NYS OCFS CMS Manual

C O N T E N T S

C H A P T E R 1

Introduction to the Contract Management System

Topics

a	Using the Contract Management System.
b	Accessing the Contract Management System
c	Adding a Shortcut to CMS to Your Desktop
d	Email Alerts and Notifications

Chapter 1: Introduction to the Contract Management System

Using the Contract Management System

The Contract Management System (CMS) is an automated system used by the Office of Children and Family Services (OCFS) to make processing contracts easier and more efficient. The system coordinates communication among the Bureau of Contract Management (BCM) staff, OCFS Program staff, and other agency staff. It is a secure, browser-based system accessible via the New York State Human Services (NYSHS) Intranet.

CMS is based on the current business rules for processing contracts. Instead of managing contracts through a paper-based system—using interoffice mail, email, and faxes—staff use CMS to transmit data from one staff person to another, review and comment on contracts, create and process expenditures, and run reports. The system communicates with other state systems, providing information from these systems to CMS users. CMS assists in project management by tracking scheduled tasks.

CMS is divided into modules, each accessible from a system menu. These categories are:

- Inbox
- Contract Groups
- Contractor
- Log Screen (Expenditures/Advances and Budget Modifications)
- Contracts
- Reports
- Correspondence
- Reviewer Maintenance
- Maintenance
- Holds

The specific functions that you can perform on the system are based on a group of roles and privileges assigned to your CMS account.

The following table indicates the modules available in the system, by user type. There may be additional restrictions on the functions that you can perform within each module, based on your account. For example, a Program user can access the contractor module and view contractor information, but cannot create new contractors.

Figure 1: Accessible Modules—By Type of User

Type of User → / Module ↓	CMS Admin-istrator	BCM Admin-istrator	BCM User	Program User	Legal/ EODD/ Budget/ User	View Only	BCM Sig	Con User*	Consig*
Inbox	✓	✓	✓	✓	✓	✓	✓	✓	✓
Contract Groups (create)	✓	✓							
Contract Groups (search/ update)	✓	✓				✓			
Contractor (create)	✓	✓							
Contractor (search/ update)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Logging Expenditures/ Advances/ Budget Modifications	✓	✓	✓	✓	✓		✓	✓	✓
Processing Expenditures/ Advances/ Budget Modifications	✓	✓	✓	✓	✓				
Contracts (search)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Reports	✓	✓	✓	✓	✓	✓	✓		
Correspondence	✓	✓	✓	✓	✓	✓	✓	✓	✓
Reviewer Maintenance	✓	✓							
Maintenance	✓								
Holds	✓	✓							

As shown in Figure 1, most users are able to:

- Via the Inbox, see the assigned contract management tasks,
- Log entries for tasks (such as requesting information),
- Review and approve contracts,
- View the contract information (such as budgets, contract documents, and financial history) for the contract that they are processing,
- Enter and process advances and expenditure requests,
- Send are receive Correspondence, and
- Run reports against the system.
- * - Contractors can only see contracts and information associated with their organization.

BCM administrators can do all of the above functions. In addition, they can also:

- Manage and edit contractor information,
- Manage and edit contract information,
- Set up *contract groups*—templates that govern how sets of contracts are created and maintained, including their budgets and schedules,
- Change reviewers on task schedules, and
- Put contracts, contractors, etc. on hold.

CMS administrators, because of their status as “super-users,” have full access to the entire system, including the maintenance functions.

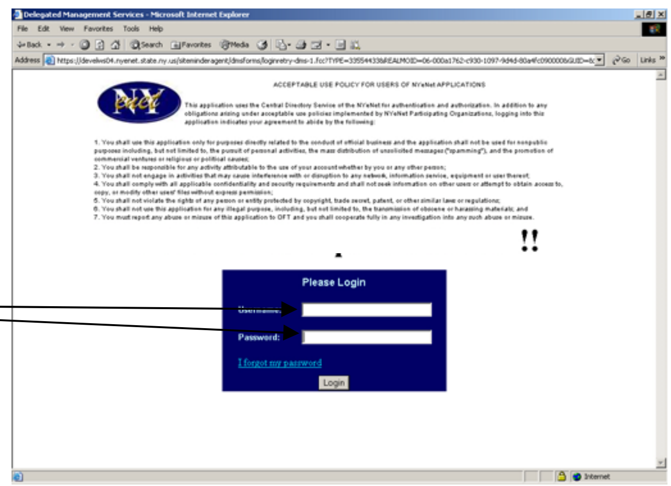
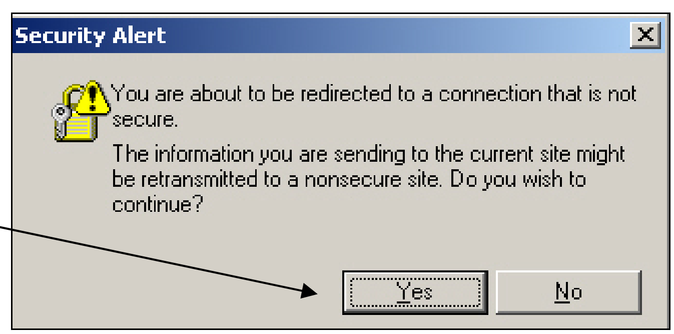
Accessing the Contract Management System

CMS is accessed through the New York State Human Services (NYSHS) Intranet. To gain access to the system, you need both an LDAP account and a CMS account.

- The LDAP account grants you access to protected state systems. When you are assigned an LDAP account, you reset a provided, temporary password. (This process is described in Appendix A).
- The CMS account grants you access to the CMS system and defines the group of roles and privileges assigned to your account. Not all users are granted the same set of rights, which is why you will be issued your own account.

Note: If you forget your LDAP password or you incorrectly enter your password three times, you will need to contact your supervisor so that a network Key User can reassign a temporary password. You will need to change this temporary password by following the instructions in Appendix A.

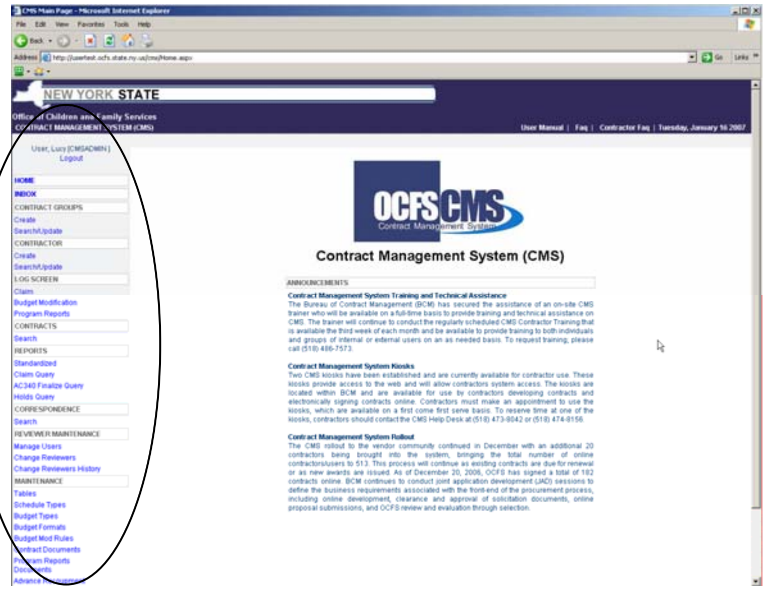
Log Into the Contract Management System

What You Do	*Comments/Prompts*
1. From your desktop, double-click the **Internet Explorer** icon. In the Internet Explorer address bar, type the address **http://intra.ocfs.state.ny.us/cms/** The NyeNet login page displays. Enter your LDAP username and password, and then click the **Login** button.	
2. A pop-up window will display, warning that that the page is being redirected (to CMS). Click the **Yes** button. **Note**: This window appears because the system does not use a secure socket layer protocol for communication. However, access to the system is secure since you must be granted a user account.	

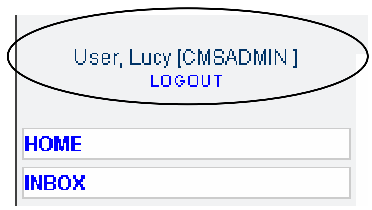
What You Do	Comments/Prompts

3. The main CMS screen appears. The gray column on the left serves as a navigation menu, with links for accessing specific functions within the system. The list of links that you see is based on your role in the system. For example, a program user would not be able to see the link for contract groups; however, this link would display for a BCM administrator.

   General announcements are also located on this screen.



4. Your CMS user name and role (in brackets) are displayed at the top of the main menu along with the link to **log out** of CMS.

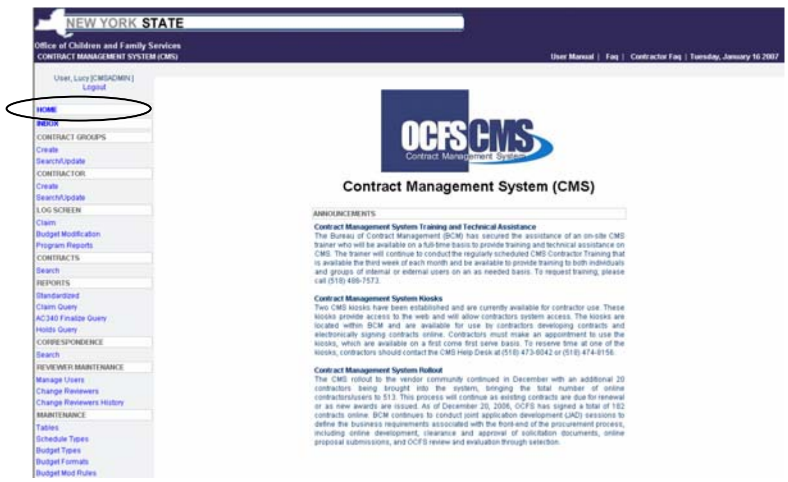


5. There is a blue header bar that remains at the top of the screen, regardless of the page you go to.

   If you click on the New York State or Office of Children & Family Services areas, you will be taken to their respective home pages. To return to CMS you can use your browser's Back button or hit the "X" on your browser's upper right corner to close the window.

   On it are links to the **User Manual**, **FAQ**, and **Contractor FAQ**. Use these to access information on how to use CMS.

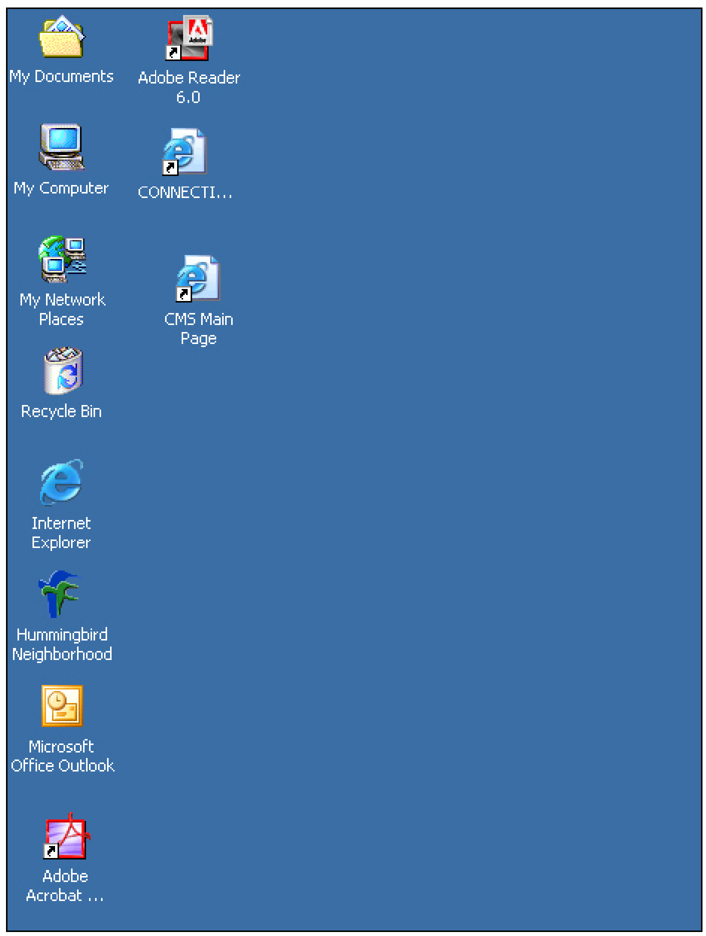
6. Your browser toolbar can be used to go back to previous screens as needed.

What You Do	Comments/Prompts
7. Select a link, for example, the **Search** item under **Contracts**. The link takes you to the page for the module. Notice that the menu options are maintained throughout the pages.	
8. Click the **Home** entry in the left column to return to your home page.	

Adding a Shortcut to CMS to Your Desktop

You may find it helpful to place a shortcut to your desktop. A shortcut is an icon on your desktop that will allow you to access the system without typing an address in the Internet Explorer address bar, although you will still need to log in to the system.

✓Before you begin: You are logged into the system as a CMS user, and the system home page is displayed.

What You Do	*Comments/Prompts*
9. From the CMS home page. Select your browser's File menu, then Send, then Shortcut to Desktop.	
10. A shortcut named **CMS Main Page** will be placed on your desktop. 	
11. Once you have logged out of the system and wish to re-enter it, you double-click the **CMS Main Page** icon on your desktop. The login page will appear. After you log in with your user id and password, the CMS main home page will display.	

Email Alerts and Notifications

Three types of reminder emails are sent to CMS users. They are sent to the email addresses that are on file in CMS and are delivered through the user's email software, e.g. Outlook.

The first type of reminder notifies a user each morning if they have at least one **new task** in their Inbox. This is to remind users, especially those who are not in CMS regularly, that they have a pending task waiting for them.

The second type of reminder notifies users each Monday if they have at least one **old task** (older than two weeks) in their Inbox. Again, this is to remind users, especially those who are not in CMS regularly, that they have older pending tasks waiting for them.

Both the first and second types of reminders send messages that look like this:

From: ocfs.sm.cms.help@ocfs.state.ny.us [mailto:ocfs.sm.cms.help@ocfs.state.ny.us]
Sent: Tuesday, June 06, 2006 3:33 PM
To: Gunda, Aravinda (OCFS)
Subject: OCFS CMS Notification

Dear CMS User:

This is to notify you that there is at least one new contract related task in your New York State Office of Children and Family Services (OCFS) Contract Management System (CMS) Inbox. To access your Inbox, please use the appropriate link below and go to the Inbox area.

Contract Management System:
Contractor Login
OCFS Login

FYI, the new tasks are associated with the following contract(s) #: TEST778

You can use the "**OCFS Login**" link in the message to go directly to CMS. The "Contractor Login" link is used by Contractor users who receive this type message.

The third type of reminders notifies user whenever they receive a **new Correspondence** message. These messages are sent as soon as the Correspondence is sent to them in CMS.

This type of reminder sends messages that look like this:

From: ocfs.sm.cms.help@ocfs.state.ny.us [mailto:ocfs.sm.cms.help@ocfs.state.ny.us]
Sent: Tuesday, June 20, 2006 3:07 PM
To: Gunda, Aravinda (OCFS)
Subject: CMS Correspondence Notification

Dear CMS User:

This is to notify you that there is a new correspondence awaiting you in the New York State Office of Children and Family Services (OCFS) Contract Management System (CMS). To access your correspondence, please use the appropriate link below and go to the Correspondence area.

Contract Management System:
Contractor Login
OCFS Login

FYI, the new correspondence is associated with the following contract #: TESTNV8

Again, you can use the "**OCFS Login**" link in the message to go directly to CMS. The "Contractor Login" link is used by Contractor users who receive this type message.

For more information on this topic, see *Chapter 9, Communication within CMS: Notifications and Correspondence.*

C H A P T E R 2

Using the Inbox

Topics

Chapter 2: Using the Inbox

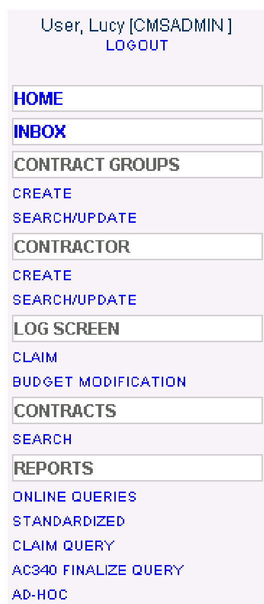
Understanding the Inbox

The CMS Inbox is a tool that displays the status of those contract related tasks for which you have responsibility. For each task, you can view its stage, the number of days remaining in the stage, and the total number of task days left for all tasks. Users can readily see the tasks that need attention and perform the actions that are needed.

Note: Do not confuse your CMS Inbox with your Microsoft Outlook inbox—or, any other inbox. The CMS Inbox contains information pertaining *only* to CMS, much like the inbox on your desk.

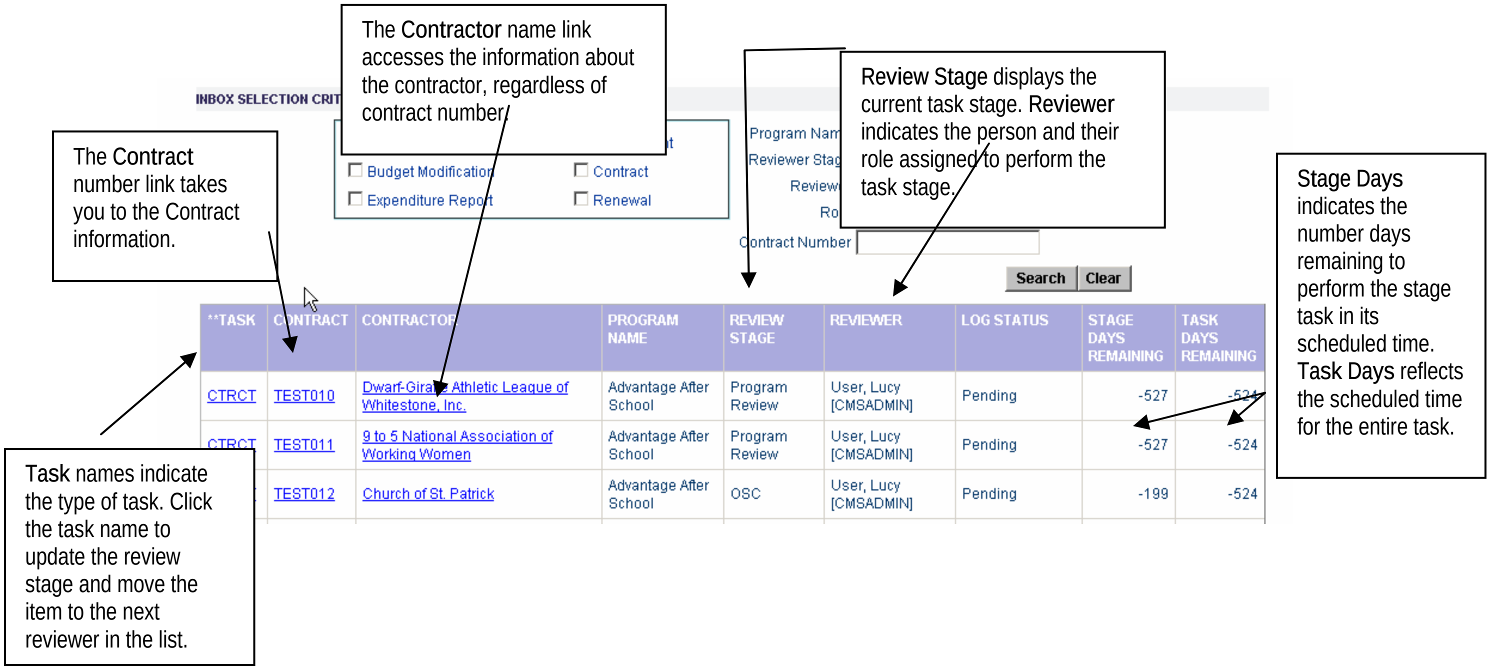
When you open the Inbox, the Inbox displays only those items that are assigned to you as a reviewer. If you do not have any tasks assigned to you that have reached your review stage, your Inbox will be empty. Later we will discuss viewing other users' Inbox items.

Opening the Inbox

What You Do	*Comments/Prompts*
12. Click Inbox from the gray menu column on the left of your screen.	

What You Do	*Comments/Prompts*

13. The **Inbox** displays. Items are organized by contract tasks. Each row indicates a specific **task**, the corresponding **contract** number, **contractor** name, **program name**, **review stage**, **reviewer**, **log status**, the **remaining number of days allotted to the stage**, and **total number of days remaining for all scheduled tasks**.



The number of pages to display appears on the bottom. If there were more than one page to display, you would click the page number to move to that page.

14. You may reorder the information in the results table by clicking any of the column headings.

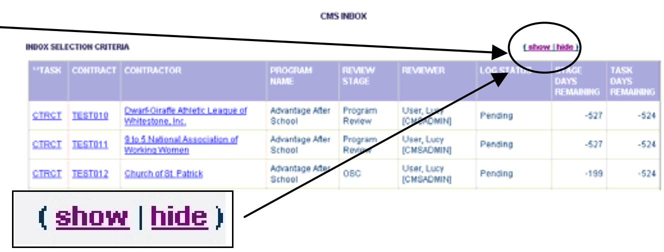
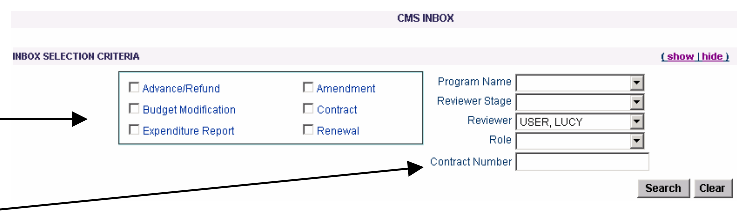
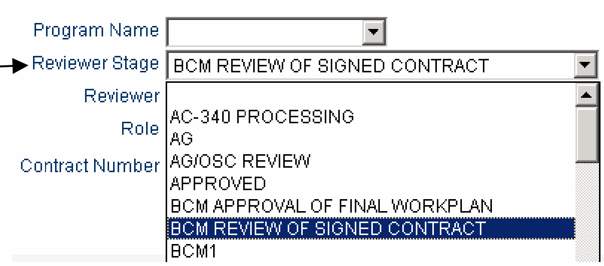
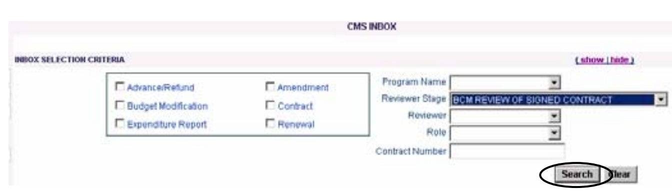
    The Inbox items will be reordered in ascending order ("A" comes before "B", etc.), based on the column heading you selected. If you order by a column (for example, contractor), then order by an additional column, such as task, the information is sorted by both sets of data. The Inbox would display all advance request tasks (in order by contractor), followed by all budget modification requests, ordered by contractor, etc.

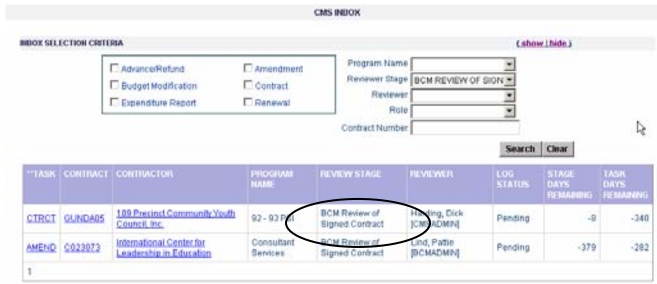
Using the Inbox Search Feature

The Inbox displays specific tasks assigned to you. Depending on your role, you may have many tasks assigned to you and want to search the Inbox for tasks associated with a particular stage. You may also search for tasks assigned to other persons (especially if that person is out of the office for a prolonged period of time).

Searching the Inbox

✓ Before you begin: Open the Inbox.

What You Do	*Comments/Prompts*
15. Click the show link, located in the top right corner of your screen if you do not see the Inbox Selection Criteria section on the Inbox. **Note**: Clicking the **hide** link will hide the selection criteria.	 The Inbox selection criteria form appears at the top of the page.
You can check which types of tasks you want to search for on the left side of the page, e.g. Contract, and/or Renewal. The drop-down lists on the right let you filter your search by other factors like Reviewer and Contract Number. Click the downward arrow in each box to activate the drop-down list.	 If no Tasks are checked, CMS will search for every task. Note: If your search results in more than 200 records, only the first 200 will display and you will receive a message suggesting you refine your search to return fewer tasks. This prevents you from possibly getting a time-out error caused by too big of a search.
16. Click the down arrow in the Reviewer Stage box and select **BCM REVIEW OF SIGNED CONTRACT**.	
17. Click the **Search** button. The **Clear** button will clear your selections.	

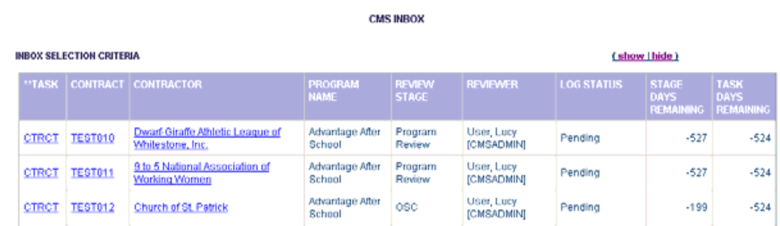
What You Do	*Comments/Prompts*
18. The tasks currently in the selected review stage (regardless of task type) are displayed.	

Managing Task Information from the Inbox

By selecting the task link for a specific contract related task from the Inbox, you can view additional information, such as the Contract Review Module screens. You can also generate contract documents, budget summaries, and update the task schedule. When a task stage (such as reviewing a contract, entering coding information, or approving an expenditure request) is assigned to you for processing, you will access it through the Inbox.

Viewing the Contract Schedule from the Inbox

✓ Before you begin: Open the Inbox.

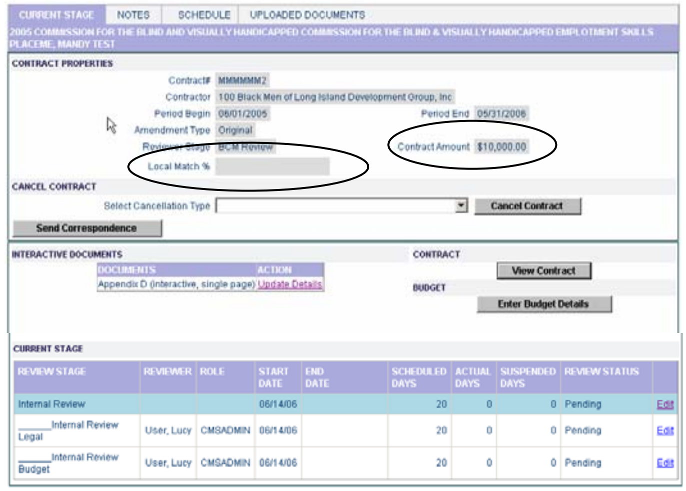
What You Do	*Comments/Prompts*
19. Select the **Task** link for the specific item (in this case, **CTRCT**), from the list of contract items in the Inbox.	

CMS INBOX

INBOX SELECTION CRITERIA (show | hide)

**TASK	CONTRACT	CONTRACTOR	PROGRAM NAME	REVIEW STAGE	REVIEWER	LOG STATUS	STAGE DAYS REMAINING	TASK DAYS REMAINING
CTRCT	TEST010	Dwarf Giraffe Athletic League of Whitestone, Inc.	Advantage After School	Program Review	User, Lucy [CMSADMIN]	Pending	-527	-524
CTRCT	TEST011	9 to 5 National Association of Working Women	Advantage After School	Program Review	User, Lucy [CMSADMIN]	Pending	-527	-524
CTRCT	TEST012	Church of St. Patrick	Advantage After School	OSC	User, Lucy [CMSADMIN]	Pending	-199	-524

20. The *Contract Review Module* screen appears, displaying information about the current review stage in the task schedule.



The Contract Properties section includes information about the contract related to the current task. It includes the *Contract Amount* and *Local Match %* that aid in entering the budget details.

There are also areas in which you can **Cancel** the contract after selecting a cancellation type and send correspondence to another reviewer involved in this task. See the *Send Correspondence* section for more information.

Note: In this example, the Current Stage screen indicates that the contract is in the *Internal Review* Stage, that has two concurrent "child" stages: ___*Internal Review Legal* and ___*Internal Review Budget*. CMS uses the underscore naming convention (___*Internal Review Budget*) to indicate that a stage is a child stage. The parent stage, *Internal Review*, is highlighted.

The *Interactive Documents* section is where contract related documents that can be completed online are accessed. Before any data is entered in them, the **Action** column will display *Insert Details*. Once data has been entered, *Update Details* will be displayed. Use these links to open the documents for entry or review and select their **Submit** buttons to save the data into CMS.

You can view the entire contract document by clicking the **View Contract** button, which opens it up in a separate window. You can close the contract window by using the X in its upper right corner.

The **Budget Details** button opens the budget in a separate window to enter or modify the budget. Use the **Submit** button to save your data.

Note: Information on entering budget details (as well as updating contract documents), is detailed in the *Managing and Understanding Contracts* Chapter provided to users that perform these tasks

21. Notice that the Contract Review Module has four major components, available through tabs across the top:
    - **Current Stage**
    - **Notes**
    - **Schedule**
    - **Uploaded Documents**.

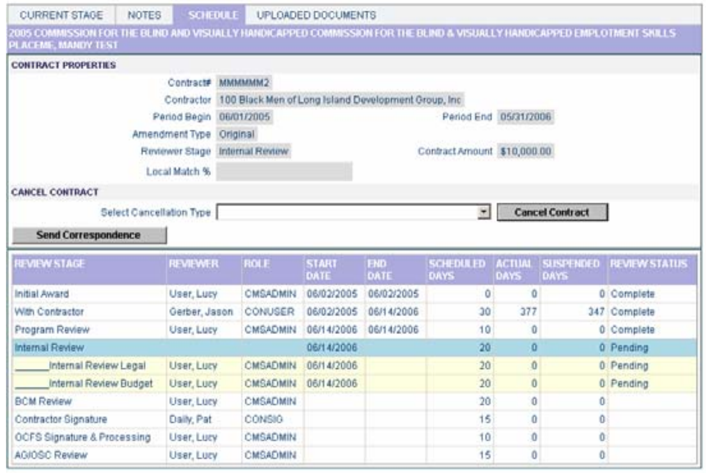
    Use these tabs to navigate through the Contract Log.

    Click the **Schedule** tab to see the full schedule, including all other stages.

22. The schedule indicates the list of review stages, the staff assigned to these stages (**Reviewer**), the roles they play in the system (**Role**), the start and end date for each stage, the number of days scheduled for the stage, the number of actual days used in performing the review, number of suspended days (days on hold), and the review status.

    The number of a stage's **Scheduled Days** is the total number of days the reviewer is given to complete the stage. This is determined by the team who develops the schedules and includes any time that might be needed if later stages send back a task to that stage for additional or different information.

    There are also areas in which you can cancel the contract after selecting a cancellation type and send correspondence to another reviewer involved in this task. See the *Send Correspondence* section for more information.



REVIEW STAGE	REVIEWER	ROLE	START DATE	END DATE	SCHEDULED DAYS	ACTUAL DAYS	SUSPENDED DAYS	REVIEW STATUS
Initial Award	User, Lucy	CMSADMIN	06/02/2005	06/02/2005	0	0	0	Complete
With Contractor	Gerber, Jason	CONUSER	06/02/2005	06/14/2006	30	377	347	Complete
Program Review	User, Lucy	CMSADMIN	06/14/2006	06/14/2006	10	0	0	Complete
Internal Review			06/14/2006		20	0	0	Pending
______Internal Review Legal	User, Lucy	CMSADMIN	06/14/2006		20	0	0	Pending
______Internal Review Budget	User, Lucy	CMSADMIN	06/14/2006		20	0	0	Pending
BCM Review	User, Lucy	CMSADMIN			20	0	0	
Contractor Signature	Daily, Pat	CONSIG			15	0	0	
OCFS Signature & Processing	User, Lucy	CMSADMIN			10	0	0	
AG/OSC Review	User, Lucy	CMSADMIN			15	0	0	

Note: The first few stages have been completed. The current, highlighted stage (*Internal Review*) is marked as *Pending*, because the review process for the stage is underway. The stages after the *Internal Review* stage (and its related stages) do not have a review status assigned, because the stages have not been reached yet.

If a task is sent back to a previous stage, new status lines will appear in the schedule. The stage that a task is sent back to will get a new line indicating first *Pending*, then *Complete* once they have completed their stage.

The stage that sends back the task will have a status of *Info Requested* first, which will change to *Info Received* once the prior stage completes their Pending stage. Then a new *Pending* stage will appear for the stage that originally sent back the task.

The schedule, review stages, reviewers, and roles are set up by BCM administrators. They may edit these settings through the contract module. Information on managing schedules and reviewers is provided to them through the *Managing and Understanding Contract Groups* and *Managing and Understanding Contracts* chapters. CMS administrators can change the definitions and properties of the schedules through the maintenance modules.

Adding Notes to the Contract Stage and Sending Back to a Previous Stage

Concepts > The Notes feature allows you to indicate additional information that is needed from CMS users and outside contractors. You might also note additional steps you have taken. The notes module also is used to send a task back to a previous stage (either to an internal OCFS user or an external contractor), possibly for more or corrected information.

✓ Before you begin: Open the Inbox, and select a contract task (**CTRCT**) that is currently at a review stage *assigned to you or someone else in your role* (Program, BCM, Legal, etc.).

What You Do	*Comments/Prompts*
23. Click the **Notes** tab from the Contract Log page.	

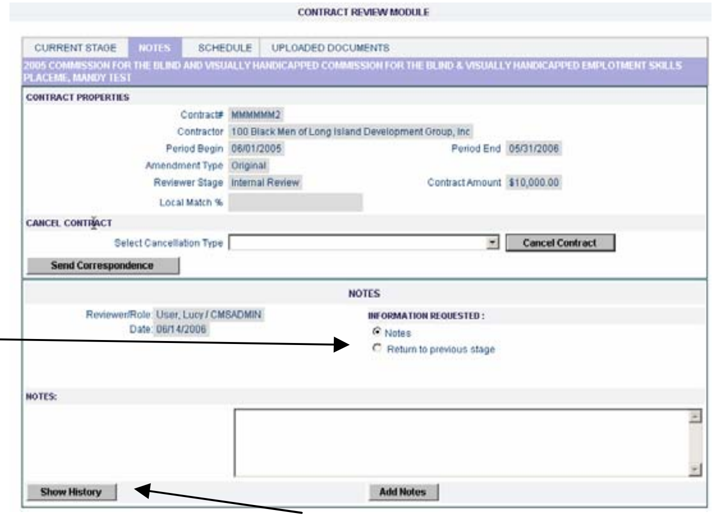
What You Do	*Comments/Prompts*

24. The **Notes** page indicates whom you are logged in as (Reviewer/Role) and the Date. There are two types of information you may file through the Notes page: basic **Notes**, and a **Return to previous stage**. These options are indicated through the **Information Requested** radio buttons.

    There are also areas in which you can cancel the contract after selecting a cancellation type and send correspondence to another reviewer involved in this task. See the *Correspondence* section for more information.

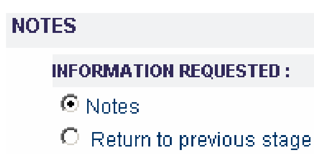
    Information can be requested from a contractor or other CMS users by sending a task back to a prior stage, via the *Correspondence* module (see the Correspondence section for more information) and/or via other non CMS communication methods – email, phone calls, letters.

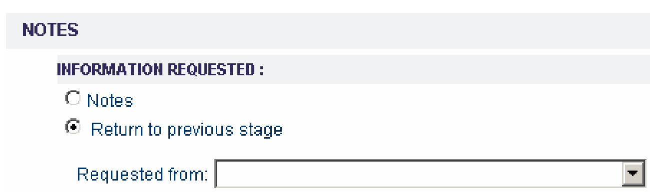
    Click the different **Information Requested From** radio buttons to see how the screen changes:



Note: You can click the **Show History** button to display all the previous notes associated with this task.

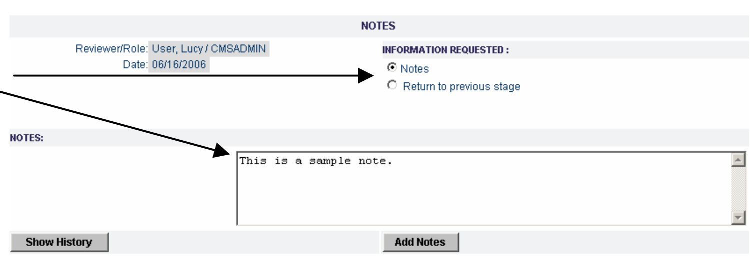
If you do not play a role matching the current review stage, you may only add a regular Note (not information requested from an internal reviewer or the contractor). For example, if the current review stage is Internal Review – Legal, and you are a Program user, you cannot request information from the Contractor or another Internal reviewer through the Notes box.





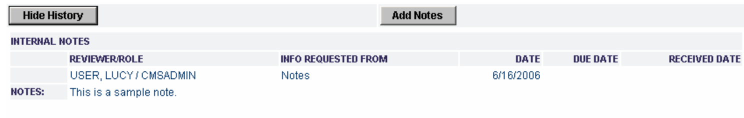
25. To add a general note to a stage, click the **Notes** button and enter the note in the Notes box.

    Click the **Add Notes** button to save the note.

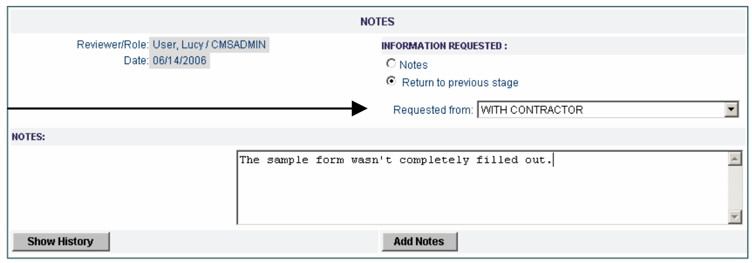


What You Do	*Comments/Prompts*

26. To view your note and any others that have been entered, click the **Show History** button. The button turns into a **Hide History** button and the notes entered are displayed along with information about them such as who entered them and on what date.

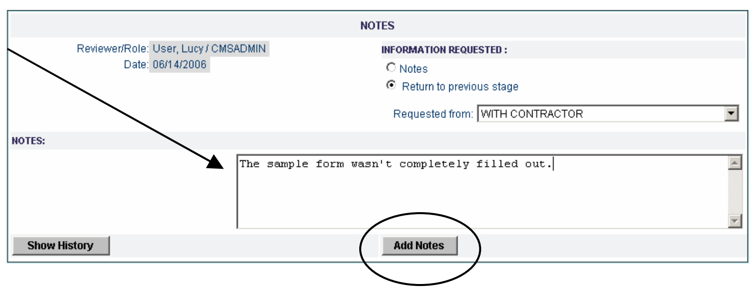


27. To send a task back to a previous stage, select the **Information Requested: Return to previous stage** button, click the down arrow in the **Requested from:** list box to review the different review stages you may select. Selecting one of these review stages and adding the matching note will create an item in the Inbox of the user assigned to the selected contract review stage.

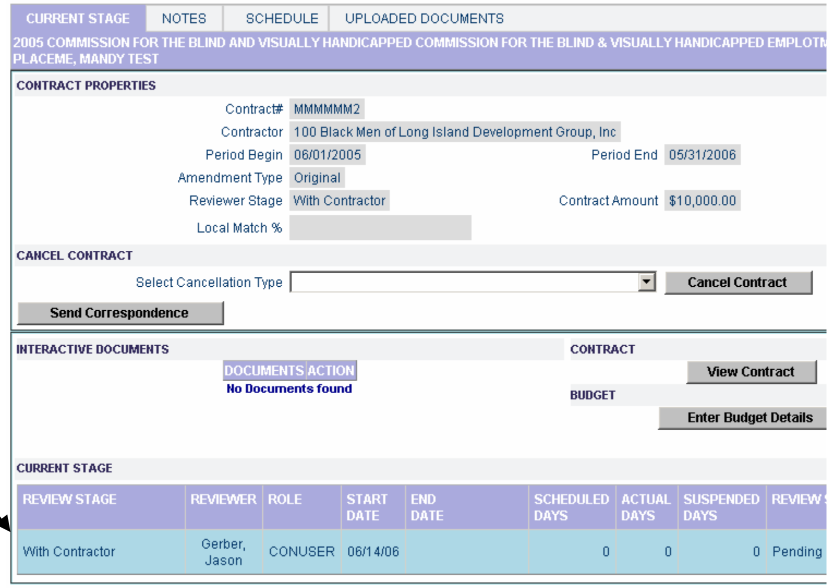


28. Type a comment in the Notes field and click the **Add Notes** button to save the note and push back the task to the desired stage.

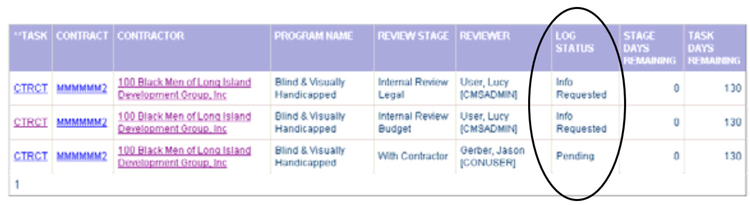
    The **Current Stage** screen appears.



29. The **Current Stage** screen now indicates that you requested information from the contractor.



The Inbox shows that the task is now in the **Pending** status at the *With Contractor* stage and is in the **Info Requested** status at the two concurrent child stages, *Internal Review Legal* and *Internal Review Budget* .



Note: Contractor users do not have the ability to push back their stages to prior ones. If they have a question on a task, they can use the *Correspondence* module or conventional means of communicating with OCFS staff.

Managing Uploaded Documents

Concepts >

The Upload Documents feature allows you to add documents to CMS that relate to a particular task. These documents can come from internal CMS users or outside contractors. Once the documents are uploaded to CMS, they need to be reviewed, and if approved are added to the contract related documents for the task. They can then be moved into the official contract document if needed.

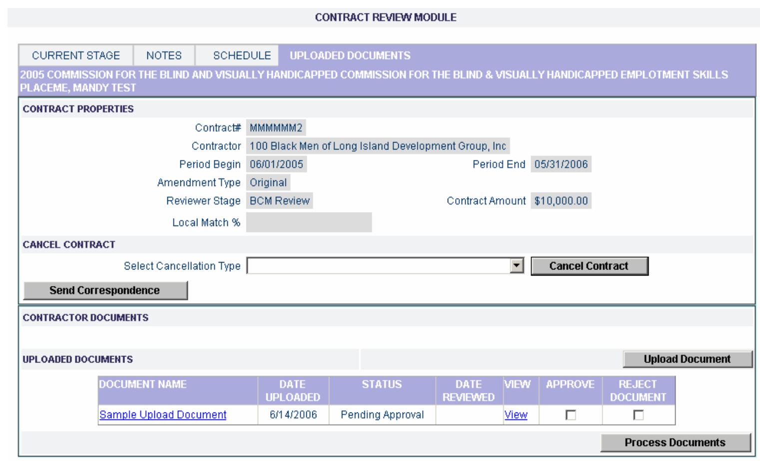
✓ Before you begin: Open the Inbox, and select a task that is currently at a review stage *assigned to you or someone else in your role* (Program, BCM, Legal, etc.).

What You Do	*Comments/Prompts*

30. Click the **Uploaded Documents** tab from the Contract Log page.

31. The **Uploaded Documents** page displays contract information and the *Uploaded Documents* area that lists the names and information about any documents that have been uploaded to this task.

There are also areas in which you can cancel the contract after selecting a cancellation type and send correspondence to another reviewer involved in this task. See the *Correspondence* section for more information.



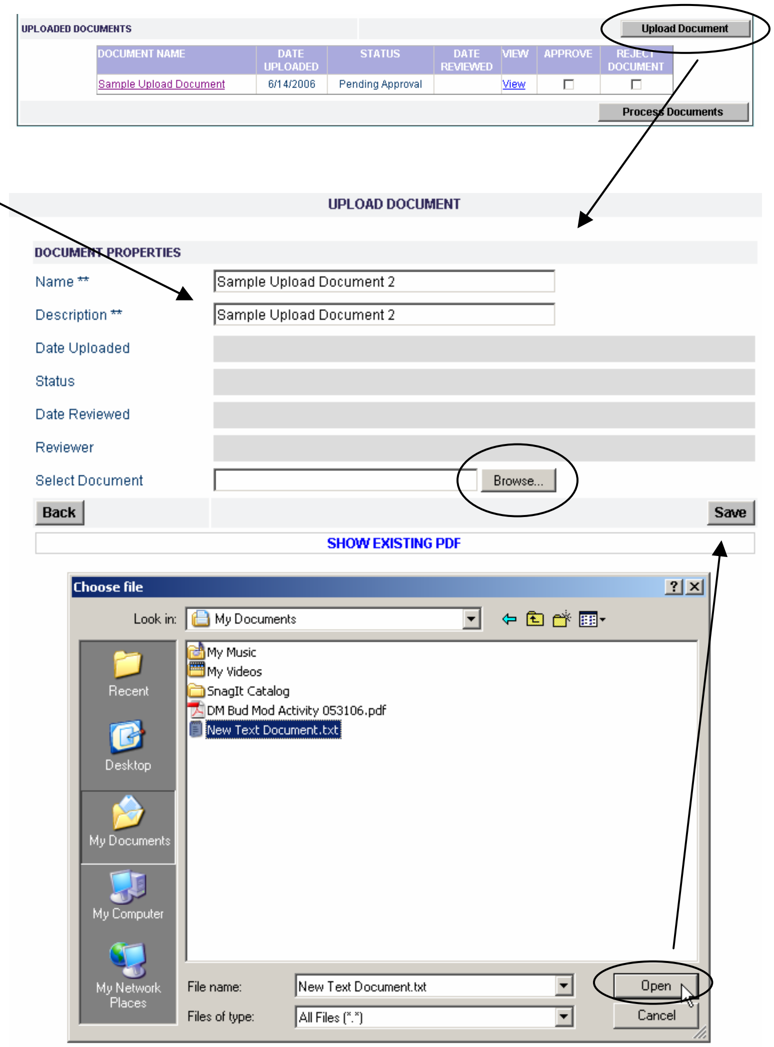
What You Do	*Comments/Prompts*

32. To upload a new document to a task, click the **Upload Document** button to open the *Upload Document* screen.

    Enter the name and description you want saved in CMS for the document you are going to upload.

    Click the **Browse...** button to select the document to upload from your local computer into CMS. Highlight the document name and click **Open** in the *Choose File* window to select it and close this window. Next click **Save** button to save the document to CMS.

    Once the document has been uploaded, you can use the **Back** button to return to the *Contract Review Module* screens.



Note: Uploaded documents are saved in Adobe Acrobat's PDF format. To view them after uploading, click on the **Show Existing PDF** button.

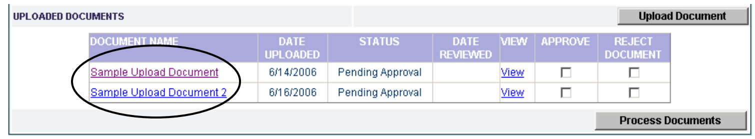
What You Do	*Comments/Prompts*

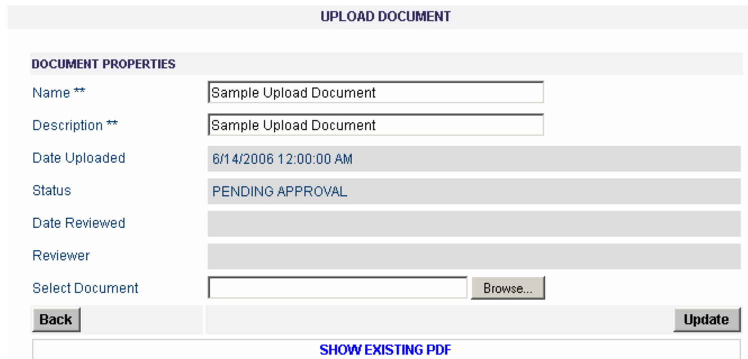
33. Clicking on the names of documents in the Uploaded Documents area will open the Upload Document screen that has additional information about the document.

    You can also change the *Name* or *Description* of the document if necessary. After making any changes, click the **Update** button to save them.

    If you need to overwrite a document that has been uploaded, you can use the **Browse...** button to select the new document from your local computer, hit the **Open** button in the browse window to select it, then click **Update** to save it to CMS, thus overwriting the document that was previously uploaded.

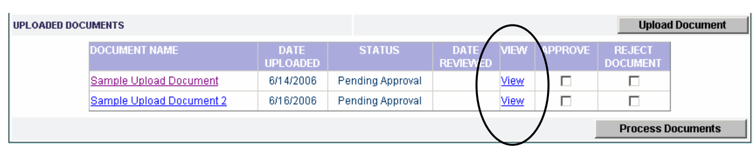
    Once the file has been overwritten, you can use the **Back** button to return to the *Contract Review Module* screens.





Note: Uploaded documents are saved in Adobe Acrobat's PDF format. To view them after uploading, click on the "Show Existing PDF" button.

34. You can view uploaded documents in the Uploaded Documents area by clicking on the **View** link for a specific document.

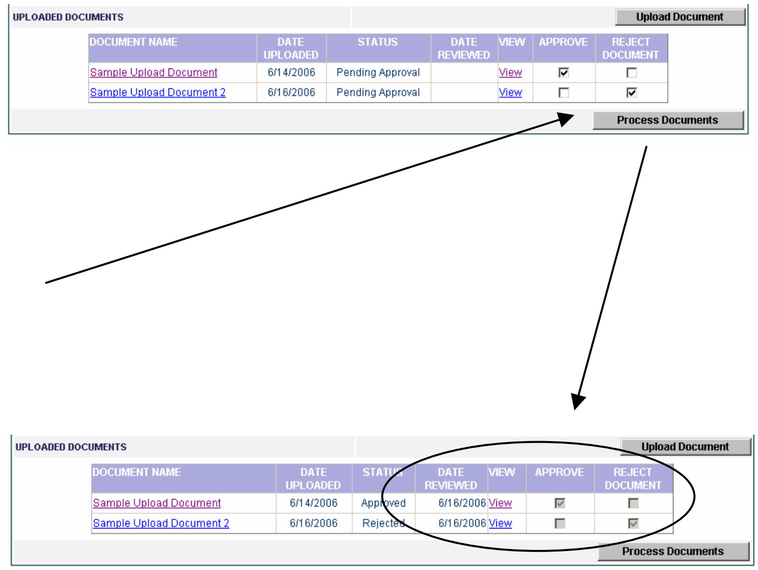


What You Do	*Comments/Prompts*

35. Uploaded Documents need to be reviewed and approved or rejected by Program or BCM roles to ensure that they are the proper documents that should be associated with the contract related task.

    To do so, select the **Approve** or **Reject Document** check box for the document then hit the **Process Documents** button to save your decision.

    The approval/rejection is displayed along with the date of the review for reference.



Completing the Review Stage

Concepts >

When a reviewer completes their assigned task in a schedule, they must note it in CMS by choosing the “Complete” or “Review Unnecessary” status in the Review Status line for their stage on the *Contract Review Module* page. This will update the CMS schedule and pass the task along to the next stage.

For tasks that are performed in an automatic sequence in CMS (such as processing an expenditure by approving the requested amounts), the schedule is updated automatically when you perform the task and you do not have to enter a status in the Review Status line for their stage on the *Contract Review Module* page.

Updating Your Review Stage

✓ Before you begin: Open the Inbox, and select the contract review task that is assigned to you. You should see the Current Stage information displayed on the Contract Log page. The review stage indicated must be assigned to you, or for a role that you play.

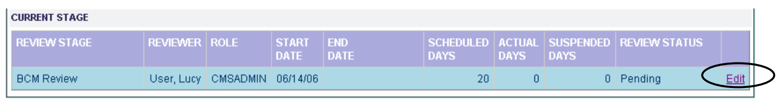
What You Do	*Comments/Prompts*

36. Click the **Edit** link to open the status dropdown window.

Note: If the current stage has child stages, all will be displayed.

If information was requested and completed, new rows will display showing *Info Received* status and new *Pending* stages for the reviewers to review the information received.

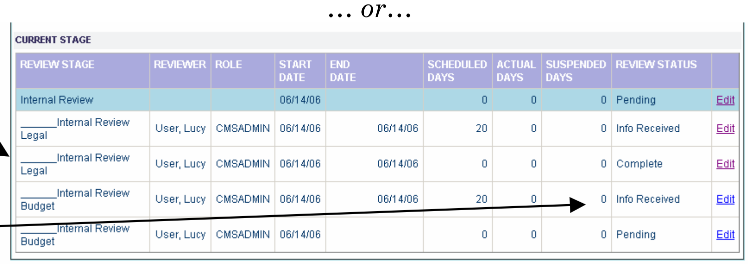
You cannot edit the *Info Received* stage, or else you will get an error message. You must choose the *Pending* stage **Edit** link.



CURRENT STAGE

REVIEW STAGE	REVIEWER	ROLE	START DATE	END DATE	SCHEDULED DAYS	ACTUAL DAYS	SUSPENDED DAYS	REVIEW STATUS	
BCM Review	User, Lucy	CMSADMIN	06/14/06		20	0	0	Pending	Edit

… *or…*



CURRENT STAGE

REVIEW STAGE	REVIEWER	ROLE	START DATE	END DATE	SCHEDULED DAYS	ACTUAL DAYS	SUSPENDED DAYS	REVIEW STATUS	
Internal Review			06/14/06		0	0	0	Pending	Edit
______Internal Review Legal	User, Lucy	CMSADMIN	06/14/06	06/14/06	20	0	0	Info Received	Edit
______Internal Review Legal	User, Lucy	CMSADMIN	06/14/06	06/14/06	0	0	0	Complete	Edit
______Internal Review Budget	User, Lucy	CMSADMIN	06/14/06	06/14/06	20	0	0	Info Received	Edit
______Internal Review Budget	User, Lucy	CMSADMIN	06/14/06		0	0	0	Pending	Edit

What You Do	*Comments/Prompts*

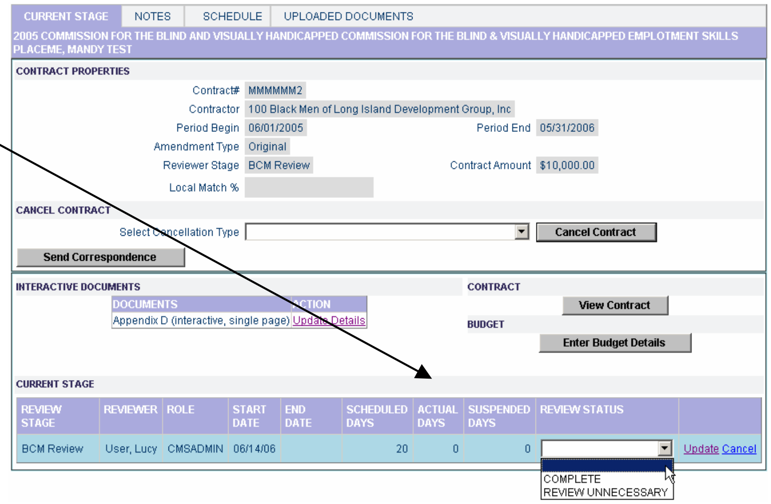
37. The **Review Status** dropdown list is opened.

    Select the **Review Status** option from the list. Then click the **Update** link to save your selection and move the task to the next stage.

    Note: **Complete** indicates that you have completed your review task.

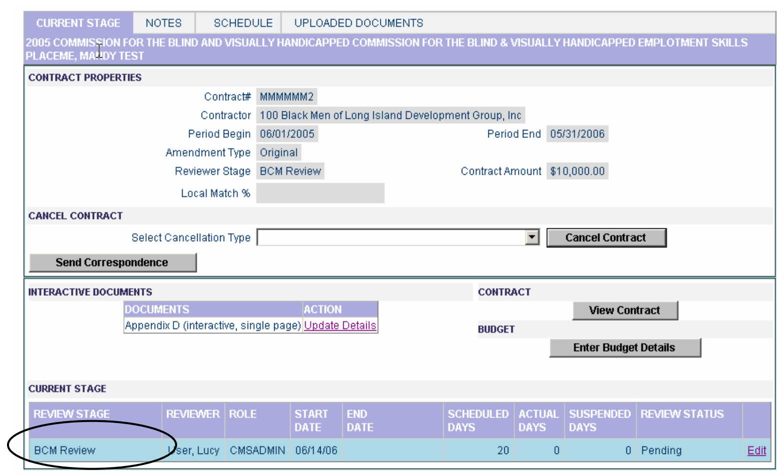
    Review Unnecessary indicates that the reviewer did not need to review the information. Later reviewers should not assume that reviewers who use this status have performed any sort of review or are approving the contract.

    Users will not be able to send a task back to stages marked as **Review Unnecessary.**



38. The **Current Stage** tab is updated. Notice that the current stage has changed, since you completed your review stage.

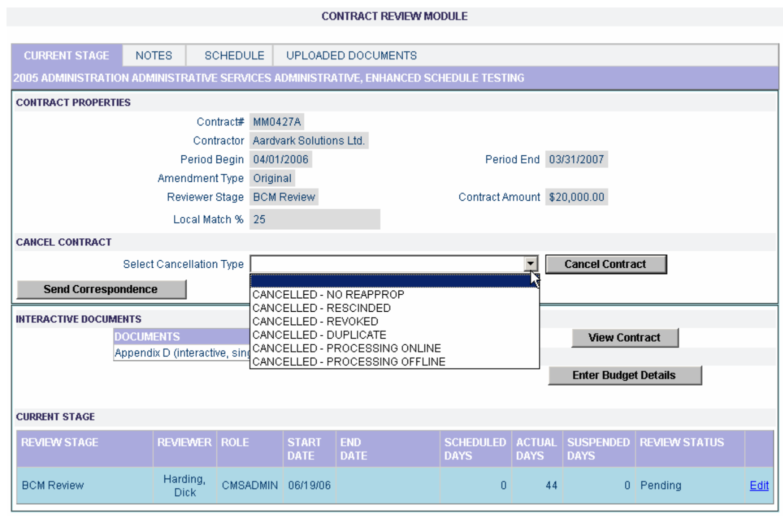
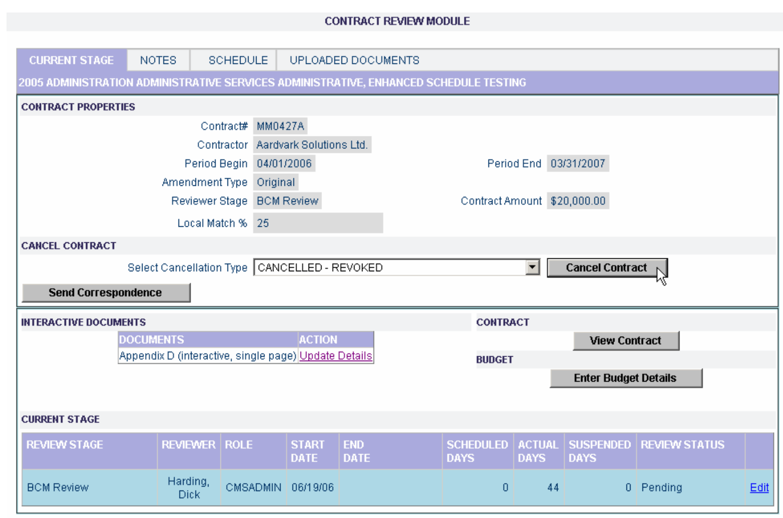
    Note: To see the full schedule, including the previous stage(s) completed, you can click the **Schedule** tab.



Canceling a Contract from the Inbox

Concepts > There are instances where you want to cancel an in process contract. This can be done from the Inbox.

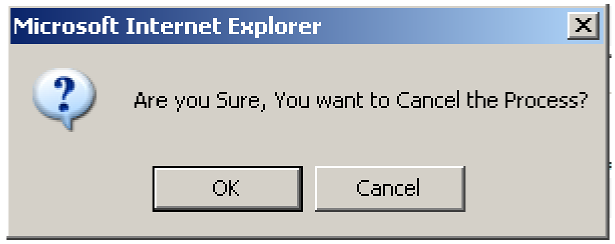
✓ Before you begin: Open the Inbox, and select the contract task that you want to cancel in the Inbox.

What You Do	*Comments/Prompts*
39. Click the **Contract ID** link for the contract you want to cancel.	
40. Select the **Select Cancellation Type** dropdown list to pick a reason for the cancellation.	
41. Click the **Cancel Contract** button to cancel the contract.	

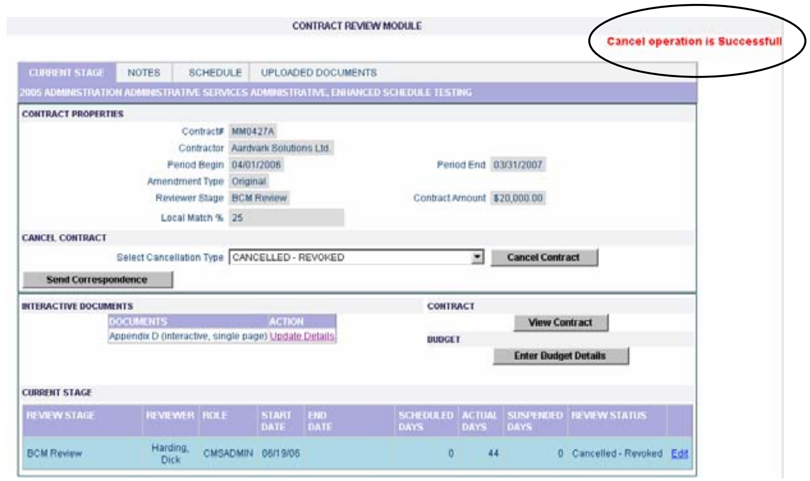
What You Do	Comments/Prompts

42. A message will appear asking if you are sure that you want to cancel the contract?

    Click **Ok** button if you are, or **Cancel** button if you decide not to cancel the contract.



43. A message appears that you have cancelled this contract.



44. If you search for this contract in the Inbox, you will see it is no longer listed since it has been cancelled.

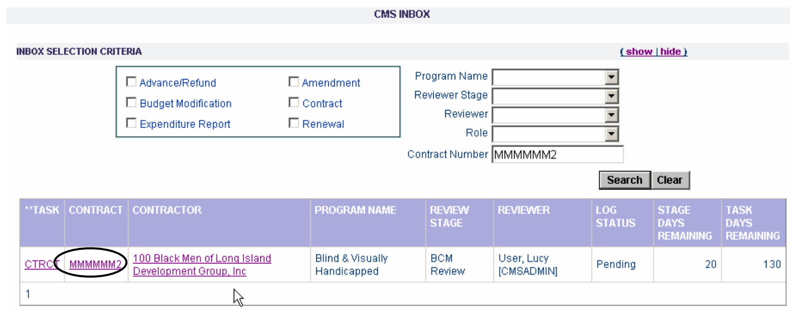
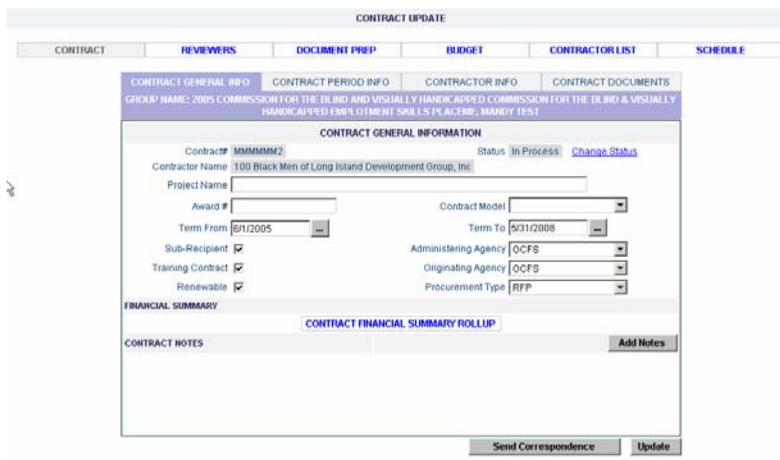
45. If you search for this contract in the Contracts Search screen, you will see it listed with its status as cancelled, including the reason that you selected for the cancellation.

Viewing Contract and Contractor Information from the Inbox

Concepts > When you locate an item in the Inbox, you may wish to view the general information about the contract or the contractor that is fulfilling the contract. By selecting the appropriate links from the Inbox, you can view additional information, including contract period information, financial data, and details on the contractor. You can also use this feature to go directly to the contract details pages, instead of searching for a contract from the CMS main menu.

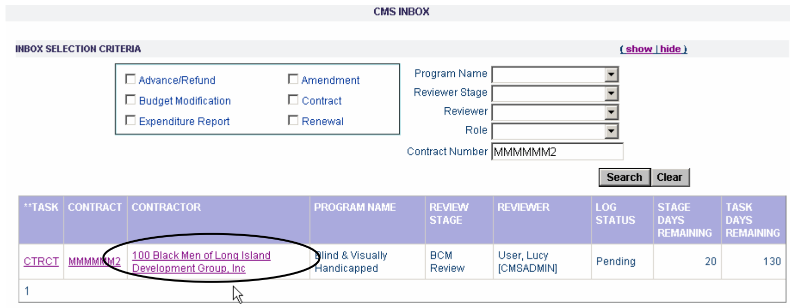
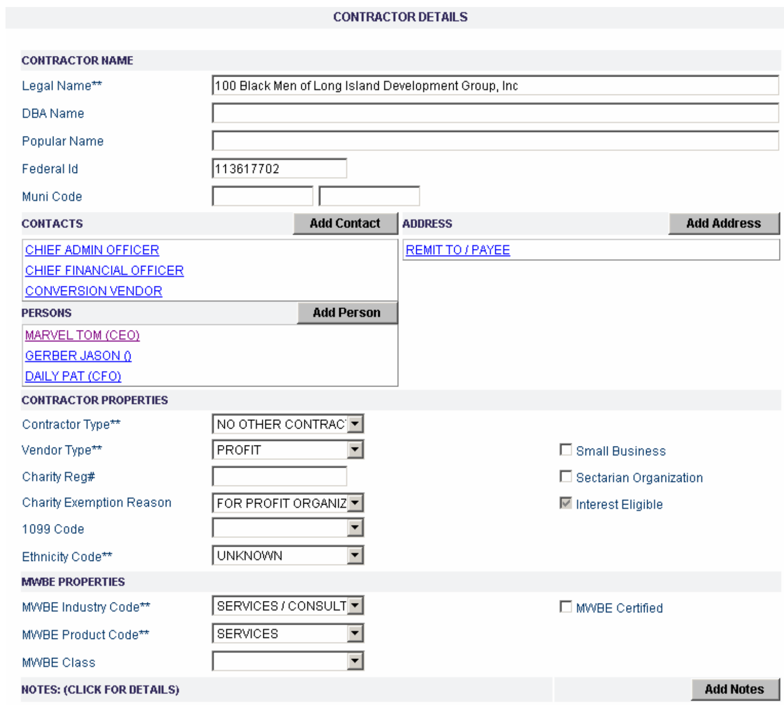
Opening the Contract from the Inbox

✓ Before you begin: Find a contract you wish to examine in the Inbox.

What You Do	*Comments/Prompts*
46. Click the **Contract ID** link for the contract you wish to examine.	
47. The **Contract Update** page appears. Details on reviewing and understanding contract information are discussed in the *Managing and Understanding Contracts* chapters.	

Opening the Contractor Information from the Inbox

✓ Before you begin: You have logged into the system as a CMS user and see items listed in the Inbox. Find a contract you wish to examine.

What You Do	*Comments/Prompts*
48. Click the **Contractor** link for the contract you wish to examine.	
49. The **Contractor Details** page displays. Details on reviewing and understanding contractor information will be discussed in the *Managing Contractor Information* chapter.	

C H A P T E R 3

Managing Contract Groups

Topics

a Understanding Contract Groups

b Creating a Contract Group

c Editing a Contract Group

d Creating a Contract Group Schedule and Assigning Reviewers

e Adding Contract Documents to the Contract Group

f Viewing the Budget

g Creating the Contractor List

h Deleting a Contractor from the Contractor List

i Adding Contracts to a Contract Group

j Performing Group Renewals

Chapter 3: Managing Contract Groups

Understanding Contract Groups

Concepts >

New York State agencies and offices purchase goods and services based on appropriate procurement types (IFB, Lease, Legislative, MOU, Mini-Bid, Non-RFP, OGS Backdrop, RFP, Single Source, Sole Source). Each of these procurements may result in multiple awards, contracts, and renewals. Many of these contracts may have nearly identical properties: they are for similar services, are governed by similar rules, use the same set of contract documents, are administered through the same agencies and program offices, and have similar procurement schedules and reporting rules. *Contract Groups* are templates for contracts within a procurement. Each group defines the properties or attributes of contracts created through a template. This speeds up the process of creating new contracts, because you do not need to repeatedly enter the same set of data for each new contract that is part of the group—only the differences.

Contract Groups are typically set up by BCM administrators, although CMS administrators also have this ability. Whenever a new procurement such as an RFP (Request for Proposal), lease, or mini-bid is being planned, an initial procurement meeting should be held to determine the basic properties that will be shared by all contracts in the group. To facilitate this process, the BCM administrator responsible for the procurement can bring a blank group properties template document to the meeting for completion. This document can be found on BCM's Legislative Drive in the *CMS Group Properties Template* folder. Following the meeting, the BCM administrator can use the completed template to help set up the new Contract Group.

