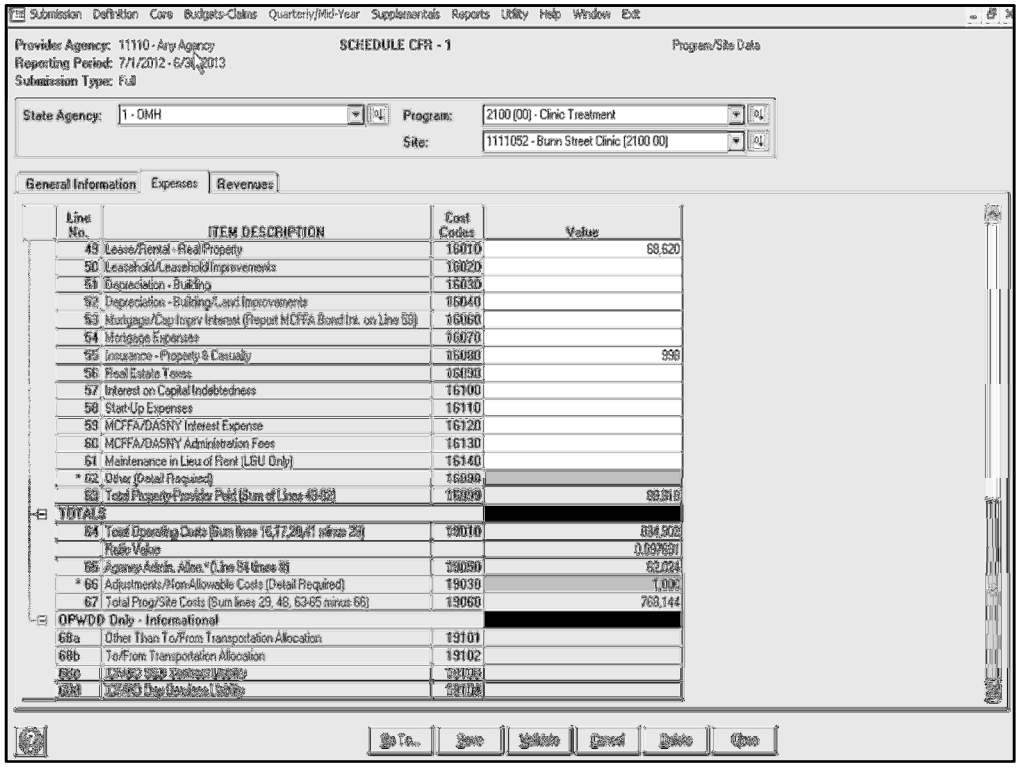
- Three tabs make up the CFR-1 input process screen
- CFR-1 is to be completed on a program site specific basis
- Provider must select State agency, program and site
- Program data entered previously on other schedules will auto-fill on the appropriate "grayed out" lines of this schedule.



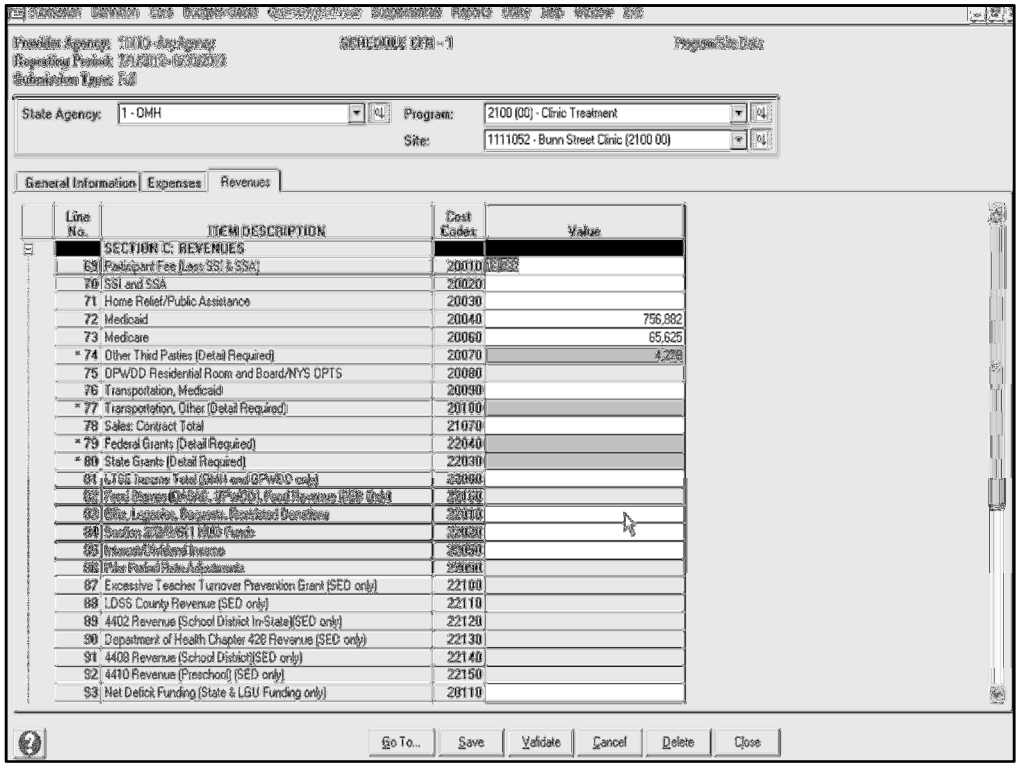
- Actual expense screen is one continuous screen, not three as shown
- Scroll bar



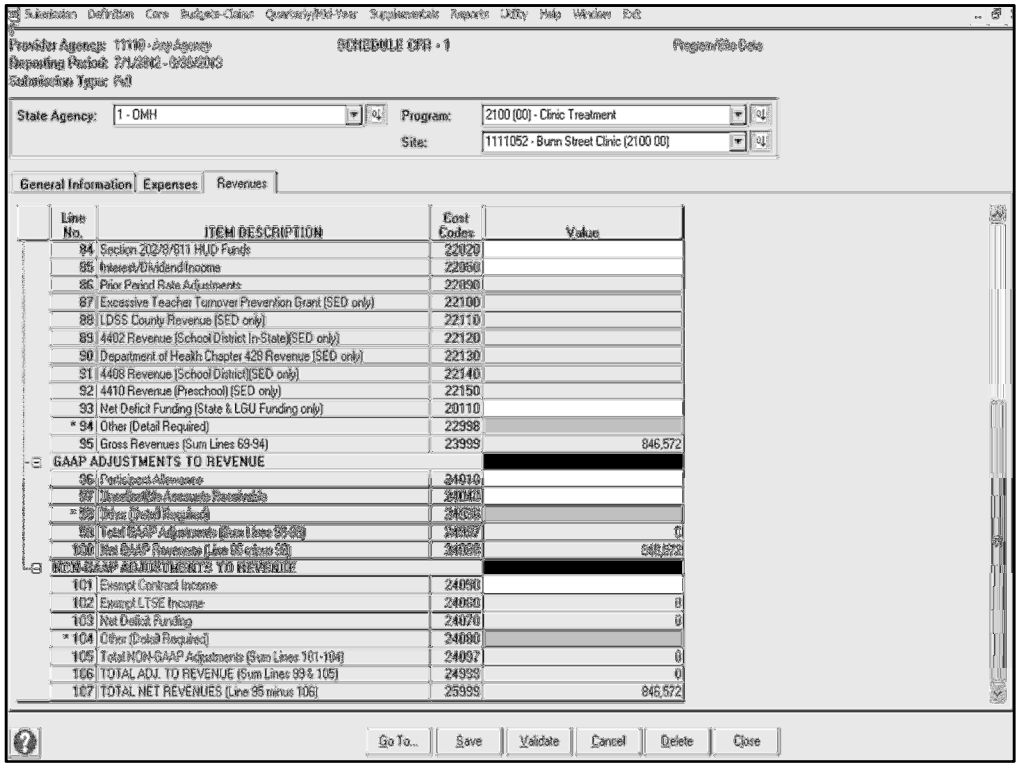
- Line numbers with an asterisk in front of them, indicates the presence of a dropdown screen associated with that line.
- Access to dropdown screen, place cursor on far right of line, click on ellipsis
- Dropdown screens have been customized to meet each State Agencies specific needs.
- User not finding an appropriate description may create one that fits his/her need
- To add a new line, place cursor on the last line, click "ADD", enter a description and a value
- To transfer worksheet totals from dropdown screen to CFR-1 user must click "SAVE " click "CLOSE"



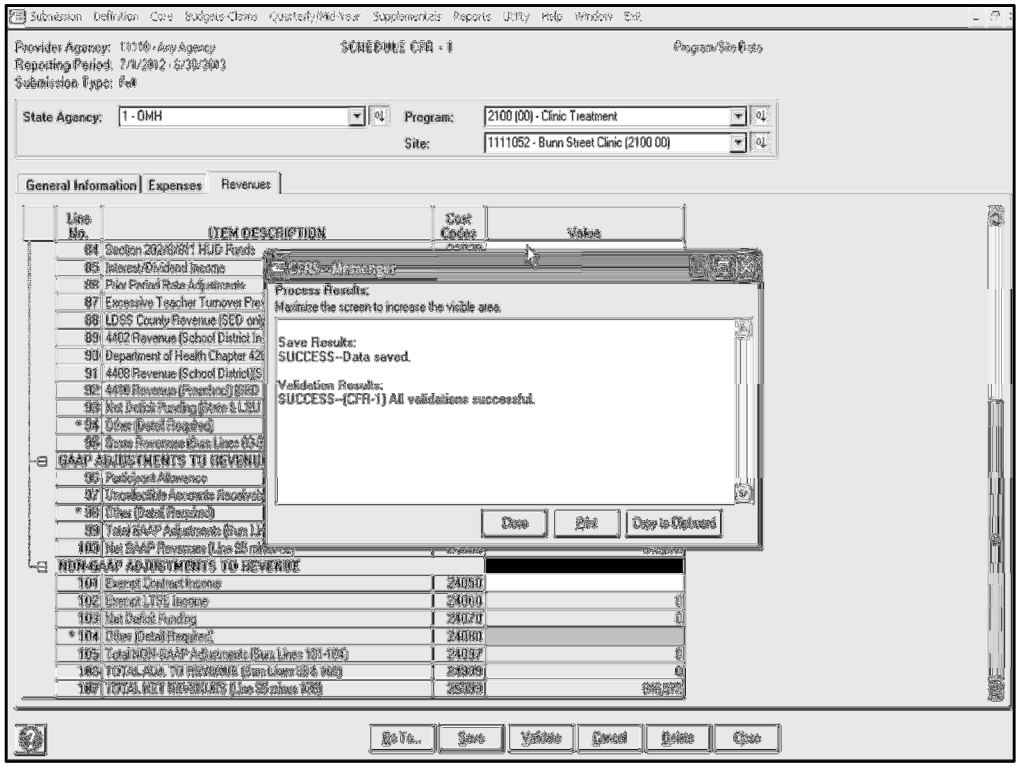
- Only OPWDD Providers will complete line 68a-c, if appropriate
- Users should save often to avoid software “time out” from appearing and to prevent lost of any data.
- Click “SAVE” or switch tab



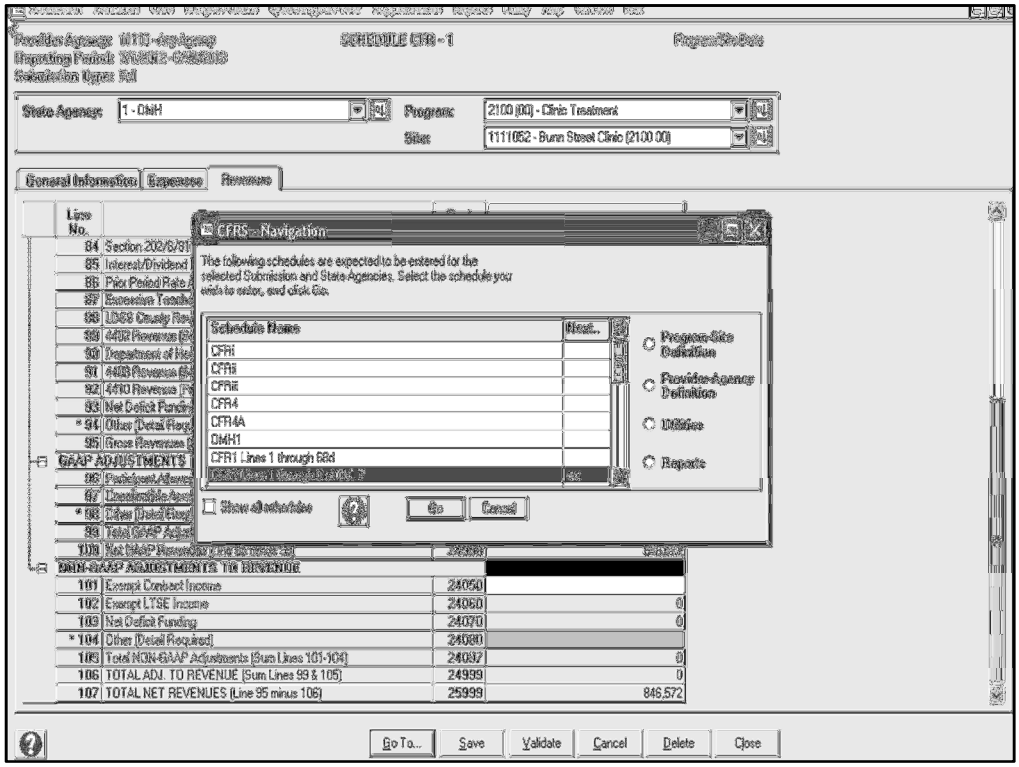
- CFR-1 line 93 & 103 Net Deficit Funding should include funding from the State as well as funding from the County LGU.



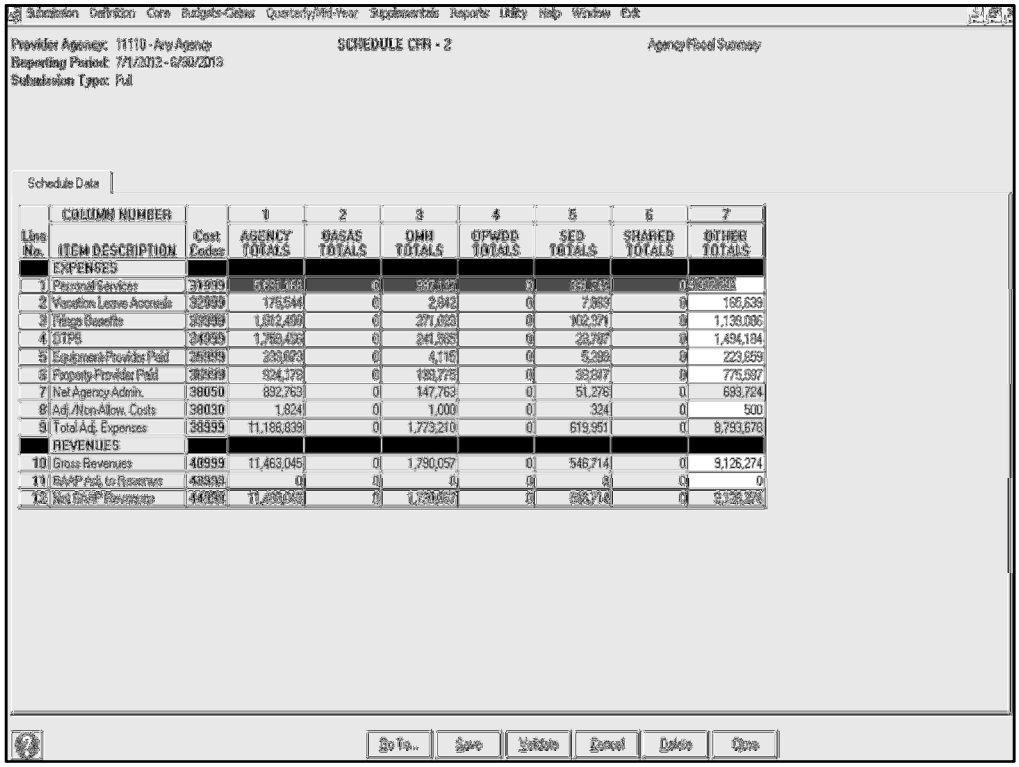
- Scroll to bottom of Revenue section, making sure all appropriate data is entered
- Click “SAVE”



- If SUCCESS is stated on CFRS – Messenger screen, click “Close”
- Click “Go To”

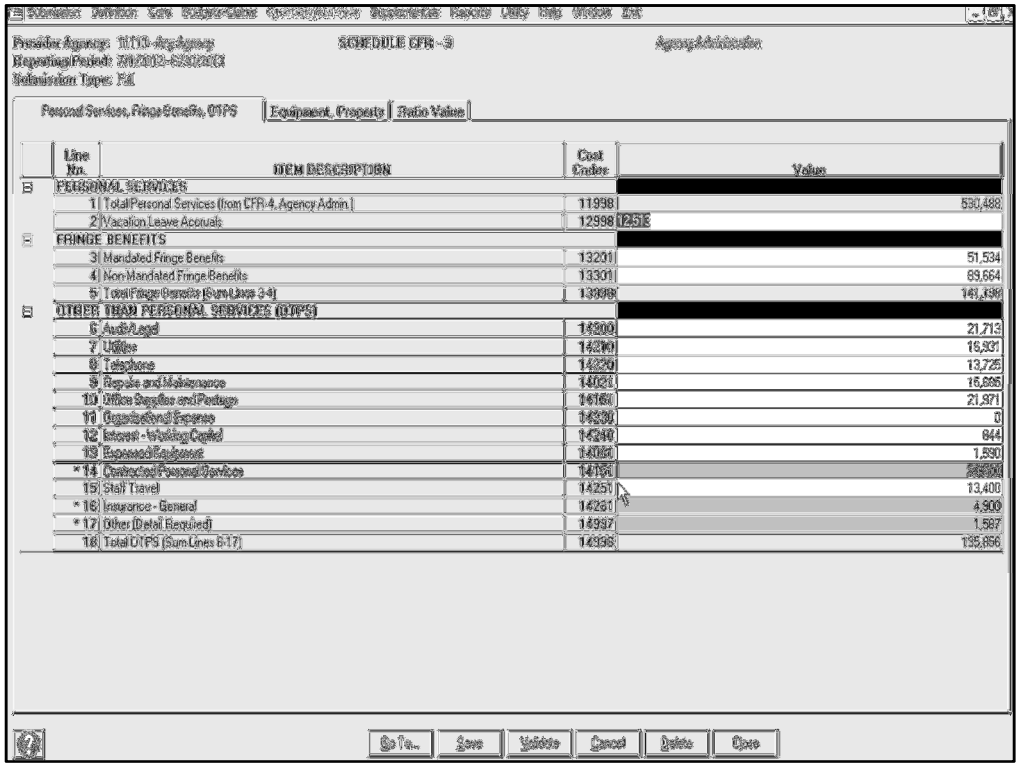


- Demonstration purposes schedules are shown in the order listed on the CFR Full Navigation Screen
- Click "GO"



Line No.	COLUMN NUMBER / ITEM DESCRIPTION	Cost Codes	1 AGENCY TOTALS	2 OASAS TOTALS	3 OMH TOTALS	4 OPWDD TOTALS	5 SED TOTALS	6 SHARED TOTALS	7 OTHER TOTALS
	EXPENSES								
1	Personal Services	31999	[illegible]	0	[illegible]	0	[illegible]	0	[illegible]
2	Vacation Leave Accruals	32999	175,544	0	2,842	0	7,863	0	185,639
3	Fringe Benefits	33999	1,012,499	0	271,023	0	102,371	0	1,139,086
4	OTPS	34999	1,758,436	0	241,565	0	23,787	0	1,494,184
5	Equipment-Provider Paid	35999	233,673	0	4,115	0	5,299	0	223,659
6	Property-Provider Paid	36999	924,178	0	139,775	0	38,897	0	775,597
7	Net Agency Admin.	38050	892,763	0	147,763	0	51,276	0	693,724
8	Adj./Non-Allow. Costs	38030	1,824	0	1,000	0	324	0	500
9	Total Adj. Expenses	38999	11,186,839	0	1,779,210	0	619,951	0	8,793,678
	REVENUES								
10	Gross Revenues	40999	11,463,045	0	1,790,057	0	546,714	0	9,126,274
11	BAAP Adj. to Revenues	48999	0	0	0	0	0	0	0
12	Net BAAP Revenues	44999	[illegible]	0	[illegible]	0	[illegible]	0	[illegible]

- Users completes Column 7 “Other Totals “
- The remaining columns are completed by the CFRS Software intergrading data from other schedules
- This schedule **should** not be completed before completing CFR-3
- Click “SAVE” , “CLOSE” , “GO To”, “GO”



- Three tabs exist on CFR-3: Personal Services with Fringes , Equipment and Ratio Value calculation.

Submission Definition Core Budgets-Claims Quarterly/Mid-Year Supplementals Reports Utility Help Window Exit

Provider Agency: 11110 - Any Agency
Reporting Period: 7/1/2012 - 6/30/2013
Submission Type: Full

SCHEDULE CFR - 3

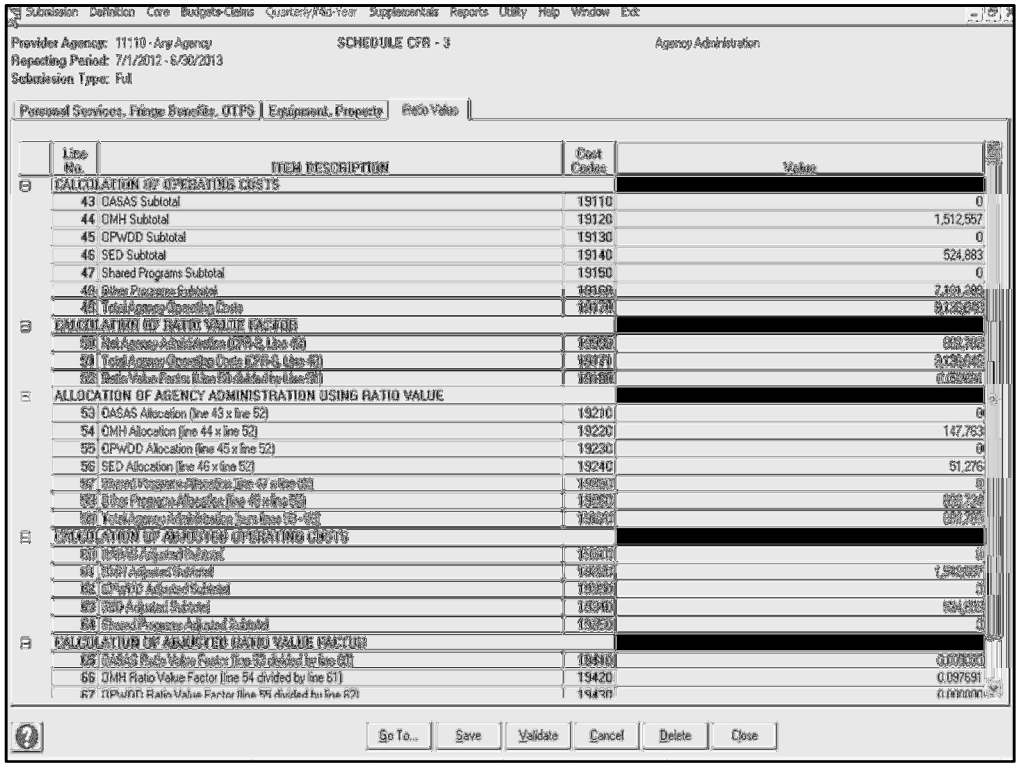
Agency Administration

Personal Services, Fringe Benefits, DTPS | Equipment, Property | Ratio Value

	Line No.	ITEM DESCRIPTION	Cost Codes	Value
⊟		EQUIPMENT - PROVIDER PAID		
	19	Lease/Rental - Vehicle	15011	
	20	Lease/Rental - Equipment	15030	2,700
	21	Depreciation - Vehicle	15041	2,330
	22	Depreciation - Equipment	15060	4,754
	23	Interest - Vehicle	15071	1,258
	* 24	Other (Detail Required)	15997	0
	25	Total Equipment (Sum Lines 19-24)	15998	11,042
⊟		PROPERTY - PROVIDER PAID		
	26	Lease/Rental - Real Property	16001	40,726
	27	Leasehold Improvements	16021	0
	28	Depreciation - Building	16031	0
	29	Depreciation - Building Leasehold Improvements	16040	0
	30	Mortgage Interest	16061	0
	31	Mortgage Expense	16071	0
	32	Insurance - Property & Casualty	16081	15,643
	33	Real Estate Taxes	16091	0
	34	Maintenance in Lieu of Rent (LGU only)	16141	0
	35	Interest on Capital Indebtedness	16101	0
	* 36	Other (Detail Required)	16997	0
	37	Total Property (Sum Lines 26-36)	16996	56,369
⊟	*****			
	38	Parent Agency Administration Allocation	19070	0
	39	County Wide Cost Allocation (LGU Only)	19080	0
	40	Total Agency Administration (Sum Lines 1,2,5,10,20,37,38,39)	19090	699,583
	* 41	Adjustments/Non-Allowable Costs (Detail Required)	19091	1,300
	42	Net Agency Administration (Line 40 minus 41)	19999	698,783

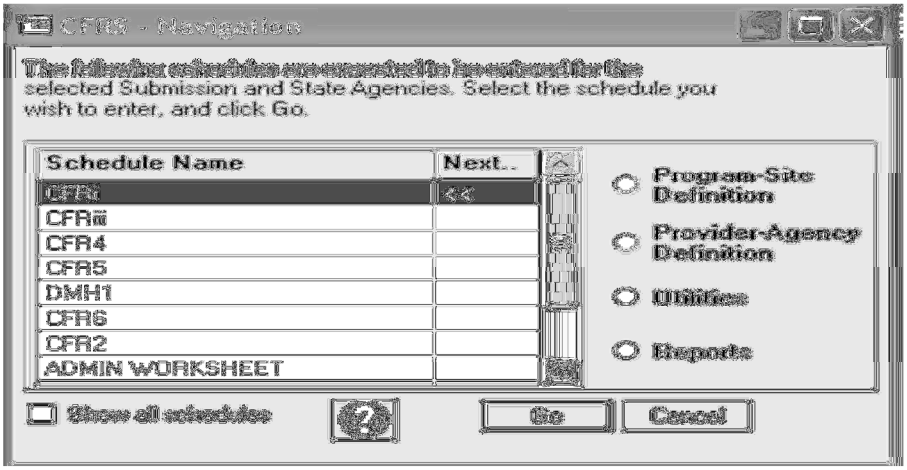
Go To... Save Validate Cancel Delete Close

- Values on Line 40, should tie back to Provider's Certified Financial Statements.

