



Consolidated Financial Reporting System

Charter School Redirection (CFRS-CSR)

School District User Manual

1. Overview of CFRS-CSR and System Requirements

The Consolidated Financial Reporting System (CFRS) is used by Commonwealth local educational agencies (LEAs) as the required method of completing and submitting various financial reporting, including a module (CSR) for charter schools to submit subsidy redirection requests to PDE and for school districts to file formal objections to PDE after a subsidy redirection has occurred.

CSR utilizes an existing, easy-to-use interface (CFRS) that makes data entry and submission of redirection requests simple and efficient.

Web Browser Compatibility

CFRS is supported by newer web browsers. Users with browser versions less than the following should consider upgrading to ensure maximum application stability and operability.

- IE 10 SP3 and above
- Chrome 37 and above
- Firefox 32 and above
- Opera 31 and above

2. Accessing and Updating CFRS-CSR

The screenshots on the following pages provide the linear progression of data entry and submission for redirection requests in CFRS-CSR.

First, users must log in to CFRS. There are two options for accessing PDE portal applications:

- a. Directly on the MyPDESuite Application page: <https://www.mypdeapps.pa.gov>
or
- b. Via PDE homepage: <https://www.education.pa.gov>

Directly below the large picture, one of the five blocks shows the following icon:



MyPDESuite Application Login Screen

Welcome to the application login screen to access your personalized account.

If you are a citizen and have an existing account, enter your Username and Password. If you are a Commonwealth employee, please insert the appropriate domain name in front of your username (example: **cwopausername**).

Username:

Password:

If you are a citizen and do not have an account, please click on the Register link to register for a new account.

[Register](#) | [Forgot Password](#) | [Profile](#)

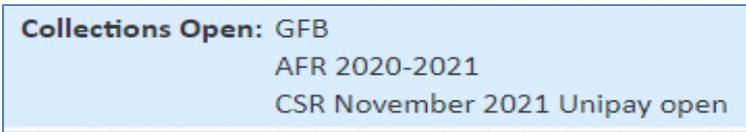
After logging in to CFRS, the landing page will be the first screen displayed.

School District view

Document Type		Last 2 years' filing statuses:				
AFR	Annual Financial Report <small>ra-SchFin@pa.gov, tskorka@pa.gov ra-cfrs@pa.gov, tskorka@pa.gov</small>	Fiscal Year	Version	Status	Date	
		2020-2021	Original	Not Started		
		2019-2020	Original	OCO Approved / IC Approved	12/01/2020	
CSR	Charter School Subsidy Redirection					
GFB	General Fund Budget <small>ra-GFB@pa.gov, tskorka@pa.gov ra-cfrs@pa.gov, tskorka@pa.gov</small>	Fiscal Year	Type	Version	Status	Date
		2022-2023	Final	Original	Started	09/17/2021
		2021-2022	Final	Original	Started	09/17/2021
PDE-2071	Application for Reimbursement for School Construction Project <small>ra-edsfreimbursement@pa.gov</small>					

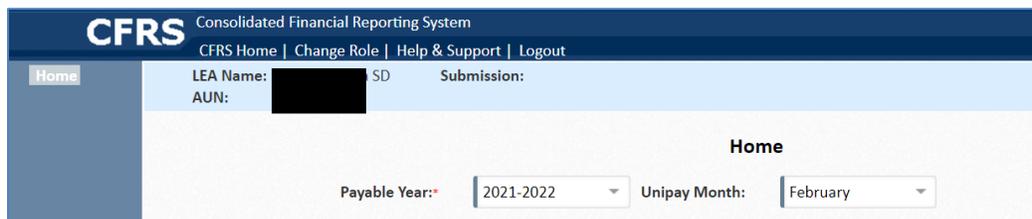
This screen will show the status of the last two years of data submissions within CFRS.

The top navigation bar will show the latest Unipay month that is open for redirection requests:



When selecting CSR from the landing page, users will be directed to the CSR home page. This page allows users to view charter school redirection requests by type (current year invoice or prior year reconciliation request and Unipay month).

