

Consolidated Financial Reporting System (CFRS)

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November 2015

Overview of CFRS

- Replaces locally-installed, Microsoft Access-based software
- Secure, web-based application
- 2014-15 AFR: system currently live
- 2016-17 GFB: system will be live in early November

Overview of CFRS (continued)

- Users must register for application

Visit PDE Help and Support community at:

www.education.pa.gov/Pages/Help-and-Support.aspx

- Some reports currently found in FAI will move to CFRS:
Actual Instruction Expense (PDE-2058), Tuition Rate (PDE-2061), Indirect Cost Rate

Overview of CFRS (continued)

- Web browser minimum versions:

Chrome 37

Firefox 32

Internet Explorer 10

Opera 31

- Best viewed in 1920 x 1080 screen resolution



Screenshots

CFRS

Consolidated Financial Reporting System

[CFRS Home](#) | [Change Role](#) | [Help & Support](#) | [Logout](#)

Collections Open: GFB

AFR 2014-2015

LEA Name: Bryn Athyn SD

AUN: 123460504

Select a Submission Type:

AFR

Annual Financial Report

Last 3 years status:

Fiscal Year	Version	Status	Date
2014-2015	Original	Not Started	

ra-SchlFin@pa.gov

GFB

General Fund Budget

Last 3 years status:

No records for previous years.

ra-GFB@pa.gov

CFRS may be down for routine system maintenance every Wednesday from 7:30-8:00AM

CFRS Consolidated Financial Reporting System

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Home

- ✖ LEA Contact Information
- ✖ Data Entry
 - Import / Delete Data
- ✖ Validations
- ✖ Submit Data / Documents
- Reports
- Administration

Fiscal Year: 2014-2015 **LEA Completion Status:** Not Started **LEA Name:** Bryn Athyn SD
Version: Original **Review Status:** **AUN:** 123460504

Select Fiscal Year: **Select Version:**

AFR - Data Entry and Submission Status

Section Name	Status	Date
Contact Information	Not Started	
Financial Statements	Not Started	
Revenues	Not Started	
Expenditures	Not Started	
Special Schedules	Not Started	
Validation Check and Justification Entry	Not Started	
Data Submission	Not Started	
Accuracy Certification Statement	Not Started	
Audit Certification	Not Started	

Screens – LEA Contact Information



CFRS Consolidated Financial Reporting System

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Home

LEA Contact Information

Data Entry

Import / Delete Data

Validations

Submit Data / Documents

Reports

Administration

Fiscal Year: 2014-2015

LEA Completion Status: **Not Started**

LEA Name: Bryn Athyn SD

Version: Original

Review Status:

AUN: 123460504

LEA Contact Information

AFR Contact Person:

Title:

First Name:

Middle Initial:

Last Name:

Suffix:

Position Title:

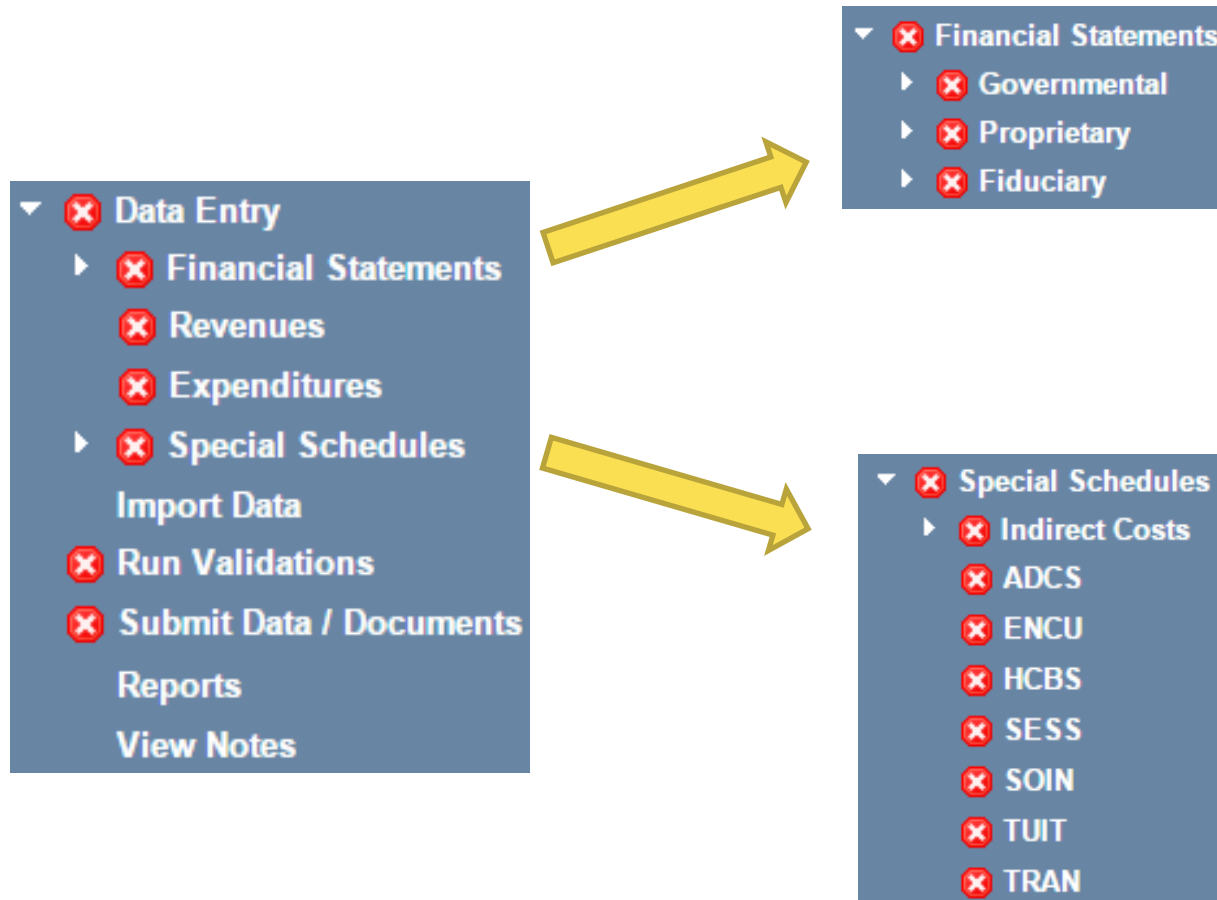
Email 1:

Email 2:

Phone: Ext.

Fax:

Screens – AFR Data Entry menu



Screens – Import and Delete Data

AFR - Import Data (Import Data Files)

Select Action:

Select Data Category:

Drop files here

Select Action:

then

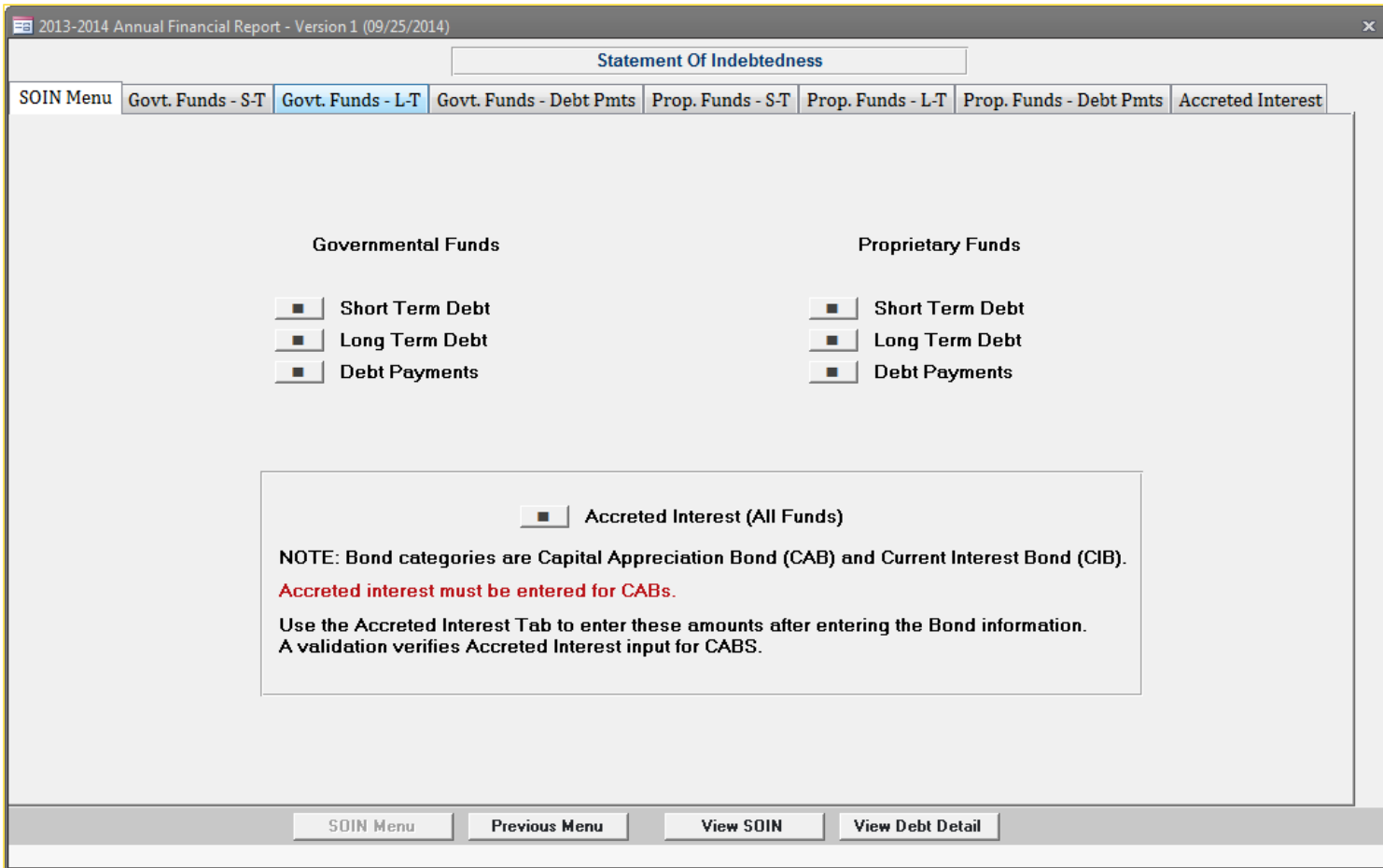
Select Data Category:

- Import
- Delete

- All
- Expenditures
- Revenues
- Schedules
- Statements

Note: *Delete* will clear **all** data in selected category, regardless of whether data entered manually or via import.

Old SOIN Main Screen (Access)



2013-2014 Annual Financial Report - Version 1 (09/25/2014)

Statement Of Indebtedness

SOIN Menu Govt. Funds - S-T Govt. Funds - L-T Govt. Funds - Debt Pmts Prop. Funds - S-T Prop. Funds - L-T Prop. Funds - Debt Pmts Accreted Interest

Governmental Funds

- Short Term Debt
- Long Term Debt
- Debt Payments

Proprietary Funds

- Short Term Debt
- Long Term Debt
- Debt Payments

Accreted Interest (All Funds)

NOTE: Bond categories are Capital Appreciation Bond (CAB) and Current Interest Bond (CIB).
Accreted interest must be entered for CABs.

Use the Accreted Interest Tab to enter these amounts after entering the Bond information.
A validation verifies Accreted Interest input for CABS.