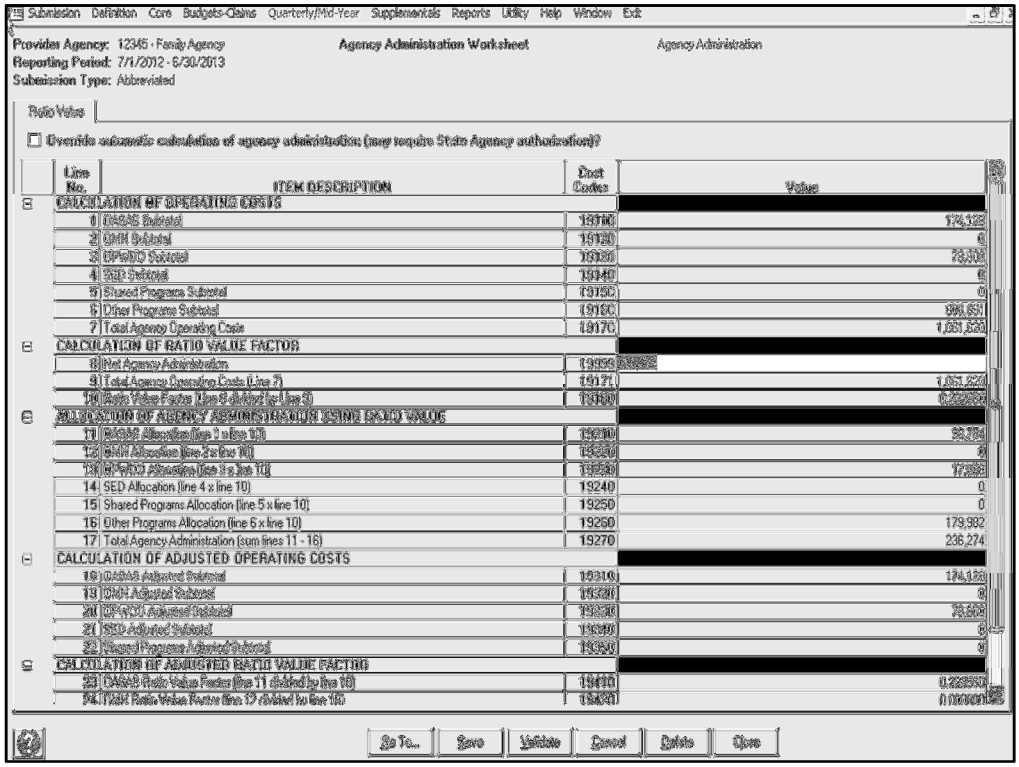


- Under this tab (ratio value), there is no direct input by the Provider
- Values calculated here will be transferred to CFR-1 and CFR-2
- Click “SAVE” , “CLOSE” , “GO To”, “GO”

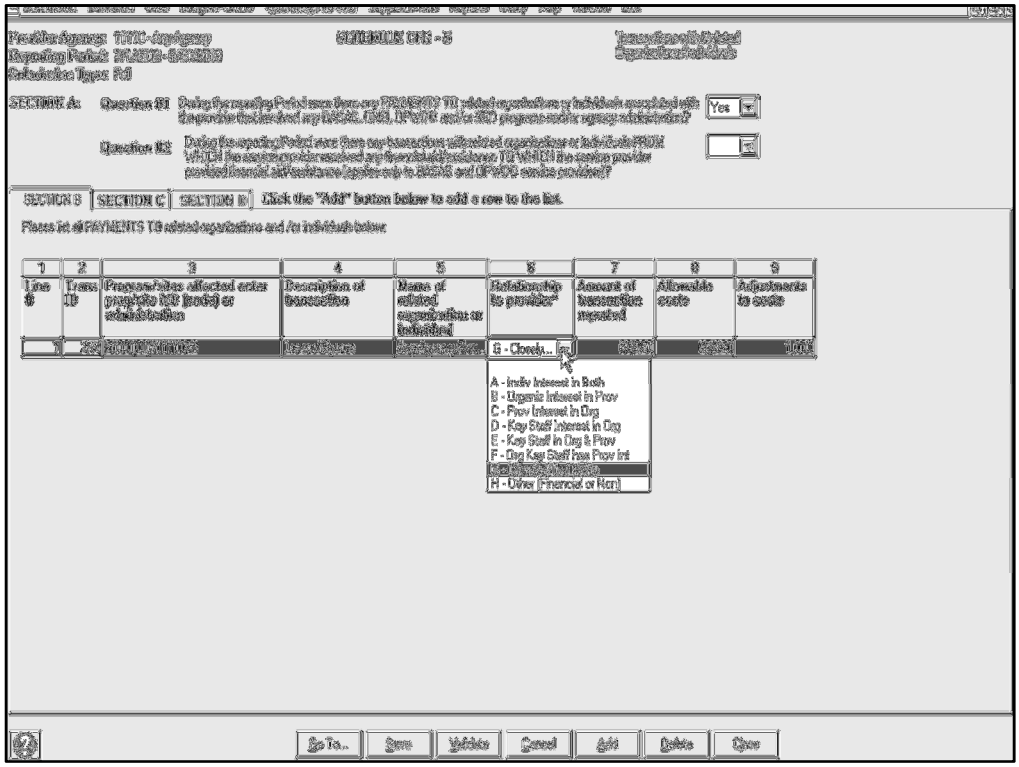
Navigation Screen For Abbreviated CFR



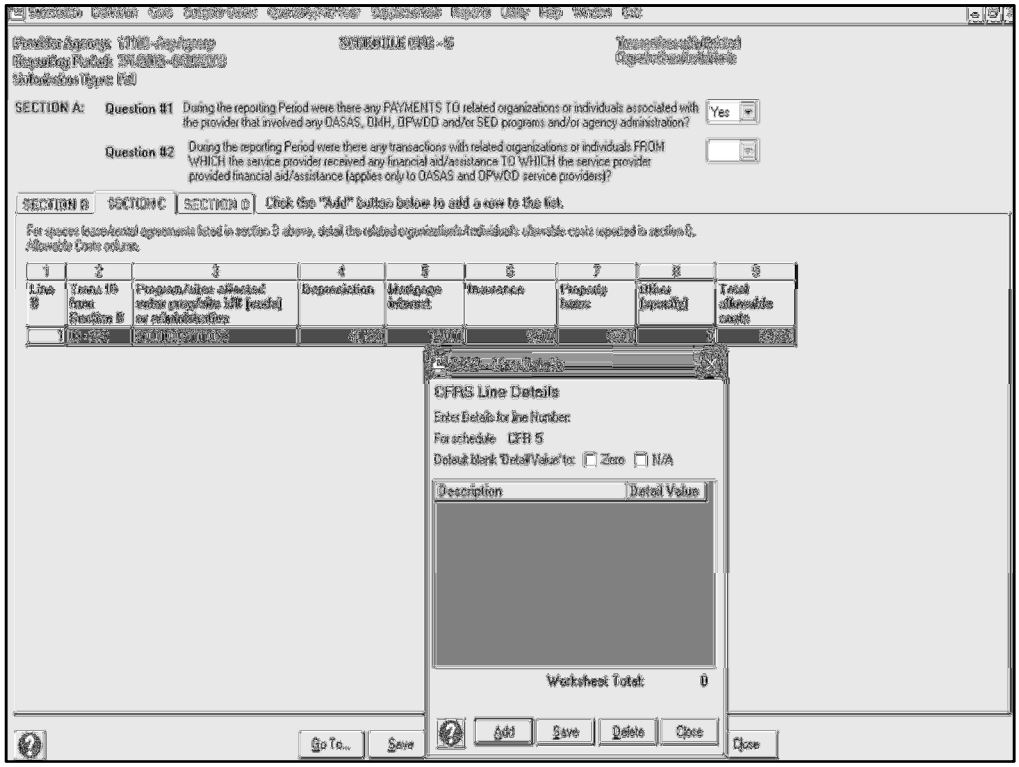
- User completing an Abbreviated CFR would be directed to use the Agency Administration Worksheet instead of CFR-3.



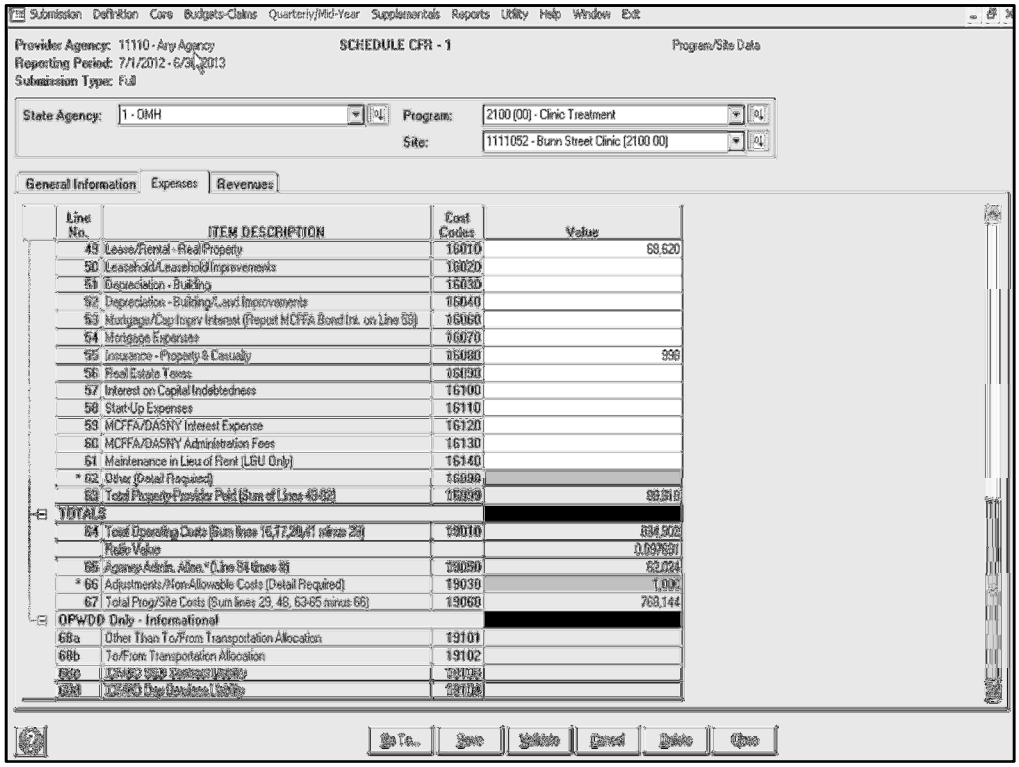
- Use of “Override” function requires State Agency Authorization
- Click “SAVE” , “CLOSE” , “GO To”, “GO”



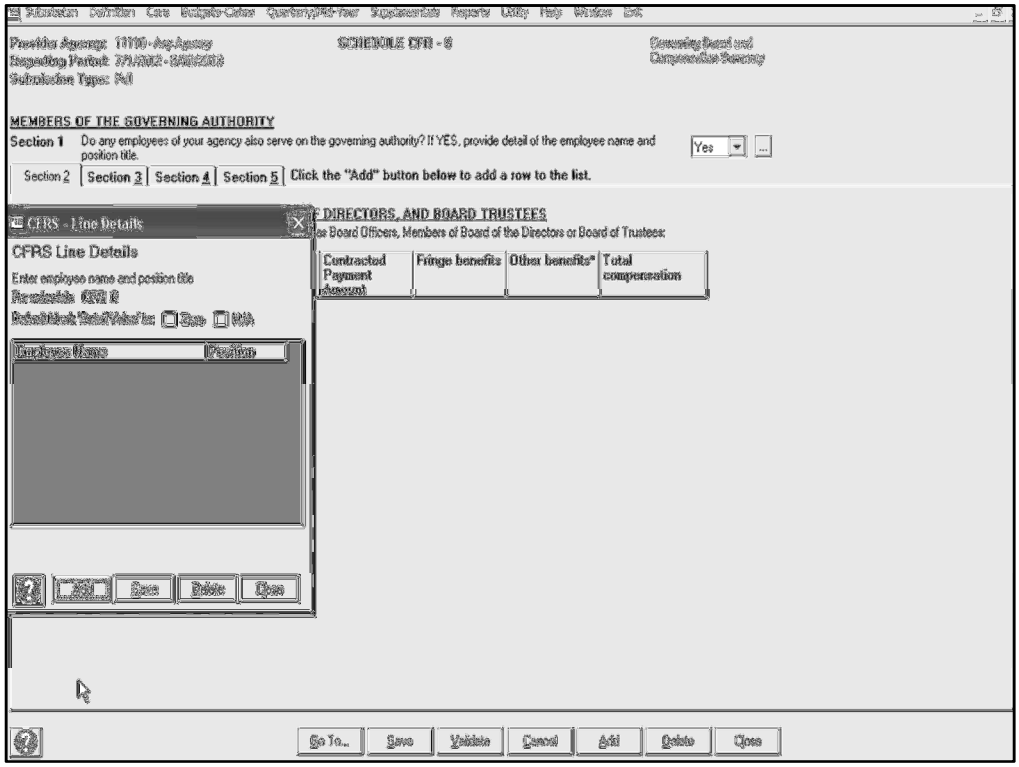
- All transactions with related organizations and/or individuals should be disclosed on CFR-5
- Provider must first answer Questions 1 & 2
- If answer to Question #1 (Payment to related Party) is Yes, then Section B is required to be completed
- If answer to Question #2 (Payments from related Party) is Yes, then Section D is required to be completed for OASAS and OPWDD Providers only.
- Section B, requires information on “Description of Transaction “, “Relationship to Provider Description”, along with amount of transaction reported and the allowable cost resulting in adjustments to cost
- Any portion of the transaction that is non-allowable (amount greater than owner’s cost) is displayed in column 9 , must be transferred to CFR-3, Line 41 (Agency Admin) or CFR-1, line 66 (Program/Site)



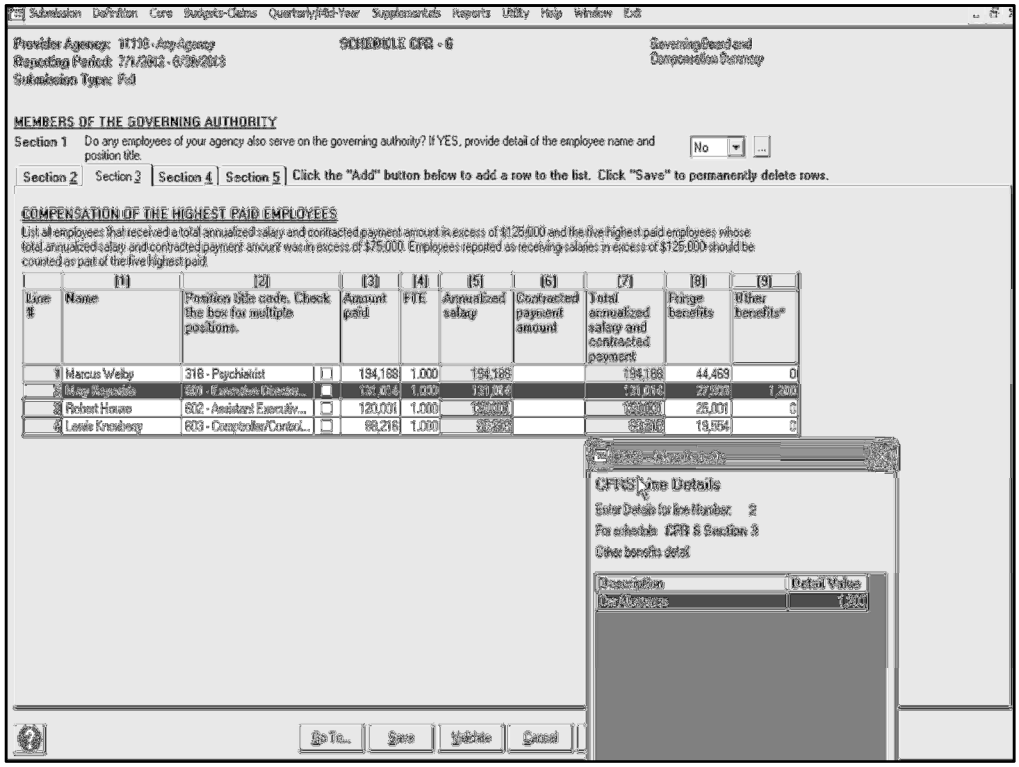
- If Section B is completed, user is then required to complete Section C
- Click “SAVE” , “CLOSE” , “GO To”, “GO”



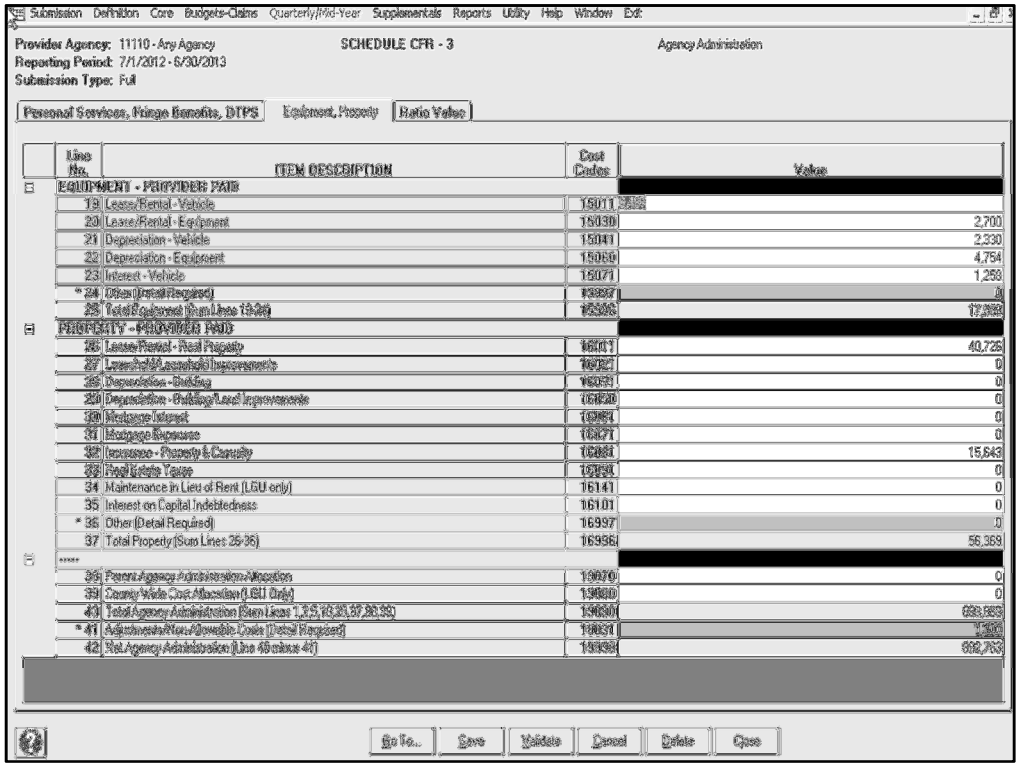
- Line 66, $1,000, non-allowable cost from CFR-5.
- This entry is not an automatic software adjustment
- CFR-1, Line 66 and CFR-3, Line 41 values are not to be reported as negative values.



- If the answer to Section #1 is Yes, complete Section 2
- Section 2, list Compensation of Board Officers, Board of Directors and/or Board of Trustees



- For the purpose of this presentation the answer is NO.
- Section 3, Provider is to list the compensation of the five highest paid employees earning in excess of $75,000.
- All employees whose compensation is in excess of $125,000 must be listed even if there are than 5 employees
- Multiple positions, place a check mark in the box next to the appropriate position title code.
- Add detail information for Other Benefits



Submission Definition Core Budgets-Claims Quarterly/Mid-Year Supplementals Reports Utility Help Window Exit

Provider Agency: 11110 - Any Agency
Reporting Period: 7/1/2012 - 6/30/2013
Submission Type: Full

SCHEDULE CFR - 3

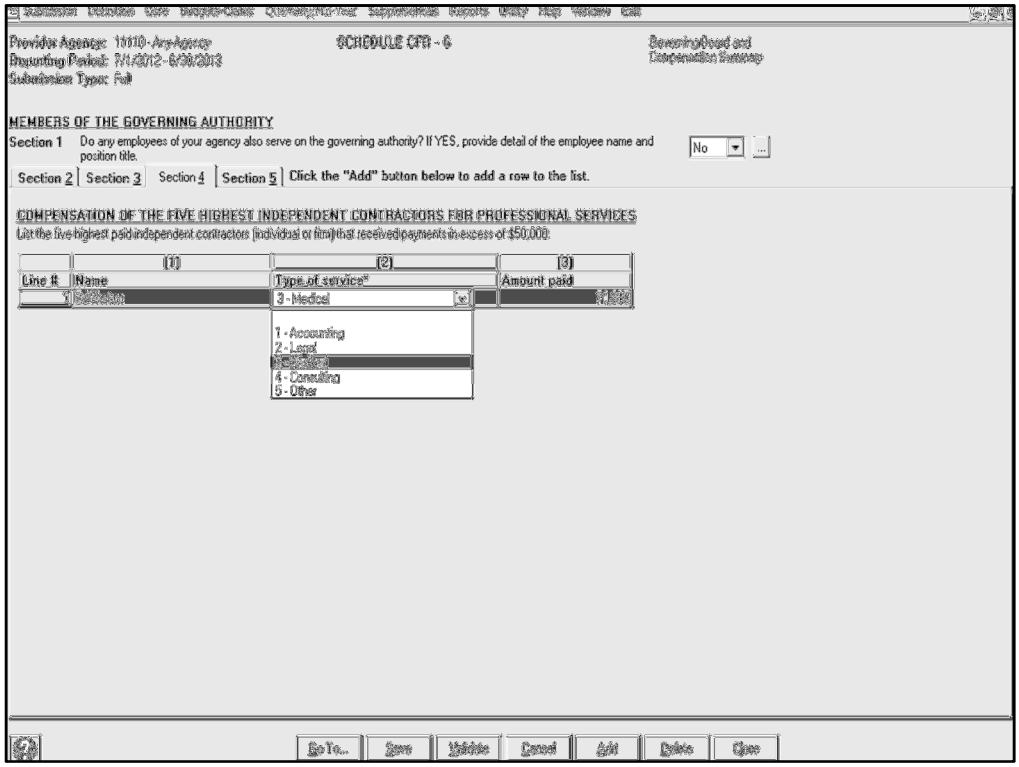
Agency Administration

Personal Services, Fringe Benefits, DTPS | Equipment, Property | Ratio Value

Line No.	ITEM DESCRIPTION	Cost Codes	Value
	EQUIPMENT - PROVIDER PAID		
19	Lease/Rental - Vehicle	15011	[illegible]
20	Lease/Rental - Equipment	15030	2,700
21	Depreciation - Vehicle	15041	2,330
22	Depreciation - Equipment	15060	4,754
23	Interest - Vehicle	15071	1,258
* 24	Other (Detail Required)	15997	0
25	Total Equipment (Sum Lines 19-24)	[illegible]	[illegible]
	PROPERTY - PROVIDER PAID		
26	Lease/Rental - Real Property	16001	40,726
27	Leasehold Improvements	16027	0
28	Depreciation - Building	16051	0
29	Depreciation - Building Land Improvements	16120	0
30	Mortgage Interest	16084	0
31	Mortgage Expense	16071	0
32	Insurance - Property & Casualty	16081	15,643
33	Real Estate Taxes	16131	0
34	Maintenance in Lieu of Rent (LSU only)	16141	0
35	Interest on Capital Indebtedness	16101	0
* 36	Other (Detail Required)	16997	0
37	Total Property (Sum Lines 26-36)	16996	56,369
	*****		
38	Parent Agency Administration Allocation	19070	0
39	County Wide Cost Allocation (LSU Only)	19080	0
40	Total Agency Administration (Sum Lines 1,2,5,10,20,37,38,39)	19090	[illegible]
* 41	Adjustments/Non-Allowable Costs (Detail Required)	19091	1,200
42	Net Agency Administration (Line 40 minus 41)	19099	[illegible]

