



# State of Colorado/Citi

## COFRS Mapper FAQ



### For Program Administrators

**\*\*This information pertains to COFRS Mapper Agencies Only. Cycle timelines, reallocation periods, etc will vary for other Programs.**

**Last Updated 12/06/11**

**Inquiry:** How many days will COFRS Mapper Agencies have to reallocate?

**Response:** COFRS Mapper Agencies shall have seven (7) calendar days after their cycle close to reallocate transactions.

**Inquiry:** What are the timelines for the various COFRS Mapper Citi Cycle Files?

**Response:** Cycle File

- 1) Transaction Posting Period = Billing Cycle (Example: October 26th thru November 25<sup>th</sup>.)
- 2) Transactions Reallocation Period = From transaction's posting date to 7 calendar days from the billing cycle end date. (Example October 26th thru December 2nd.)
- 3) Mapper Generation & Delivery Date = Within 2 days after end of transaction reallocation period end date. (Example: By December 4th.)

**Semi-Cycle File**

- 1) Transaction Posting Period = Semi-cycle ends on the 10<sup>th</sup> and 25<sup>th</sup> of the month. First semi cycle = 26<sup>th</sup> thru 10<sup>th</sup> of the month. Second semi cycle = 11<sup>th</sup> thru 25<sup>th</sup> of the month.
- 2) Transaction Reallocation Period = From transaction's posting date thru 7 calendar days after end of Transaction Posting Period / Semi-Cycle end date. (For example: October 26th thru November 17th, and November 11<sup>th</sup> thru December 2nd.) Reallocating after this timeframe will NOT end up in the COFRS file though the CitiManager would allow the fields to be filled out online.
- 3) Mapper Generation & Delivery Date = Within 2 days after end of transaction reallocation period. (For example: By November 19<sup>th</sup> and December 4<sup>th</sup>.)

**Weekly File**

- 1) Transaction Posting Period = Monday thru Friday (Example Monday, December 5th to Friday, December 9th.) Although credit cards can be used Monday thru Sunday, transactions would only post Monday thru Friday.
- 2) Transaction Reallocation Period = From transaction's posting date thru 7 calendar days after end of Transaction Posting Period. (Example Monday, December 5<sup>th</sup> thru Friday, December 16<sup>th</sup>.) Reallocating after this timeframe will NOT end up in the COFRS file though the CitiManager would allow the fields to be filled out online.
- 3) Mapper Generation & Delivery Date = Within 2 days of the end of transaction reallocation period. (For example: By Sunday, December 18<sup>th</sup>.)

**Inquiry:** Can I choose for our program to generate more than one type of cycle file from Citi throughout the year?

**Response:** Yes. Some agencies have chosen to do this based on COFRS closure dates during the year. Let your Citi Contact know which cycles you will need a different type of file for. (For example: Having a cycle file for most of the year but for Fiscal Year end, having a Semi-Cycle File.) The data should only be uploaded into COFRS once. For questions about uploading into COFRS, contact [Sue.Dietl@state.co.us](mailto:Sue.Dietl@state.co.us) or 303-764-7863.

**Inquiry:** How do I prevent users from going online and reallocating transactions after their reallocating deadline aka, the cut off for what information will make it into the mapper files?

**Response:** Due to COFRS mapper entities being on a different reallocation timeline than the other entities in the State, all transactions that occur in the billing cycle will automatically be blocked from additional transaction reallocations ten (10) business days after the end of the billing cycle. Please note that this date is later than the date the mapper file will be generated.



**Tip!** Best practice is for your agency to close all transactions from reallocation at or prior to seven (7) calendar days after the billing cycle ends. For agencies on a cycle-based file, this can easily be completed for per each billing account, by performing the following: [CitiManager](#) >> Web tools >> CitiDirect Card Management System >> **Inbox** >> Statement Closure >> Exception Close > Search by proper hierarchy level > Search > Submit All (no need to click each check box).

**Inquiry:** How do I upload Citi's file into COFRS?

**Response:** By the ninth (9<sup>th</sup>) calendar day after the cycle closes, the COFRS Mapper Files shall be generated by Citi and will be located in CitiManager. Sign into [CitiManager](#) >> Navigate to Resources Tab >> Select Library >> Select Mapper File folder. Each entity will be provided with the name of their Mapper file folder name. **\*\*Click [here](#) to access the CitiManager Library Resource Guide.\*\***

Agencies would continue to use their current process to transfer the .txt file into a Mainframe dataset, then submit the JCL to upload their Journal Voucher (JV) transactions into COFRS. If no current process in place, Sue Dietl will supply the JCL and instructions on how to upload the transactions into COFRS for an agency. Please contact [Sue.Dietl@state.co.us](mailto:Sue.Dietl@state.co.us) or 303-764-7863 with questions about this process.



**Tip!** The person designated by your agency who will be pulling down this file from Citi to upload into COFRS can set up an Alert to receive an email notification when this file has been delivered to your Library folder. Within CitiManager >> Click on My Profile >> Alerts >> Check the box for Library Folder Notification.