SOIN Menu Previous Menu View SOIN View Debt Detail

New SOIN Main Screen (CFRS)

SOIN (Statement of Indebtedness)

No Data to Report

Fund Type	Debt Category	Description	Debt Issue Date	Action
<div style="background-color: #4a7c9c; color: white; padding: 5px 20px; display: inline-block; border-radius: 5px;">Enter Debt Details</div>				

Proprietary Funds Debt Payment Summary

Function	Fund	Description	Principal (910)	Principal (920)	Interest (830)	Total (Principal + Interest)
5110	50	Enterprise	\$	\$	\$	\$
5120	50	Enterprise	\$	\$	\$	\$
5110	60	Internal Service	\$	\$	\$	\$
5120	60	Internal Service	\$	\$	\$	\$
			\$0.00	\$0.00	\$0.00	\$0.00

Save Incomplete

Save Complete

View Report

Screens – SOIN (new)

'Enter Debt Details' screen

Slide 14 →

Slide 15 →

Slide 16 →

Add Debt Details for each individual SOIN item

Add/Edit SOIN

Debt Basics

Fund Type: Governmental Funds Proprietary Funds

Debt Type: Short-Term Long-Term

Debt Category:

Issue Date:

Description:

Debt Details – Principal Only	Debt Details - Principal and Interest
Amount at FY Start: <input type="text" value="\$"/>	Amount Due Within One Year (Principle and Interest): <input type="text" value="\$"/>
Additions During FY: <input type="text" value="\$"/>	Interest Paid During FY: <input type="text" value="\$"/>
Reductions During FY: <input type="text" value="\$"/>	
Amount at FY End: <input type="text" value="\$ 0.00"/>	

Accreted Interest Detail	Summary
Amount at FY Start: <input type="text" value="\$"/>	Total Principal and Accreted Interest at FY Start: <input type="text" value="\$ 0.00"/>
Additions During FY: <input type="text" value="\$"/>	Total Principal and Accreted Interest Additions During FY: <input type="text" value="\$ 0.00"/>
Reductions During FY: <input type="text" value="\$"/>	Total Principal and Accreted Interest Reductions During FY: <input type="text" value="\$ 0.00"/>
Amount at FY End: <input type="text" value="\$ 0.00"/>	Total Principal and Accreted Interest at FY End: <input type="text" value="\$ 0.00"/>