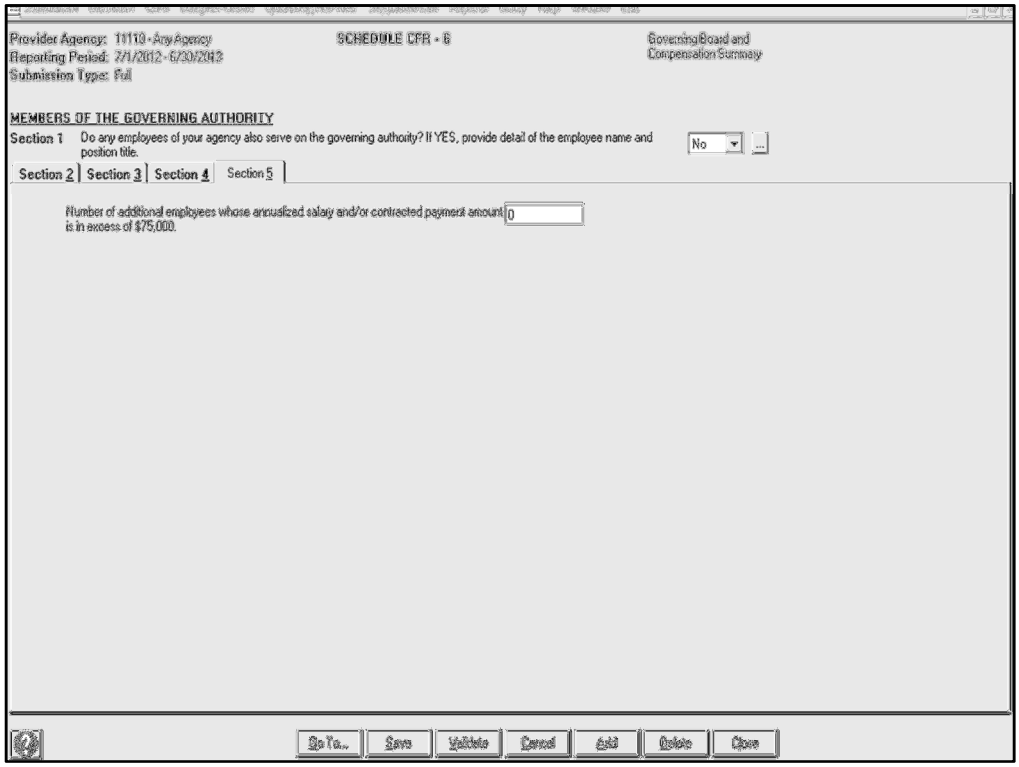
Go To... Save Validate Cancel Delete Close

- Line 41, $1,200 non-allowable car expense from CFR-6
- This entry is not an automatic software adjustment

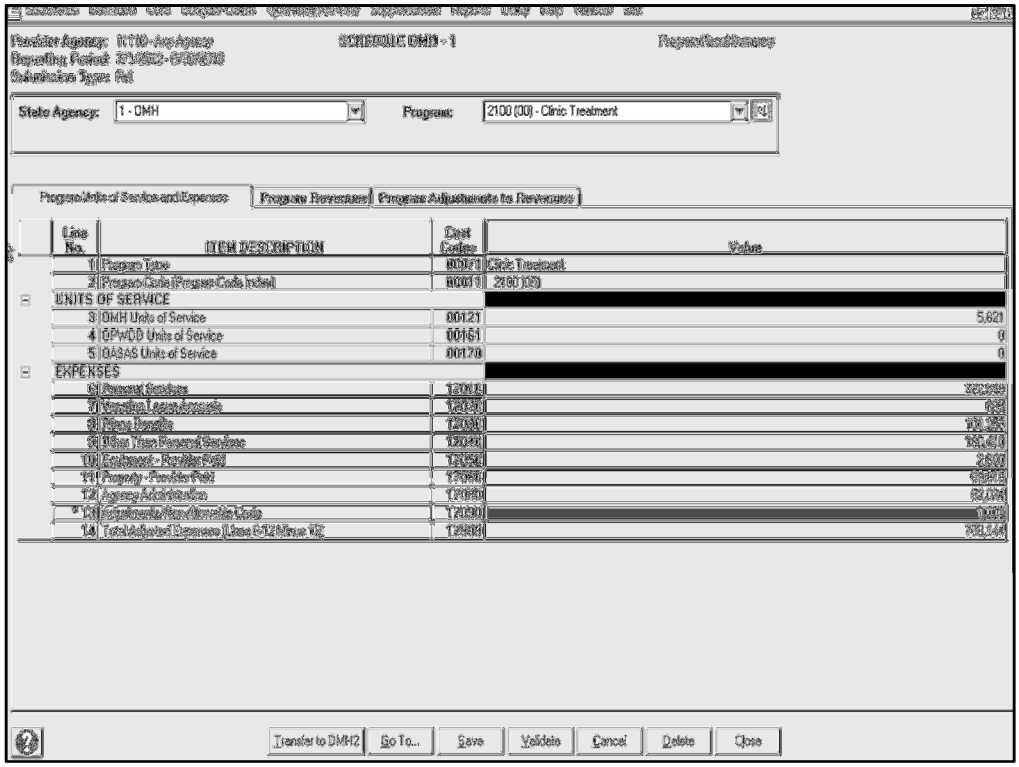


- Section 4, listing the compensation of five highest paid independent contractors earning in excess of $50,000

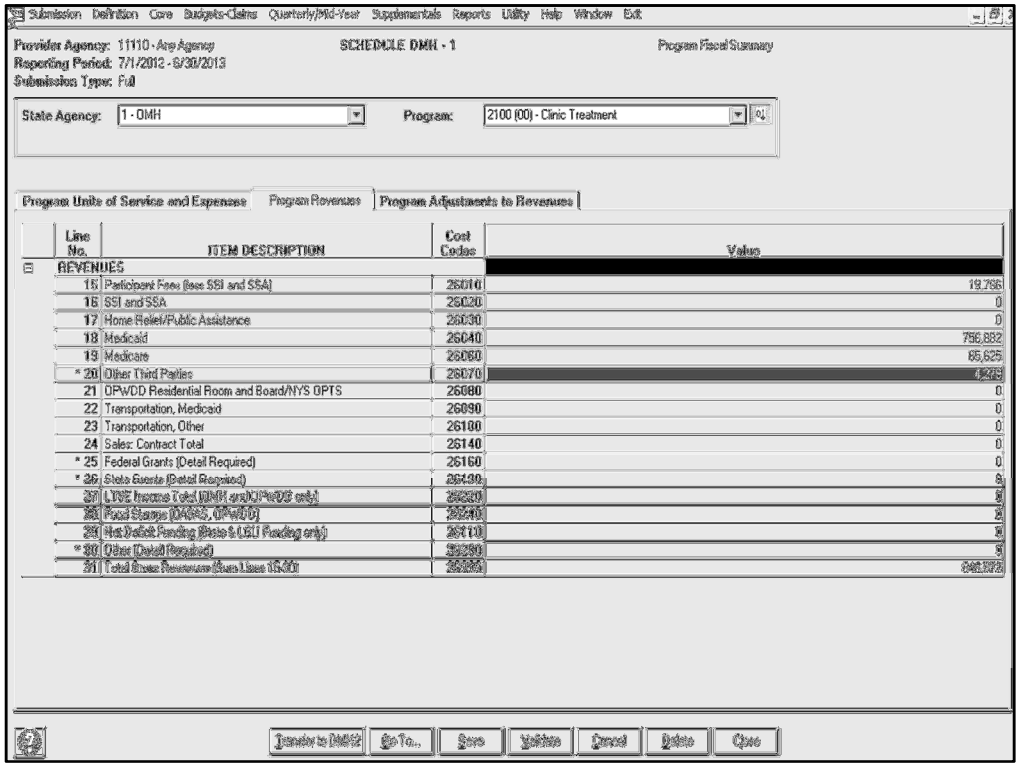
- Column 2 includes a dropdown screen, for the purpose of indicating service choices.

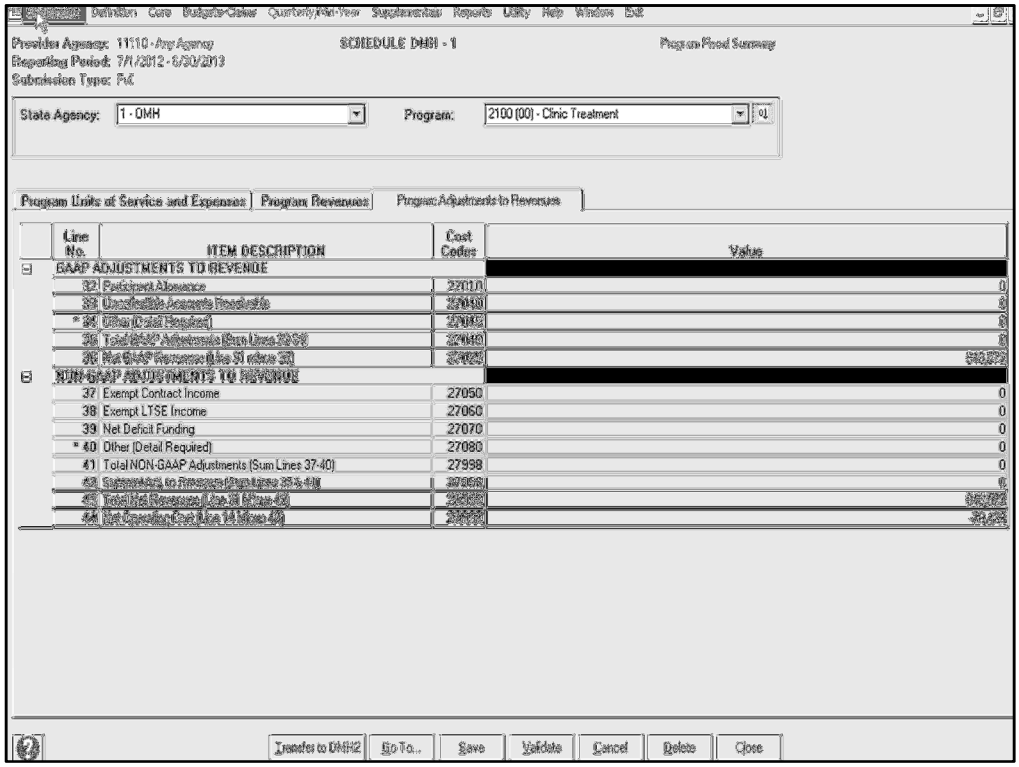


- Provider is required to complete CFR-6, Section 5.
- When there is no additional employees earning in excess of $75,000, a zero “0” must be entered in the box
- Click “SAVE” , “CLOSE” , “GO To”, “GO”

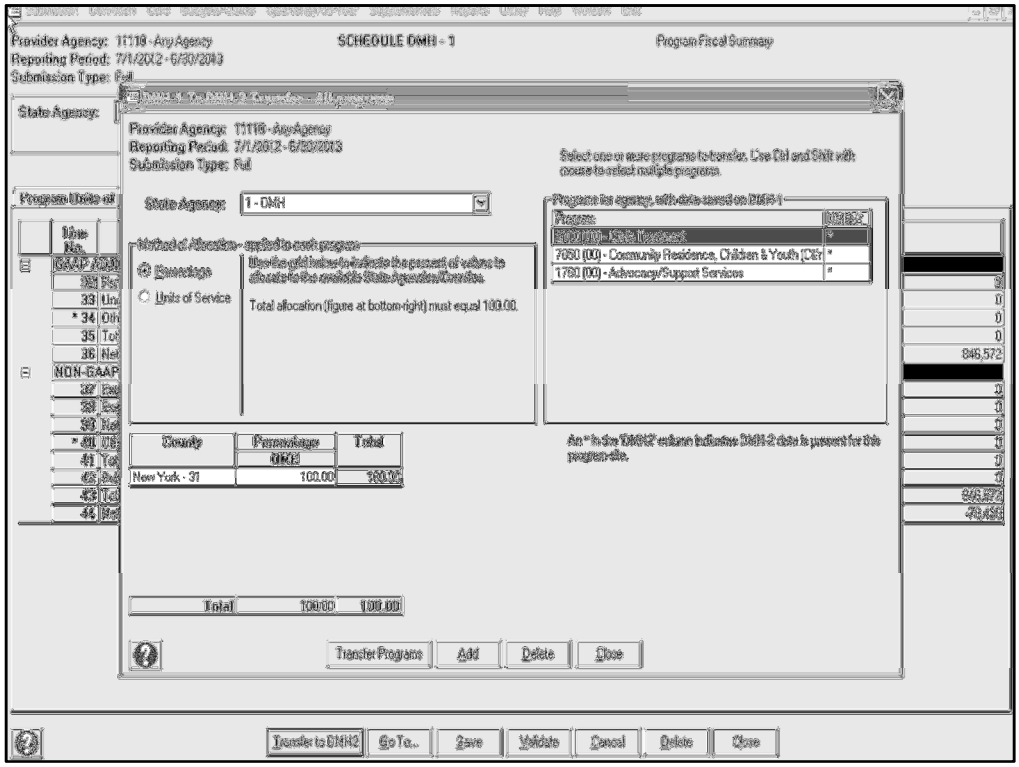


- DMH-1 has three tabs: Program Units of Service and Expenses, Program Revenues and Program Adjustments to Revenues
- CFR Full users are not able to enter anything on DMH-1
- The CFRS software aggregates expenses, revenues and units of service by program type, instead of program site
- CFR Abbreviated Providers will need to manually input their Accrual information.
- Abbreviated CFR4 information will be transferred to this document by the software.

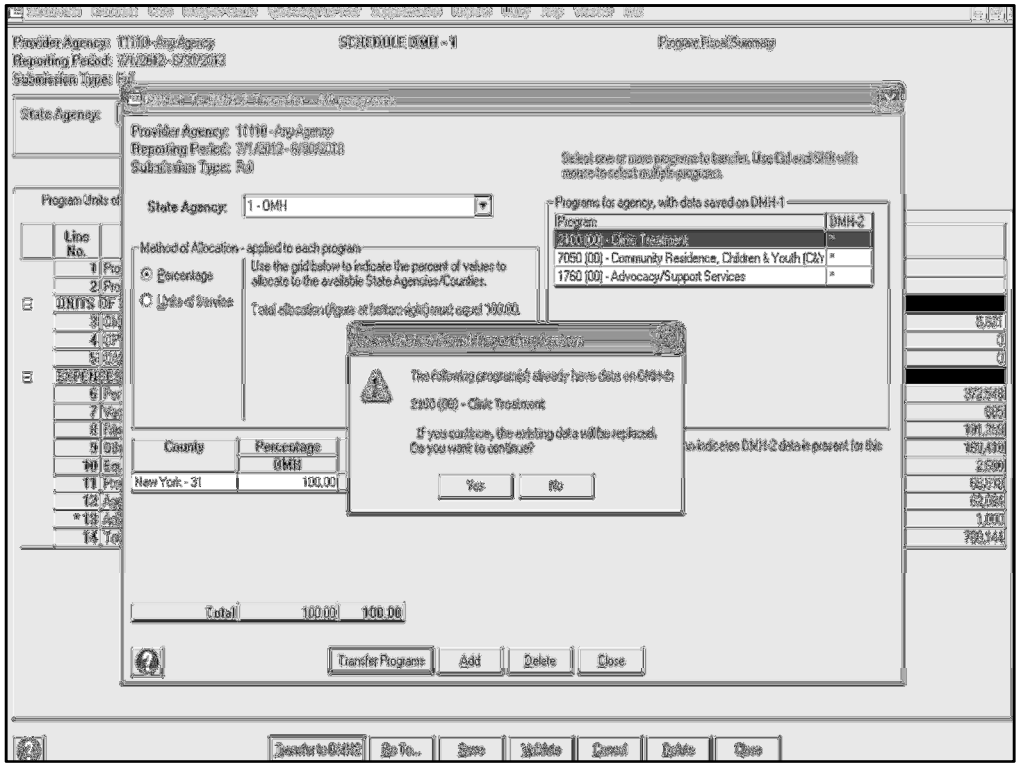

Submission Definition Core Budgets-Claims Quarterly/Mid-Year Supplementals Reports Utility Help Window Exit
Provider Agency: 11110 - Any Agency
Reporting Period: 7/1/2012 - 6/30/2013
Submission Type: Full
SCHEDULE DMH - 1
Program Fiscal Summary
State Agency: 1 - OMH
Program: 2100 (00) - Clinic Treatment
Program Units of Service and Expenses
Program Revenues
Program Adjustments to Revenues
Line No.
ITEM DESCRIPTION
Cost Codes
Value
REVENUES
15 Participant Fees (less SSI and SSA) 26010 19,766
16 SSI and SSA 26020 0
17 Home Relief/Public Assistance 26030 0
18 Medicaid 26040 756,882
19 Medicare 26060 85,625
* 20 Other Third Parties 26070 4,279
21 OPWDD Residential Room and Board/NYS OPTS 26080 0
22 Transportation, Medicaid 26090 0
23 Transportation, Other 26100 0
24 Sales: Contract Total 26140 0
* 25 Federal Grants (Detail Required) 26160 0
* 26 State Grants (Detail Required) 26130 0
Transfer to DMH2
Go To...
Save
Validate
Cancel
Delete
Close



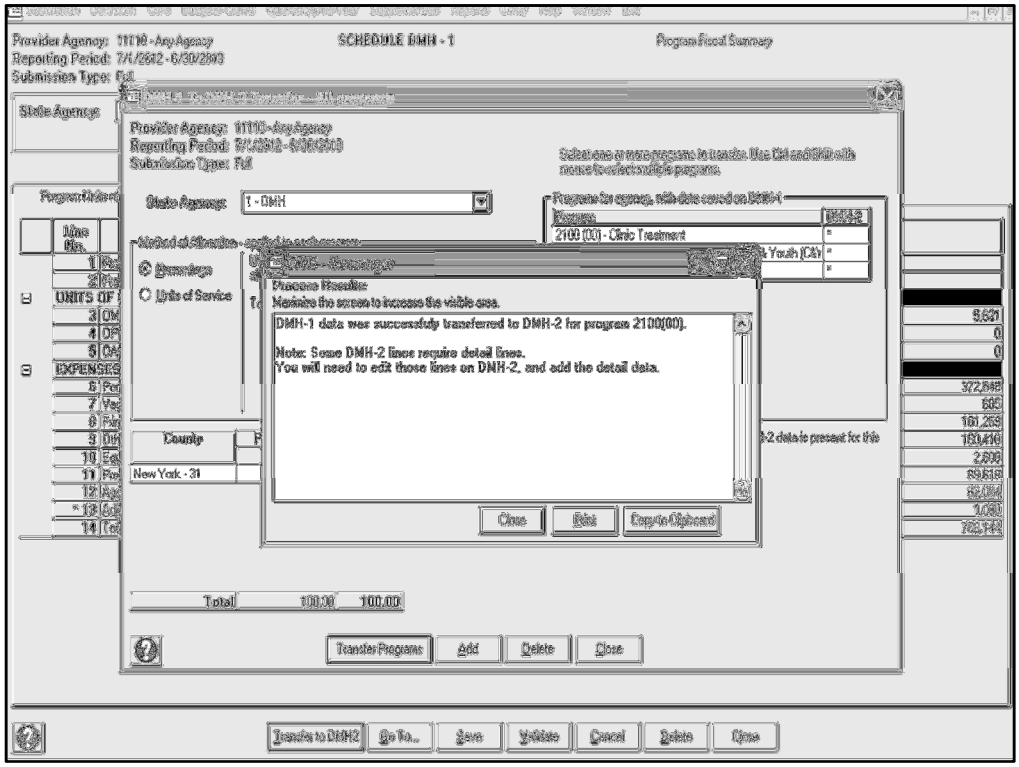
- This is the last component to DMH-1
- Once the user has reviewed this form and is satisfied with information he/she may now prepare to complete their agency's claim by manually preparing the DMH-2 or using the "Transfer to DMH-2" button.
- If the Provider is not satisfied with information or finds an error, a user must go back to CFR-1, CFR-2, CFR-3 and/or CFR-4, to make the appropriate change.
- User has the option Click "SAVE" , "CLOSE" , "GO To", "GO" or Click "Transfer to DMH-2"



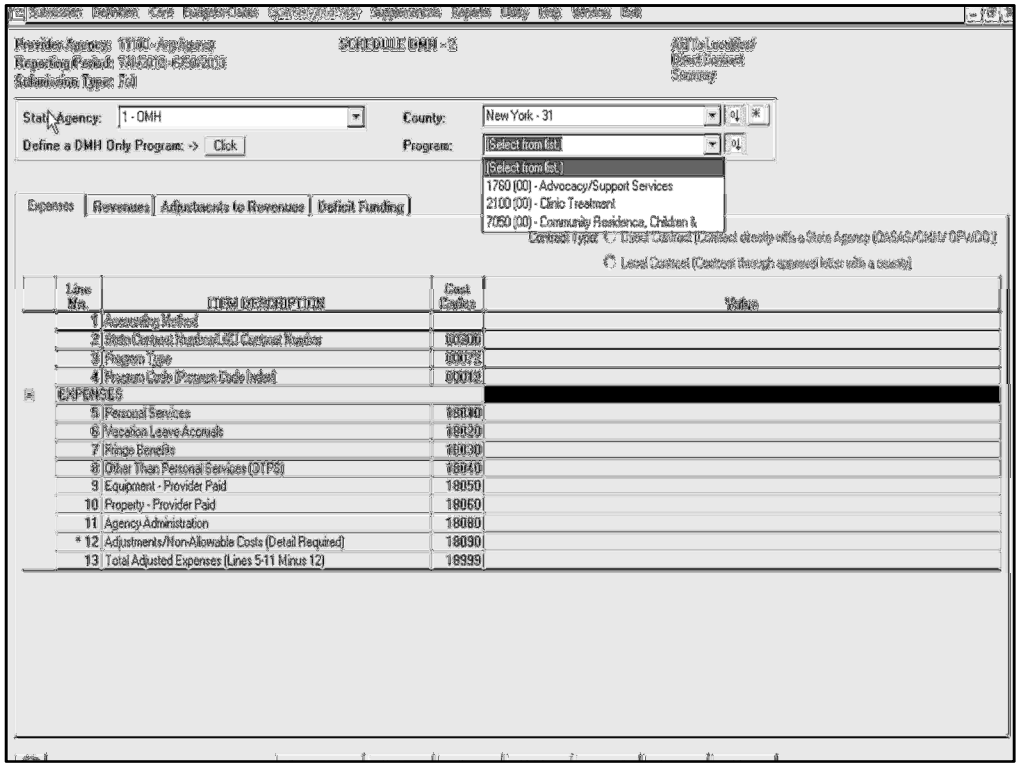
- User must choose: state agency, method of allocation, county, program(s) transferring
- Click “TRANSFER PROGRAMS”
- The CFRS – Messenger window should appear to confirm which program(s) were successfully transferred
- Both Full and Abbreviated filers can use the “TRANSFER PROGRAM” process



- There are cases where the CFR-Messenger Screen is superseded by CFRS Screen
- Notification screen appears showing something has already been transferred
- Click “No” process stops
- Click “Yes” process continues

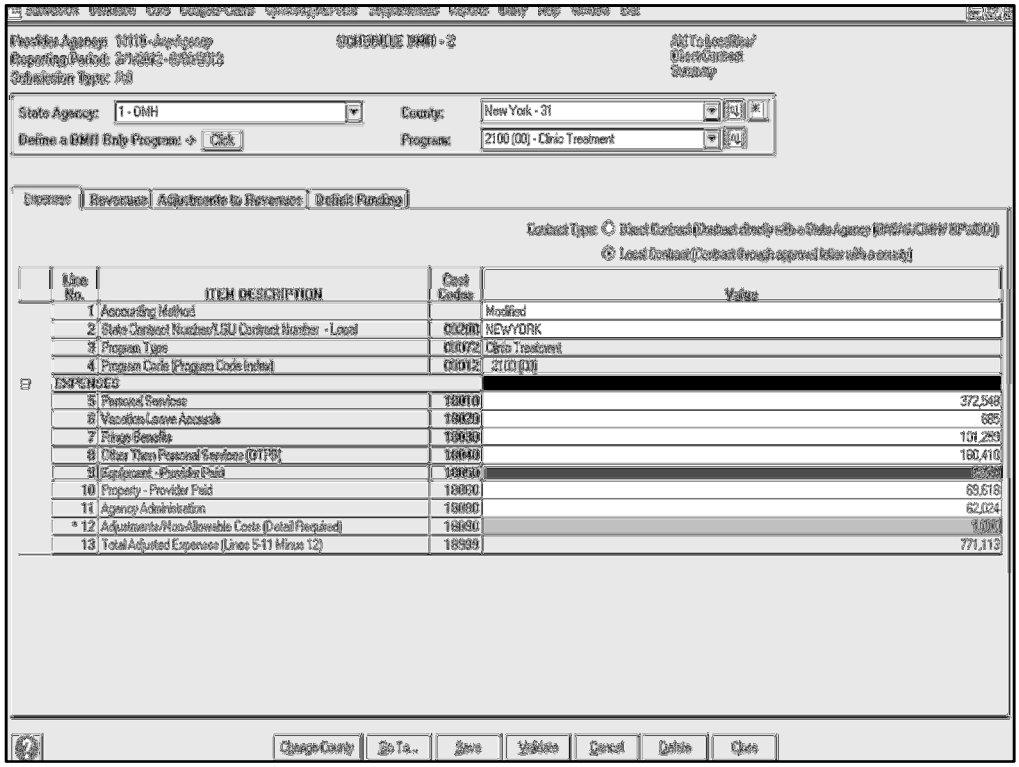


- CFR Messenger appears with notification of a successful transfer
- The software is reminding the user, that detail data will need to be manually input
- Click , “CLOSE”, “CLOSE”, “GO To”, “GO”

