Downloading from the Internet:

1. Go to WV Finance Department home page @ www.wvfinance.state.wv.us
2. Click on Financial Accounting & Reporting (FARS).
3. Click on Closing Book Process.
4. Click on SEFA Database Download.
5. A "File Download" box (SEFA.exe) will appear, click the "Save" button.
6. A "Save As" box will appear asking where to save the data, save the download in the following path: C:\GRANT. Once the C:\GRANT folder has been selected, click the "Save" button.
7. When the download is complete, a download complete box will appear, click the "Close" button.
8. Right mouse click on Click Here to Access the FARS Data Tables.
9. Select "Save Target As.."
10. A "Save As" box will appear asking where to save the data, save the download in the following path: C:\GRANT. Once the C:\GRANT folder has been selected, click the "Save" button.
11. When the download is complete, a download complete box will appear, click the "Close" button.
12. Right mouse click on Click Here to Access the Grantor Tables.
13. Select "Save Target As.."
14. A "Save As" box will appear asking where to save the data, save the download in the following path: C:\GRANT. Once the C:\GRANT folder has been selected, click the "Save" button.
15. When the download is complete, a download complete box will appear, click the "Close" button.

B) Unzipping the SEFA file and installing software.

1. Once the files are downloaded from the internet the C:\GRANT should have the following files: FARSDATA (excel file), GRANTOR (excel file), and SEFA (zipped).
2. Go to the following path: C:\GRANT and unzip the SEFA.exe file by double clicking on the zipped file. Unzip the files into the GRANT folder.
    a. WinZip Self-Extractor box will appear, click on the "OK" button.
    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:\GRANT.
    d. Click on the "Unzip" button.
    e. The WinZip Self-Extractor box will appear with the following message: "91 file(s) unzipped successfully."
    f. Click the "OK" button then select the "Close" button.
3. Go to the following path: C:\GRANT directory and select the "setup" icon (looks like a PC screen and a box for files in front of it).
4. The "SEFA Setup" box will appear, select the "OK" button.
5. The next "SEFA Setup" box will appear, select the button to install the SEFA software (use the defaults).

6. The “SEFA Setup” box appears again, and the following message will appear: “Your system needs to be rebooted to update system settings. Setup will continue after reboot.” Click the “OK” button. (This may occur)
7. Your computer will reboot. (This will occur if the above happens)
8. The “SEFA Setup” screen will appear again with the SEFA – Choose Program Group box, select the “Continue” button.
9. The “SEFA Setup” box will appear with the following message: “SEFA setup was completed successfully”. Or “A file being copied is not newer than the file currently on your system. It is recommended that you keep your existing file.” It then names the file path, the file name, and the file version. It then asks “Do you want to keep this file? A **Yes** button, a **No** button, a **No to all** button.” Select the **Yes** button.
10. The program will display on your screen.

C) Copying the FARSDATA and GRANTOR files

Go to the following path: C:\GRANT and copy FARSDATA and GRANTOR to the following directory: C:\Program Files\SEFA\import folder.

To import your Agency’s Information

1. Select the Start button in the lower left corner of your PC.
2. Select the Program button.
3. A list of programs will be displayed, select SEFA then AGENCY GRANT REPORTING.
4. Select from the SEFA Database [Main Switchboard] the Import/Export menu option by clicking the box.
5. Select from the SEFA Database [Import / Export] the Import menu option by clicking the box.
6. Once the import is completed you will return to the SEFA Database [Import / Export] Menu.
7. Select the “Go Back” button and return to the SEFA Database [Main Switchboard] screen.

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

6. From the [Add CFDA] screen enter in the program number into the “Program Number” field.
   a. From the [Add CFDA] screen enter in the program description into the “Program Desc” field.
7. From the [Add CFDA] screen enter in the receipts, DISB (disbursements) and sub awards for the new CFDA/Program number.
8. Check to make sure the ending cash balance for each CFDA/Program number is correct.
9. 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

4. From the [Edit CFDA] screen select the “Program Number” dropdown box and highlight the program number you wish to change.
5. 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.

6. 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.
7. 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.
8. 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.
9. Hit the "Go Back" button to return to the [Agency] screen.
10. 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
4. From the [Edit CFDA] screen select the "Program Number" dropdown box and highlight the program number you wish to delete.
5. Select the "Delete Record" button.

6. A warning message will display just hit the “Yes” button on all if you really want to delete the record.
7. Select the account number again, then select the “CFDA number/Program number” dropdown box and the record is gone.
8. 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 Betsy Chapman at Betsy.Chapman@wv.gov