When you create a contract through a Contract Group, the contract automatically inherits the properties of the Contract Group. Any changes you make to the contract itself apply only to the contract, not the entire group. However, if you make changes to a Contract Group (such as the budget format or administering agency) after the contract has been created and attached to the Contract Group, the contract does not inherit the new changes—only the Contract Group properties in effect at the time of the contract creation apply to that contract. For this reason, it is very important that the Contract Group properties are correct before any contracts are attached to the group.

Alternately, BCM administrators may also update the Contract Group to manage many different contracts that should have similar properties, but a few critical differences (such as budget formats and details). For example, if there will be 40 different contracts as part of a Contract Group, but only 20 of them will be T contracts, the BCM administrator can set up the first group with the T contract prefix, the T contract documents, and the T contract budget. When the remaining 20 C contracts are to be created, the BCM administrator can change the prefix to C, and select the appropriate contract documents and budget formats. This may be preferable to creating a new, separate Contract Group, and is certainly preferable to editing 20 individual contracts, one by one!

The concepts and tasks covered in this chapter can be performed by both BCM administrators and CMS administrators. BCM administrators have primary responsibility for managing contract groups when the system enters production; CMS administrators provide assistance as needed.

The examples contained in this chapter may not reflect the most appropriate contract group properties for a particular procurement. The purpose of this manual is to indicate how to use the functions and fields within the system. Users should follow their normal policy for defining the properties of contracts within a procurement.

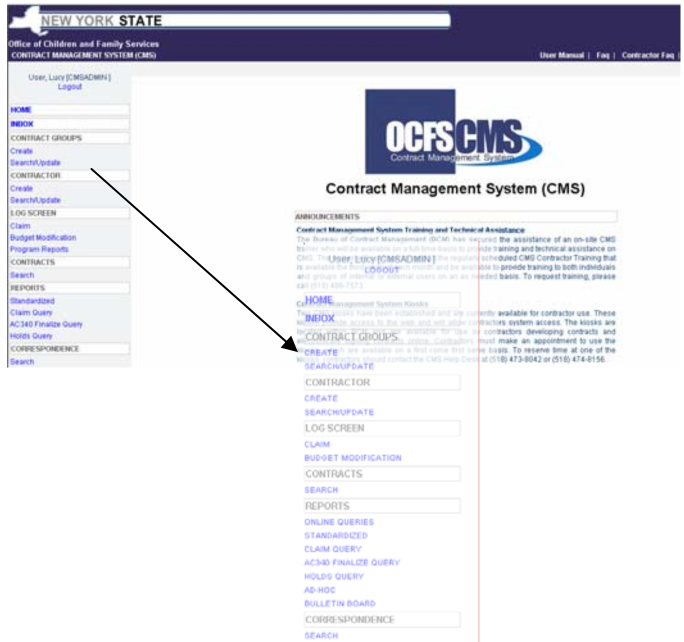
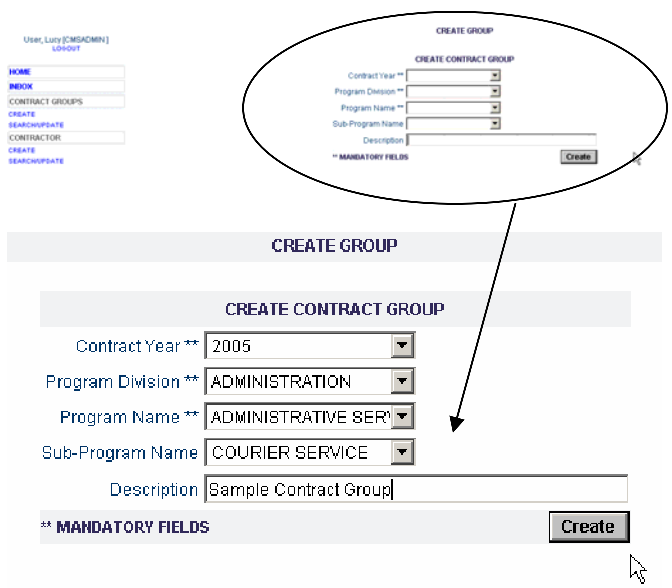
Creating a Contract Group

Concepts >

Contract Groups are typically set up by BCM administrators, although CMS administrators also have this ability. When BCM staff are alerted that various types of procurements such as RFPs (Request For Proposal), leases, and mini-bids are being released, a BCM administrator will set up a new Contract Group, if necessary. They will also set up the appropriate schedules for major system tasks such as contract approval, budget modification, and expenditure report review. When the Contract Group is created, or at some later date (prior to assigning contractors to the Contract Group), BCM administrators will modify the Contract Group, identifying reviewers and assigning contractors to a list in the Contract Group. Once awards are announced, the BCM administrator will create and assign contractors to the group, associating award numbers and contract amounts with the contractors in the list. The contracts created by associating award numbers and amounts with the contractors in the list inherit the basic contract properties such as budget format, contract documents, and review schedules from the contract group. During the contract review process, CMS users (such as Program, Budget, Legal, EODD, and BCM office users) will complete the remaining tasks necessary for setting up the contract, such as entering detailed budget information, generating the appropriate list of contract documents, and encumbering funds.

Create a Contract Group

✓ Before you begin: You are logged into the system as a BCM administrator or CMS administrator.

What you do	*Comments/Prompts*
50. From the CMS menu column on the left, click the Create link in the Contract Groups section.	
51. The Create Group page appears. Select a Contract Year, Program Division, Program Name, and Sub-Program Name from the drop-down lists. To activate the lists, click the downward pointing arrow in each box. The items with a double asterisk (**) represent required information. Type in a Description for the new Contract Group. As with all text boxes that ask for a description or will be used as labels, make your entry as meaningful as possible.	

What you do	*Comments/Prompts*
Click the Create button. The **Contract Group Details** page appears. This is where you need to set up the Contract Group Details.	

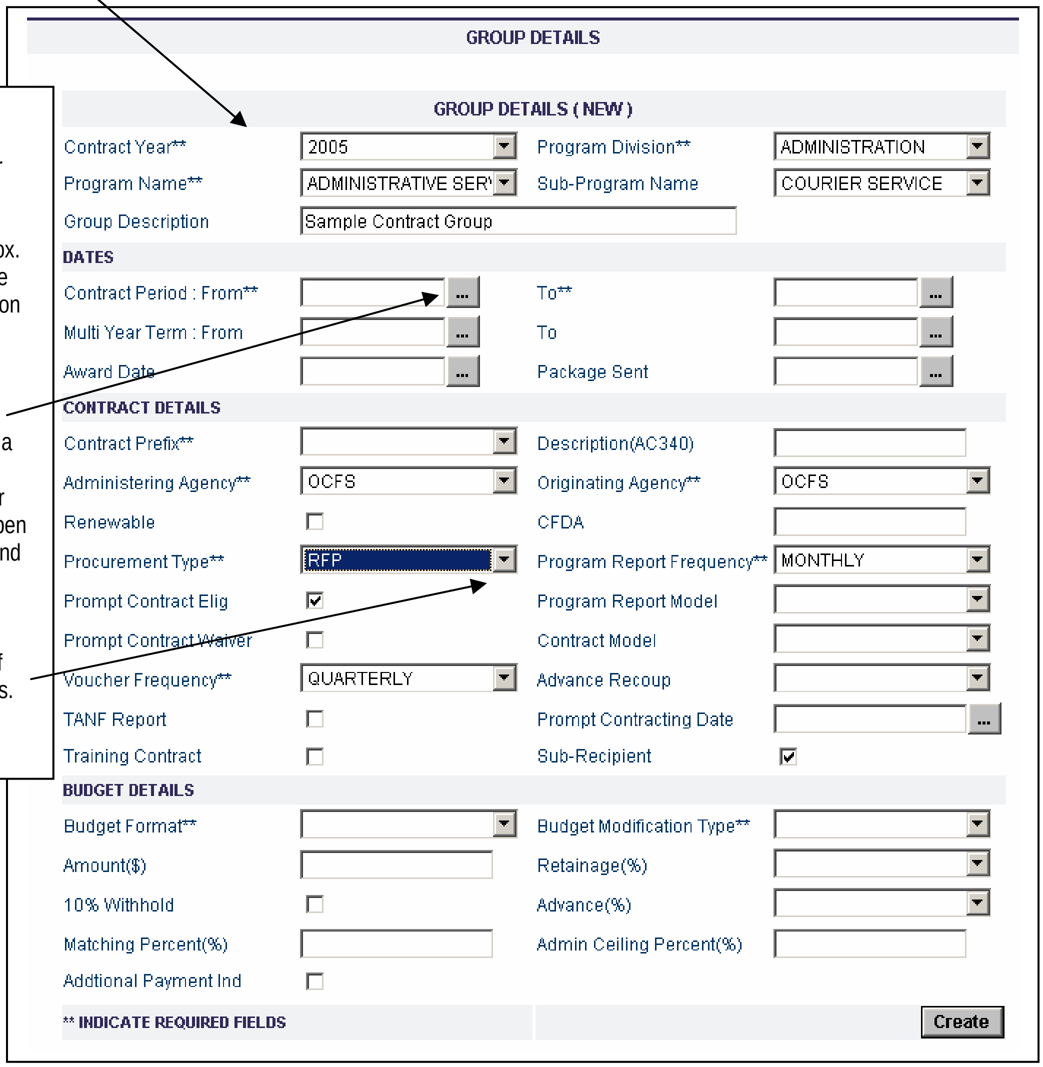
Note that the information entered on the previous page is carried over to the Group Details page.

Data Entry Tips:

- Use your mouse or Tab key to move forward through the page, from box to box. You can also use the Shift+Tab combination to move backwards.

- Buttons with three dots indicate date fields: You can type a date in the text box next to the button, or click the button to open a calendar pop-up and select a date.

- The down arrows open the contents of the various list boxes.



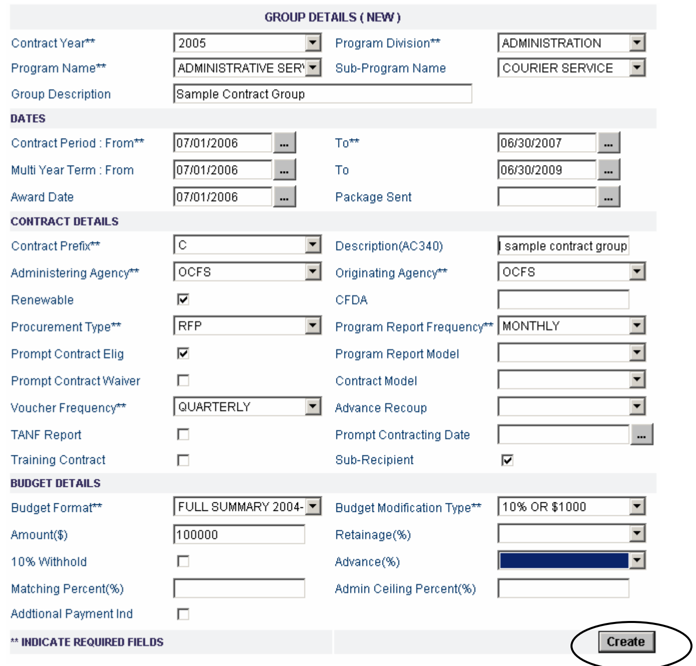
The contract group details below the Group Description box are default options in the various list boxes. You will need to modify this information, depending on your contract group properties.

52. Enter the required fields in the Dates, Contract Details, and the Budget Details sections, plus any additional data you possess.

    You will need to know what the different items in the model lists represent, such as Contract Model, Budget Format, and Budget Modification Type. For information on these models, consult a CMS Administrator.

    Click the Create button.

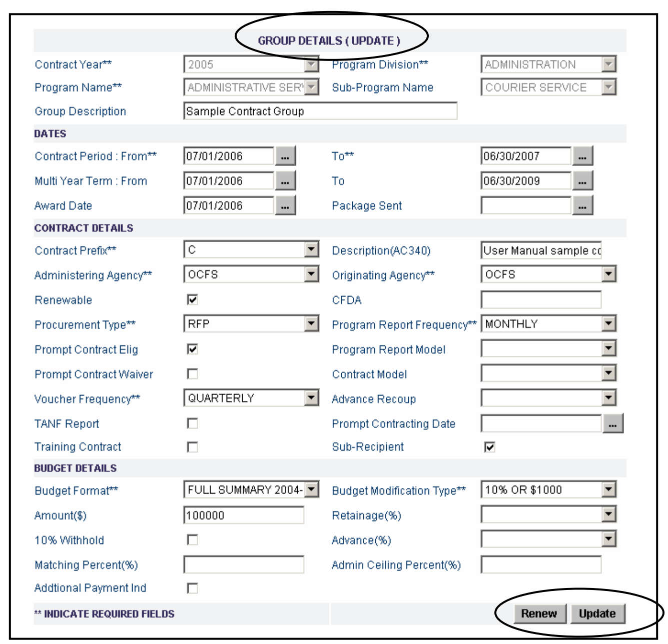
    Note: If an item that is selected by default on the Group Details page does not apply to your contract group, click the appropriate list box to select a different item.



The page will refresh, displaying the saved Contract Group properties.

53. At this point, the basic Contract Group has been saved. Notice that the Group Details header indicates that any changes will represent an update. The Create button on the previous screen has been replaced with the Renew and Update buttons.

    You may alter the Contract Group properties on the page and click the Update button to save your changes, or use the tabs at the top of the page to set up the contract schedule, assign reviewers, view the budget format, and attach contractors to the group.



At this point, the Contract Group exists, but there are no specific reviewers, schedules, documents, budgets, or contractors associated with it. Your next step would be to edit the Contract Group, setting up these items.

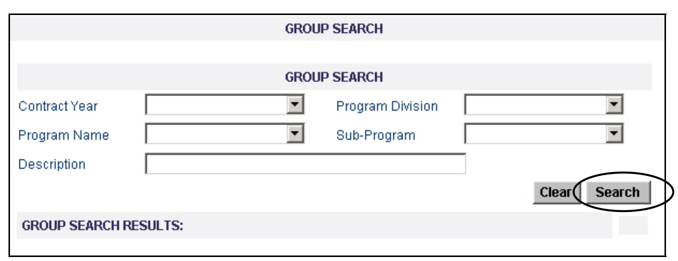
Editing the Contract Group

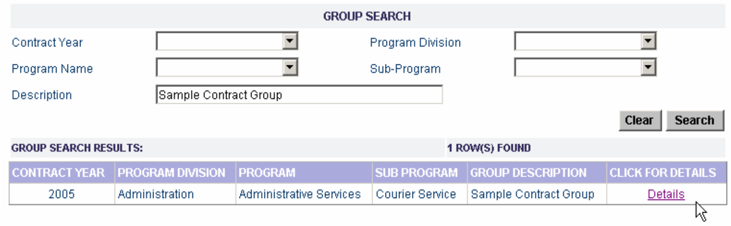
Concepts >

When you create a Contract Group, you are setting up the basic properties that will populate the contracts within the group. The initial group is created once you click the Create button on the Group Details page, but there are no specific reviewers, schedules, documents, budgets, or contractors associated with it. The BCM administrator creating the Contract Group should update the Contract Group and complete these tasks prior to creating contracts for the group.

Searching for a Contract Group

✓ Before you begin: You are logged into the system as a BCM administrator or CMS administrator, and you already created a contract group.

What you do	*Comments/Prompts*
54. From your CMS menu column on the left, click the **Search/Update** link in the **Contract Group** section. The **Contract Group Search** page appears.	
55. Use the drop-down lists and the description box to select your search criteria. You will search for the Contract Group you created in the previous task. Click the **Search** button.	 **Note**: You must select at least one search option.

What you do	*Comments/Prompts*
56. Notice that the search criteria is still listed, along with the search results. You can clear the search criteria by selecting the **Clear** button, or narrow your search by entering additional criteria in the search boxes and clicking the **Search** button. Select the **Details** link for the desired contract group to open and view the Contract Group.	

Creating a Contract Group Schedule and Assigning Reviewers

Much of contract management is driven by schedules. All contracts have tasks associated with them, be they establishing the basic contract, processing budget modifications, or renewing contracts. These tasks are broken down into stages, and a schedule governs the stages and the overall tasks. When you set up a schedule for a contract management task and assign the stages to the appropriate staff, all contracts that are based on the group will inherit the schedule. Thus, if you indicate in the Contract Group that a particular person from the Budget office needs to perform an internal review and has three days for the review process, all contracts that are part of the same Contract Group will have the Budget staff person reviewing the contracts, unless otherwise modified. The clock will not start ticking on the three days for the Budget person until earlier task stages have been completed in the review process. By the same token, when the Budget person completes the review process and indicates this in CMS, the next person indicated in the schedule timeline will begin working on their item.

There are currently six task schedules that can be set up for Contract Groups – these are the same tasks that are available through the Inbox. Not all task schedules will be appropriate for the Contract Group. Typically, the processes of setting up a group schedule and assigning reviewers will coincide. A contract schedule is set up by selecting the Reviewers tab, selecting a review schedule and assigning reviewers to the various stages in the review schedule. Since the functions that a reviewer can perform in the system are based on the role they play in the system, BCM and CMS administrators should have a basic understanding of the different roles in the system (Program, Legal, Budget, BCM user, etc.) and the tasks these users perform, both in CMS, and as part of their jobs.

Assigning Reviewers to a New Contract Group Schedule

✓ Before you begin: You are logged into the system as a BCM administrator or CMS administrator. You have already located a Contract Group through the Contract Group search window, and clicked the group name to open the Contract Group.

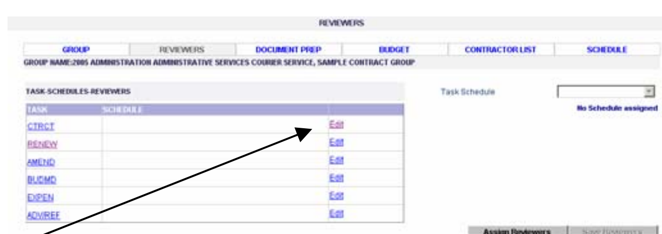
What You Do	*Comments/Prompts*

57. Click the Reviewers tab on the Contract Group Details page.

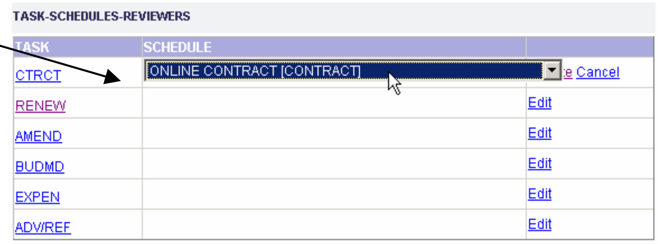
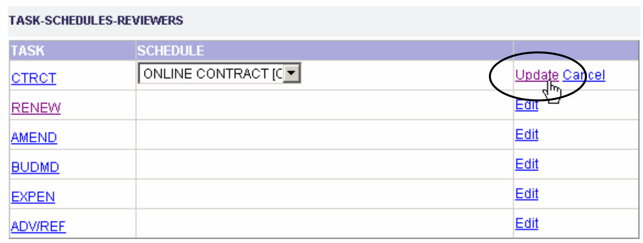
The **Contract Group Reviewers** page displays.

58. The current list of contract tasks is displayed. Note that there is currently no schedule information on the page. You will be setting up a schedule for the **Contract Task** (abbreviated as **CTRCT**)

Click the **Edit** link next to the **CTRCT** task.

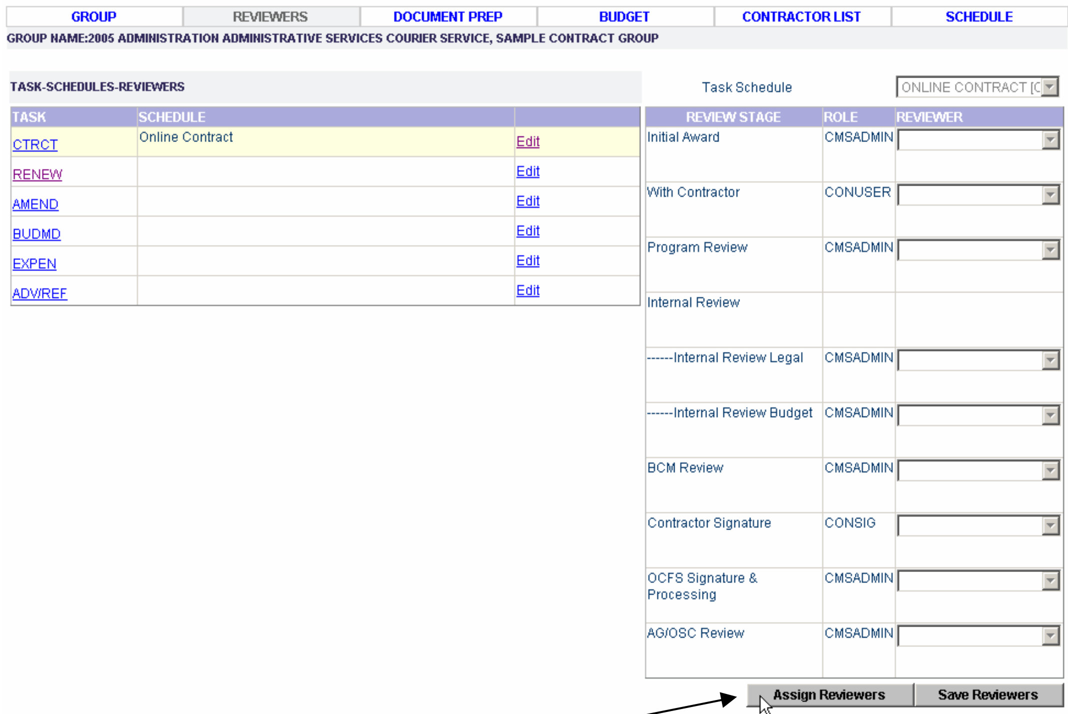


The task item is activated, and the schedule drop-down box displays.

What You Do	*Comments/Prompts*
59. Click the down arrow in the schedule drop-down box to display the list of contract schedule types currently available. Select the one you wish to use. If the schedule drop-down box covers the Update link, click in a blank area so the box size reduces.	 **Note**: The typical contract review schedule is now 150 days. You should see schedules based on this number.
60. Click the **Update** link to save your schedule choice. The page updates, displaying the selected review schedule. The reviewer box defaults to the first task in the list.	

What You Do *Comments/Prompts*

61. The **Reviewer** selection screen displays the predefined review stages. These stages are part of the schedule you selected. At this point, you will need to start assigning reviewers to the stages. The reviewers that appear in the list *before* you assign and save the reviewers lists are default values from the system.

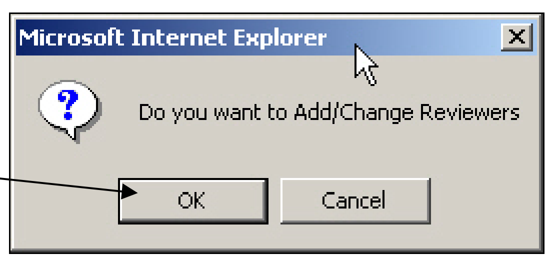


Click the **Assign Reviewers** button

Note: Although you cannot see the length of time associated with each review stage, the number of days for each stage is automatically established for you, based on the selected schedule. You will review the schedule and the number of days for each task after the schedule is created and reviewers are assigned.

62. A pop-up window appears, asking if you want to add or change reviewers.

Click **OK** to proceed.



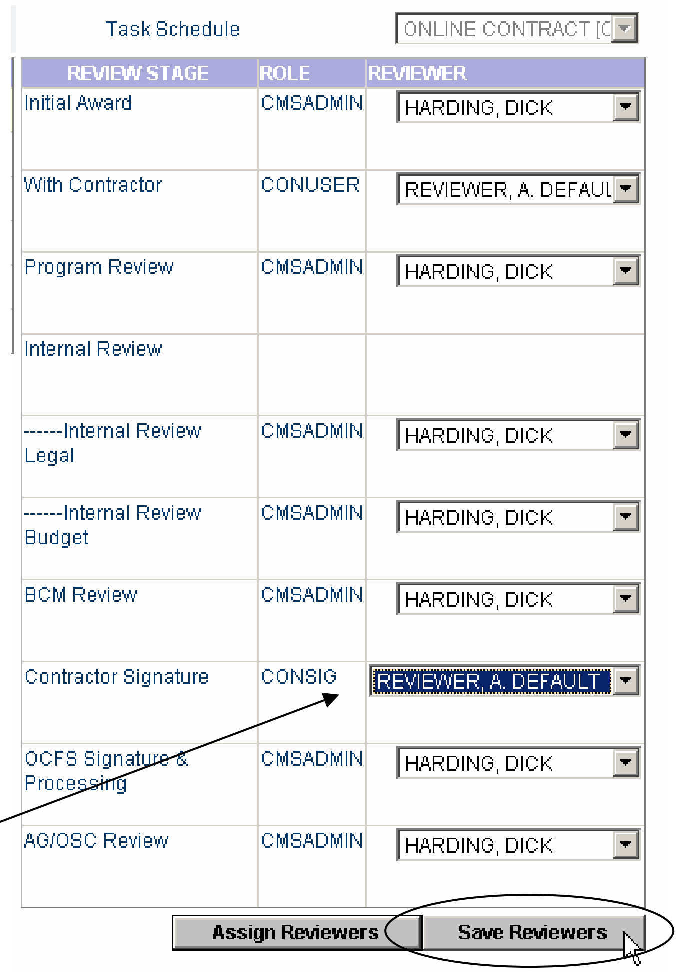
What You Do	*Comments/Prompts*

63. The **Reviewer** drop-down lists are enabled. Each box displays a list of reviewers filling the selected role (such as Program, BCM Administrator, Legal, etc). The reviewers that are preselected in the lists represent the default values from the system (the first name in the list of reviewers in the appropriate role).

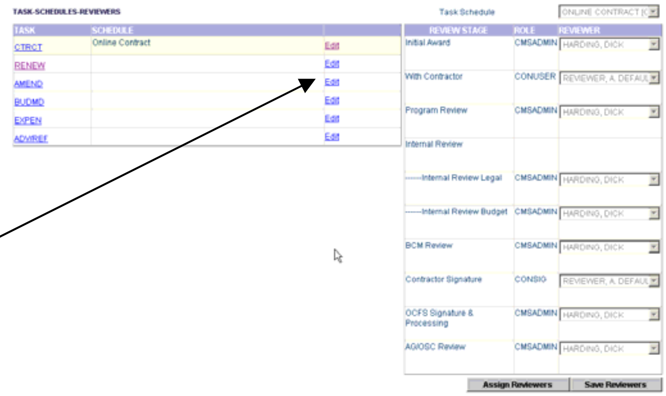
    Select the desired reviewers for each stage. Each box displays only those users whose accounts match the specified role – for example, the drop-down list for the AG stage will only display users with **BCM** user accounts.

    If the schedule is to be done online, there will contractor stages with contractor roles, i.e. CONUSER, CONSIG. In these lists you can only pick "REVIEWER, A DEFAULT". This will insert the default reviewers for the organizations that you later select to create contracts. This avoids your needing to know the names of the contractor reviewers, or assigning them individually on the Contracts screens.

    Click the **Save Reviewers** button.



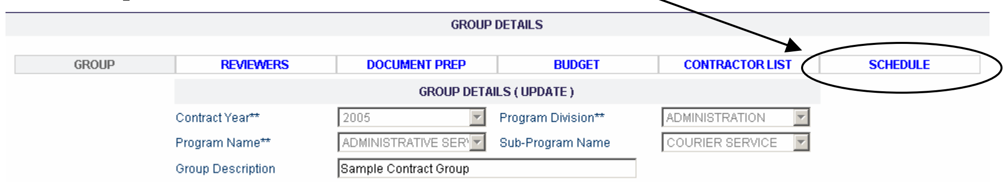
Note: You may type a letter into the reviewer list boxes to jump to the first reviewer with that first initial – for example, enter "M" to jump to the first entry beginning with the letter M.

What You Do	*Comments/Prompts*
64. The reviewer list has successfully been saved, and the selection box is now disabled. To set up another schedule, such as buget modifications, you would click the **Edit** link next to the desired task and repeat the process, selecting a schedule, assigning reviewers to the schedule stages, and saving the list. To make changes to the displayed schedule and reviewer list, click the **Assign Reviewers** button and repeat the process of selecting reviewers and saving the list.	

Reviewing the Contract Group Schedule

✓ Before you begin: You are logged into the system as a BCM administrator or CMS administrator. You have already located a Contract Group through the Contract Group search window, and clicked the group name to open the Contract Group.

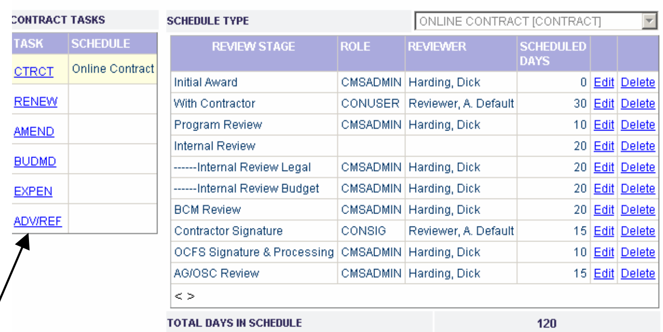
What You Do	*Comments/Prompts*
65. Click the Schedule tab at the top of any of the Contract Group pages that appear once you have selected and opened a Contract Group.	

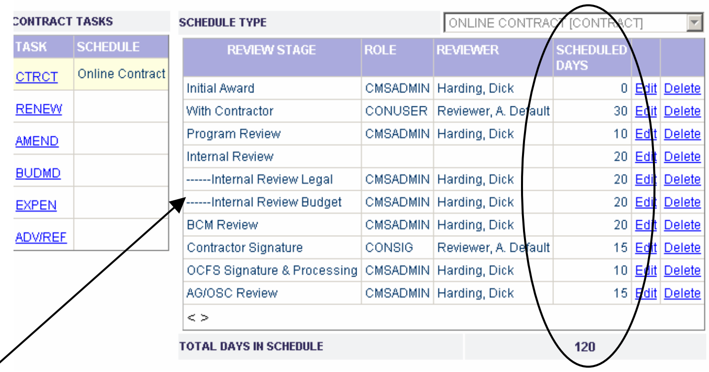


66. The **Contract Schedule** page appears, indicating the list of contract schedules.

The view automatically defaults to the **CTRCT** task. If no schedule is available for that task, the Schedule Type and Review Stages will be empty.

If you are reviewing any schedule other than the default **CTRCT** task, you will need to click the desired task to display the schedule.



What You Do	*Comments/Prompts*
67. The number of **Scheduled Days** associated with each stage of the selected schedule is listed, along with the **Total Days in Schedule**. Note that a particular review stage may be a "parent" item, with "child" items associated with it, such as internal review by different offices. The child items are indicated in this image by the dashes preceding the text. In the case shown here, the child tasks run concurrently – each reviewer has 20 days to accomplish their review, but the entire internal review process only runs 20 days.	

Adding Contract Documents to the Contract Group

Contracts have a set of documents associated with them, containing both general and specific language that defines the parameters of the contract. There are specific, pre-defined contract documents that are commonly used, such as a cover page, agreement, signature page, Appendix B budget, amendment, and renewal documents. Since so much of the language is general and applies across many different contracts, the contract documents are defined on a Contract Group basis, and can later be customized for a specific contract.

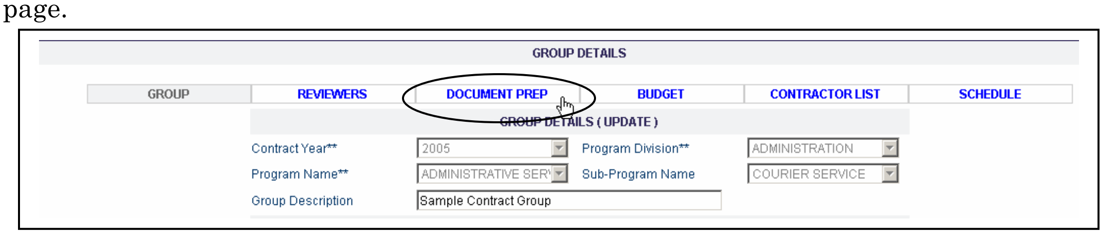
There may be times when different sets of contracts in your Contract Group need different documents associated with them than other sets of contracts in the same Contract Group. If this happens, you can create one set of contracts with their specific documents, then you can change the associated documents list in the Contract Group and then create another set of contracts that will have those documents associated with them.

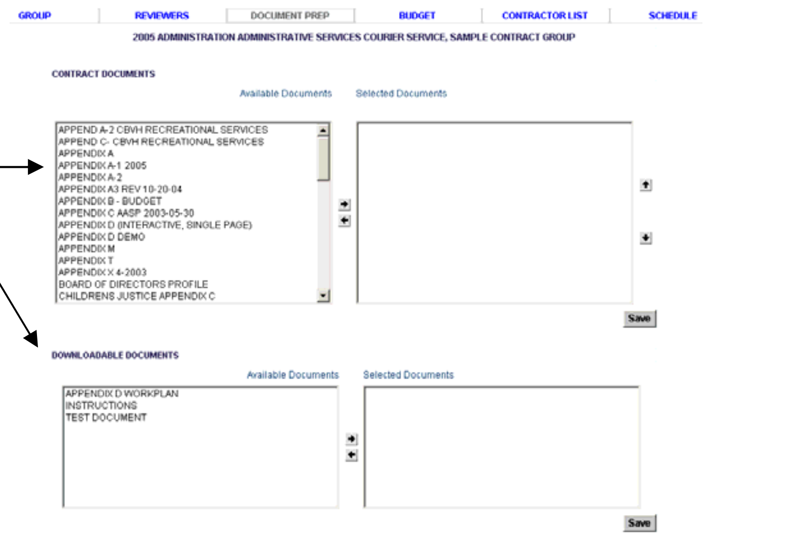
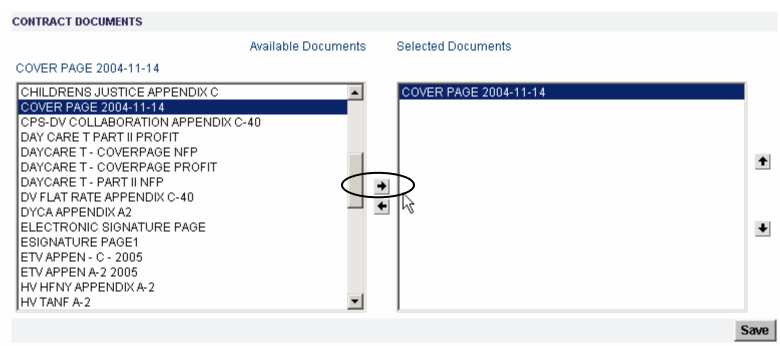
Attaching Documents to the Contract Group

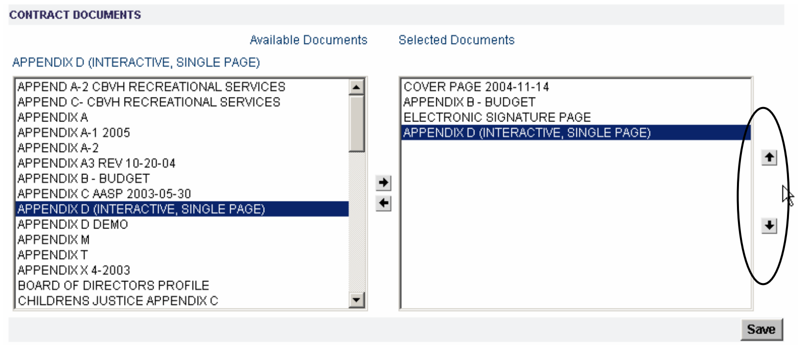
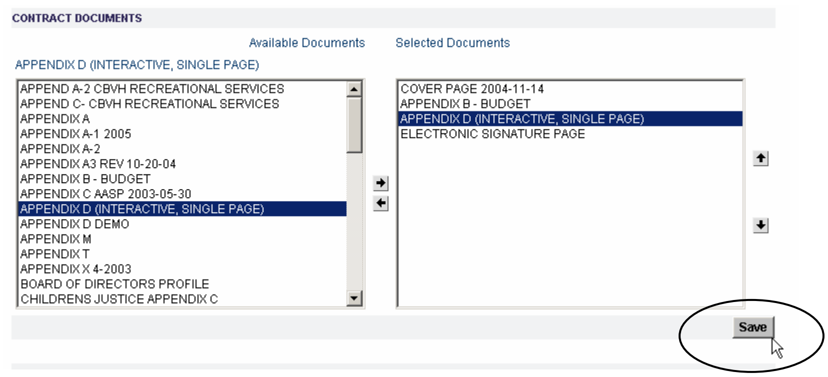
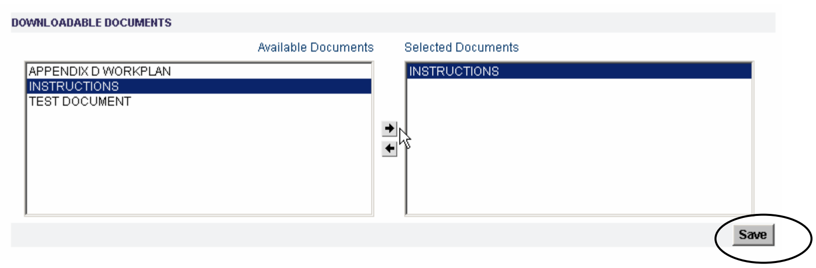
You need to establish the list of contract documents that should be generated for every contract in a Contract Group. Once a contract is established in a Contract Group, internal reviewers will be able to examine the contract documents online. Refer to the "Internal Review of Contracts on CMS" Training Addendum.

✓ Before you begin: You are logged into the system as a BCM administrator or CMS administrator. You have already located a Contract Group through the Contract Group search window, and clicked the group name to open the Contract Group.

What You Do	*Comments/Prompts*
68. Click the Documents tab on the Contract Group Details page.	



What You Do	*Comments/Prompts*
69. The **Contract Group Documents** page displays. There are two lists of documents, the **Contract Documents** and the **Downloadable Documents**. The *Contract Documents* list shows the documents that are available to be added to a contract document. The *Downloadable Documents* list shows the documents that are available to be downloaded by the contractor (or OCFS staff). These can include instructions on how to complete the contract, or documents that you want the contractor to download and complete offline (on their own computer), then upload back into CMS where you can review them and add them to the contract document if you want.	 For both lists, the **Available Documents** column on the left displays the contract documents that can be used for your Contract Group. The **Selected Documents** column on the right displays the documents that you have chosen to be used for your Contract Group. You can move documents back and forth from either lists by using the right and left arrows in between the lists. You must remember to hit the **Save** button to save your changes for each list before moving to the other list.
70. Select a document and click the right arrow to move the document into the Selected Documents list. Repeat the process as necessary, building your list. To remove a document from the **Selected Documents** list, select the item, then click the left arrow .	

What You Do	*Comments/Prompts*
71. Click on an item in the **Selected Documents** list and click the up and down arrow buttons to re-order your list. The contract will be compiled, generated, and printed in this order.	
72. Once you have assembled the list of Selected Documents in the correct order, click the **Save** button to save your list of Contract Documents to the Contract Group.	
73. Repeat the same steps to add any downloadable documents to the Group. Remember to use the Save button to save any changes you make to this list before leaving it.	

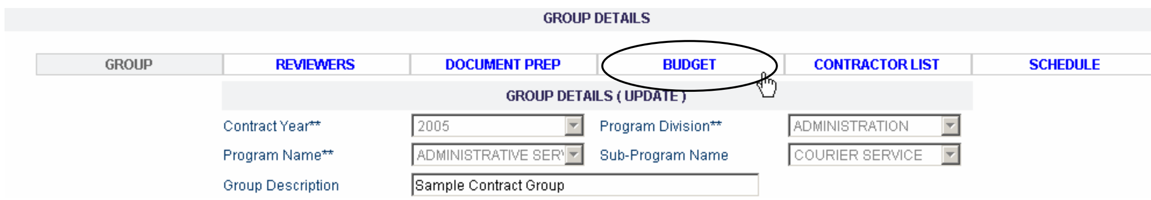
Viewing the Budget

The Contract Group provides a view of the budget that will be set up for contracts in the group, based on the budget format type that was selected on the Contract Group details page. The amounts in the budget are set to zero, since budgets apply to specific contracts, rather than Contract Groups. Use the Contract Group Budget to identify the basic line items that will need to be filled in for individual contract budgets in the group.

Examining the Budget View

✓ Before you begin: You are logged into the system as a BCM administrator or CMS administrator. You have already located a Contract Group through the Contract Group search window, and clicked the group name to open the Contract Group.

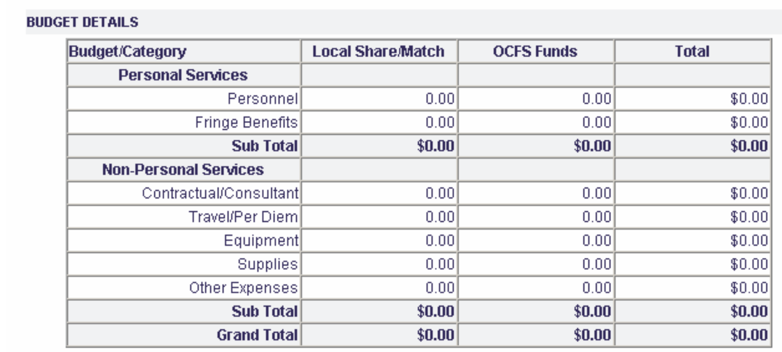
What You Do	*Comments/Prompts*
74. Click the Budget tab on the Contract Group Details page.	



75. The **Contract Group Budget** displays.

The Budget Details displays the format of the budget that was selected on the Contract Group details page.

It reflects the line items available in the selected budget format for the Contract Group.


BUDGET DETAILS

Budget/Category	Local Share/Match	OCFS Funds	Total
Personal Services			
Personnel	0.00	0.00	$0.00
Fringe Benefits	0.00	0.00	$0.00
Sub Total	**$0.00**	**$0.00**	**$0.00**
Non-Personal Services			
Contractual/Consultant	0.00	0.00	$0.00
Travel/Per Diem	0.00	0.00	$0.00
Equipment	0.00	0.00	$0.00
Supplies	0.00	0.00	$0.00
Other Expenses	0.00	0.00	$0.00
Sub Total	**$0.00**	**$0.00**	**$0.00**
Grand Total	**$0.00**	**$0.00**	**$0.00**

Creating the Contractor List

The Contract Group stores a list of contractors associated with a Contract Group. CMS contains a list of contractors who can be added to a Contract Group and awarded contracts for that group. It is also possible to add new contractors to CMS to be added to Contract Groups. See the *Managing Contractors* chapter for more information on that topic.

You add contractors to the group list by searching for the contractors, entering some basic information about the contract (e.g. amount), and saving the list. Generating contracts for the Contract Group and assigning a contract award number and contract amount will be discussed later in this chapter.

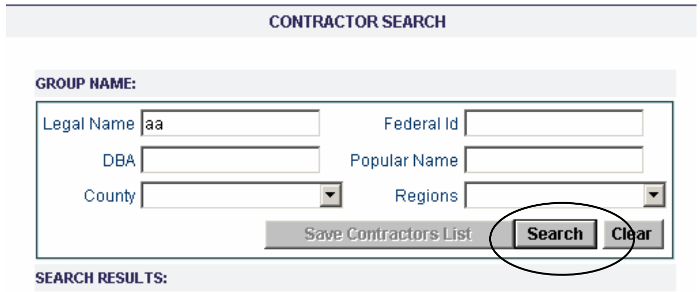
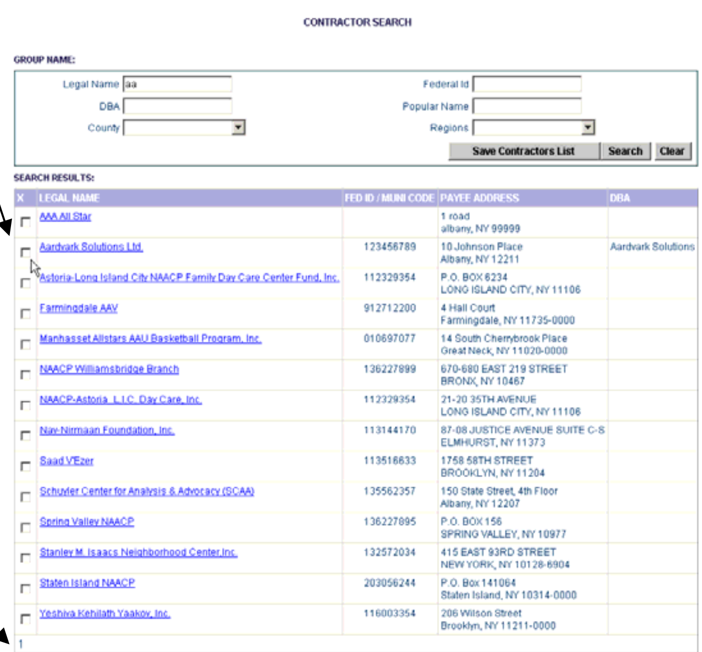
Adding Contractors to the Contract Group

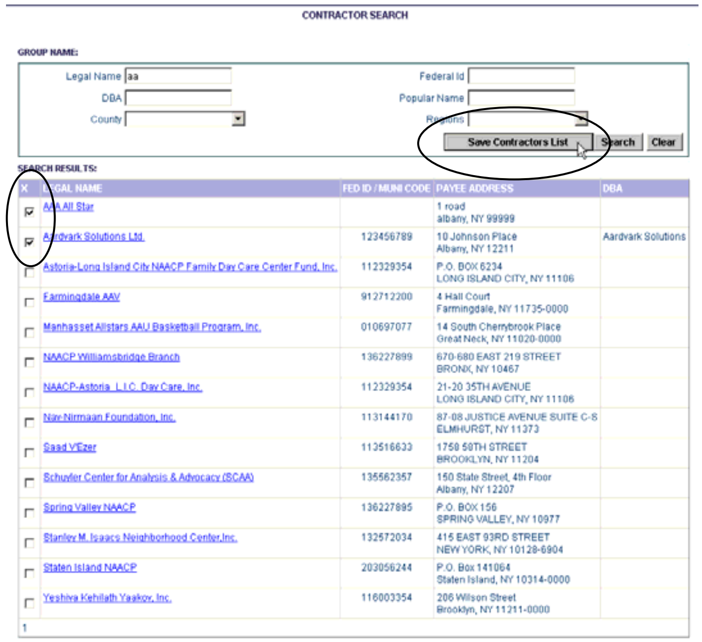
✓ Before you begin: You are logged into the system as a BCM administrator or CMS administrator. You have already located a Contract Group through the Contract Group search window, and clicked the group name to open the Contract Group.

What You Do	*Comments/Prompts*
76. Click the Contractor List tab on the Contract Group Details page.	

77. The **Contractor List** page is displayed.

Click the **Contractor Search** button to locate potential contractors for the Contract Group.

What You Do	*Comments/Prompts*
78. Enter your search criteria. Notice that the options include a search by Legal Name, Federal Id (Municipal Code can also be entered in this field), DBA (Doing Business As), Region, and County. The **Legal Name** may be different than the **DBA** name. Click the **Search** button. **Note:** You do not need to select any criteria to perform your search, but this will result in every contractor listed in the CMS database appearing in your results page and may cause a timeout error.	 The search results appear on the page, below the search criteria. You may select different search options to narrow your search, or clear your search options to start over. You do not have to enter the full legal name of the contractor. *Unless you are certain of the way a contractor name is listed in CMS, it is best to search on only part of the legal name, to maximize your chances of finding the contractor.* For example, if the contractor name is listed as "Westchester Council on the Aged" and you search for "Westchester Council on Aging" the search would not locate the contractor. It is always best if you enter a small, relatively unique portion of the name as your search criteria, such as "Westchester Council" or even "Westchester."
79. To add a contractor(s) to your Group, check the box next to the Legal Name of the contractor. To view detailed information about the Contractor, select the *Legal Name* link to open the Contractor Detail page. The numbers at the bottom of the search results indicate the number of pages of contractors your search resulted in. If more than one page returns, click the page number to navigate to that page of the results, if necessary.	 Note: With multiple result pages, you must select the desired contractors on one page, click the **Save Contractors List** button, then repeat your search and move to the next results page, selecting the next set of contractors and clicking the **Save Contractors List** button for those pages.

What You Do	*Comments/Prompts*
80. After you have placed a check mark next to the desired contractors on the page, click the **Save Contractors** List button.	
81. The selected contractors are copied to the **Contractor List** page. Your Contractor List has been saved, but no contracts have been created for this Contract Group yet. Contractors may be added individually as the contracts are awarded.	

Deleting a Contractor from the Contractor List

Just as we added contractors to the Contract Group Contractor List, we can also delete contractors from the Contractor List, ***provided that the contract has not already been created***. The Delete link in the Contractor List table is used to remove Contractors from the Contract Group Contractor List prior to a contract being created for that contractor.

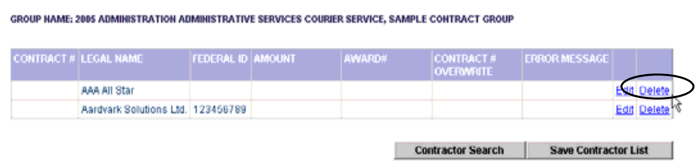
If a contractor has an in process contract assigned to them, yet you want to delete that contractor, you can cancel the contract via the Inbox and then delete the contractor via this method. See the *Using the Inbox* section for more information on cancelling an in process contract.

Deleting Contractors from the Contract Group

✓ Before you begin: You are logged into the system as a BCM administrator or CMS administrator. You have already located a Contract Group through the Contract Group search window, and clicked the group name to open the Contract Group. The Contract Group Contractor List is displayed.

What You Do | *Comments/Prompts*

82. Click the Delete link for the Contractor you wish to remove from the list.



83. The Contractor is removed from the list. The table displays the remaining contractors in the Contractor List.

Note: If you had tried to remove a Contractor List item where the Contract already exists (a Contract Number has been generated), you would see an error message.

Note: You may delete Contractor List items that have an **Amount** and **Award#** specified, as long as there is no **Contract #** listed.

Adding Contracts to a Contract Group

Concepts >

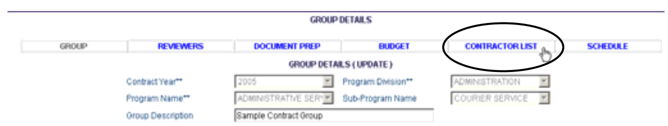
After you have added contractors to the Contract Group (as described above), you next assign contracts to those contractors via the same *Contractor List* screen that you used to select the contractors that went into the Contract Group.

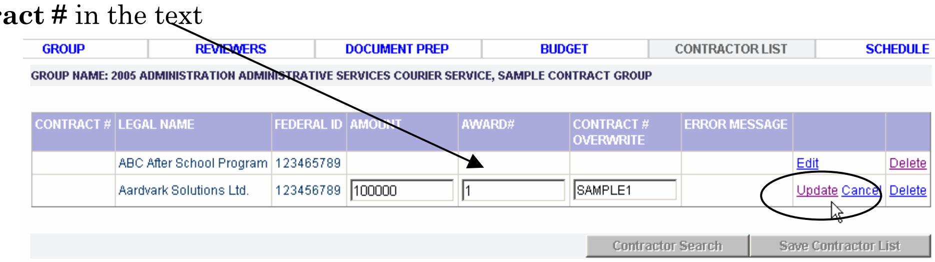
Contracts inherit the properties of the particular Contract Group that is used to create them. You create contracts for the Contract Group by entering their contract number, award number, and award amount for each of the contractors that you have selected for the Contract Group. You can also accept certain default values such as contract number and award number.

Contracts can be added to a Contract Group when it is first created, or later on after the initial Group is created.

Create a Contract in the Contract Group Contractor List

✓ Before you begin: You are logged into the system as a BCM administrator or CMS administrator. You have already located a Contract Group through the Contract Group search window, and clicked the group name to open the Contract Group.

What You Do	*Comments/Prompts*
84. Click the **Contractor List** tab on the Contract Group Details page.	
85. Click the **Edit** link to select the contractor.	
86. Enter the **Amount** (no $ needed)**,** assign an **Award#** and **Contract #** in the text boxes.	



Click **Update** to save your entry.

Note: **Award#** and **Contract #** are optional – you may leave them blank. A default contract # will be assigned if the field is left blank.

What You Do	Comments/Prompts
87. Click the **Save Contractor List** button to create the contract.	
88. The system either assigns the Contract # you entered or automatically generates a contract number if you left Contract # blank. The contract number begins with the contract prefix assigned to the Contract Group at the time the contract is created.	 **Note**: Clicking the **Contract #** link will take you to the details of the contract.

Once the contract number has been generated, BCM administrators and other users would be able to generate and fill out budget documents, as well as contract documents for the created contract. This will be discussed in the Contracts section of the manual.

Creating the contract also kicked off the contract review schedule that we previously set up. The initial award stage is marked as completed, and users can now see the next scheduled stage in the CMS inbox.

Performing Group Renewals

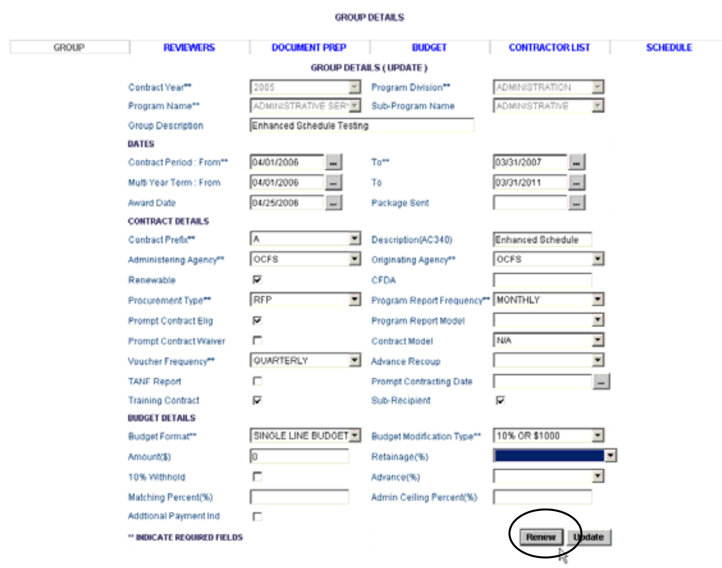
Concepts >

As a CMS or BCM administrator, you may renew contracts on a group basis. Rather than search for the individual contract(s) through the Contract Search and start the contract renewal process on an individual contract basis, you may use the Contract Group renewal function to renew one, many, or all of the contracts in a given Contract Group.

If there are any changes needed to the group such as changes in the Group Properties, Reviewers, Documents etc., make sure you make these changes to the Group prior to using the Renew function.

The Contract Group Renewal process is launched by clicking the **Renew** button at the bottom of the Contract Group Details page, and then selecting the appropriate contracts that you wish to renew from a list of contracts within the group. When a contract is renewed (be it from the contract itself, or through the Contract Group renewal function) the renewal schedule is launched. A contract is not formally renewed until it has completed the renewal schedule. For additional information on performing contract group renewals or individual contract renewals, contact the main CMS administrator.

✓ Before you begin: You are logged into the system as a BCM administrator or CMS administrator. You have already located a Contract Group through the Contract Group search window, and clicked the group name to open the Contract Group.

What You Do	*Comments/Prompts*
89. Click the **Renew** button at the bottom of the Contract Group Details page	

What You Do	*Comments/Prompts*

90. A list of the group's contracts displays. Select the contracts you want to renew.

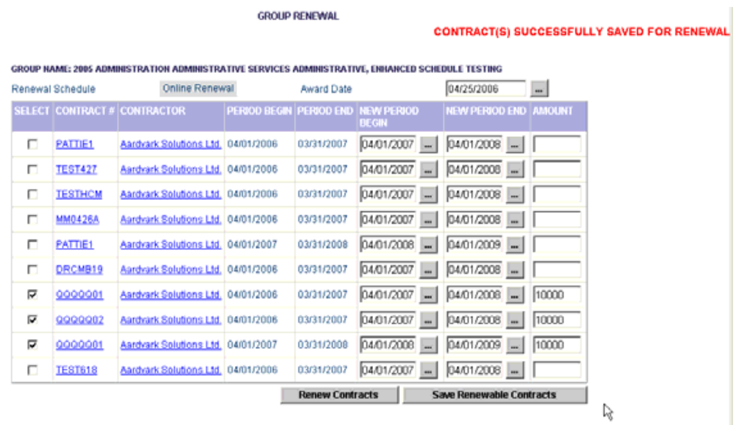
    Make any changes to the renewal periods if necessary.

    Enter amounts for the renewal periods.

91. A message will appear indicating that you have successfully started the renewal process for your contracts.

    When a contract is renewed (be it from the contract itself, or through the Contract Group renewal function) the renewal schedule is launched.

    A contract is not formally renewed until it has completed the renewal schedule. For additional information on performing contract group renewals or individual contract renewals, contact the main CMS administrator.



CHAPTER 4

Managing and Understanding Contracts

Topics

- a Locating Contract Information through CMS
- b Updating Basic Contract Information
- c Viewing Contract Period Information
- d Managing Contract Budgets
- e Managing Contract Documents
- f Reviewing Contract Reviewers and Schedules
- g Preparing Contract Funds
- h Creating the AC340
- i Viewing Existing Coding Instructions
- j Viewing Contract Contractor List

Chapter 4: Managing and Understanding Contracts

A contract is a written agreement between the New York State Office of Children and Family Services and the Bidder/Contractor, setting forth the total legal obligation between the parties as determined by applicable rules of law. In CMS, a contract includes contract period information, contractor data, review schedules, financial data, and OCFS staff assigned to managing aspects of the contract.

All users can perform contract searches and view contract data regardless of their role in CMS. BCM administrators and users have the general responsibility for updating contract information in CMS, such as entering project name and contract contacts, assigning OCFS staff to schedules for managing the contract, and issuing payments. Program users can send correspondence and notes, but cannot change the contract properties such as project name, contract period, etc. Program users will enter contract budget information, with the exception of legislative contracts and specials, where all the contract administration, review, and processing functions are performed by BCM staff. For additional information on the role you will play in the system, and the procedures you will use, please contact your BCM administrator.

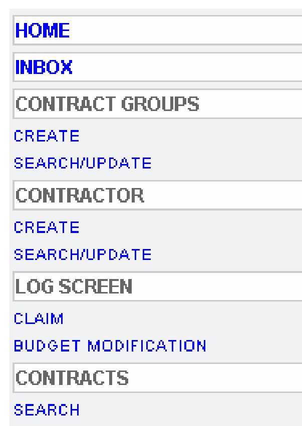
Locating Contract Information through CMS

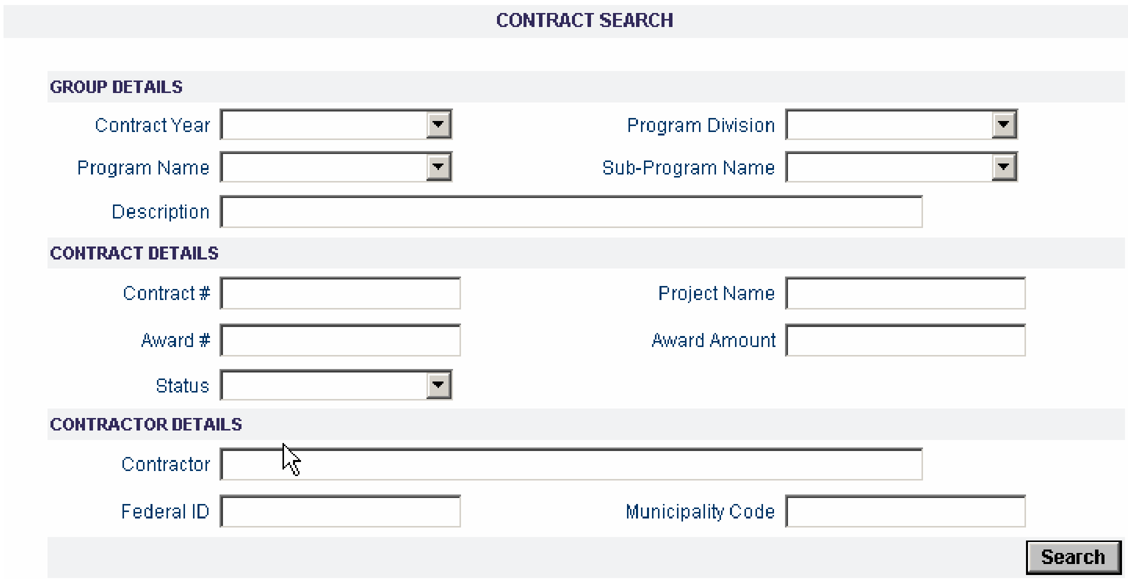
Concepts >

There are two ways to access contract information. The first, through the **Inbox**, is used when the contract is going through one of the different review tasks in the system, such as when a contract is being reviewed, a budget modification request has been filed, or an expenditure report has been logged. The Inbox displays the processing stages prior to the approval stage. Users can click the contract number from the Inbox to go directly to the contract information pages, as discussed in Chapter 2 (*Using the Inbox*). If there is no specific Inbox review task to be performed, the user can search for the contract through the **Contracts Search** function on the main menu. As previously discussed, all users can search and view contract data in CMS.

Searching for a Contract

✓ Before you begin: You are logged into the system as a user.

What You Do	*Comments/Prompts*
92. From your CMS menu column on the left, click the **Search** link in the **Contracts** section. The **Contract Search** page appears.	

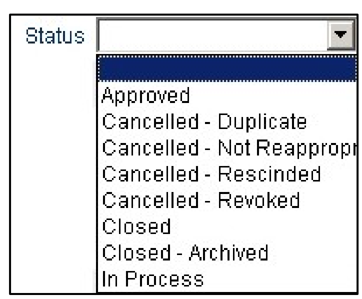


The Contract Search page contains three sets of search criteria: **Group Details**, **Contract Details**, and **Contractor Details**. Click the down arrows to open the list boxes. Fields such as **Contract#**, **Award Amount**, **Contact Name**, and **Contractor** are text fields. Type search criteria in these fields. You do not have to enter the full name in a text field – you may enter just a portion of the search criteria. For example, to search for all contracts assigned to contractors that have the word “legal” in their name, enter the word legal in the Contractor field. The search results might include “Legal Services, Inc.,” “Lomax Legal Services,” or “Thompson Legal.” Because the search mechanism looks for all instances of the string “legal,” the results would also include any contracts assigned to contractors such as “Paralegals, Inc.”

Note: It is important to understand that you are searching for a *contract* from this screen, even if you are only entering *contractor* information. A contract does not exist until the contract number is generated from the Contract Group.

Search Tips: Although you do not need to enter any search criteria, you will want to narrow your search in some manner – otherwise you would be searching for the tens of thousands of contracts in CMS, whether the contracts are active or not. If you are unsure of the basic contract information or are uncertain if the contract exists, you will probably want to use a broad search, such as contract year, or contractor name. If you know more about the contract, you would construct a narrower search. Experiment with using different search criteria.

Another useful way to narrow your contract search is the contract status. Click the **Status** dropdown list to search for active or closed contracts.

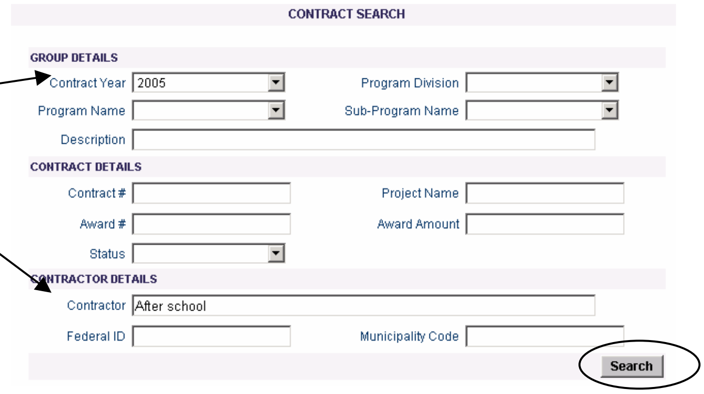


93. Enter the search criteria.

    Example:
    Contract Year: 2005:
    Contractor: After school

    Click the **Search** button.

    The **Contract Search Results** page appears.



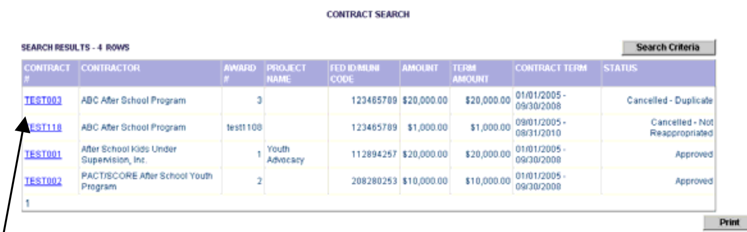
94. Contracts that meet the search criteria are displayed (e.g. contract year 2005 with "After school" in their name).

    You can redo a search by using the **Search Criteria** button.

    You can also print your list of contracts by using the **Print** button.

    Click the **Contract#** link for the desired contract.

    The **Contract Update** page appears.

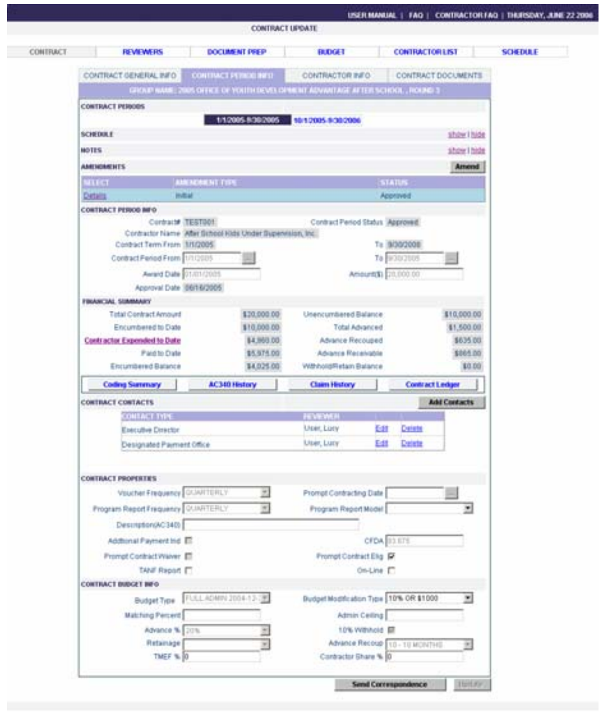


Note: You will see the latest approved amendment from the latest period for each contract.

95. All users are able to view contract information, but only CMS administrators and BCM administrators can update this information for In Process contracts. Once contracts are approved, their properties are locked and the **Update** button will be disabled (grayed out).

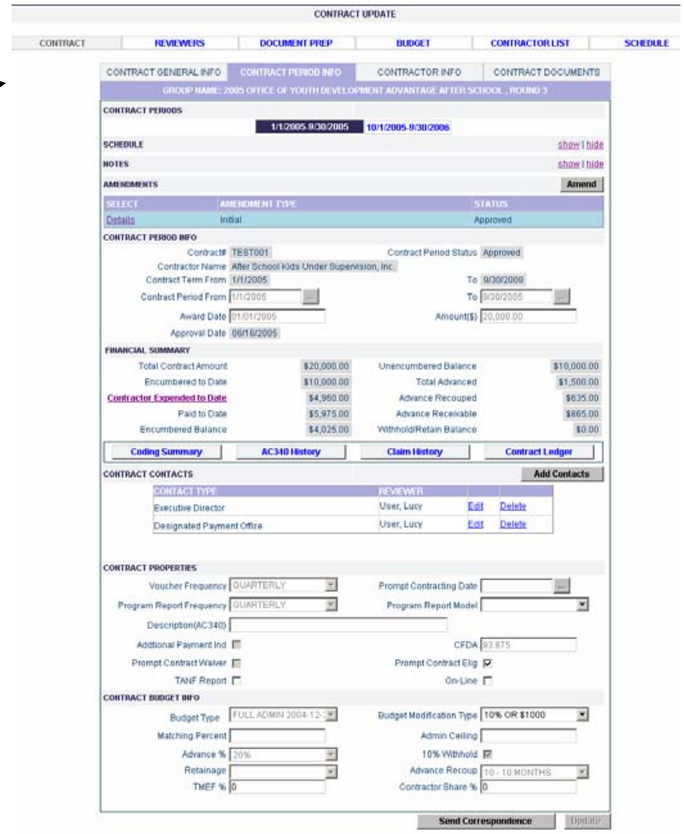
    If you do not have permission to change the contract information, the **Update** button will be disabled (grayed out).

    See *Appendix C: Contract Property Rules* for more information on what properties can be changed and when.



Viewing Contract Information

✓ Before you begin: You are logged into the system as a user and have retrieved a contract record.

What you do	*Comments/Prompts*
96. The **Contract Update** page always displays the **Contract Period Info** first.	

Notice the two sets of tabs on the page – one set with 6 tabs, and another set below, with 4 tabs.

The first tab in the second set (**Contract General Info**) corresponds to the information available when creating or updating Contract Groups.