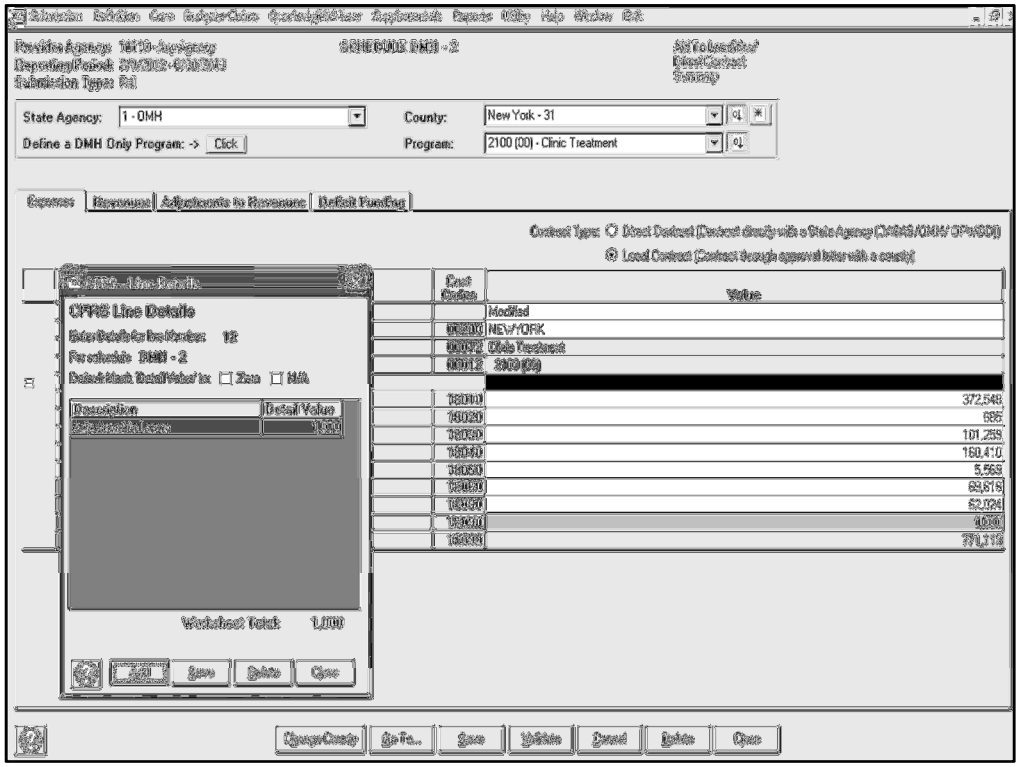


- DMH-2 has four different tab components: expenses, revenues, adjustment to revenues, deficit funding

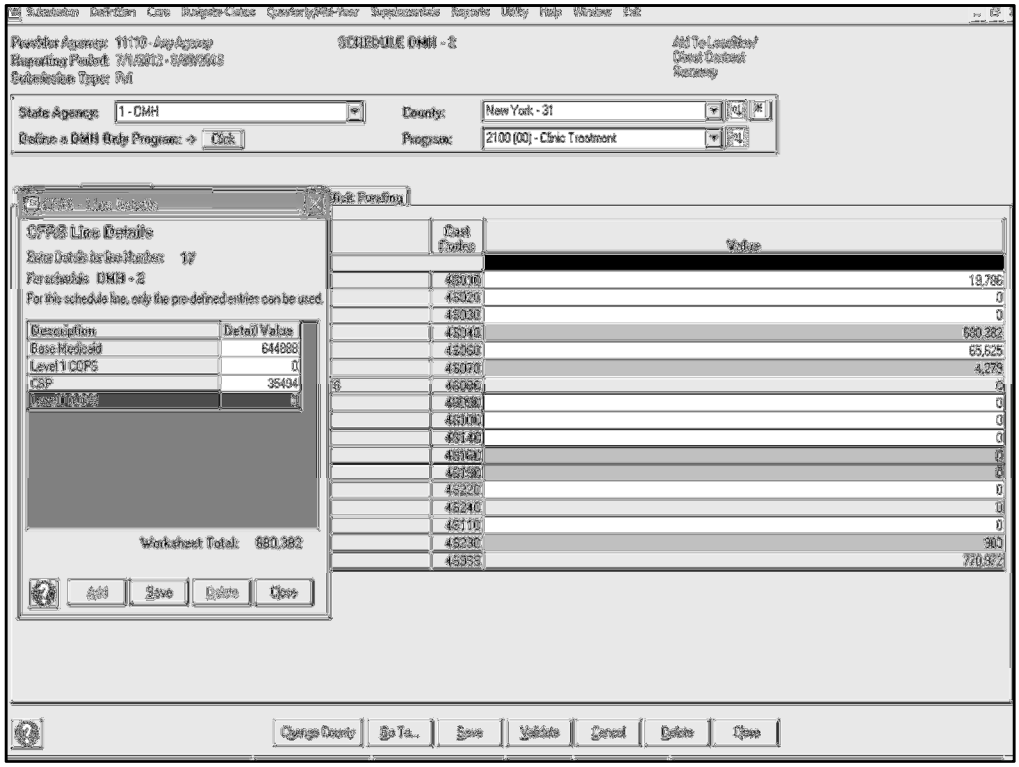
- DMH-2 and DMH-3 schedules are used for both budgeting and claiming purposes



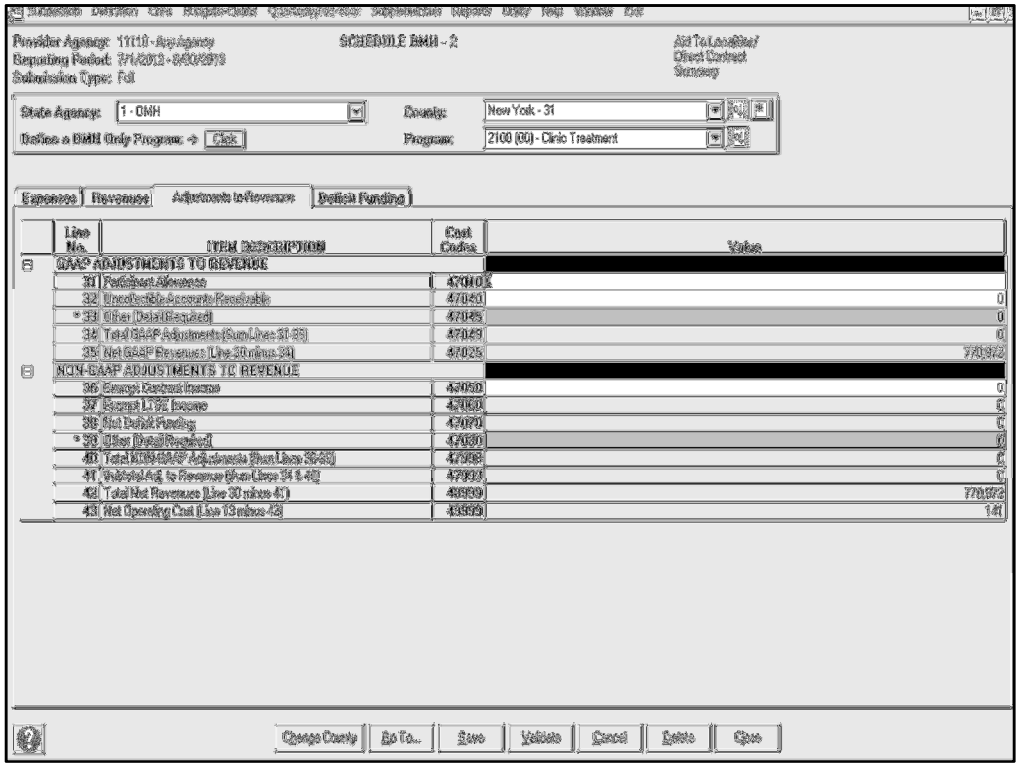
- Local contract or direct contract
- Method of Accounting to be used when claiming: Accrual, Cash or Modified Accrual.
- Enter a Local or State contract number.
- Special instructions for assigning local contract number(s) can be found in the CFR Manual.
- OASAS and OMH, the contract number and type indicated for each program on DMH-2 will be transferred to DMH-3.
- OPWDD at least one contract number and type (state or Local) combination indicated for each program on DMH-2 must match the information indicated for that program on DMH-3
- Equipment line 9 of DMH-2 replace depreciation value carried over from DMH-1 with a value of a fully expense equipment purchase



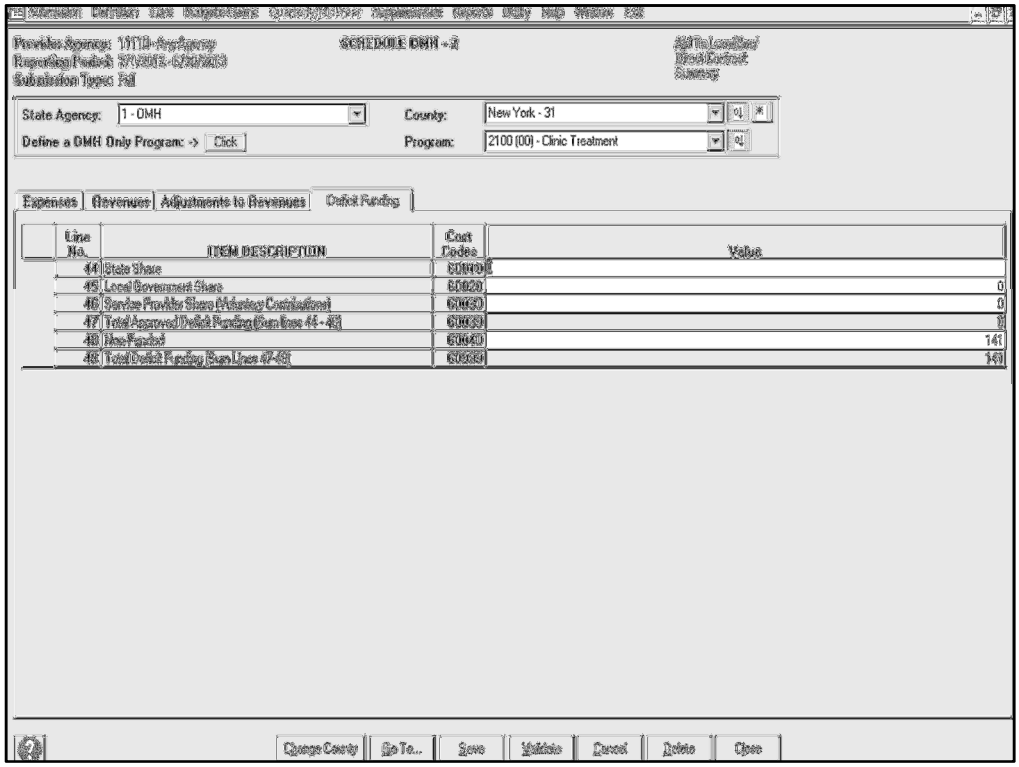
- Detail information is not transferred from DMH-1 to DMH-2.
- Click “Add” input information “SAVE” “CLOSE”
- Click “SAVE” , “CLOSE” , “GO To”, “GO” or switch tab



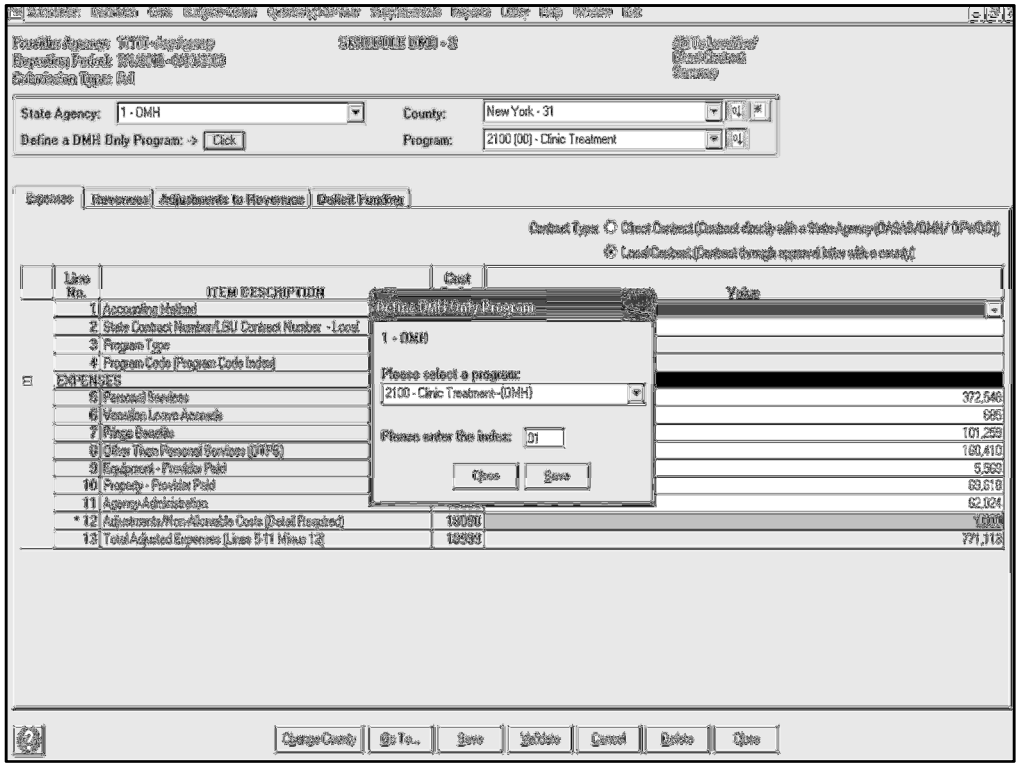
- OMH-funded service Providers reporting Medicaid Revenue on Line 17
- Click "SAVE" "Close"
- DMH-2 line 28 Net Deficit Funding should include funding from the State as well as funding from the County LGU.
- Click "SAVE" , "CLOSE" , "GO To", "GO" or switch tabs



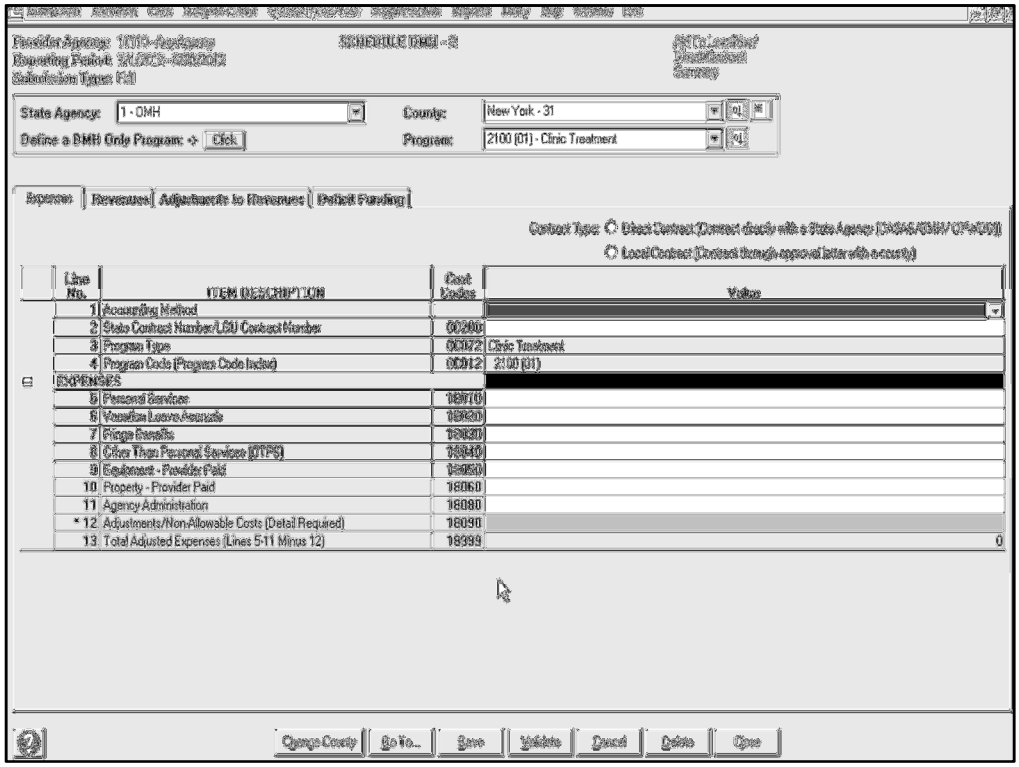
- Software will automatically place a value on line 38, when user enters a value on line 28
- "Other" Lines all have dropdown screens that are specifically designed for each State Agency using the CFR.
- Switch tab to Deficit Funding



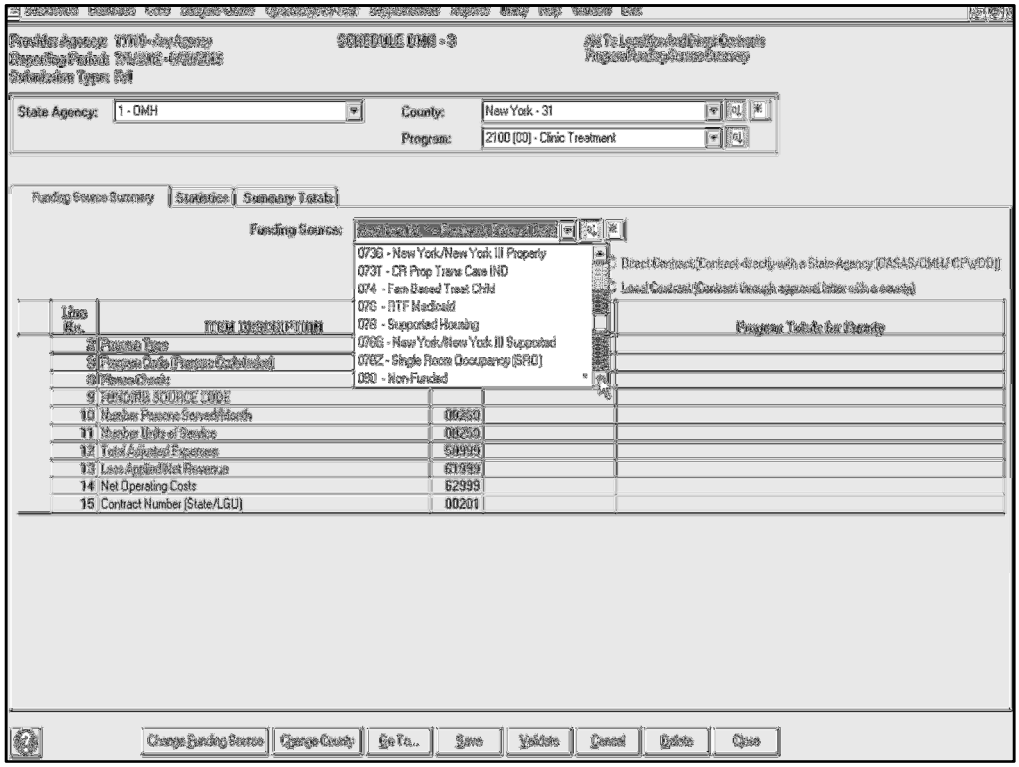
- Line 43 must match line 49
- Click “SAVE” , “CLOSE” , “GO To”, “GO”



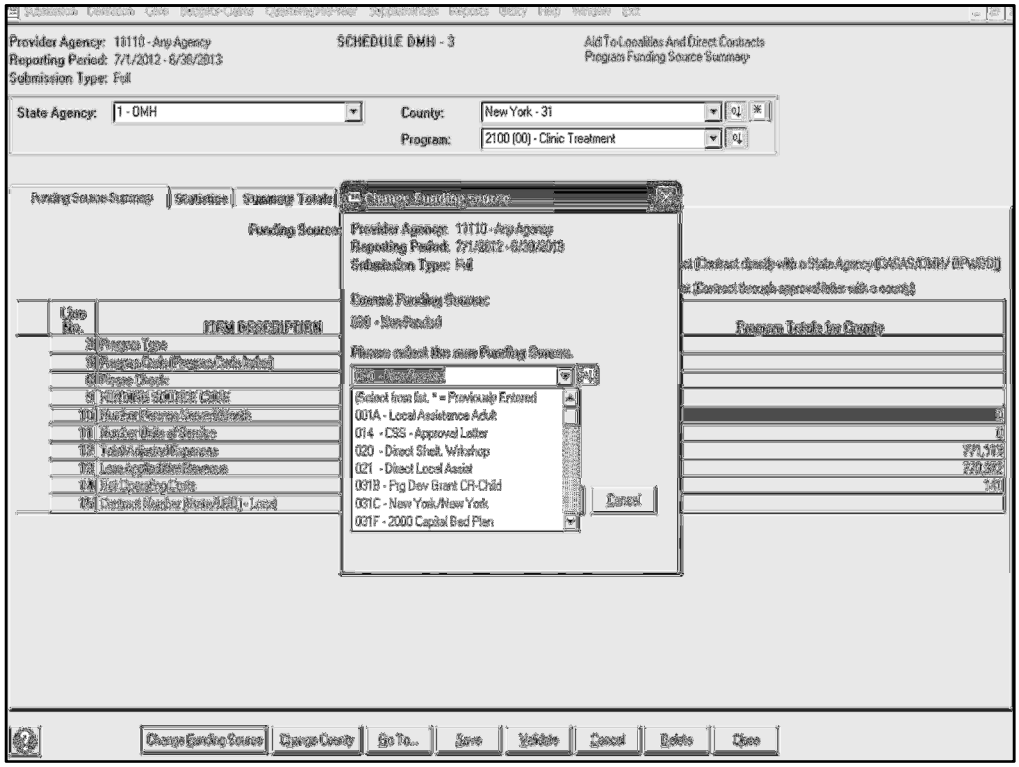
- DMH Only Program button is used when programs combined on core schedules must be defined differently on users claim
- Provider must select an appropriate program description and assign it a unique program index code.
- Click “SAVE” , “CLOSE” , “GO To”, “GO”



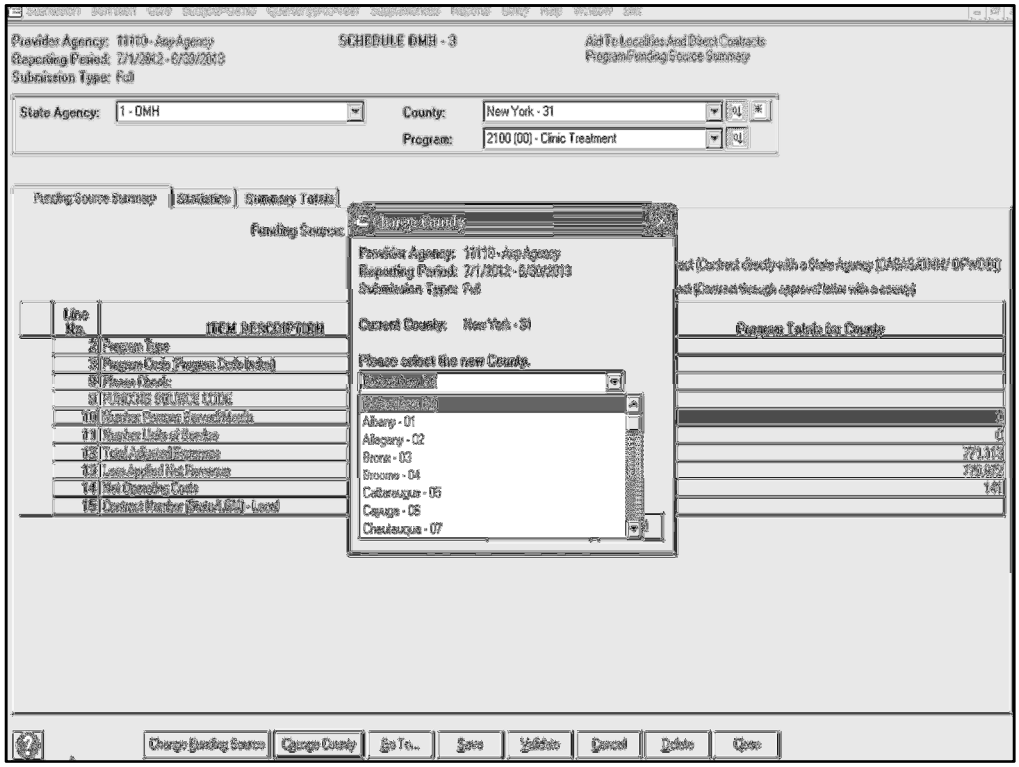
- Shown here is a screen shot reflecting the new DMH Only Program input screen
- For a user to successfully use this screen, he/she will need to reduce the original 2100 program values on the DMH-2 and transfer those values to this program column.
- Note: this is not part of the Full 2012/2013 CFR sample



