

Federal Expenditures Help

1. Account Login and / or Creation – (see Login and Account Creation instructions guide)
2. Home Page
 - a. Menu Bar and Navigation
 - b. Submission Year, Entity and Status
 - c. Quick links
3. How do I get Started
 - a. Copy/Roll Programs from Last Year
 - b. Upload File
 - c. Add Federal Program Expenditures
 - d. I Have No Programs to Submit
4. Working With Federal Programs of Awards
 - a. Browse
 - b. Filter / Search
 - c. Record Status
 - d. Editing
 - e. Quick Edit of Loan Information
 - f. Delete
 - g. Save
5. Submitting Federal Programs to the State Accounting Office
6. Confirming the Proposed Audit Adjustments
7. Frequently Asked Questions. (FAQ)

Home Page

This section covers the entry point or home page of the SEFA application and describes the Home Page and basic Navigation.

Department of Audits and Accounts
Expenditures of Federal Awards

Today's Date is: June 10, 2008

Home | Upload Data | Edit/View Schedule | Reports | Help | Exit

Submission Period: July 1, 2007 - June 30, 2008 Entity: Test Entity (111) Current Status: **Started**

Welcome to the Federal Expenditure Data Submission

Step 1: In order to proceed, please verify the Entity and Submission period, then select an option below:

What would you like to do?

How do I get started?

- [Upload a file to start new year](#)
- [Copy programs from last year to start the new year](#)
- [Add a federal program expenditure](#)
- [I have no programs to submit](#)

What should I do once I have started?

- [Work with federal program expenditures](#)
- [Submit federal expenditures to the State Accounting Office](#)
- [Confirm audit adjustments](#)

Menu Bar and Navigation

Department of Audits and Accounts
Expenditures of Federal Awards

Home | Upload Data | Edit/View Schedule | Reports | Help | Exit

- Home – This is the home page for the SEFA application
- Upload Data – This option allows you to upload a file containing your programs. You must upload a comma delimited file.
- Edit/View Schedule – This option takes you to a working browse screen which enables you to update your program information quickly.
- Reports – This options allows you to run reports against your programs
- Help – The online help allows you to look for features and is fully searchable
- Exit – Takes you out of the application and back to the main application list, from here you may logout of the DOAA applications.

Submission Year, Entity and Status

Submission Period: July 1, 2007 - June 30, 2008

Entity: Test Entity (111)

Current Status: **Started**

It is important for you to take note of the submission year, and the entity that you are working with. For some users, the entity will be represented as a drop down box if you submit for multiple or attached entities. Also the Current status is very important. The system has certain rules based on the status that will enable you to determine who you would need to contact in the event you have a question about the information. The statuses that you are most likely to see are noted below:

- Not Started – You have not uploaded any data or added any data or rolled any data
- Started – you have started to add programs to the new submission year.
- Submitted to SAO – The programs have been submitted to the State Accounting Office for review.
- Submitted to DOAA – The programs have been submitted to the Department of Audits for Audit review.
- Entity Confirmation – The Entity has been sent confirmations for the proposed Audit changes.
- SAO Finalization – The State Accounting Office has received the confirmations from the entities and is ready for final review.

Quick Links

What would you like to do?

How do I get started?

- [Upload a file to start new year](#)
- [Copy programs from last year to start the new year](#)
- [Add a federal program expenditure](#)
- [I have no programs to submit](#)

What should I do once I have started?

- [Work with federal program expenditures](#)
- [Submit federal expenditures to the State Accounting Office](#)
- [Confirm audit adjustments](#)

The Quick links section is to help guide you throughout the process and to enable you to quickly link to areas that you will need in order to complete the process. The Quick links are broken out into two main sections. The 1st section is “How Do I get Started”. These links will enable you to begin the submission process. The next section is “What should I do once I have started” for continued process after you have begun working with the current submission year data.