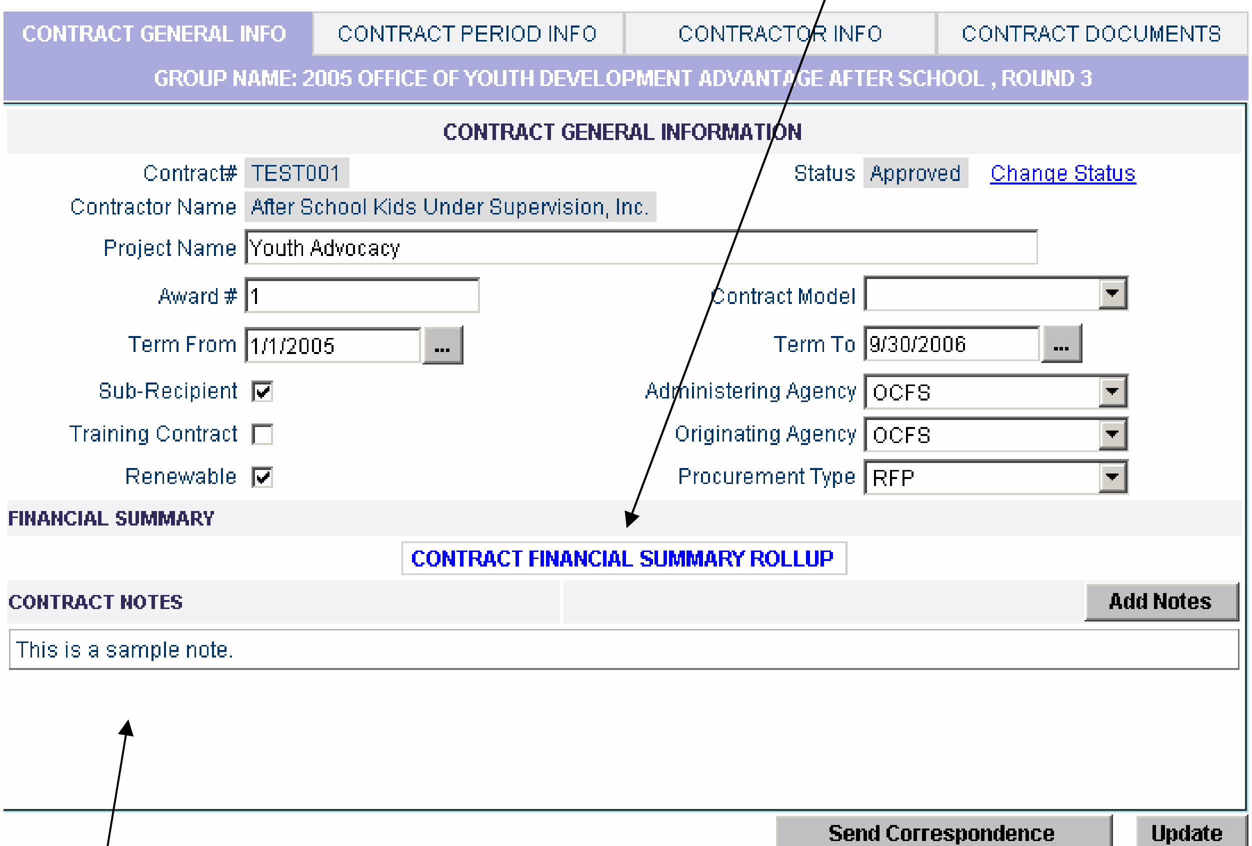
The second tab (**Contract Period Info**) displays general information about the contract period, amendments, and renewals.

The third tab (**Contractor Info**) displays general information about the contractor.

The fourth tab (**Contract Documents**) displays information about the contract and contract related documents.

Note that this sample contract has a multi-year term, and is marked as renewable on the **Contract General Info** tab. This means the contract has multiple contract periods. Towards the end of a contract period, the contract may be renewed, creating a new contract period. If you needed to extend the contract *beyond* the multi-year end date, an amendment (rather than renewal) would need to be performed. Information on the contract period(s) as well as amendments and renewals is available through the **Contract Period Info** tab.

What you do	*Comments/Prompts*
97. **Contract General Info** General information pertaining to the entire contract such as the multi-year term, whether it is renewable or a Training Contract is listed on this page. For information about the current contract period, select the *Contract Period Info* tab.	Three sets of data appear on this page: **a) Contract General Information** **b) Financial Summary Rollup** **d) Contract Notes** The **Financial Summary Rollup** describes the current financial information available from the CAPS system. The data changes as new information is available from CAPS (on a nightly basis). Users cannot update this information.

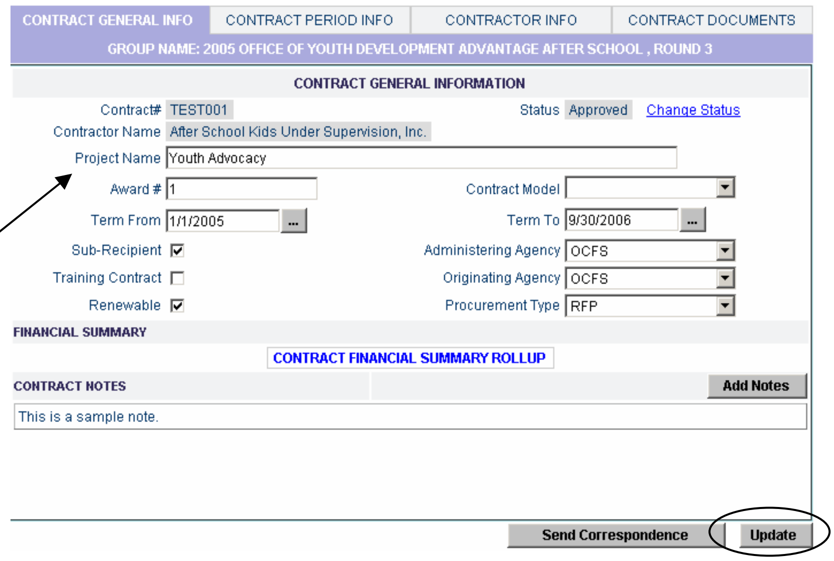
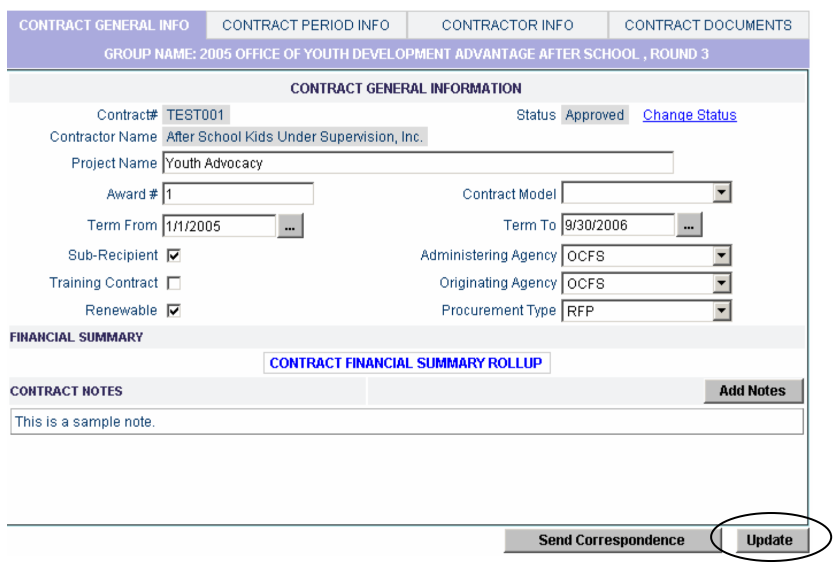


Contract Notes displays general notes about the contract (if entered). Converted contracts will list basic contract information in the Notes field	The **Send Correspondence** button can be used to contact others associated with this contract. The *Contract General Information* screen describes the most basic pieces of contract information. Only CMS and BCM administrators can update the information contained in it. Changes are saved by clicking the **Update** button. If there are no changes to be made or your login doesn't have access to make changes, this button will be disabled.

Updating Basic Contract Information

Adding and Updating Contract General Information

✓ Before you begin: You are logged into the system as a CMS administrator or BCM administrator. You have retrieved the contract record and are looking at the Contract General Info page.

What you do	*Comments/Prompts*
98. Information on the *Contract General Info* page can be updated by certain CMS roles and at certain times. See *Appendix C - Contract Property Rules* for more information. Project names are not inherited from the Contract Group and should be added by a BCM administrator. This can be done in the text box provided to either add or change the Project Name if it already exists. Click the **Update** button to save the name change.	
99. Other information can be entered in the text boxes provided or selected from the drop down lists as needed. If a contract is **Renewable**, make sure that that field is checked to allow you to renew Contract Periods. If a contract is for **Training**, make sure that that field is checked so the training functionality is available when appropriate. After any information is added or changed, click the **Update** button to save the changes.	

What you do | *Comments/Prompts*

Note: If any contract information on this page is incorrect or missing, an error message with the name of the missing data will appear in a separate window.

Click **OK**.

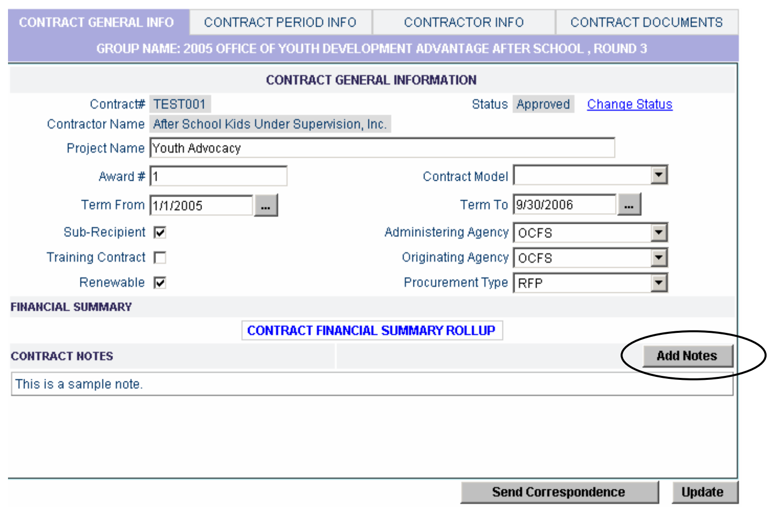
Add or correct the missing information and click the **Update** button to save your changes.

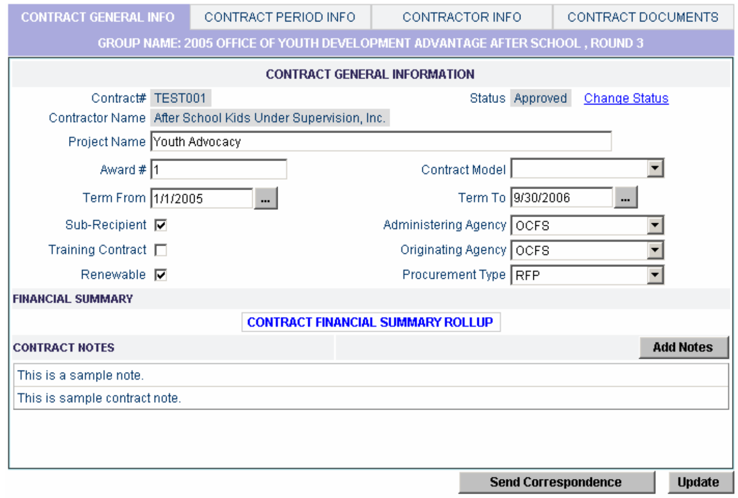
Note: Fixing problems on a contract should be rare, unless the Contract Group that was used to generate the contract was set up improperly. CMS administrators and BCM administrators should always test Contract Groups before they start assigning contracts to the group. BCM administrators will need to update contracts when the contracts are first created on the system, entering project names, contract contacts, etc.

Adding Contract Notes

Adding general notes to a contract record is a convenient way of documenting miscellaneous information needed for future reference by you or others working on a contract.

✓ Before you begin: You are logged into the system as a CMS administrator, BCM administrator, or BCM user. You have retrieved a contract record and are looking at the Contract General Info page.

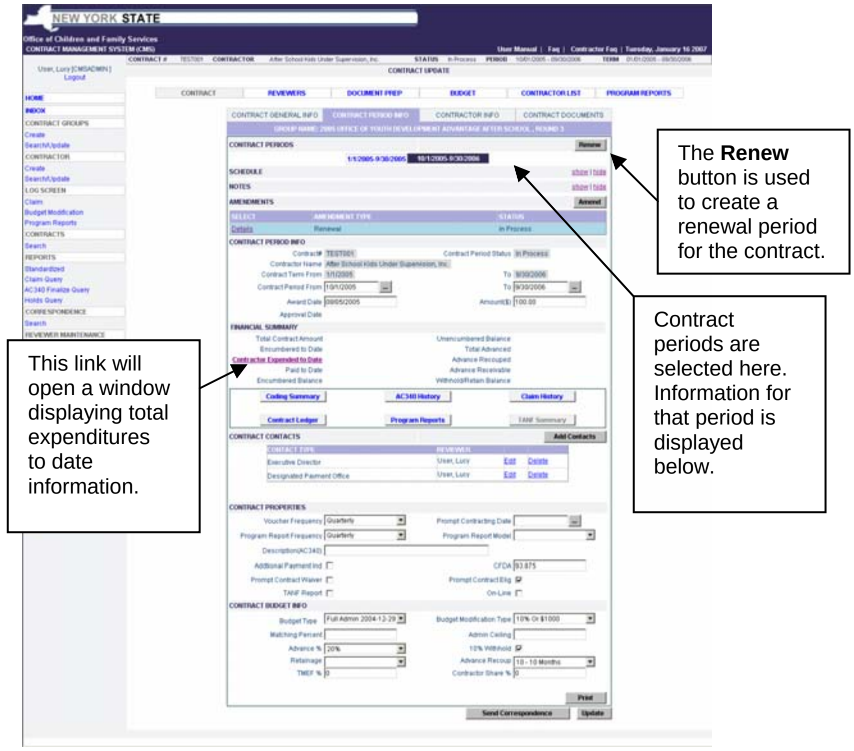
What you do	*Comments/Prompts*
100. Click the **Add Notes** button.	
101. The **Contract Notes** text box will open. Enter your note in the text box and click the **Save** button. If you do not wish to save the note, click **Cancel**.	

What you do	*Comments/Prompts*
102. The *Contract General Information* screen is updated and your new note is added to the **Contract Notes** table.	

Viewing Contract Period Information

Information on the *Contract Period Info* page can be updated by certain CMS roles and at certain times. See *Appendix C - Contract Property Rules* for more information. Users who may update information on this page need to click the **Update** button to save their changes.

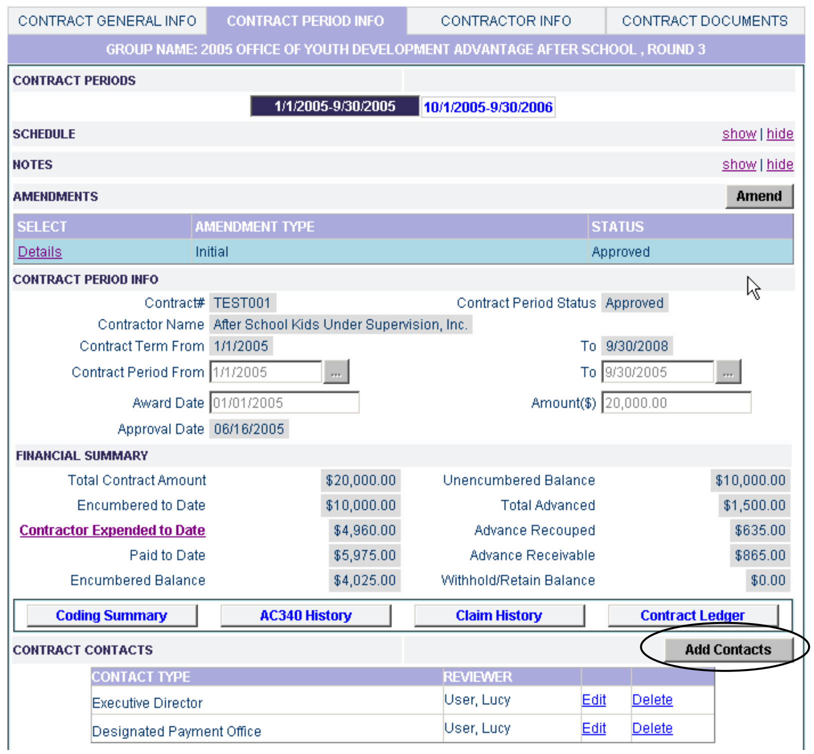
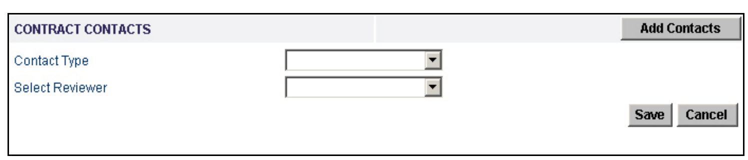
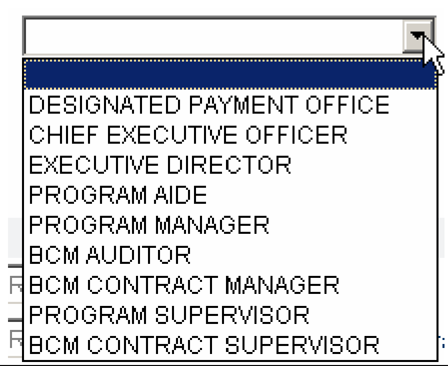
✓ Before you begin: You are logged into the system as a CMS user and have retrieved a contract.

What you do	*Comments/Prompts*
103. The **Contract Period Info** page displays information about the selected contract period. Sections include:	
Schedule: Click **Show** or **Hide** to open or close the schedule window to see the stages and status of the current schedule.	
Notes: Click **Show** or **Hide** to open or close the notes about the selected contract period.	
Amendments: Displays information for any amendments done for a period. The first period is known as the initial amendment. The **Details** link shows more information. The **Amend** button creates a new amendment.	***Note:*** The current contract period is displayed by default. As noted on the **Contract General Information** page, the contract may be eligible for a multi-year term. Information on additional contract periods (once a contract has been renewed) will be available from the Contract Periods section by selecting each period's tab.
Contract Period Info: Displays general information about the period.	*Contract Properties:* Displays properties about the period such as the type of contract. If the contract is an online contract, the **Online** box must be checked to enable online functionality.
Financial Summary: Displays financial information about the period and links to additional information.	*Contract Budget Info:* Displays information about the budget for this period. This information cannot be changed within a period since it would cause problems with the budget and claims.
Contract Contacts: Displays the names of OCFS staff involved in the contract. Some may also be involved in the review process.	The **Send Correspondence** button can be used to send a message to anyone associated with the contract.

Adding Internal Contract Contacts

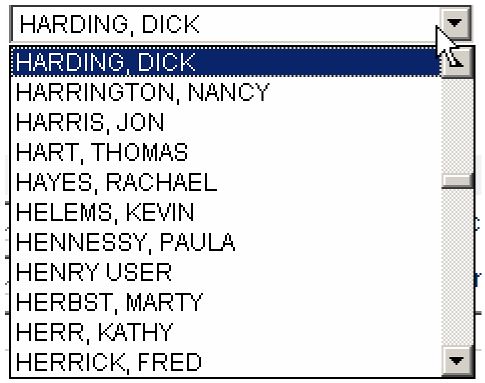
Note: This information should normally be set up when the contract is created, but may need to be revised as people change jobs, retire, etc.

✓ Before you begin: You are logged into the system as a CMS administrator, BCM administrator, or BCM user. You have retrieved a contract record and are looking at the Contract Period Info page.

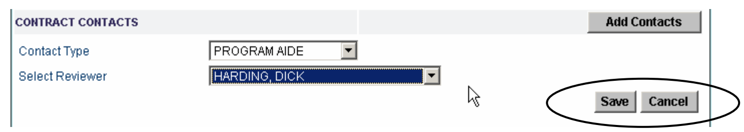
What you do	*Comments/Prompts*
104. Click the **Add Contacts** button.	
105. The **Contract Contacts** section will display the **Add Contacts** selection boxes.	
106. Click the down arrow in the **Contact Type** drop-down box to select a contact type. Select a contact type.	

What you do	*Comments/Prompts*

107. Click the down arrow in the **Select Reviewer** drop-down box to select a person.

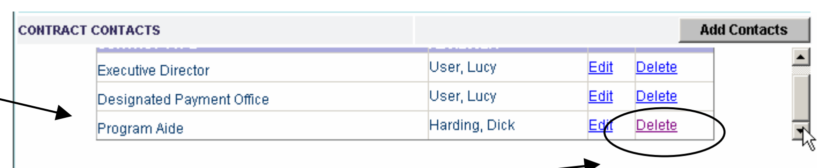


108. If your choices are correct, click the **Save** button. Otherwise, click **Cancel**.



The *Contract Period Information* screen is updated.

109. Notice the new contact type, listed in the **Contract Contacts** table.

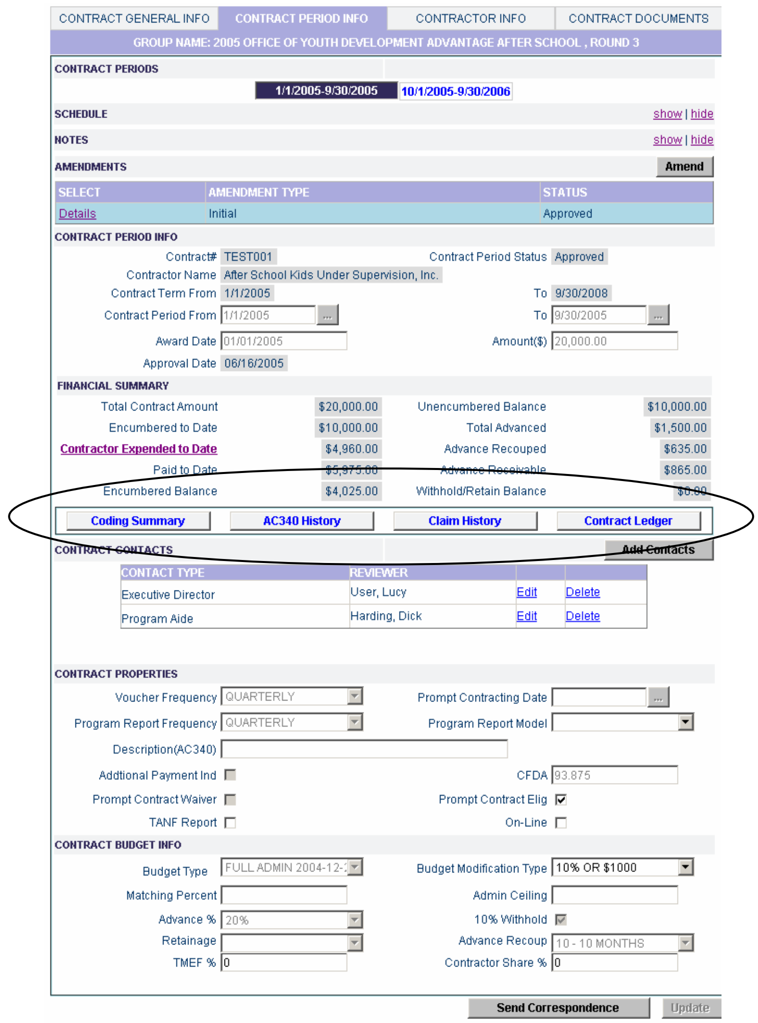


Note: You may delete a contact, simply by clicking the **Delete** link next to the appropriate contact.

Locating Contract Financial Information

Detailed financial information about a contract can be found by using the buttons in the Financial Summary area of the **Contract Period Info**. These will take you to screens displaying additional information about contract coding, AC340's and claims.

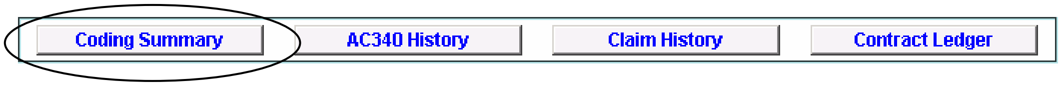
✓ Before you begin: You are logged into the system and have retrieved a contract.

What you do	*Comments/Prompts*
110. Click the **Contract Period Info.** This provides access to various types of financial information: **- Coding Summary** **- AC340 History** **- Claim History** **- Contract Ledger.**	

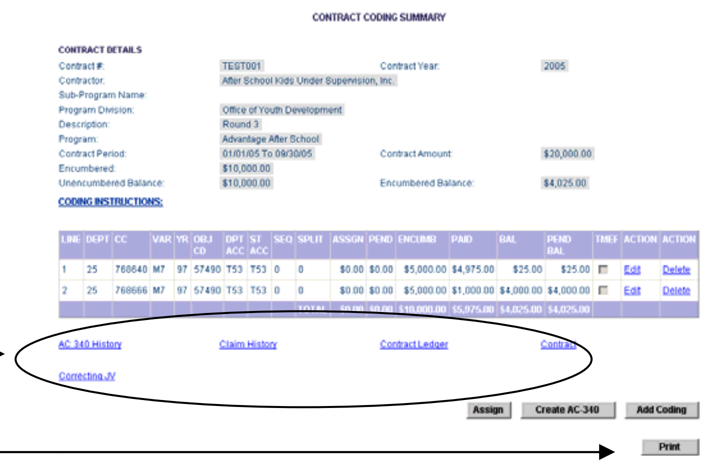
Viewing Coding Details

✓ Before you begin: You are logged into the system and have retrieved the contract and navigated to the Contract Period Info page.

What you do	*Comments/Prompts*
111. Click the **Coding Summary** link.	



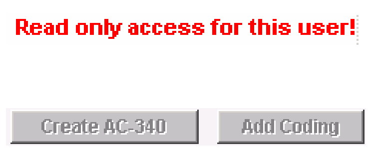
112. The **Contract Coding Summary** page indicates the **Coding Instructions** for the contract.



Note: To view the additional financial screens or to return to the Contract screen, click their links at the bottom of the page.

The **Print** button can be used to print a copy of this information.

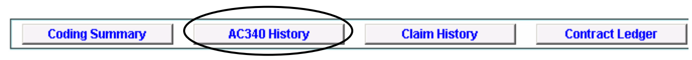
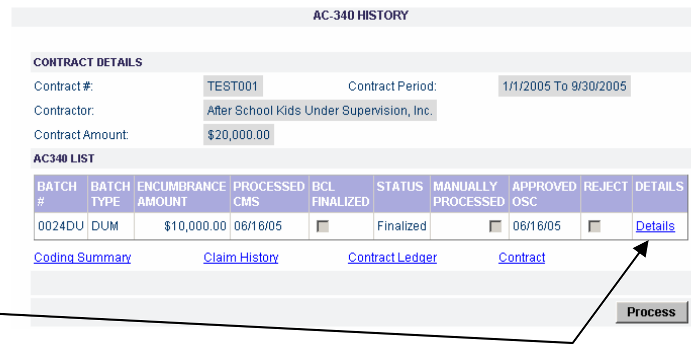
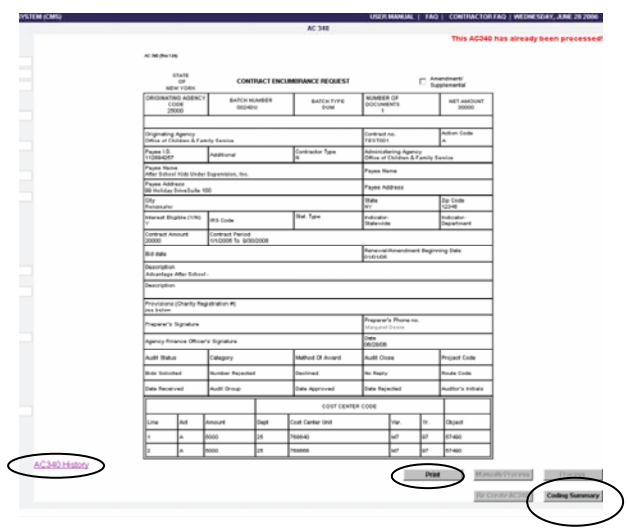
Note: Program and other users who do not have privileges for performing coding tasks will see a warning message at the top of the page. The **Create AC-340** and **Add Coding** buttons will be disabled for them, and they will not be able to edit or delete existing coding instructions.



Viewing the AC340 History

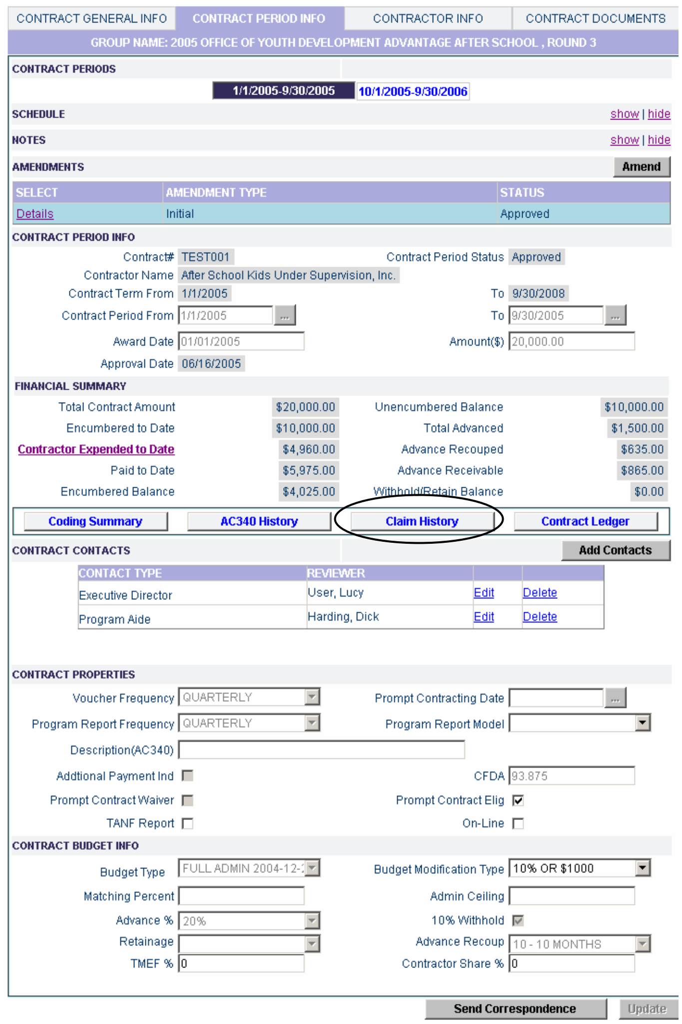
AC340s are forms used to enter new contracts, to encumber a contract or to change an existing contract on NYS OSC's system. Detailed history records are kept in CMS for future reference.

✓ Before you begin: You are logged into the system and have retrieved the contract and navigated to the Contract Period Info page.

What you do	*Comments/Prompts*
113. Click the **AC-340 History** link.	
114. The **AC-340 History** lists in table format the history of AC340s filed against the contract. Notice the various status entries for the items. Click the **Details** link to view specific claim information. The **AC340** page displays.	
115. The **AC340** details page displays a copy of the AC340 that was processed by BCM. You can click the **Print** button to get a hard copy of the report if needed. Click the **AC-340 History** button to return to the history screen. Click the **Contract Coding Summary** button to go to that screen.	

Viewing the Claim History

✓ Before you begin: You are logged into the system and have retrieved the contract and navigated to the Contract Period Info page.

What you do	*Comments/Prompts*
116. Click the **Claim History** link.	

What you do	*Comments/Prompts*

117. The **Claim History Report** lists in table format the **Expenditures**, **Advances**, **Refunds**, and **Adjustments** filed against the contract.

Notice the various status entries for the items.

Click the **Details** link to view specific claim information.

The **Expenditure Report History Details** page displays.

CLAIM HISTORY REPORT

CONTRACT DETAILS

Contract #:	TEST001	Contract Period:	1/1/2005 To 9/30/2005
Contractor:	After School Kids Under Supervision, Inc.		
Expenditures To Date:	$4,960.00	Paid To Date:	$5,975.00

EXPENDITURE LIST

EXPEND PERIOD	CLAIM TYPE	TRAN TYPE	RECEIVED DATE	STATUS	MANUALLY PROCESSED	REF INV #	AMOUNT REPORTED	PAYMENT	DETAILS
	Advance	SV	06/01/05	Approved		TEST001	$0.00	$500.00	Details
	Advance	SV	06/01/05	Approved		TEST001	$0.00	$1,000.00	Details
01/01/05 To 01/31/05	Expenditure	SV	06/20/05	Approved		TEST001	$1,000.00	$1,000.00	Details
02/01/05 To 02/28/05	Expenditure	SV	06/20/05	Approved		TEST001	$1,000.00	$1,000.00	Details
01/01/05 To 01/31/05	Negative Expenditure		06/20/05	Approved		TEST001	($150.00)	$0.00	Details
03/01/05 To 03/31/05	Expenditure	SV	06/20/05	Approved		TEST001	$1,000.00	$812.50	Details
01/01/05 To 01/31/05	Expenditure	SV	06/23/05	Approved		TEST001	$1,000.00	$812.50	Details
06/24/05 To 06/24/05	Expenditure	SV	06/24/05	Approved		TEST001	$10.00	$0.00	Details
02/01/05 To 02/28/05	Expenditure		06/24/05	Rejected		TEST001	$1,000.00	$0.00	Details
05/01/05 To 05/31/05	Expenditure	SV	06/28/05	Approved		TEST001	$1,000.00	$850.00	Details
06/30/05 To 06/30/05	Expenditure	SV	06/30/05	Approved		TEST001	$100.00	$0.00	Details

Print

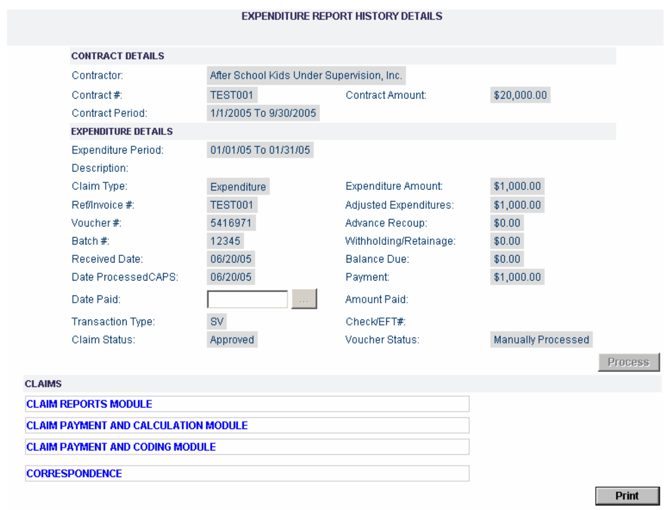
Coding Summary AC 340 History Contract Ledger Contract

Log Claim

118. The **Expenditure Report History Details** page provides a summary of the transaction, including when the transaction was processed by BCM and when it was processed in the CAPS system. The system reflects real data from CAPS.

Click the **Claim Reports Module** to review the claim entry report.

Note: Typically, an expenditure report would have an expenditure period for a full month, with the report received shortly after the end of the expenditure period.



EXPENDITURE REPORT HISTORY DETAILS

CONTRACT DETAILS

Contractor:	After School Kids Under Supervision, Inc.		
Contract #:	TEST001	Contract Amount:	$20,000.00
Contract Period:	1/1/2005 To 9/30/2005		

EXPENDITURE DETAILS

Expenditure Period:	01/01/05 To 01/31/05		
Description:			
Claim Type:	Expenditure	Expenditure Amount:	$1,000.00
Ref/Invoice #:	TEST001	Adjusted Expenditures:	$1,000.00
Voucher #:	5416971	Advance Recoup:	$0.00
Batch #:	12345	Withholding/Retainage:	$0.00
Received Date:	06/20/05	Balance Due:	$0.00
Date ProcessedCAPS:	06/20/05	Payment:	$1,000.00
Date Paid:	...	Amount Paid:	
Transaction Type:	SV	Check/EFT#:	
Claim Status:	Approved	Voucher Status:	Manually Processed

Process

CLAIMS

CLAIM REPORTS MODULE

CLAIM PAYMENT AND CALCULATION MODULE

CLAIM PAYMENT AND CODING MODULE

CORRESPONDENCE

Print

Note: If the claim has been approved, the **Claim Reports Module**, **Claim Payment and Calculation Module**, and **Claim Payment and Coding Module** links will be available for the user to review.

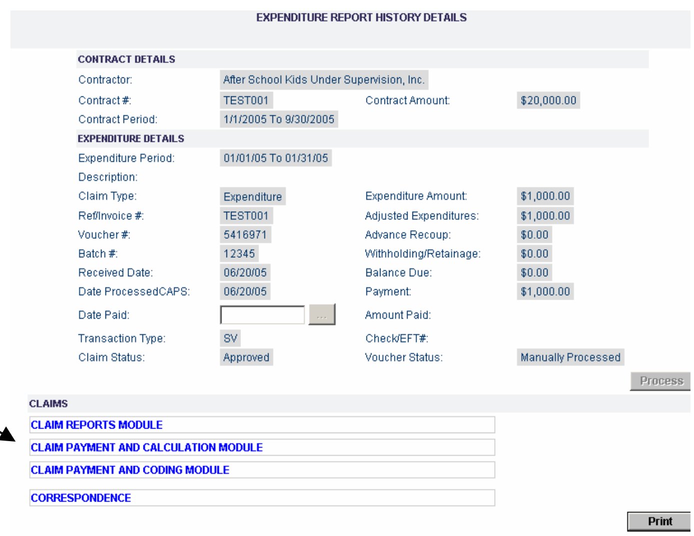
Pending and in process claims will only show a subset of these links – typically, the **Claim Reports Module** and **Claim Payment and Calculation Module** links.

What you do	*Comments/Prompts*

119. The **Expenditure Report** displays specific information associated with the expenditure. You may click the **Schedule Information** and **Expenditure Edits** links to find out more information.

To return to the **Expenditure Report History Details** page, click the **Expenditure Report History** link at the bottom of the screen.

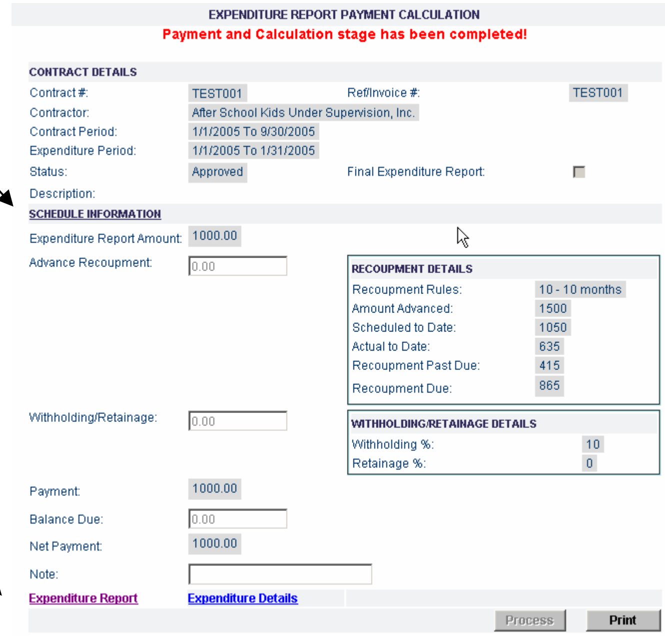
120. Click the **Claim Payment and Calculation Module** link to see information about this payment calculation stage of the claim review process.



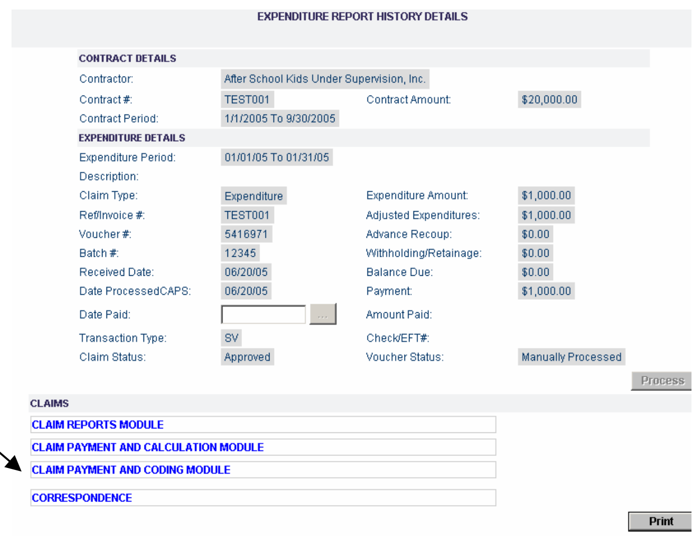
What you do	*Comments/Prompts*

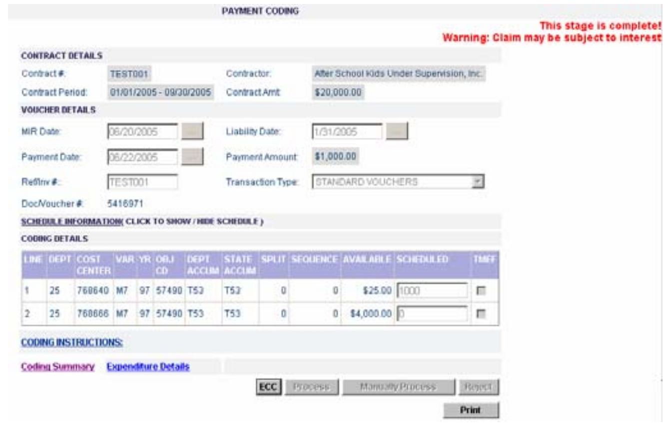
121. Click the **Schedule** link to view the review stages associated with the claim.

The **Expenditure Report** link will return you to the Expenditure Report screen.



122. Click the **Claim Payment and Coding Module** link to see information about this payment coding stage of the claim review process.



What you do	*Comments/Prompts*
123. The Payment Coding page shows how the claim amount was applied against the various cost centers funding the contract. Note: A message will display if the stage is complete, thus the information is only for reference. Also, a warning message about possible interest due will be displayed if necessary.	

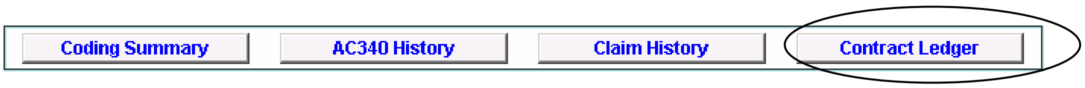
Viewing the Contract Ledger

The contract ledger contains information on all transactions for a contract including claims, transfers and encumbrances.

✓ Before you begin: You are logged into the system and have retrieved the contract and navigated to the Contract Period Info page.

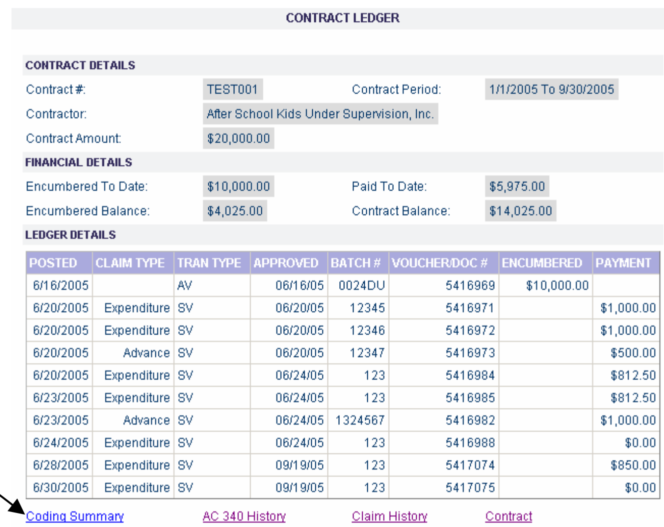
What you do	*Comments/Prompts*

124. Click the **Contract Ledger** link.



125. The **Contract Ledger** page.

Note: To view the additional financial screens or to return to the Contract screen, click their links at the bottom of the page.



CONTRACT LEDGER

CONTRACT DETAILS

Contract #: TEST001 Contract Period: 1/1/2005 To 9/30/2005

Contractor: After School Kids Under Supervision, Inc.

Contract Amount: $20,000.00

FINANCIAL DETAILS

Encumbered To Date: $10,000.00 Paid To Date: $5,975.00

Encumbered Balance: $4,025.00 Contract Balance: $14,025.00

LEDGER DETAILS

POSTED	CLAIM TYPE	TRAN TYPE	APPROVED	BATCH #	VOUCHER/DOC #	ENCUMBERED	PAYMENT
6/16/2005		AV	06/16/05	0024DU	5416969	$10,000.00	
6/20/2005	Expenditure	SV	06/20/05	12345	5416971		$1,000.00
6/20/2005	Expenditure	SV	06/20/05	12346	5416972		$1,000.00
6/20/2005	Advance	SV	06/20/05	12347	5416973		$500.00
6/20/2005	Expenditure	SV	06/24/05	123	5416984		$812.50
6/23/2005	Expenditure	SV	06/24/05	123	5416985		$812.50
6/23/2005	Advance	SV	06/24/05	1324567	5416982		$1,000.00
6/24/2005	Expenditure	SV	06/24/05	123	5416988		$0.00
6/28/2005	Expenditure	SV	09/19/05	123	5417074		$850.00
6/30/2005	Expenditure	SV	09/19/05	123	5417075		$0.00

Coding Summary AC 340 History Claim History Contract

Viewing Contractor Information for the Contract

Information about a contract's contractor is contained on the Contractor Info tab. This includes such areas as their contacts, addresses, notes and properties.

✓ Before you begin: You are logged in as a CMS user. You have retrieved a contract.

What you do	*Comments/Prompts*

126. Click the **Contractor Info** tab. This page displays information about the contractor associated with this contract. Sections include:

General Info: Displays names and IDs associated with the contractor.

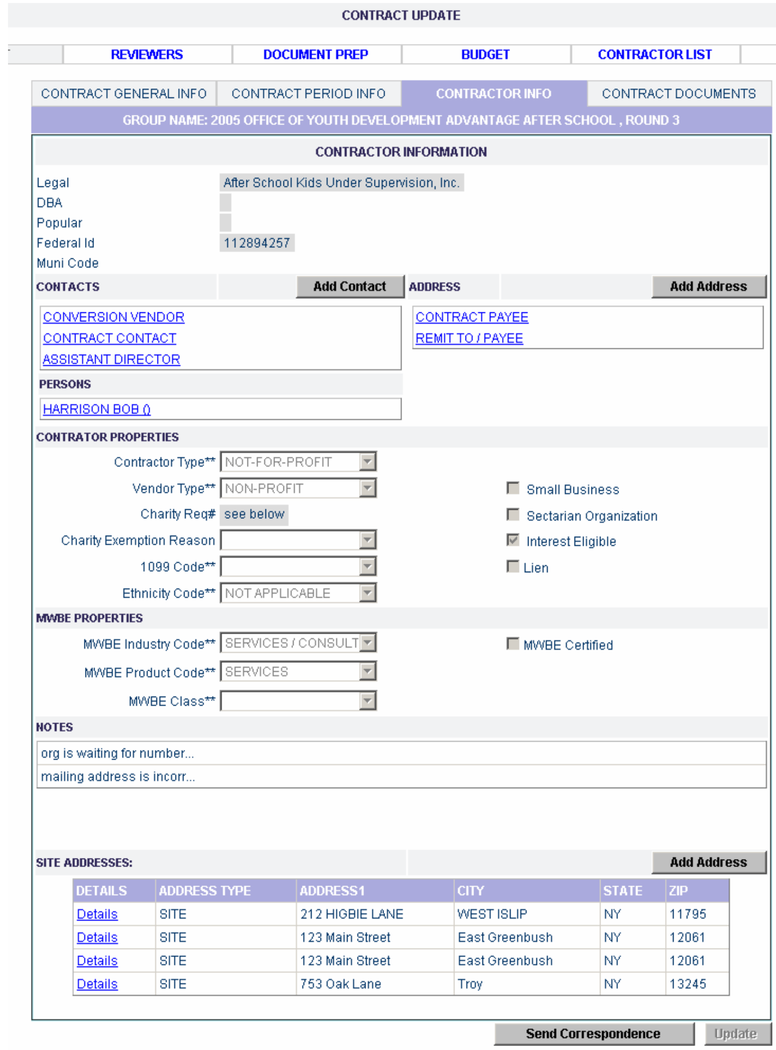
Contacts: Displays the different contacts created. Click a contact type link to find out details about the contact. BCM and CMS administrators can add new contract-specific contacts, using the **Add Contact** button.

Persons: Displays the people associated with the contractor. New people need to be added before they can be added to the contacts list. This is done on the *Contractor Details* page.

Address: Displays the different address types created. Click a link to find out the details of an address. BCM and CMS administrators may add an address using the **Add Address** button.

Properties: Displays general information about the contractor.

MWBE Properties: Displays MWBE (Minority and Women-owned Business Enterprises) information about the contractor.



Notes: Displays general notes about the contractor that were entered through the Contractor module by a BCM or CMS administrator.

Site Addresses: Displays the site addresses for the contract. These are addresses where services are provided. Click a **Details** link to display more info about a site address or to update its information. Click the **Add Address** button to add additional site addresses.

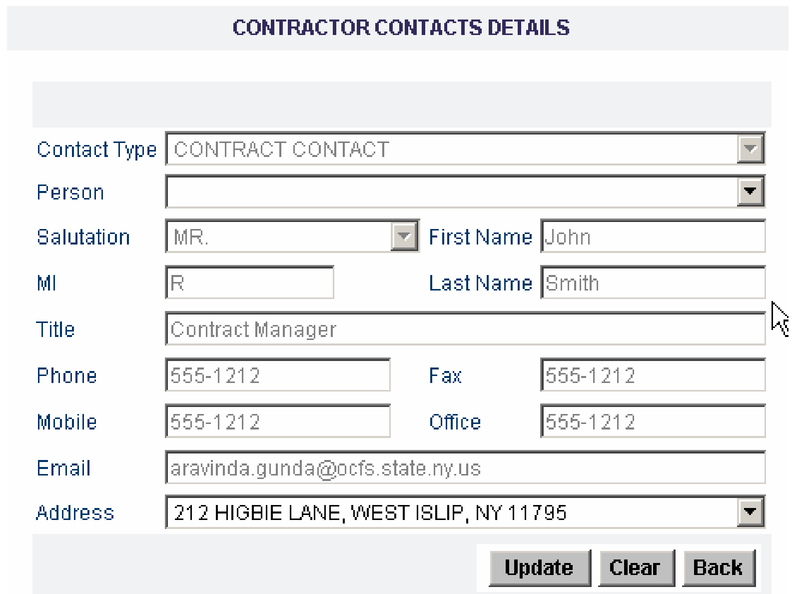
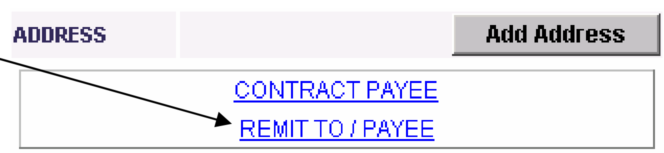
The **Send Correspondence** button can be used to send a message to anyone associated with the contract.

If information has been changed on this page, be sure to click the **Update** button to save the changes.

Viewing Contractor Contacts

Note: This information should normally be set up when the contract is created, but may need to be revised as people change jobs, retire, etc.

✓ Before you begin: You are logged into CMS and have retrieved a contract record and are looking at the Contractor Info page.

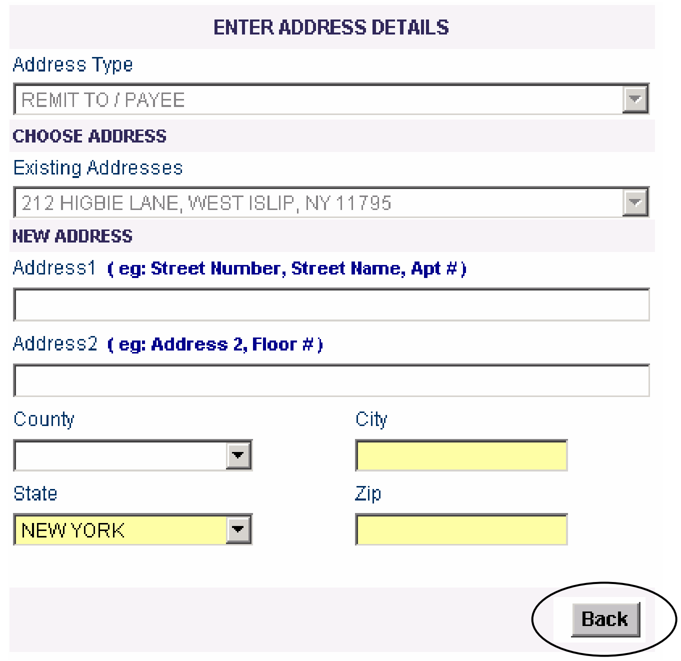
What you do	*Comments/Prompts*
127. Click any of the Contacts to display the contact information.	
128. Information for the selected contact is displayed. This information is applicable to this contract that is held by this contractor. You can only update the address for the contract. The Address list will display those currently on file for the contractor. You can change this and click **Update** to save your change. Click the **Back** button to return to the **Contractor Info** screen.	
129. Click any of the address links to display the detail information.	

What you do	*Comments/Prompts*

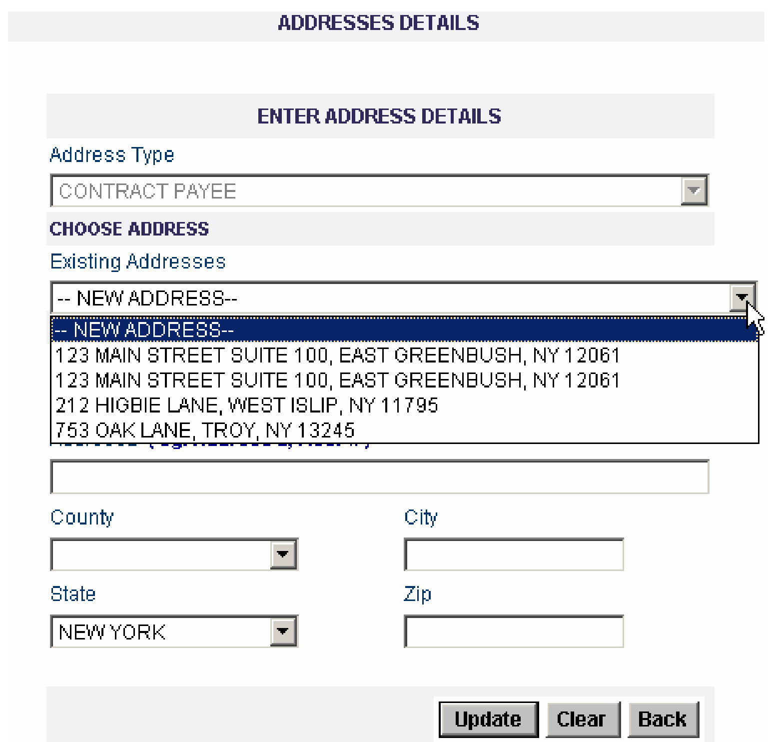
130. The *Remit To/Payee* address is contractor specific. You cannot update this information within the contract, as it applies to all contracts held by the contractor. Therefore there is no Update button.

A *Contract Payee* address can be updated, so the **Existing Address** list is enabled as is an **Update** button to save your changes.

Click the **Back** button to return the **Contractor Info** screen.



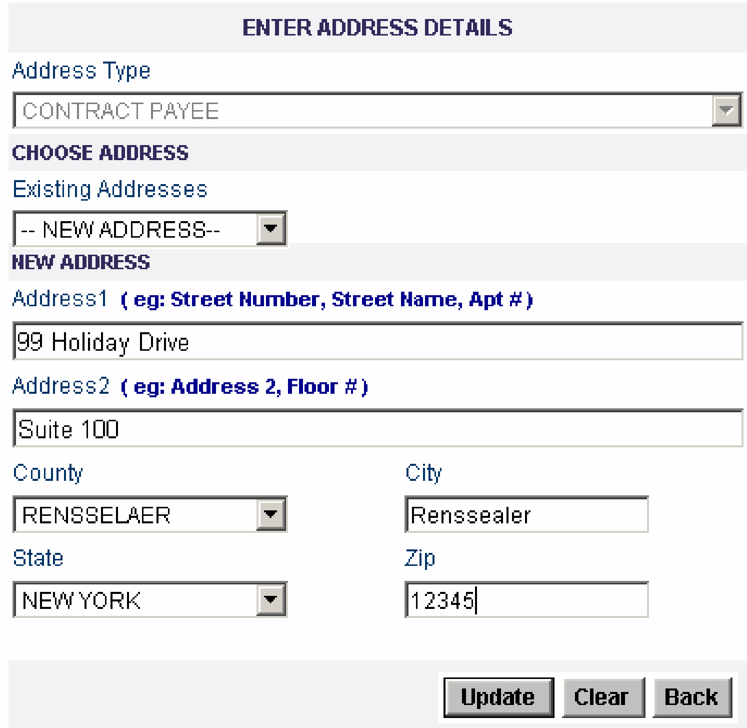
131. To add a new address, select "—NEW ADDRESS—" from the list.



What you do	*Comments/Prompts*

132. Enter the new address information in the appropriate fields and click the **Update** button to save your changes.

Click the **Back** button to return the **Contractor Info** screen.



ENTER ADDRESS DETAILS

Address Type

CONTRACT PAYEE

CHOOSE ADDRESS

Existing Addresses

-- NEW ADDRESS--

NEW ADDRESS

Address1 **(eg: Street Number, Street Name, Apt #)**

99 Holiday Drive

Address2 **(eg: Address 2, Floor #)**

Suite 100

County

RENSSELAER

City

Renssealer

State

NEW YORK

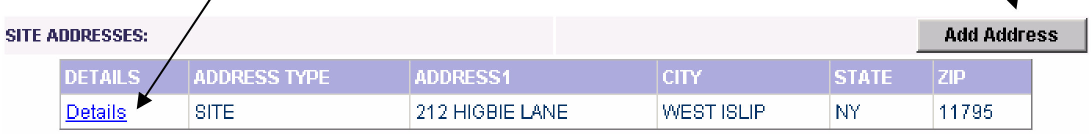
Zip

12345

Update Clear Back

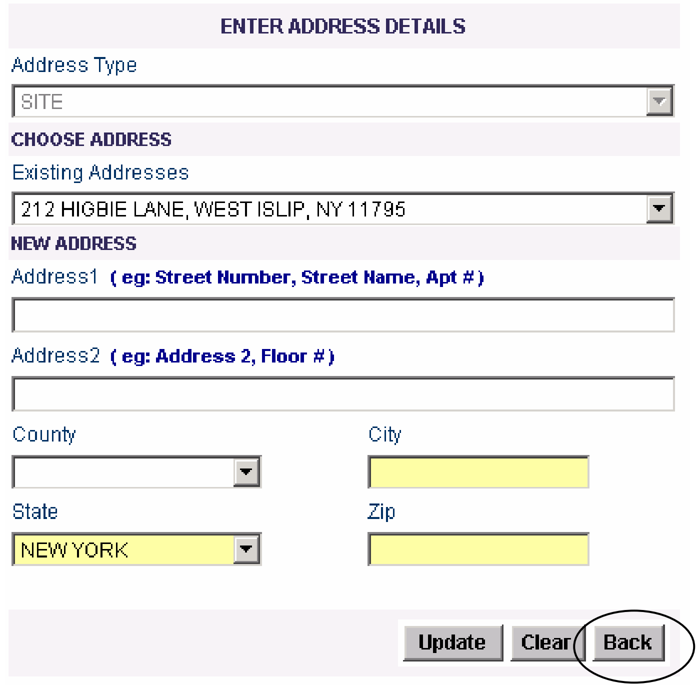
133. Click the **Site Addresses Details** link, to view the contract specific site address. This is a contractor address that applies only to this contract.

Note: There may be multiple Site Addresses for a contract. BCM and CMS administrators may add additional site addresses by clicking the **Add Address** button.



SITE ADDRESSES: Add Address

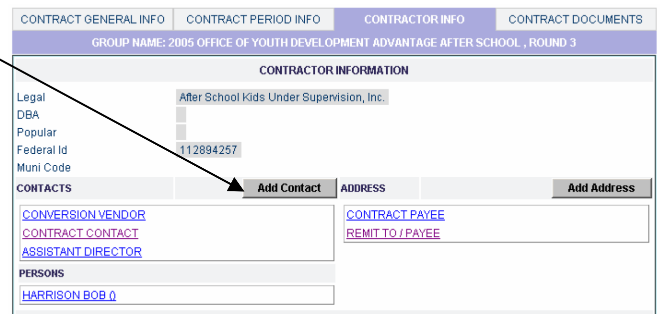
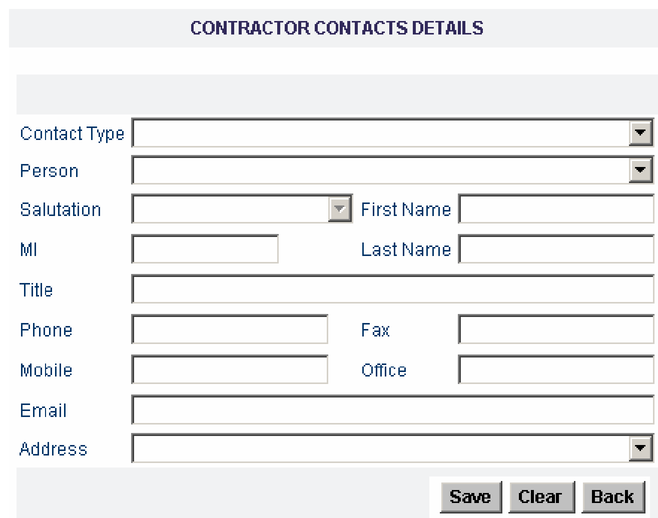
DETAILS	ADDRESS TYPE	ADDRESS1	CITY	STATE	ZIP
Details	SITE	212 HIGBIE LANE	WEST ISLIP	NY	11795

What you do	*Comments/Prompts*
134. Only BCM and CMS administrators may update this information. Click the **Back** button to return to the Contractor Information page.	

Adding External (Contractor) Contacts to the Contract

Only BCM and CMS administrators may add contract-specific contractor contacts.

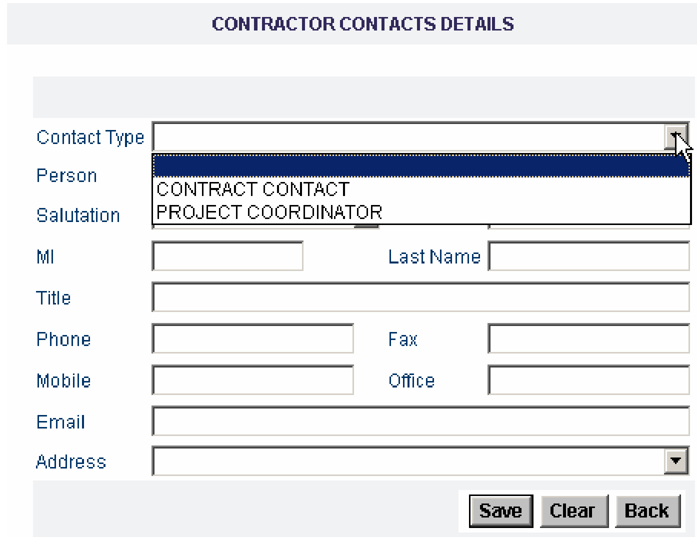
✓ Before you begin: You are logged into the as a BCM or CMS administrator and have retrieved the contract. The Contractor Information page is displayed.

What you do	*Comments/Prompts*
135. Click the **Add Contact** button.	
136. The blank Contractor Contacts detail page displays.	

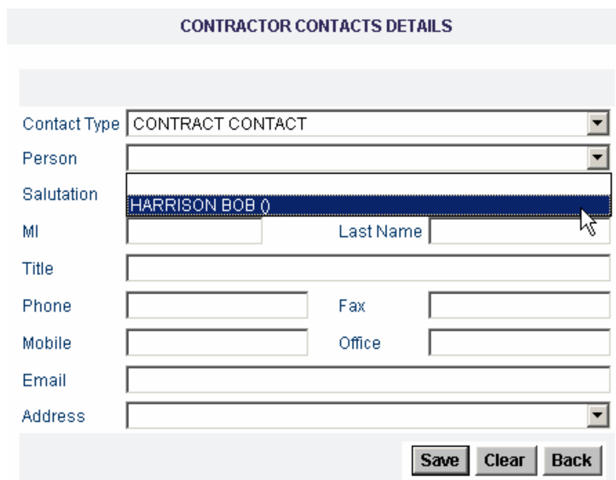
What you do	Comments/Prompts

137. Click the down arrow in the *Contact Type* field and select a type.

Note: Due to different limitations on the various field sizes, you may only enter a certain number of characters for a field. You may wish to abbreviate information, if necessary.



138. Click the down arrow in the *Person* field and select the person from the list who you want associated with the contact type.



139. The **Address** field is also a drop-down list. This contains a list of predefined addresses for the contact, based on the Contract and Contractor Addresses that pertain to this contract.

Select the appropriate address.

What you do	*Comments/Prompts*

140. If you are satisfied with your changes, click the **Save** button. Otherwise click the **Clear** button to erase your changes.

141. Notice that the **Save** button has changed to an **Update** button.

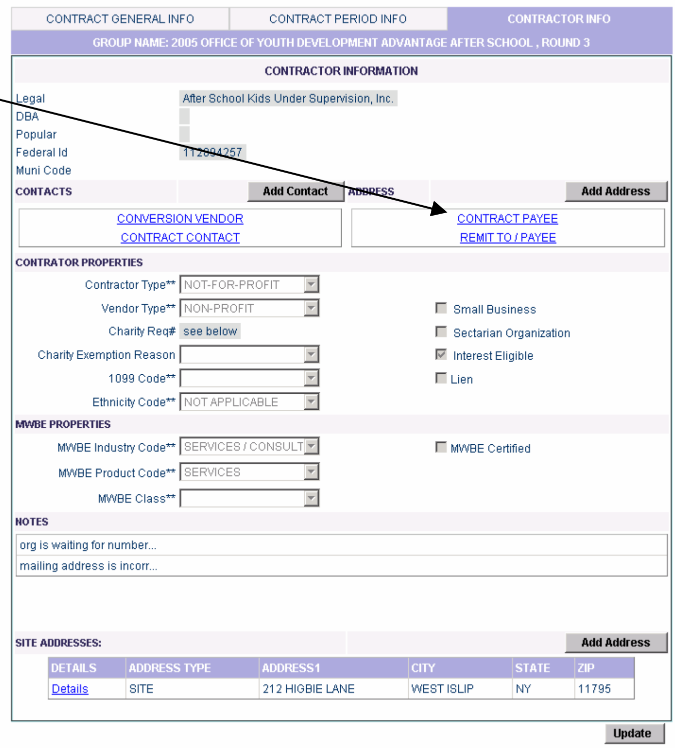
Click the **Back** button to return to the Contractor Information page.

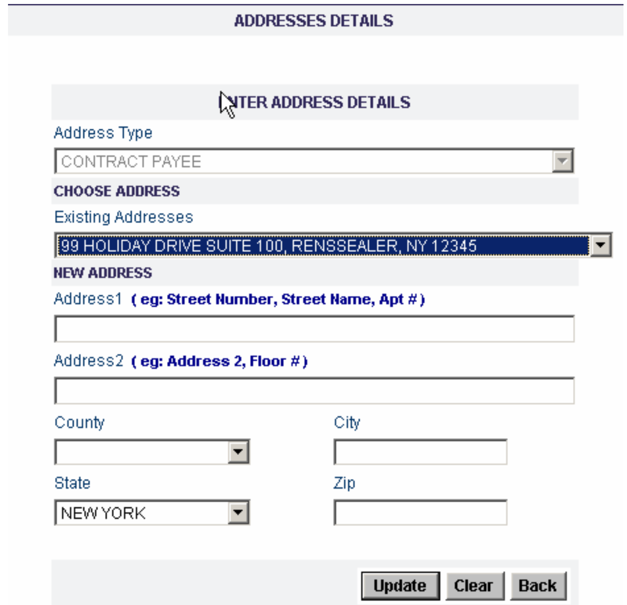
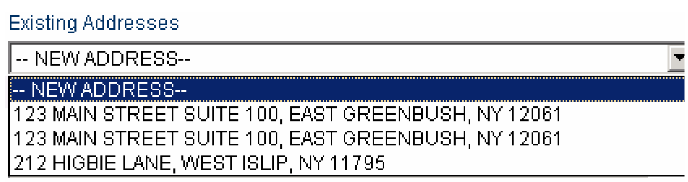
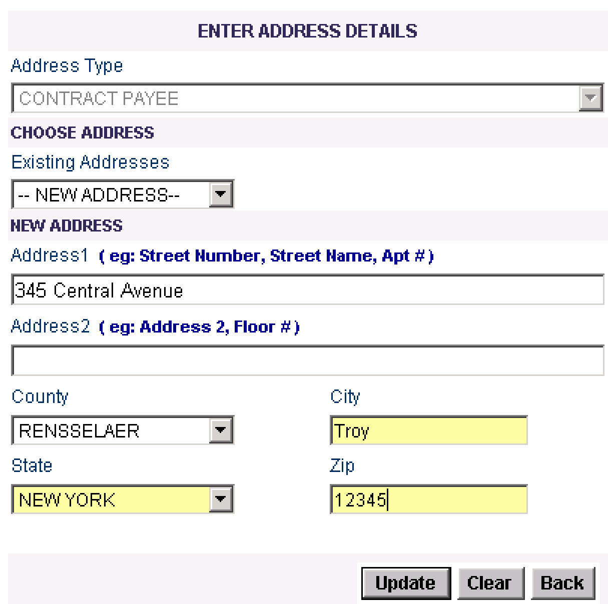
142. The new contact is now listed in the **Contacts** section on the Contractor Information page.