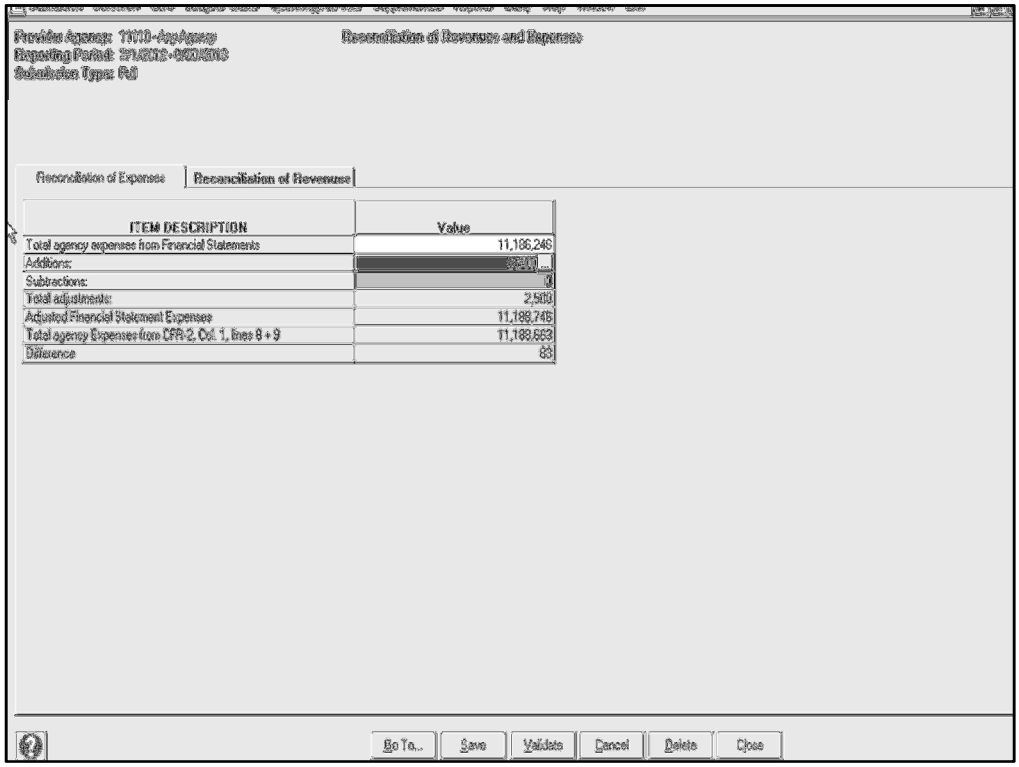
- User must use the specific funding source found on his/her approved budget
- OPWDD Providers must indicate participants methodology being used on line 8
- Click “SAVE” , “CLOSE” , “GO To”, “GO” or switch tab



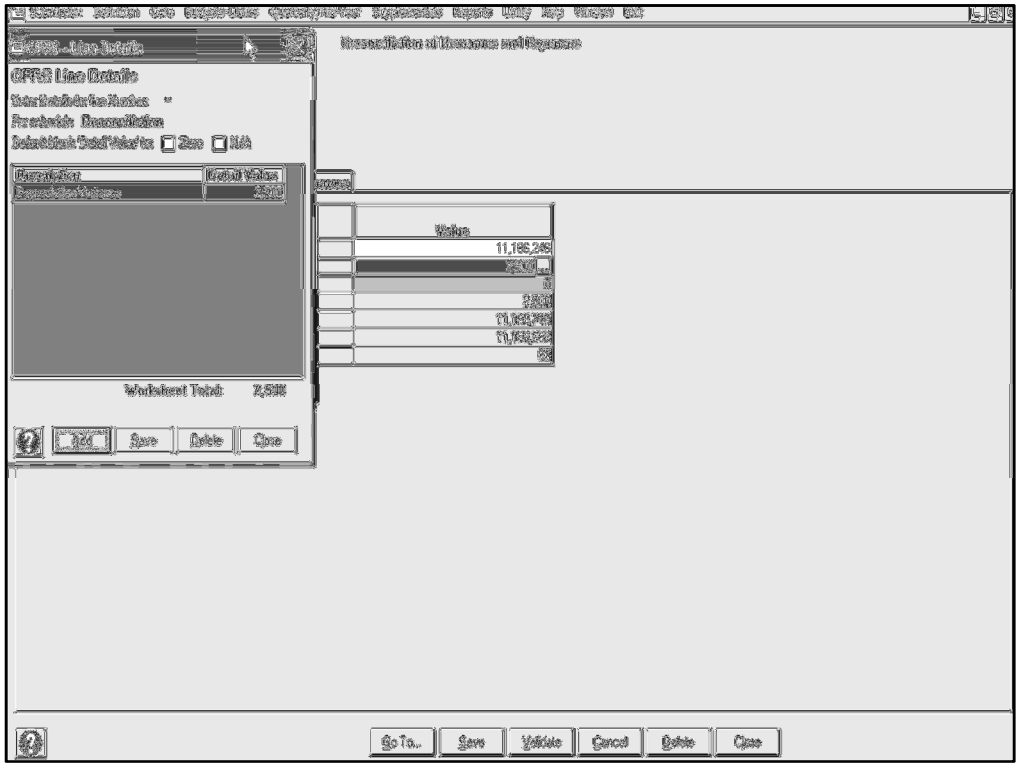
- Net operating cost will be calculated by the software
- Contract number and contract type information is brought forward from the DMH-2, by the software to DMH-3
- 3) Click “SAVE” , “CLOSE” , “GO To”, “GO” or switch tab



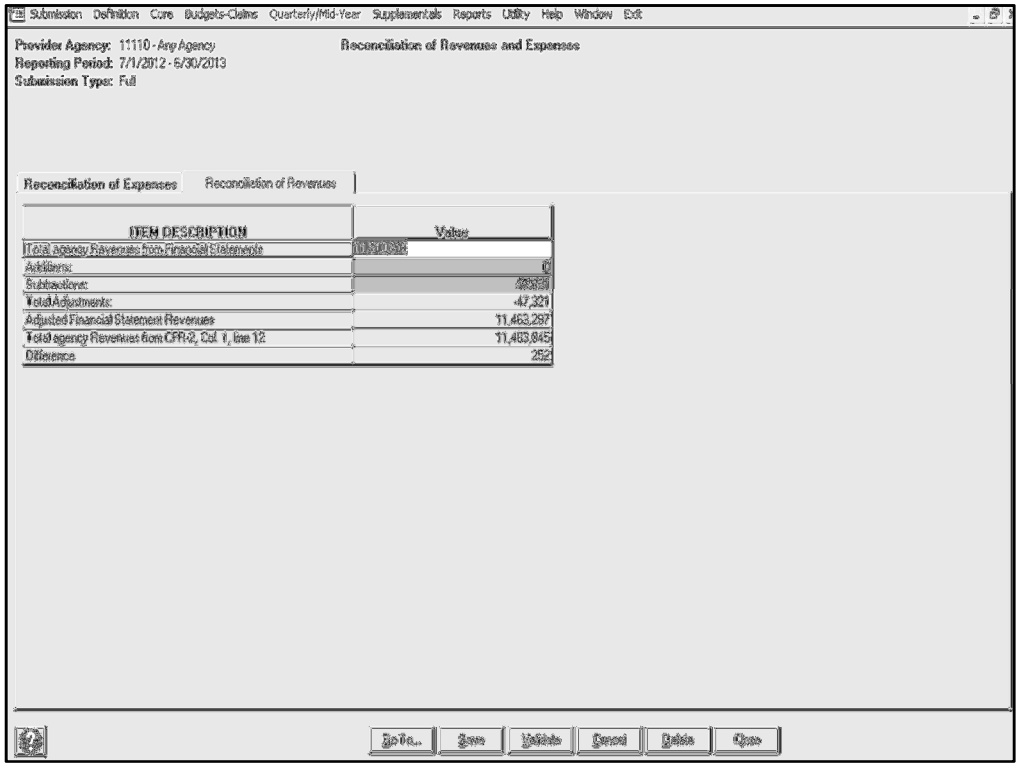
- Click “SAVE” , “CLOSE” , “GO To”, “GO”



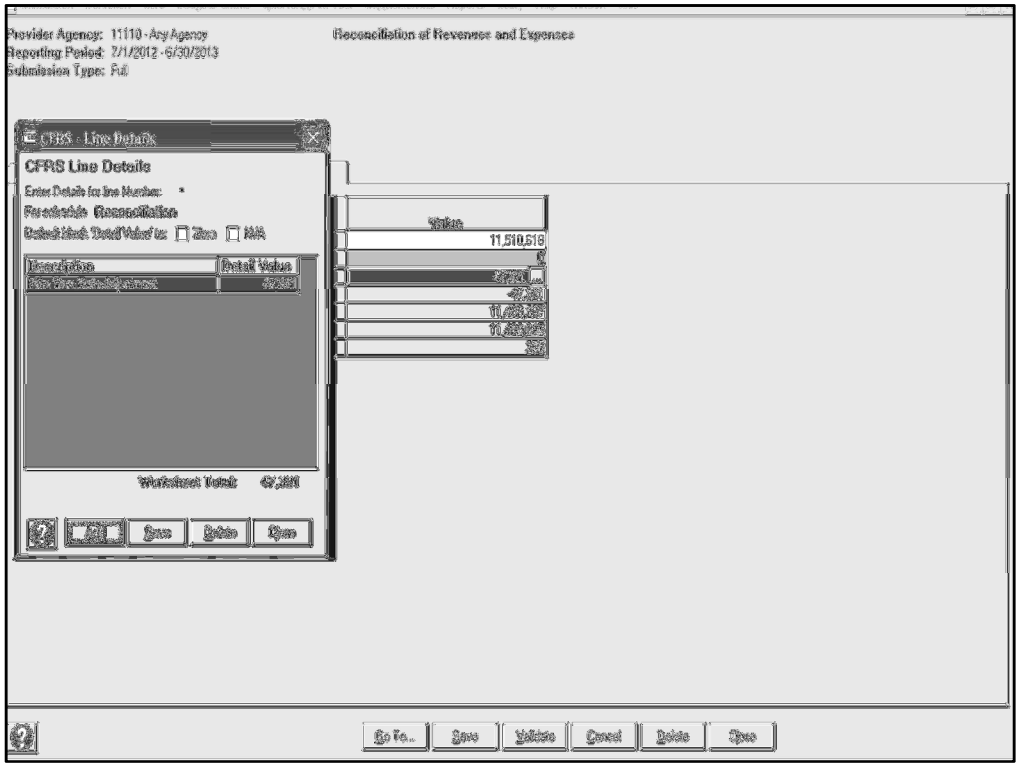
- Providers are required to complete a CFR Reconciliation Statement comparing their independent certified public accountant's Financial Statements to the CFR2 being submitted
- There are two tabs to this schedule: Reconciliation of Expenses and Reconciliation of Revenues
- Add expenses directly from the Financial Statements
- Record difference either as an addition or a subtraction using the dropdown screen
- Place cursor on additions or subtractions, click on ellipse



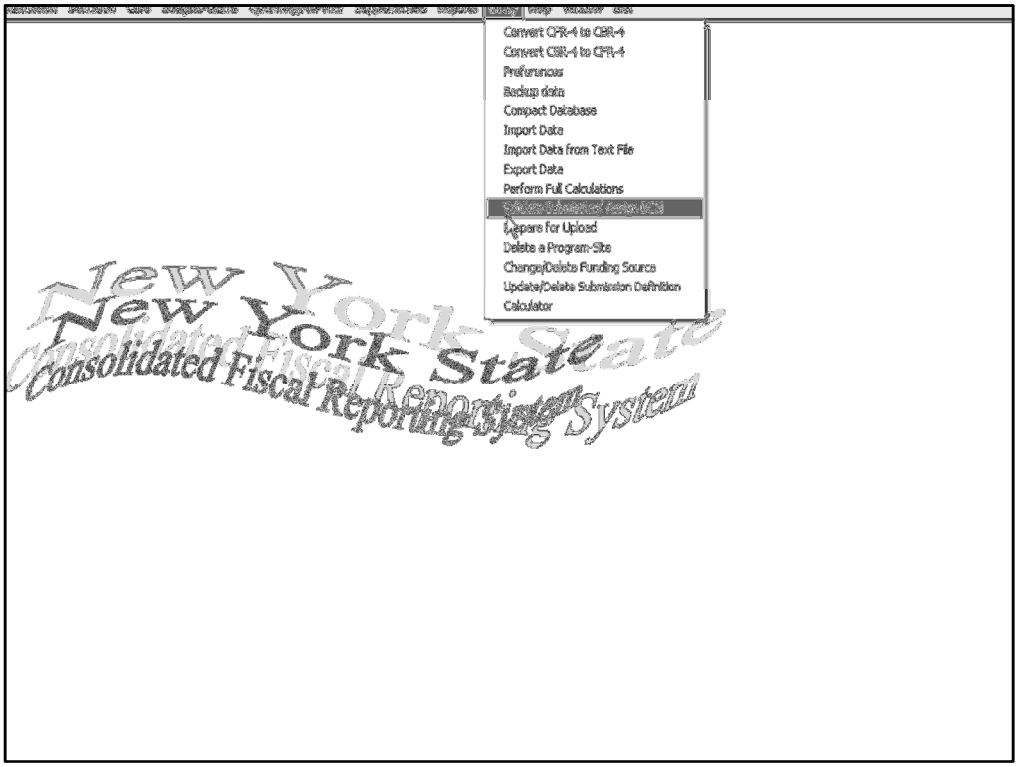
- The software contains a dropdown screen for detail expenses.
- No negative values should be reported on this schedule
- Click “Add” enter description and value, click “SAVE” and “Close”
- Switch tab from Expenses to Revenue



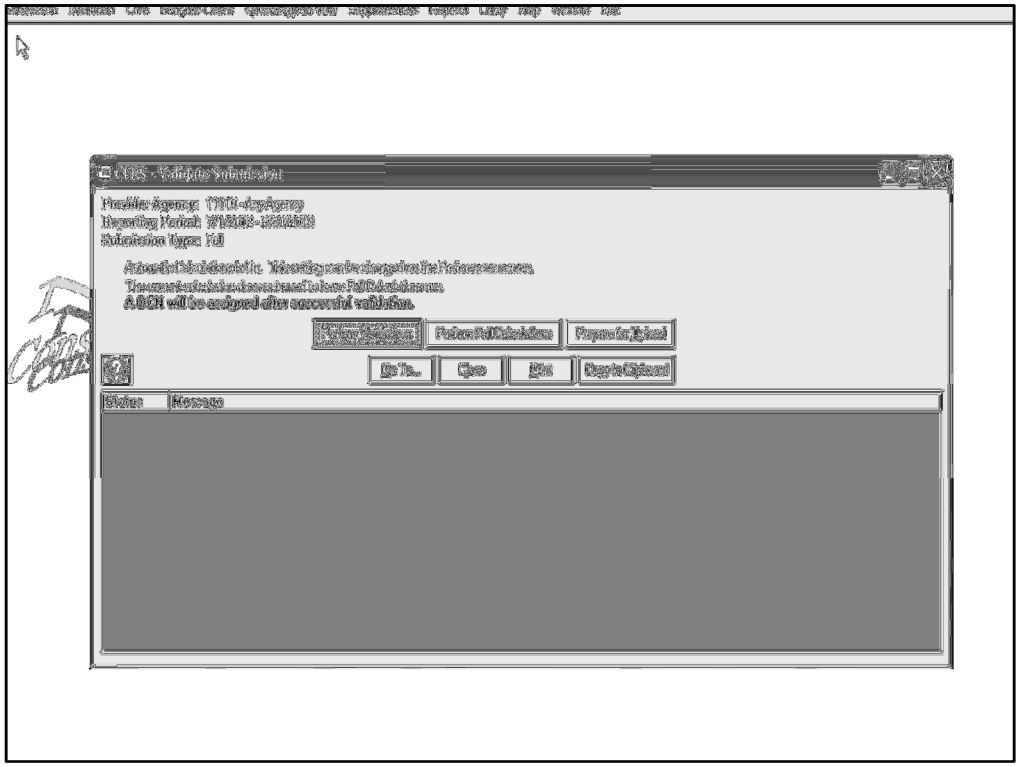
- Add the revenue value directly from the Financial Statements
- Record difference either as an addition or a subtraction using the dropdown screen
- Place cursor on additions or subtractions, click on ellipse



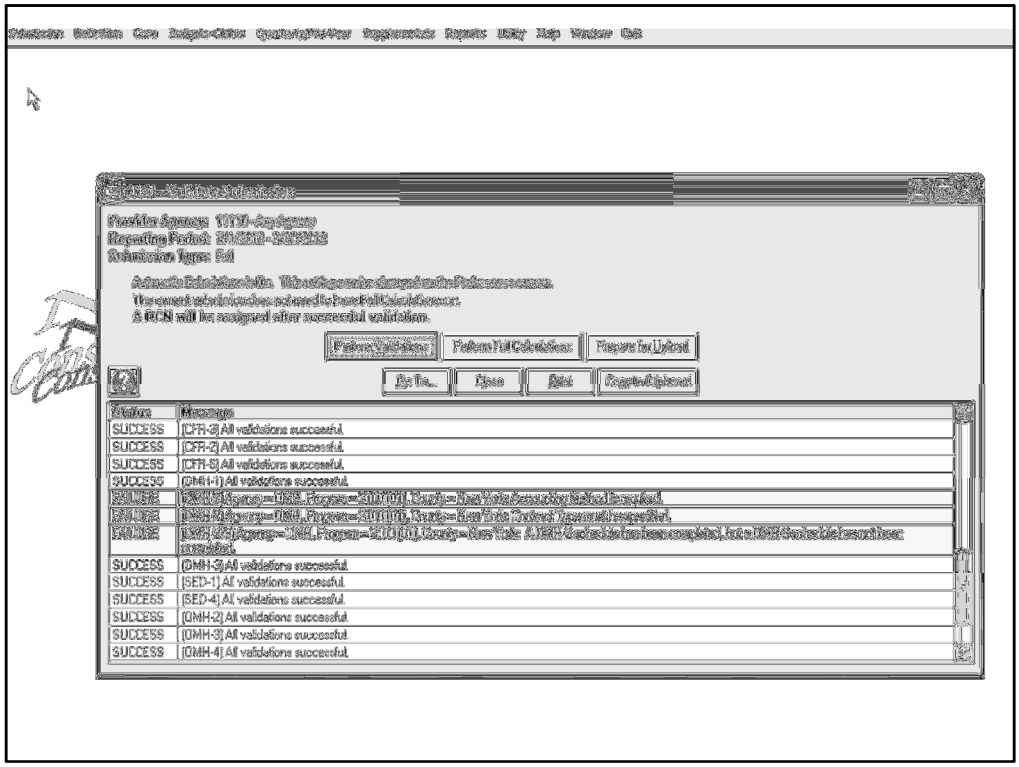
- The software contains a dropdown screen for detail revenues.
- No negative values should be reported on this schedule
- Click “Add” enter description and value, click “SAVE” and “Close”
- Click “SAVE” , “CLOSE” , “GO To”, Utilities option of navigation screen



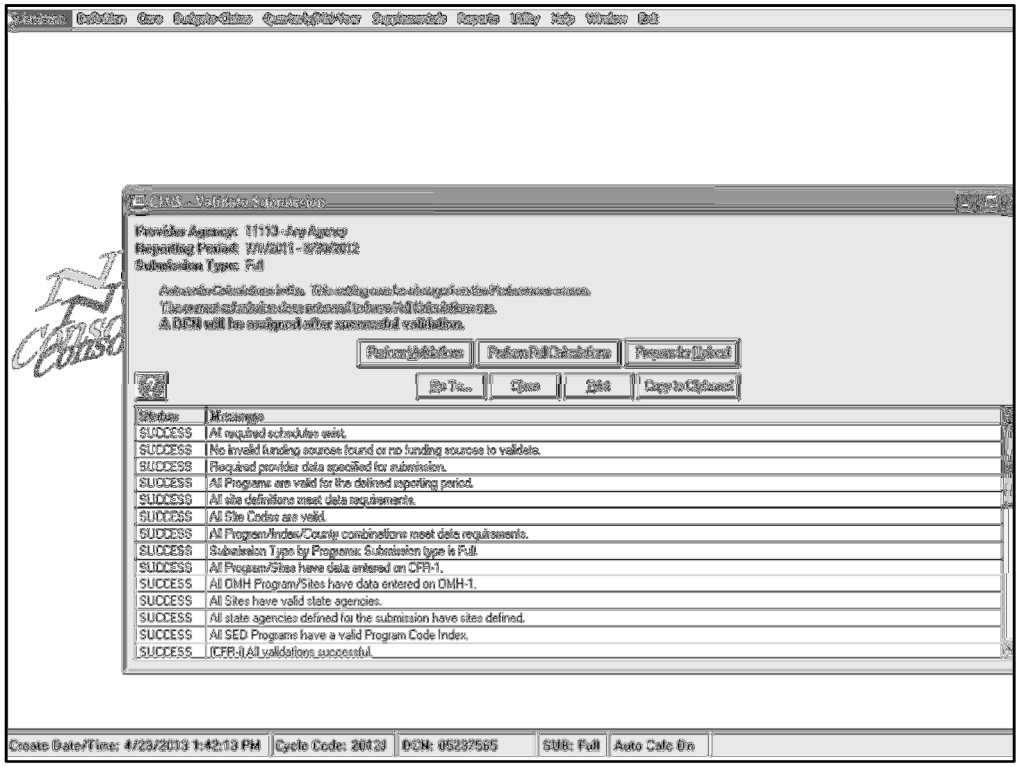
- Make sure all screens are closed before proceeding to validate submission
- Click "Validate Submission/Assign DCN"



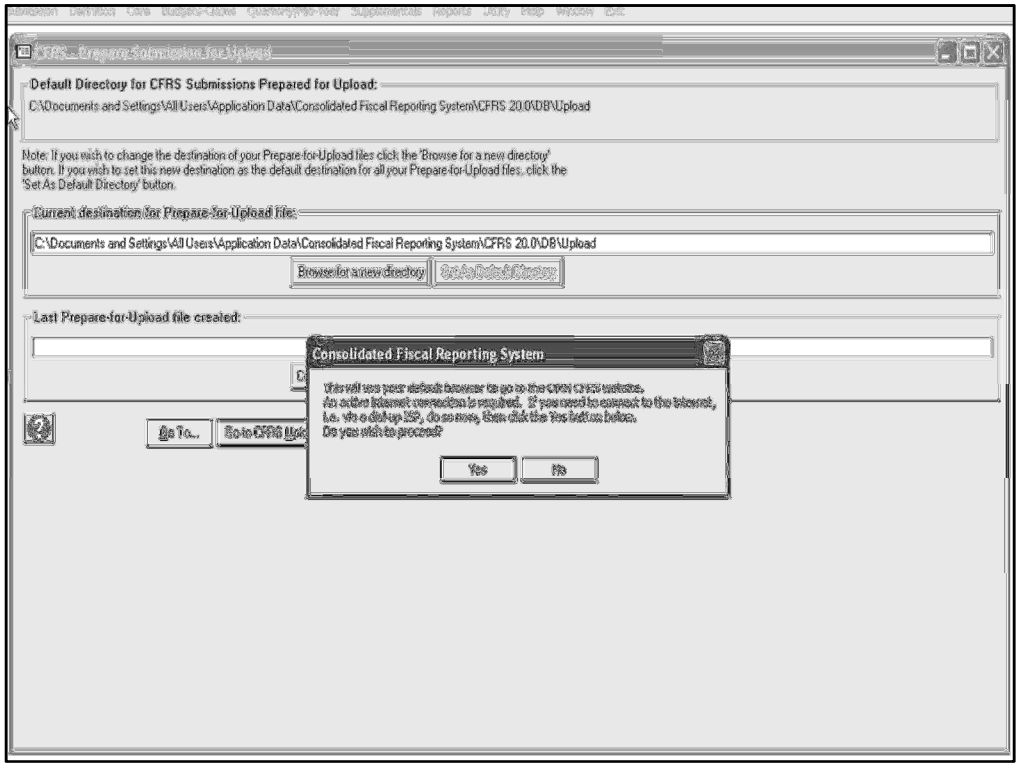
- To validate a submission click “Perform Validations”
- Process time varies depending on the size of CFR being validated



- If an error is found while attempting validate a submission, a screen with the specific failure will appear
- A user will place his/her cursor on the failure, then click on the failure.
- In most cases, the software will take the user to the location of the error