How Do I Get Started

This section covers how to begin a new submission year and how a user can easily get started. There are 3 ways to add Federal Programs. The 1st way is to roll programs from the previous year, the 2nd way is to upload programs and the 3rd way is to add programs from inside this web-based application.

Copy / Roll Programs from Last Year

The screenshot shows the 'Copy federal expenditures from last year' interface. At the top, it displays the system name and today's date (June 10, 2008). Below the navigation menu, it shows the submission period (July 1, 2007 - June 30, 2008) and the entity (Test Entity (111)). The current status is 'Started'. The main heading is 'Copy federal expenditures from last year'. Below this, it states 'Available federal expenditures from last year:' and '3 expenditures found, displaying all expenditures.' A table lists the available programs with columns for CFDA, Program Name, Direct, State Org, Org Id, Organization Name, R&D, Monetary Amount, NonMonetary Amount, and Loan. The table contains three rows of data. Below the table, there are 'Grand Totals' for Monetary Amount (122.00) and NonMonetary Amount (722.00). At the bottom, there are buttons for 'Select All', 'Clear All', 'Copy', and 'Cancel'. A note states: 'Once you have finished selecting the programs, you are ready to:'

CFDA	Program Name	Direct	State Org	Org Id	Organization Name	R&D	Monetary Amount	NonMonetary Amount	Loan
<input type="checkbox"/>	10.051 Commodity Loans...	Y	Y			N	122.00	322.00	N
<input type="checkbox"/>	10.OFA Other Federal A...	N	N	123EF	ABC CORP	N	0.00	200.00	Y
<input type="checkbox"/>	14.313 Dollar Home Sal...	Y	Y	404		N	0.00	200.00	Y

Grand Totals: 122.00 722.00

One of the main ways to get started with the new submission year will be to roll your programs over from last year to this year. The copy screen allows you to select which programs you would like to copy over. You can use the select all button to select all programs to move over or you can click in each box beside each program that you would like to roll over. The copy feature will move all selected programs while zeroing out any amount fields. The copy feature will move all programs even if they are not valid for the current year. Once the programs are moved over the system will mark the invalid programs.

Upload File

The screenshot shows the 'File Upload' interface. At the top, it displays the system name and today's date (June 10, 2008). Below the navigation menu, it shows the submission period (July 1, 2007 - June 30, 2008) and the entity (Test Entity (111)). The current status is 'Started'. The main heading is 'File Upload'. Below this, there is a text input field and a 'Browse...' button. At the bottom, there is an 'Upload File' button.

The file upload process will upload a file into the system and allow you to work with the expenditures once uploaded. (Please see the File Definition Documentation and example File Layout that has already been sent to you)

Add Federal Programs of Expenditures

Records: 1 to 1 of 1

Add New # Org Name

St	CFDA	ProgramName	Direct	State Org	Org ID	Organization Name	R&D	Monetary Amount	Non Monetary Amount	Loan
		01.OFA	Other Federal Assist	Y			Y	1000.00	0	N
Grand Totals:								1,000.00	0.00	

Please click here to submit expenditures to State Accounting Office

You can directly add Federal Programs of Expenditures by Selecting the ADD button on the view schedule screen. Once you have pressed the Add button, you will see the above screen. You will be presented with different options based on how you answer the questions.

*CFDA: *Program Name:

Program Description: *(if OFA is selected)

Please answer each of the following:

1. The funds for this program were given directly to your Organization as a Direct Grant? Yes No

Monetary/Nonmonetary GAAP Expenditures Amounts:

Monetary Amount:

Nonmonetary Amount:

Additional Program Questions:

3. Is the grant an ARRA grant? Yes No

4. Is the Grant a Research and Development Grant? Yes No

5. Do these expenditures include state and/or other Funds? Yes No

6. Does your organization provide amounts to subrecipients outside of the State Reporting Entity? Yes No

7. Is there any Loan Activity? Yes No

Please Fill in the Following for Loan Activity:

Monetary (Cash) Amounts (GAAP)

New Federal Capital:

Federal Reimbursement:

Administrative Cost:

Nonmonetary (NonCash) Amounts

Loans Outstanding at Fiscal Year End:

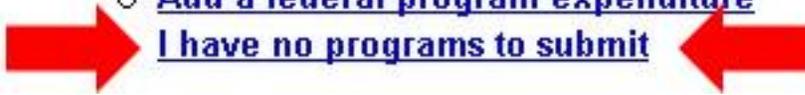
Loans Made During the Year:

I Have No Programs to Submit

If your entity does not have any programs to submit this year, you can click on the “I Have No Programs to Submit” button. By clicking on this button, this will indicate to the State Accounting Office that you do not have any federal programs to submit this year and you should be finished with the process as long as SAO and DOAA do not have any changes or adjustments.

How do I get started?

- [Upload a file to start new year](#)
- [Copy programs from last year to start the new year](#)
- [Add a federal program expenditure](#)
- [I have no programs to submit](#)



Working With Federal Programs of Awards

Browse Screen

Records: 1 to 1 of 1

CFDA# Org Name

St	CFDA	ProgramName	Direct	State Org	Org ID	Organization Name	R&D	Monetary Amount	Non Monetary Amount	Loan
		01.OFA	Other Federal Assist	Y			Y	1000.00	0	N
Grand Totals:								1,000.00	0.00	

Please click here to submit expenditures to State Accounting Office

The Browse Screen is the main screen you will use to work with program expenditures. This screen allows you to do much more than just view a record. Before you submit to SAO all records must be valid. From this screen, you will be allowed to edit the record and make corrections. The fields that you can edit or add to directly from this screen are the monetary and nonmonetary amounts. You can also edit the loan amounts if the loan is marked Y. We will talk about each feature and highlight the capabilities.

Filter/Search

First is the ability to quickly search and filter for records. There are several ways to search for a record. Each column can be sorted by clicking on each column heading. If you want to see all your invalid records, this would be a way to sort all the invalid records first. Another way to filter/search is to type in the CFDA number in the box or the Org name in the box and then press the search button.

Record Status

A record is either valid or invalid. Before you can submit to SAO, all records must be valid.



It is important to note the status of each record.

A record with a green flag means that this program expenditure passed the validation and is ready for submission. If the Flag is red then the record needs to be corrected before submission.

Editing

In order to see the Error message on why your record is in error please click the



Edit icon:

Once you have selected the Edit Icon you will be taken to the edit screen where you will see the offending error message at the top of the screen in red. Like the following example:

A value must be present for either Monetary or Non-Monetary Value.

Edit Expenditure

*CFDA: *Program Name:
Program Description: *(if OFA is selected)

Please answer each of the following:

1. The funds for this program were given directly to your Organization as a Direct Grant? Yes No

Monetary/Nonmonetary GAAP Expenditures Amounts:

Monetary Amount:
Nonmonetary Amount:

Additional Program Questions:

3. Is the grant an ARRA grant? Yes No
4. Is the Grant a Research and Development Grant? Yes No
5. Do these expenditures include state and/or other Funds? Yes No
6. Does your organization provide amounts to subrecipients outside of the State Reporting Entity? Yes No
7. Is there any Loan Activity? Yes No

Quick Edit of Loan Information

St	CFDA	ProgramName	Direct	State Org	Org ID	Organization Name	R&D	Monetary Amount	Non Monetary Amount	Loan
X	12.420	Military Medical Res	N	Y	5126		Y	1000.00	0.00	Y
							New Federal Capital:	10	Fed Reimbursement:	0
							Administrative Cost:	0	Loans Outstanding:	0
									Loans Made:	0
close										
X	47.074	Biological Sciences	N	Y	5126		Y	0	0	N

If you have loan information on a program you can click the 'Y' and you will see the additional loan amount fields ready for quick edit. Once you have completed the edit you can click the close button to close the loan amount area.

Delete

If you have made an error and want to delete a record press the red X on each line you want to delete. If you would like to delete all records in the working area and start over then press the **Delete all Expenditures** button.