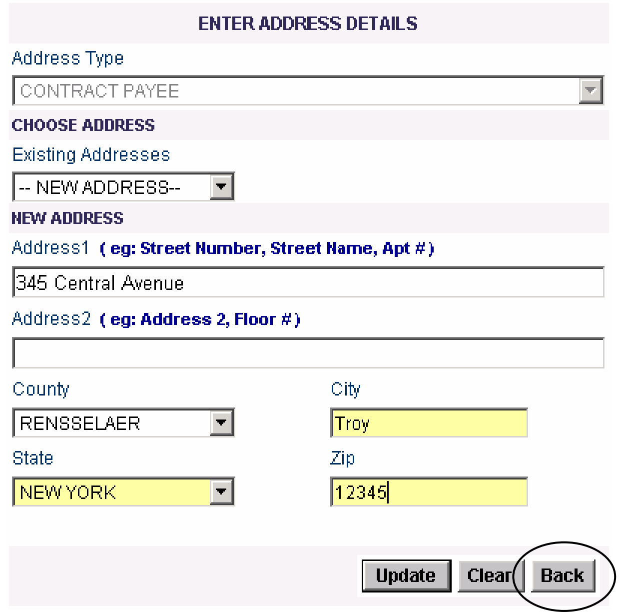
Updating a Contract Payee Address to the Contract

BCM and CMS administrators may update a contract payee address for each contract if needed. This is a contract-specific payment address for the contractor. An initial Contract Payee address is created for each contract using the Remit To/Payee address information from the main Contractor screen.

✓ Before you begin: You are logged into the as a BCM or CMS administrator and have retrieved the contract. The Contractor Information page is displayed.

What you do	*Comments/Prompts*
143. Click the **CONTRACT PAYEE** link.	

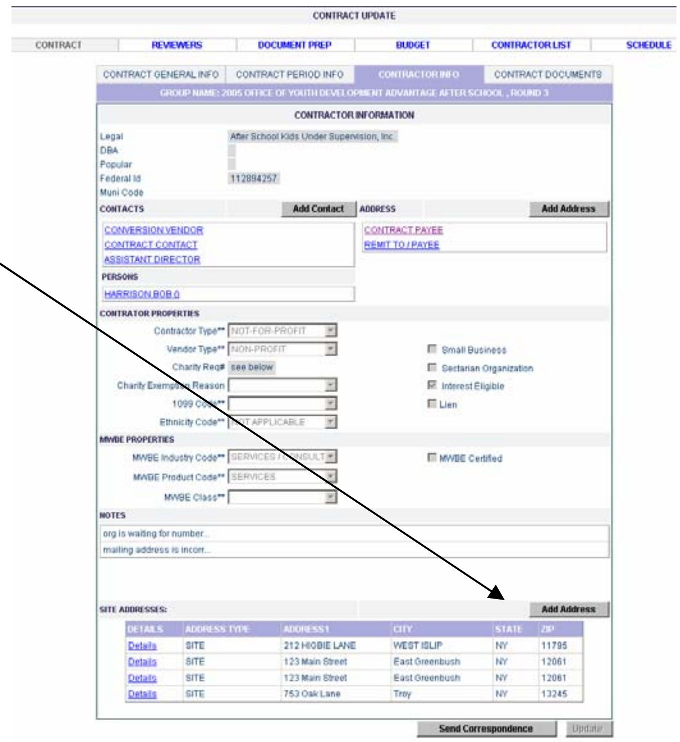
What you do	*Comments/Prompts*
144. The existing Contract Payee address page is displayed.	
145. Click **—NEW ADDRESS—** in the Existing Addresses dropdown box to enter a new Address.	
146. Enter the new address information in the appropriate fields. When you are satisfied with the address information, click the **Update** button to save your changes. Otherwise click the **Clear** button to erase your entry.	
147. A message will display indicating your changes have been saved.	

What you do	*Comments/Prompts*
148. Click the **Back** button to return to the Contractor Information page.	

Adding a Site Address to the Contract

BCM and CMS administrators may add a site address to the Contractor Information for the contract. This is generally the work site for the contractor where contract-related functions are performed, such as a daycare center.

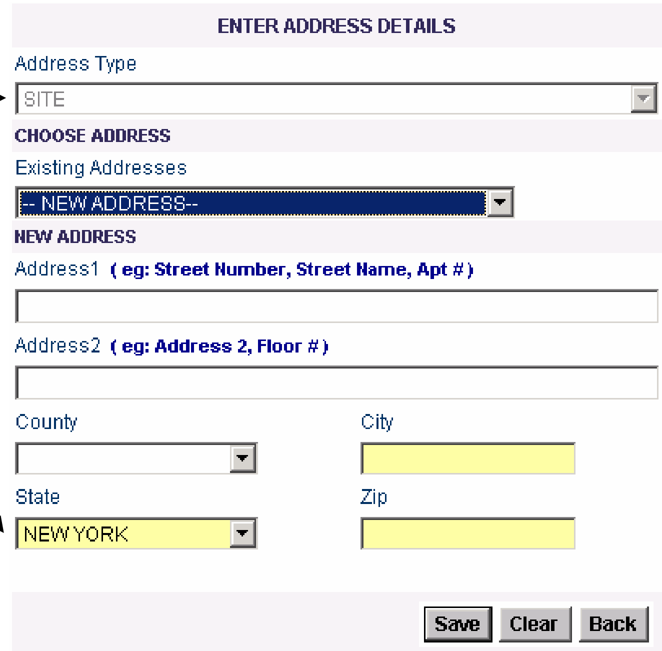
✓ Before you begin: You are logged into the as a BCM or CMS administrator and have retrieved the contract. The Contractor Information page is displayed.

What you do	*Comments/Prompts*
149. Click the **Add Address** button in the **Site Addresses** section.	

What you do	*Comments/Prompts*

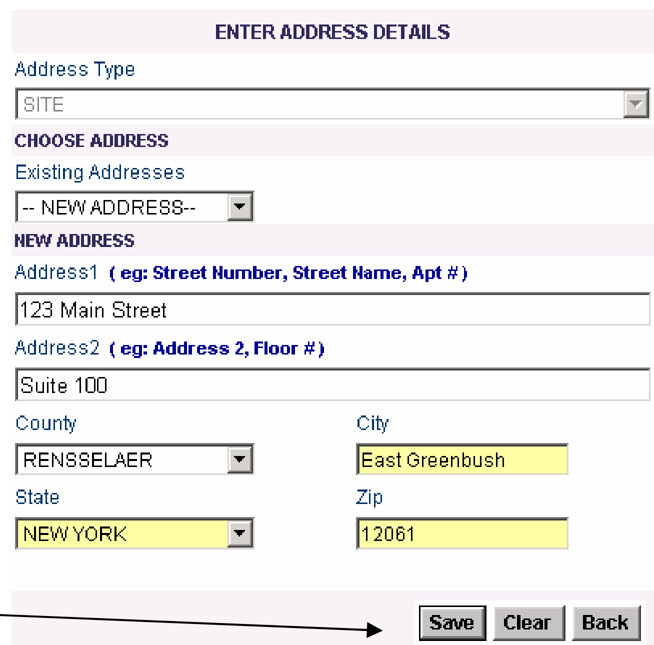
150. The blank **Addresses Details** page is displayed. Notice that the **Address Type** is pre-selected as **Site** – you may only add Site Addresses here.

Note: NEW YORK is the default state but can be changed by using the drop down list.



151. You may select an address from the **Existing Addresses** dropdown list, or you may enter a new address in the **New Address** section.

When you are satisfied with the address information, click the **Save** button. Otherwise click the **Clear** button to erase your entry.

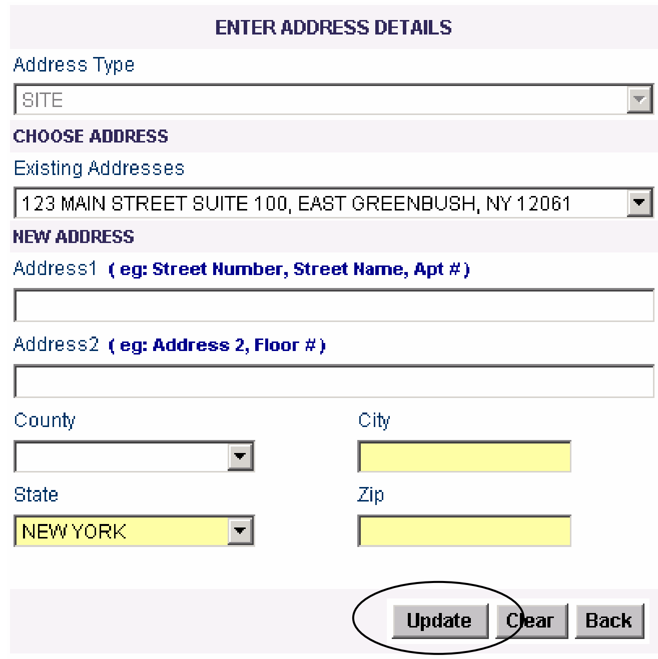


What you do	*Comments/Prompts*

152. The page is updated. Notice that the **New Address** is now listed in the **Existing Addresses** box.

The **Save** button has changed to an **Update** button.

If you wanted to edit the address, you would re-enter the new address (including information that remains the same) in the **New Address** section, then click the **Update** button to save the changes.



153. Click the **Back** button to return to the Contractor Information page.

What you do	*Comments/Prompts*
154. The new address is now listed in the **Site Addresses** table.	

SITE ADDRESSES: Add Address

DETAILS	ADDRESS TYPE	ADDRESS1	CITY	STATE	ZIP
Details	SITE	212 HIGBIE LANE	WEST ISLIP	NY	11795
Details	SITE	123 Main Street	East Greenbush	NY	12061

Managing Contract Budgets

Concepts > The contract budget governs the amount of funds allocated to a contract, as well as how the funds may be used. All users can see contract budgets. Generally, Program or Contractor users have the primary responsibility for entering new contract budgets, although BCM users will perform this function in the case of legislative contracts and specials since they have responsibility for processing and overseeing these contracts.

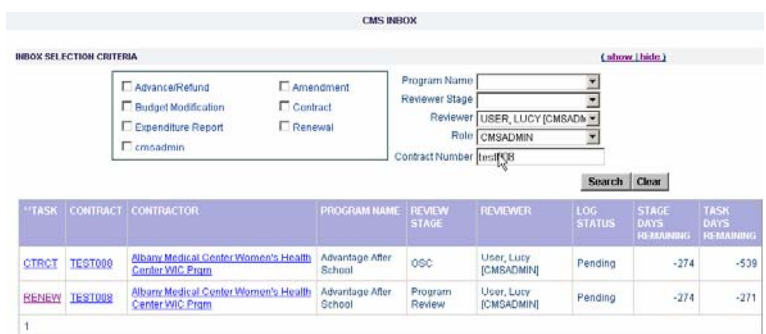
New contracts inherit the budget type and format (such as a full budget, simple budget, or T contract budget) from the contract group properties. This provides a basic template for the contract. However, once the contract is awarded and created in CMS, the contract budget information needs to be completed, indicating how much money is available for personnel, travel, equipment and supplies, etc.

The exception to this rule is in the case of converted contracts. Contracts existing in the system used prior to CMS were converted to a CMS format and imported into it. In these cases, the detail budget information was not set up for the contract. Rather, a single-line conversion budget was automatically established for these converted contracts. The budget indicates the total funds allocated to the contract, rather than individual line items. Due to the single-line nature of these contracts, they are ineligible for online budget modifications in CMS. Although one would use the CMS budget modification schedule for performing the review and approval tasks necessary to the budget modification request, the actual review and budget changes would occur offline—CMS would be used to keep track of the schedule for making the changes offline.

Submitting a Contract Budget

Contract budgets need to be entered for contracts and renewals during the approval process. They can also be updated for contracts that have not been approved. If a contract has been approved, a budget modification is needed to change the contract budget.

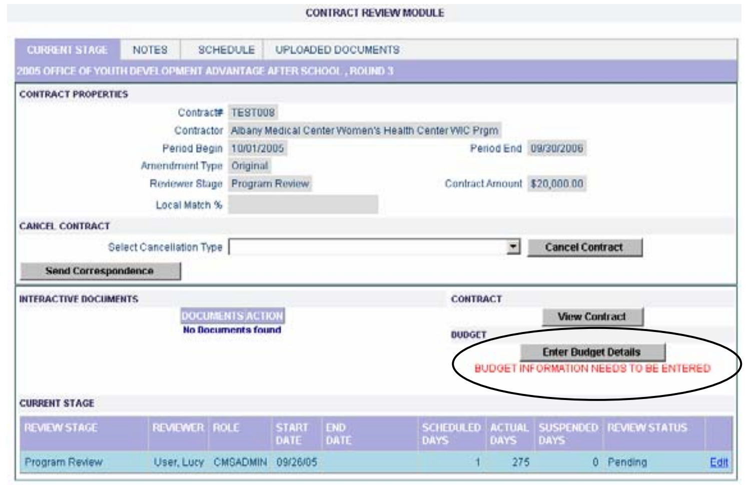
✓ Before you begin: You are logged into the system and are viewing contract tasks in the Inbox.

What you do	*Comments/Prompts*
155. Click the Task link (e.g. **CTRCT** or **RENEW**)in order to set up the budget during your review stage.	

What you do	*Comments/Prompts*

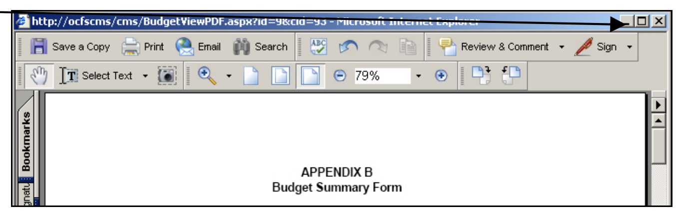
156. The Review stage is still pending.

Click the **Enter Budget Details** button. The budget document that is based on the selected budget type for the contract will display in an Adobe Acrobat Reader window.



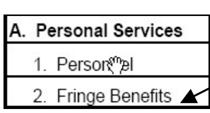
Note: Contract budgets can be developed entirely online. However, if you are working from a paper copy, you should have the document in front of you for transferring the information into CMS.

157. Click the **Maximize** button in the upper right hand corner of the window to increase the size of the window.

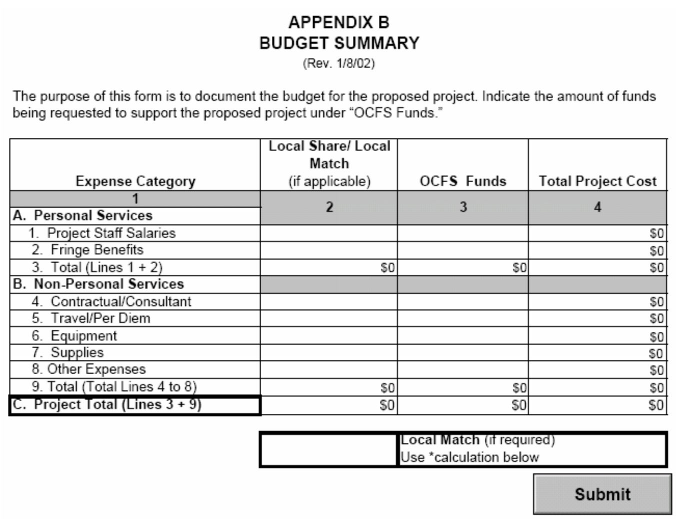


158. The budget file contains form fields for you to enter information. Use your **Tab** key to navigate forward from field to field. Use the **Shift+Tab** key combination to move backwards between fields. You can click and place your cursor in any of the fields.

Note: You will see a **hand** icon if you try to place your cursor in an area that does not contain a form field:



You will see the **cursor** if you are in field that is editable.



APPENDIX B
BUDGET SUMMARY
(Rev. 1/8/02)

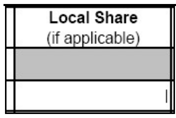
The purpose of this form is to document the budget for the proposed project. Indicate the amount of funds being requested to support the proposed project under "OCFS Funds."

Expense Category	Local Share/ Local Match (if applicable)	OCFS Funds	Total Project Cost
1	2	3	4
A. Personal Services			
1. Project Staff Salaries			$0
2. Fringe Benefits			$0
3. Total (Lines 1 + 2)	$0	$0	$0
B. Non-Personal Services			
4. Contractual/Consultant			$0
5. Travel/Per Diem			$0
6. Equipment			$0
7. Supplies			$0
8. Other Expenses			$0
9. Total (Total Lines 4 to 8)	$0	$0	$0
C. Project Total (Lines 3 + 9)	$0	$0	$0

	Local Match (if required) Use *calculation below

Submit

What you do	*Comments/Prompts*


Local Share
(if applicable)

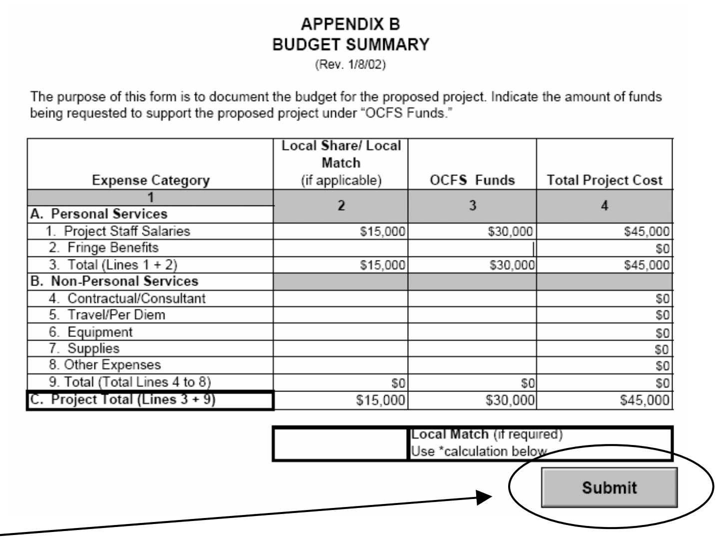
159. Navigate through the fields, entering the budget information.

The totals fields will automatically update as you enter information.

Make sure you do not enter more than the award amount.

Provide information about any local share funding, if applicable.

Click the **Submit** button when you are ready to save the information.


APPENDIX B
BUDGET SUMMARY
(Rev. 1/8/02)

The purpose of this form is to document the budget for the proposed project. Indicate the amount of funds being requested to support the proposed project under "OCFS Funds."

Expense Category	Local Share/ Local Match (if applicable)	OCFS Funds	Total Project Cost
1	2	3	4
A. Personal Services			
1. Project Staff Salaries	$15,000	$30,000	$45,000
2. Fringe Benefits			$0
3. Total (Lines 1 + 2)	$15,000	$30,000	$45,000
B. Non-Personal Services			
4. Contractual/Consultant			$0
5. Travel/Per Diem			$0
6. Equipment			$0
7. Supplies			$0
8. Other Expenses			$0
9. Total (Total Lines 4 to 8)	$0	$0	$0
C. Project Total (Lines 3 + 9)	$15,000	$30,000	$45,000

Local Match (if required)
Use *calculation below

Submit

160. The budget document and Acrobat will close. The window now indicates that the update was updated.

Click the **Close Window** button.

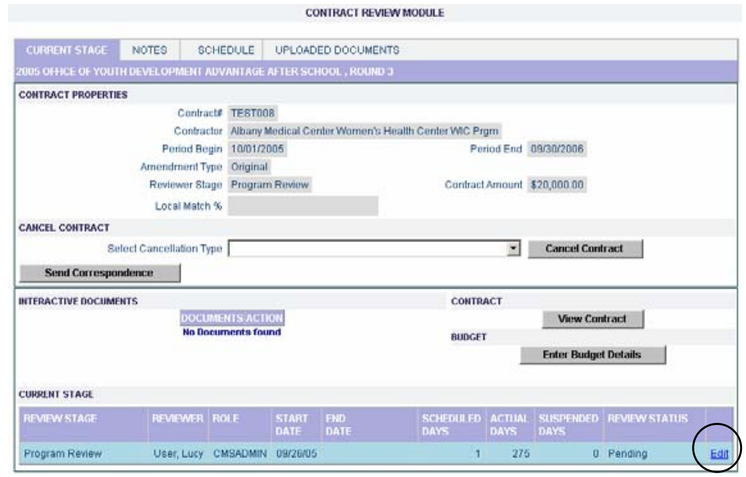

THANK YOU
Budget updated Successfully ....
CLOSE WINDOW

The **Contract Log** page displays.

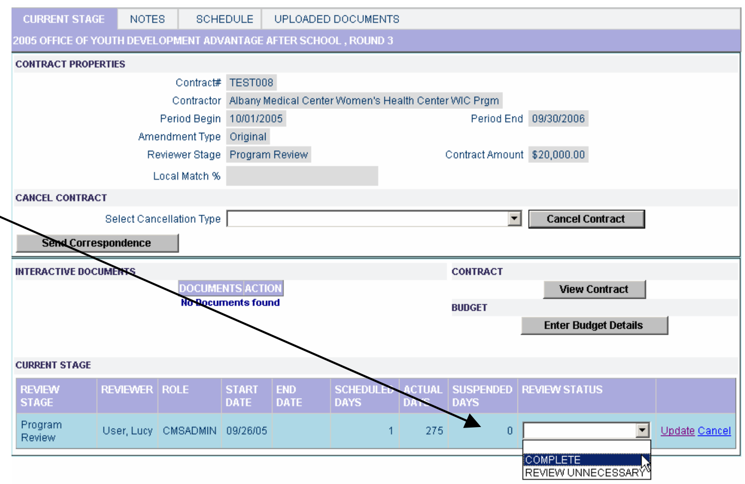
Note: This same process can be used to update budgets while they are still in the Pending status.

What you do	*Comments/Prompts*

161. If this is the only task you need to perform as part of your review process, you can click the **Edit** link for the review stage.



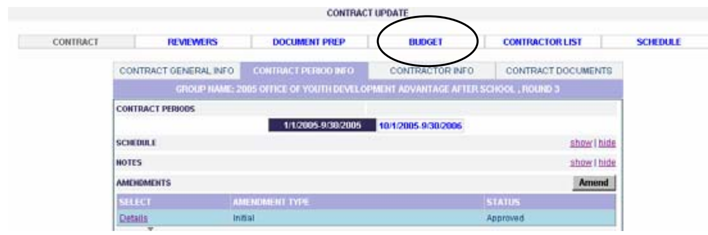
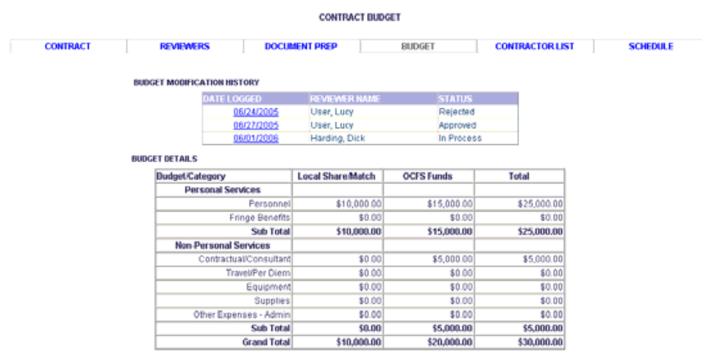
Then select a **Review Status**, and click **Update** to move the contract along to the next review stage and reviewer.



Viewing a Contract Budget

If you need to see the budget for a contract, you can use CMS to view the budget online.

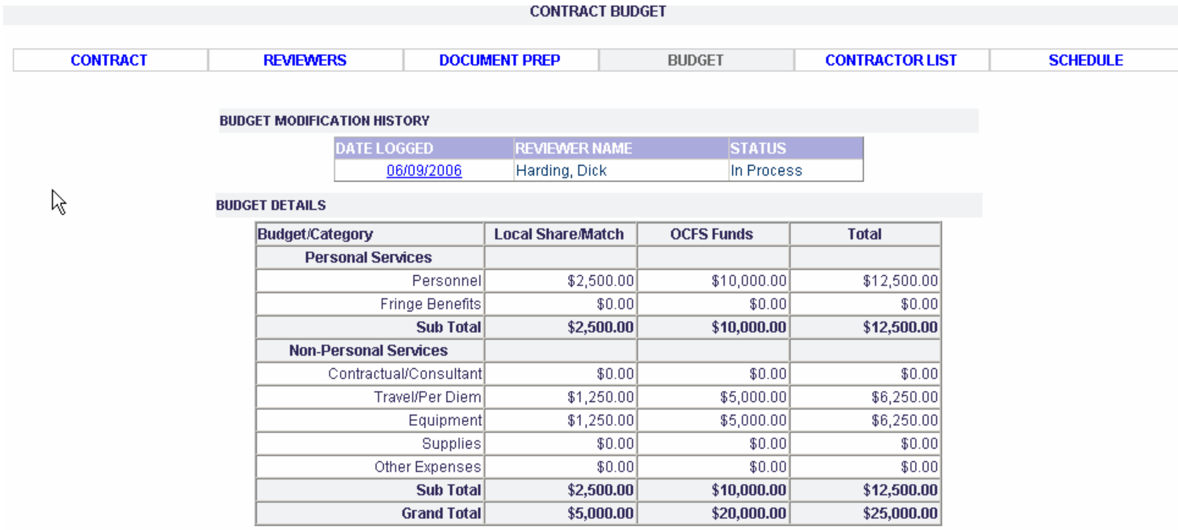
✓ Before you begin: You are logged into the system. You have opened the contract information page, either by selecting the contract number link from the Inbox, or by performing a contract search.

What you do	*Comments/Prompts*
162. Click the **Budget** tab button in the general Contract Processing set of buttons to view a summary of the budget.	
163. The current budget details are displayed in the **Budget Details** table. Any budget modifications will be listed in the **Budget Modification History** table. To view the full budget, you can view it in the contract document from the *Inbox* or the *Document Prep* section of the Contracts screens via the *View Contract* buttons.	

Conversion Budgets

Existing contracts will be imported and converted into CMS. In the case of these contracts, detailed budgets will not be available online. A special single-line budget format and type have been set up to accommodate these contracts.

In the case of these budgets, the contract budget page will display a single-line budget detail.


CONTRACT BUDGET

CONTRACT | REVIEWERS | DOCUMENT PREP | BUDGET | CONTRACTOR LIST | SCHEDULE

BUDGET MODIFICATION HISTORY

DATE LOGGED	REVIEWER NAME	STATUS
06/09/2006	Harding, Dick	In Process

BUDGET DETAILS

Budget/Category	Local Share/Match	OCFS Funds	Total
Personal Services			
Personnel	$2,500.00	$10,000.00	$12,500.00
Fringe Benefits	$0.00	$0.00	$0.00
Sub Total	**$2,500.00**	**$10,000.00**	**$12,500.00**
Non-Personal Services			
Contractual/Consultant	$0.00	$0.00	$0.00
Travel/Per Diem	$1,250.00	$5,000.00	$6,250.00
Equipment	$1,250.00	$5,000.00	$6,250.00
Supplies	$0.00	$0.00	$0.00
Other Expenses	$0.00	$0.00	$0.00
Sub Total	**$2,500.00**	**$10,000.00**	**$12,500.00**
Grand Total	**$5,000.00**	**$20,000.00**	**$25,000.00**

Managing Contract Documents

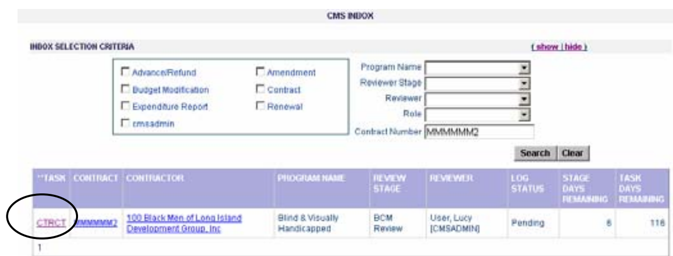
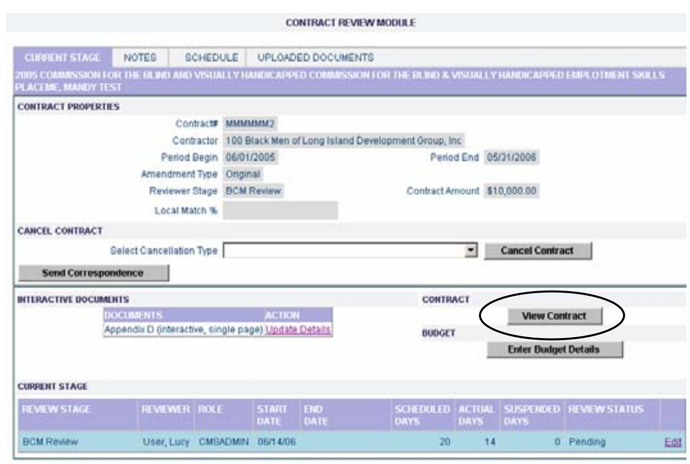
Concepts > Contract documents generally consist of a cover page, agreement page(s), budget page(s), various appendices, and a signature page that describe the terms of the contract and the work to be performed (the goods and services to be provided). The set of contract documents attached to the contract are inherited from the contract group properties. Additional documents can be added at the contract level via the *Document Prep* section of the Contracts screens.

Not all contracts will have contract documents. For example, converted contracts imported into CMS would typically not have their contract documents online. To view the contract documents for these contracts, you would have to locate the paper version of the contract in the files.

Viewing Contract Documents from the Inbox

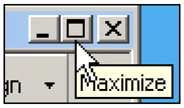
Contract documents can be viewed in the review stage on the *Contract Review Module* page accessed through the *Inbox* or on the *Contract Update* screen's *Contract Documents* tab.

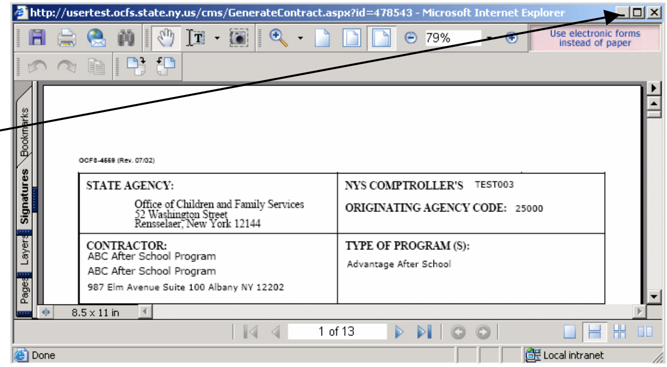
✓ Before you begin: You are logged into the system and are viewing contract tasks on the Inbox.

What you do	*Comments/Prompts*
164. Click the **CTRCT** link in order to set up the contract documents during your review stage.	
165. The **Contract Review Module** page appears. Notice the contract and budget buttons. The current review stage is listed as having a pending status. Click the **View Contract** button to open the contract document in Adobe Acrobat.	

What you do	*Comments/Prompts*

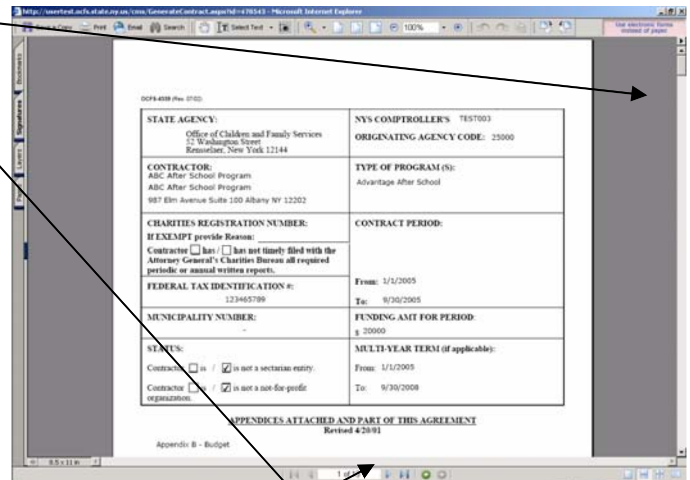
166. Click the **Maximize** button in the upper right hand corner of the window to see the full page.





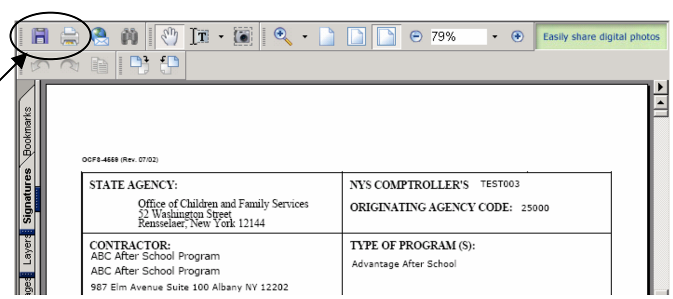
167. You can use the vertical scroll bar to move through the document. You can also use the page buttons to move through the file.

The documents contain information specific to the contract, such as contractor name, program information, budget information, etc.

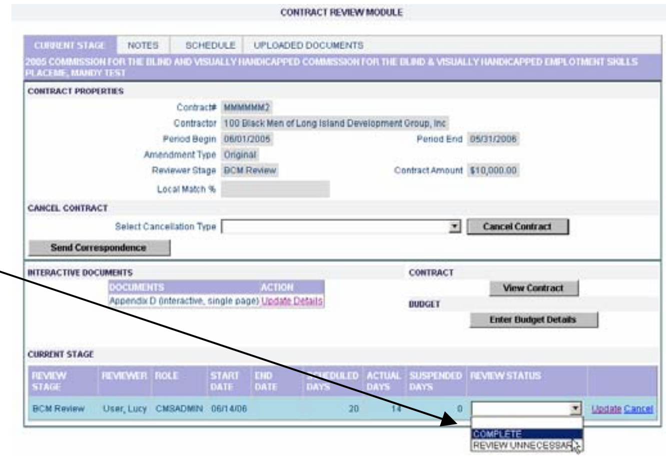


168. You can print a copy of the contract using Adobe Acrobat's Print function if needed.

You can also save a copy of the file using Adobe Acrobat's Save function.



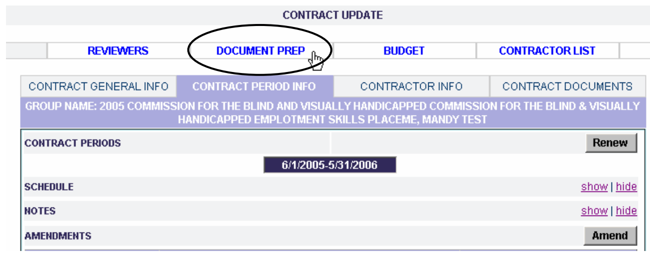
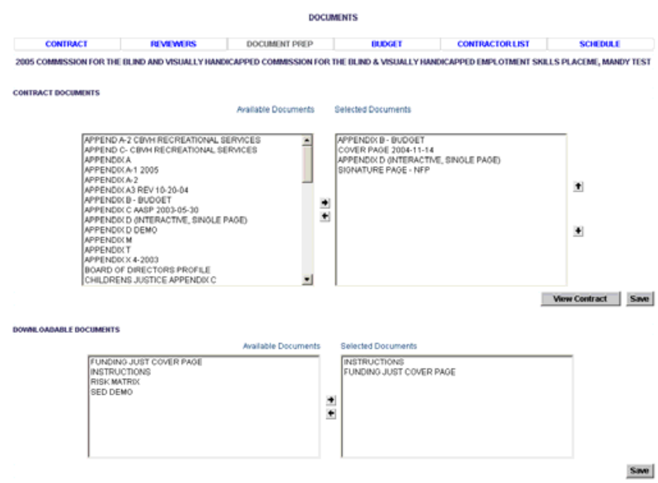
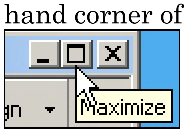
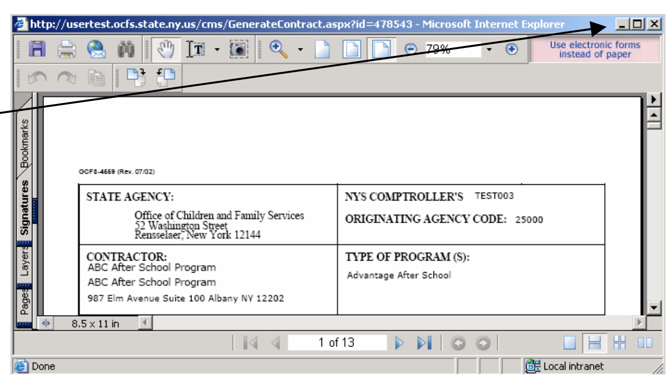
169. Click the **X** (**Close**) button in the upper right-hand corner of the window to close the contract document and return to the **Contract Review Module** page.

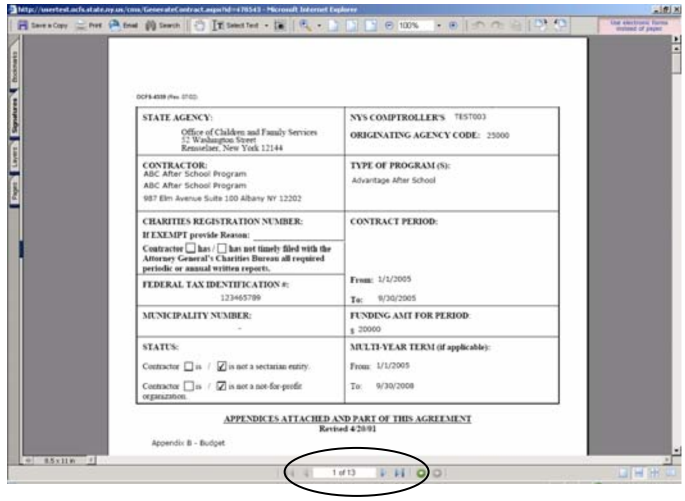
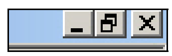
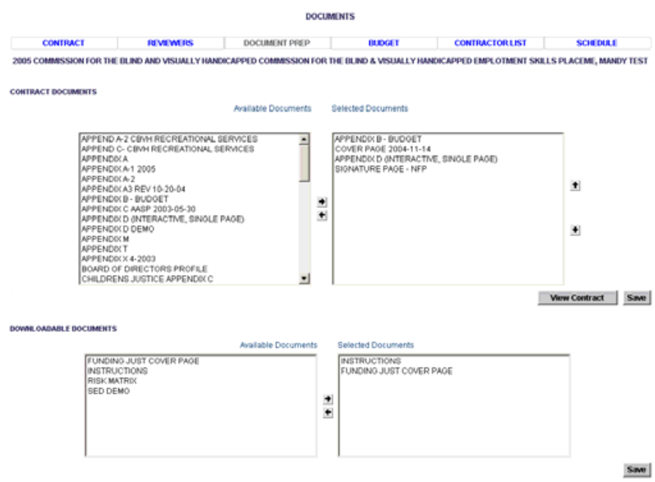
What you do	*Comments/Prompts*
170. If there is nothing more to do in your review stage, you can update the review stage and indicate your approval. Click the **Edit** link for the review stage. Select a **Review Status.** Click the **Update** link to save your selection and move the contract to the next stage and reviewer.	

Viewing Contract Documents from Contract Update

Contract documents can be viewed during or after the approval process on the *Contract Update* page.

✓ Before you begin: You are logged into the system as a CMS user. You have opened the contract information page, either by selecting the contract number link from the Inbox, or by performing a contract search.

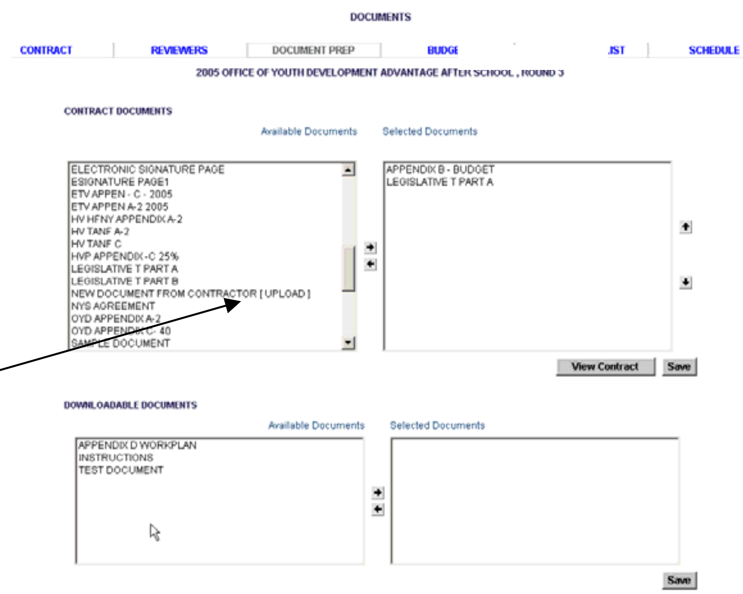
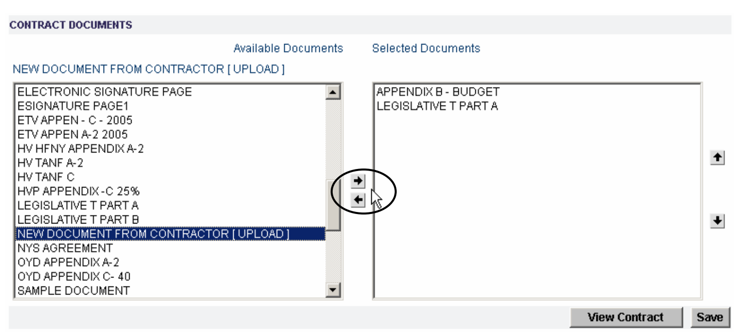
What you do	*Comments/Prompts*
171. Click the **Document Prep** tab button in the general Contract Processing set of buttons.	
172. Two sections are displayed. The first is for the contract documents. The second is for documents available to be downloaded by users (such as online contractors), completed offline and then uploaded to CMS for inclusion into the contract or contract related documents. Clicking the **View Contract** button opens the PDF file with Adobe Acrobat.	 **Note**: Not all users will see the Save button.
173. Click the **Maximize** button in the upper right hand corner of the window  to see the full page.	

What you do	*Comments/Prompts*
174. Use the vertical scroll bar to move through the document. You can also use the page buttons to move through the file. The documents contain information specific to the contract, such as contractor name, program information, budget information, etc.	
175. Click the **X** (**Close**) button in the upper right-hand corner of the window.	
176. The contract document and Acrobat will close. The **Documents** list displays.	

Updating the Contract Documents List

BCM administrator and CMS administrators can change the list of documents that are associated with a contract. This can be done at the beginning of a contract task or approved uploaded documents can also be added the contract document prior to its being signed by the contractor. See the *Managing Uploaded Documents* section in chapter 2 *Using the Inbox* for more information on uploaded documents.

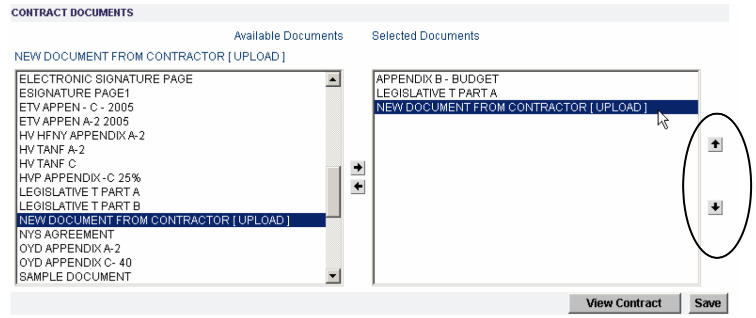
✓ Before you begin: You are logged into the CMS and have opened the contract information page, either by selecting the contract number link from the Inbox, or by performing a contract search. The Contract Documents page is displayed.

What you do	*Comments/Prompts*
177. All available **Contract Documents** and **Downloadable Documents** are displayed in the tables on the left. The top **Selected Documents** list shows the documents that will be included in the contract document, and their selected order. Any uploaded and approved documents will have [UPLOAD] at the end of their name. The bottom **Selected Documents** list shows the documents that will be included in the *Contract Review Module* for downloading by the reviewers, including contractor users.	
178. Select a new document from the **Available Documents** list: Click the **Right** arrow to move the item to the **Selected Documents** list.	

What you do	*Comments/Prompts*

179. The **Selected Documents** list now includes your new selection. It is added to the bottom of the list.

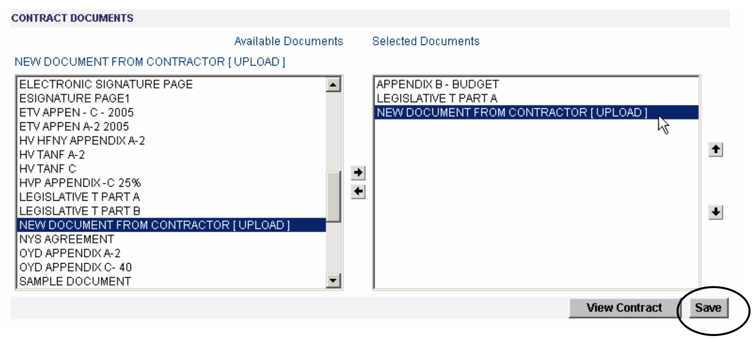
Click the up or down arrows to move the documents up/down in the list until you reach the desired order. The list order indicates the order in which the documents are displayed and printed when you click the **View Contract** button to view the PDF file.



You can remove an item from the *Selected Documents* list by selecting it and clicking the **Left** arrow.

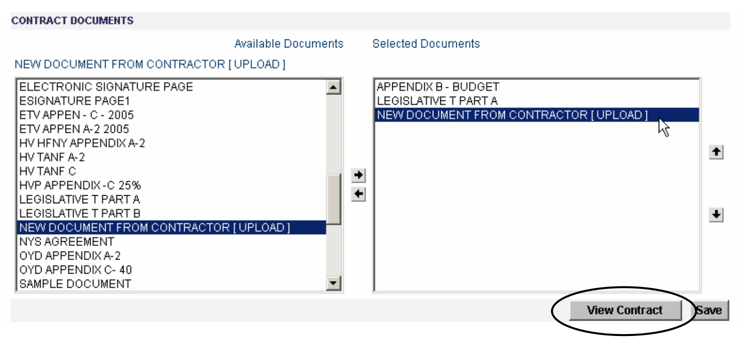
180. Click the **Save** button to save your changes to this list.

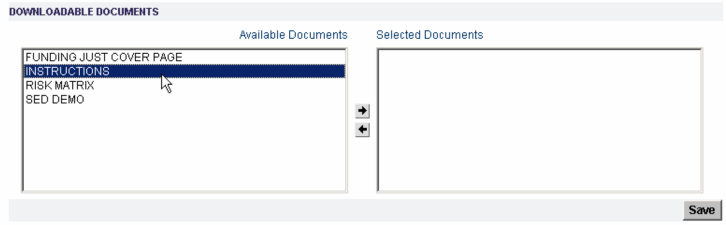
This saves your changes in the *Contract Documents* list before you work on the *Downloadable Documents* list.



181. To see what your contract document looks like or to print a copy, click the **View Contract** button.

This will open the contract document in an Adobe Acrobat window to view, print or save a copy using Acrobat's features.



What you do	*Comments/Prompts*
182. Adding **Downloadable Documents** is done in the same manner as above. Remember to Click the **Save** button to save your changes to this list.	

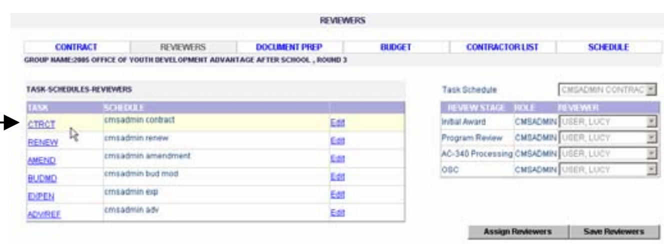
Reviewing Contract Reviewers and Schedules

Concepts > Contracts contain task schedules with reviewers assigned to these tasks, as defined by the Contract Group. All users can view the existing contract reviewers and schedules.

BCM and CMS administrators have the ability to edit schedules and reviewers. Updating this information should be familiar to them, since the edits are performed using the same processes used when setting up Contract Groups. For additional information on editing reviewers and schedules, consult the **Managing Contract Groups** chapter.

Identifying Contract Reviewers for a Schedule

✓ Before you begin: You are logged into the system as a BCMADMIN or CMSADMIN user. You have opened the contract information page, either by selecting the contract number link from the Inbox, or by performing a contract search.

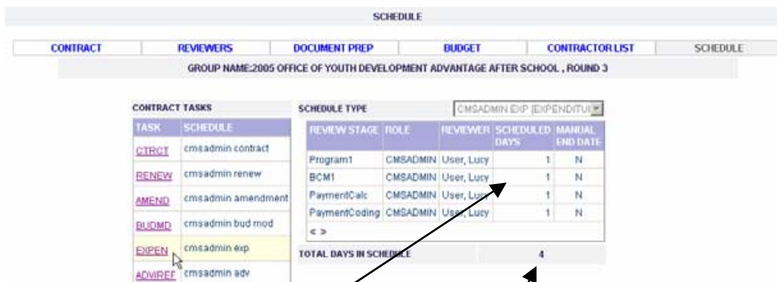
What you do	*Comments/Prompts*
183. Click the **Reviewers** tab button in the Contract Update screen.	
184. The **Contract Task** reviewers list is displayed by default (the displayed task is highlighted in yellow). A list of the reviewers is on the right. The reviewers and the roles associated with each stage in the task is displayed.	

What you do	*Comments/Prompts*
185. Click a different **Task** link to view the reviewers for that schedule. The page updates, displaying the selected task schedule and associated reviewers in the table on the right.	

Identifying the Scheduled Time for Contract Tasks

Contract tasks (approving a new contract, a renewal, claims, etc.) are made up of steps, or stages, which each have a set amount of time allocated for their completion. There are a number of places in CMS in which you can find out those timeframes including on the *Contract Update* **Schedule** tab.

✓ Before you begin: You are logged into the system as a CMS user. You have opened the contract information page, either by selecting the contract number link from the Inbox, or by performing a contract search.

What you do	*Comments/Prompts*
186. Click the **Schedule** tab button in the Contract Update screen.	
187. The **Contract Task** schedule is displayed by default (the displayed task is highlighted in yellow). Click a **Task** link to view the associated schedule. The schedule on the right side shows the review stages. The schedule indicates the **review stage**, the **reviewer** and the **role** associated with the stage, and the number of **scheduled days** alloted to the individual item. The total number of days allotted to the schedule is listed at the bottom, as **Total Days in Schedule**.	

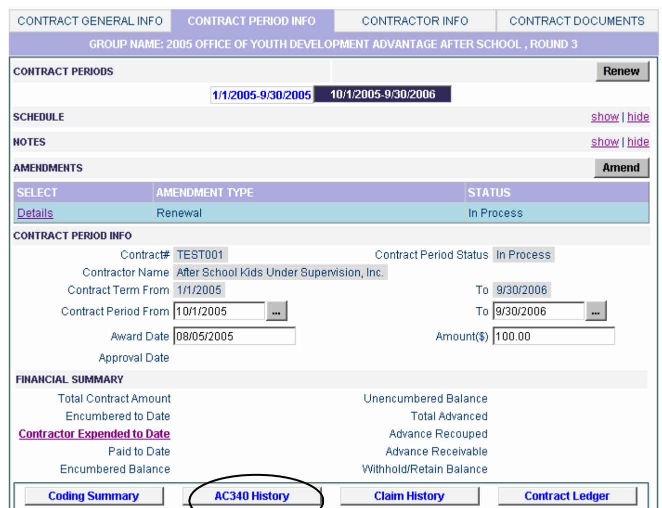
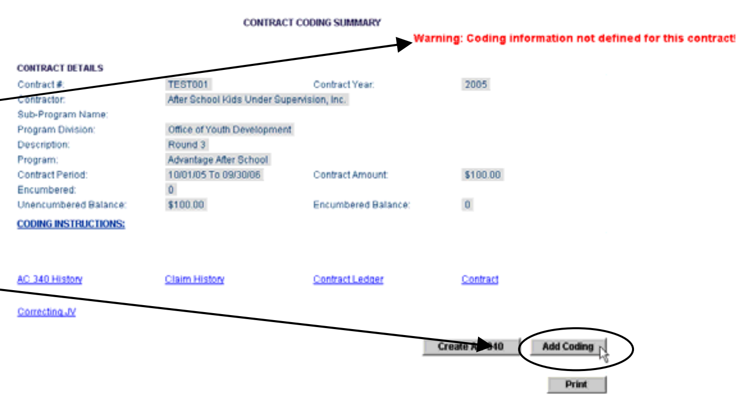
Preparing Contract Funds

Concepts > When a contract is set up, the equivalent of a "bank account" for the contract must be established. Funds need to be encumbered through the AC340 process, and coding instructions must be created for the contract, defining the cost centers associated with the contract and how claims against the contract funds are applied.

The Coding Details and Instructions will be entered by users from the Budget office. BCM staff and CMS administrators can also enter this information in CMS, based on data supplied by the Budget office. BCM administrators and BCM users create AC340s through CMS. The Coding and AC340 process should be finished before the contract review process is complete in order to properly encumber funds and process expenditures and advances.

Creating Coding Instructions

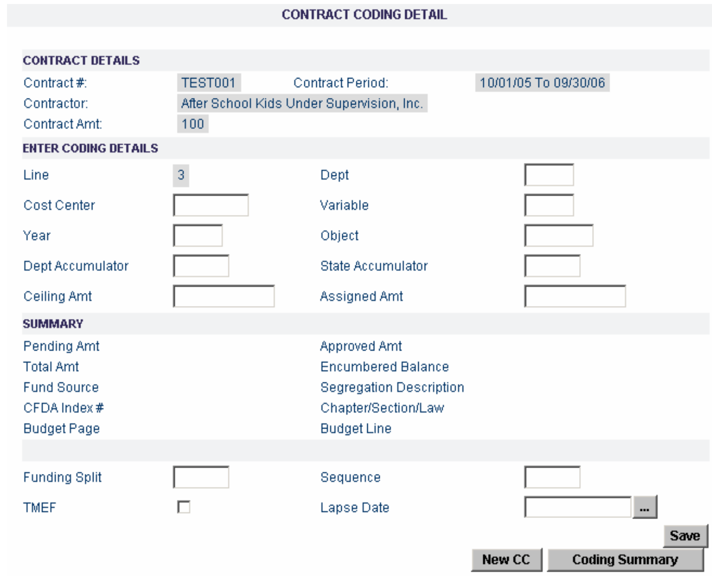
✓ Before you begin: You are logged into the system as a CMS user from the Budget office, BCM office, or you are a CMS administrator. You have opened the contract information page, either by selecting the contract number link from the Inbox, or by performing a contract search.

What you do	*Comments/Prompts*
188. On the Contract Period Info tab, click on the **Coding Summary** button.	
189. The *Contract Coding Summary* screen displays. if no coding has been defined for this contract a warning message indicates so. Select the **Add Coding** button to access the coding screen.	

What you do	*Comments/Prompts*

190. The *Contract Coding Detail* page displays. Enter the coding instructions.

Note: The **Funding Split** indicates that 50% of the claim payment amount should be derived from this coding line. You might choose instead to enter a **Sequence** number, indicating in which order this particular coding line is applied to claims.



CONTRACT CODING DETAIL

CONTRACT DETAILS

Contract #: TEST001 Contract Period: 10/01/05 To 09/30/06
Contractor: After School Kids Under Supervision, Inc.
Contract Amt: 100

ENTER CODING DETAILS

Line	3	Dept	
Cost Center		Variable	
Year		Object	
Dept Accumulator		State Accumulator	
Ceiling Amt		Assigned Amt	

SUMMARY

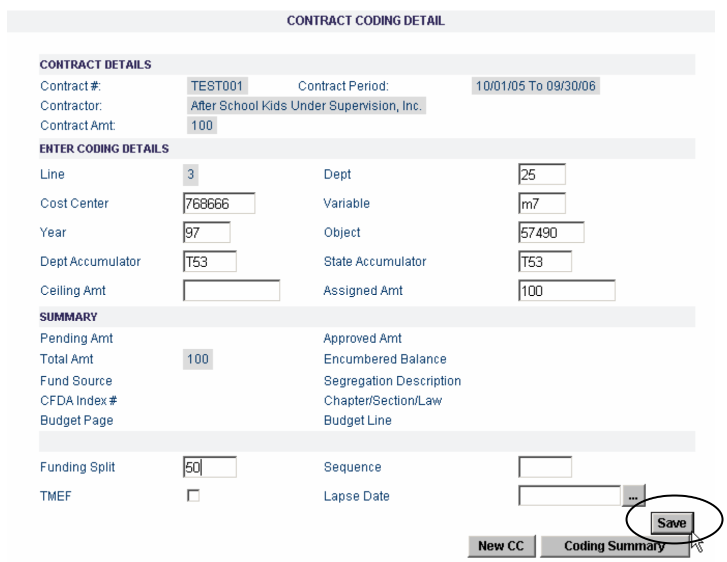
Pending Amt		Approved Amt	
Total Amt		Encumbered Balance	
Fund Source		Segregation Description	
CFDA Index #		Chapter/Section/Law	
Budget Page		Budget Line	
Funding Split		Sequence	
TMEF		Lapse Date	

Save
New CC Coding Summary

Note: The **TMEF** checkbox should be selected if the contract is part of the Training program.

Note: The **Lapse Date** (if used) will indicate when the coding detail expires.

191. Click the **Save** button to save your entries.



CONTRACT CODING DETAIL

CONTRACT DETAILS

Contract #: TEST001 Contract Period: 10/01/05 To 09/30/06
Contractor: After School Kids Under Supervision, Inc.
Contract Amt: 100

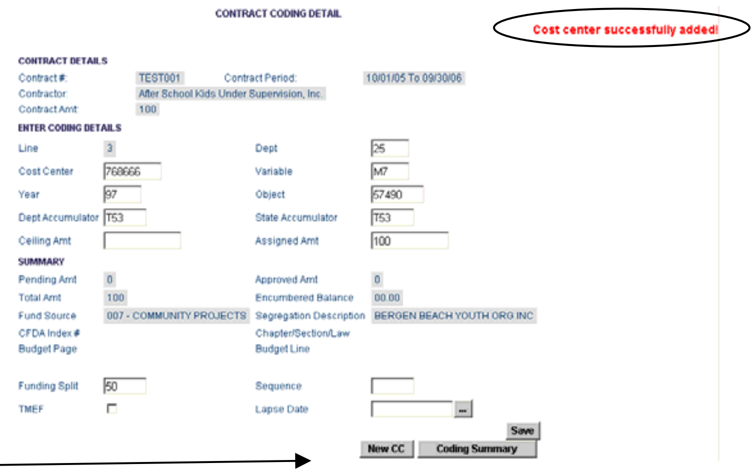
ENTER CODING DETAILS

Line	3	Dept	25
Cost Center	768666	Variable	m7
Year	97	Object	57490
Dept Accumulator	T53	State Accumulator	T53
Ceiling Amt		Assigned Amt	100

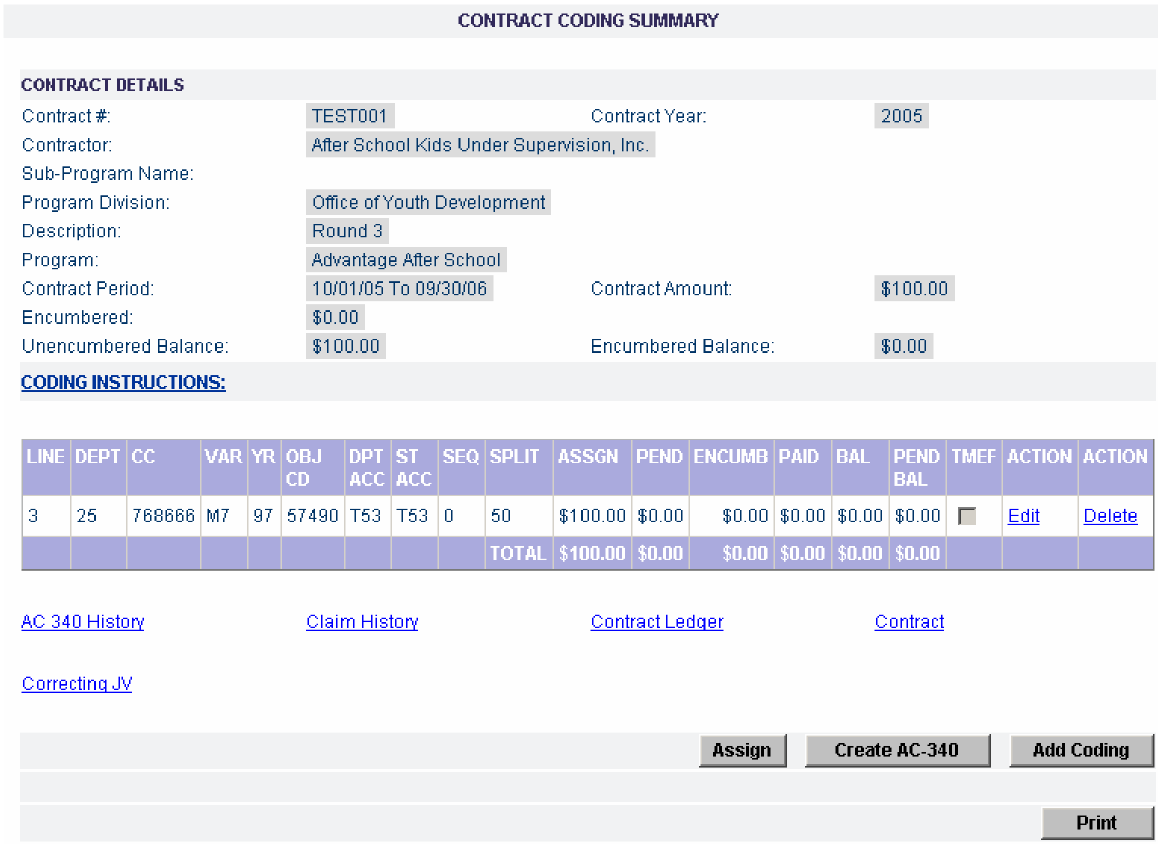
SUMMARY

Pending Amt		Approved Amt	
Total Amt	100	Encumbered Balance	
Fund Source		Segregation Description	
CFDA Index #		Chapter/Section/Law	
Budget Page		Budget Line	
Funding Split	50	Sequence	
TMEF		Lapse Date	

Save
New CC Coding Summary

What you do	*Comments/Prompts*
192. A status message at the top of the page indicates if your coding information was successfully entered. You will receive error messages if you use information not acceptable to the system (such as an invalid object code, etc.). If you want to define additional contract coding, click the **New CC** button. Otherwise, click the **Coding Summary** button to return to the **Coding Summary** page.	

What you do *Comments/Prompts*



CONTRACT CODING SUMMARY

CONTRACT DETAILS

Contract #:	TEST001	Contract Year:	2005
Contractor:	After School Kids Under Supervision, Inc.		
Sub-Program Name:			
Program Division:	Office of Youth Development		
Description:	Round 3		
Program:	Advantage After School		
Contract Period:	10/01/05 To 09/30/06	Contract Amount:	$100.00
Encumbered:	$0.00		
Unencumbered Balance:	$100.00	Encumbered Balance:	$0.00

CODING INSTRUCTIONS:

LINE	DEPT	CC	VAR	YR	OBJ CD	DPT ACC	ST ACC	SEQ	SPLIT	ASSGN	PEND	ENCUMB	PAID	BAL	PEND BAL	TMEF	ACTION	ACTION
3	25	768666	M7	97	57490	T53	T53	0	50	$100.00	$0.00	$0.00	$0.00	$0.00	$0.00		Edit	Delete
									TOTAL	$100.00	$0.00	$0.00	$0.00	$0.00	$0.00			

AC 340 History Claim History Contract Ledger Contract

Correcting JV

Assign Create AC-340 Add Coding

Print

The **ASSGN** column indicates the proposed amount for the cost center. When the AC340 is generated, this amount becomes 0 and the $100.00 is marked as pending (**PEND**). The **PEND** column indicates the amount on the AC340 that has not yet been approved. Once the AC340 is approved, the **PEND** value is reset to 0 and the amount is added to the **ENCUMB** field, indicating that the funds (in this example, $100.00) have been encumbered by the approved AC340. The **PAID** column indicates the amount of funds expended – the amount that has been cleared through the Payment Coding module. **BAL** indicates the encumbered amount minus expenditures. **PEND BAL** represents the pending AC340 amount plus the encumbered amount, minus expenditures.

Creating the AC340

When a contract is awarded and cost center and coding instructions are entered for the contract, the funds associated with the cost center must be encumbered through the AC340 process. An AC340 is generated, and transmitted to CAPS and OSC through batch files sent overnight.

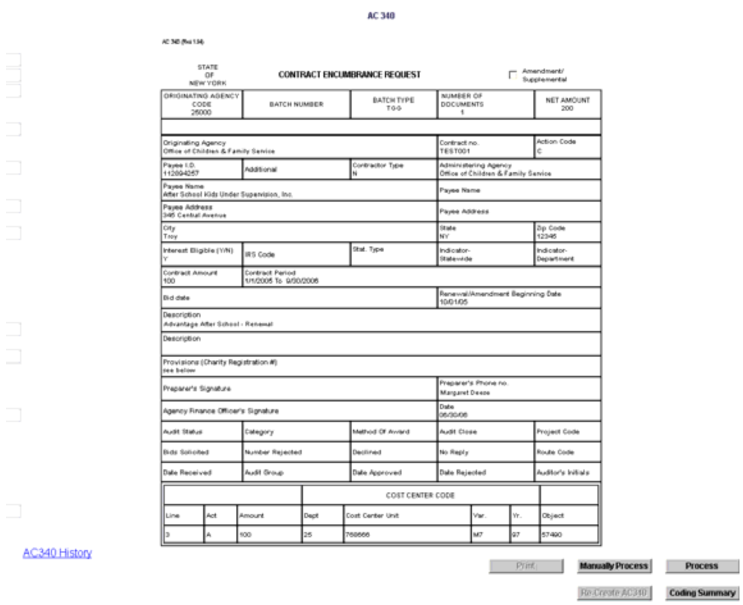
BCM administrators and users create AC340s through CMS. After the coding is set up for the contract, the BCM staff person will click the **Create AC-340** button (located on the **Contract Coding Summary** page above). This generates an electronic version of the AC340. Users have the choice of printing out a paper version of the AC340, automatically processing the AC340 (this means that the AC340 will be bulk-loaded to OSC that evening), or indicating that the AC340 will be manually processed (for emergency cases, where the AC340 will be directly submitted to OSC through an OSC terminal). For additional information on the AC340 process or how to create an AC340, contact the main CMS administrator.

What you do | *Comments/Prompts*

193. Click the **Create AC-340** button to create an AC340 after coding has been entered.

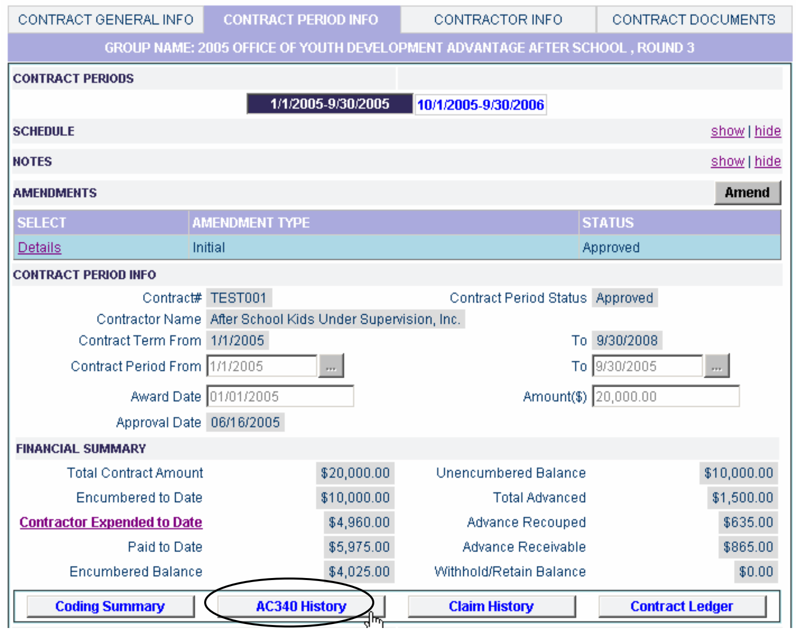
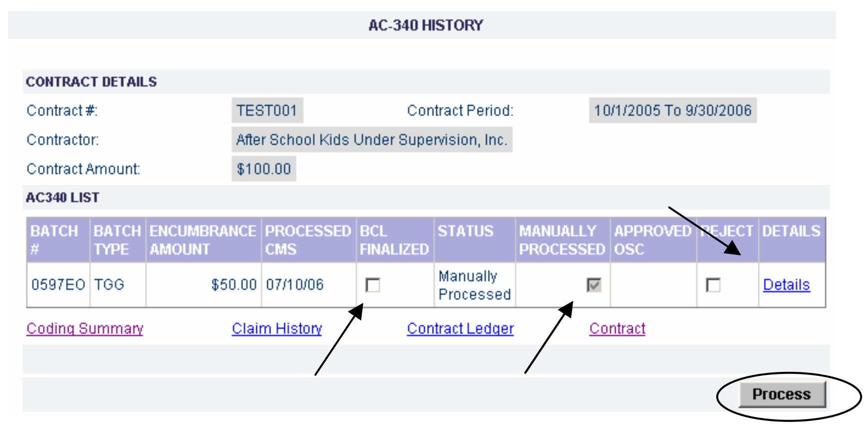
194. The AC340 screen appears. Review the information. Some fields can be changed if necessary such as the batch types.