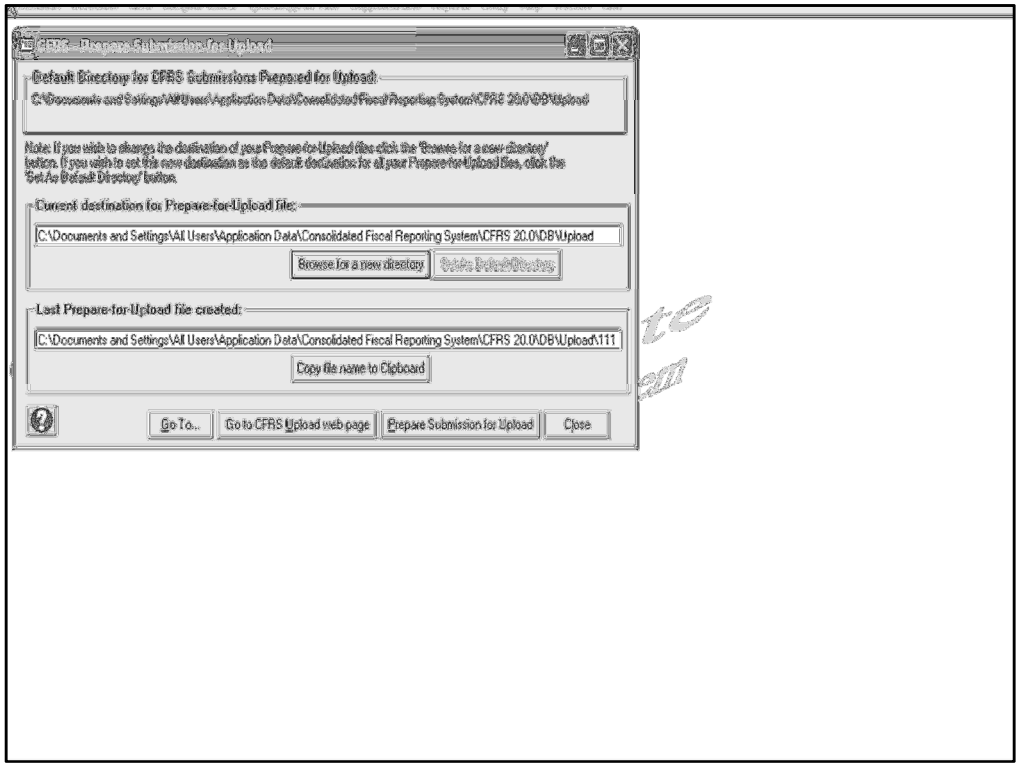


- Once all errors have been addressed correctly, the system will assign a Document Control Number (DCN).
- Click "Prepare for Upload"

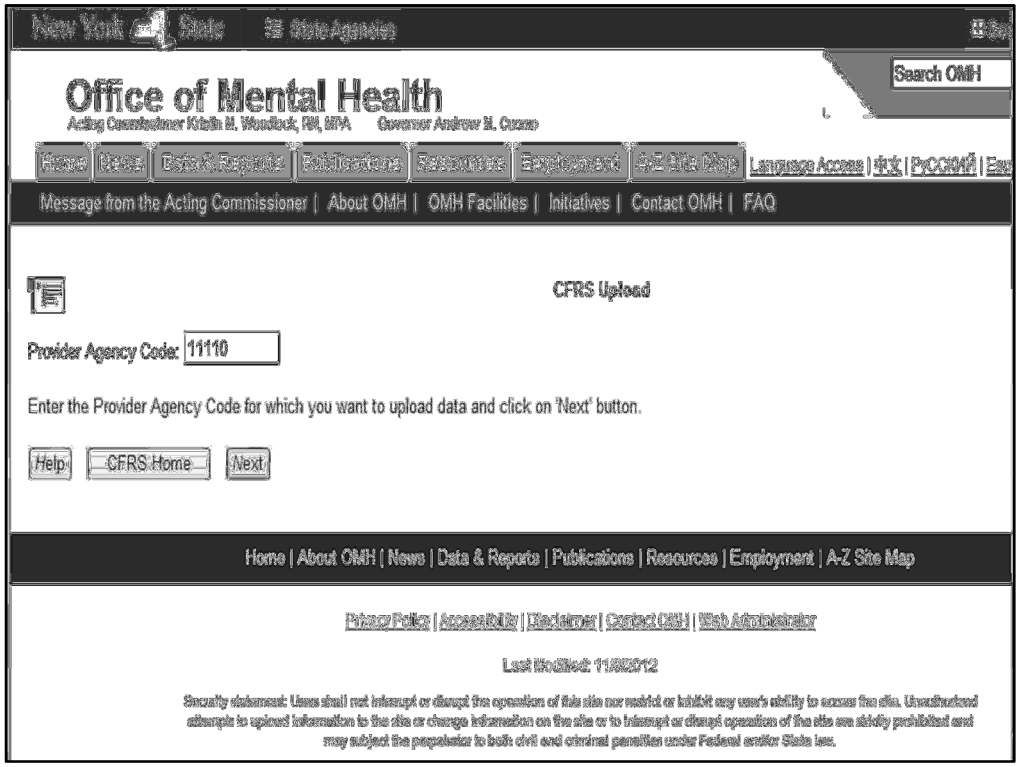


1) Help Desk 1-800-HELPNYS (1-800—435-7697) for assistance.

2) Click “CLOSE” To return to the banner screen



- Click "Go to CFRS Upload web page"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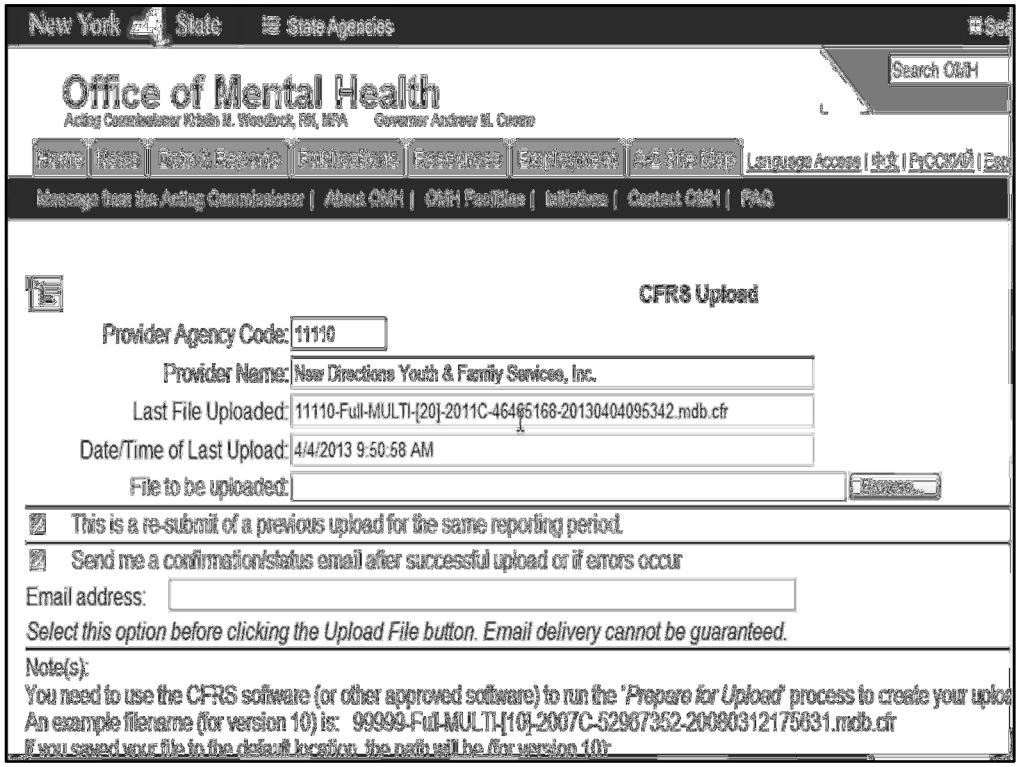
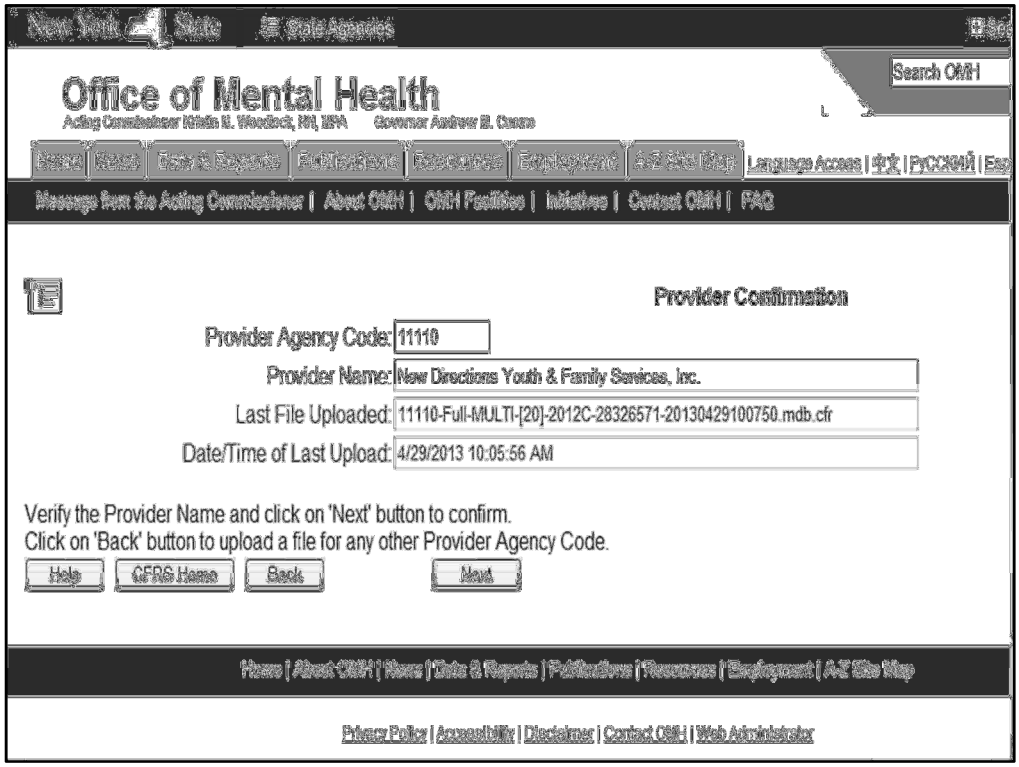
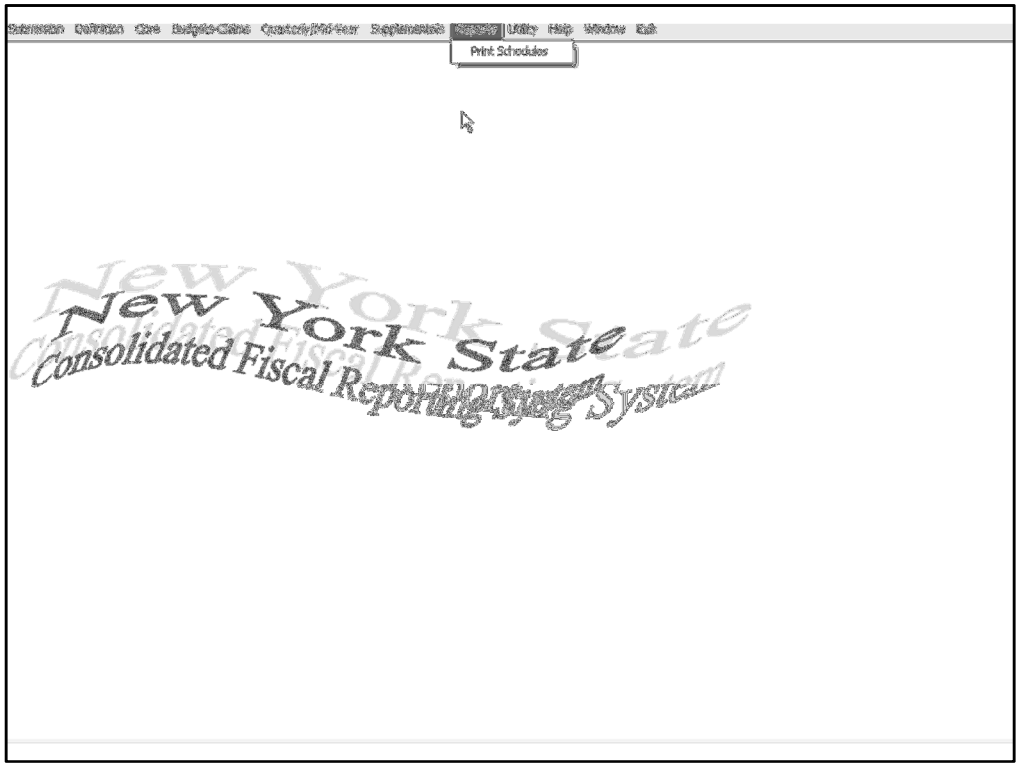


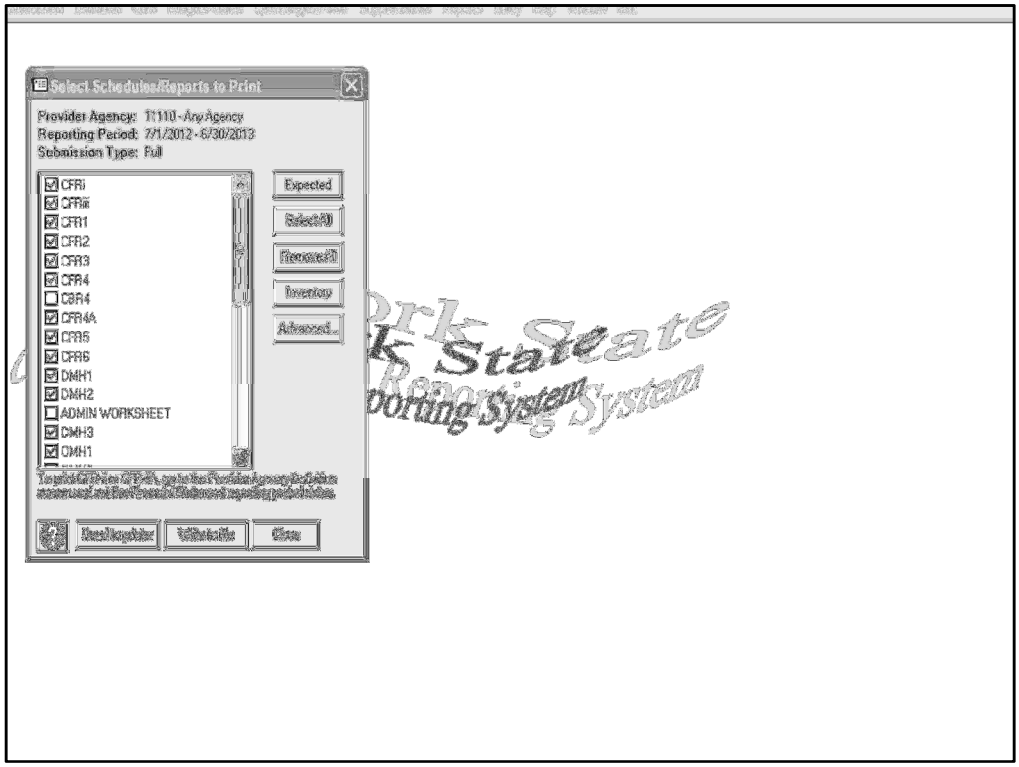
- User will click on “Browse” to find the file to be uploaded
- Select confirmation status



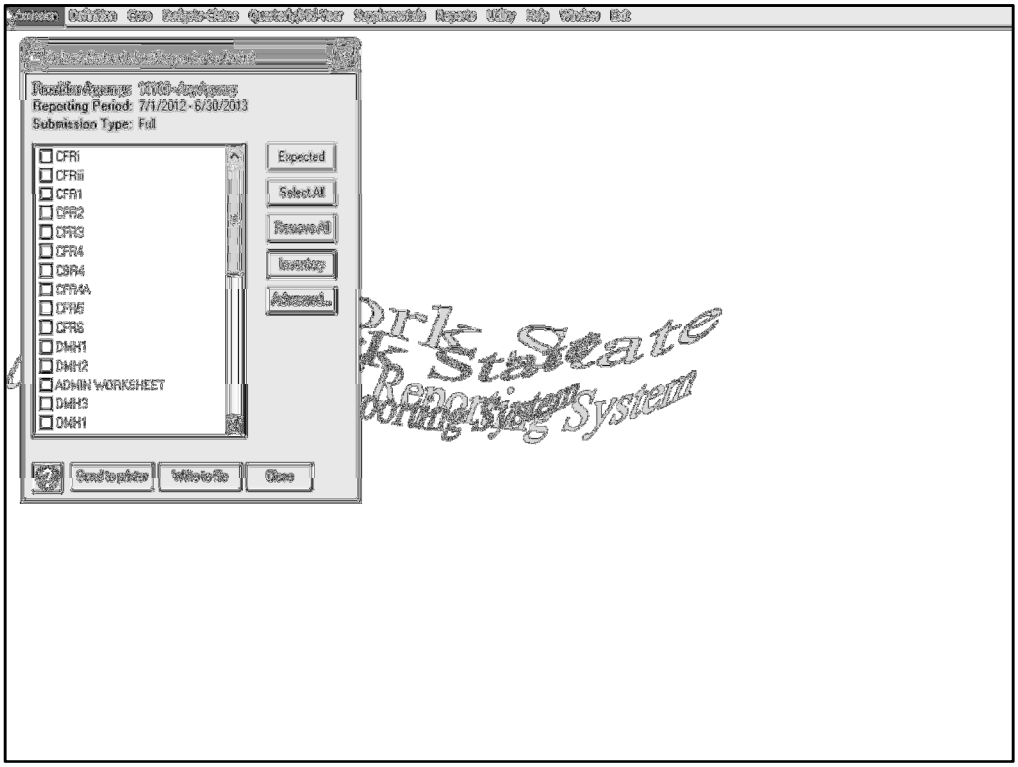
- CFR software sample confirmation of a budget that has been uploaded
- Please remember a file uploaded successfully does not mean that the uploaded submission is valid for all state agencies.



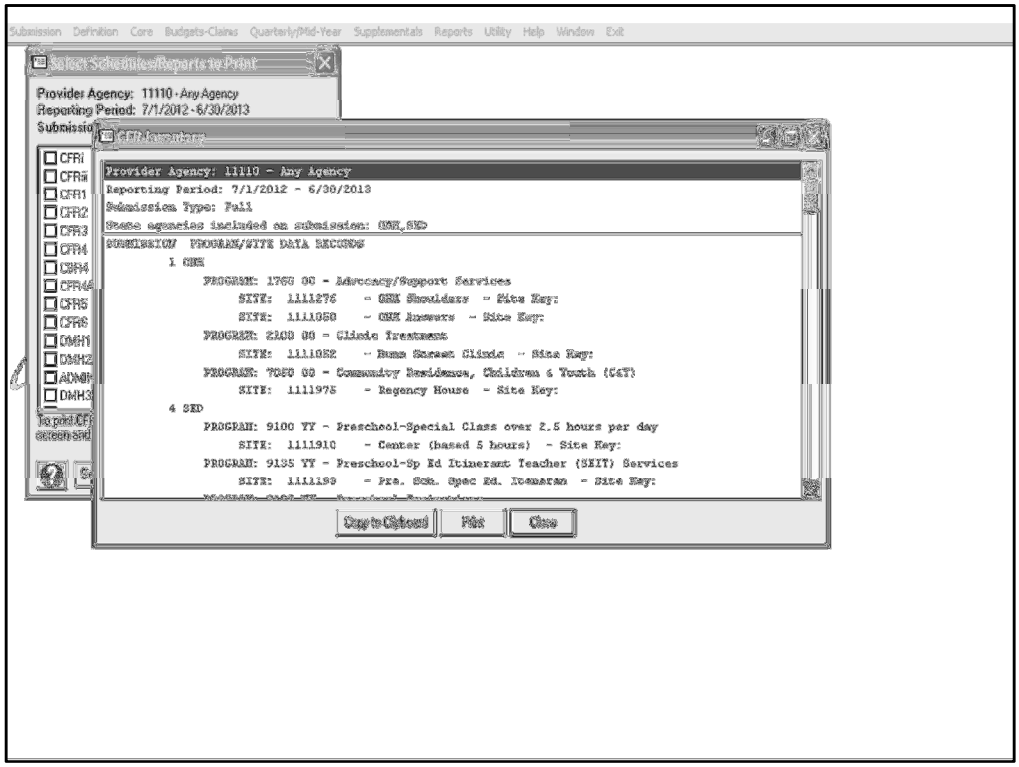
- User must return to the Banner Screen to make access to: Reports, Utility Options, Help Screen, Exit Program.

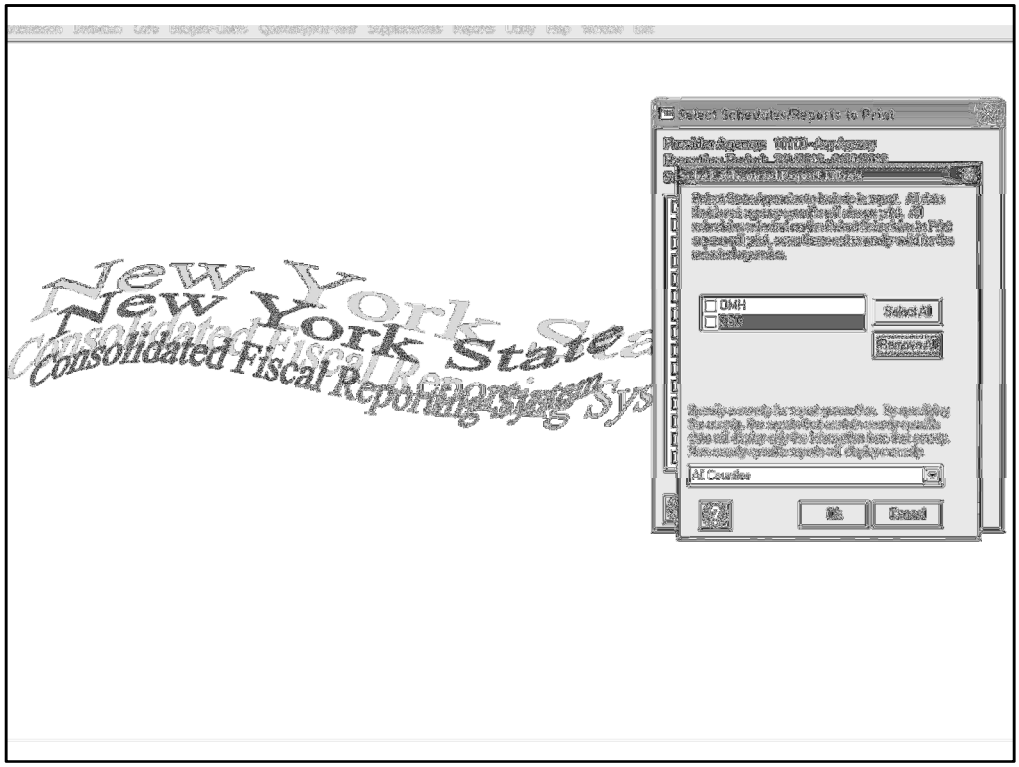


- Clicking on "Write to file" allows the user to see schedule(s) in a printed format
- Click on "Send to Printer" CFR is sent to user's default printer to print
- Click "Expected" system applies check marks to all applicable schedules for printing based on user's submission type.