CSR Main Screen (school districts)



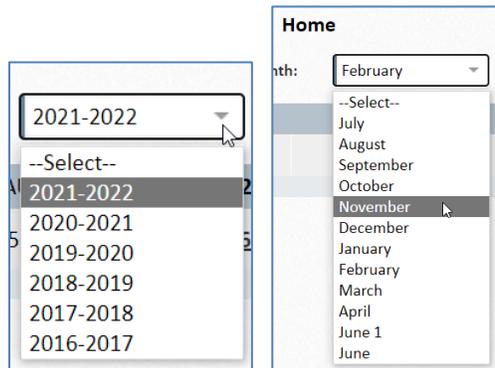
3. Submission Research and Review - Overview and Details

Unlike the prior manual process that charter schools used to submit redirection requests to PDE, CFRS-CSR will allow school districts to immediately see any requests that were submitted by charter schools for the school district during the monthly redirection submission window (15th-25th). Charter schools are permitted to submit requests to PDE as outlined on the timeline on PDE's website: [Charter School Funding \(pa.gov\)](https://www.pde.state.pa.us/charter-school-funding).

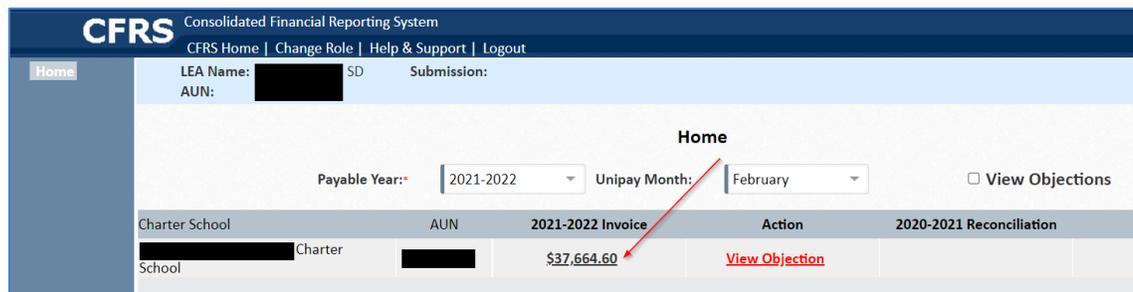
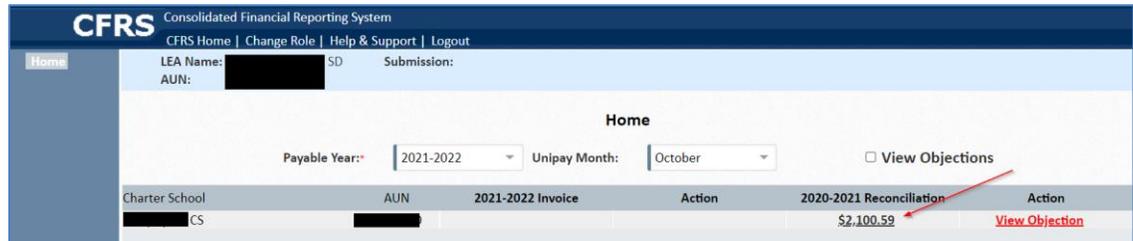
School District contacts should periodically log into CFRS-CSR to check for redirection submissions by charter schools. CFRS-CSR does not have the ability to automatically alert a school district when a charter school has submitted a redirection request.

Review charter school submissions

- a) Select the desired payable year and Unipay month from the drop-down fields on the Home screen.



- b) To view specific details of current-year invoices or prior-year reconciliations, select the links that display the deduction totals.



- c) Users will be able to see the CSR system-generated Summary Information Sheets that include student details.
- d) If the school district agrees with the deduction(s) that were processed in that month's Unipay or are scheduled for processing, no further action is required. However, if the school district disagrees with the deduction(s) and would like to submit one or more formal objections, proceed to section 4. Finally, if the school district has a copy of a canceled check related to a newly-submitted redirection request, contact PDE at ra-CSFunding@pa.gov in addition to the charter school.

4. Submit Objections

This section outlines the process for submitting formal objections to PDE in CFRS-CSR.

- a) Select the payable year and Unipay month from the drop-down fields on the Home screen.
- b) Select the View Objection link from the Action field of the invoice or reconciliation.