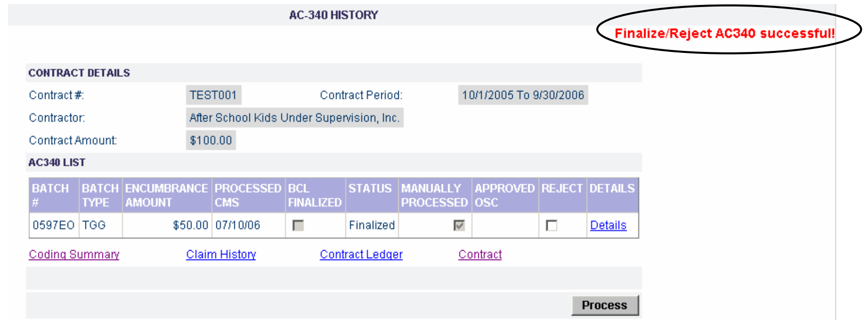
Once the data is correct, you have two options. You can select the **Process** button which automatically processes the AC340 (this means that the AC340 will be bulk-loaded to OSC that evening), or select the **Manually Process** button which indicates that the AC340 will be manually processed (for emergency cases, where the AC340 will be directly submitted to OSC through an OSC terminal).



Viewing the AC340 History

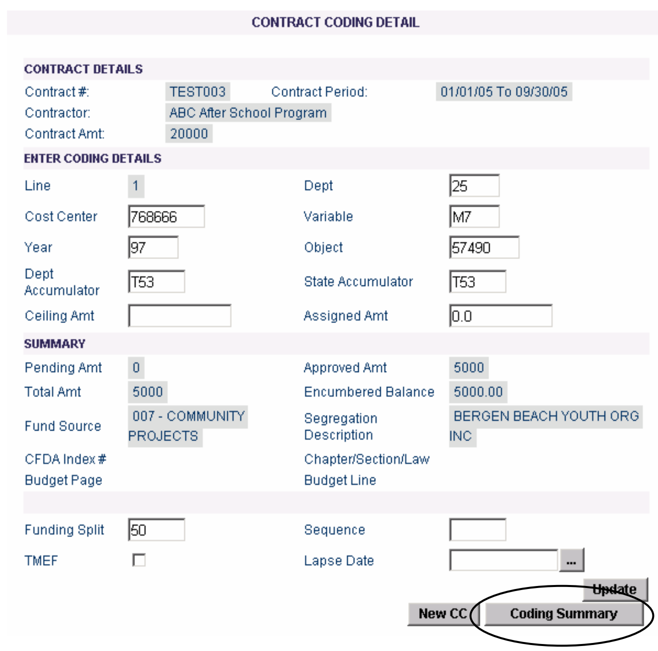
Users may view the AC340 History by clicking the **AC340 History** link (listed on various contract information pages). This will display a list of all AC340s submitted. Users can select a **Details** link for the desired AC340, and view an electronic version of the AC340. For additional information on the AC340 process or how to create an AC340, contact the main CMS administrator.

What you do	*Comments/Prompts*
195. Click the **AC340 History** button to view the AC340 History.	
196. The AC340 History screen appears. You can select the **Details** link to view an electronic version of the AC340. If you had manually processed an AC340, there will be a check in the **Manually Processed** column. Once you have finalized the AC340, check the **BCL Finalized** column and select the **Process** button to finalize your AC340.	

What you do	*Comments/Prompts*
197. You will see a message showing that you successfully finalized the AC340, and the **BCL Finalized** column will be grayed out.	

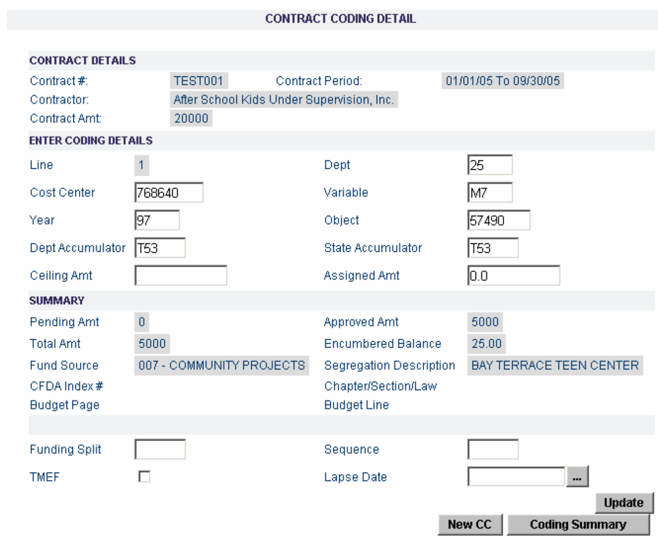
Viewing Existing Coding Instructions

✓ Before you begin: You are logged into CMS and have opened the contract information page, either by selecting the contract number link from the Inbox, or by performing a contract search. You have navigated to the **Contract Period Info** screen of a contract and selected the **Coding Summary** button to open the **Contract Coding Summary** page.

What you do	*Comments/Prompts*
198. The *Contract Coding Summary* page displays information on existing coding for the contract. Click the **Edit** link to view the detailed coding instructions.	
199. The Contract Coding Detail screen appears with the coding instructions for the contract. Select the **Coding Summary** button to return to the Summary page.	

Editing Existing Cost Center Coding

✓ Before you begin: You are logged into CMS and have opened the contract information page, either by selecting the contract number link from the Inbox, or by performing a contract search. You have opened the **Contract Coding Summary** page.

What you do	*Comments/Prompts*
200. Click the **Edit** link to open the detailed coding instructions.	
201. Detailed coding information displays. Depending on the contract and the cost center, you may not be using all the fields on the screen. Changes can be made if necessary. Click the **Update** button to save your changes. Click the **Coding Summary** button to return to the summary details	

Deleting Coding Instructions

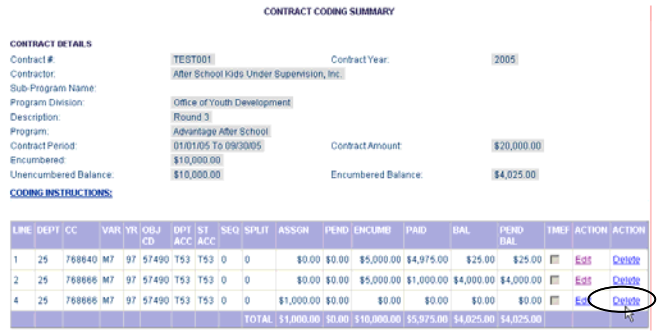
You may not delete coding instructions once an AC340 has been generated or approved. You may only delete coding instructions where an assigned amount has been requested and the pending or encumbered amounts are zero.

✓ Before you begin: You are logged into CMS and have opened the contract information page, either by selecting the contract number link from the Inbox, or by performing a contract search. You have navigated to the **Contract Coding Summary** page.

What you do	*Comments/Prompts*

202. Click the **Delete** link.

The **Contract Coding Details** page displays.



CONTRACT CODING SUMMARY

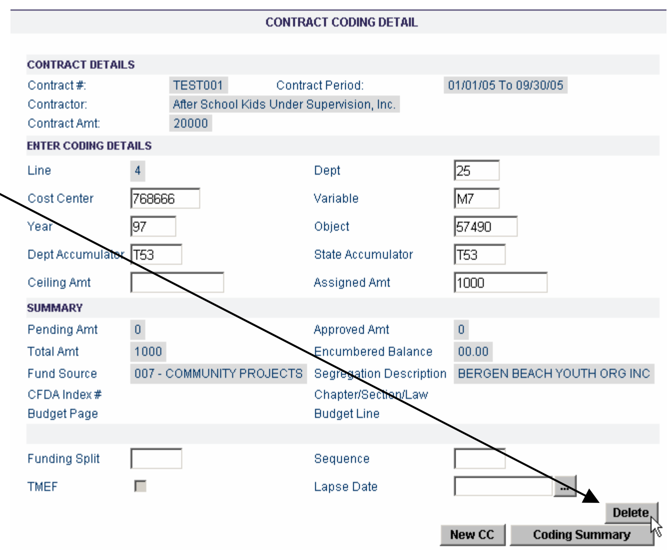
CONTRACT DETAILS

Contract #: TEST001 Contract Year: 2005
Contractor: After School Kids Under Supervision, Inc.
Sub-Program Name:
Program Division: Office of Youth Development
Description: Round 3
Program: Advantage After School
Contract Period: 01/01/05 To 09/30/05 Contract Amount: $20,000.00
Encumbered: $10,000.00
Unencumbered Balance: $10,000.00 Encumbered Balance: $4,025.00

CODING INSTRUCTIONS:

LINE	DEPT	CC	VAR	YR	OBJ CD	DPT ACC	ST ACC	SEQ	SPLIT	ASSGN	PEND	ENCUMB	PAID	BAL	PEND BAL	TMEF	ACTION	ACTION
1	25	768640	M7	97	57490	T53	T53	0	0	$0.00	$0.00	$5,000.00	$4,975.00	$25.00	$25.00		Edit	Delete
2	25	768666	M7	97	57490	T53	T53	0	0	$0.00	$0.00	$5,000.00	$1,000.00	$4,000.00	$4,000.00		Edit	Delete
4	25	768666	M7	97	57490	T53	T53	0	0	$1,000.00	$0.00	$0.00	$0.00	$0.00	$0.00		Edit	Delete
									TOTAL	$1,000.00	$0.00	$10,000.00	$5,975.00	$4,025.00	$4,025.00			

203. Click the **Delete** button.



CONTRACT CODING DETAIL

CONTRACT DETAILS

Contract #: TEST001 Contract Period: 01/01/05 To 09/30/05
Contractor: After School Kids Under Supervision, Inc.
Contract Amt: 20000

ENTER CODING DETAILS

Line 4 Dept 25
Cost Center 768666 Variable M7
Year 97 Object 57490
Dept Accumulator T53 State Accumulator T53
Ceiling Amt Assigned Amt 1000

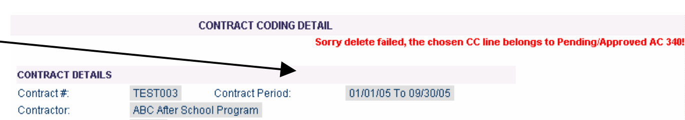
SUMMARY

Pending Amt 0 Approved Amt 0
Total Amt 1000 Encumbered Balance 00.00
Fund Source 007 - COMMUNITY PROJECTS Segregation Description BERGEN BEACH YOUTH ORG INC
CFDA Index # Chapter/Section/Law
Budget Page Budget Line

Funding Split Sequence
TMEF Lapse Date

Delete
New CC Coding Summary

Note: If the coding detail could not be deleted (because the AC340 had been generated or approved, for example), an error message would display at the top of the page. You can click the **Coding Summary** button to return to the Coding Summary page.



CONTRACT CODING DETAIL

Sorry delete failed, the chosen CC line belongs to Pending/Approved AC 340!

CONTRACT DETAILS

Contract #: TEST003 Contract Period: 01/01/05 To 09/30/05
Contractor: ABC After School Program
Contract Amt: 20000

What you do	*Comments/Prompts*

204. The coding detail is deleted, and the coding summary page appears.

CONTRACT CODING SUMMARY

CONTRACT DETAILS

Contract #:	TEST001	Contract Year:	2005
Contractor:	After School Kids Under Supervision, Inc.		
Sub-Program Name:			
Program Division:	Office of Youth Development		
Description:	Round 3		
Program:	Advantage After School		
Contract Period:	01/01/05 To 09/30/05	Contract Amount:	$20,000.00
Encumbered:	$10,000.00		
Unencumbered Balance:	$10,000.00	Encumbered Balance:	$4,025.00

CODING INSTRUCTIONS:

LINE	DEPT	CC	VAR	YR	OBJ CD	DPT ACC	ST ACC	SEQ	SPLIT	ASSGN	PEND	ENCUMB	PAID	BAL	PEND BAL	TMFF	ACTION	ACTION
1	25	768640	M7	97	57490	T53	T53	0	0	$0.00	$0.00	$5,000.00	$4,975.00	$25.00	$25.00		Edit	Delete
2	25	768666	M7	97	57490	T53	T53	0	0	$0.00	$0.00	$5,000.00	$1,000.00	$4,000.00	$4,000.00		Edit	Delete
									TOTAL	$0.00	$0.00	$10,000.00	$5,975.00	$4,025.00	$4,025.00			

AC 340 History Claim History Contract Ledger Contract

Correcting JV

Assign Create AC-340 Add Coding

Print

Viewing Contract Contractor List

✓ Before you begin: You are logged into CMS and have opened the contract information page, either by selecting the contract number link from the Inbox, or by performing a contract search. You have navigated to the **Contractor List** page of a contract.

What you do	*Comments/Prompts*
205. The *Contractor List* page displays information on all of the contractors who have contracts within the same group as the contract you are viewing. Clicking the contract number of one contracts in the list will open the Contract Update page for that contract.	

CONTRACTOR LIST

CONTRACT | REVIEWERS | DOCUMENT PREP | BUDGET | CONTRACTOR LIST | SCHEDULE

GROUP NAME: 2005 OFFICE OF YOUTH DEVELOPMENT ADVANTAGE AFTER SCHOOL , ROUND 3

CONTRACT #	LEGAL NAME	FEDERAL ID	AMOUNT	AWARD#	CONTRACT # OVERWRITE	ERROR MESSAGE
TEST011	9 to 5 National Association of Working Women	521201710	$20,000.00	11	TEST011	
TEST003	ABC After School Program	123465789	$30,000.00	3	TEST002	
TEST013	Abbott Automatics	161314369	$20,000.00	13	TEST013	
TEST004	Advocacy Center of Tompkins County	222237195	$20,000.00	4	TEST004	
TEST001	After School Kids Under Supervision, Inc.	112894257	$20,000.00	1	TEST001	
TEST008	Albany Medical Center Women's Health Center WIC Prgm	141330310	$20,000.00	8	TEST008	
TEST009	Center for Joy, Inc.	161430405	$20,000.00	9	TEST009	
TEST007	Child's Play Day Care, LLC	161166800	$20,000.00	7	TEST007	
TEST012	Church of St. Patrick	141364646	$20,000.00	12	test012	
TEST010	Dwarf-Giraffe Athletic League of Whitestone, Inc.	112523053	$20,000.00	10	test010	
TEST005	Girl Spirit Woman Song, Inc.	470900400	$20,000.00	5	TEST005	
TEST006	Green Chimneys Children Services, Inc.	141560025	$20,000.00	6	TEST006	
TEST014	Mike Niziol	222737764	$20,000.00	10-190-05	test014	
TEST002	PACT/SCORE After School Youth Program	208280253	$10,000.00	2	TEST002	

CHAPTER 5

Managing Contractor Information

Topics

Chapter 5: Managing Contractors

A contractor is a provider of services or goods who may enter into a written agreement with the New York State Office of Children and Family Services. Contractor names and information is accessed through CMS and associated with contracts. Contractors work with the various program offices and BCM, providing program reports detailing the contract deliverables, requesting advances, submitting expenditure reports, and delivering the goods and services as defined by their contract.

CMS users have the ability to search for a contractor from the main menu, viewing contractor information such as contractor name, addresses, and contacts. CMS administrators and BCM administrators have the ability to create new contractors and update existing ones.

Note: If the contractor was created through the CAPS system, then CMS administrators and BCM administrators cannot follow the normal "update" process in CMS. For information on identifying these contractors or to request that the contractor information be updated, contact the main CMS administrator.

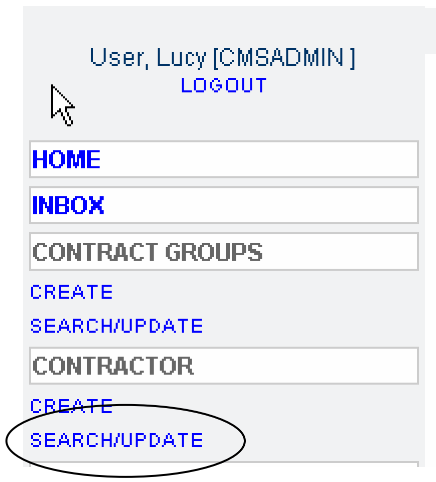
Contractor information is also available when looking at a specific contract, by viewing the Contractor Info tab. The Contractor Info tab displays both general contractor information (such as the main address of the contractor), and contract-specific contractor information, for example, a local site address where work specific to the contract is performed. This chapter will cover viewing contractor information through the Contractor search feature. Information on viewing contractor information attached to a specific contract is available through *Chapter 4 – Managing and Understanding Contracts*.

Reviewing Contractor Information

Concepts > When you log in to CMS, you can search for contractor information through the main menu. As noted earlier, you can see contractor information by viewing contract records through the Inbox or as the result of a search for specific contracts, but this only allows you to access contractors that are attached to contracts. The main way to retrieve contractor information is through the CMS menu, through a *Contractor Search*.

Searching for a Contractor

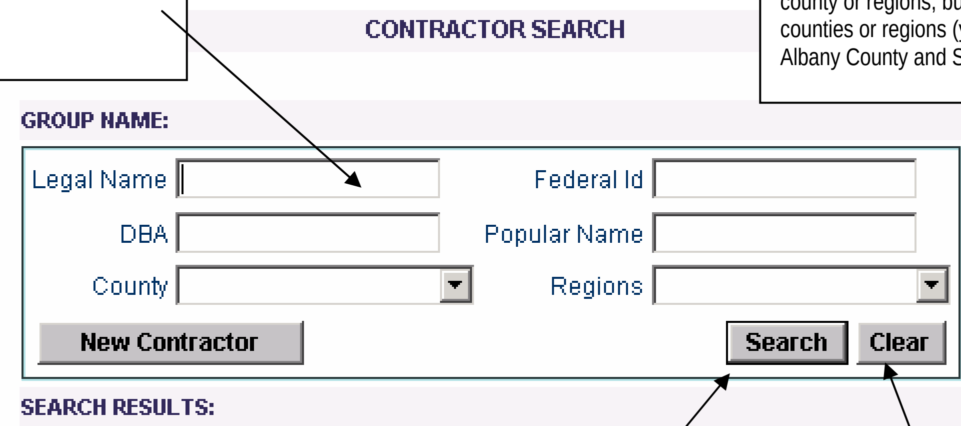
✓ Before you begin: You are logged into the system as a user.

What You Do	*Comments/Prompts*
206. From your CMS menu column on the left, click the **Search/Update** link in the **Contractor** section.	

The **Contractor Search** page displays a series of text boxes and drop-down boxes for entering search criteria, as well as buttons for performing the search or clearing the search criteria.

The text boxes allow you to search for a string of text. Entering the word "legal" in the Legal Name field would perform a search for all contractors with the phrase "legal" in the legal name, be it "Capital District Legal Services, Inc.," "Legal Services, Inc.," or "Paralegals, Inc."

The **County** and **Regions** drop-down lists allow you to narrow your search to a specific county or geographic region. If using these options, be careful not to set up a geographic mismatch, for example, selecting Albany County and the Buffalo Region. You can search across all countries or regions, or a single county or regions, but not multiple counties or regions (you cannot select Albany County and Saratoga County).



DBA is the abbreviation for "Doing Business As" – it refers to a name (other than the Legal Name for the Contractor) that is used for business purposes. The **Popular Name** is another way to reference the Contractor – such as YMCA, rather than Young Men's Christian Association.

Click the **Search** button to perform your search, based on the selected search criteria. Note that if you do not select any search criteria, you will be searching for ALL contractors in CMS, displaying thousands of records. This list will grow larger as new contractors are created.

If you have entered search criteria and wish to reset your choices, click the **Clear** button.

207. Enter the search criteria.

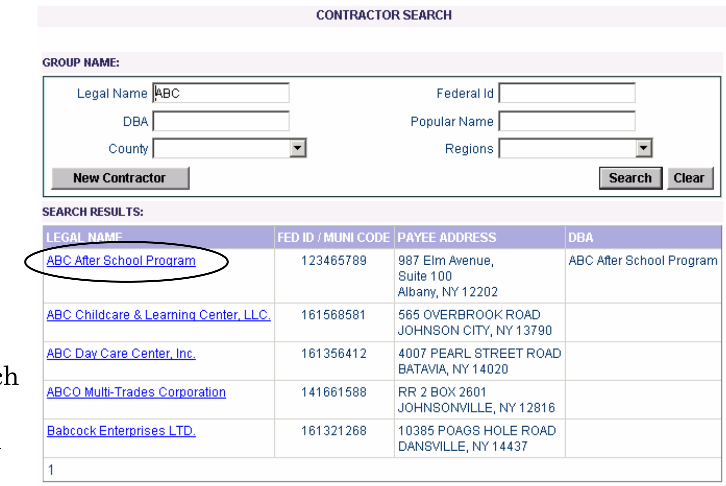
Click the **Search** button.

The **Contractor Search Results** page appears.

208. The search results page displays all of the matching contractors.

Click the **Legal Name** to display the **Contractor Information** for the desired contractor.

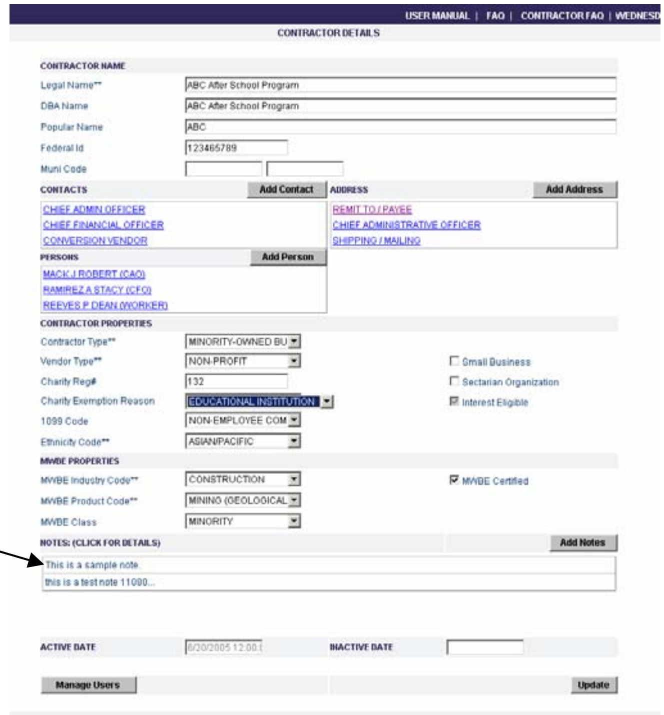
Note: If you do not find the contractor you are seeking, you may perform a new search from this page by entering different or additional search criteria.



LEGAL NAME	FED ID / MUNI CODE	PAYEE ADDRESS	DBA
ABC After School Program	123465789	987 Elm Avenue, Suite 100 Albany, NY 12202	ABC After School Program
ABC Childcare & Learning Center, LLC.	161568581	565 OVERBROOK ROAD JOHNSON CITY, NY 13790	
ABC Day Care Center, Inc.	161356412	4007 PEARL STREET ROAD BATAVIA, NY 14020	
ABCO Multi-Trades Corporation	141661588	RR 2 BOX 2601 JOHNSONVILLE, NY 12816	
Babcock Enterprises LTD.	161321268	10385 POAGS HOLE ROAD DANSVILLE, NY 14437	

1

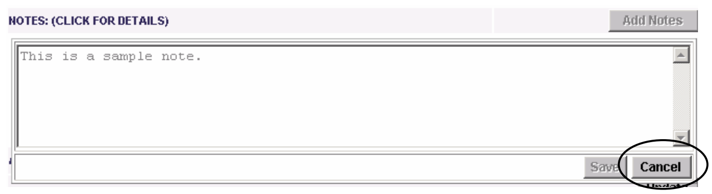
209. The **Contractor Details** page displays the available contractor information.



The **Notes** field displays any available notes about the contractor. Click the field to display the full text of any notes.

The page updates, displaying all the notes.

Note: If you are not a CMSADMIN, you will not see the **Manage Users** button.



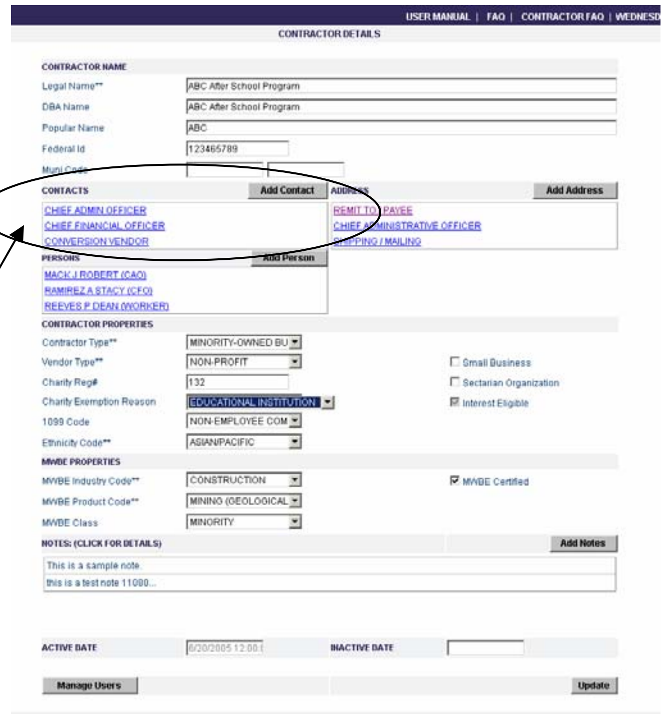
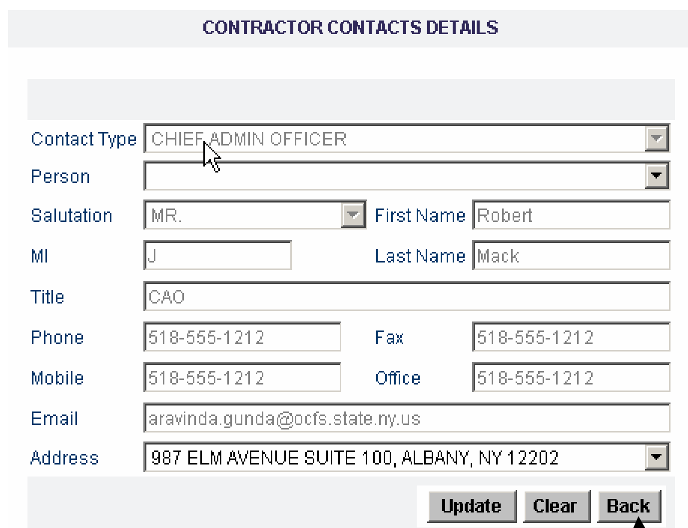
Click **Cancel** to hide the note.

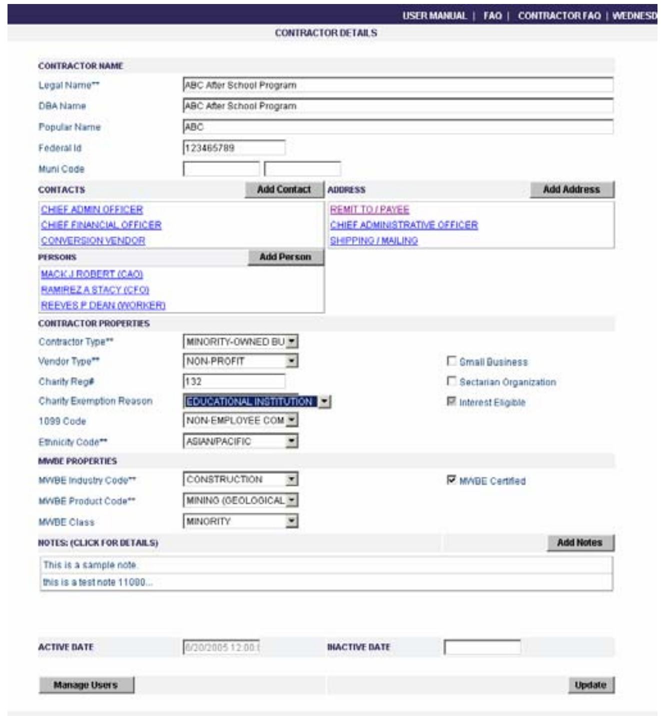
Note: The **Active Date** indicates when a contractor appears as a list entry for selection when awarding contracts.

If the current date is after the **Inactive Date**, BCM administrators will not be able to assign a contract to the contractor without resetting the **Active Date**.

Viewing Contractor Contact Information

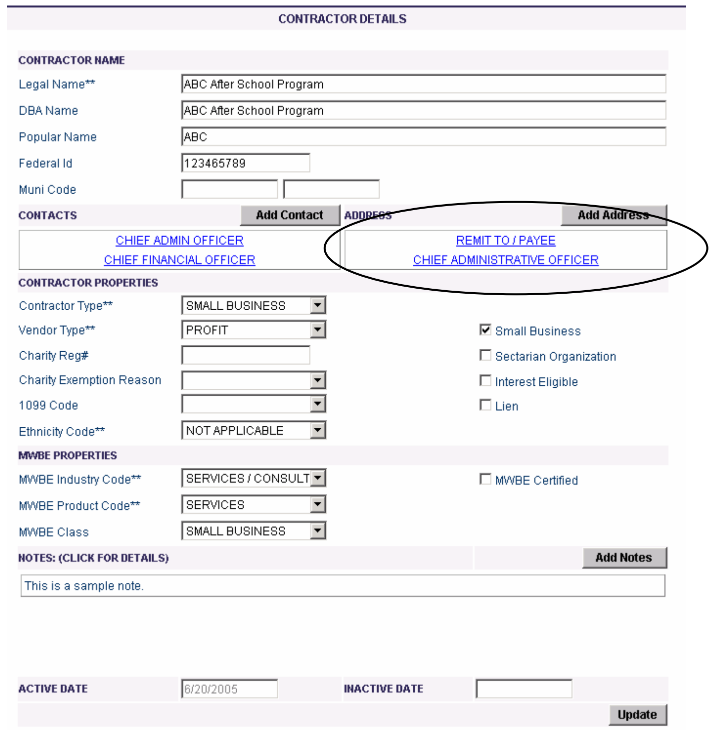
✓ Before you begin: You are logged into the system as a CMS user and have retrieved the contractor record.

What You Do	*Comments/Prompts*
210. The **Contractor Details** page indicates the available contractor information. The contacts are listed in **Contacts** section. These contacts will be available for users to view when looking at contract information. Clicking on one of the contact type links will open up their details page.	
211. The **Contractor Contacts Details** page displays the contact information for the contact. The **Address** information applies to the **Contact**, and is selected from the **Address** entries on the Contractor Details page. The address for this contact does not need to be the same as the address for other contacts. The **Update** button is enabled for users with permission to update Contractor data (BCM and CMS administrators). The button is grayed out (disabled) for other users. Click the **Back** button to return to the **Contractor Details** page.	

What You Do	*Comments/Prompts*
212. You are returned to the **Contractor Details** page.	

Viewing Contractor Addresses

✓ Before you begin: You are logged into the system as a CMS user and have retrieved the contractor record.

What you do	*Comments/Prompts*
213. CMS allows users to create different address types such as Remit To/Payee, Chief Administrative Officer, Fiscal, Legal, and Shipping/Mailing. There may be multiple entries for these types. In addition, not every type will exist for every contractor. The addresses can then be selected for use with the Contacts. Click an address link to see its details.	

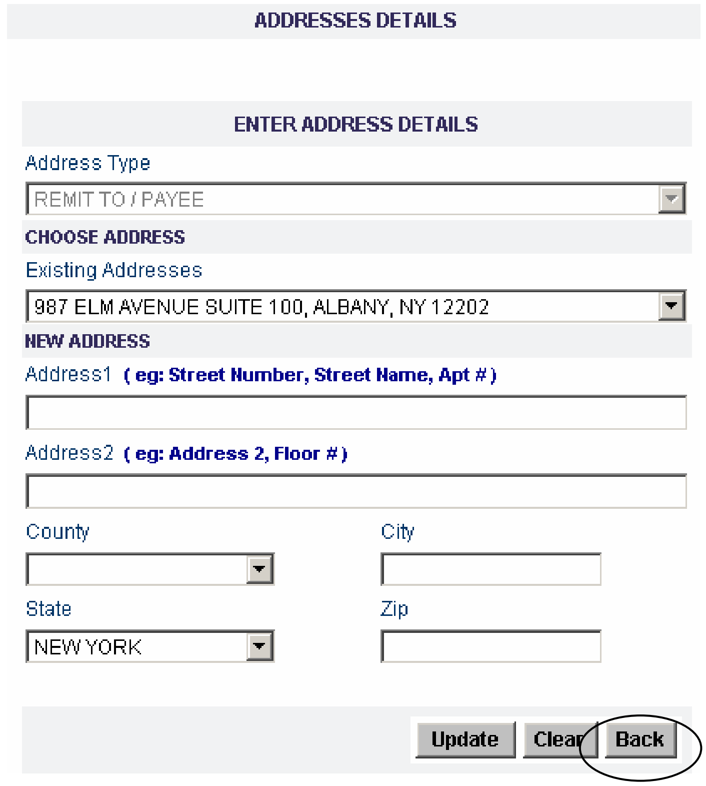
What you do	*Comments/Prompts*

214. Click the **Back** button to return to the main contractor details page.

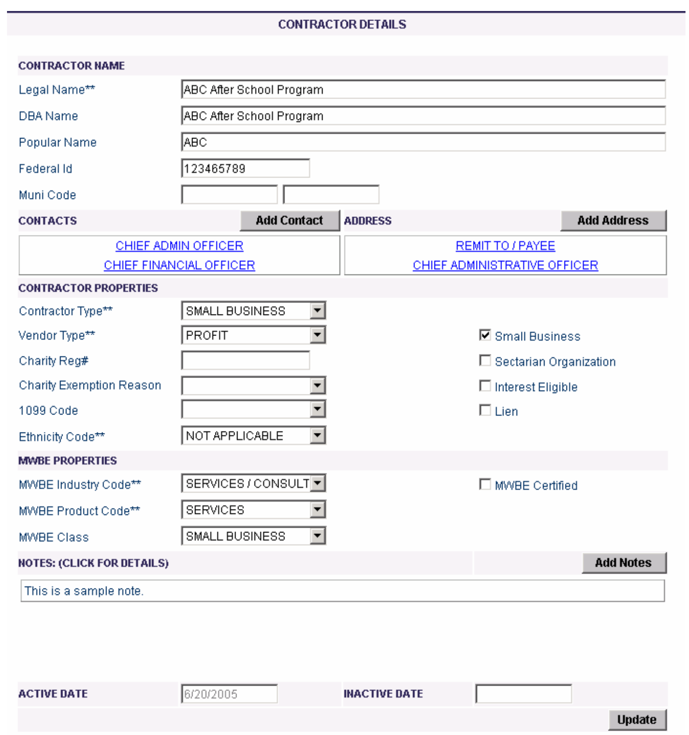
Note: Users that do not have update privileges for contractor information will not be able to enter a new address or change the existing address.

If you do have update privileges, you can change the address to an existing one for this address type or create a new address by using the NEW ADDRESS option in the Existing Address drop down list and entering the new address.

Make sure you click the **Update** button to save your changes before hitting **Back** to return to the main page.



215. The **Contractor Details** page displays.



Creating New Contractors

Concepts >

Contractors from COMAS and the CAPS Shared Vendor File (two state financial systems) will be available through CMS, when you search for a contractor. However, as new vendors are identified and contracts are awarded, you will need to add contractors. When you add a contractor through CMS, you are actually adding the contractor to CAPS.

Before you attempt to add a new contractor through CMS, you should always search for the contractor, to make sure that you are not creating duplicate contractors.

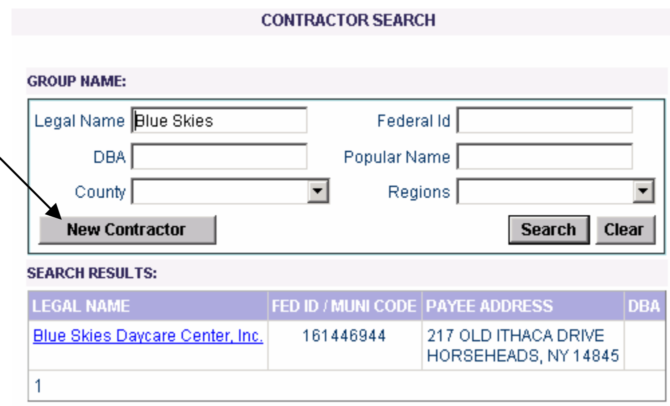
Note: Different contractors may use the same Federal ID number or Municipal Code. Generally, if the contractor names are similar, the addresses are the same, and the Federal Id number or Muni (Municipal) Code (if available) are the same, you have located a contractor already in the system.

Adding a New Contractor

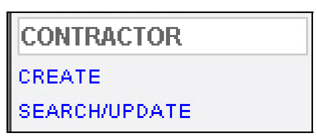
✓ Before you begin: You are logged into the system as a CMS or BCM administrator. You have searched for the contractor and did not find a matching contractor.

What you do *Comments/Prompts*

216. From the Contractor Search Results page, select the **New Contractor** button.



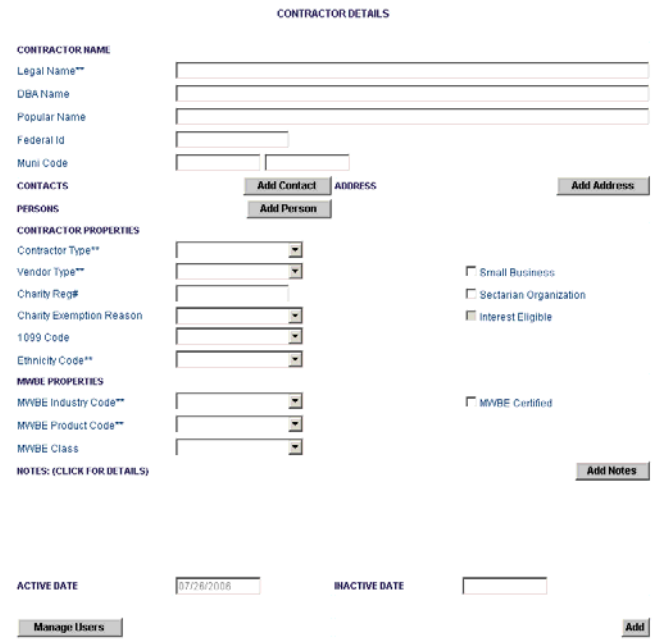
You may also begin the process of adding a contractor by selecting the **Create** link from the **Contractor** section of the CMS menu.



What you do | *Comments/Prompts*

217. The **Contractor Details** page displays the Contractor fields.

Items that end in a double asterisk (**) are mandatory. For drop-down lists that are mandatory, use the default choices (such as UNKNOWN) if you do not have this information available.

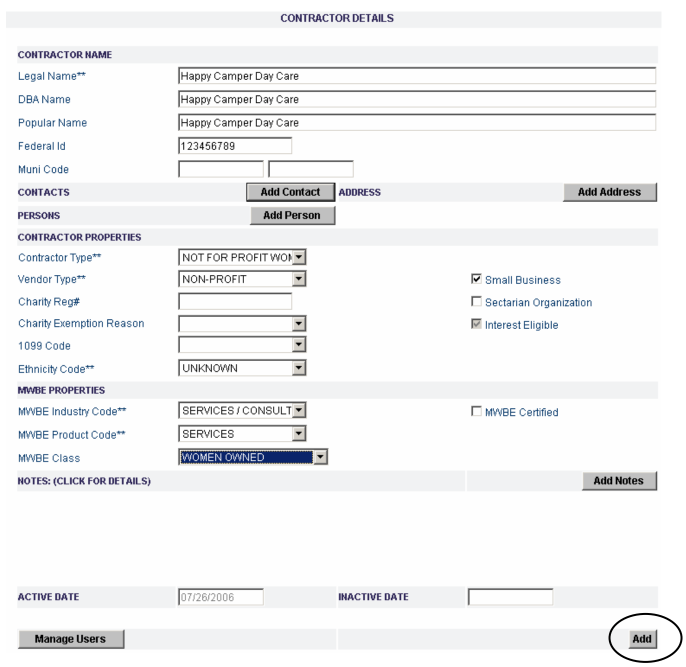


218. Enter the contractor information.

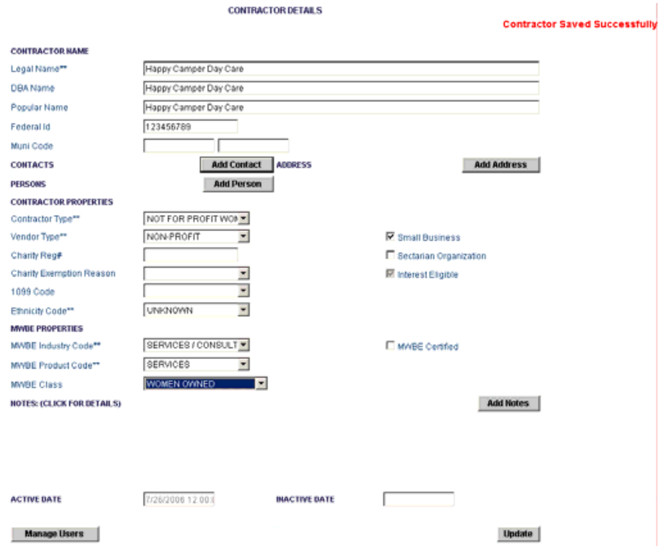
Note: You would not enter both Federal ID and Muni Code – enter one or the other of these, if available.

Click the **Add** button.

Do not use the Add Notes button or the Contacts or Addresses links until you have saved the basic contractor information by clicking the Add button.

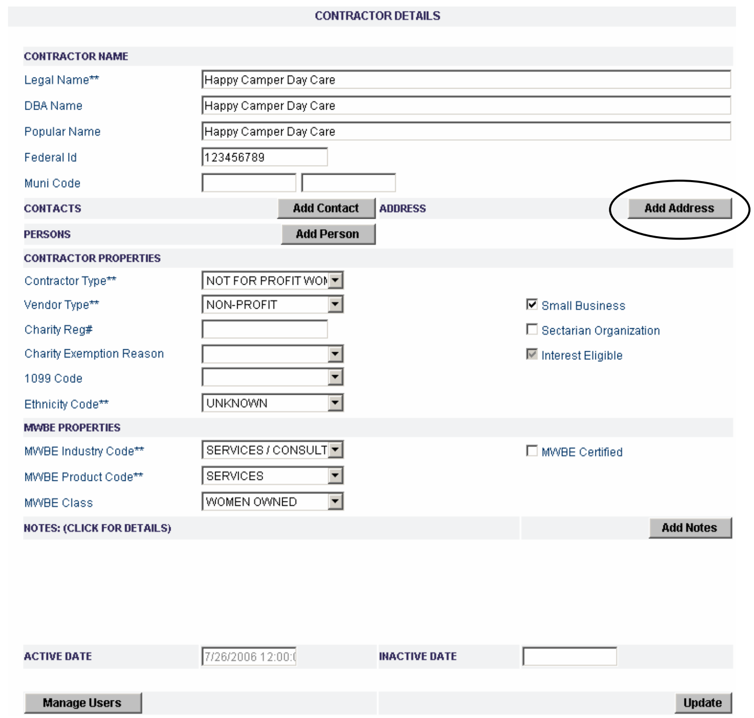


Note: Non-profit vendors may have a Charity Reg# or Charity Exemption Reason. However, if you have the Charity Reg#, do not select a Charity Exemption Reason from the drop-down list. Only select a Charity Exemption Reason if you do not have a Charity Reg# for a non-profit.

What you do	*Comments/Prompts*
219. The Contractor Details page now displays the **Update** button, instead of an **Add** button. The status message in the upper right hand corner indicates the contractor was successfully added to CMS.	

Adding Contractor Addresses

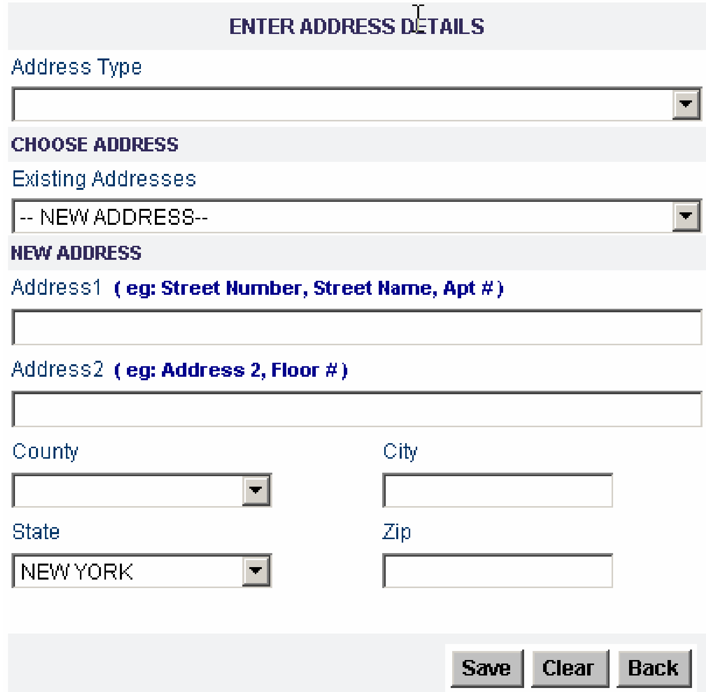
✓ Before you begin: You are logged into the system as a CMS or BCM administrator. You have searched for the contractor that you added in the previous task and opened the contractor detail page.

What you do	*Comments/Prompts*
220. Click the **Add Address** button. Note: You should add addresses to the contractor record before you add contacts, since the contractor contacts will use addresses defined through the **Add Address** button. The new **Contractor Addresses Details** page displays.	

What you do | *Comments/Prompts*

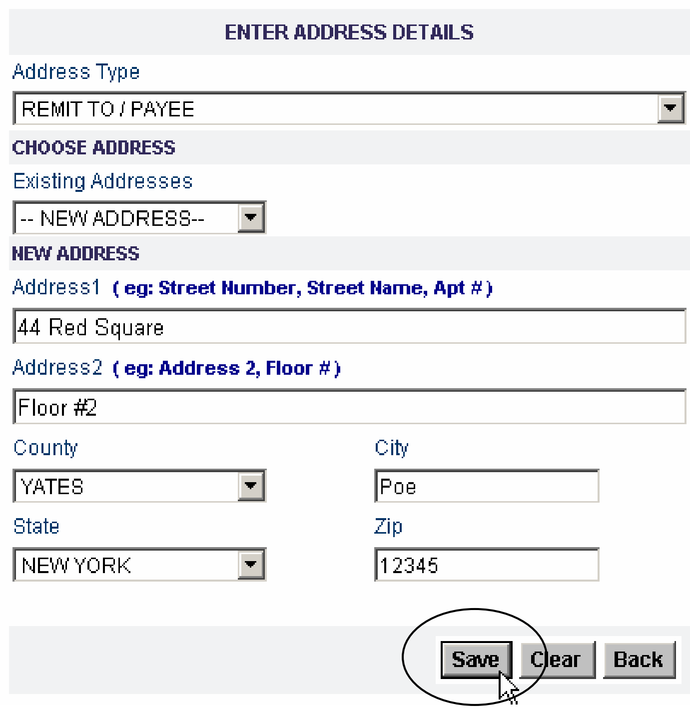
221. Select an Address Type from the Address Type dropdown list.

Note: If there were existing addresses for the contractor in the system, you could select them from the Existing Addresses dropdown list box.



222. Select an **Address Type** and enter the **New Address** information

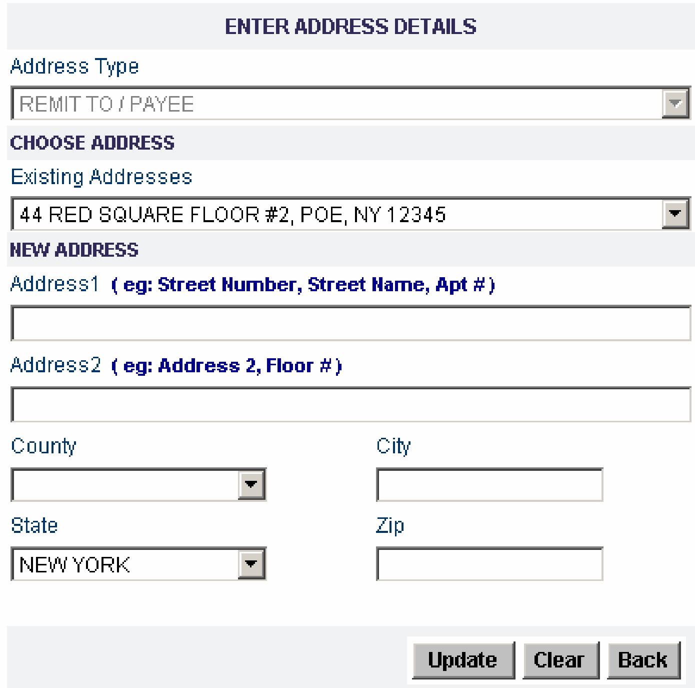
Click the **Save** button to save your changes.



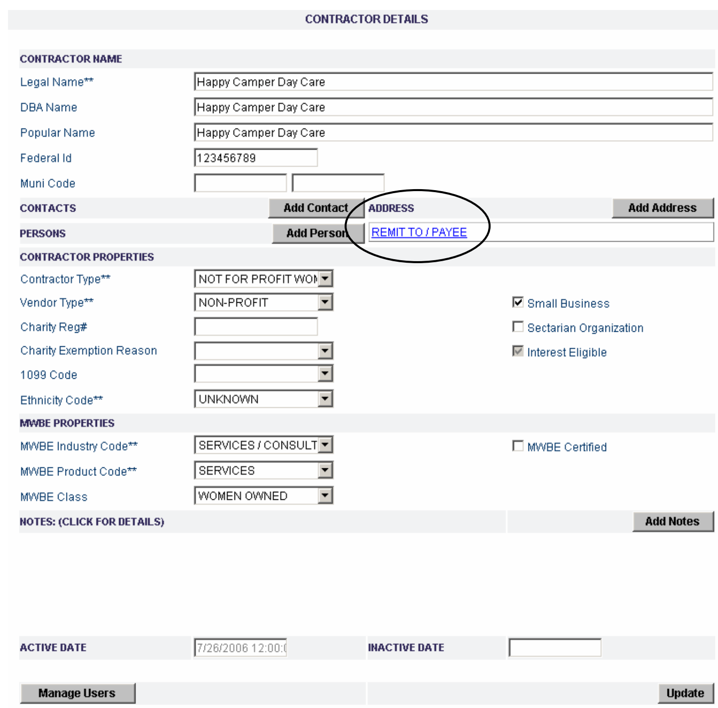
What you do	Comments/Prompts

223. The Addresses Details page is updated. The **Save** button is now an **Update** button, and the **New Address** information has been moved to the **Existing Addresses** dropdown list.

Click the Back button to return to the Contractor Details page.



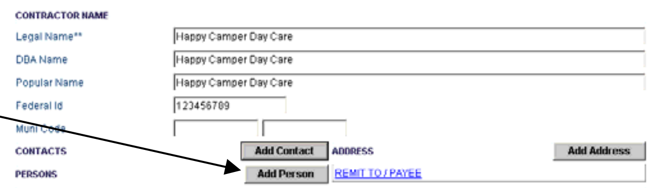
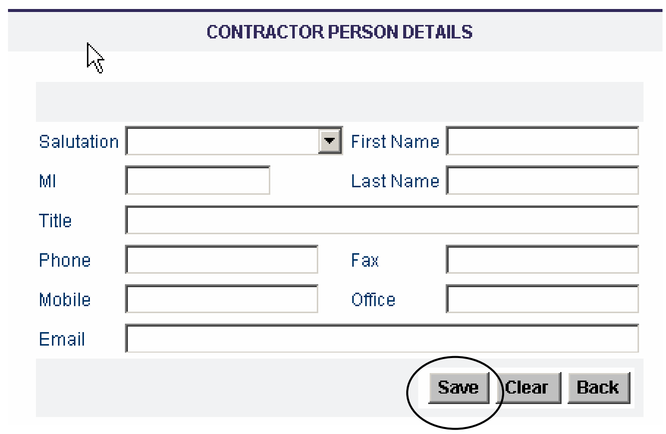
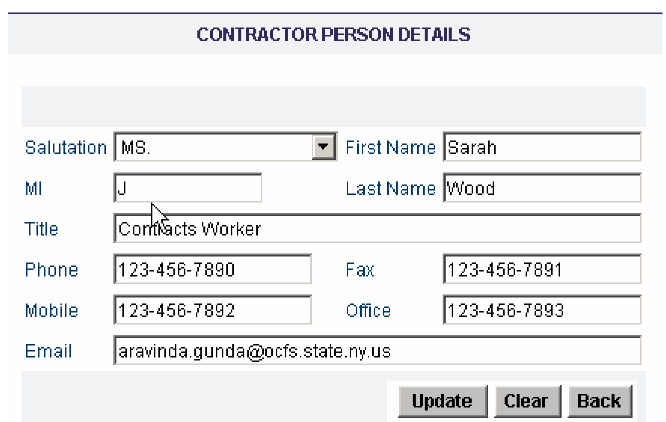
224. Notice that the **REMIT TO/PAYEE** Address link is now displayed on the page.

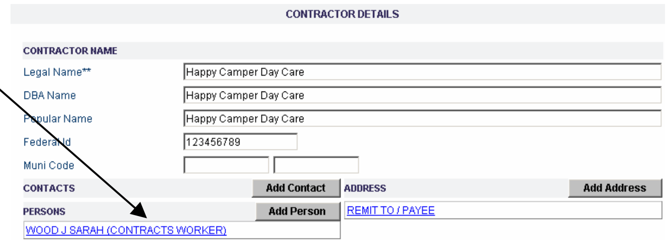


Adding Contractor Persons

In order to add a new contact to a contractor, you first must add the Person to CMS so you will have that person available to select as a contractor contact.

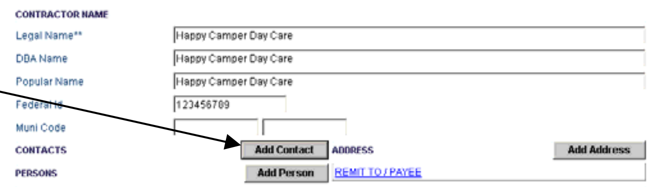
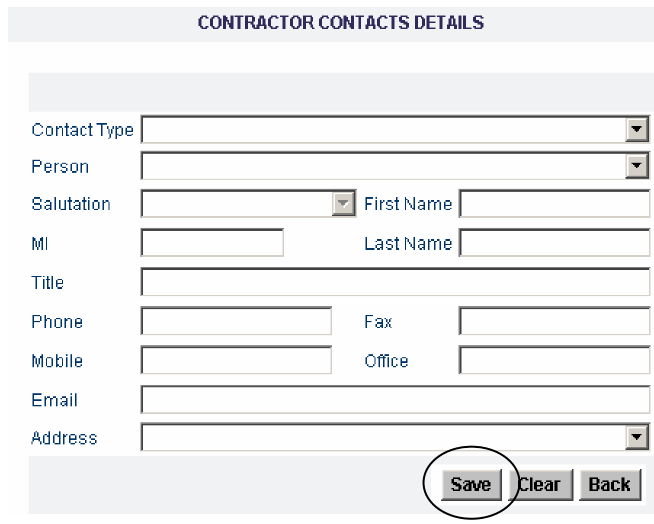
✓ Before you begin: You are logged into the system as a CMS or BCM administrator. You have searched for the contractor and opened the contractor detail page.

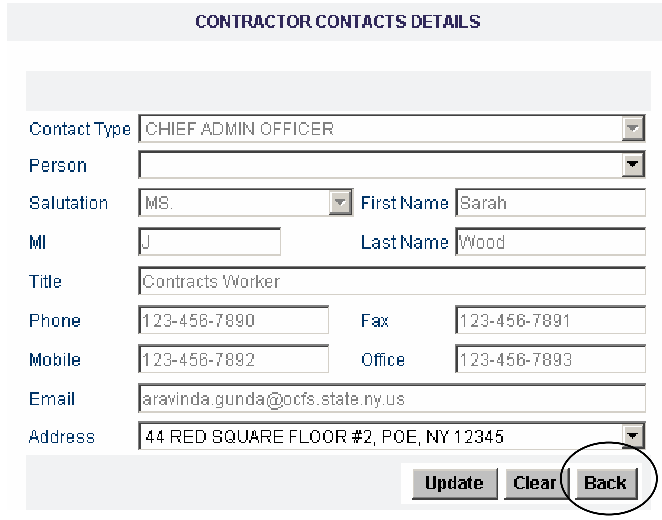
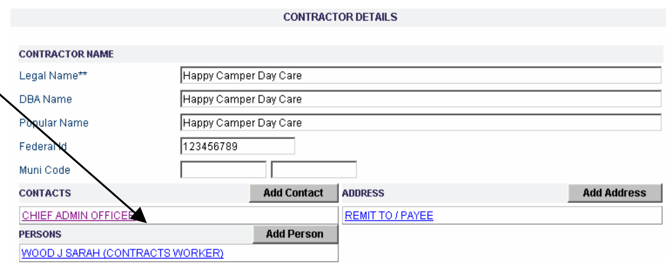
What you do	*Comments/Prompts*
225. Click the **Add Person** button.	
226. The blank **Contractor Person Details** page appears. Enter the appropriate contact information. Click the **Save** button to save your entry	
227. The **Contacts Person Details** page is updated. The **Save** button has changed to an **Update** Button. You may edit the information by changing any of the information, then clicking the **Update** button. Click the **Back** button to return to the Contractor Details page.	

What you do	*Comments/Prompts*
228. Notice that the Contractor Details page now displays the new Person. You may add additional persons by clicking the **Add Person** button and repeating the process.	

Adding Contractor Contacts

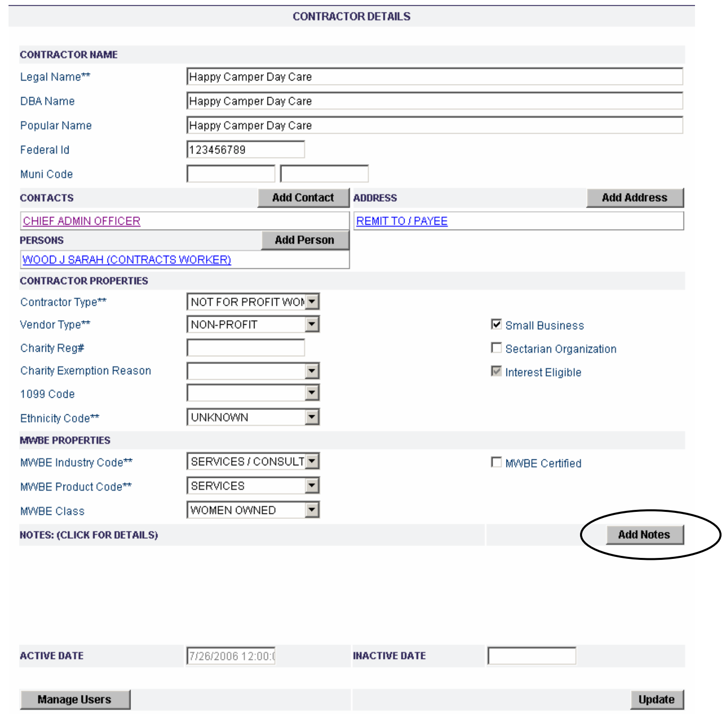
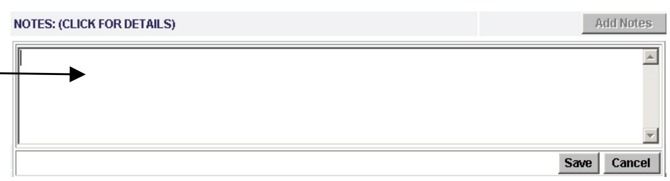
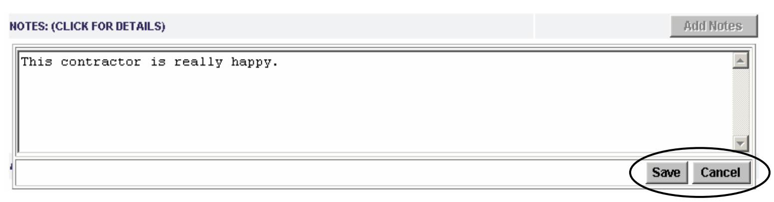
✓ Before you begin: You are logged into the system as a CMS or BCM administrator. You have searched for the contractor and opened the contractor detail page.

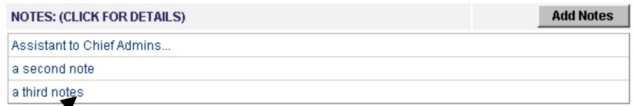
What you do	*Comments/Prompts*
229. Click the **Add Contact** button.	
230. The blank **Contractor Contacts Details** page appears. Select the **Contact Type** and **Person** and **Address** from the drop down lists. The **Person** and **Address** lists are populated from the data that was previously entered. You cannot create a new persons or addresses from this page. You can add additional data such as title and phone numbers. If you leave them blank, CMS will use the information you previously entered in the Add Person steps. Click the **Save** button to save your entry	

What you do	*Comments/Prompts*
231. The **Contacts Details** page is updated. The **Save** button has changed to an **Update** Button. You can now only edit the Address information on this screen by changing the information, then clicking the **Update** button. Click the **Back** button to return to the Contractor Details page.	
232. The Contractor Details page now displays with the Contact just added. You can add additional contacts by clicking the **Add Contact** button and repeating the process.	

Adding Contractor Notes

✓ Before you begin: You are logged into the system as a CMS or BCM administrator. You have searched for the contractor and opened the contractor detail page.

What you do	*Comments/Prompts*
233. Locate the **Notes**: section of the page. Click the **Add Notes** button. The **Notes** text box opens on the Contractor Details page.	
234. Enter the note you wish to add in the text box.	
235. Click the **Save** button to save the new information. If you want to clear the form and close the Notes box, click **Cancel**.	
236. The **Contactor Details** page is updated and the **Notes** entry box is closed. A small portion of the note appears in the **Notes** section. To view the entire note, click the note itself.	

What you do	*Comments/Prompts*
237. To add additional notes, click the **Add Notes** link and repeat the process. As you add each new note, the beginning of each note appears in the **Notes** table on the main **Contractor Details** page.	

Updating Contractor Information

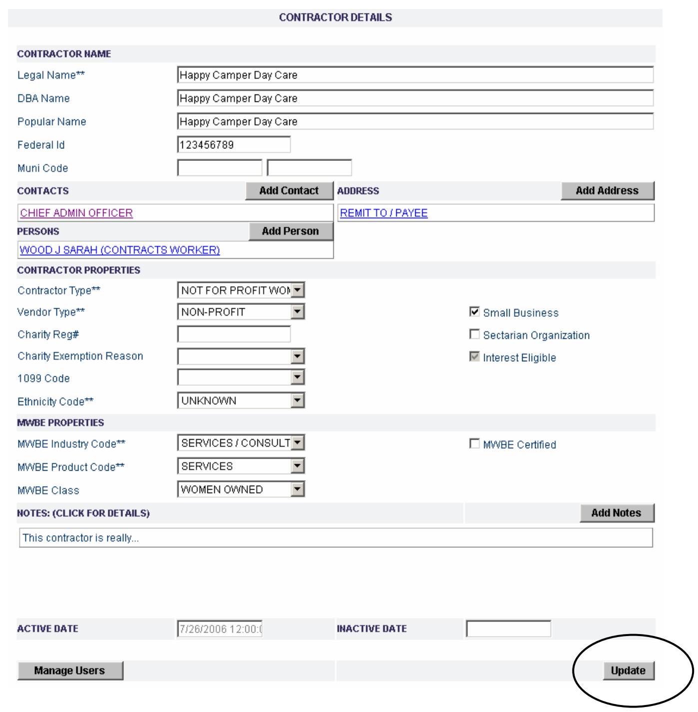
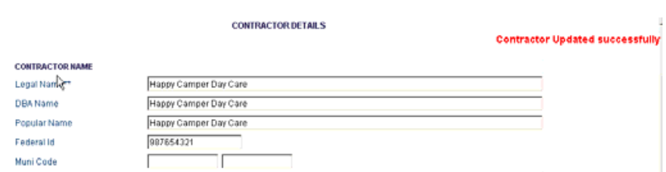
Concepts >

CMS administrators and BCM administrators may update existing contractor information that they have previously added to the system. The changes they make at the contractor level will be available for viewing from the contractor contracts. For example, if you change the name of the Chief Administrative Officer for Contractor "Blue Horizons Daycare Center", and there are three different contracts attached to the contractor, then users who look at the contractor can see the name of the new chief administrative officer when they view the contacts from the Contractor Info tab on the contracts page.

The process of updating contractor information is similar to the process of adding contractor information – you open the contractor section that you wish to edit (a contact, address, or main contractor details section), enter your changes, and save them. The changes overwrite the existing information. The only exception to this is the Notes area – you may not delete or edit a contractor note. You may only add new ones.

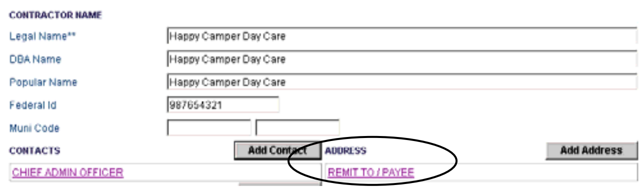
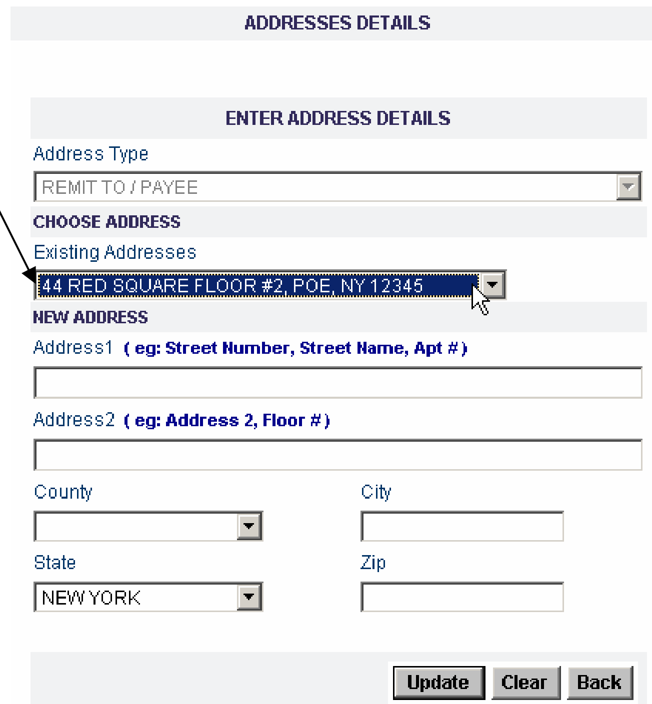
Updating Contractor Information

✓ Before you begin: You are logged into the system as a CMS or BCM administrator. You have searched for the contractor that you previously entered in the system and opened the Contractor Details page.

What you do	*Comments/Prompts*
238. Enter the new information in the appropriate areas. You may be adding additional information, or changing existing data: Click the **Update** button at the bottom of the page.	
239. The revised information is saved. **Note**: You may change the contacts or addresses by clicking the appropriate contact or address links and updating the information in those sections.	

Editing Address Information

✓ Before you begin: You are logged into the system as a CMS or BCM administrator. You have searched for the contractor and opened the Contractor Details page.

What you do	*Comments/Prompts*
240. Click the link for the Address you want to edit in the **Address** section.	
241. The **Addresses Details** page displays the existing Address.	

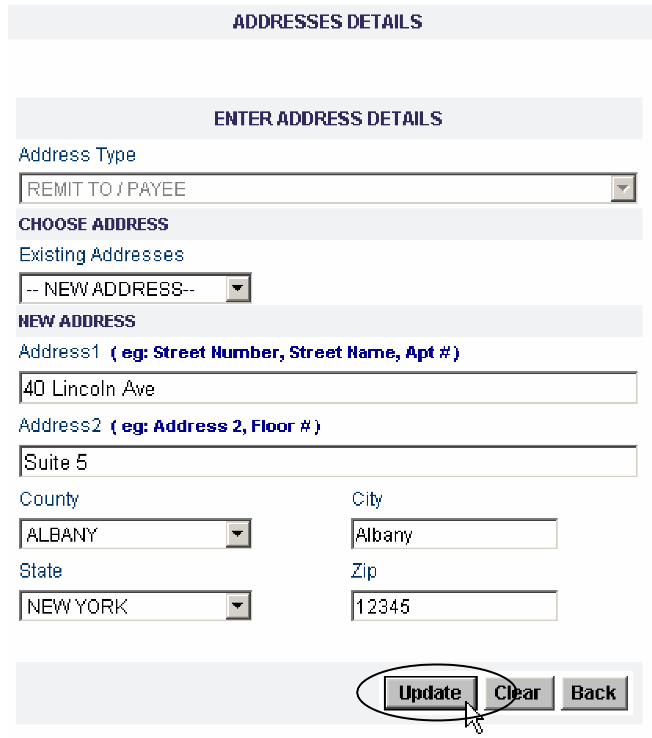
What you do	*Comments/Prompts*

242. Select
-- NEW ADDRESS --
in the Existing Addresses dropdown list to enter a new address.

Enter the new information in the **New Address** section.

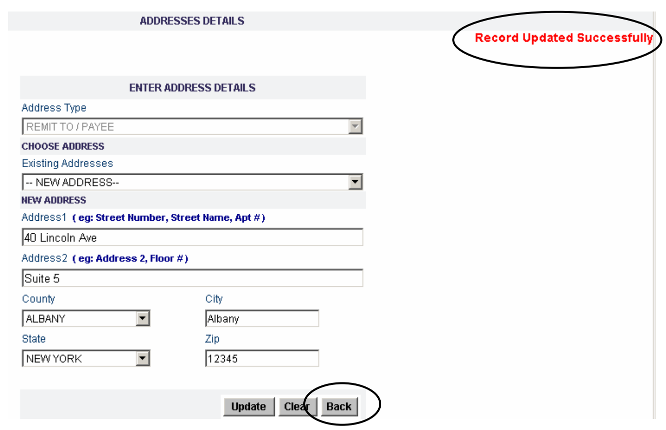
Note: You must enter the complete address information, even for items that have not changed (such as County, State, etc.).