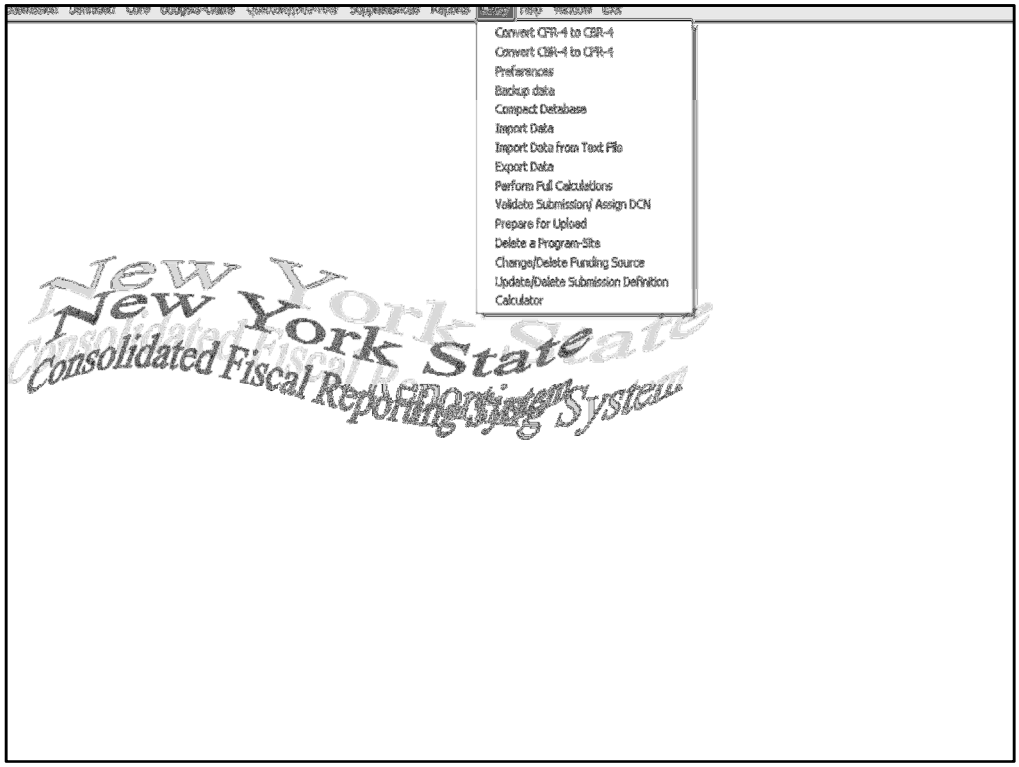


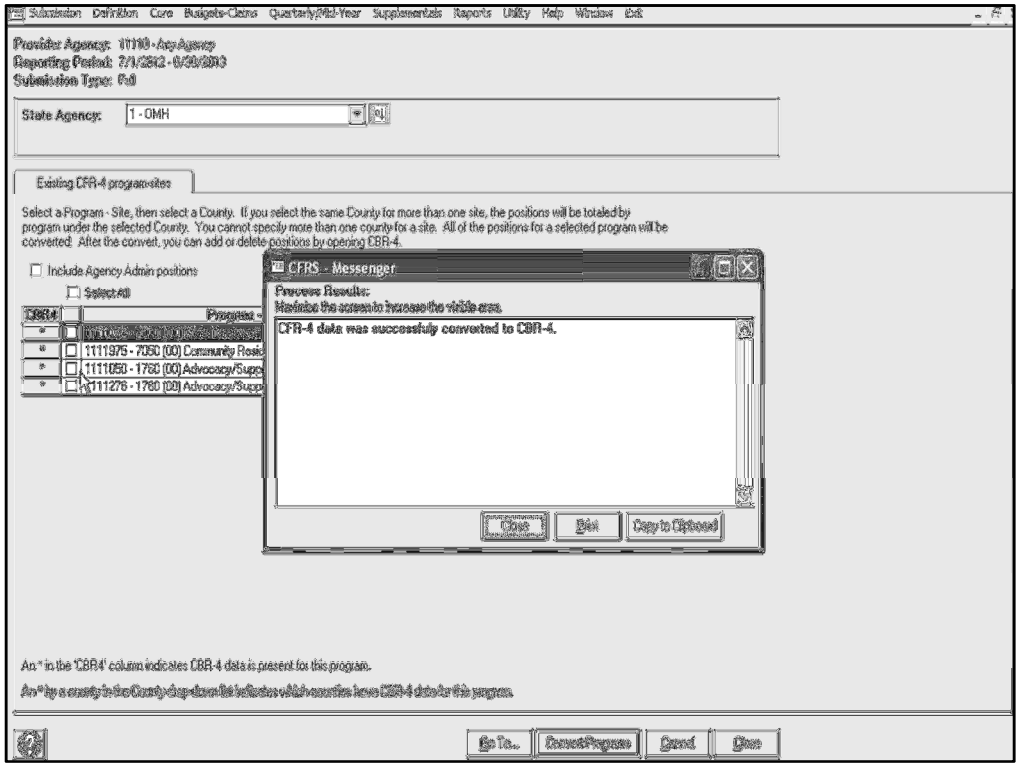
- Click "INVENTORY"


Submission Definition Core Budgets-Claims Quarterly/Mid-Year Supplementals Reports Utility Help Window Exit
Select Schedules/Reports to Print
Provider Agency: 11110 - Any Agency
Reporting Period: 7/1/2012 - 6/30/2013
CFR Reporting
Provider Agency: 11110 - Any Agency
Reporting Period: 7/1/2012 - 6/30/2013
Submission Type: Full
State agencies included on submission: OMH,SED
SUBMISSION PROGRAM/SITE DATA RECORDS
1 OMH
PROGRAM: 1760 00 - Advocacy/Support Services
SITE: 1111276 - OMH Shoulders - Site Key:
SITE: 1111050 - OMH Answers - Site Key:
PROGRAM: 2100 00 - Clinic Treatment
SITE: 1111052 - Bunn Street Clinic - Site Key:
PROGRAM: 7050 00 - Community Residence, Children & Youth (C&T)
SITE: 1111975 - Regency House - Site Key:
4 SED
PROGRAM: 9100 YY - Preschool-Special Class over 2.5 hours per day
SITE: 1111910 - Center (based 5 hours) - Site Key:
PROGRAM: 9135 YY - Preschool-Sp Ed Itinerant Teacher (SEIT) Services
SITE: 1111193 - Pre. Sch. Spec Ed. Itineran - Site Key:
Copy to Clipboard
Print
Close

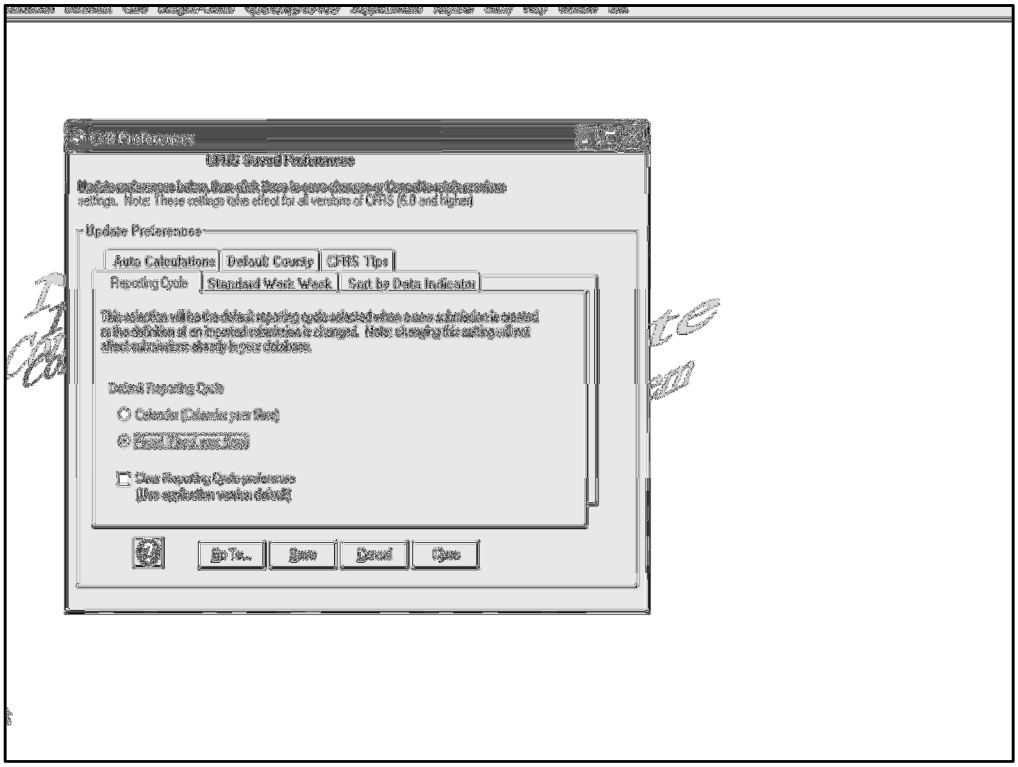


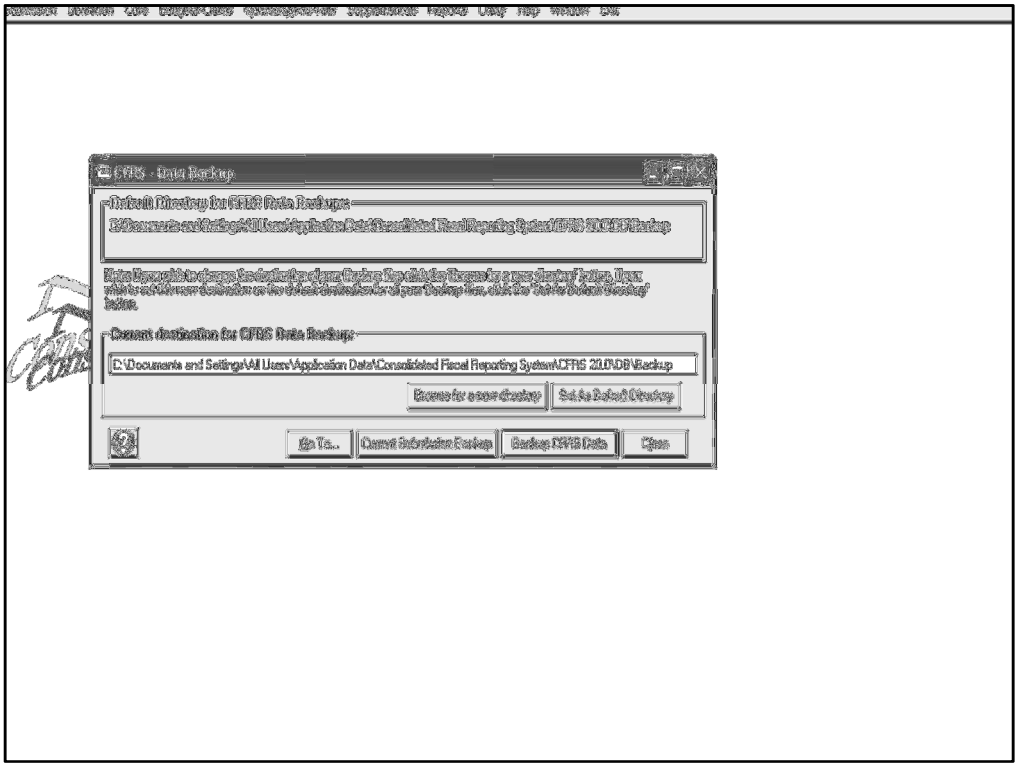
- "Advanced" option allows the user to print information pertaining either one state agency or both

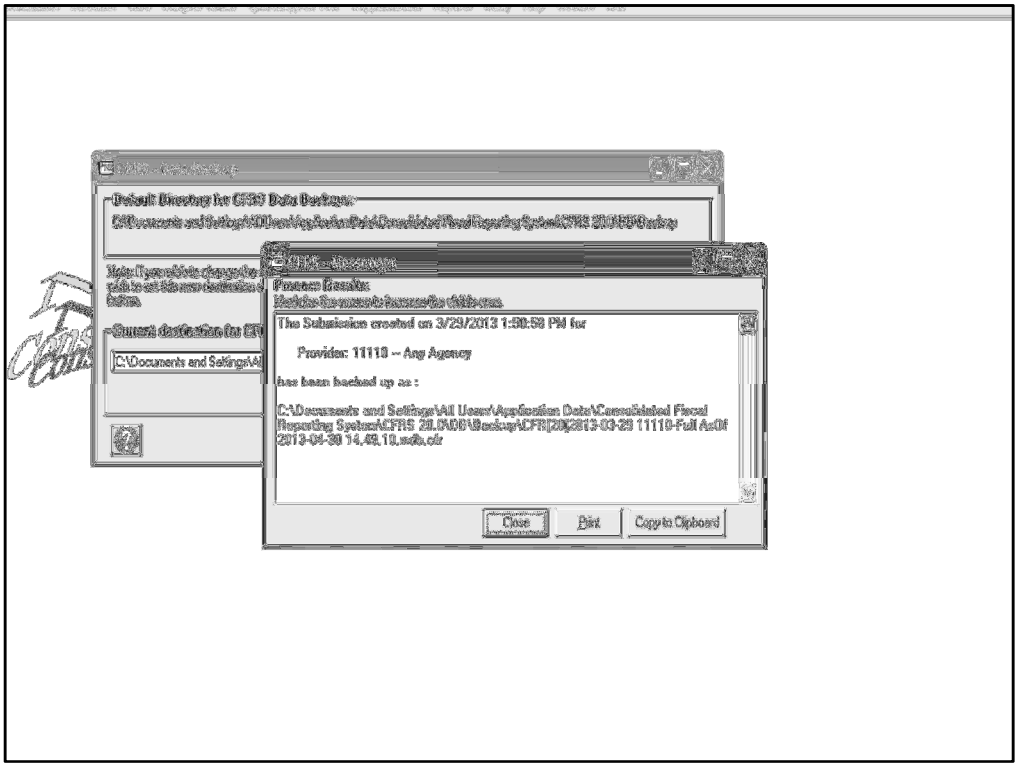

Convert CFR-4 to CBR-4
Convert CBR-4 to CFR-4
Preferences
Backup data
Compact Database
Import Data
Import Data from Text File
Export Data
Perform Full Calculations
Validate Submission/ Assign DCN
Prepare for Upload
Delete a Program-Site
Change/Delete Funding Source
Update/Delete Submission Definition
Calculator
New York State
Consolidated Fiscal Reporting System



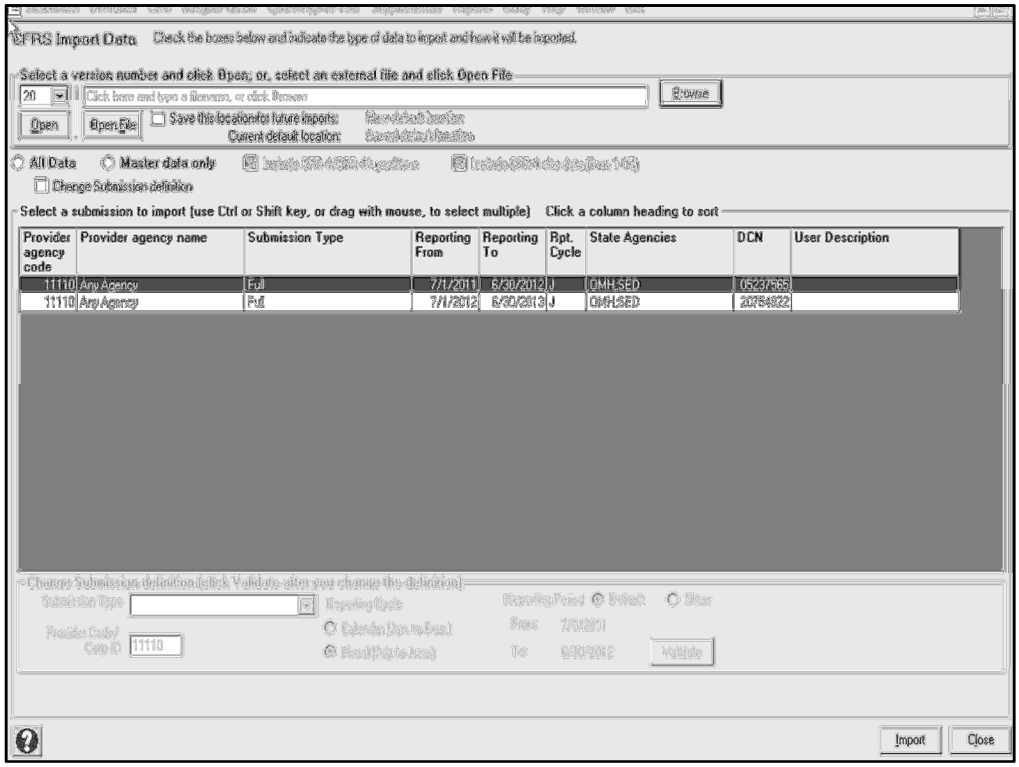
- Software allows user to transfer all personal current years budget values to claim values conversely claim values to next years budget.
- Provider chooses the direction (CFR-4 to CBR-4 or CFR-4 to CBR-4) then chooses program
- Click “Current Program” software converts information for user
- Click “Close” CFR-Messenger, click “Close”


Update Preferences
Auto Calculations
Default County
CFRS Tips
Reporting Cycle
Standard Work Week
Sort by Data Indicator
Default Reporting Cycle
Go To...
Save
Cancel
Close

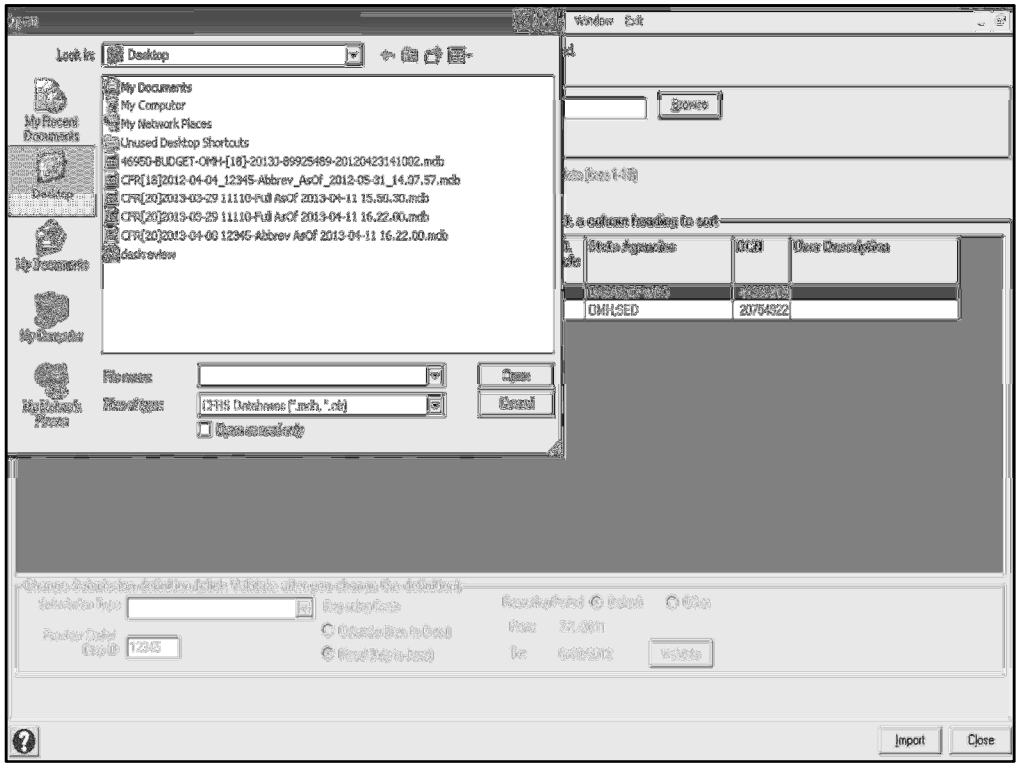

CFRS - Data Backup
Default Directory for CFRS Data Backups
Current destination for CFRS Data Backup
D:\Documents and Settings\All Users\Application Data\Consolidated Fiscal Reporting System\CFRS 2010\DB\Backup
Browse for a new directory
Set As Default Directory
Go To...
Cancel Information Backup
Backup CFRS Data
Close



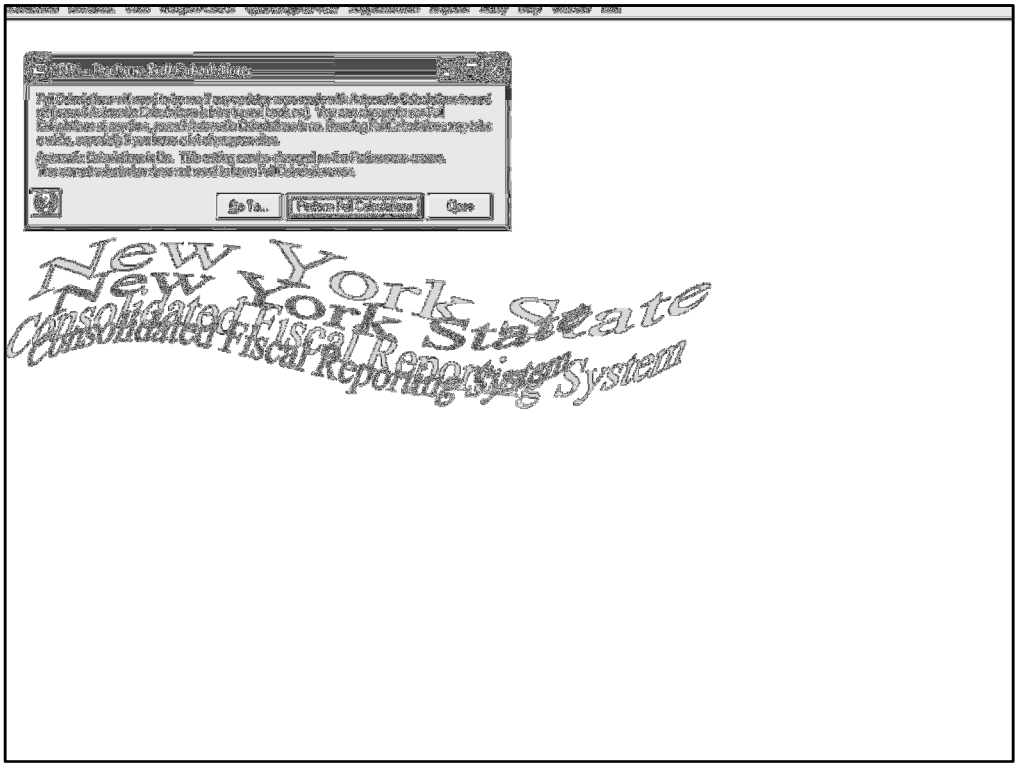
- CFRS Messenger shows the folder data has been saved too.
- Click “CLOSE” click “CLOSE”



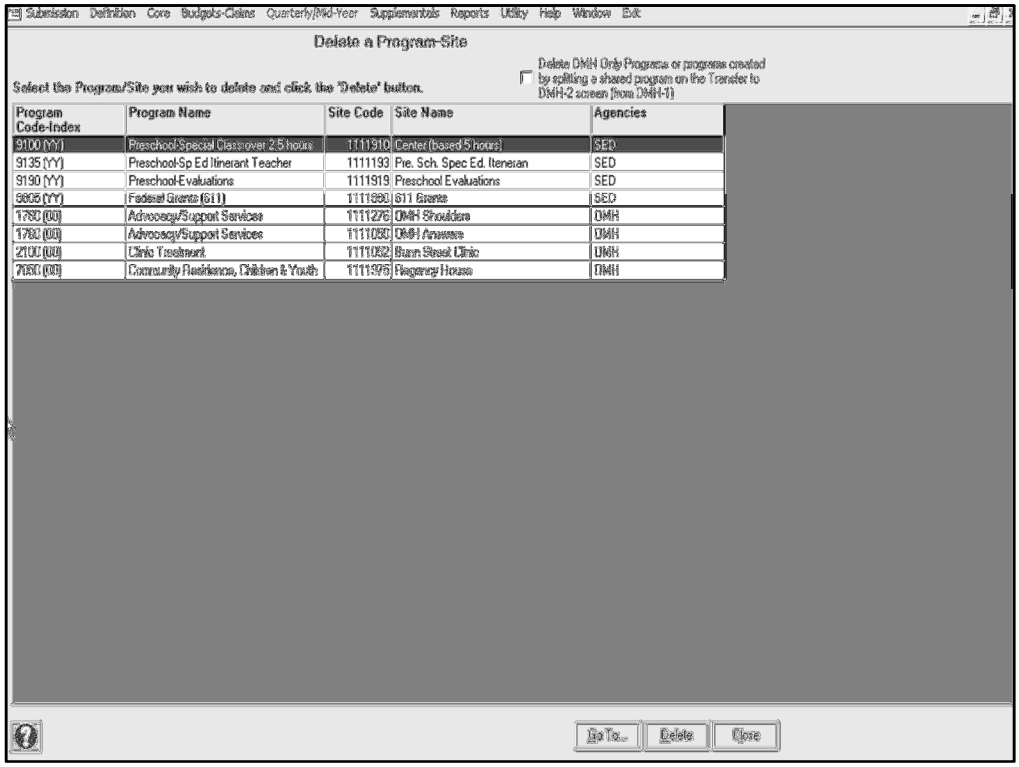
- CFRS Import Data screen is to be used in the reload or copy a submission from any backup or upload file that was created with the current or earlier version of the software.