Save

Once you have corrected any errors then you can click **Save** to save the work and the system will revalidate the entry.

Submitting Federal Programs to the State Accounting Office

In order to submit to the State Accounting Office, you must correct all invalid records. When you have corrected all the invalid records and you are satisfied that you have recorded the program expenditures correctly, then you can press the **Submit to SAO** to submit all program expenditures to the State Accounting Office for review.

Records: 1 to 1 of 1

Add New CFDA# Org Name search clear

St	CFDA	ProgramName	Direct	State Org	Org ID	Organization Name	R&D	Monetary Amount	Non Monetary Amount	Loan
X	01.OFA	Other Federal Assist	Y				Y	1000.00	0	N
Grand Totals:								1,000.00	0.00	

Delete All Expenditures Please click here to submit expenditures to State Accounting Office **Submit To SAO**

Once they are submitted to SAO, you may continue to view the expenditures but you will not be able to edit any expenditure. If there is a problem after the data has been submitted to SAO, you will have to call SAO to let them know. The next step in the process after SAO reviews the program expenditures will be that SAO submits the expenditures to the Department of Audits for audit review.

Confirming the Proposed Audit Adjustments

Then once the Department of Audits has completed the audit review, the program expenditures are either sent back to SAO to be included in the Schedule

of Federal Expenditures or if any proposed adjustments were made by the DOAA, the entity will be asked to confirm those adjustments. Each adjusted record will appear and must be accepted or denied by the entity. Once all records have been accepted or denied, the entity will need to complete the process for the submission year by pressing the Submit to SAO button to send the results back to the State Accounting Office. **Note:** If you deny any audit adjustments, a misstatement will be generated and sent to the Department of Audits.

Entity Confirmation Process

Accept/Deny Federal Expenditures

7 programs found with proposed changes, displaying all programs.

Accept	Deny	CFDA ▲	Program Name	Direct	State Org	Org Id	Organization Name	R&D	Monetary Amount	NonMonetary Amount	Loan	
<input checked="" type="radio"/>	<input type="radio"/>	47.OFA	Other Federal A...	Y	N			N	2,323.00	45,343.00	N	H
<input type="radio"/>	<input checked="" type="radio"/>	84.007	Federal Supplem...	Y	N			N	1,000.00	0.00	N	H
<input type="radio"/>	<input checked="" type="radio"/>	84.033	Federal Work-St...	Y	N			N	1,000.00	5,454.00	N	H
<input type="radio"/>	<input checked="" type="radio"/>	84.038	Federal Perkins...	Y	N			N	20,000.00	0.00	N	H
<input type="radio"/>	<input type="radio"/>	84.063	Federal Pell Gr...	Y	N			N	0.00	0.00	N	H
<input type="radio"/>	<input type="radio"/>	84.120	Minority Scienc...	Y	N			N	2,122.00	2,000.00	N	H
<input type="radio"/>	<input type="radio"/>	84.336	Teacher Quality...	N	Y	403		N	1,221.00	0.00	Y	H
Grand Totals:									27,666.00	52,797.00		

Once you have finished selecting the programs , you are ready to:

FAQ

This section contains Frequently Asked Questions about Federal Expenditure submissions and the process.

Q. My program is marked with an Invalid flag (**Red**) and says the Federal Program does not exist.

A. You will need to call the State Accounting Office to have the program reviewed and added.

Q. I have submitted my programs of expenditures to the State Accounting Office but now I have found a mistake I would like to correct. What should I do?

A. Please contact SAO with the change. They can either make the change on your behalf or reset the file for you to make the corrections.

Q. I have a new federal program and uploaded a file. When I view/edit my records, I have an invalid entry on the record that has the new federal program. The error says that it is an invalid federal program. What should I do?

A. Contact State Accounting Office and ask them to validate the new CFDA #.

Q. I am trying to add a new federal program and it does not exist in the drop down box. What should I do?

A. Contact State Accounting Office and ask them to verify and add the new CFDA #.