Click on the **Update** button to save your entry.



243. The address has been updated. A status message in the top right corner indicates the the record was successfully updated.

Click the **Back** button to return to the Contractor Details page.



CHAPTER 6

Changing Reviewers

Topics

a Understanding How to Change Reviewers in CMS

b Changing Reviewers

c Viewing the Change Reviewers History

Chapter 6 Changing Reviewers

Understanding How to Change Reviewers in CMS

Concepts >

There are instances when reviewers who are assigned to certain task schedules, e.g. Contracts, Renewals, Expenditures, need to be changed to a new reviewer. This can be the result of changes in staff, or shifting workloads. CMS allows you to do this for one or many contract related task schedules with the Change Reviewer module.

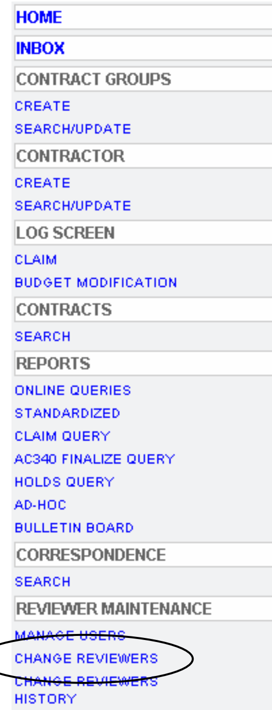
This functionality is only available for the BCM administrator or CMS administrator, so you must be logged into CMS as one of these roles in order to access this module.

Changing Reviewers

✓ Before you begin: You are logged into the system as a BCM administrator, or CMS administrator.

What you do	*Comments/Prompts*

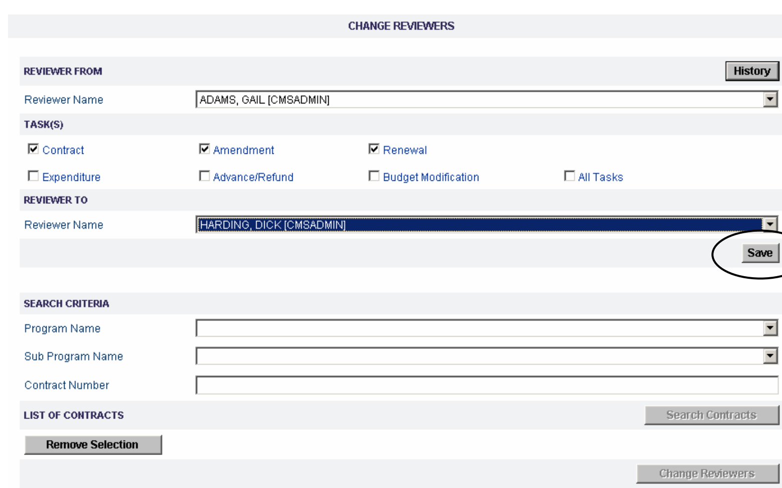
244. Select the **Change Reviewers** item on the left menu.



245. Select the name of the reviewer you would like to change from in **Reviewer From** dropdown list.

Select the type of schedule task you want to change in the **Tasks** section. The default is all tasks, but you can select just one or more task types whose reviewers you want to change.

Select the the name of the reviewer you would like to change to in the **Reviewer To** dropdown list. Only

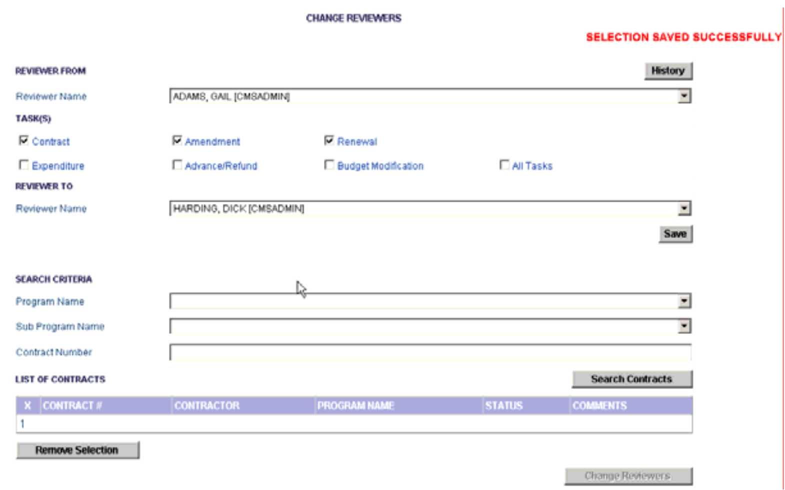


What you do	*Comments/Prompts*

reviewers with the same role as the "To" person will be displayed.

Select the **Save** button to save your selection and either move to the next steps or you can leave this screen and return to it at another time by using the *Change Reviewer History* screen accessed from the main menu on the left or via the **History** button on the *Change Reviewers* screen.

A message will display and the **Search Contracts** button will now be enabled.

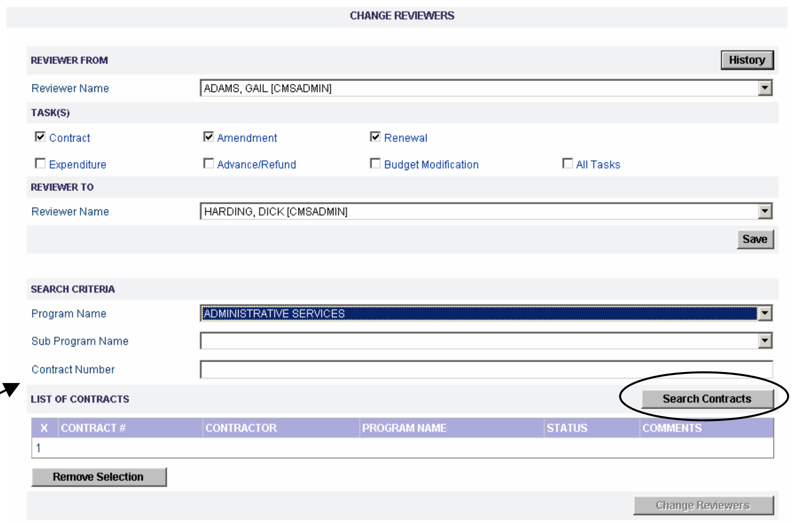


246. You must now select the contracts whose reviewers you want to change.

You can click the **Search Contracts** button to see a list of all contracts that have your "To" reviewer in any of their task schedules.

Or you filter your search by Program Name, Sub Program Name, or Contract Number by using their dropdown lists.

Click the **Search Contracts** button to see a list of all contracts that meet the criteria you selected.



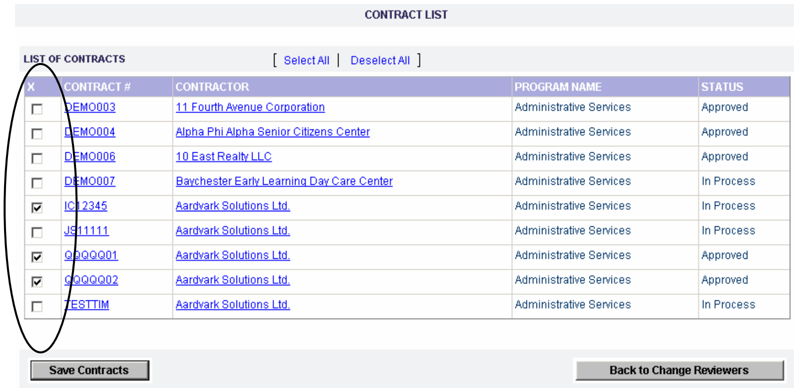
What you do	*Comments/Prompts*

247. A list of contracts that meet your criteria displays. Closed contracts will not display.

You can select the individual contracts for which you want to change the reviewers or use the **Select All** link to select all contracts listed.

Click the **Save Contracts** button to save your selection and move the contracts from this list to your list of contracts that will have their reviewers changed that you will see on the *Change Reviewers* screen.

Click the **Back to Change Reviewers** button to return to the previous screen.



CONTRACT LIST

LIST OF CONTRACTS [Select All | Deselect All]

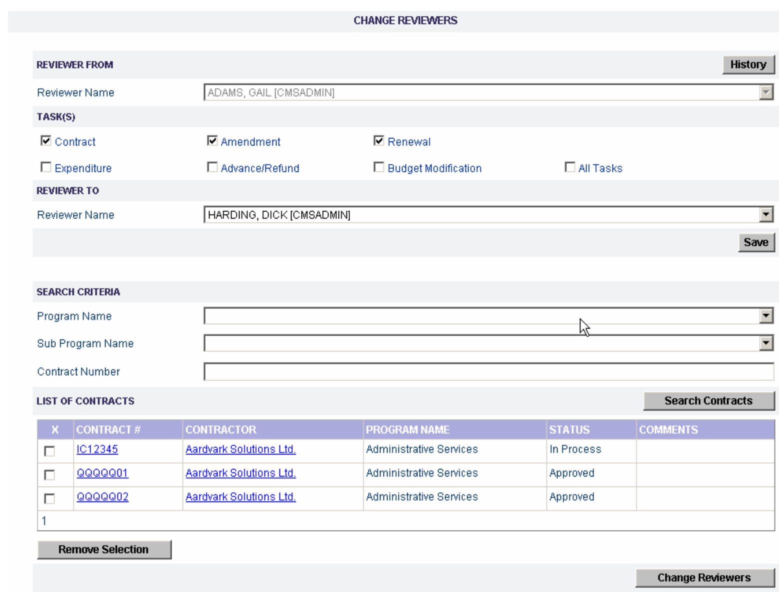
X	CONTRACT #	CONTRACTOR	PROGRAM NAME	STATUS
☐	DEMO003	11 Fourth Avenue Corporation	Administrative Services	Approved
☐	DEMO004	Alpha Phi Alpha Senior Citizens Center	Administrative Services	Approved
☐	DEMO006	10 East Realty LLC	Administrative Services	Approved
☐	DEMO007	Baychester Early Learning Day Care Center	Administrative Services	In Process
☑	IC12345	Aardvark Solutions Ltd.	Administrative Services	In Process
☐	JS11111	Aardvark Solutions Ltd.	Administrative Services	In Process
☑	QQQQQ01	Aardvark Solutions Ltd.	Administrative Services	Approved
☑	QQQQQ02	Aardvark Solutions Ltd.	Administrative Services	Approved
☐	TESTTIM	Aardvark Solutions Ltd.	Administrative Services	In Process

Save Contracts | Back to Change Reviewers

248. Your contract selections are now displayed on the main page in the *List of Contracts* area.

These will be the contracts whose schedules will be changed once you hit the **Change Reviewers**.

If you need to remove any contracts from this list, select the checkbox to the left of the contract and select **Remove Selection** button.



CHANGE REVIEWERS

REVIEWER FROM — History

Reviewer Name: ADAMS, GAIL [CMSADMIN]

TASK(S)

☑ Contract ☑ Amendment ☑ Renewal

☐ Expenditure ☐ Advance/Refund ☐ Budget Modification ☐ All Tasks

REVIEWER TO

Reviewer Name: HARDING, DICK [CMSADMIN]

Save

SEARCH CRITERIA

Program Name

Sub Program Name

Contract Number

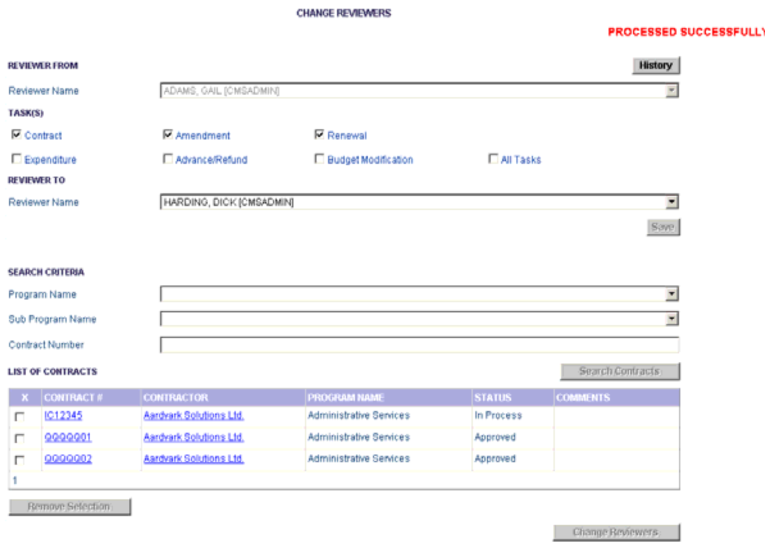
LIST OF CONTRACTS — Search Contracts

X	CONTRACT #	CONTRACTOR	PROGRAM NAME	STATUS	COMMENTS
☐	IC12345	Aardvark Solutions Ltd.	Administrative Services	In Process	
☐	QQQQQ01	Aardvark Solutions Ltd.	Administrative Services	Approved	
☐	QQQQQ02	Aardvark Solutions Ltd.	Administrative Services	Approved	

1

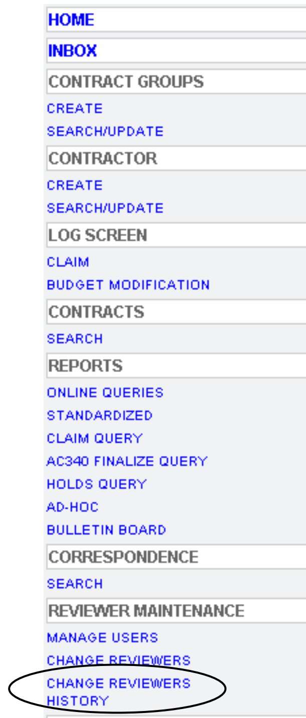
Remove Selection

Change Reviewers

What you do	*Comments/Prompts*
249. Once your list is complete, select the **Change Reviewers** and the schedules for the tasks selected will be changed.	
250. To see previous or pending reviewer changes, select the History button.	

Viewing the Change Reviewers History

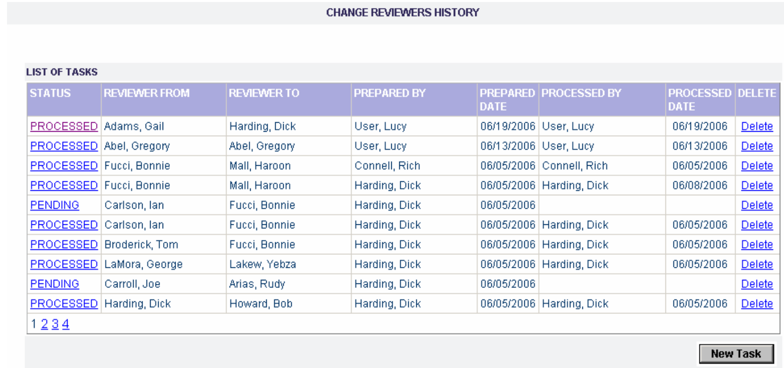
✓ Before you begin: You are logged into the system as a BCM administrator, or CMS administrator.

What you do	*Comments/Prompts*
251. Select the **Change Reviewers History** item on the left menu.	

What you do	*Comments/Prompts*

252. The *Change Reviewers History* screen then displays information about pending change reviewer sessions which have not been completed, and Processed ones in which the reviewers were changed.

Your options on this page are to:
- create a new change reviewer task by clicking the **New Task** button,
- delete the history of a Pending or Processed task by clicking the **Delete** link for that row, or
- view the history of a Pending or Processed task by clicking the **Pending** or **Processed** link for that row.



CHANGE REVIEWERS HISTORY

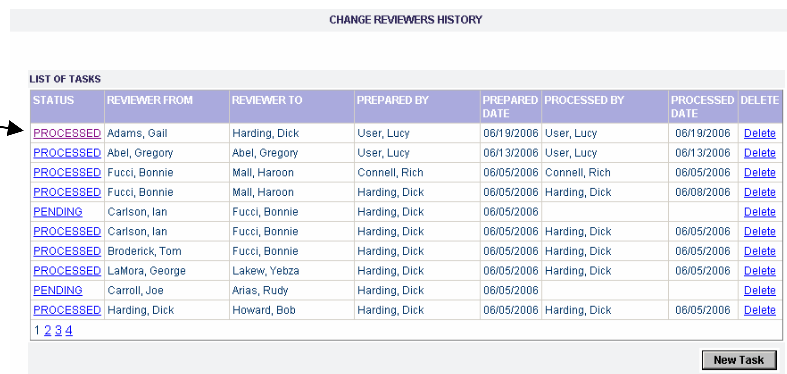
LIST OF TASKS

STATUS	REVIEWER FROM	REVIEWER TO	PREPARED BY	PREPARED DATE	PROCESSED BY	PROCESSED DATE	DELETE
PROCESSED	Adams, Gail	Harding, Dick	User, Lucy	06/19/2006	User, Lucy	06/19/2006	Delete
PROCESSED	Abel, Gregory	Abel, Gregory	User, Lucy	06/13/2006	User, Lucy	06/13/2006	Delete
PROCESSED	Fucci, Bonnie	Mall, Haroon	Connell, Rich	06/05/2006	Connell, Rich	06/05/2006	Delete
PROCESSED	Fucci, Bonnie	Mall, Haroon	Harding, Dick	06/05/2006	Harding, Dick	06/08/2006	Delete
PENDING	Carlson, Ian	Fucci, Bonnie	Harding, Dick	06/05/2006			Delete
PROCESSED	Carlson, Ian	Fucci, Bonnie	Harding, Dick	06/05/2006	Harding, Dick	06/05/2006	Delete
PROCESSED	Broderick, Tom	Fucci, Bonnie	Harding, Dick	06/05/2006	Harding, Dick	06/05/2006	Delete
PROCESSED	LaMora, George	Lakew, Yebza	Harding, Dick	06/05/2006	Harding, Dick	06/05/2006	Delete
PENDING	Carroll, Joe	Arias, Rudy	Harding, Dick	06/05/2006			Delete
PROCESSED	Harding, Dick	Howard, Bob	Harding, Dick	06/05/2006	Harding, Dick	06/05/2006	Delete

1 2 3 4

New Task

253. To view the history of a Processed task by clicking the **Processed** link for that row.



CHANGE REVIEWERS HISTORY

LIST OF TASKS

STATUS	REVIEWER FROM	REVIEWER TO	PREPARED BY	PREPARED DATE	PROCESSED BY	PROCESSED DATE	DELETE
PROCESSED	Adams, Gail	Harding, Dick	User, Lucy	06/19/2006	User, Lucy	06/19/2006	Delete
PROCESSED	Abel, Gregory	Abel, Gregory	User, Lucy	06/13/2006	User, Lucy	06/13/2006	Delete
PROCESSED	Fucci, Bonnie	Mall, Haroon	Connell, Rich	06/05/2006	Connell, Rich	06/05/2006	Delete
PROCESSED	Fucci, Bonnie	Mall, Haroon	Harding, Dick	06/05/2006	Harding, Dick	06/08/2006	Delete
PENDING	Carlson, Ian	Fucci, Bonnie	Harding, Dick	06/05/2006			Delete
PROCESSED	Carlson, Ian	Fucci, Bonnie	Harding, Dick	06/05/2006	Harding, Dick	06/05/2006	Delete
PROCESSED	Broderick, Tom	Fucci, Bonnie	Harding, Dick	06/05/2006	Harding, Dick	06/05/2006	Delete
PROCESSED	LaMora, George	Lakew, Yebza	Harding, Dick	06/05/2006	Harding, Dick	06/05/2006	Delete
PENDING	Carroll, Joe	Arias, Rudy	Harding, Dick	06/05/2006			Delete
PROCESSED	Harding, Dick	Howard, Bob	Harding, Dick	06/05/2006	Harding, Dick	06/05/2006	Delete

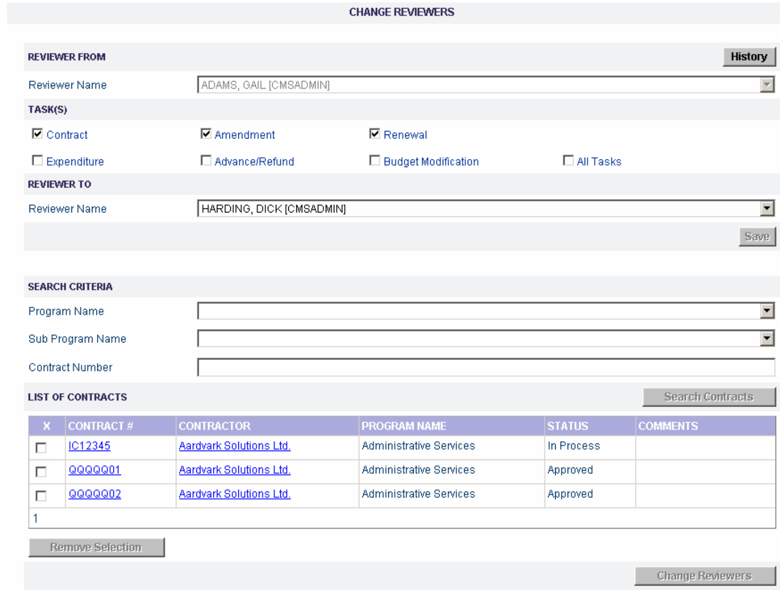
1 2 3 4

New Task

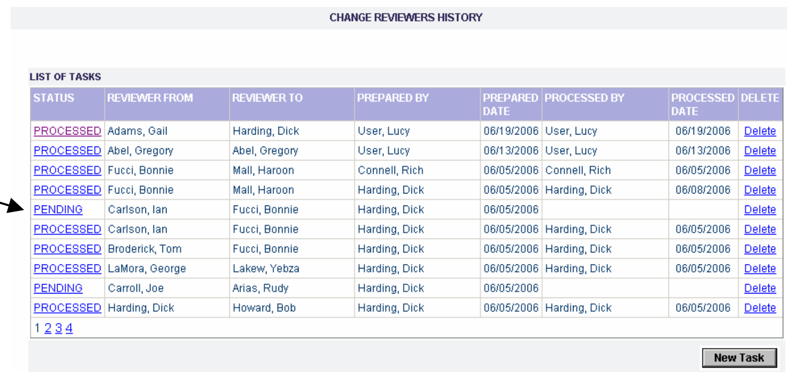
What you do	*Comments/Prompts*

254. The history of the reviewer change is displayed.

You'll notice that the action buttons (Save, Search, Change Reviewers) are disabled since this is view only information.

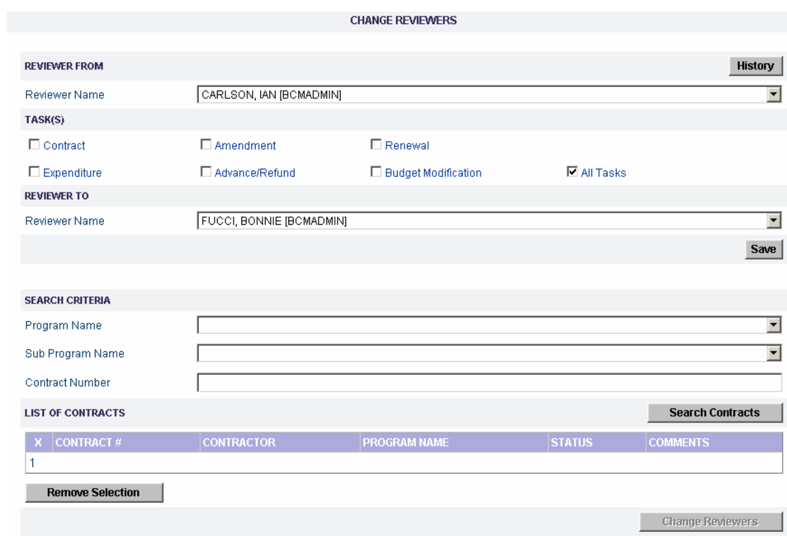


255. To view the history of a Processed task by clicking the **Pending** link for that row.



256. The history of the initial reviewer change is displayed. The change has not been completed, so the action buttons are enabled to allow you to select the contracts to have their reviewers changed and finish processing this task.

For more information on this, see the *Changing Reviewers* section.



CHAPTER 7

Processing Expenditures and Advances

Topics

Chapter 7: Processing Expenditures and Advances

Understanding the Claims Process within CMS

Concepts >

When a contractor submits a claim associated with a contract, it typically is sent to the Program office in charge of the contract. Both the Program office and BCM are involved in the review and approval process, with BCM staff performing the cost center coding and payment calculation stages of the review process.

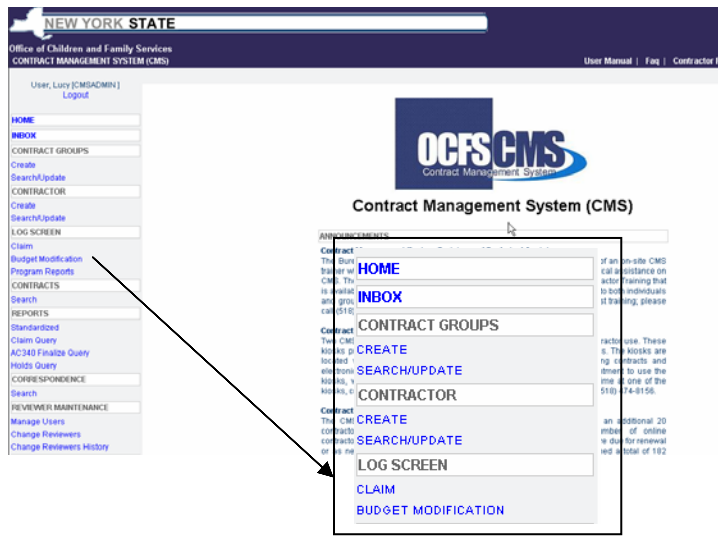
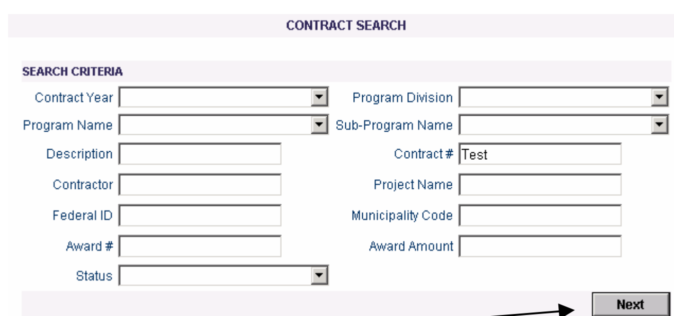
The claim is logged by an individual into CMS, and the advance or expenditure schedule associated with the contract governs the processing of the claim. For example, Contract 1 has an expenditure schedule that consists of four steps: 1) a Program user reviews the claim; 2) a BCM user reviews the claim; 3) a BCM user performs payment calculation; and 4) a BCM user codes the payment. All these tasks are performed in CMS. When the expenditure is logged, an entry for step 1 appears in the Inbox. After the Program user reviews the claims, an entry for step 2 appears in the Inbox, and so on. The Inbox entries inform users how much time is allotted to process their part of the expenditure process, and how much total time is remaining to complete the expenditure claims process. Expenditure reporting modules allow users to quickly locate the history of an expenditure, indicating the status of a particular claim—when it was paid, for how much, etc. The system will automatically calculate what the payment amount should be (based on the submitted claim and system disallowances for recouping advances, withholding amounts, retainage, etc.). Participants in the review process may override the system disallowances, performing manual disallowances as well and determining what they wish the payment amount to be.

Logging a Claim

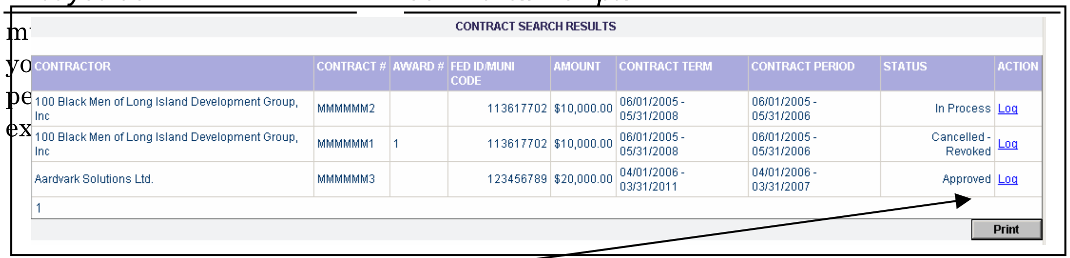
Concepts > When an expenditure or an advance arrives at the Program office, someone must enter it into CMS. This is referred to as “logging a claim.” Any user (except for those persons with read-only privileges) can log a claim. The contract that the claim is logged against must also have a schedule associated with it for the claim type (expenditure or advance).

Log an Expenditure

✓ Before you begin: You are logged into CMS.

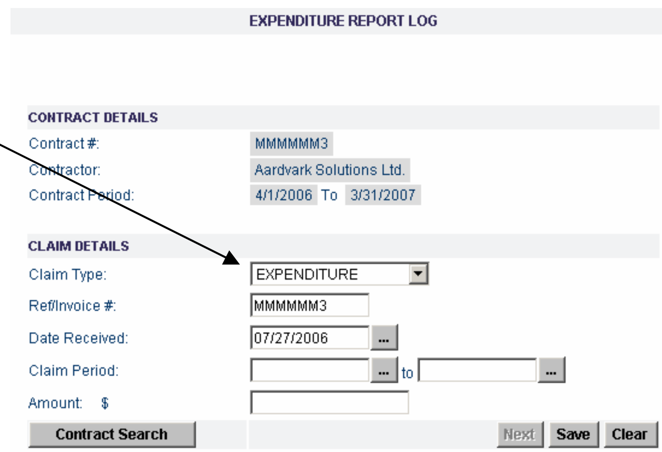
What you do	*Comments/Prompts*
257. From your CMS menu column on the left, click the **Claim** link in the **Log Screen** section. The Contract Search page appears. You must locate a contract before you can log an expenditure.	
258. Select the search criteria to narrow down your results and locate the contract you wish to log the expense against. You should have information such as contractor name available from the voucher submitted by the contractor. Click the **Next** button to see the search results.	
259. Depending on your search criteria, there may be multiple contracts in the results table. Locate the appropriate contract. You	

What you do	*Comments/Prompts*



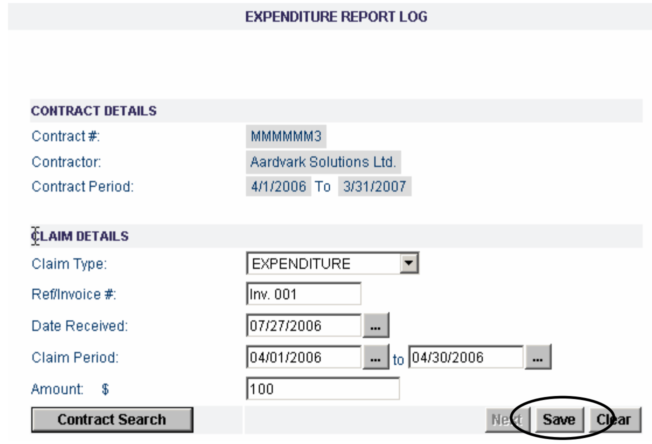
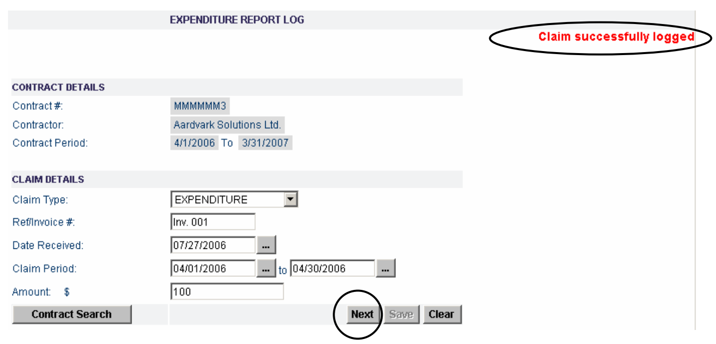
Click the **Log** link.

260. The **Claim Type** should be set to **Expenditure** by default. If not, select it using the **Claim Type** drop-down list.



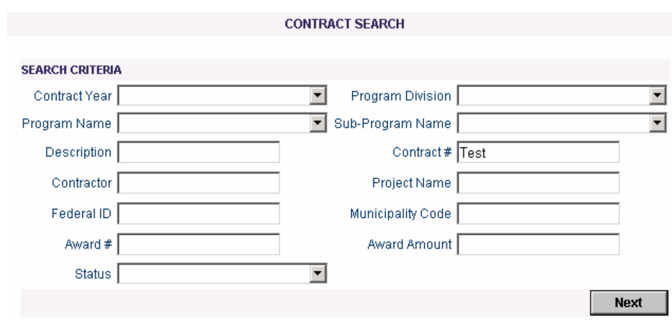
Different rules govern advances vs. expenditures, so be sure you pick the correct item.

Note: The system automatically enters the current date as the Date Received. *However, you must enter the date you actually received the expenditure.*

What you do	*Comments/Prompts*
261. Enter the **Claim Period** and the **Amount**. The **Ref/Invoice #** defaults to the contract number. You may enter a different entry (such as the contractor's voucher invoice) if needed. Click the **Save** button.	 **Note:** The Claim Period can be any date equal to or after the start date of the contract period, and equal to or before the end of the contract. In general, the start of the claim period is not greater than the current date. There are exceptions however, such as rental claim periods which can be in the future.
262. A status message appears at the top of the page. If you had violated any of the system rules (for example, the claim period rule noted on the previous page) when you attempted to save the expenditure, a popup would appear, identifying the error and asking you to correct it. You would fix the error and click the **Save** button to log the claim correctly.	 **Note:** The **Next** button is used by staff who are assigned the next step in the Expenditure review process. If you only log expenditures and do not participate in the next step of the claims process, you will still be able to click the Next button and see the next page, but you would not be able to edit it. An error message would appear at the top of the page if you did so without proper privileges.

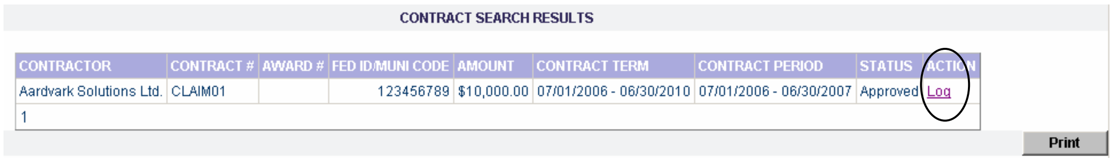
Log an Advance

✓ Before you begin: You are logged into the system, and have access privileges to process the next step in the Advance review process (in this example, a Program user).

What you do	*Comments/Prompts*
263. From your CMS menu column on the left, click the **Claim** link in the **Log Screen** section. The **Contract Search** page appears. You must locate a contract before you can log an expenditure.	
264. Select the search criteria to narrow down your results and locate the contract you wish to log the expense against. You should have information such as contractor name available from the voucher submitted by the contractor. Click the **Next** button to see the search results.	

What you do	Comments/Prompts

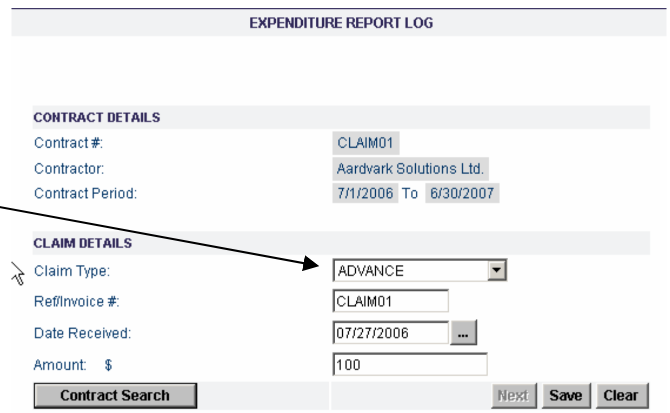
265. Depending on your search criteria, there may be multiple contracts in the results table. Locate the appropriate contract.



Click the **Log** link.

266. The **Expenditure Report Log** appears. The page displays selection information for expenditures by default.

Change the **Claim Type** to **Advance**, using the down arrow in the Claim Type box.



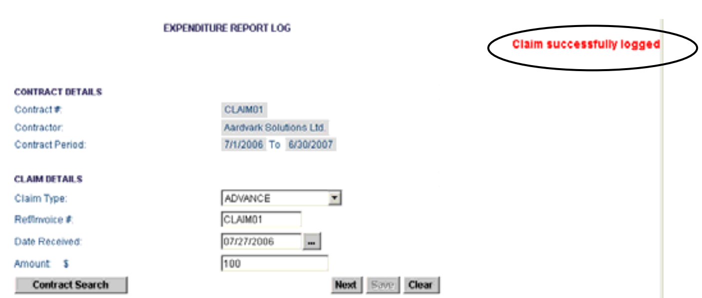
267. Enter the advance request information, similar to the way you logged an expenditure request:

The **Ref/Invoice #** defaults to the contract number. You may enter a different entry (such as the contractor's voucher invoice) if needed.

Click the **Save** button.

268. A status message appears at the top of the page.

Note: Only use the Next button if you are assigned the next step in the advance processing schedule.



Note: Successfully logging an advance or expenditure claim is not the same as approving a claim. It must still be reviewed by the next person in the schedule. In addition, the contract itself may not allow advances, or the advance request may exceed the advance limit. If this were the case, users who perform the actual claim processing would see a warning when they work with the claim.

Processing an Expenditure

Concepts >

After the claim is logged, an entry for the claim (an advance or expenditure) will appear in the Inbox, indicating which user has responsibility for handling the next step of the claim process. Claims processing typically involves some basic review by Program and BCM staff, then payment processing — entering the appropriate amounts requested and calculating actual payment amounts.

Although both expenditures and advances are types of claims, they have different schedules and rules that apply to them.

Reviewing an Expenditure

✓ Before you begin: You are logged into the system with privileges for the next step in the expenditure process – typically, you will be a Program or BCM user.

Use the Inbox to open the expenditure. Alternately, you could use the Contracts Search procedure (as described in the chapter on *Managing Contracts*) find the expenditure. If you are the assigned reviewer, the expenditure should appear automatically in your inbox. If you need to process the expenditure for another reviewer in the same role as you, you may search for the Expenditure Report via the Inbox Selection Criteria and search tool.

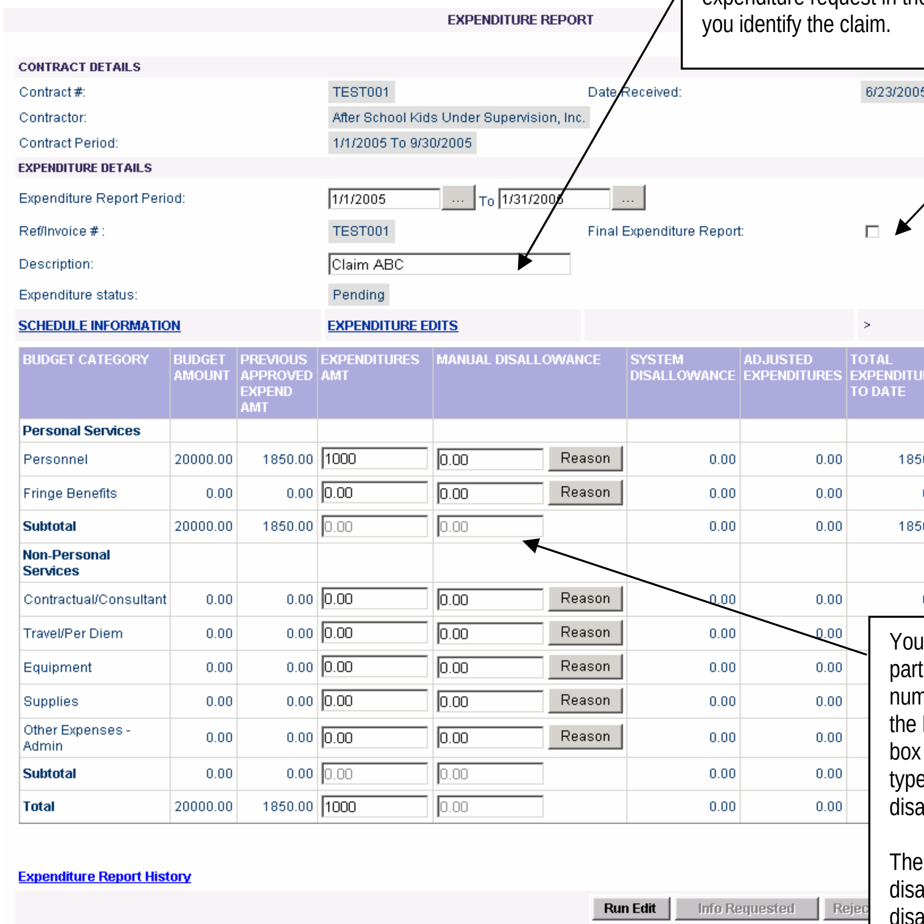
What you do	*Comments/Prompts*
269. Select the appropriate expenditure (**EXPEN**) task from the selection table. You may use the contract number or contractor links to obtain more information about the item. Click the task entry.	

What you do	*Comments/Prompts*

270. The **Expenditure Report** page appears.

You may enter a **Description** for the expenditure request in the text box, to help you identify the claim.

The **Final Expenditure Report** box should be checked only if this is the final claim for a contract. It will be used for final system edits against cumulative matches on a contract, etc.



EXPENDITURE REPORT

CONTRACT DETAILS

Contract #:	TEST001	Date Received:	6/23/2005
Contractor:	After School Kids Under Supervision, Inc.		
Contract Period:	1/1/2005 To 9/30/2005		

EXPENDITURE DETAILS

Expenditure Report Period:	1/1/2005 ... To 1/31/2005 ...		
Ref/Invoice # :	TEST001	Final Expenditure Report:	
Description:	Claim ABC		
Expenditure status:	Pending		

SCHEDULE INFORMATION EXPENDITURE EDITS >

BUDGET CATEGORY	BUDGET AMOUNT	PREVIOUS APPROVED EXPEND AMT	EXPENDITURES AMT	MANUAL DISALLOWANCE		SYSTEM DISALLOWANCE	ADJUSTED EXPENDITURES	TOTAL EXPENDITUR TO DATE	
Personal Services									
Personnel	20000.00	1850.00	1000	0.00	Reason	0.00	0.00	1850.00	18150.00
Fringe Benefits	0.00	0.00	0.00	0.00	Reason	0.00	0.00	0.00	0.00
Subtotal	20000.00	1850.00	0.00	0.00		0.00	0.00	1850.00	18150.00
Non-Personal Services									
Contractual/Consultant	0.00	0.00	0.00	0.00	Reason	0.00	0.00	0.00	0.00
Travel/Per Diem	0.00	0.00	0.00	0.00	Reason	0.00	0.00		
Equipment	0.00	0.00	0.00	0.00	Reason	0.00	0.00		
Supplies	0.00	0.00	0.00	0.00	Reason	0.00	0.00		
Other Expenses - Admin	0.00	0.00	0.00	0.00	Reason	0.00	0.00		
Subtotal	0.00	0.00	0.00	0.00		0.00	0.00		
Total	20000.00	1850.00	1000	0.00		0.00	0.00		

Expenditure Report History

Run Edit | Info Requested | Rejec

You may also manually disallow part of the claim, by entering the number in the text box and clicking the **Reason** button. A pop-up text box will appear, and you would type in the reason for the disallowance.

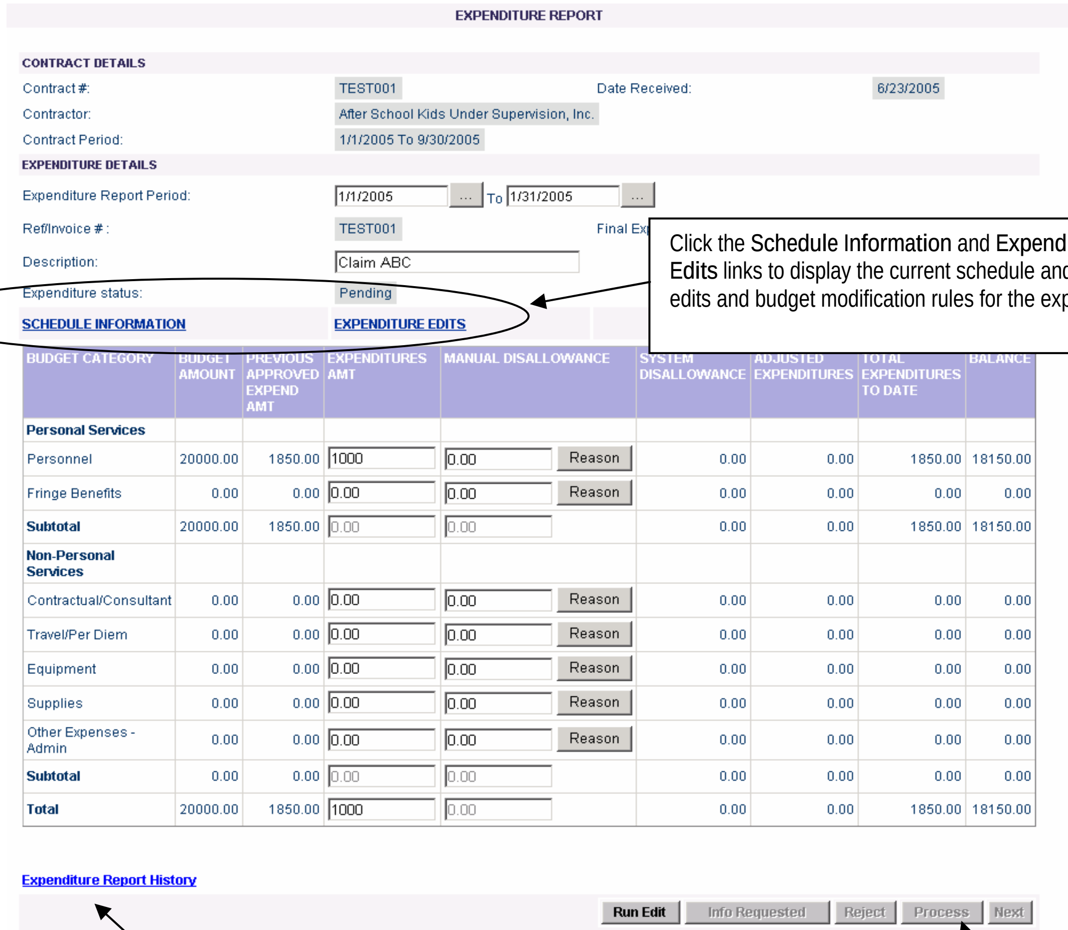
The system also supports system disallowances – automatic disallowances based on budget modification rules.

Notice that the amount of the expenditure logged into the system appears in the **Total** category. You may change this value if incorrect – for example, if the person logging the expenditure entered the wrong number.

You will need to enter the expenditure amounts on individual line items, based on the report submitted by the contractor.

The **Run Edit** button performs system edits, comparing what you have entered against the budget and claiming rules for the contract. For example, you might have an administrative expense ceiling of 10% on your contract, but the submitted claim amount lists administrative charges in excess of this amount. The system would warn you of this.

What you do | *Comments/Prompts*


EXPENDITURE REPORT

CONTRACT DETAILS

Contract #: TEST001 Date Received: 6/23/2005

Contractor: After School Kids Under Supervision, Inc.

Contract Period: 1/1/2005 To 9/30/2005

EXPENDITURE DETAILS

Expenditure Report Period: 1/1/2005 ... To 1/31/2005 ...

Ref/Invoice # : TEST001 Final Ex

Description: Claim ABC

Expenditure status: Pending

SCHEDULE INFORMATION EXPENDITURE EDITS

BUDGET CATEGORY	BUDGET AMOUNT	PREVIOUS APPROVED EXPEND AMT	EXPENDITURES AMT	MANUAL DISALLOWANCE		SYSTEM DISALLOWANCE	ADJUSTED EXPENDITURES	TOTAL EXPENDITURES TO DATE	BALANCE
Personal Services									
Personnel	20000.00	1850.00	1000	0.00	Reason	0.00	0.00	1850.00	18150.00
Fringe Benefits	0.00	0.00	0.00	0.00	Reason	0.00	0.00	0.00	0.00
Subtotal	20000.00	1850.00	0.00	0.00		0.00	0.00	1850.00	18150.00
Non-Personal Services									
Contractual/Consultant	0.00	0.00	0.00	0.00	Reason	0.00	0.00	0.00	0.00
Travel/Per Diem	0.00	0.00	0.00	0.00	Reason	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	Reason	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	0.00	0.00	Reason	0.00	0.00	0.00	0.00
Other Expenses - Admin	0.00	0.00	0.00	0.00	Reason	0.00	0.00	0.00	0.00
Subtotal	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
Total	20000.00	1850.00	1000	0.00		0.00	0.00	1850.00	18150.00

Expenditure Report History

Run Edit | Info Requested | Reject | Process | Next

Click the **Schedule Information** and **Expenditure Edits** links to display the current schedule and system edits and budget modification rules for the expenditure.

Use the **Expenditure Report History** link to find out when the expenditure was submitted, its processing history, etc. You may also use this function from other pages, to find out additional information on paid claims. The **Expenditure Report History** will allow you to track the claim through CMS and other state financial systems.

The **Info Requested** button displays a list of reasons for a further claim review, and place the claim on hold, pending review.

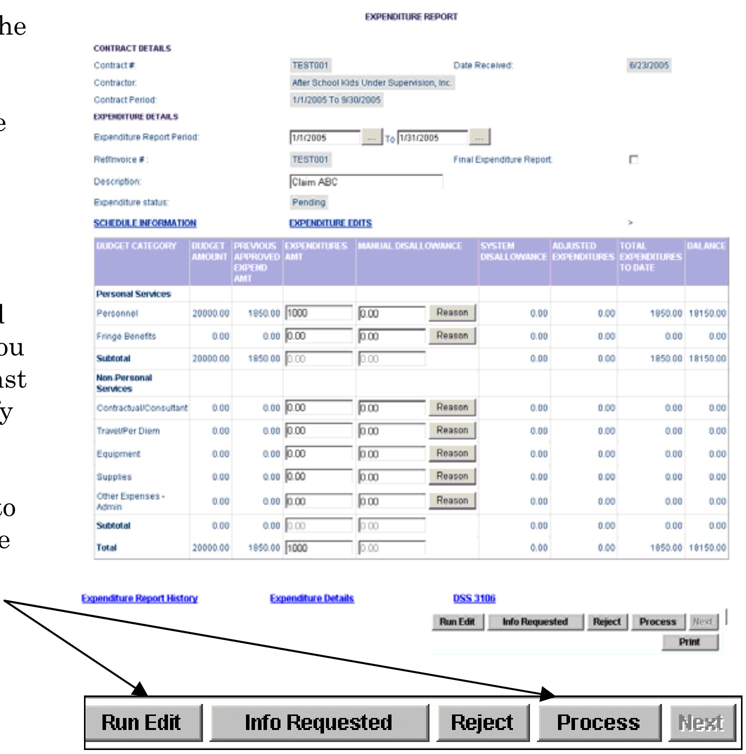
The **Reject** button allows you to reject a claim and list a reason why. When you reject a claim, it still moves on to the next review stage of processing.

The **Process** button is enabled if you have filled out the expenditure report and run edits against the report. When you are satisfied you have entered the correct information and wish to approve the expenditure, click the **Process** button.

Approving an Expenditure Claim during Review

When a claim has reached the expenditure review stage that is assigned to the first reviewer, they will need to enter the expenditure amounts per budget category.

✓ Before you begin: You are logged into the system with privileges for performing an expenditure claim review – the current step in the expenditure process, and have already located and opened the claim. Depending on the expenditure schedule, the review stage may be assigned to a Program user, BCM user, or BCM administrator.

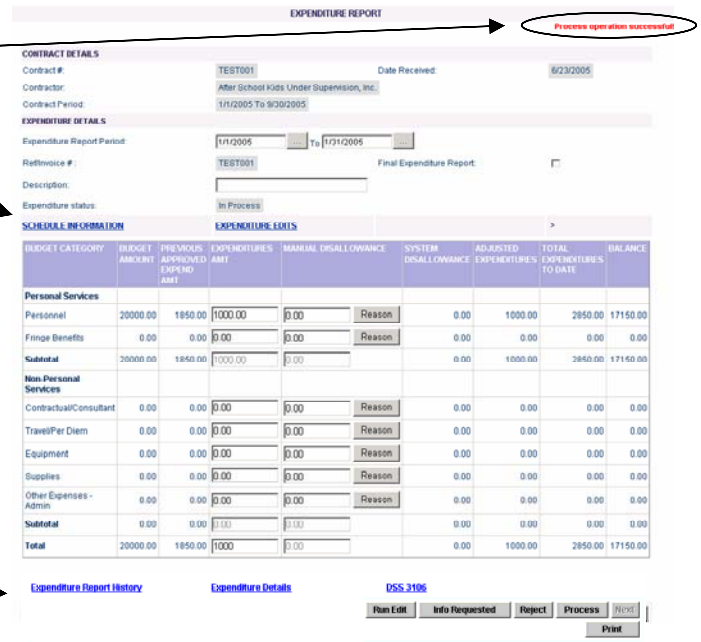
What You Do	*Comments/Prompts*
271. Enter a description for the claim. Using the paper expenditure report as source for information, enter the appropriate amounts for the claim in each field. The **Total** amount must add up to the total of all rows. You will need to verify this against your paper claim, and modify it, if necessary. Click the **Run Edit** button to verify the entries against the budget rules. If no warnings appear, click the **Process** button.	

What You Do	*Comments/Prompts*

272. The Expenditure Report page is updated with a status message appearing at the top of the page.

Check the Schedule Information to see where in the review process you are. If you have privileges, you may continue to process the expenditure.

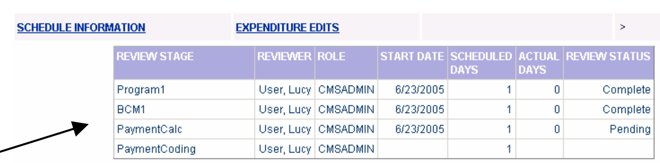
There are links to additional information about expenditures at the bottom of the page and a **DSS3106** link that will display a DSS3106 form for Training contracts that can be printed if needed.

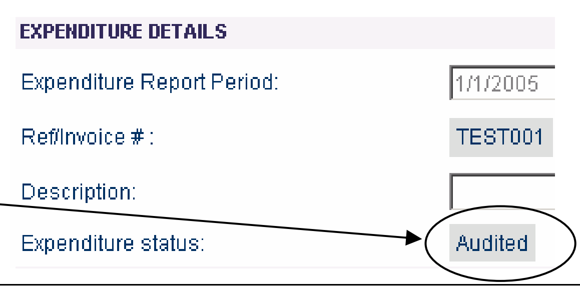


When you reach the end of the Expenditure Processing stage, the processing buttons at the bottom of the page will be disabled.

273. Your review is now complete, and the next stage of the review process begins.

Note: When the last reviewer prior to the Payment Calculation stage has completed their review, the general information displayed at the top of the Expenditure Report page is updated and the expenditure status is marked as "Audited."

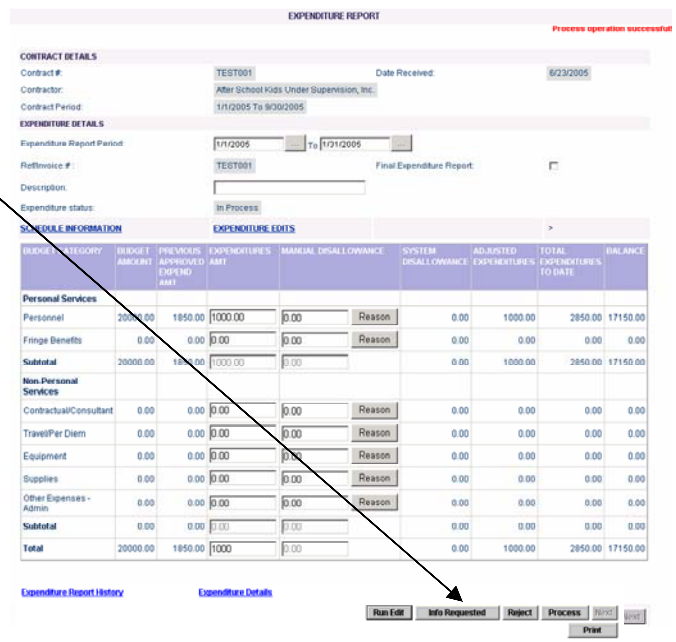
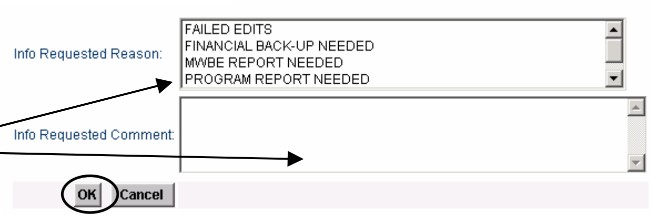




Placing an Expenditure on Hold

If there is an issue with processing an expenditure such as no program report was submitted for the claim period, you can place the claim on hold, pending further information from the contractor. This will prevent the expenditure from being finalized before it should.

✓ Before you begin: You are logged into the system with privileges for performing an expenditure claim review – the current step in the expenditure process, and have already located and opened the claim. Depending on the expenditure schedule, the review stage may be assigned to a Program user, BCM user, or BCM administrator.

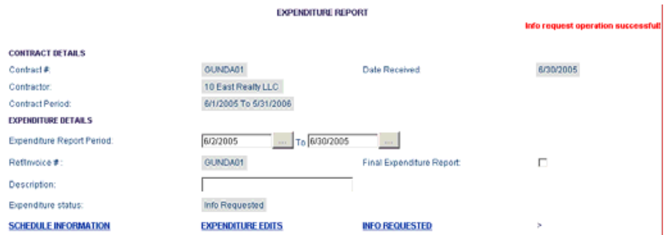
What You Do	*Comments/Prompts*
274. Click the **Info Requested** button at the bottom of the page.	
275. The **Info Requested Reason** box and the **Info Requested Comment** box appear at the bottom of the page. Select an **Info Requested Reason** and enter an **Info Requested Comment**. Click the **OK** button.	

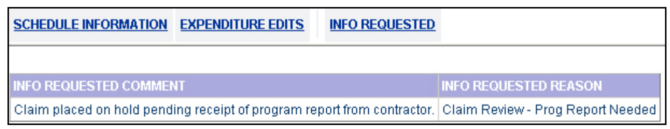
What You Do	*Comments/Prompts*

276. The page is updated. The **Info Requested Reason** and **Info Requested Comment** boxes disappear and a status message appears at the top of the page.

A new link, **INFO REQUESTED**, appears on the page. Clicking this link displays the information that you entered.

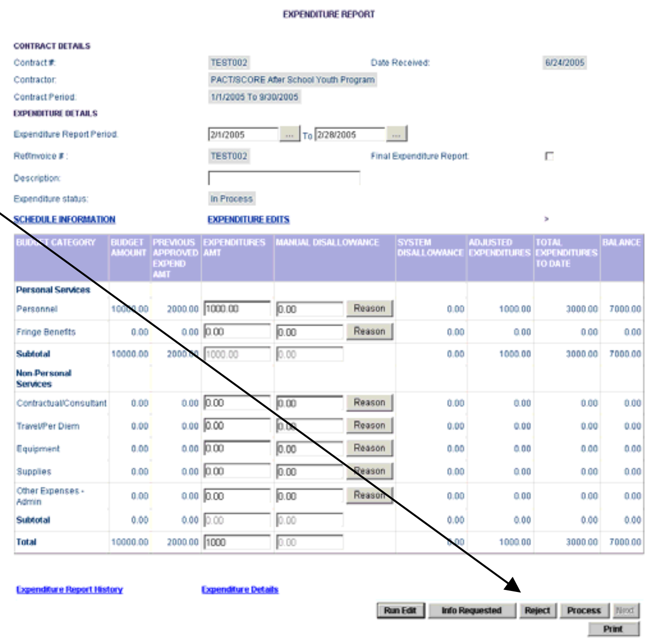
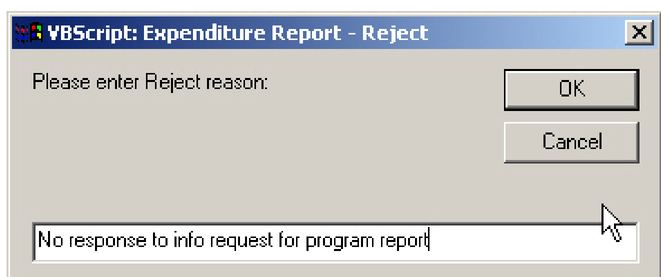
The review and expenditure status is now listed as **Info Requested**. No further claim processing should be performed until the program report is received from the contractor.

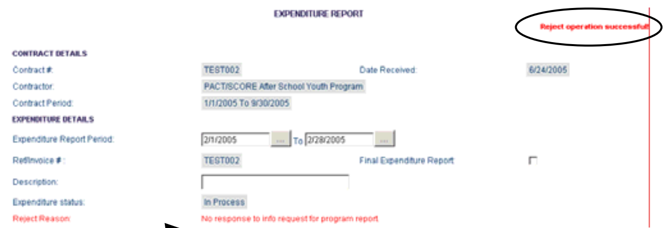




Rejecting an Expenditure

✓ Before you begin: You are logged into the system with privileges for performing an expenditure claim review – the current step in the expenditure process, and have already located and opened the claim. Depending on the expenditure schedule, the review stage may be assigned to a Program user, BCM user, or BCM administrator.

What You Do	*Comments/Prompts*
277. Click the **Reject** button at the bottom of the page.	
278. The **Expenditure Report – Reject** window opens on top of the existing **Expenditure Report** page. Enter a **Rejection Reason**. Click the **OK** button.	

What You Do	*Comments/Prompts*
279. The page is updated. The **Expenditure Report – Reject** window automatically closes and a status message appears at the top of the **Expenditure Report** page. Notice the **Reject Reason** is listed in the Expenditure Details section. If you were to open the **Schedule Information**, the **Review Status** in the schedule table would indicate the claim was rejected at this particular stage.	 **Note:** The claim expenditure is not fully rejected until the last person in the expenditure schedule has rejected the claim. Subsequent reviewers should approve or reject the claim, based on the information available at the time of processing. If the last person in the expenditure schedule rejects the claim, the expenditure is deleted from the Inbox. The rejected expenditure report is still available for display from the **Expenditure Report History.**

Calculating Payment for an Expenditure

When the review stage for an expenditure is completed and the expenditure reaches an audited status, the payment calculation phase begins.

✓ Before you begin: You are logged into the system with privileges for performing payment calculation (a BCM user). You have located the expenditure item in the Inbox, and opened it. If you are the last reviewer for the expenditure and are also assigned the payment calculation task, you can use the Next button available on the Expenditure Report page after you approve the expenditure.

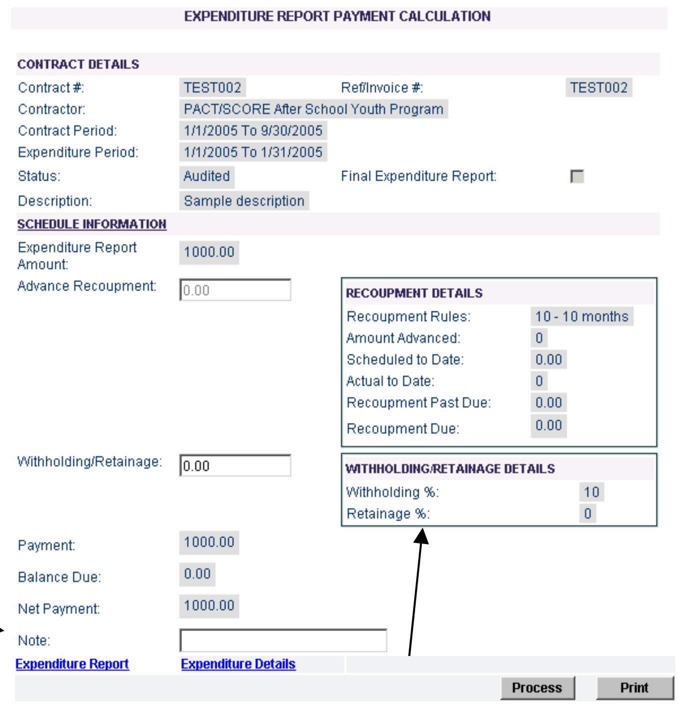
What You Do	*Comments/Prompts*
280. Review the **Expenditure Report Payment Calculation** page.	

Notice that the **Advance Recoupment** is set to zero (as there have been no advances issued for this contract). The **Withholding/ Retainage** is automatically set to 0 in our case, because the requested expenditure amount does not meet the 10% withholding threshold on the contract budget.

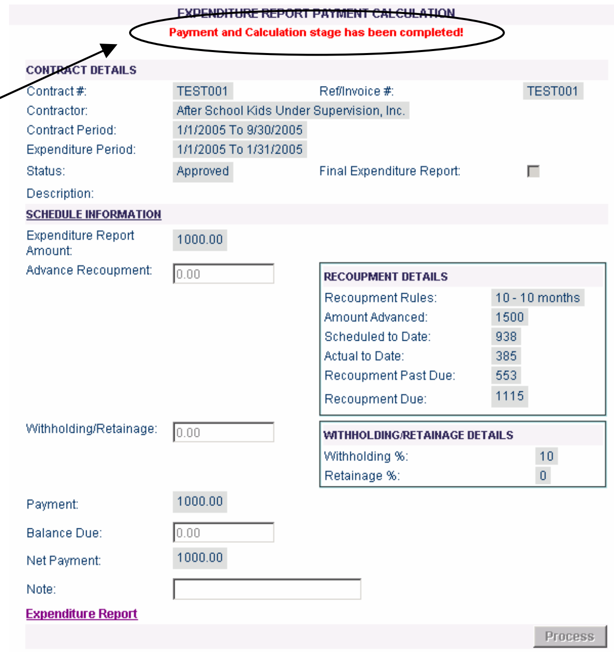
You can change these amounts, if necessary.

Enter a **Note**, if needed.

Click the **Process** button.



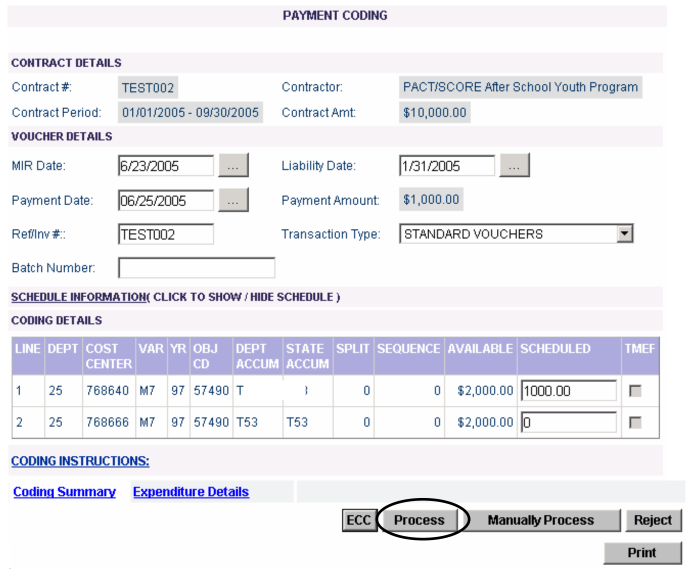
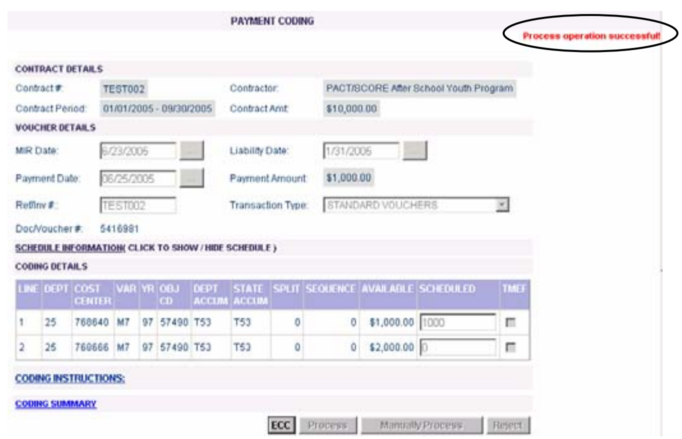
Note: The rules for calculating payments based on the contract details and the budget are listed in the boxes on the right side of the page

What You Do	*Comments/Prompts*
281. If you are not the same person that performs the payment coding, then the page will update and display a message. The **Process** button on the page is disabled. The Payment Calculation stage is complete. The Expenditure Status is adjusted to Calculated. **Note**: If you perform the payment coding as well as payment calculation on the expenditure, then the Payment Coding page will automatically appear.	

Coding Payment for an Expenditure

The Payment Coding stage is the final step (prior to actual payment) in the expenditure schedule. The coding is performed after the actual payment amount has been calculated.

✓ Before you begin: You are logged into the system with privileges for performing payment coding (a BCM user). You have located the expenditure item in the Inbox, and opened it.

What You Do	*Comments/Prompts*
282. The **Payment Coding** page displays how the expenditure amount should be apportioned among the cost centers established for the contract. You may manually alter the allocation of funds. Enter the Batch Number if the claim is being manually processed. **Note**: The ECC button is only used if you need to encumber more funds for the contract. Click the **Process** button.	
283. The payment coding stage is complete.	