Debt Basics

Fund Type: Governmental Funds Proprietary Funds

Debt Type: Short-Term Long-Term

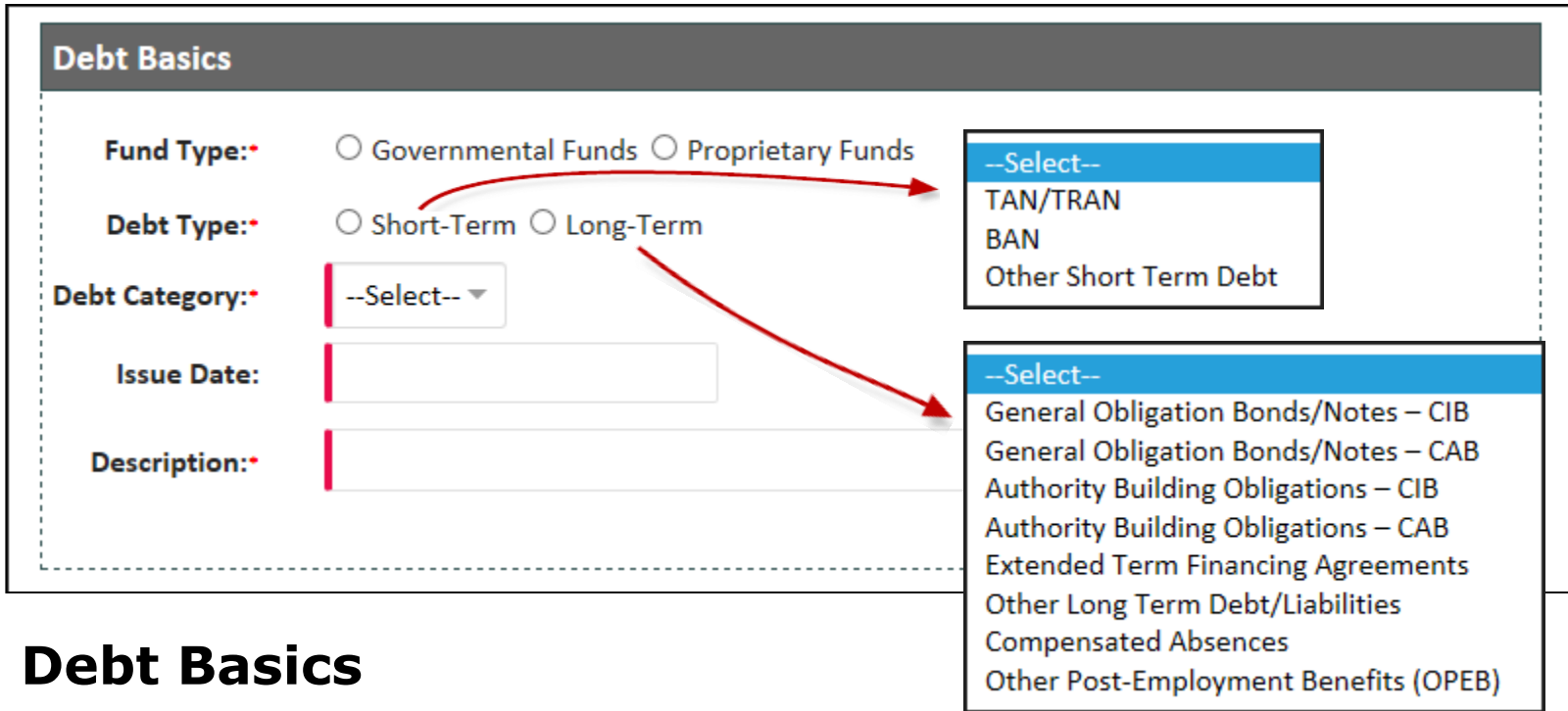
Debt Category:

Issue Date:

Description:

--Select--
TAN/TRAN
BAN
Other Short Term Debt

--Select--
General Obligation Bonds/Notes – CIB
General Obligation Bonds/Notes – CAB
Authority Building Obligations – CIB
Authority Building Obligations – CAB
Extended Term Financing Agreements
Other Long Term Debt/Liabilities
Compensated Absences
Other Post-Employment Benefits (OPEB)



Debt Basics

Choose *Fund Type*, *Debt Type*, *Debt Category*

Enter *Issue Date*, where appropriate

Enter *Description* of item

Debt Details – Principal Only	Debt Details - Principal and Interest
Amount at FY Start: <input type="text" value="\$"/>	Amount Due Within One Year (Principle and Interest): <input type="text" value="\$"/>
Additions During FY: <input type="text" value="\$"/>	Interest Paid During FY: <input type="text" value="\$"/>
Reductions During FY: <input type="text" value="\$"/>	
Amount at FY End: <input type="text" value="\$"/> 0.00	

Debt Details

On left side: Enter Principal amounts for *FY Start*, *Additions During FY*, and *Reductions During FY*

On right side: Enter Principal and Interest for *Amount Due within One Year* and *Interest Paid During FY*

Accreted Interest Detail		Summary	
Amount at FY Start:	\$ <input type="text"/>	Total Principal and Accreted Interest at FY Start:	\$ <input type="text" value="0.00"/>
Additions During FY:	\$ <input type="text"/>	Total Principal and Accreted Interest Additions During FY:	\$ <input type="text" value="0.00"/>
Reductions During FY:	\$ <input type="text"/>	Total Principal and Accreted Interest Reductions During FY:	\$ <input type="text" value="0.00"/>
Amount at FY End:	\$ <input type="text" value="0.00"/>	Total Principal and Accreted Interest at FY End:	\$ <input type="text" value="0.00"/>