**Inquiry:** How many mapper files will I receive each month?

**Response:** It depends upon what cards you chose for your program and how your hierarchy is structured, regardless of your mapper file frequency. For each type, you will receive 1 mapper file per each billing account. Procurement and Travel cards are separate files. There will be a separate Library Folder in CitiManager for each instance of the mapper file. For example: A PCard Program with two (2) billing accounts would have two (2) different instances of mapper files, therefore two (2) different Library folders (1 per instance), regardless of mapper frequency. The Library folders will hold six (6) months of files. ~~Users can delete Mapper files in Library if they desire.~~

**Inquiry:** If 9 Journal Vouchers (one for each Central Bill in the Hierarchy) were to be uploaded into COFRS, would a Payment Voucher with 9 lines also be mapped into COFRS, or would we have to enter a Payment Voucher manually so we can issue payment?

**Response:** The Payment Voucher will need to be entered manually. A single Payment Voucher can be issued for the full amount due for all of the Central Billing accounts combined. However a separate line for each billing account with the full 16 digit account number should be included in the single Payment Voucher. OSC COFRS Support can provide support in setting up a Payment Voucher "template" in the REPV table. Contact [Sue.Dietl@state.co.us](mailto:Sue.Dietl@state.co.us) or 303-764-7863.

**Inquiry:** How are the Journal Vouchers going to be offset? Since numerous funds are being used by our agencies when they reallocate transactions, is each fund going to be totaled and will there then be a balance sheet entry to prepaid 1530? OR, will each transaction have its own off-setting entry on the line right beneath it?

**Response:** The entire payment should be paid from one balance sheet account on the Payment Voucher. The Journal Vouchers will be offset by the FUND/AGY batch or groupings. The programming for the mapper is supposed to total all of the lines for the FUND/AGY "batch" and create the offset lines at the end of the Journal Voucher. Each transaction line will not have its own offset.

**Inquiry:** What is the updated timeline for testing the COFRS Mapper File?

**Response:** Sue Dietl worked closely with the Citi Technology team for testing/file modifications between October 28<sup>th</sup> and November 18<sup>th</sup>. The mapper was approved by OIT on November 18<sup>th</sup>, 2011. The file has since gone into Production, and shall be ready for agency use for the November 25<sup>th</sup> cycle date. Due to the timing the first semi-cycle and monthly files will be available nine (9) days after the November 25th billing cycle which is December 4<sup>th</sup>, 2011.

**Inquiry:** In what order will the COFRS Fields need to be set up in Citi's New Account Request Process (Online Application or Auto Enroll Spreadsheet)?

**Response:**

Field Name	Length
FUND	3
AGY (Agency)	3
ORG (Organization)	4
SUBORG (Sub-Organization)	2
PROG (Program)	4
OBJ (Object/Revenue Source)	4
SUBOBJ (Sub-Object/Revenue)	2
BSAACCT (Balance Sheet Account)	4
JOB/PROJ (Job/Project)	8
GBL (Grant Budget Line)	4
APPR (Appropriation Code)	3
FUNC (Function)	4
RPTG (Reporting Category)	4
Description – Note: The first thirteen (13) spaces to be automatically filled with last six (6) digits of account # + first initial of cardholder first name + first five (5) characters of cardholder last name + space. Agency will have option of filling last twelve (12) spaces. The CitiDirect Card Management System (CCMS) offers a standard description field but that is not passed into COFRS.	25

**Inquiry:** Why are the COFRS fields in the above order in the table?

**Response:** The table was set up in the same order as existing mappers. This was the order in which the COFRS fields appear in the Journal Voucher transaction line record layout.

\*\*For your convenience, there is a conversion spreadsheet available for the Auto Enroll process if entering the COFRS fields in the above order is not your preference. Click [here](#) to access the COFRS Default Accounting Template Instruction Document and Spreadsheet. [Theresa.Carr@Citi.com](mailto:Theresa.Carr@Citi.com) can walk you through entering information into this spreadsheet if you require assistance.

**Inquiry:** Will we have to type out the full account strings for every reallocation?

**Response:** In order to reallocate a transaction within CitiManager, each card account must have a default accounting code. This default accounting codes can be assigned at the time of card request (Auto Enroll spreadsheet / Online Application request) or after the card account has been created (Online via real time maintenance or a bulk account file maintenance bulk spreadsheet.)

Your default account string will automatically come up and Reallocators can also save account strings that they set up in addition to that. Program Administrators will **NOT** be required to set up every possible account string for their cardholders.

**Inquiry:** What payment methods are available to COFRS Mapper agencies?

**Response:** Citi requires a sixteen (16) digit account number for electronic payment in order to know what account to apply it to. Unfortunately within COFRS the field that would hold the account number only contains ten (10) digits. Therefore, EFT payments should not be made by COFRS agencies due to the likelihood of the payments to be misapplied. COFRS entities should pay via check.

Click [here](#) for Resources that accompany this document:

- ◆ Library Guide
- ◆ Default Accounting Template Document
- ◆ Default Accounting Template Spreadsheet