Finance Division

SEFA Instructions

Downloading from the Internet:

1. Go to WV Finance Division home page @ www.finance.wv.gov
2. Click on Financial Accounting & Reporting (FARS)
3. Click on Closing Book Process
4. Click on SEFA Database download under Federal Grants Information
5. A "File Download" box (SEFA.exe) will appear.
6. When the download is complete, select application
7. Double click on the SEFA.exe zip file to run the program.
   a. WinZip Self-Extractor box will appear asking, "Do you want to allow the following program from an unknown publisher to make changes to this computer?" Program Name "sefa.exe"
      Click the "YES" button. If the WinZip is NOT LICENSED select OK.
   b. WinZip Self-Extractor – sefa.exe box will appear.
   c. Select the "browse" button to identify where the unzipped files will go. Select the following path **C:\Program Files**, click on the "OK" button.
   d. Click on the "Unzip" button.
   e. The WinZip Self-Extractor box will appear with the following message: "94 file(s) unzipped successfully."
   f. Click the "OK" button then select the "Close" button.
8. From the website: Click FARS Data Tables .
9. Once downloaded, right click on FARSDATA.xls select copy and move to following path: C:\Program Files\SEFA\Import folder.
10. From the website: Click FARS Grantor Tables.
11. Once downloaded, right click on Grantor.xls, select copy and move to following path: C:\Program Files\SEFA\Import folder .
12. Go to C:\Program Files\SEFA folder and right click on Agency Grant Report and select: create a shortcut and it will send the shortcut to your desktop.

To import your Agency's Information

1. Select from the SEFA Database [Main Switchboard] the Import / Export menu option by clicking the box.
2. Select from the SEFA Database [Import / Export] the Import menu option by clicking the box.
3. Once the import is completed you will return to the SEFA Database [Import / Export] Menu.
4. Select the "Go Back" button and return to the SEFA Database [Main Switchboard] screen.

Resolving error messages during Import Process: *must have administrative rights*

1. If you have administrator access rights then you can grant yourself full rights to the SEFA software. If you do not have administrator access rights then you will have to contact your IT department so you can be given full rights to the SEFA software.
2. In the following path: C:/program files/sefa right mouse click on the SEFA folder.
3. Click on the "properties" item from the selection.
4. Click on the Security tab.
5. Click on the "Edit" button about middle of the screen to the right.
6. Click on the "Add" button about middle of the screen.
7. Enter the user's ID number (# used to log into the network) in the "Enter the object names to select" section of the box (last name, first name middle initial).
8. Click on the name – it will display the person's e-mail address and name.
9. Click the "OK" button.
10. Highlight the user's name and click the full control box under the allow column.
11. Click on the "Apply" button.
12. Click on the "OK" button.
13. Click on the "OK" button.

Begin working with your agency information

1. Select from the SEFA Database [Main Switchboard] the Agency Information menu option by clicking the button.
2. An [Agency] screen will appear. Select your Agency Name from the dropdown box on the screen.
3. Select the "Edit Agency" button to make any revisions to the following items: Prepared by, Telephone Number, Preparation Date and e-mail address. Enter the current date in the preparation date field.
4. Select the "Go Back" button and return to the [Agency] screen with changes made.

Add an Account Number

1. From the [Agency] screen select the "Add CFDA" button.
2. From the [Add CFDA] screen select the "Add Account #" button.
3. From the [Add Account Number] screen enter the Account Number.
4. From the [Add Account Number] screen select the "Account Type" drop down box and highlight the account type.
5. From the [Add Account Number] screen select the "Add Record" button.
6. From the [Add Account Number] screen select the "Go Back" button and return to [Add CFDA] screen.

Add a CFDA/Program Number

1. From the [Agency] screen select the "Add CFDA" button.
2. From the [Add CFDA] screen select the "CFDA" button if you are going to add a CFDA number or select the "Program" button if you are going to add a program number.
3. From the [Add CFDA] screen select the "Account Number" dropdown box and highlight the account number the CFDA/program number will be added to.
4. From the [Add CFDA] screen select the "Federal Grantor" dropdown box and highlight the federal grantor's name who gave federal money to the agency.
5. From the [Add CFDA] screen select the "CFDA Number" dropdown box and highlight the CFDA number being added to the account **or** from the [Add CFDA] screen enter in the program number into the "Program Number" field.
   - From the [Add CFDA] screen enter in the program description into the "Program Desc" field.
6. From the [Add CFDA] screen enter in the receipts, DISB (disbursements) and sub awards for the new CFDA/Program number.
7. Check to make sure the ending cash balance for each CFDA/Program number is correct.
8. Hit the "Go Back" button to return to the [Agency] screen.