Accreted Interest / Summary

On the left: this section will be enabled if the *Debt Type* is long-term and the *Debt Category* is either General Obligation Bond/Note–CAB or Authority Building Obligation–CAB (CAB—Capital Appreciation Bond, CIB—Current Interest Bond)

Screens – Submission and ACS Upload



pennsylvania
DEPARTMENT OF EDUCATION

AFR - Submit Data / Documents (Submission and Electronic Signatures)

1. Submit Data

Completion Status: **Pending Submission**

Submit AFR

2. Submit Documents

By signing and electronically uploading these signed documents, I agree that the data submitted is a complete and accurate statement of the financial operations and status of the local education agency for the fiscal year. This information has been prepared in accordance with generally accepted accounting principles and established Commonwealth of Pennsylvania reporting guidelines.

Select Document to Upload:

--Select--
ACS
AuditCert
Other

Screens – Individual Report Printing

1. Individual Report Print

Select Data Category: --Select--

Select Data Subcategory: --Select--

Select Report: --Select--

[View/Print PDF](#)

2. Document Templates / Documents Uploaded

File Name	Document Type	Upload Date	Document Template
			Accuracy Certification Statement
			Audit Certification

Select Data Category:

- Expenditures
- Revenues
- Schedules
- Statements

Select Data Subcategory:

- filtered based on Category

Select Report:

- filtered based on Subcategory

Group prints will also be available.

Screens – Group Report Printing

3. Group Report Print

View Package	Group Report Description
Select Group Print:	--Select--

View/Print PDF

- Select--
- Print Package with All Data
- Package Print without Expenditure Detail Data
- All Revenues
- All Expenditures
- All Statements
- All Governmental Statements
- All Proprietary Statements
- All Fiduciary Statements
- All Schedules

Select Group Print:

- Package with all data
- Package without expenditure detail (reduces size)
- Revenues
- Expenditures
- Statements (including separate Reports by type)
- Schedules

Note: if no data exist, report will not generate

Key Differences between Access and CFRS

General

1. Secure, web-based app vs. locally-installed software
2. Cover page renamed to Accuracy Certification Statement (ACS) for consistency with other PDE apps (PIMS)
3. Signature documents must be uploaded into CFRS after printing, signing and scanning to PDF
4. Only LEA staff can access CFRS for entry of data

Key Differences between Access and CFRS (continued)

Import Data Files

1. The fields shown in instructions must be included as headers in each file – exactly as listed
2. In text (.txt) files, data fields and header must be separated by commas
3. In comma-delimited (.csv) files, each field and header must be entered in a separate column
4. Additional details online in *AFR Data File Specifications: Teachers & Administrators, School Finances, Office of Comptroller Operations, Annual Financial Report*

Key Differences between Access and CFRS (continued)

Expenditure and Special Schedule data entry

1. Expenditure Detail expanded to *all* governmental funds

The following schedules have been removed:

1. ARRA (American Recovery and Reinvestment Act)
2. EXPS (Supplemental Expenditures)
Note: functions now reported in Expenditure Detail
3. FRES (Federal Revenue and Expenditures)
4. PSDS (Purchased Service Detail)

Key Differences between Access and CFRS (continued)

Other

1. *RICE* schedule is now called *Indirect Cost* and collects less data based on expansion of Expenditure Detail section.
2. No automatic e-mail confirmation when AFR submitted. CFRS shows current completion/submission status and OCO/IC Review Status on the AFR Home screen.
3. A messaging feature now exists to allow back-and-forth communication between LEAs and PDE/OCO staff within CFRS. When possible, AFR-related correspondence should be sent through this screen.

AFR Filing Deadlines

Online data and ACS – October 31

Section 2552.1 provides automatic 30-day grace period until November 30

Audit Certification – December 31

No extensions available



Q & A

Questions/Comments

Division of Subsidy Data and Administration (AFR, GFB)
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Office of Comptroller Operations (AFR only)
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