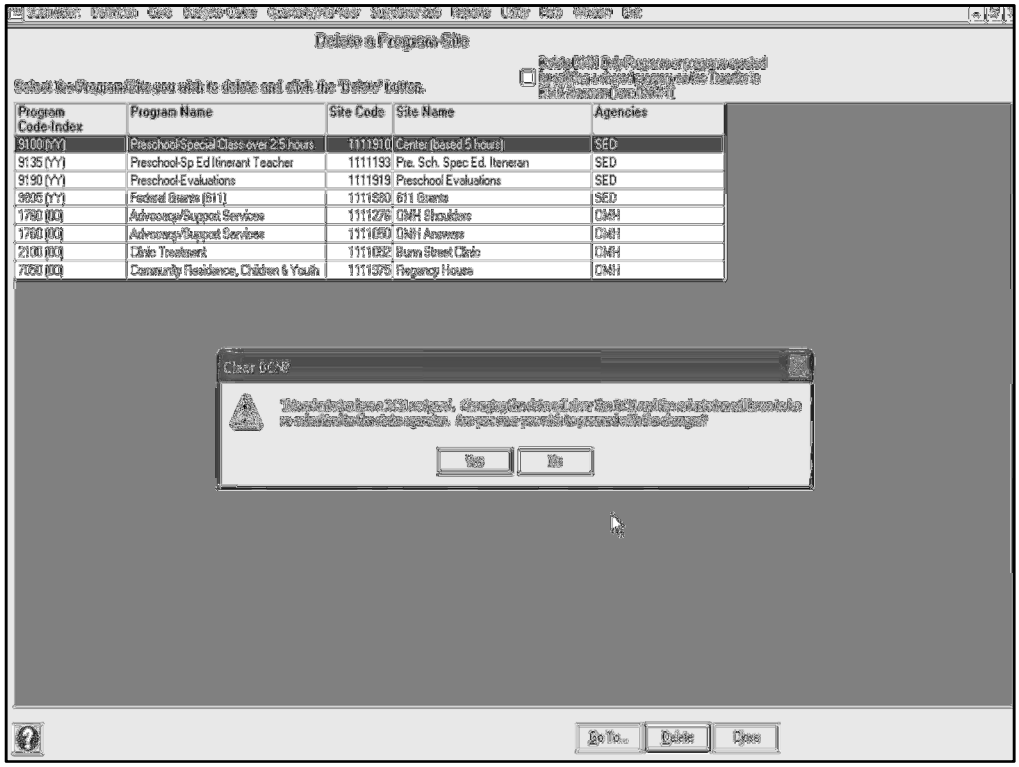


- Importing data from the desktop

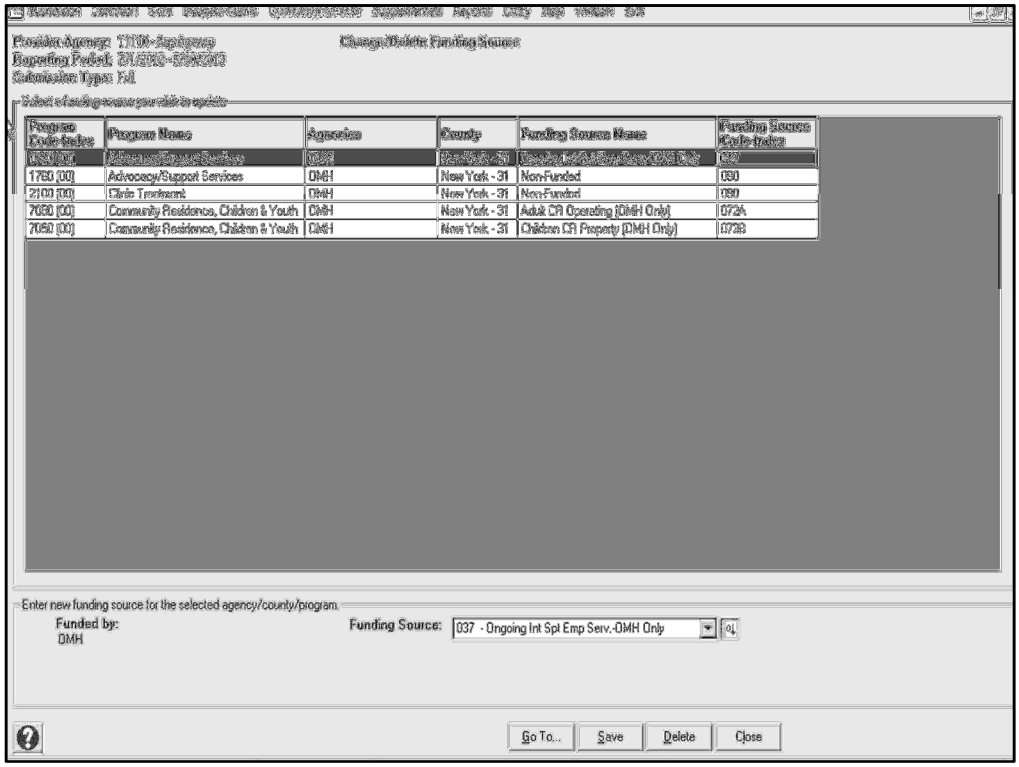


- Purpose of this option is to correct changes in schedules when the Automatic Calculation process was turned off.

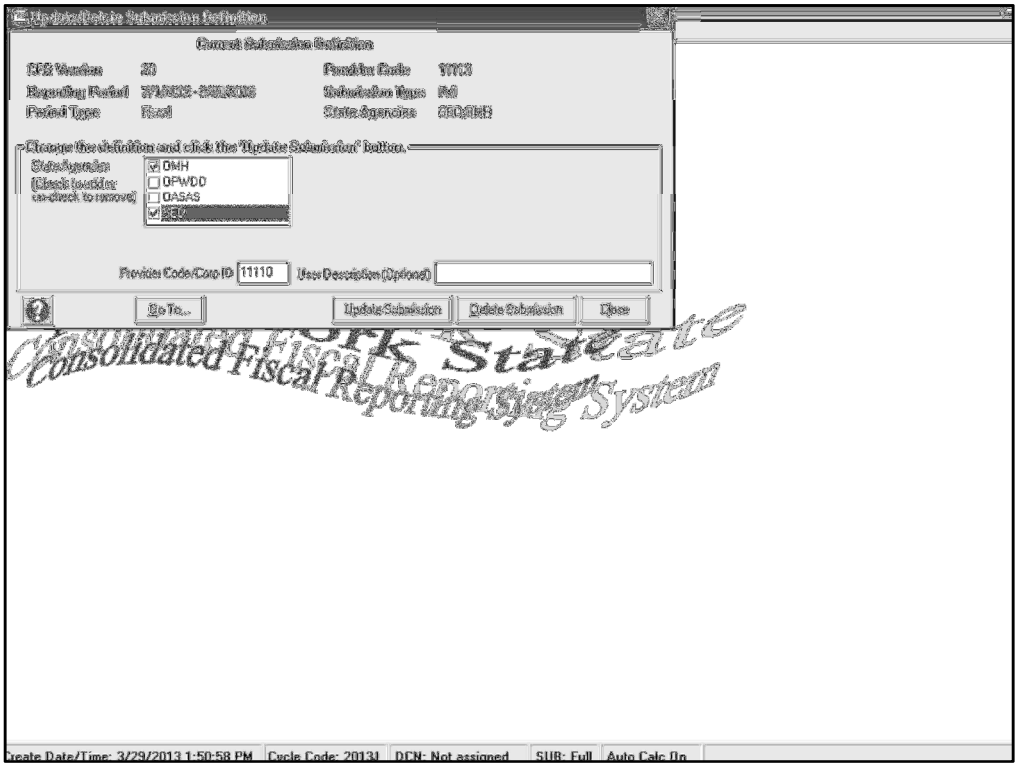

Submission Definition Core Budgets-Claims Quarterly/Mid-Year Supplementals Reports Utility Help Window Exit
Delete a Program-Site
Select the Program/Site you wish to delete and click the 'Delete' button.
Delete DMH Only Programs or programs created by splitting a shared program on the Transfer to DMH-2 screen (from DMH-1)
Program Code-Index
Program Name
Site Code
Site Name
Agencies
9100 (YY) Preschool-Special Classroom 2.5 hours 1111910 Center (based 5 hours) SED
9135 (YY) Preschool-Sp Ed Itinerant Teacher 1111193 Pre. Sch. Spec Ed. Itenerar SED
9190 (YY) Preschool-Evaluations 1111919 Preschool Evaluations SED
9805 (YY) Federal Grants (611) 1111980 611 Grants SED
1780 (00) Advocacy/Support Services 1111276 DMH Shoulders DMH
1780 (00) Advocacy/Support Services 1111030 DMH Answers DMH
2100 (00) Clinic Treatment 1111032 Burn Steak Clinic DMH
7030 (00) Community Residence, Children & Youth 1111976 Regency House DMH
Go To...
Delete
Close



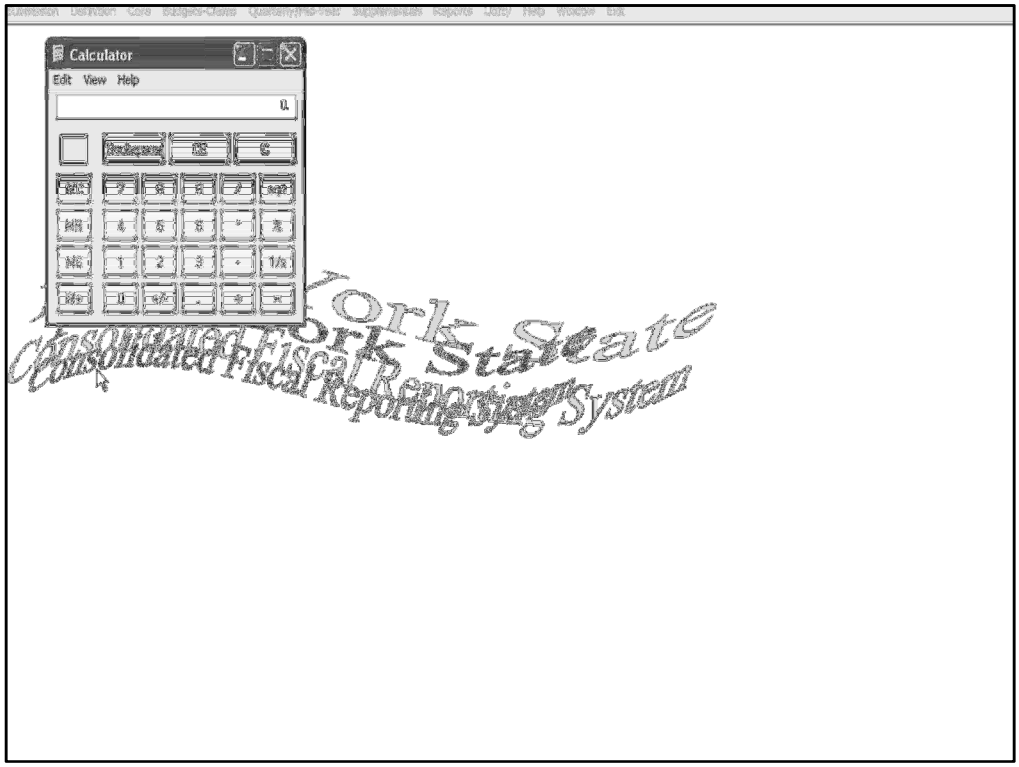
- Deleting a Program when DCN has already been assigned will void the existing DCN.

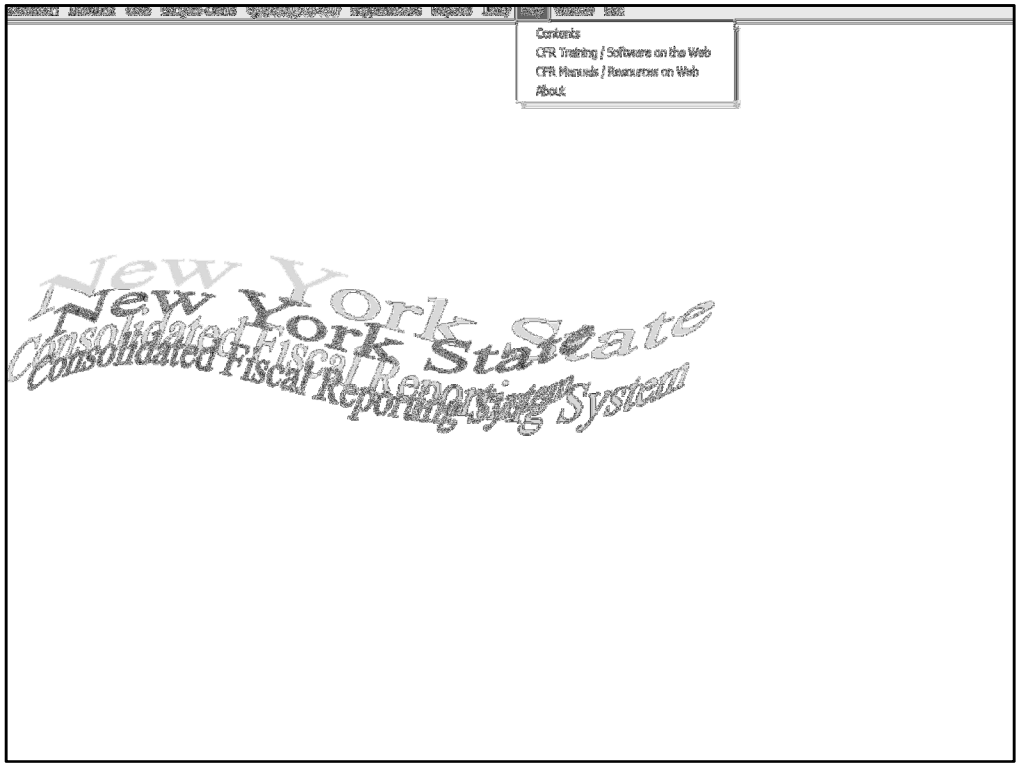


- User may change funding source code here on the utility screen or on the DMH-3



- Updating Submission is when the user changes: state agency, provider ID, and/or description
- Delete Submission will delete file from current filers records


Calculator
Edit View Help
Consolidated Fiscal Reporting System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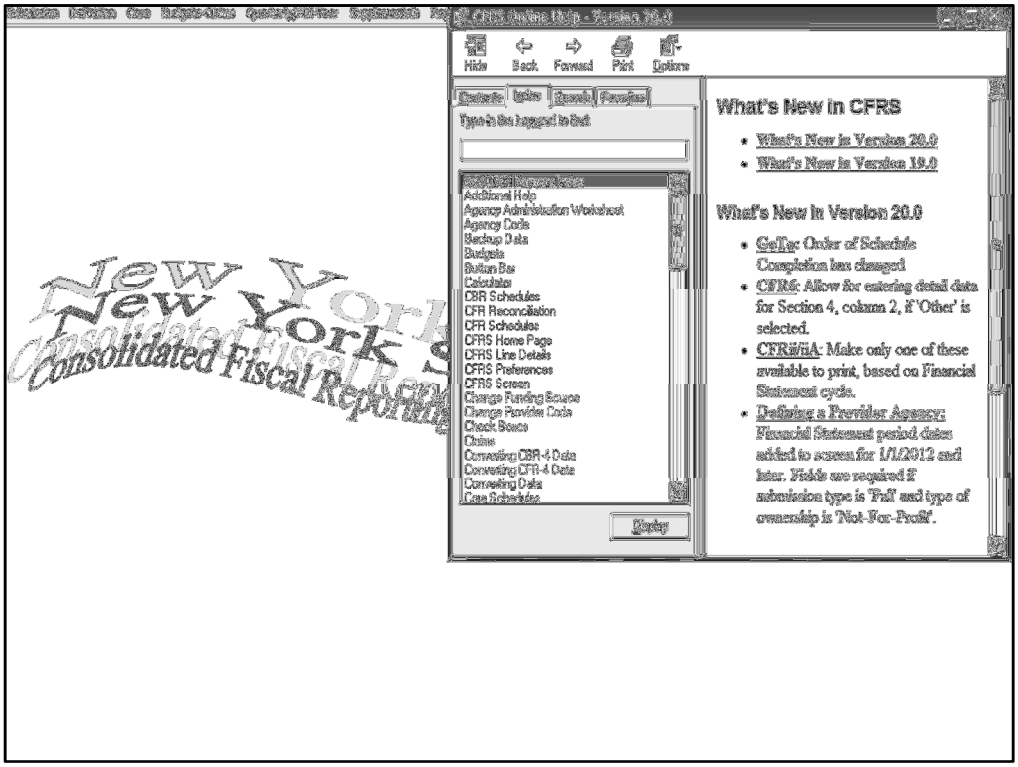
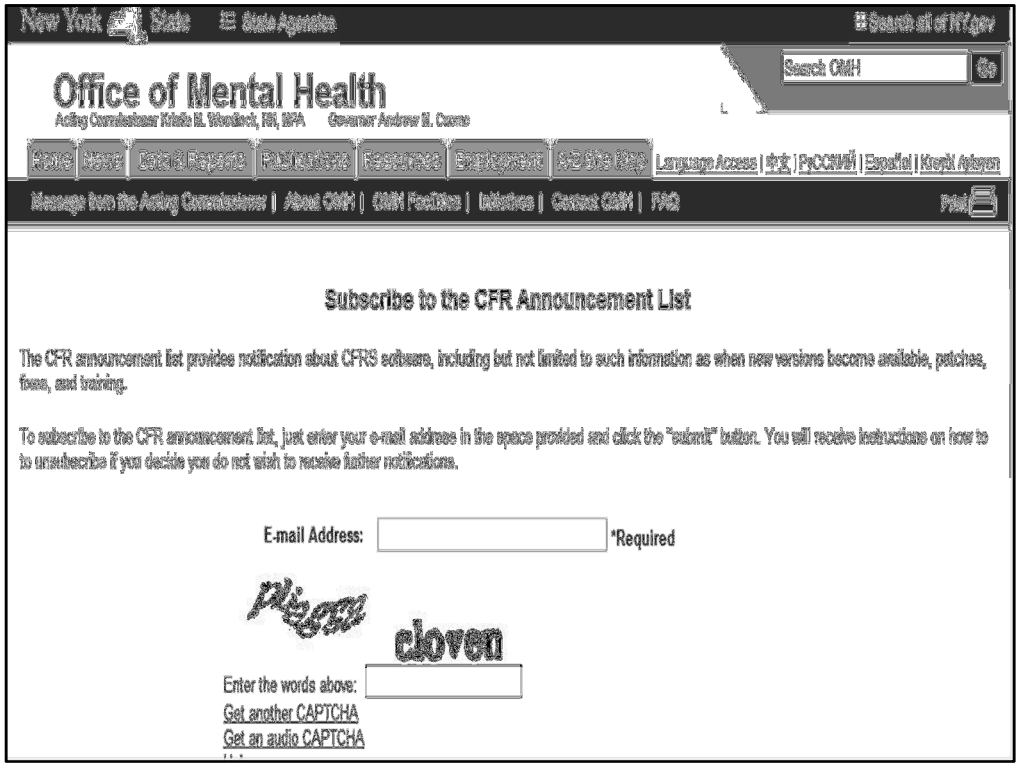

Hide
Back
Forward
Print
Options
Contents
Index
Search
Favorites
Type in the keyword to find:
Additional Help
Agency Administration Worksheet
Agency Code
Backup Data
Budgets
Button Bar
Calculator
CBR Schedules
CFR Reconciliation
CFR Schedules
CFRS Home Page
CFRS Line Details
CFRS Preferences
CFRS Screen
Change Funding Source
Change Provider Code
Check Boxes
Claims
Converting CBR-4 Data
Converting CFR-4 Data
Converting Data
Core Schedules
Display
What's New in CFRS
What's New in Version 20.0
What's New in Version 19.0
What's New in Version 20.0
GeTo: Order of Schedule Completion has changed
CFR6: Allow for entering detail data for Section 4, column 2, if 'Other' is selected.
CFRii/iiA: Make only one of these available to print, based on Financial Statement cycle.
Defining a Provider Agency: Financial Statement period dates added to screen for 1/1/2012 and later. Fields are required if submission type is 'Full' and type of ownership is 'Not-For-Profit'.
New York
Consolidated Fiscal Reporting

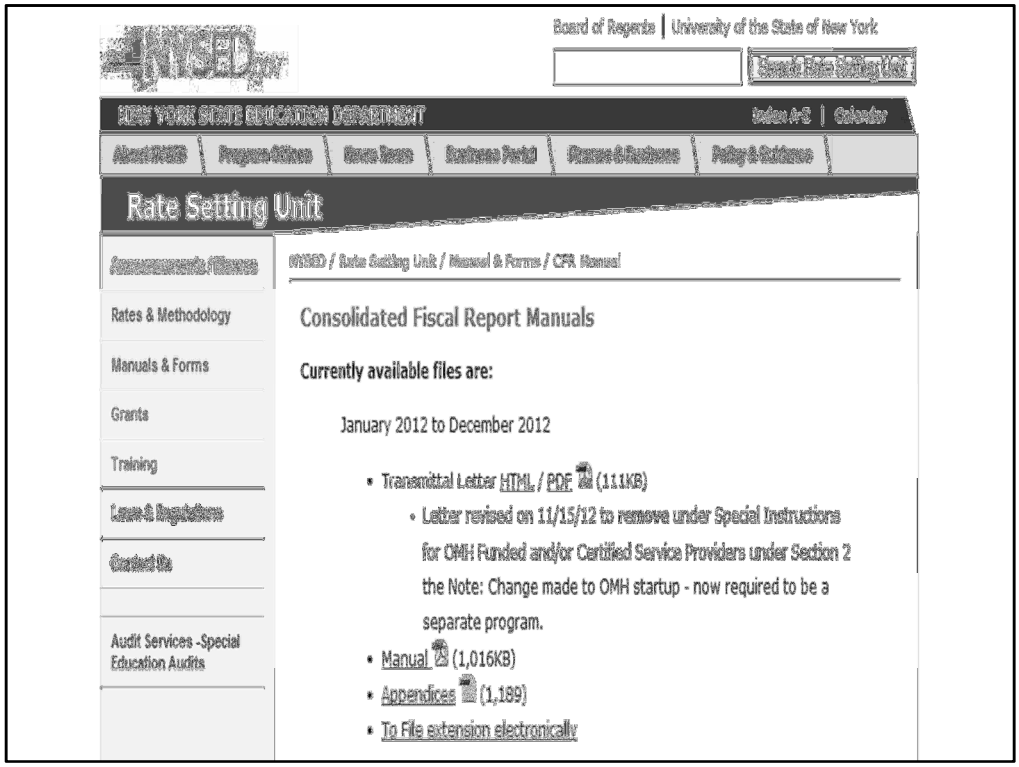
Welcome to the CFRS Home Page (Table of Contents)

- It is recommended to back up your database before installing any new software versions, modifying your system, or uploading CFR data. Please review these Instructions for backing up your CFRS database and restoring your database from a CFRS backup file.
- CFRS version 20.0 includes an import feature that allows data to be imported from text files. This will allow you to import financial information from your accounting systems. Use of the data import function is *not* mandatory; financial information can still be manually entered into CFRS. Tips on how to import a data file and order a free training CD, *Importing Data into CFRS*.
- All providers who receive funding from OMH should consider the new OMH-specific Program Code and Funding Source Code changes, for submissions with reporting periods starting on or after 01/01/2010. You should download the latest version of CFRS from the CFRS download page and update your CFR or Budget (CBR) as needed.
- Upload your completed CFR data submission (Detailed instructions for the entire upload process).
- Download the CFR software. The current version, version 20.0.202, can be used to create or modify both Calendar Year and Fiscal Year reports (CFR's, Budgets, etc.), for CFR's up to Calendar 2012 (and Budget's and Quarterly's up to Calendar 2014).
- Update the CFR software. Download updates to the **current version** of CFRS (version 20.0.202).
- Subscribe to the CFRS Announcement Mailing List to be notified of new version releases, known problems, and other information related to the CFR.
- Web based training is available for the CFRS software. Note: this is software training and not accounting and reporting training. This training allows you stay right in your office and viewparticipate at your own computer over the internet. You will be given a link to a website to login to and a telephone number for a conference call. This training will be scheduled every Tuesday and Thursday mornings at 10:00 A.M. and will last approximately 1 to 1.5 hours. To sign up, call the Help Desk (1-800-HELP-NYS) and tell them you would like to sign up for CFRS software training and you will be contacted to schedule a session.
- Access CFRS Manuals for Consolidated Fiscal Reporting (located on the State Education Department's web site).
- Access printable copies of the individual CFR, CQR and CBR Schedules and Forms for Consolidated Fiscal Reporting.

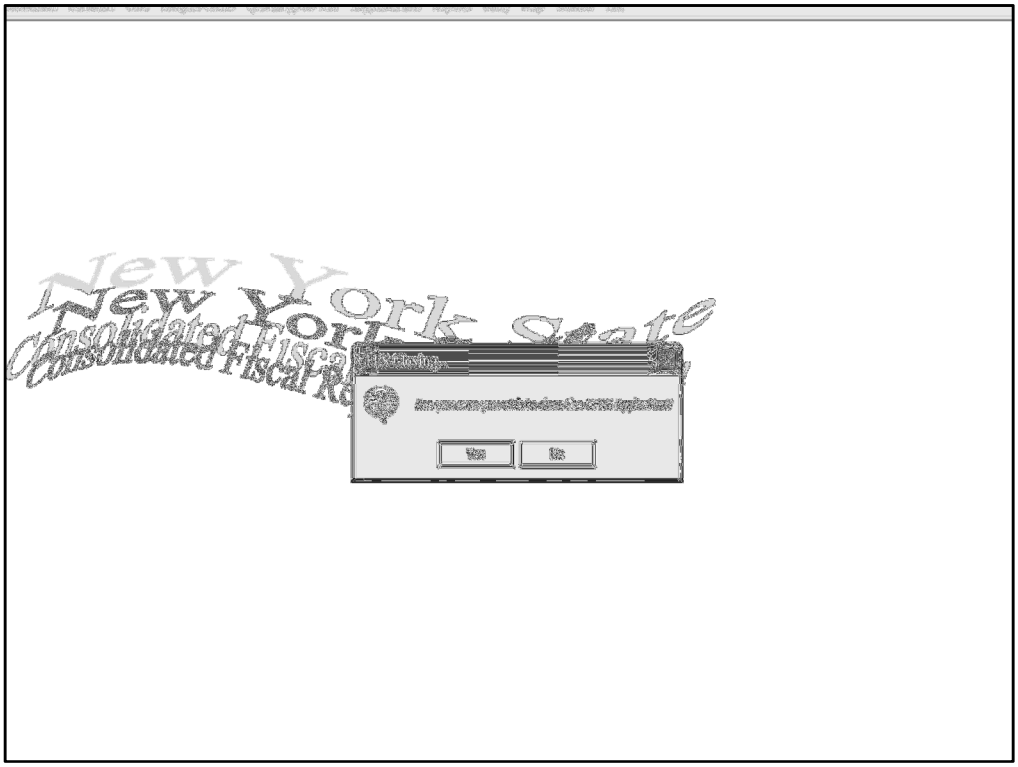
- OMH Web site contains: upload and download process, subscribing to the CFR Announcement Mailing List and access to CFRS Manuals



- Users wanting to receive CFR Announcements need to complete this form on line



- Shared website where training material, manuals, time extension and transmittal letters are kept


New York State
Consolidated Fiscal