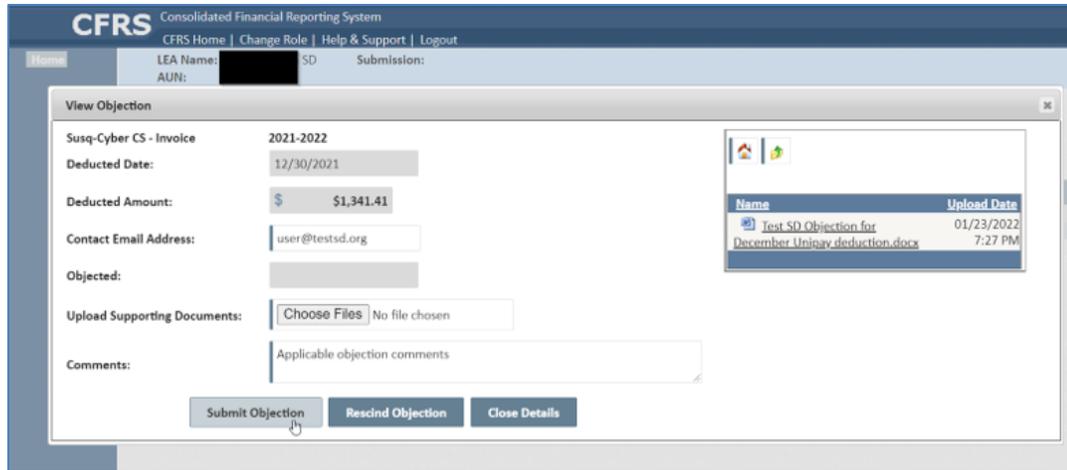
The screenshot shows the CFRS Home page. At the top, there is a navigation bar with 'CFRS Consolidated Financial Reporting System' and links for 'CFRS Home', 'Change Role', 'Help & Support', and 'Logout'. Below this, there are fields for 'LEA Name' and 'AUN'. The main content area has a 'Home' section with 'Payable Year' set to '2021-2022' and 'Unipay Month' set to 'November'. There is a 'View Objections' checkbox. Below this is a table with columns for 'Charter School', 'AUN', '2021-2022 Invoice', 'Action', and '2020-2021 Reconciliation'. The first row shows 'Susq-Cyber CS' with AUN '116493130' and an invoice amount of '\$1,341.41'. A red arrow points to the 'View Objection' link in the 'Action' column.

This screenshot is similar to the previous one, but the 'Unipay Month' is set to 'October'. The table below shows a different row with a '2020-2021 Reconciliation' amount of '\$2,100.59'. A red arrow points to the 'View Objection' link in the 'Action' column.

- c) A screen will appear that displays the date of the deduction and the deduction amount. Users must enter the superintendent's email address.

The screenshot shows the 'View Objection' screen. It displays the following information: 'Susq-Cyber CS - Invoice' for '2021-2022', 'Deducted Date: 12/30/2021', and 'Deducted Amount: \$ 1,341.41'. There is a 'Contact Email Address' field with a red cursor. Below this are fields for 'Objected:', 'Upload Supporting Documents' (with a 'Choose Files' button and 'No file chosen' text), and 'Comments:'. At the bottom, there are three buttons: 'Submit Objection', 'Rescind Objection', and 'Close Details'. On the right side, there is a table with columns 'Name' and 'Upload Date'.

- d) Select Choose Files to upload the signed objection letter and any supporting documents. All information should be combined in one pdf file. As displayed below, the uploaded file will appear on the right side of the window. Comments may be entered in the comments field.

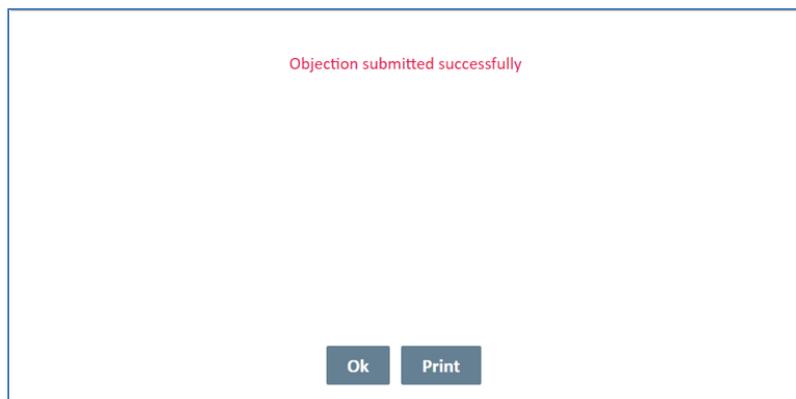


Note: A letter can be uploaded in CFRS-CSR within 30 days of the deduction and should be addressed as follows:

Benjamin T. Hanft, Chief
Pennsylvania Department of Education
Bureau of Budget and Fiscal Management
Division of Subsidy Administration
333 Market Street, Fourth Floor
Harrisburg, PA 17126-0333

The letter must be signed by the superintendent and accompanied by detailed information regarding the school district's objection. Upon receipt of an objection, the Department will initiate the administrative hearing process to resolve the dispute. Failure to timely submit a letter (within 30 days of the date of deduction) may result in the school district being prevented from objecting to the deduction.

- e) Select Submit Objection. CFRS-CSR will confirm the objection was submitted. Select Ok to exit the window.



- f) CFRS-CSR will automatically send an email with the uploaded objection letter to the following: 1) the individual noted as the contact (school district superintendent), 2) the Charter School CEO, 3) the Division of Subsidy Administration, and 4) PDE's Office of Chief Counsel.

5. View or Rescind Objections

- a) To view prior objections, select the payable year, the Unipay month, and *View Objections*. If users cannot remember the correct Unipay month, different months can be selected to find the desired objection.

LEA Name: █████ SD Submission:
AUN: █████

Home

Payable Year: 2021-2022 Unipay Month: February View Objections

Charter School	AUN	2021-2022 Invoice	Action	2020-2021 Reconciliation
█████ Charter School	█████	\$37,664.60	View Objection	

The screenshot below shows no objections submitted for the February 2022 Unipay.

LEA Name: Hazleton Area SD Submission:
AUN: 118403302

Home

Payable Year: 2021-2022 Unipay Month: February View Objections

Charter School	AUN	2021-2022 Invoice	Action	2020-2021 Reconciliation
No record(s) found.				

The screenshot below shows an objection submitted for the November 2021 Unipay.

LEA Name: █████ SD Submission:
AUN: █████

Home

Payable Year: 2021-2022 Unipay Month: November View Objections

Charter School	AUN	2021-2022 Invoice	Action	2020-2021 Reconciliation
█████ CS	█████	\$1,341.41	View Objection	

- b) The date in the Objected field confirms when the objection was submitted. Select Close Details to exit the window.

The screenshot shows the 'View Objection' form with the following details:

- CS - Invoice:** 2021-2022
- Deducted Date:** 01/18/2022
- Deducted Amount:** \$ 1,341.41
- Contact Email Address:** user@testsd.org
- Objected:** Yes, on Jan 26 2022 (indicated by a red arrow)
- Upload Supporting Documents:** Choose Files | No file chosen
- Comments:** Applicable objection comments

At the bottom, there are three buttons: **Submit Objection**, **Rescind Objection**, and **Close Details**. The **Close Details** button is highlighted with a black border.

Name	Upload Date
Test SD Objection for December Unipay deduction.docx	01/23/2022 7:27 PM

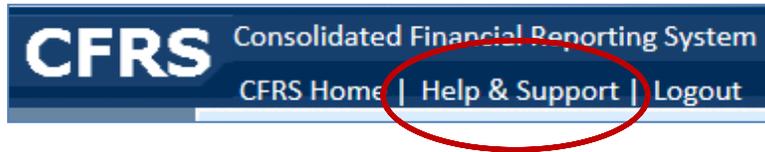
- c) To rescind the objection, select Rescind Objection.

The screenshot shows the 'View Objection' form with the same details as above. In this view, the **Rescind Objection** button is highlighted with a black border, and a red arrow points to it from the right.

Name	Upload Date
Test SD Objection for December Unipay deduction.docx	01/23/2022 7:27 PM

6. User Support

The top navigation menu in CFRS will always show a link for Help and Support:



Depending on the user's current screen, this link will direct users to a different page:

1. When on the Landing Page, Help and Support will link to PDE's general help page:
<https://www.education.pa.gov/Pages/MyPDESuite.aspx>
2. When in CSR, Help and Support will link to the Charter School Funding web page:
www.education.pa.gov/CSFunding

General questions on CFRS should be directed to ra-CFRS@pa.gov.

Questions specifically related to CSR should be directed to ra-CSFunding@pa.gov.