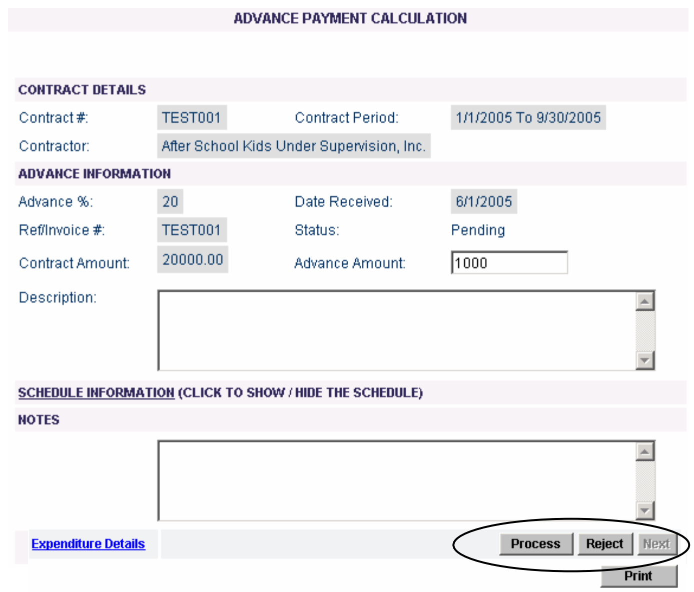
Processing an Advance

Concepts > Contractors may request an advance against their contract. The system will allow users to issue advances once the contract has been approved, based on the rules of the contract and the budget.

Contract advances need only two stages for processing— payment calculation and payment coding, although they may also have review stages. Unlike expenditures, you do not itemize advances.

Calculating Payment on an Advance

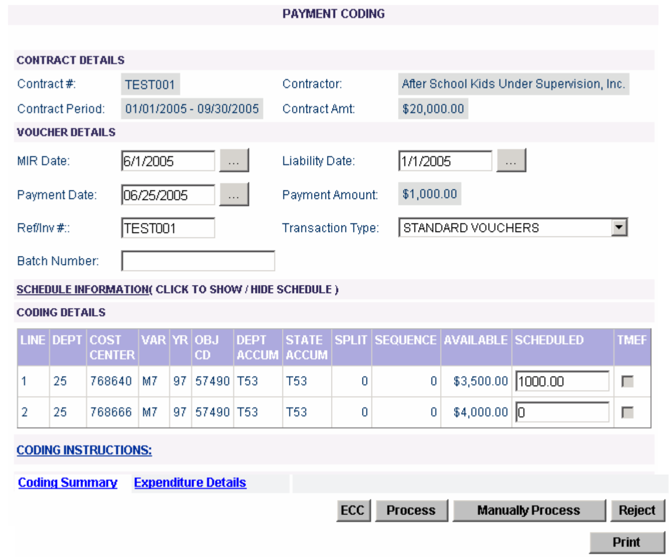
✓ Before you begin: You are logged into the system as a Program or BCM user (or in a role assigned to perform the advance payment calculation stage of the advance review schedule). You have already located the advance item through the Inbox or some other search method, and opened the Advance item.

What you do	*Comments/Prompts*
284. The Advance Payment Calculation page shows the **Contract Amount**, the **Advance Amount** requested, and a **Note** field for you to enter information. The **Description** field is used to enter information from the contractor's advance request. You may change the **Advance Amount**, if necessary. The **Note** field can be useful if you are disallowing part of the advance amount. There are two tasks you can perform at this stage: process, or reject the advance. Click the **Process** button.	

What you do	*Comments/Prompts*

285. The Payment Coding stage appears.

Note: If you attempt to process an advance in excess of the permissible value for the contract, based on the advance percentage rules, you will receive a warning message.

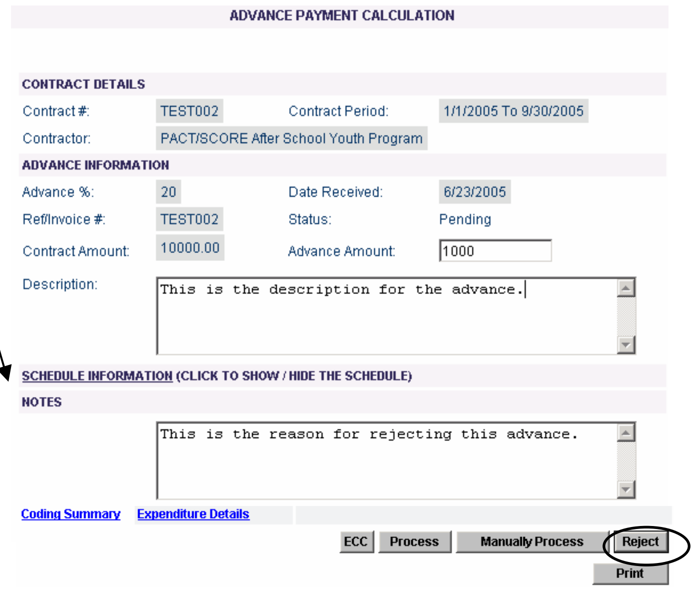
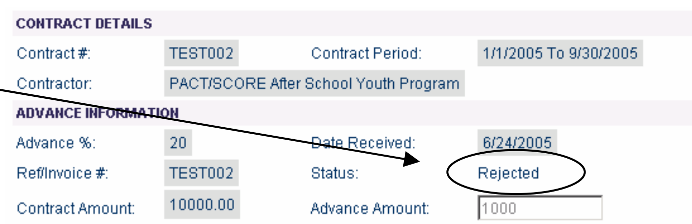


Enter a **Batch Number**, if manually processing the AC340, make any adjustments to the amount in the **Scheduled** fields and hit the **Process** button.

A message will appear showing that you processed the payment coding successfully.

Rejecting an Advance

✓ Before you begin: You are logged into the system as a Program or BCM user (or some role assigned to perform the advance payment calculation stage of the advance review schedule). You have already located the advance item through the Inbox or some other search method, and opened the Advance item.

What You Do	*Comments/Prompts*
286. In the **Note** field, enter a reason for rejecting the advance request. Click the **Reject** button.	
287. The page updates, indicating the rejected status. **Note**: If there are additional review stages remaining in the advance schedule, the Status is still marked "In Process." A rejection is not final until the last reviewer rejects the advance.	

C H A P T E R 8

Processing Budget Modifications

Topics

Chapter 8: Processing Budget Modifications

Understanding the Budget Modification Process within CMS

Concepts >

A budget modification is a change to an existing budget. It involves reallocating funds between and across categories and line items in a budget—for example, increasing personnel funds while decreasing equipment funds. A budget modification does not increase or decrease the total amount of the contract budget—just the way funds are allocated.

When a contractor wishes to modify the budget for an existing contract, the contractor submits a standard budget modification request form (Request for Modification of Contract Budget) to the appropriate contract manager – typically someone from the Program office supervising the contract. This form contains the existing budget information, along with the changes requested by the contractor. The Program person then logs the budget modification request, and starts processing the paper form.

Once the request has been logged into the system and the financial changes requested have been entered into the system, the system will allow users to view, approve, and reject budget modifications directly from CMS.

The number of steps in the review process for a budget modification typically involves two general stages:

- A Program office person logs and reviews the budget modification request. Depending on the Program office workflow, the same person or another Program office staff member will enter the changes requested based on the paper form.
- BCM staff review the budget modification request, and approve or reject it. This person is typically a contract manager with BCM administrative privileges, or in the case of legislative contracts, a BCM auditor assigned to the BCM user role in the system.

The budget modification review schedule may also support additional review stages, such as a BCM administrator issuing final approval, once the change has been reviewed by a BCM user.

As with all schedules in CMS, the budget modification review schedule dictates what the review process looks like, how long it should take, and who is involved. ***Only one budget modification request per contract period may exist at any given time.*** Claims (expenditures and advances) may also be under review at the time of a budget modification request. It is important to understand that a budget modification that is approved while a claim is under review may affect the claim approval process, due to changes in funds available for specific budget line items.

Logging a Budget Modification Request

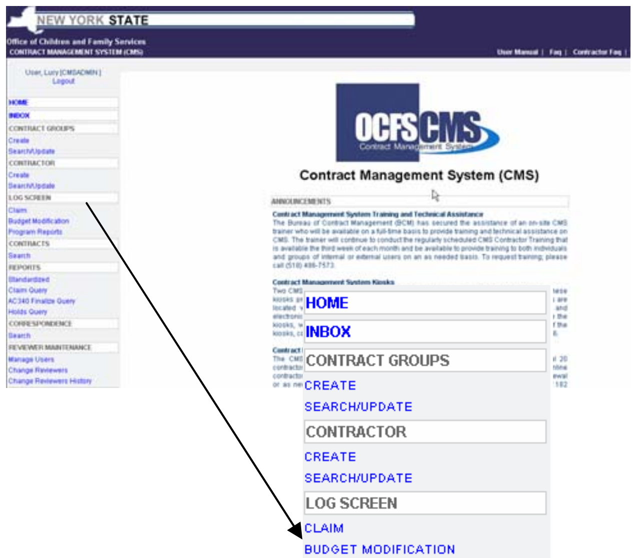
Concepts > When the paper budget modification form arrives at the Program office, someone must enter it into CMS. This is referred to as “logging a budget modification.” Any user (except for those persons with read-only privileges) can enter this request. The contract must also have a budget modification schedule associated with it. A BCM administrator sets this up, typically before the contract is awarded. A CMS administrator can also set up a budget modification schedule in the absence of available BCM administrators.

Log a Budget Modification Request

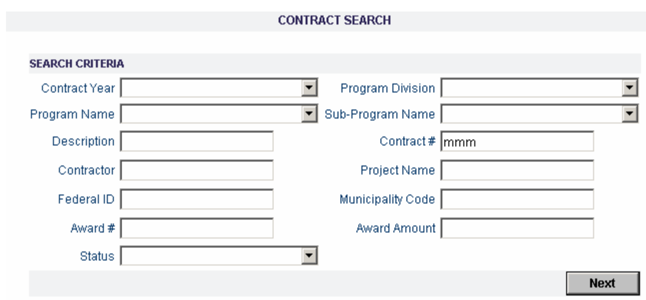
✓ Before you begin: You are logged into the system as a Program user, BCM user or administrator, or CMS administrator. (This task is typically performed by a Program user).

What you do	*Comments/Prompts*

288. From your CMS menu column on the left, click the **Budget Modification** link in the **Log Screen** section.



289. The **Contract Search** page appears. Use this to locate the contract for which you have a budget modification request.



290. Click the **Log** button for the contract for which you have a budget modification request


CONTRACT SEARCH RESULTS

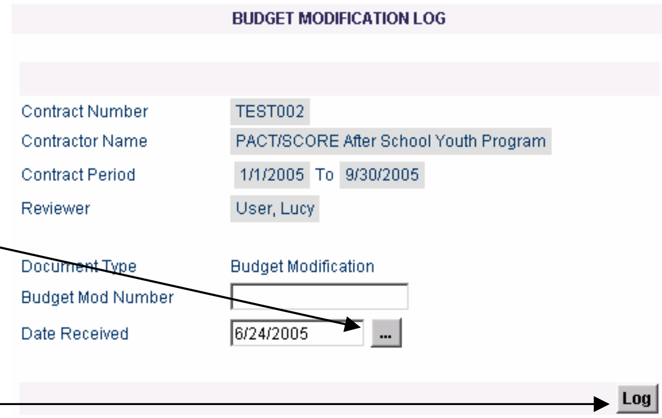
CONTRACTOR	CONTRACT #	AWARD #	FED ID/MUNI CODE	AMOUNT	CONTRACT TERM	CONTRACT PERIOD	STATUS	ACTION
100 Black Men of Long Island Development Group, Inc	MMMMMM2		113617702	$10,000.00	06/01/2005 - 05/31/2008	06/01/2005 - 05/31/2006	In Process	Log
100 Black Men of Long Island Development Group, Inc	MMMMMM1	1	113617702	$10,000.00	06/01/2005 - 05/31/2008	06/01/2005 - 05/31/2006	Cancelled - Revoked	Log
Aardvark Solutions Ltd.	MMMMMM3		123456789	$20,000.00	04/01/2006 - 03/31/2011	04/01/2006 - 03/31/2007	Approved	Log

Print

What you do	*Comments/Prompts*

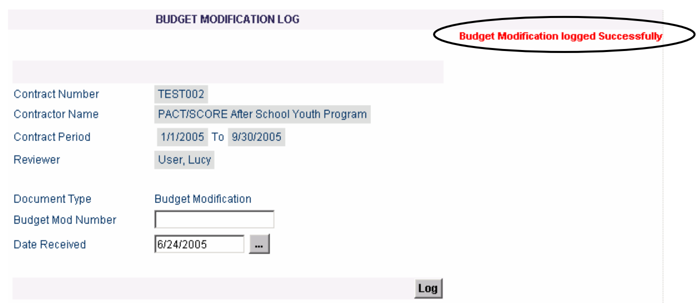
291. The system automatically enters the current date as the Date Received. You can change the date by typing in the new date (DD/MM/YYYY format), or by clicking the calendar button ... to select a date from the calendar.

Click the **Log** button to save your changes.



292. The page is updated and a status message appears in red at the top of the page, indicating that you successfully entered the budget modification request.

Note: If you receive the error message “No schedule attached to this contract.” please contact a BCM administrator to establish a review schedule for the budget modification request.



Note: The Log button may still be enabled after you log the budget modification request. If you click the button again, you will see an error message notifying you that the budget modification request already exists.

Processing Budget Modifications

Concepts >

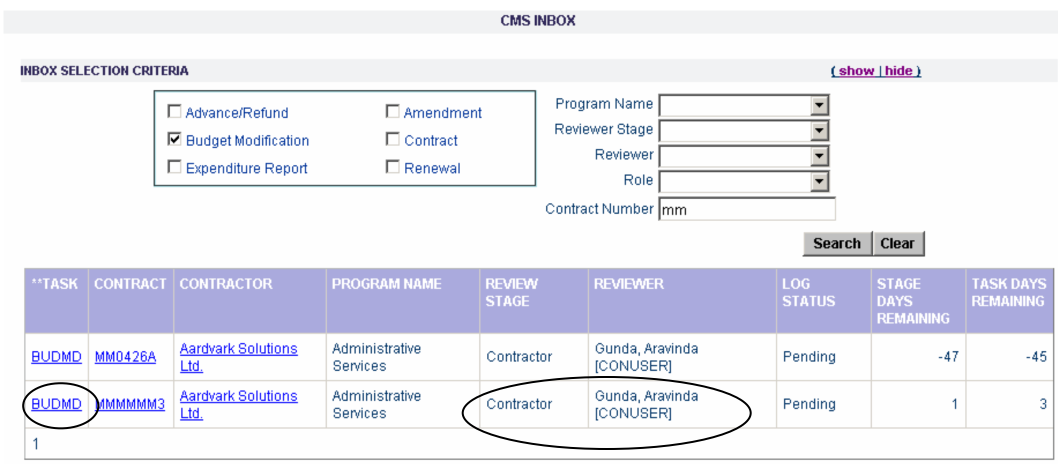
Once the budget modification request is logged into CMS, the budget modification review schedule begins. An entry will appear in the Inbox for the first reviewer in the schedule (usually a member of the Program office). This person has the initial responsibility for entering the budget modification details into the system and issuing an initial approval or rejection, as well as obtaining any additional information necessary for processing.

Once the Program person reviews the budget modification, responsibility typically transfers to BCM, where a BCM administrator or user will perform their review. Reviewers may reject a budget modification at any stage of the review process. The rejection is not final, however, until the final reviewer (typically a BCM administrator or user) rejects the budget modification. A reviewer may issue an approval even if preceding reviewers have rejected the modification request.

Entering Budget Modification Amounts

✓ Before you begin: You are logged into the system, and have access privileges to process the next step in the budget modification request process. You have located the budget modification request in your Inbox.

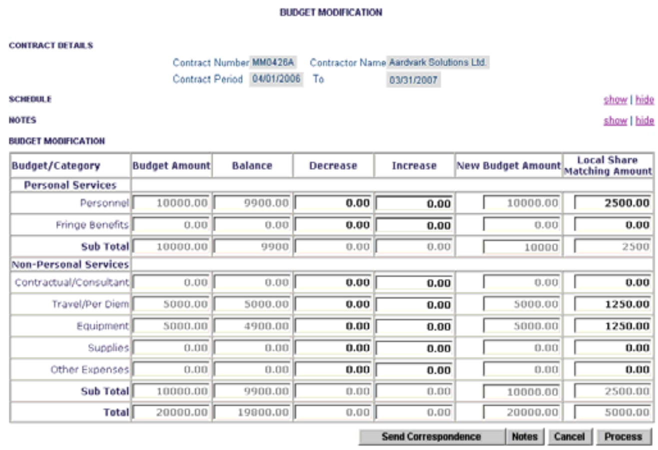
What you do	*Comments/Prompts*
293. From the **Inbox**, click the **BUDMD** link (the Budget Modification task item)	The **Review Stage** and **Reviewer** indicate which reviewer in the Bud Mod schedule needs to work on the Bud Mod next. Make sure you are logged in as this role.



Click the BUDMD task to enter the budget changes.

What you do	*Comments/Prompts*

294. The Budget Modification request opens where you will enter the budget changes.
Enter the proposed increase and decrease amounts in the budget categories and line items.



BUDGET MODIFICATION

CONTRACT DETAILS

Contract Number MM0426A Contractor Name Aardvark Solutions Ltd.
Contract Period 04/01/2006 To 03/31/2007

SCHEDULE show | hide

NOTES show | hide

BUDGET MODIFICATION

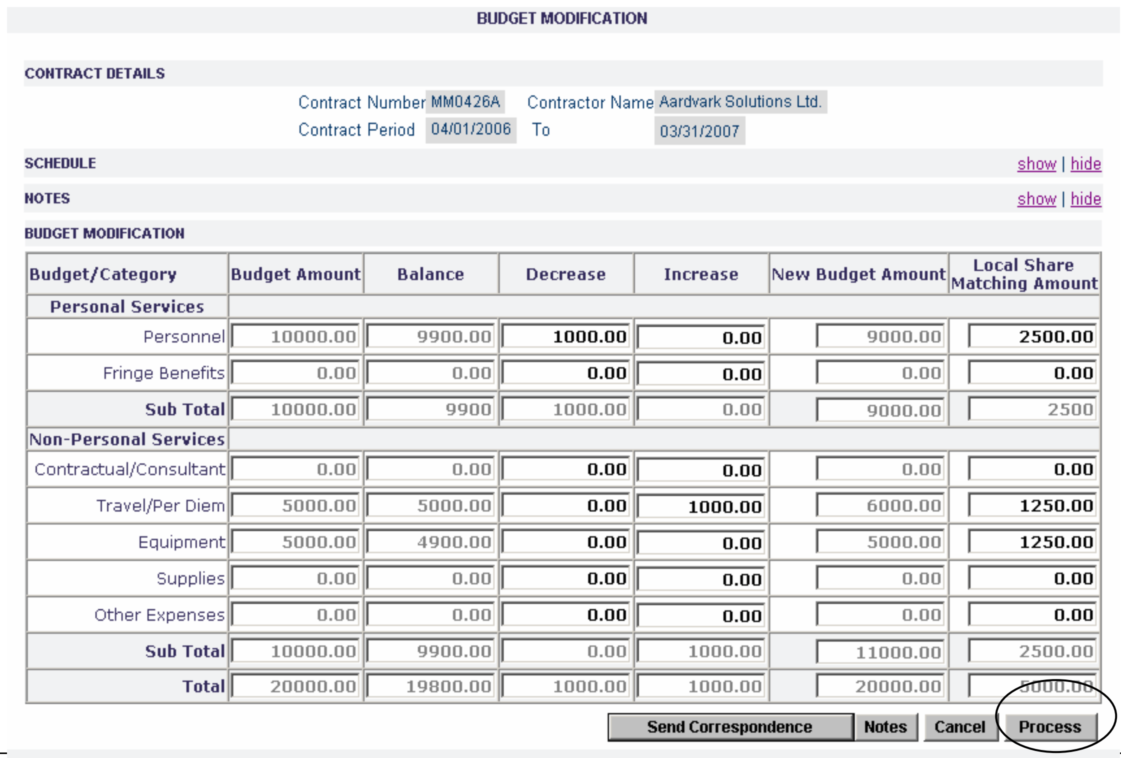
Budget/Category	Budget Amount	Balance	Decrease	Increase	New Budget Amount	Local Share Matching Amount
Personal Services						
Personnel	10000.00	9900.00	0.00	0.00	10000.00	2500.00
Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total	10000.00	9900	0.00	0.00	10000	2500
Non-Personal Services						
Contractual/Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Travel/Per Diem	5000.00	5000.00	0.00	0.00	5000.00	1250.00
Equipment	5000.00	4900.00	0.00	0.00	5000.00	1250.00
Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total	10000.00	9900.00	0.00	0.00	10000.00	2500.00
Total	20000.00	19800.00	0.00	0.00	20000.00	5000.00

Send Correspondence | Notes | Cancel | Process

Note: When you enter a decrease or increase in one field, then move your cursor out of the field, the page automatically updates to display a warning message, indicating that the total increase amount must match the total decrease amount.

Total Amount Increase should be equal to Total amount Decrease

What you do	*Comments/Prompts*
295. The budget modification information you entered is not saved until you click one of the buttons on the bottom. Select the **Process** button to save your budget modifications and you will see a message “Budget Modification Stage Processed Successfully”.	Once you have entered all the amount changes and moved the cursor out of the last field you updated, the warning message disappears (as long as your total decrease and total increase amounts match).

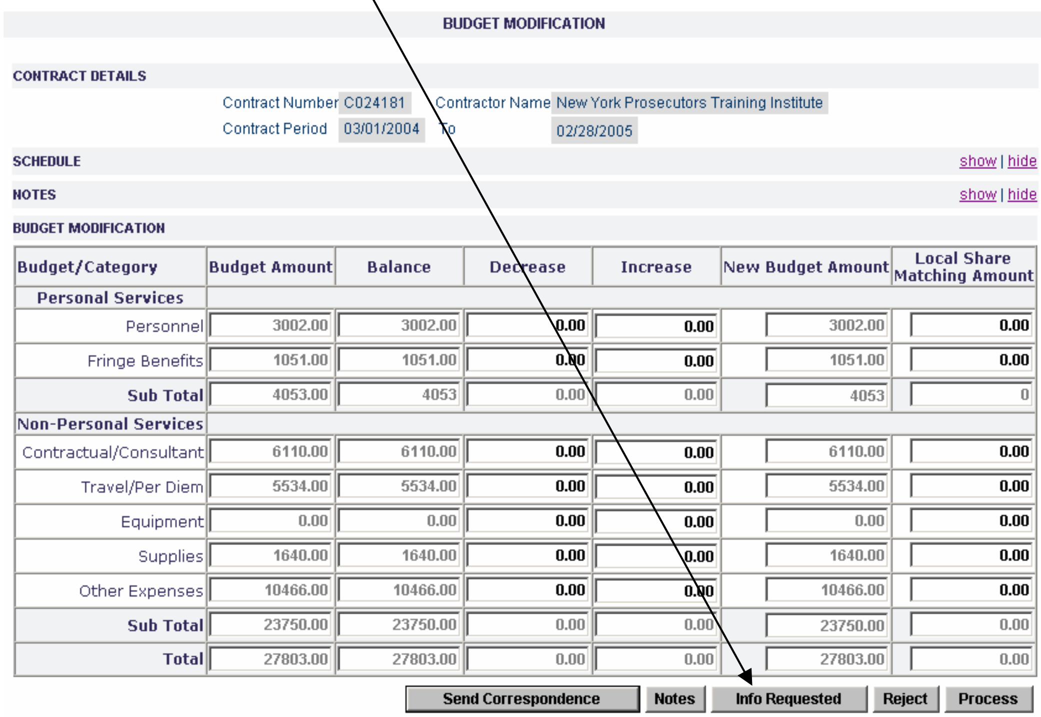


Requesting Additional Information for a Budget Modification

✓ Before you begin: You are logged into the system with privileges for the current review stage. The budget modification request is open.

What you do	*Comments/Prompts*

296. Click the **Info Requested** button at the bottom of the page.


BUDGET MODIFICATION

CONTRACT DETAILS

Contract Number C024181 Contractor Name New York Prosecutors Training Institute

Contract Period 03/01/2004 To 02/28/2005

SCHEDULE show | hide

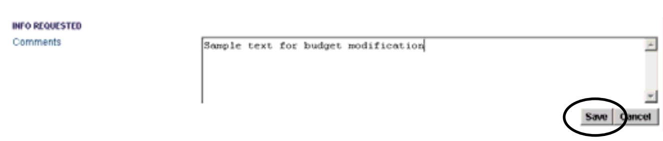
NOTES show | hide

BUDGET MODIFICATION

Budget/Category	Budget Amount	Balance	Decrease	Increase	New Budget Amount	Local Share Matching Amount
Personal Services						
Personnel	3002.00	3002.00	0.00	0.00	3002.00	0.00
Fringe Benefits	1051.00	1051.00	0.00	0.00	1051.00	0.00
Sub Total	4053.00	4053	0.00	0.00	4053	0
Non-Personal Services						
Contractual/Consultant	6110.00	6110.00	0.00	0.00	6110.00	0.00
Travel/Per Diem	5534.00	5534.00	0.00	0.00	5534.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies	1640.00	1640.00	0.00	0.00	1640.00	0.00
Other Expenses	10466.00	10466.00	0.00	0.00	10466.00	0.00
Sub Total	23750.00	23750.00	0.00	0.00	23750.00	0.00
Total	27803.00	27803.00	0.00	0.00	27803.00	0.00

Send Correspondence | Notes | Info Requested | Reject | Process

297. The **Info Requested** box opens at the bottom of the page. Type a comment in the Comments box.

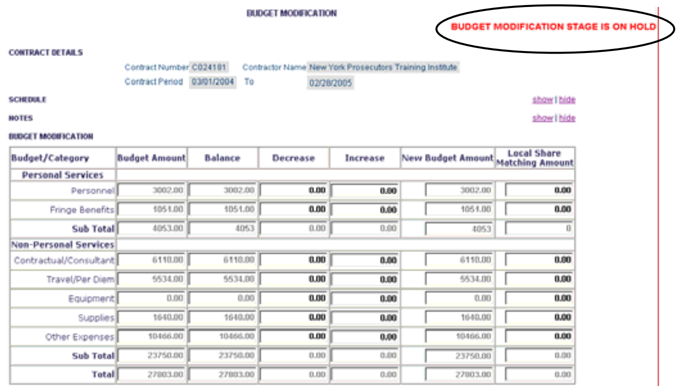


Click the **Save** button.

You could also use the **Send Correspondence** button at the bottom of the page to send a note to a particular reviewer on the task.

What you do	*Comments/Prompts*

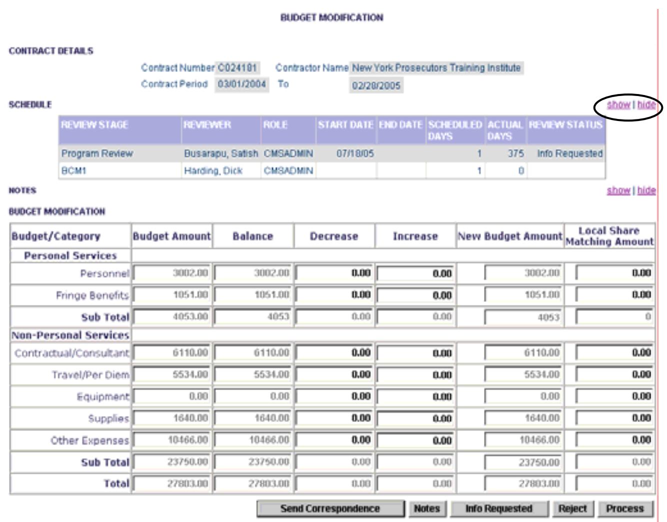
298. A status message appears at the top of the page, indicating that the Info Request was successfully added and the Budget Modification is now on Hold.



Budget/Category	Budget Amount	Balance	Decrease	Increase	New Budget Amount	Local Share Matching Amount
Personal Services						
Personnel	3002.00	3002.00	0.00	0.00	3002.00	0.00
Fringe Benefits	1051.00	1051.00	0.00	0.00	1051.00	0.00
Sub Total	4053.00	4053	0.00	0.00	4053	0
Non-Personal Services						
Contractual/Consultant	6110.00	6110.00	0.00	0.00	6110.00	0.00
Travel/Per Diem	5534.00	5534.00	0.00	0.00	5534.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies	1640.00	1640.00	0.00	0.00	1640.00	0.00
Other Expenses	10466.00	10466.00	0.00	0.00	10466.00	0.00
Sub Total	23750.00	23750.00	0.00	0.00	23750.00	0.00
Total	27803.00	27803.00	0.00	0.00	27803.00	0.00

299. You can check where the bud mod is in the schedule by clicking the **Show** link for the schedule.

The schedule opens on the existing page, indicating that the current review stage hasn't changed, but its status has changed to *Info Requested*.



REVIEW STAGE	REVIEWER	ROLE	START DATE	END DATE	SCHEDULED DAYS	ACTUAL DAYS	REVIEW STATUS
Program Review	Busarapu, Satish	CMSADMIN	07/18/05		1	375	Info Requested
BCM1	Harding, Dick	CMSADMIN			1	0	

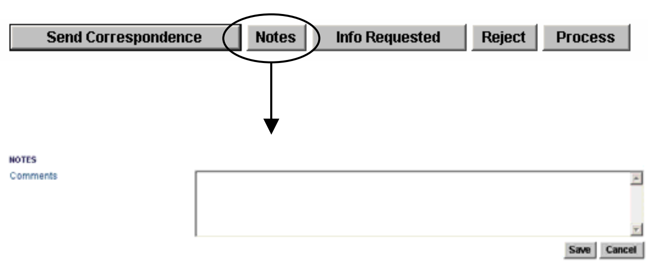
Budget/Category	Budget Amount	Balance	Decrease	Increase	New Budget Amount	Local Share Matching Amount
Personal Services						
Personnel	3002.00	3002.00	0.00	0.00	3002.00	0.00
Fringe Benefits	1051.00	1051.00	0.00	0.00	1051.00	0.00
Sub Total	4053.00	4053	0.00	0.00	4053	0
Non-Personal Services						
Contractual/Consultant	6110.00	6110.00	0.00	0.00	6110.00	0.00
Travel/Per Diem	5534.00	5534.00	0.00	0.00	5534.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies	1640.00	1640.00	0.00	0.00	1640.00	0.00
Other Expenses	10466.00	10466.00	0.00	0.00	10466.00	0.00
Sub Total	23750.00	23750.00	0.00	0.00	23750.00	0.00
Total	27803.00	27803.00	0.00	0.00	27803.00	0.00

300. Once the information has been received, you can continue processing the Bud Mod.

Open the Bud Mod. You can enter a note about the information received if desired by clicking the **Notes** button at the bottom of the page.

The **Notes** box opens at the bottom of the page. Enter your note and hit the **Save** button.

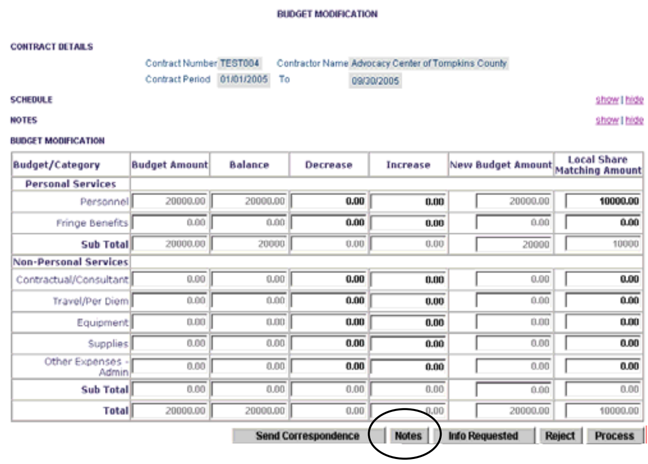
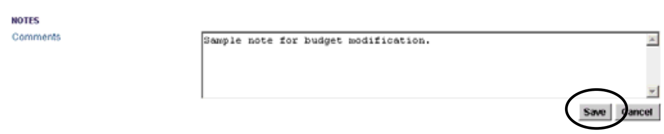
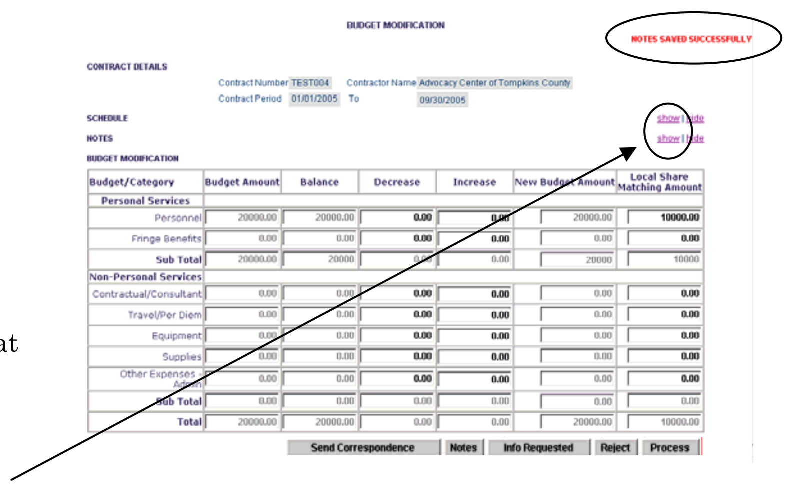
Now you can **Process** the Bud Mod to move it to the next stage.



Adding a Note to the Budget Modification

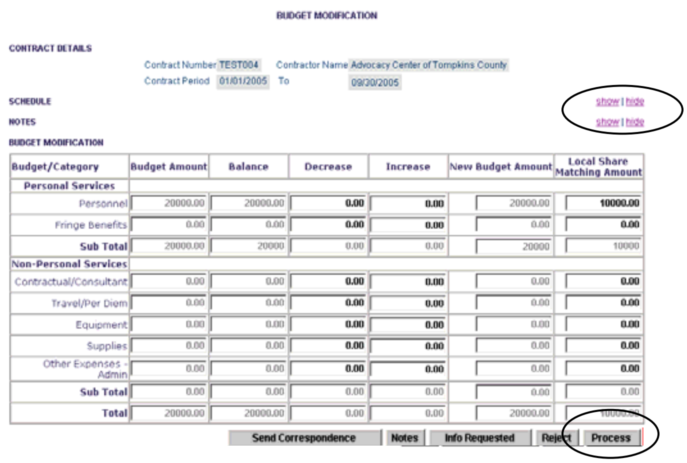
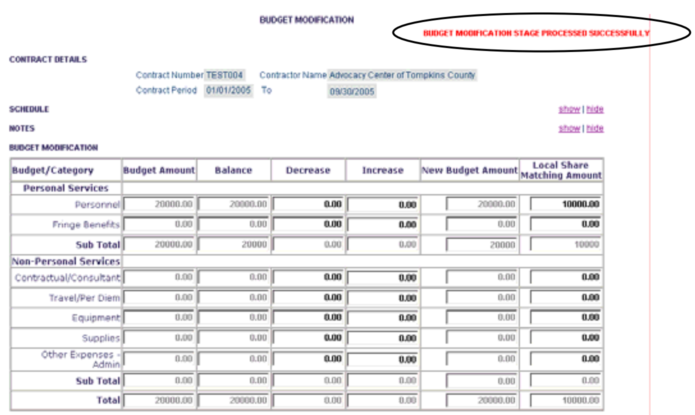
Notes may be added to the budget modification at any time to store information about the Bud Mod.

✓ Before you begin: You are logged into the system with privileges for the current review stage. The budget modification request has been opened from the Inbox.

What you do	*Comments/Prompts*
301. Click the **Notes** button at the bottom of the page. The **Notes** box opens at the bottom of the page.	
302. Type a comment in the Comments box: Click the **Save** button.	
303. A status message appears at the top of the page, indicating that the Note was successfully added. You may verify this by clicking the **show** link for the **Schedule**. You may view the note that you added by clicking the **show** link for the **Notes**.	

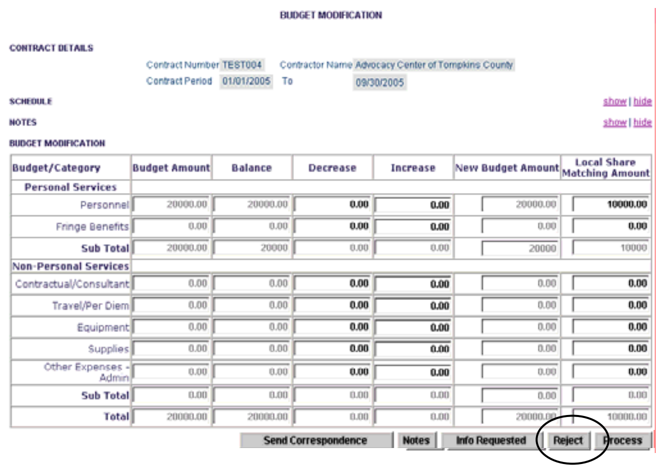
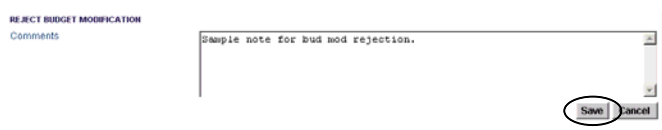
Approving a Budget Modification

✓ Before you begin: You are logged into the system with privileges for the current review stage. The budget modification has been opened from the Inbox.

What You Do	*Comments/Prompts*
304. Click the **Process** button at the bottom of the page. You can use the **Show/Hide** links to check the **Schedule** to see who should next receive the budget modification paper form or the **Notes** to see if any additional information has been recorded for your use.	
305. A status message appears at the top of the page, indicating that the budget modification was approved for this review stage. The budget modification process may be complete at this point, or there may be remaining review stages. If this had been the final review stage, you would not see a status message – your Inbox would appear.	

Rejecting a Budget Modification

✓ Before you begin: You are logged into the system with privileges for the current review stage. The budget modification has been opened from the Inbox.

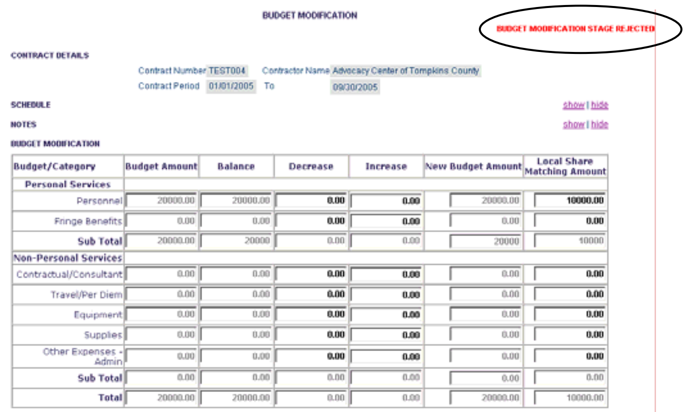
What You Do	*Comments/Prompts*
306. Click the **Reject** button at the bottom of the page. The **Reject Budget Modifications** box opens at the bottom of the page.	
307. Type a comment in the **Comments** box. Click the **Save** button to reject the Budget Modification.	

What You Do	*Comments/Prompts*

308. A status message appears at the top of the page, indicating that the budget modification review stage was completed.

Other reviewers in later budget modification review stages may override the rejection and approve the budget modification.

If this was the last review stage, you would not see a status message. Instead, your Inbox would appear.



BUDGET MODIFICATION

BUDGET MODIFICATION STAGE REJECTED

CONTRACT DETAILS

Contract Number TEST004 Contractor Name Advocacy Center of Tompkins County

Contract Period 01/01/2005 To 09/30/2005

SCHEDULE show | hide

NOTES show | hide

BUDGET MODIFICATION

Budget/Category	Budget Amount	Balance	Decrease	Increase	New Budget Amount	Local Share Matching Amount
Personal Services						
Personnel	20000.00	20000.00	0.00	0.00	20000.00	10000.00
Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total	20000.00	20000	0.00	0.00	20000	10000
Non-Personal Services						
Contractual/Consultant	0.00	0.00	0.00	0.00	0.00	0.00
Travel/Per Diem	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses - Admin	0.00	0.00	0.00	0.00	0.00	0.00
Sub Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	20000.00	20000.00	0.00	0.00	20000.00	10000.00

Note: If there were remaining review stages in the budget modification schedule, the next reviewer would see a note that the budget modification had been rejected in a previous review stage. The person would view the Notes for information on why the rejection was issued. This reviewer may issue another rejection, or approve the budget modification request. The rejection is not final unless it is issued by the last reviewer in the budget modification review schedule.

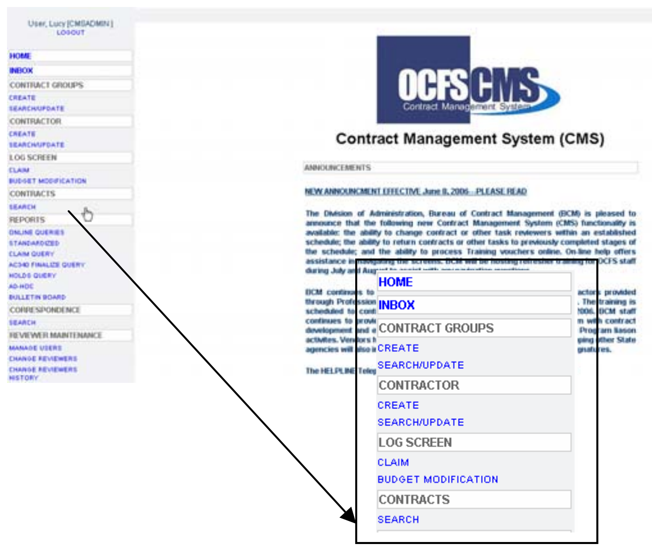
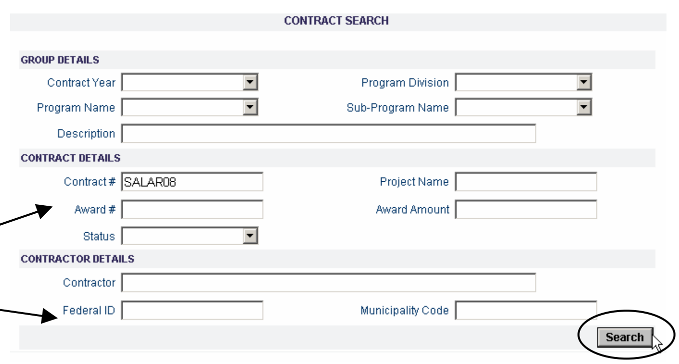
Researching Budget Modifications

Concepts > CMS records a history of all budget modifications. If you have access to the contract details, you can find when a budget modification was logged and view the details of the budget changes.

Locating the Budget Modification History

In order to open the Budget Modification History, you must locate the contract. The most common methods of locating the contract are through a Contract or Contractor Search. If a review schedule is in progress, such as an expenditure, you can also open the contract from the Inbox.

✓ Before you begin: You are logged into the system with privileges for performing contracts or contractor searches.

What You Do	*Comments/Prompts*
309. From your CMS menu column on the left, click the **Search** link in the **Contracts** section (alternately, you can perform a Contractor Search). The **Contract Search** page appears.	
310. Enter you search criteria to find the contract you want to research. You may enter partial information in a text box, such as a word in the contractor name. Searching on a contractor name of "After School" would retrieve "ABC After School Program" etc. Click the **Search** button.	

What You Do	*Comments/Prompts*

311. The Contract Search results appear.

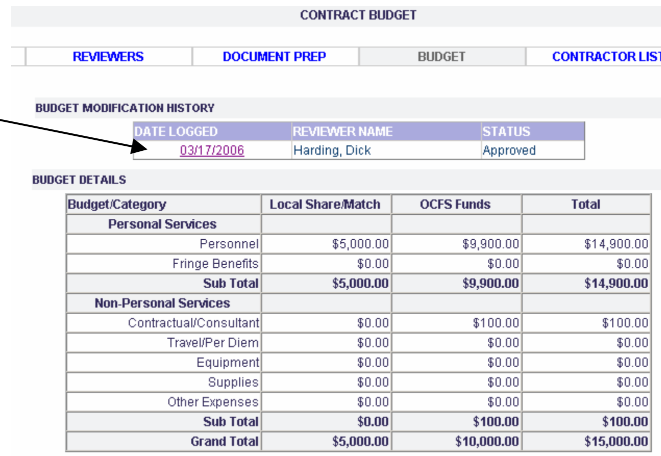
Click the **Contract#** link for the desired contract and contract period.

312. Click the **Budget** tab at the top of the *Contract Update* page.

313. The **Contract Budget** page displays the current budget. It also lists any budget modifications including their statuses.

If a budget modification is logged with a status of **Approved**, the current Budget Details reflect the Budget Modification.

Items will have three different status types listed in the **Budget Modification History** table: **In Process**, **Rejected**, and **Approved**. The **Budget Details** table does not reflect changes proposed by In Process or Rejected items.



DATE LOGGED	REVIEWER NAME	STATUS
03/17/2006	Harding, Dick	Approved

BUDGET DETAILS

Budget/Category	Local Share/Match	OCFS Funds	Total
Personal Services			
Personnel	$5,000.00	$9,900.00	$14,900.00
Fringe Benefits	$0.00	$0.00	$0.00
Sub Total	$5,000.00	$9,900.00	$14,900.00
Non-Personal Services			
Contractual/Consultant	$0.00	$100.00	$100.00
Travel/Per Diem	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00
Supplies	$0.00	$0.00	$0.00
Other Expenses	$0.00	$0.00	$0.00
Sub Total	$0.00	$100.00	$100.00
Grand Total	$5,000.00	$10,000.00	$15,000.00

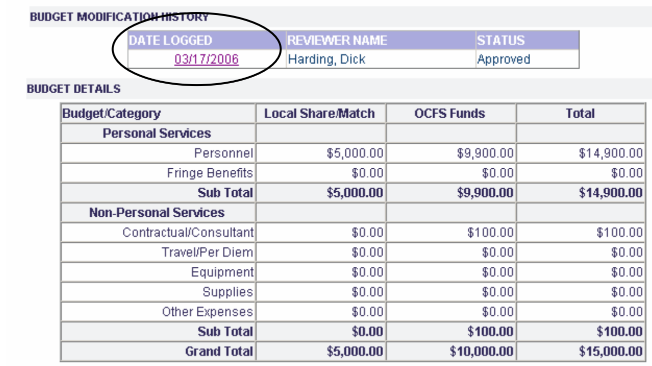
Opening the Budget Modification History

✓ Before you begin: You are logged into the system with privileges for performing contracts or contractor searches. You have located the contract and opened it to the Contract Budget page.

What You Do	*Comments/Prompts*

314. Click the **Date Logged** link in the **Budget Modification History** table to open the budget modification details.

The Budget Modification page opens in a new window on top of the Contract Budget page.



BUDGET MODIFICATION HISTORY

DATE LOGGED	REVIEWER NAME	STATUS
03/17/2006	Harding, Dick	Approved

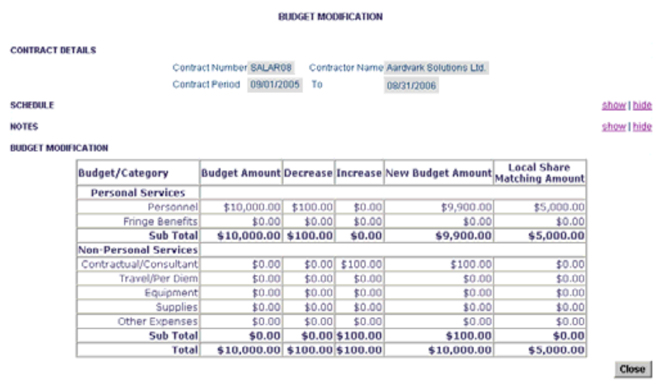
BUDGET DETAILS

Budget/Category	Local Share/Match	OCFS Funds	Total
Personal Services			
Personnel	$5,000.00	$9,900.00	$14,900.00
Fringe Benefits	$0.00	$0.00	$0.00
Sub Total	**$5,000.00**	**$9,900.00**	**$14,900.00**
Non-Personal Services			
Contractual/Consultant	$0.00	$100.00	$100.00
Travel/Per Diem	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00
Supplies	$0.00	$0.00	$0.00
Other Expenses	$0.00	$0.00	$0.00
Sub Total	**$0.00**	**$100.00**	**$100.00**
Grand Total	**$5,000.00**	**$10,000.00**	**$15,000.00**

315. The Budget Modification page opens in a new window on top of the Contract Budget page.

The **Budget Modification** table indicates the original Budget Amount and the Budget Modification increases and decreases.

Click the **Close** button to close the window and return to the main Contract Budget page.



BUDGET MODIFICATION

CONTRACT DETAILS

Contract Number SALAR08 Contractor Name Aardvark Solutions Ltd.

Contract Period 09/01/2005 To 08/31/2006

SCHEDULE show | hide

NOTES show | hide

BUDGET MODIFICATION

Budget/Category	Budget Amount	Decrease	Increase	New Budget Amount	Local Share Matching Amount
Personal Services					
Personnel	$10,000.00	$100.00	$0.00	$9,900.00	$5,000.00
Fringe Benefits	$0.00	$0.00	$0.00	$0.00	$0.00
Sub Total	**$10,000.00**	**$100.00**	**$0.00**	**$9,900.00**	**$5,000.00**
Non-Personal Services					
Contractual/Consultant	$0.00	$0.00	$100.00	$100.00	$0.00
Travel/Per Diem	$0.00	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00	$0.00
Supplies	$0.00	$0.00	$0.00	$0.00	$0.00
Other Expenses	$0.00	$0.00	$0.00	$0.00	$0.00
Sub Total	**$0.00**	**$0.00**	**$100.00**	**$100.00**	**$0.00**
Total	**$10,000.00**	**$100.00**	**$100.00**	**$10,000.00**	**$5,000.00**

Close

C H A P T E R 9

Communication within CMS: Notifications and Correspondence

Topics

Communication Within CMS

Overview > The Correspondence system within CMS allows for communication between the Contractor and program management staff. Questions, comments, and/or concerns about the contract sent through Correspondence are documented and archived in the CMS system.

Communication within CMS occurs through two methods:

- **Notifications**, which take the form of email, notify you that there is a contract-related task to perform that you should access through your CMS Inbox or that you have CMS Correspondence to retrieve from inside the system; and
- **Correspondence,** the internal CMS mail system.

Correspondence can be specific to a contract or a specific stage or task within CMS.

The Correspondence functionality also allows for the transfer of documents. For example, if a document a Contractor had previously uploaded via the Contract Review Module screen needed to be returned for further completion and/or editing, this could be done via Correspondence – the Program or OCFS staff person could issue correspondence to the Contractor, attaching the document or file that needs additional revision.

It is important to note that Correspondence is stored and viewed within CMS. It is not sent to your email system. What arrives at your email system is a notification that you have Correspondence to retrieve and respond to within CMS.

Email Notifications

Concepts > Each time there is something for an OCFS staff member or a Contractor to do in CMS, be it review Correspondence or respond to an item in the Inbox, an email is sent to the user. The message notifies the user that they need to log in to CMS to take action, such as view the Correspondence or take action on a task in their CMS Inbox.

There are two different type of task notifications. One will notify you if you have a **new task** in your CMS Inbox, the other will notify you if you have any **old tasks** (older than two weeks) in your CMS Inbox.

Examples of what these emails look like are provided below. To access the item that is referenced in the email, the user will click the appropriate Login link from the message. This will open up a browser window, where the user will log in to CMS.

Notification Type	*Sample Email*
Task Notification (new task Click the **OCFS Login** in the messages link to log in to CMS and access the Inbox item(s) waiting for you. Do not use the Contractor Login link.	**From:** ocfs.sm.cms.help@ocfs.state.ny.us [mailto:ocfs.sm.cms.help@ocfs.state.ny.us] **Sent:** Monday, July 10, 2006 12:41 PM **To:** Gunda, Aravinda (OCFS) **Subject:** OCFS CMS Notification Dear CMS User: This is to notify you that there is at least one **new** contract related task in your New York State Office of Children and Family Services (OCFS) Contract Management System (CMS) Inbox. To access your Inbox, please use the appropriate link below and go to the Inbox area. Contract Management System: Contractor Login OCFS Login FYI, the tasks are associated with the following contract(s) #: AAAAA01, C023867, C023892, C024130, C024284, C024285, C024286, C024287, C024288, CLAIM01, CMS0001, JULY002, JULY004, JULY006, MM0427A, MM0607A, MMMMMM3, QQQQQ01, SALAR01, SALAR03, SALAR13, TEST001, TEST616, TEST617, TESTNV8, XXXXX01, XXXXX04, XXXXX05

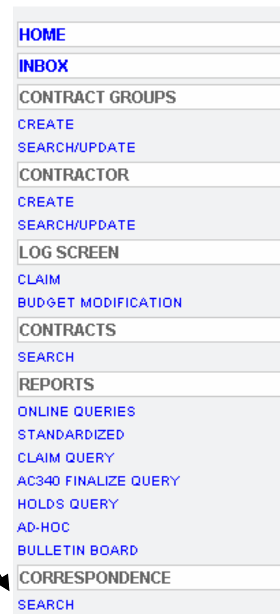
Task Notification (old tasks)	**From:** ocfs.sm.cms.help@ocfs.state.ny.us [mailto:ocfs.sm.cms.help@ocfs.state.ny.us] **Sent:** Monday, July 10, 2006 12:42 PM **To:** Gunda, Aravinda (OCFS) **Subject:** OCFS CMS Notification Dear CMS User: This is to notify you that there is at least one contract related task **older than two weeks** in your New York State Office of Children and Family Services (OCFS) Contract Management System (CMS) Inbox. To access your Inbox, please use the appropriate link below and go to the Inbox area. Contract Management System: Contractor Login OCFS Login FYI, the tasks are associated with the following contract(s) #: 111505A, AAAAA01, AAAAAA1, AC34000, ADMIN01, ADMIN02, ADMIN05,
Correspondence Notification	**From:** ocfs.sm.cms.help@ocfs.state.ny.us [mailto:ocfs.sm.cms.help@ocfs.state.ny.us] **Sent:** Tuesday, June 20, 2006 3:07 PM **To:** Gunda, Aravinda (OCFS) **Subject:** CMS Correspondence Notification Dear CMS User: This is to notify you that there is a new correspondence awaiting you in the New York State Office of Children and Family Services (OCFS) Contract Management System (CMS). To access your correspondence, please use the appropriate link below and go to the Correspondence area. Contract Management System: Contractor Login OCFS Login FYI, the new correspondence is associated with the following contract #: TESTNV8

Viewing Correspondence

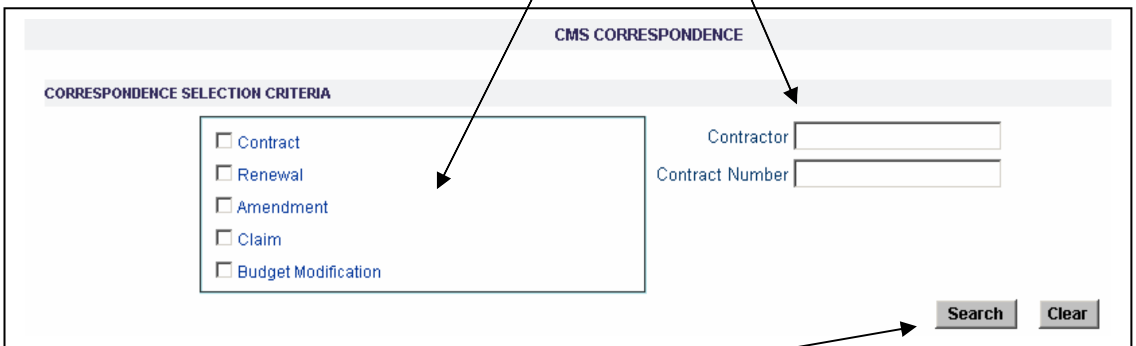
Concepts > Whether you have received notification or not, it is good practice to check for Correspondence each time you log in to CMS, especially if you are intending to perform a task, such as submit a Budget Modification or process information for an new Contract, Amendment or Renewal. You retrieve Correspondence through the **Correspondence Search** page, accessed from the main menu.

Retrieving Correspondence – Searching and Viewing

✓ Before you begin: Log into CMS.

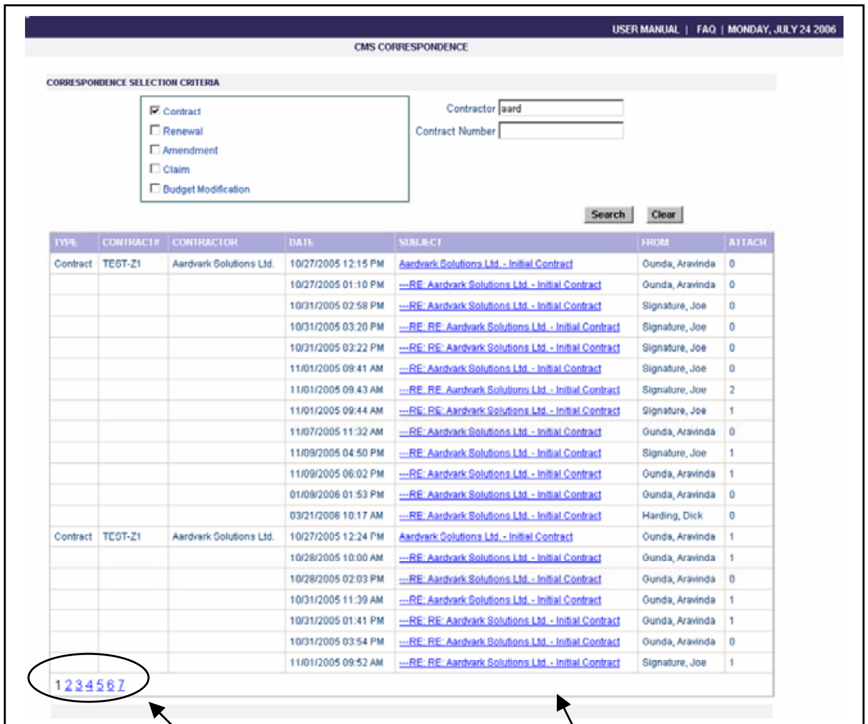
What You Do	*Comments/Prompts*
316. From the main menu, click the **SEARCH** link under the CORRESPONDENCE heading.	

What You Do	*Comments/Prompts*
317. The **CMS Correspondence** page is displayed.	The **Selection Criteria, Contractor** and the **Contract Number** allow you to search for correspondence relating to specific CMS tasks (such as a Renewal), a particular contractor or contract.



Enter your search criteria then click the **Search** button.

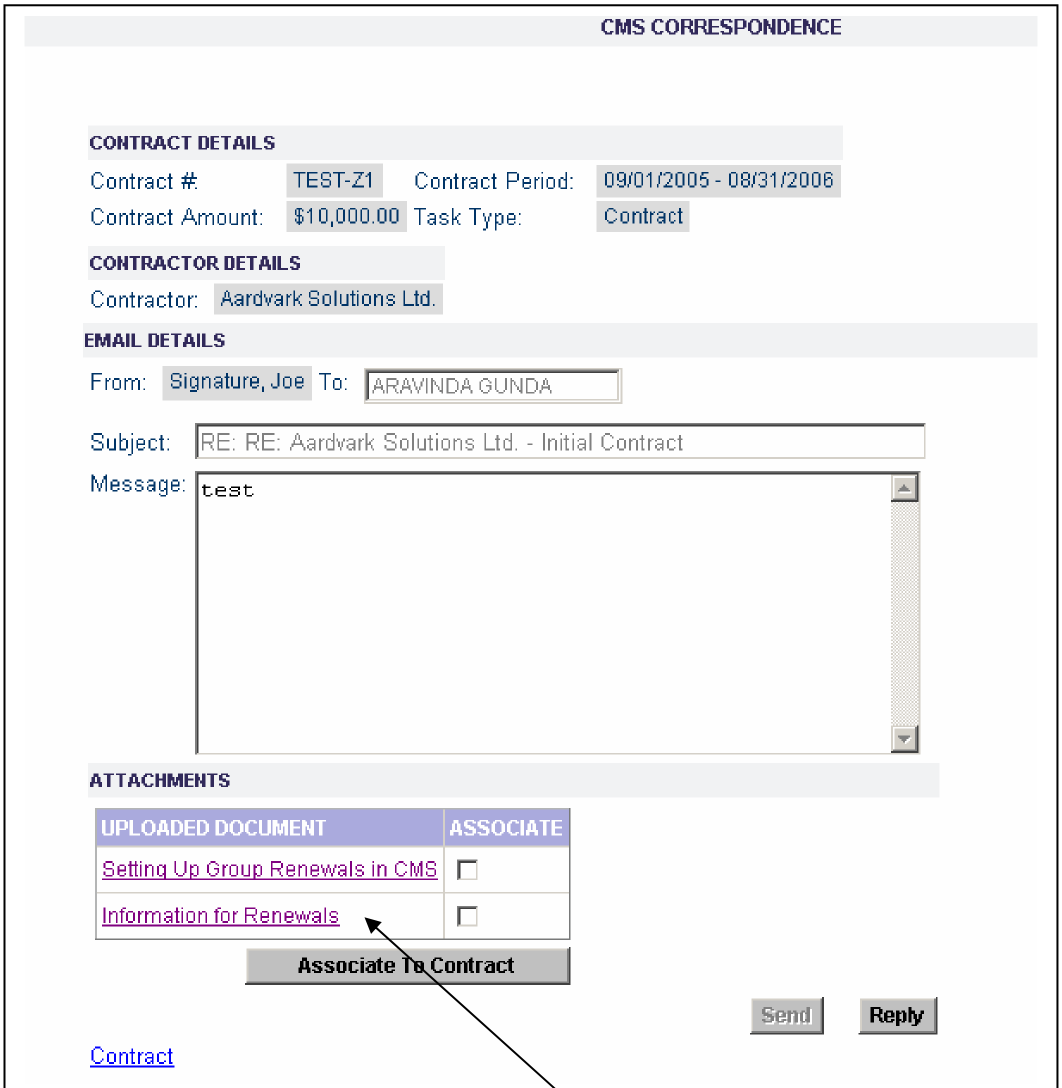
What You Do	*Comments/Prompts*
318. The **CMS Correspondence** page is redisplayed, but with a table indicating the Correspondence that matches your selection criteria.	The table displays information about the correspondence. Some of these fields are similar to email headings. The Type column provides information about the type of correspondence. The **Attach** column displays the number of attachments in the message.



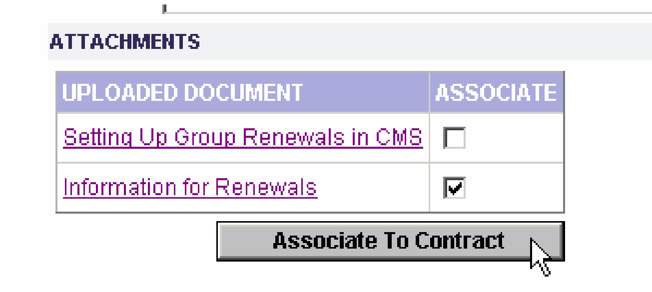
If more than one page of messages result from your search, you can click on the page numbers at the bottom of the screen to see the other messages.

Click the **Subject** link for the Correspondence item that you wish to review.

What You Do	*Comments/Prompts*
319. The **CMS Correspondence** page displays the message.	You can read the message, you cannot edit it or any of the other fields on the page.



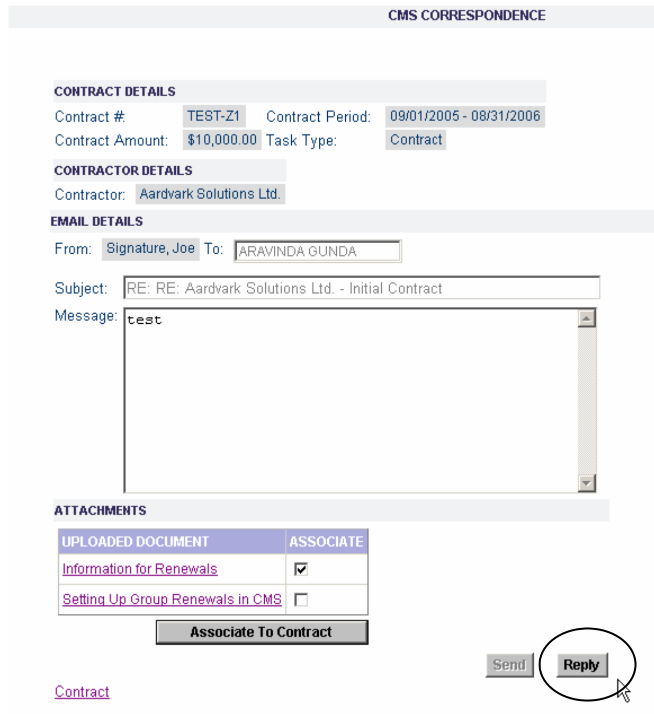
At this point, you may - click the **Reply** button to answer the message; - use the CMS **Main Menu** on the left side of your window to continue working; or - retrieve any **Attachments** by clicking the file name link under the **Uploaded Document** section and saving the file to your computer.	If the Correspondence contains an attachment, clicking the document link will open the file as an Adobe PDF file. Attachments are converted to the PDF format when they are uploaded to a Correspondence message.

What You Do	*Comments/Prompts*
320. You can also associate a document that is attached to a Correspondence by clicking the **Associate** checkbox and selecting the **Associate To Contract** button. This will add the document to the Available Contract Documents listed in the Document Prep section of the Contract Update Module. The document will then become a part of the online contract record and can be added to the contract itself if necessary.	
321. After clicking the button you will see a message indicating that the association was successful.	

Replying to Correspondence

Concepts > When you open a piece of Correspondence within CMS, you can send a reply to the person who sent you the Correspondence and copy the message to other people, much as you can do with your own email system. Use the Reply button located at the bottom of the Correspondence page.

✓ Before you begin: Log into CMS. Locate and open an item of Correspondence.

What You Do	*Comments/Prompts*
322. Click the **Reply** button at the bottom of the page.	

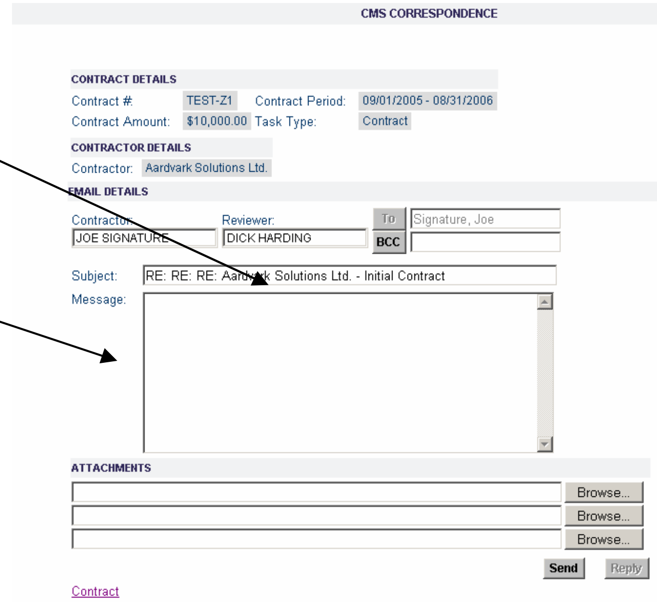
What You Do	*Comments/Prompts*

323. The CMS Correspondence page is refreshed.

Just as in regular email, the Reply is automatically addressed to the person who sent the Correspondence to you.The **Subject** line is automatically populated with the original Subject text, and prefixed with RE:.

You may send a blind carbon copy (BCC) to other reviewers who work on the the contract. Their names will appear in the Contractor and Reviewer list boxes. Select the person's name and click the **BCC** button.

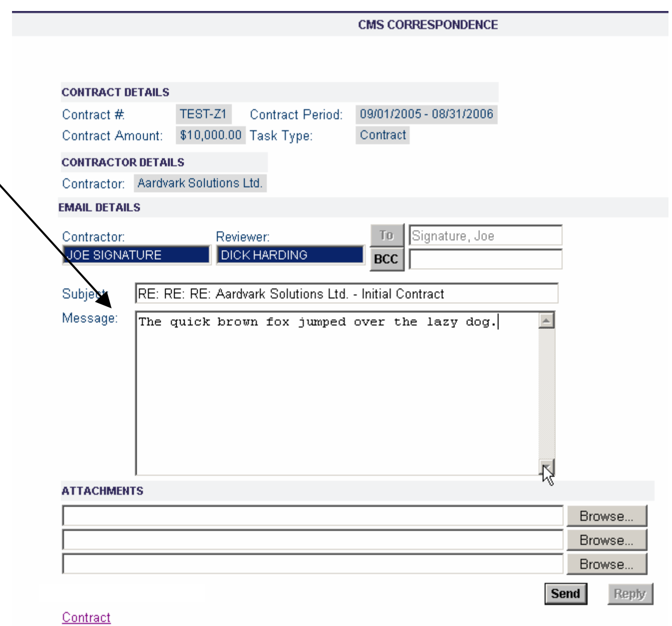
Note: To select multiple persons, select the first name, then click the **Shift** key and select the next name.