Edit a CFDA/Program Number

1. From the [Agency] screen select the "Edit CFDA's" button.
2. From the [Edit CFDA] screen select the "Account Number" dropdown box and highlight the account number you wish to edit.
3. From the [Edit CFDA] screen select the "CFDA Number" dropdown box and highlight the CFDA number you wish to modify or from the [Edit CFDA] screen select the "Program Number" dropdown box and highlight the program number you wish to change.
4. From the [Edit CFDA] screen the box titled "CFDA Totals" is where you enter current year information. If your beginning balance changed from last year enter the change in the "Adjustment Column".
   a. Enter the receipts for the CFDA / Program number.
   b. Enter the disbursements for the CFDA / Program number.
   c. Enter the sub awards for the CFDA / Program number.
   d. Check to make sure the ending cash balance for each CFDA / Program number is correct.
   e. Continue this process until you have entered all of your CFDA / Program numbers' activity for the year.
5. From the [Edit CFDA] screen the section titled "Comment" is to explain any reconciling items over $25,000 in the fund, to explain any beginning balance changes from previous to current year, and to identify new or closed CFDA numbers.
6. From the [Edit CFDA] screen the "Totals" box is used to enter the nonfederal funds in the account along with the reconciling items (describe).
   - Enter the receipts and disbursements for the nonfederal funds and the reconciling items.
   - Select the "Submit Changes" button to update the "Account Number Total" line.
7. A major objective is for your account number information to balance to FIMS. To do so select from the "Account Number" dropdown box by highlighting the account you want to check.
   - If there are any multiply CFDA / Program numbers in the account number the Account Number Total will show an inaccurate number unless you do the above.
8. Hit the "Go Back" button to return to the [Agency] screen.
9. Hit the "Go Back" button again to return to the SEFA Database [Main Switchboard].

To Delete an Account Number

1. Select from the SEFA Database [Main Switchboard] the Agency Information option by clicking the box.
2. Select from the [Agency] screen the "Delete Account Number" button.
3. From the [AcctNoDel:Form] screen highlight the account number to delete from the "Account No" dropdown box and hit the "Delete Account" button.
4. Several messages will display on the screen but select the "Yes" button on all prompts.
5. Select the "Go Back" button to return to the [Agency] screen.

To Delete a Record

1. From the [Agency] screen select the "Edit CFDA's" button.
2. From the [Edit CFDA] screen select the "Account Number" dropdown box and highlight the account number in which the CFDA is part of that you want to delete.
3. From the [Edit CFDA] screen select the "CFDA Number" dropdown box and highlight the CFDA number you wish to delete or from the [Edit CFDA] screen select the "Program Number" dropdown box and highlight the program number you wish to delete.
4. Select the "Delete Record" button.
5. A warning message will display just hit the "Yes" button on all if you really want to delete the record.
6. Select the account number again, then select the "CFDA number/Program number" dropdown box and the record is gone.
7. Select the "Go Back" button to return to the [Agency] screen.

Running Reports

1. Select from the SEFA Database [Main Switchboard] the Reports menu option by clicking the button.
2. From the SEFA Database [Reports] screen select the Federal Grant Reporting menu option by clicking the button.
3. The report will be displayed on the screen. By selecting the printer i-con the report will be printed.
4. To return to the SEFA Database [Reports] menu select the "Close" button.
5. Make sure the ending cash balance on the line called "Totals" equals your 6/30 WVFIMS cash balance.

To Export your Agency's Information

1. Select from the SEFA Database [Main Switchboard] the Import/Export menu option by clicking the box.
2. Select from the SEFA Database [Import / Export] the Export menu option by clicking the box.
3. Once the export is completed you will return to the SEFA Database [Import / Export] Menu. **The export file is located at the following path: C:\ProgramFiles\SEFA \export.** You will need to e-mail this file to FARS.
4. Select the "Go Back" button.
5. E-mail to Connie Byrne at Connie.S.Byrne@wv.gov