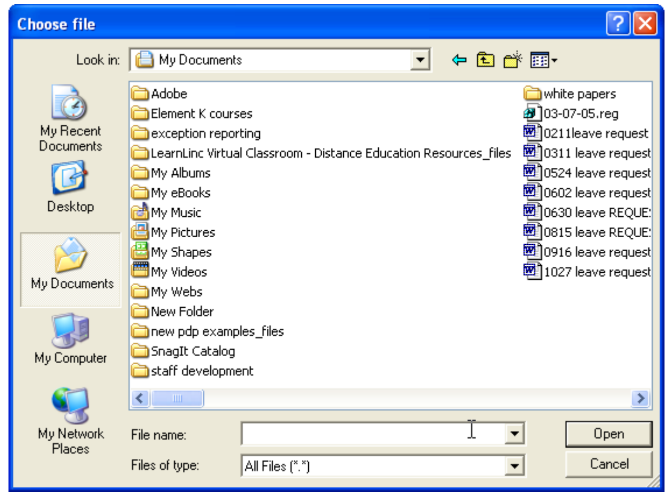
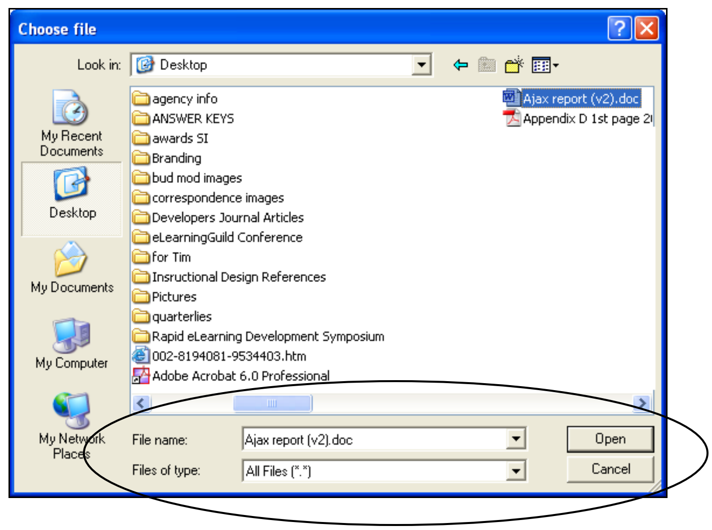


324. Type your message in the **Message** box.

If you wish to include an attachment, click the **Browse** button and follow steps below.

Otherwise, click the **Send** button.

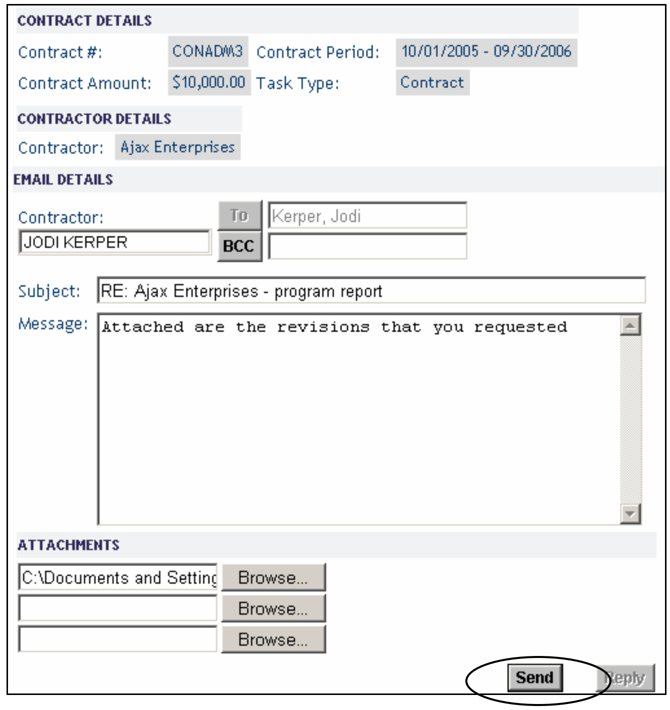


What You Do	*Comments/Prompts*
325. The Windows **Choose File** dialog box opens. Navigate to the location on your computer or network where the file resides (as you would when sending an attachment from Outlook, for example).	
326. Make sure the file name is in the **File name:** box. Click the **Open** button.	

What You Do	*Comments/Prompts*

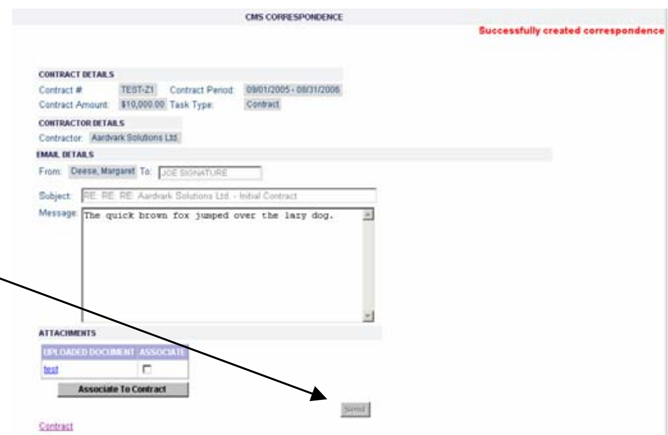
327. The **Choose File** window disappears and you can see the CMS Correspondence page again. Notice that the file you attached is now listed under the Attachments section.

Click the **Send** button to send the reply.



Note: While the Correspondence is being sent, you may see a status message at the lower right side of the page: **Processing please wait**.

328. When the Reply is successfully sent, you will see a status message at the top of the page.



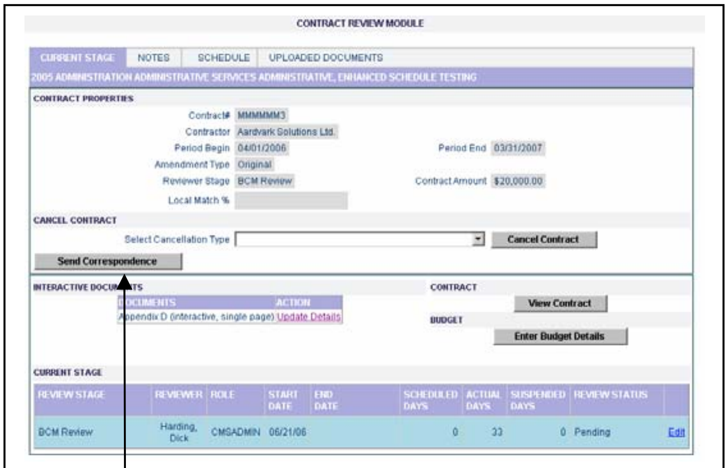
Notice that the **Send** button is now disabled. Use the CMS main menu to perform additional work within the system.

Note: If the message cannot be successfully sent, you will see an error message in red at the top of the page (where the "success" message is currently displayed.) Try to resend the message. If you are still unsuccessful, contact the BCM Administrator assigned to the contract.

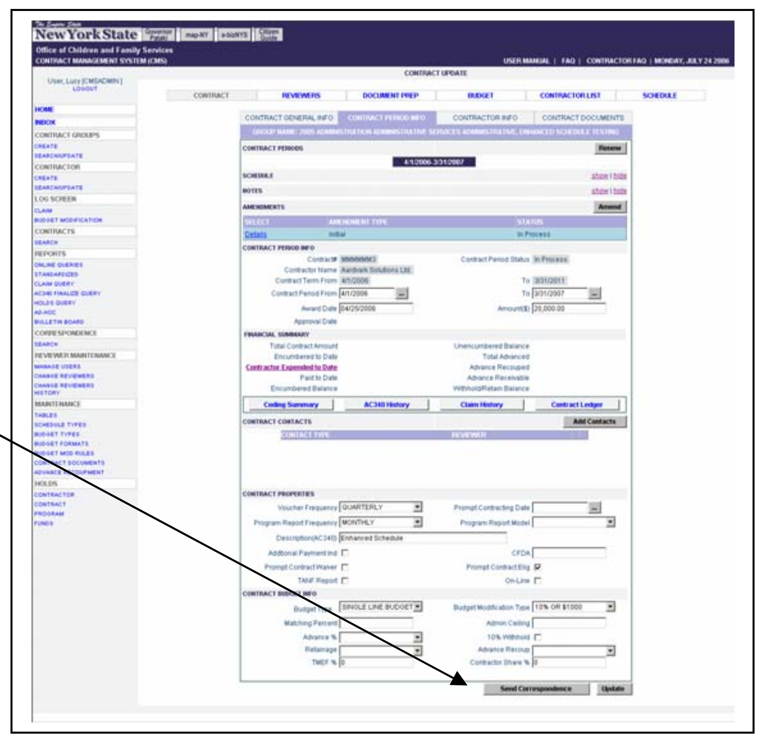
Initiating Correspondence

Concepts >

There are two main ways of initiating Correspondence through CMS: from the work page for a task you are performing (such as a Budget Modification, Amendment, Renewal, Contract Approval, etc., accessed through the Inbox), or from the Contract Details page. In both cases, the procedure for launching the process is the same—clicking the **Send Correspondence** button
located on the page.



Examples of the Send Correspondence button from the Contract Review Module for an Amendment task, and from the Contract Details page.



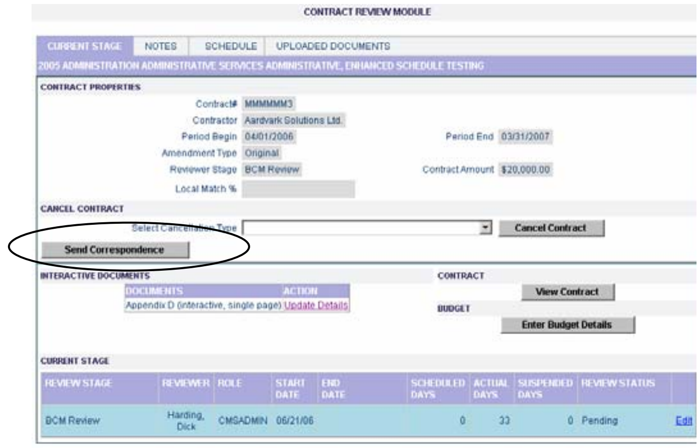
Sending Correspondence

✓ Before you begin: Log into CMS, and locate a page with a **Send Correspondence** button.

Note: The process of *sending* Correspondence is very similar to that of *replying* to Correspondence.

What You Do	*Comments/Prompts*

329. Click the **Send Correspondence** button.

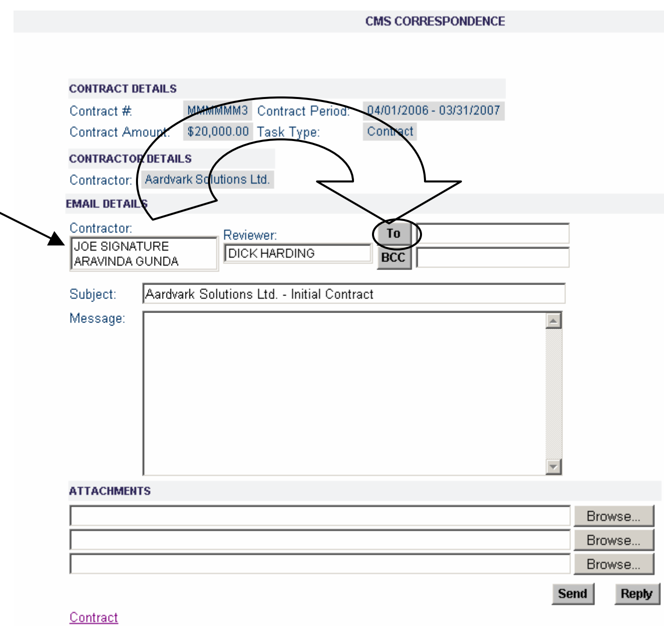


330. The CMS Correspondence page appears.

To select the contractor contact who you want to message to go to, click their name in the **Contractor** box then click the **To** button. This will put their name in the **To** field.

You can add a Reviewer to the BCC field in the same way. Click their name in the **Reviewer** box, then click the **BCC** button. This will put their name in the BCC Field.

The **Subject:** text box is pre-filled for you, based on task you might be doing. You may use the default Subject line, or type in your own text.



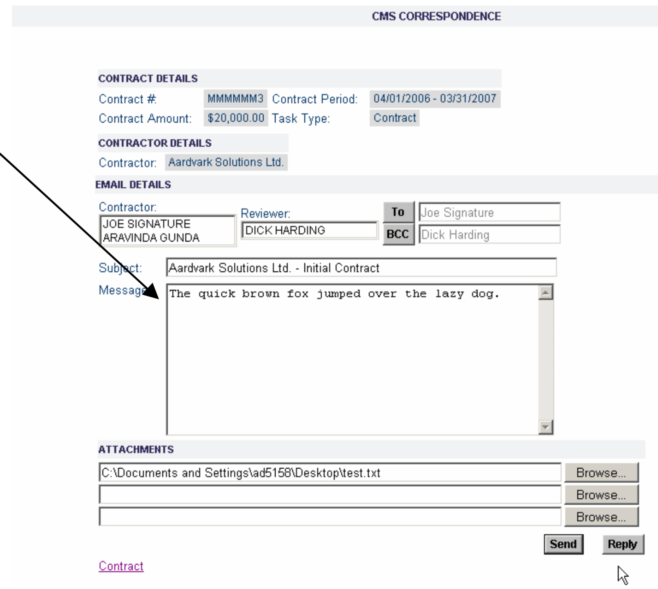
What You Do	*Comments/Prompts*

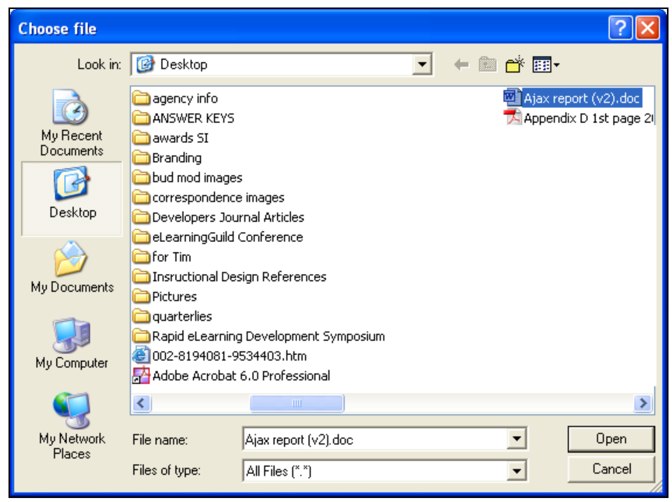
331. Type the text of the Correspondence in the **Message:** text box.

Including Attachments: If you wish to include a file as an attachment, click the **Browse…** button. Note that you may send up to three attachments with the message.

The Windows **Choose file** dialog window appears. Locate the file you wish to send and select it. (Make sure the file name appears in the **File name:** box. Click the **Open** button.

The **Choose file** window disappears. Notice that the file you selected is now listed as an attachment.

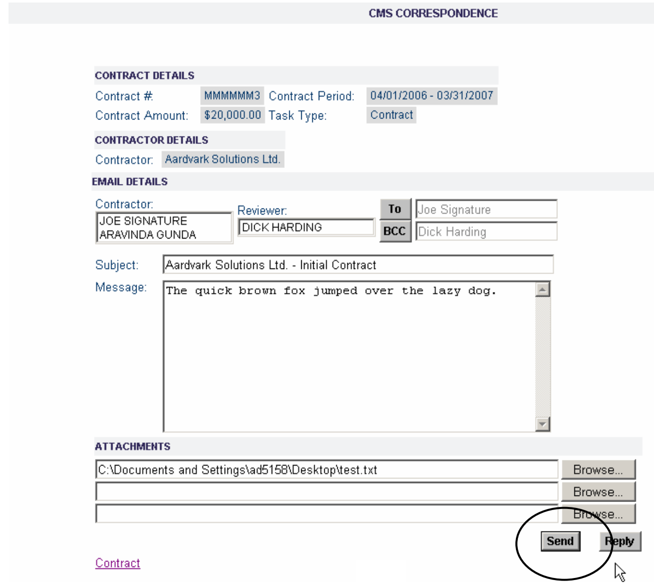




What You Do	Comments/Prompts

332. Click the **Send** button.

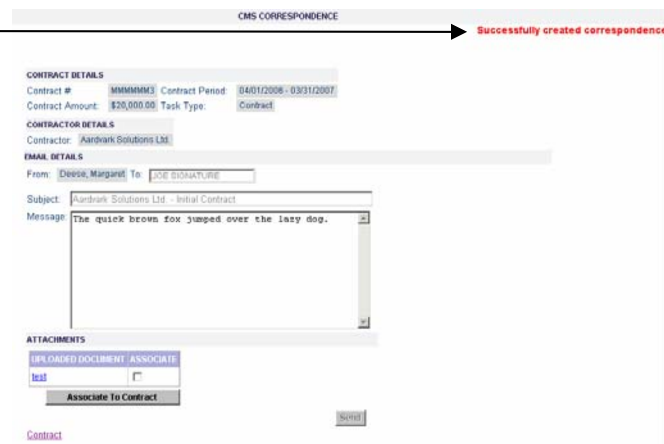
Note: Any attached documents are converted to Adobe PDF documents at this time.



333. When the Correspondence is successfully sent, you will see a status message at the top of the page.

The **Send** button is now disabled. Use the CMS main menu to perform additional work within the system.

Note: If the message cannot be successfully sent, you will see an error message in red at the top of the page (where the "success" message is currently displayed.) You may wish to try resending the message. If you continue to have problems, contact the BCM Administrator assigned to the contract.



CHAPTER 10

Holds

Topics

Holds in CMS

Upon occasion, issues arise that must be handled outside of CMS before any further activity can be done on certain transactions. To address these situations CMS can place holds on:

- Contractors,
- Contracts,
- Programs, and
- Funds including Federal, State or an individual cost center.

When a hold is placed, certain transactions cannot be processed until the hold is removed. Affected transactions include Initial Contracts, Renewals, Amendments, Budget Modifications, and Claims. Holds can be placed on: Contractors, Contracts, Programs, and Funds (Federal, State, and Cost Center). Holds are managed centrally within the Holds module and can only be placed by the CMSADMIN or BCMADMIN roles.

Holds can be removed by the CMSADMIN or BCMADMIN roles as needed. If there are multiple Hold Reasons, all reasons must be unchecked to lift the Hold. When a Hold has been removed, the affected tasks will remain in the Inbox. The user must then select the task and continue processing to complete the task.

Holds Behavior

When creating task schedules in the Maintenance module, hold flags are placed on the stage in which the user wishes the task to go on hold. This allows flexibility in managing holds. For example, one program office may want a Contractor hold to permit contract development up to the *OCFS Signature and Processing* stage, while another program office may prefer that the hold take effect at the *Program Review* stage. See Appendix B for more information on the Maintenance module.

When a task schedule reaches a flagged stage, CMS automatically queries the Holds module. If a hold has been placed, the task cannot be completed and a message displays.

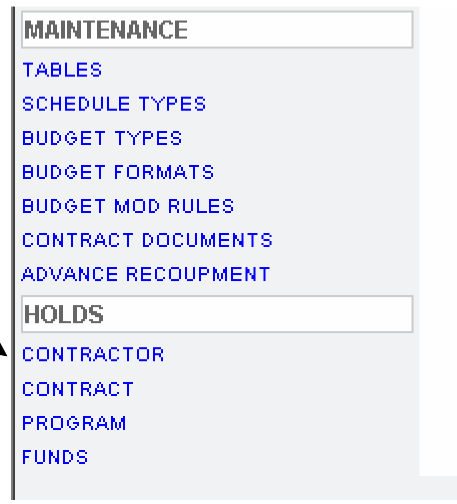
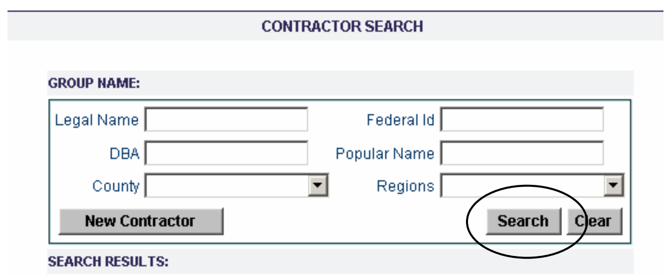
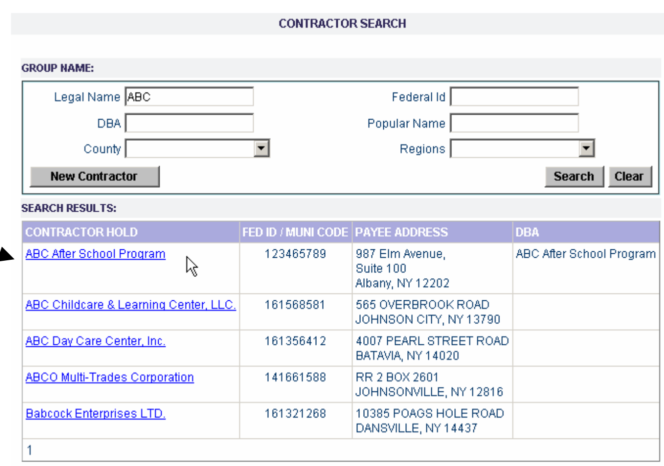
When viewing the Inbox, if either a Contractor or Contract hold has been placed, the links will be highlighted in red.

Hold Types - Contractor

Contractor holds, which are also referred to as Fiscal Sanctions, are used to stop payments and other contract tasks when a contractor has violated terms of a contract agreement. When a contractor is placed on hold in CMS, all contracts for that contractor are, in effect, placed on hold, as are the associated transactions.

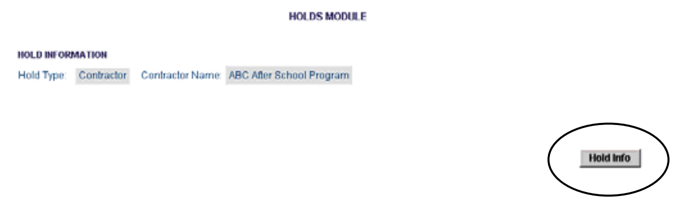
Fiscal Sanctions may be imposed for failure by the contractor to refund the unexpended portion of an advance, funds due OCFS based on audit report issues, non-compliance with contractual requirements and programmatic irregularities.

✓ Before you begin: Log into CMS as a CMSADMIN or BCMADMIN.

What You Do	*Comments/Prompts*
334. From the main menu, click **Contractor** Holds.	
335. The Contractor Search screen will appear. Enter your search criteria and click the **Search** button. If you wanted to create a new contractor at this point, you could select the **New Contractor** button.	
336. Click the link of the contractor who you want to put on hold.	

What You Do	Comments/Prompts

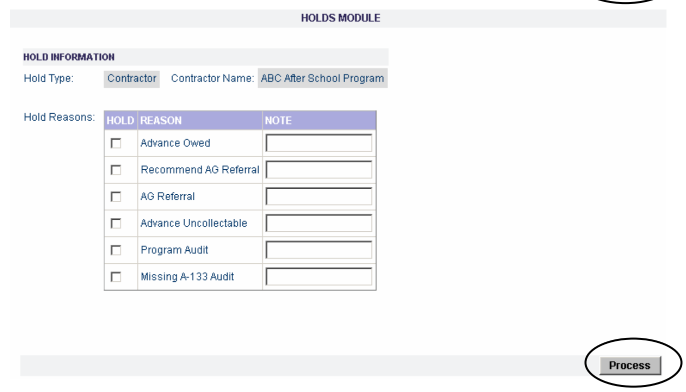
337. The Holds Module screen appears. To view existing hold info or to change the hold info, click the **Hold Info** button.



338. Select one or more reasons to place the Contractor on hold and add a note in the Note field.

Individual reasons can be unchecked, but as long as one remains, the Contractor remains on hold.

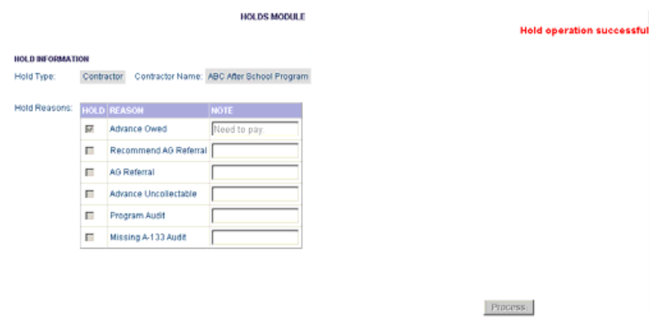
Once you've added all of your reasons, click the **Process** button to save your changes.



339. A message appears that you have successfully put the contractor on hold.

When a contractor hold is placed, a message displays on the Contractor screen.

A message also displays on any contracts for the contractor.



340. To remove a hold on a contractor, follow the above steps for putting them on hold, but deselect all reasons checked and hit the **Process** button. This will remove the contractor hold.

Hold Types - Contract

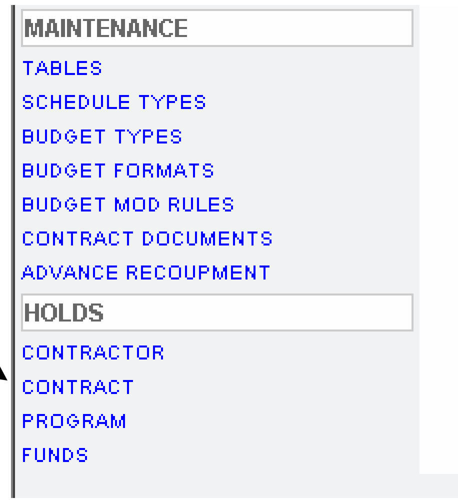
Contract holds are placed on individual contract periods. Contract holds can be placed when a fiscal sanction has been imposed on specific contract, as opposed to all contracts, which would be managed through a Contractor hold.

When a hold is placed, a message displays on the Contract Period screen. If both a Contractor and Contract Hold are placed, both messages will display.

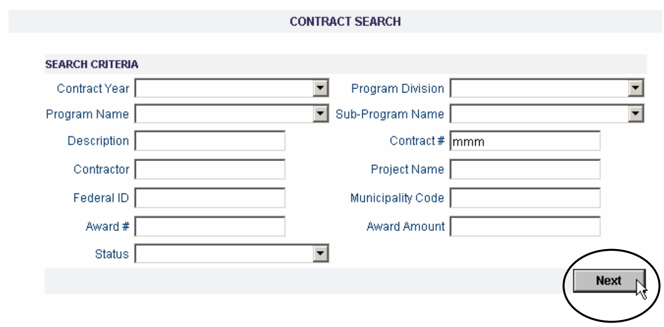
✓ Before you begin: Log into CMS as a CMSADMIN or BCMADMIN.

What You Do	*Comments/Prompts*

341. From the main menu, click **Contract Hold**.

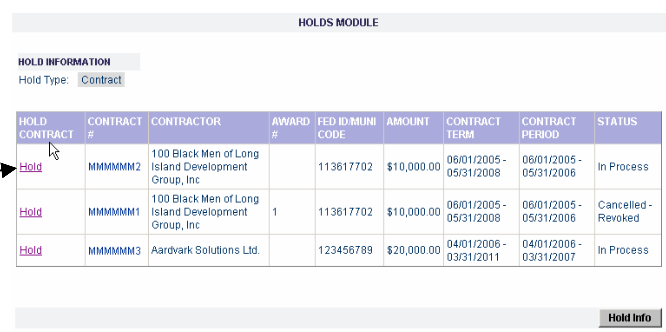


342. The Contract Search screen will appear. Enter your search criteria and click the **Next** button.

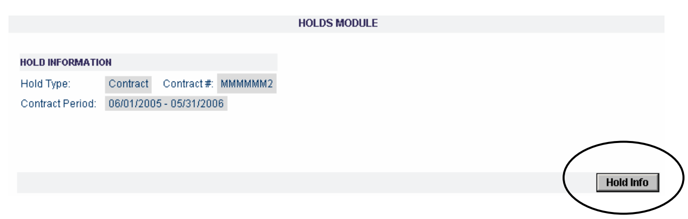


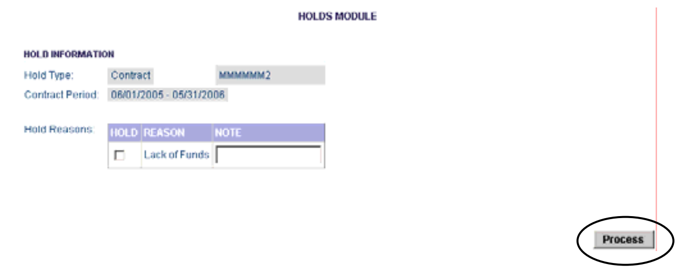
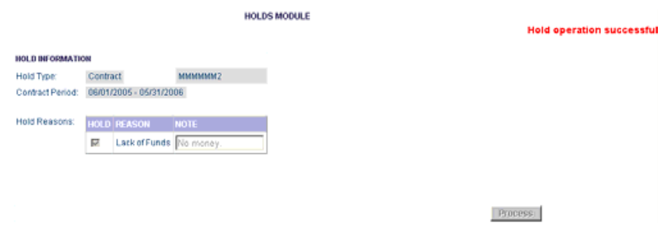
343. The Holds Module screen appears with a list of the contracts that meet your search criteria.

Click the **Hold** link for the contract you want to put on hold.



344. Click the **Hold Info** button to view existing hold info or to change the hold info for that contract.



What You Do	Comments/Prompts
345. Note that there is presently only one contract hold reason. Additional reasons can be added as needed at the maintenance level. Select the reason checkbox to place the Contract on hold and add a note in the Note field. Click the **Process** button to save your changes.	
346. A message appears that you have successfully put the contract on hold. When a contract hold is placed, a message displays on the Contract Period screen.	
347. To remove a hold on a contract, follow the above steps for putting it on hold, but deselect the reason box and hit the **Process** button. This will remove the contract hold.	

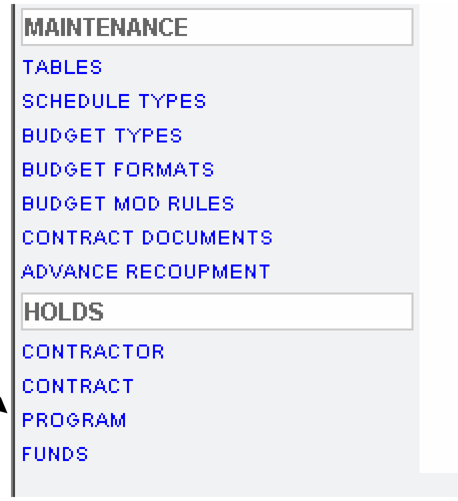
Hold Types - Program

Specific programs can be put on hold so any transactions for that program cannot be completed until the program hold is removed.

✓ Before you begin: Log into CMS as a CMSADMIN or BCMADMIN.

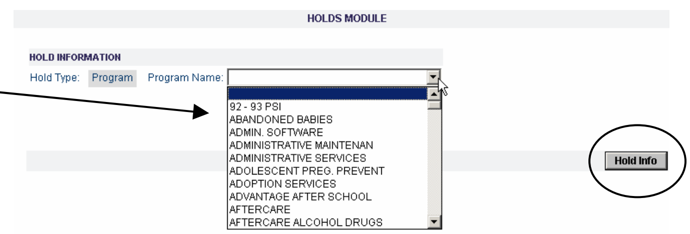
What You Do | *Comments/Prompts*

348. From the main menu, click **Program** Holds.



349. The Holds Module screen appears with a list of Program Names.

Use the dropdown box to select your program and click the **Hold Info** button to view existing hold info or to change the hold info for that program.



350. Note that there is presently only one program hold reason. Additional reasons can be added as needed at the maintenance level.

Select the reason checkbox to place the program on hold and add a note in the Note field.

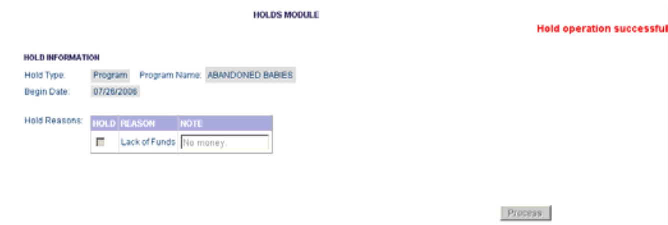
Click the **Process** button to save your changes.

What You Do	*Comments/Prompts*

351. A message appears that you have successfully put the program on hold.

Program holds do not display until a task reaches a stage that is flagged as a Hold stage.

352. To remove a hold on a program, follow the above steps for putting it on hold, but deselect the reason box and hit the **Process** button. This will remove the program hold.



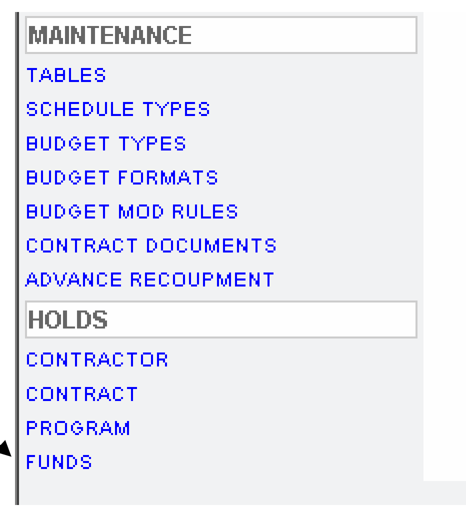
Hold Types - Funds

Holds can be placed on all federal or all State funds and also on an individual cost center. If federal or state funds are placed on hold, all federal or state cost centers are placed on hold.

✓ Before you begin: Log into CMS as a CMSADMIN or BCMADMIN.

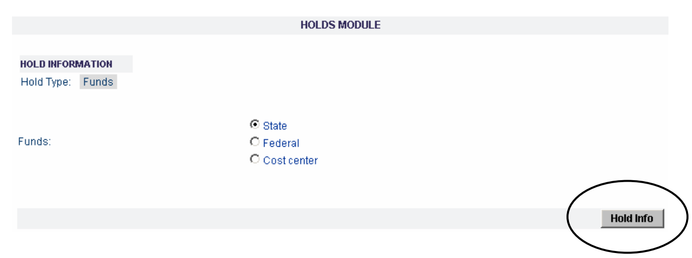
What You Do	*Comments/Prompts*

353. From the main menu, click **Funds** Holds.



354. The Holds Module screen appears with a list of the funds available to put on hold.

Select a fund type and click the **Hold Info** button.

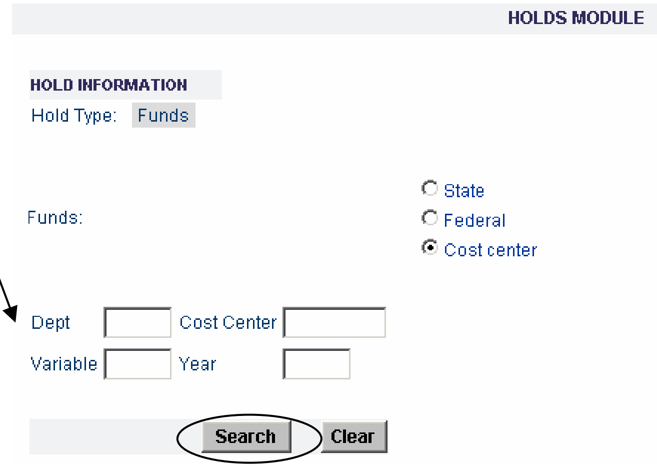


What You Do	*Comments/Prompts*

355. If you select **Cost center**, then fields appear into which you can enter the information for the cost center you want to put on hold.

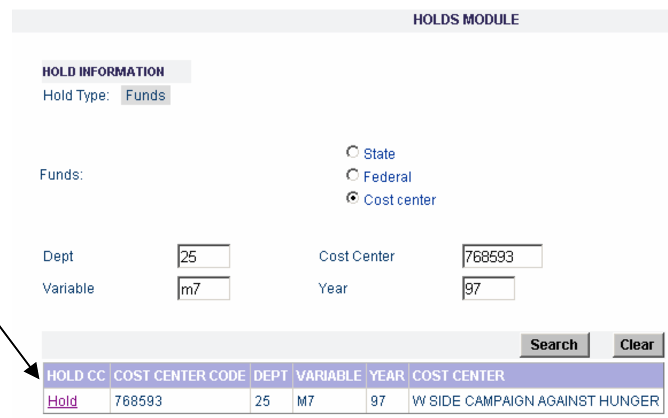
When searching for a cost center, it is not necessary to enter information in all of the cost center fields. For example, if only 05 is entered in the year, all 05 cost centers will be returned and the user can then select the cost center(s) to be placed on hold.

Enter the information and click the **Search** button.



356. The Holds Module screen appears with a list of the cost centers that meet your search criteria.

Click the **Hold** link for the cost center you want to put on hold.

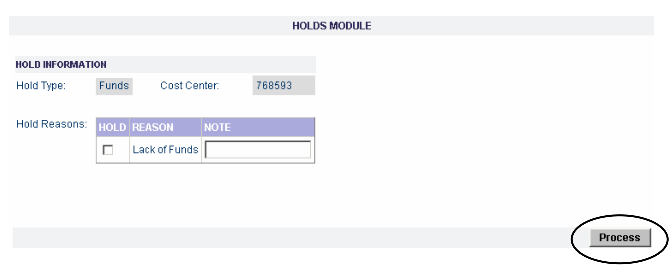


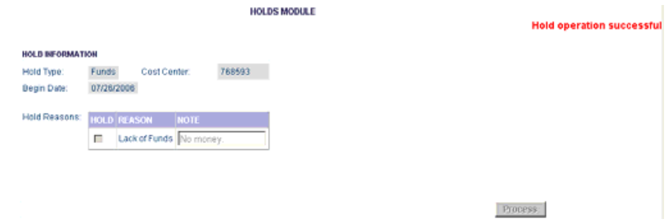
357. The Holds Module screen appears. To view existing hold info or to change the hold info, click the **Hold Info** button.

358. Note that there is presently only one cost center hold reason. Additional reasons can be added as needed at the maintenance level.

Select the reason checkbox to place the program on hold and add a note in the Note field.

Click the **Process** button to save your changes.

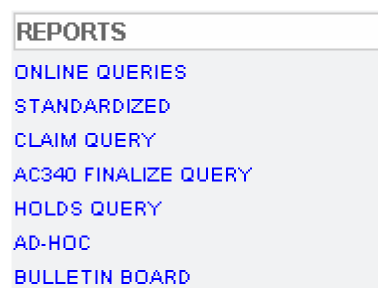
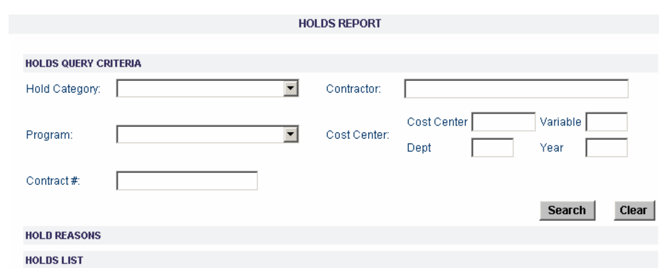


What You Do	*Comments/Prompts*
359. A message appears that you have successfully put the cost center on hold. Fund holds do not display until a payment reaches the Payment Coding stage.	
360. To remove a hold on a fund, follow the above steps for putting it on hold, but deselect the reason box and hit the **Process** button. This will remove the fund hold.	

Holds Query

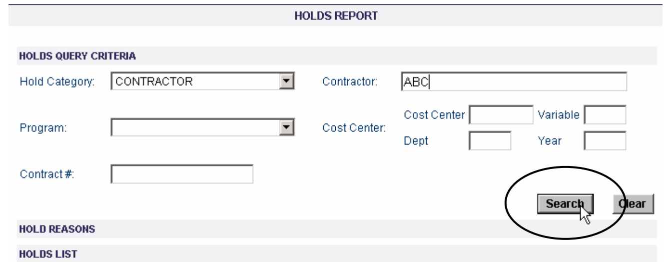
The Holds Query is used to show the holds that are currently in place. The user can view all holds or use the filtering options. When the report is run, the user can then click on the Reasons link to display the Reason and Note associated with the hold.

✓ Before you begin: Log into CMS as a CMSADMIN or BCMADMIN.

What You Do	*Comments/Prompts*
361. From the main menu, click **Holds Query** in the **Reports** section.	
362. The Holds Report screen appears with a list of search criteria from which to choose.	

What You Do	*Comments/Prompts*

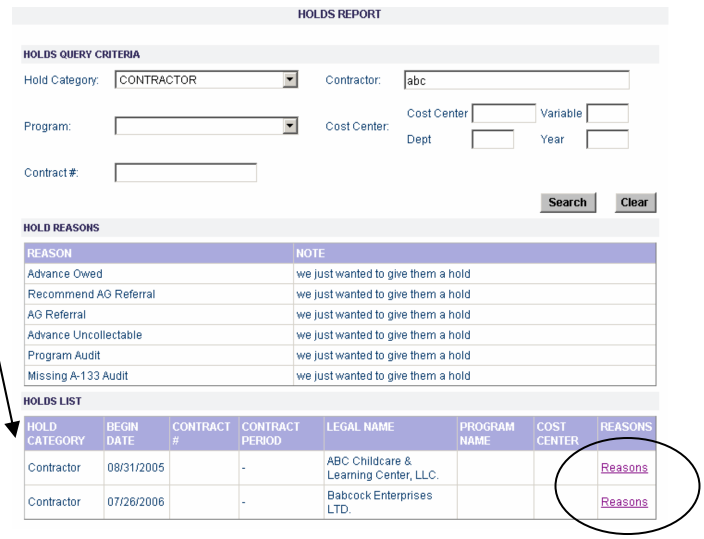
363. Select your search criteria and click the **Search** button.



364. Your search results appear. In this case, two contractors with "ABC" in their name are displayed in the **Holds List** area.

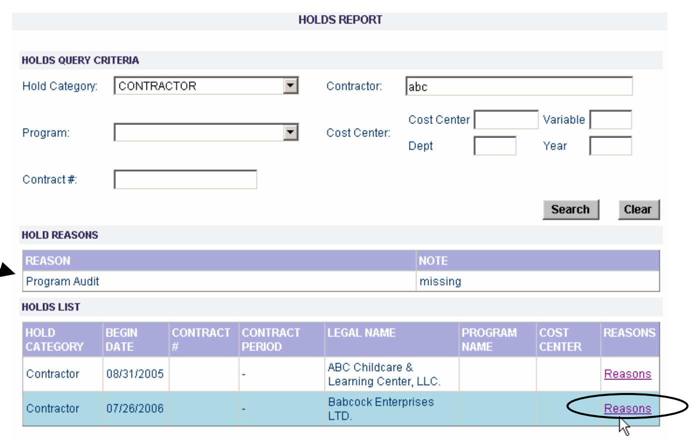
The Hold Reasons section lists the reasons for the hold for the selected record. The default is to show the reasons for the first record in the Holds List.

If only one record matches your search criteria, it will be the only record and reasons displayed.



365. To see the reasons for other records, click their **Reasons** link in their row.

Their row will be highlighted and their reasons displayed in the **Hold Reasons** area.



C H A P T E R *11*

Managing Users

Topics

Managing Users

Creating new users in CMS is a two step process that can only be done by CMSADMIN roles. First, a user has to be created in CMS, and then the same user has to be created in Siteminder, the NYS Office for Technology's (OFT) LDAP tool which is used by CMS to authenticate users.

There are two different types of users as well, internal OCFS users who access CMS from within the OCFS network, and external contractor users who access CMS from the internet. Creating these two types of users is similar although the way to access the creation screen is different. Both of these methods are illustrated below.

Creating a New Internal User & Role Login

CMS users can have one or many login IDs names that are each associated with a particular role. For example, user Mary Smith may have a login ID Msmith1 that gives her access to CMS as a BCM user, and Msmith2 that gives her access to CMS as a BCMADMIN user. Depending upon which login she uses determines what features and tasks she will have access to in CMS.

✓ Before you begin: Log into CMS as a CMSADMIN.

What You Do	*Comments/Prompts*
366. From the main menu, click **Manager Users** in the *Reviewer Maintenance* section.	

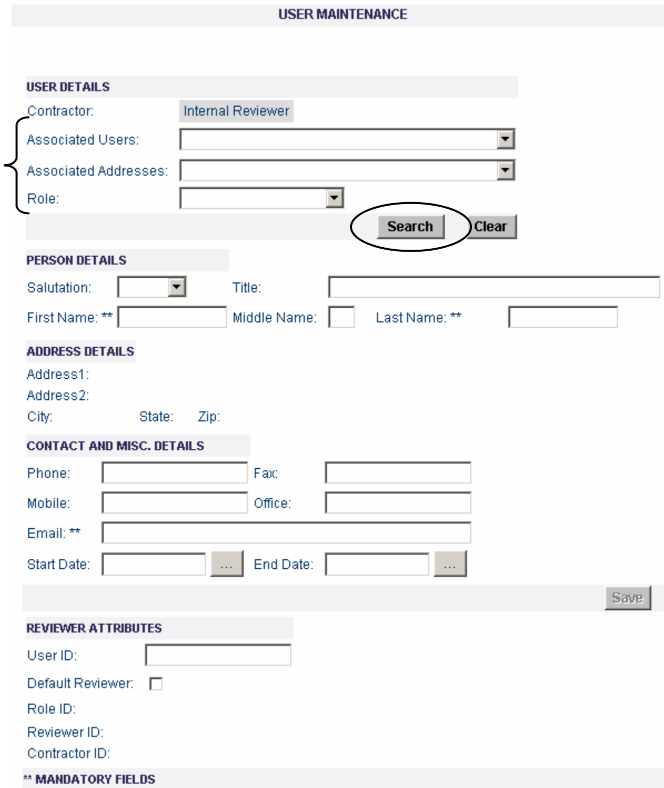
What You Do	Comments/Prompts

367. The User Maintenance screen appears with “Internal Reviewer” displayed read-only in the Contractor field. This indicates that the screen is set up to create only internal OCFS users at this point.

From the drop down lists, select a user for whom you want to add a new role, their Associated Address and the role you would like to assign to this user.

If this is a new user to CMS, leave the *Associated Users:* field blank.

Click the Search button to find this user’s data.



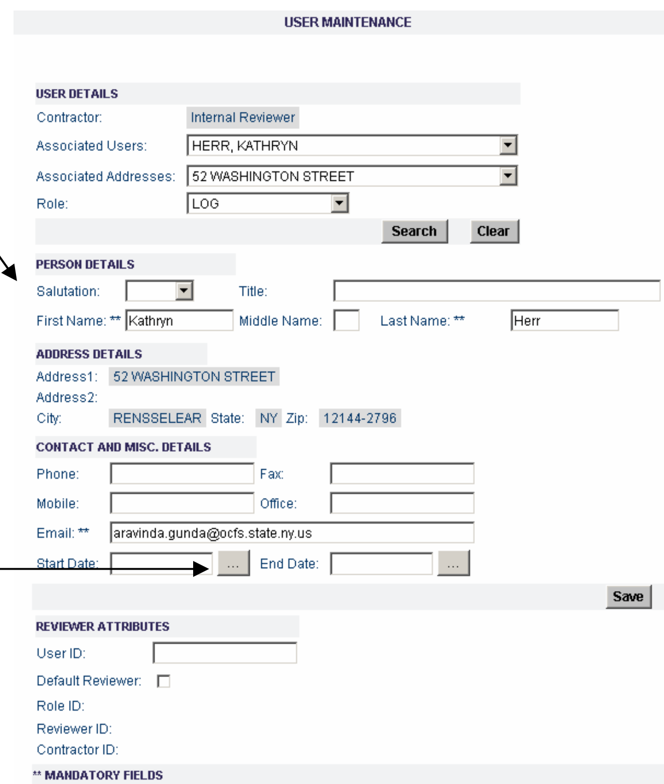
368. The user’s data is retrieved from CMS and populated in the *Person Details*, *Address Details* and *Contact and Misc Details* sections if they exist in CMS already.

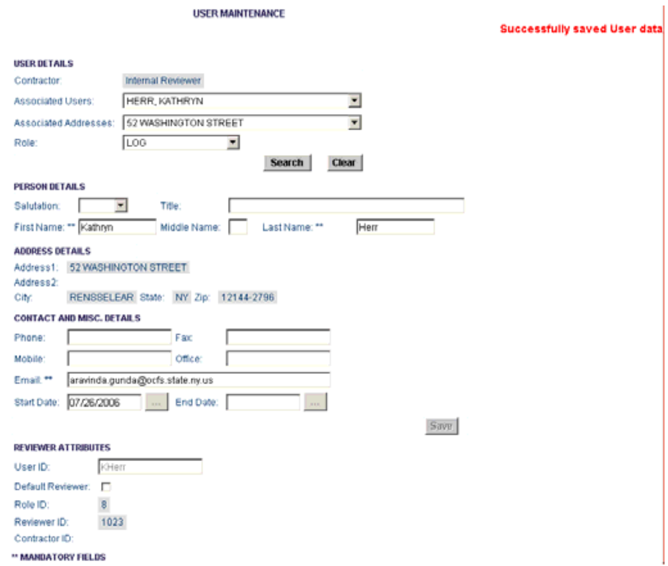
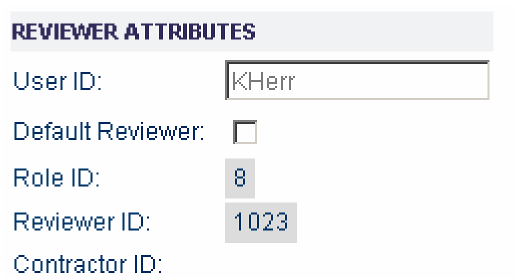
Enter the missing data for these sections, especially the mandatory fields which have ** next to them.

Make sure there is an email address listed for this user. This will be used to send the Notification emails to the user.

A start date is also mandatory and indicates the date the new role takes effect. You can use the box with three dots to open a calendar to select the date.

Once you have entered your information, click the **Save** button to save your changes and create the user/role combination in CMS.



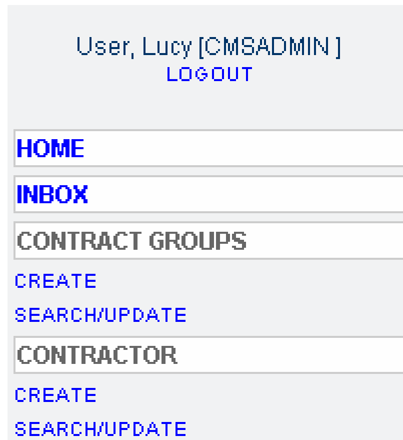
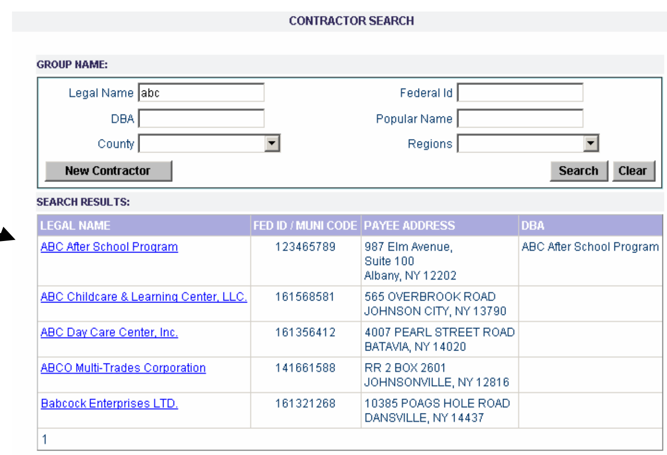
What You Do	Comments/Prompts
369. A message will display stating that the user has been saved, which created your user/role combination in CMS.	
370. The data in the Reviewer Attributes section should be noted and used to create the corresponding user/role combination in Siteminder, OCFS's LDAP software. This must be done before the user can use their new login.	

Creating a New External User & Role Login

CMS external users can also have one or many login IDs names that are each associated with a particular role. For example, user John Doe may have a login ID Jdoe1 that gives him access to CMS as a CONUSER user, and Jdoe2 that gives him access to CMS as a CONSIG user. Depending upon which login he uses determines what features and tasks he will have access to in CMS.

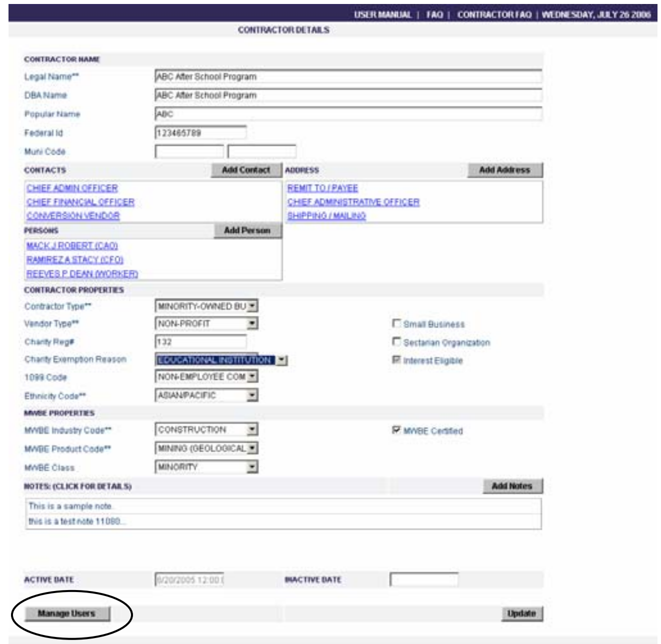
Creating a new external user is similar to creating an internal user except that you need to access the User Maintenance screen from the Contractor's page so CMS knows with which contractor you are working.

✓ Before you begin: Log into CMS as a CMSADMIN.

What You Do	*Comments/Prompts*
371. From the main menu, click **Search/Update** link in the *Contractor* section.	
372. Search for the contractor for whom you want to add a new user.	

What You Do	*Comments/Prompts*

373. Click the **Manage Users** button at the bottom of the *Contractor Details* screen.

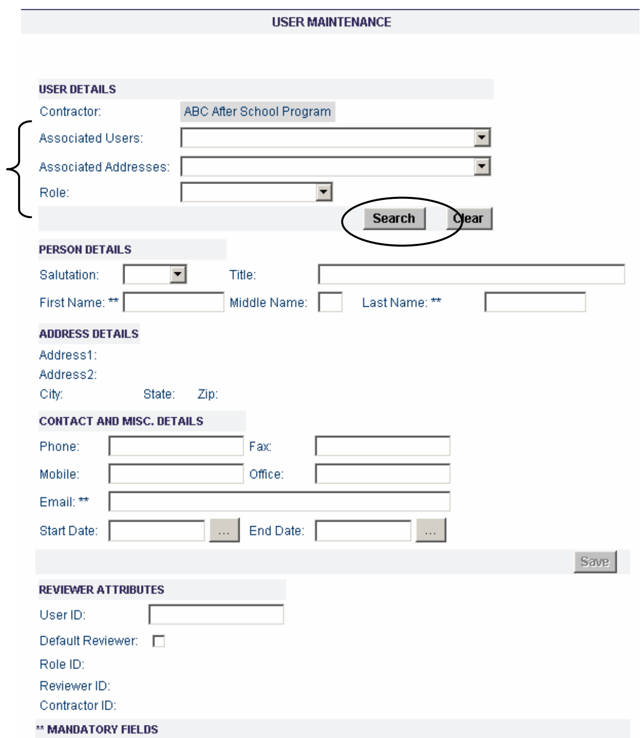


374. The User Maintenance screen appears with the contractor's name displayed read-only in the Contractor field. This indicates that the screen is set up to create only external users for this contractor at this point.

From the drop down lists, select a user for whom you want to add a new role, their Associated Address and the role you would like to assign to this user.

If this is a new user to CMS, leave the *Associated Users:* field blank.

Click the Search button to find this user's data.



What You Do	*Comments/Prompts*

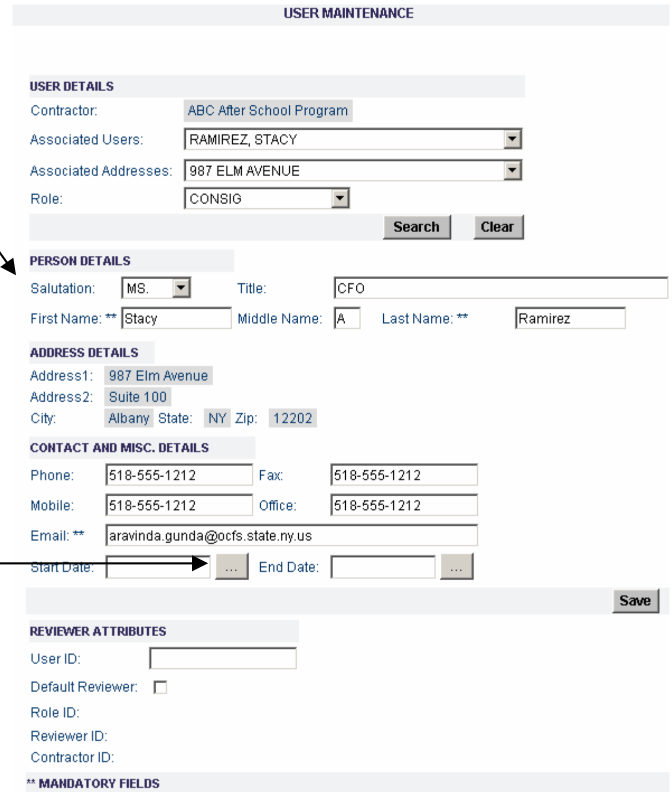
375. The user's data is retrieved from CMS and populated in the *Person Details*, *Address Details* and *Contact and Misc Details* sections if they exist in CMS already.

Enter the missing data for these sections, especially the mandatory fields which have ** next to them.

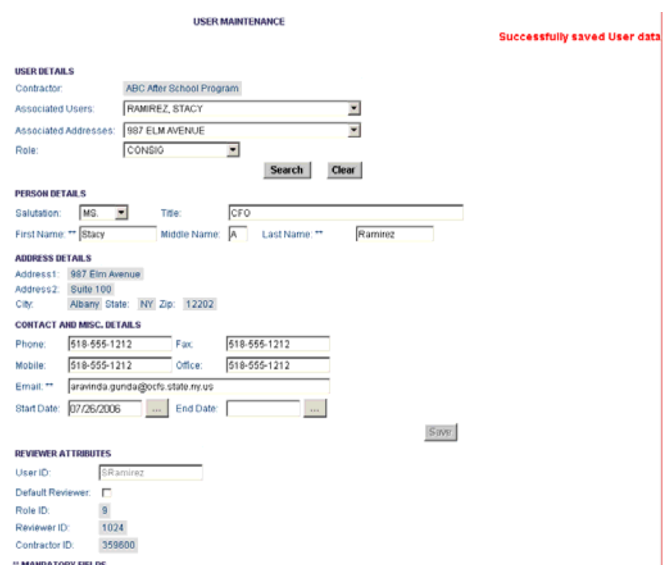
Make sure there is an email address listed for this user. This will be used to send the Notification emails to the user.

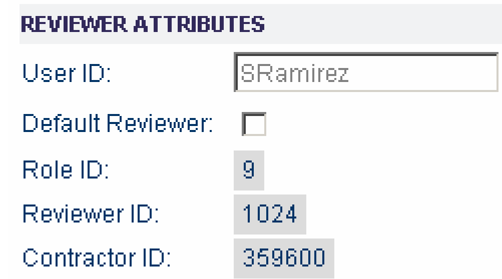
A start date is also mandatory and indicates the date the new role takes effect. You can use the box with three dots to open a calendar to select the date.

Once you have entered your information, click the **Save** button to save your changes and create the user/role combination in CMS.



376. A message will display stating that the user has been saved, which created your user/role combination in CMS.



What You Do	*Comments/Prompts*
377. The data in the Reviewer Attributes section should be noted and used to create the corresponding user/role combination in Siteminder, OCFS's LDAP software. This must be done before the user can use their new login.	

A P P E N D I X A

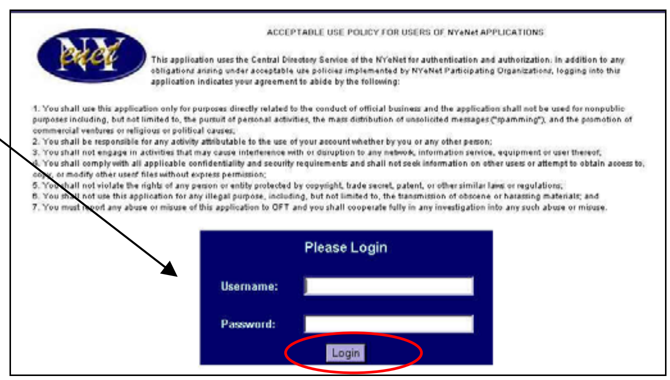
Changing Your Temporary LDAP Password

Appendix A: Changing Your Temporary LDAP Password

Many state, secure systems require users to have LDAP (Lightweight Directory Access Protocol) accounts. When you initially receive an LDAP account, you will be issued a username and **temporary** password. The first time you use the account you will sign in with the provided temporary password; then, you will create your own password. After you use your LDAP credentials to sign in to this secure area, you can access CMS. The CMS credentials govern the type of access that you have to this system. (See Chapter 1 for further information).

Note: You will perform this procedure the first time you use your LDAP account. In addition, you will need to follow this procedure if your password needs to be reset because you have forgotten your password or attempted three times to log in with an incorrect password. Contact your supervisor and request that your password be reset.

Create Your Own Password

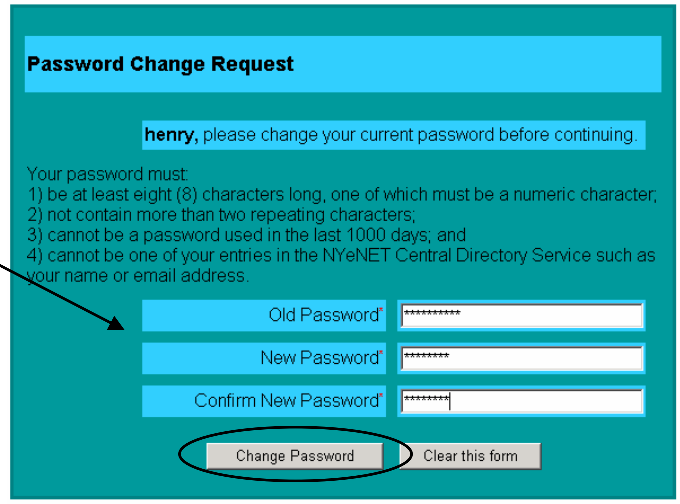
What you do	*Comments/Prompts*
378. From your desktop, double-click the Internet Explorer icon.	
Enter the following address in the Internet Explorer address bar: **http://intra.ocfs.state.ny.us/cms**	
379. Enter your assigned **Username** and temporary **Password**, and then click the **Login** button.	
380. A message may display, asking if you want to have Windows remember this password. For security reasons, click the checkbox left of **Don't offer to remember any more passwords**, then click the **No** button.	

What you do	*Comments/Prompts*

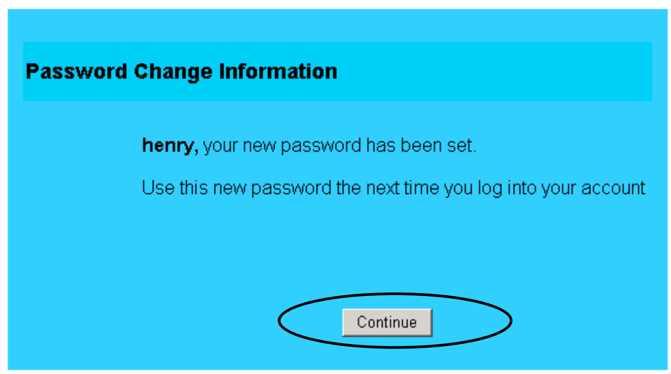
381. At the **Password Change Request** window, enter your **Old Password** (which is the temporary password you have just used) and a **New Password**. You will only see *s, not the text you enter.

Note the rules for assigning a password before continuing. Retype the new password again in the **Confirm New Password** box.

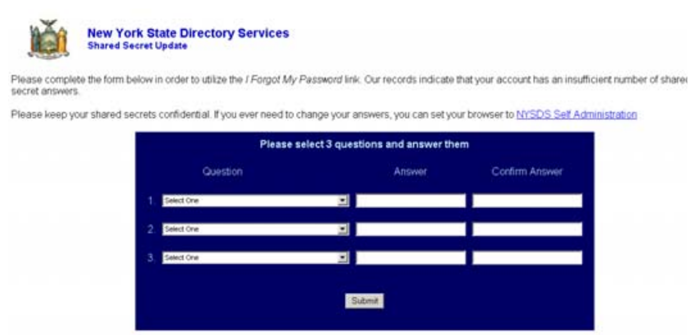
Click the **Change Password** button.



382. Click the **Continue** button.



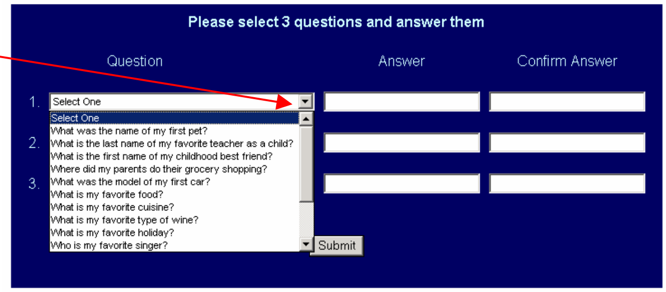
383. If this is your first use of the .. You will then be prompted to add a shared secret after creating your password. The Update Shared Secret form opens in a separate window.



What you do	*Comments/Prompts*

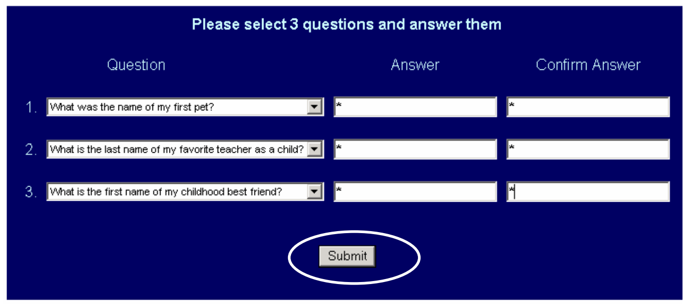
384. Click the drop-down arrow next to the *Select One* **Question** field to select a question with which to associate your shared secret answer.

Tab to the **Answer** and **Confirm Answer** fields and provide an answer to the selected question (the same answer should be in both fields).



385. Click the **Submit** button to save your information and continue.

This shared secret is the combination of a question and answer known only to you. This allows you to be uniquely identified by NYS Office for Technology Help Desk staff if you forget your password and need assistance.



386. A confirmation message displays. Click the **Continue** button link to close the window and display CMS.

387. The **Contract Management System (CMS)** page displays.

A P P E N D I X

B

Maintenance Tables and CMS Management Functions

Topics

a Managing the System Maintenance Tables
b Maintaining Schedule Types
c Maintaining Budget Types
d Maintaining Budget Formats
e Maintaining Budget Modifications Rules
f Maintaining Contract Documents
g Maintaining Advance Recoup Rules

Appendix B: Maintenance Tables and CMS Management Functions

Concepts > CMS is a dynamic, table-driven application. Much of the business and system rules that govern CMS exist in a series of maintenance tables. The Maintenance Functions provide you with a way to manage these tables – to add new items and edit existing ones. The tables are accessed through the (Maintenance) Tables link. A series of special functions for managing the more complex system tables are listed under the main Maintenance category.

The contents of maintenance tables can be modified at any time—however, the new “rules” only go into effect for contracts and other basic data items such as budgets and contract documents that are not currently in use. In addition, you may not be able to edit table entries if there are contracts in effect that already use this information. For example, if there are contracts that use the “T Contract” budget type, you cannot change the categories in the T-Contract – you would have to set up a new budget type with the revised information.

Only users with CMS administrator privileges can modify the system tables and use the maintenance functions. As a CMS administrator, you may be modifying the tables based on requests from BCM administrators. You should not need to modify the tables frequently, as most of the data currently in the system is based on the existing BCM processing rules and guidelines.

The manual should be used as a guide for locating the appropriate maintenance table or function. CMS administrators are responsible for understanding the various tables and list items in the system, what the field names mean, and how they are used in the system.

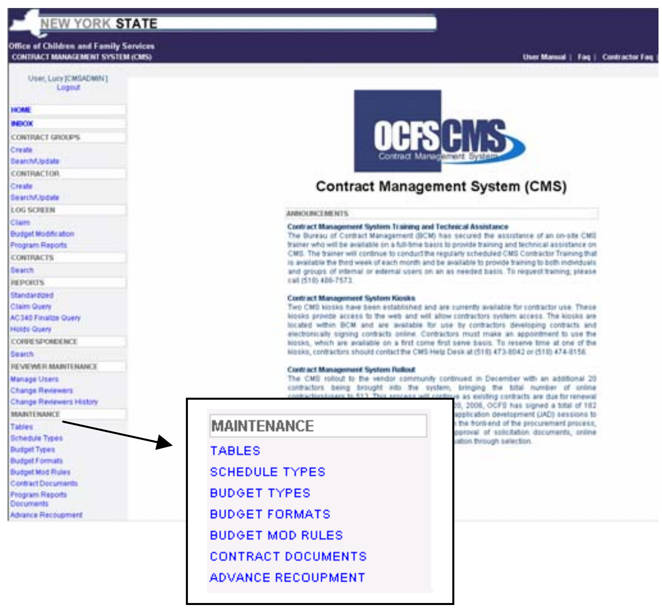
Managing System Maintenance Tables

Concepts > The System Maintenance tables allow you to manage lists of items in the database: agencies, budget categories, contact types, schedules, etc. These provide the values for various drop-down lists throughout the application, and thus, the governing rules for managing contracts, contractors, budgets, and schedules throughout the database. You can add items to these lists, edit the properties of these items, inactivate items, or delete them.

Access to the System Maintenance tables and other maintenance functions is through the CMS menu. CMS administrators select the Maintenance link and pick the desired maintenance function.

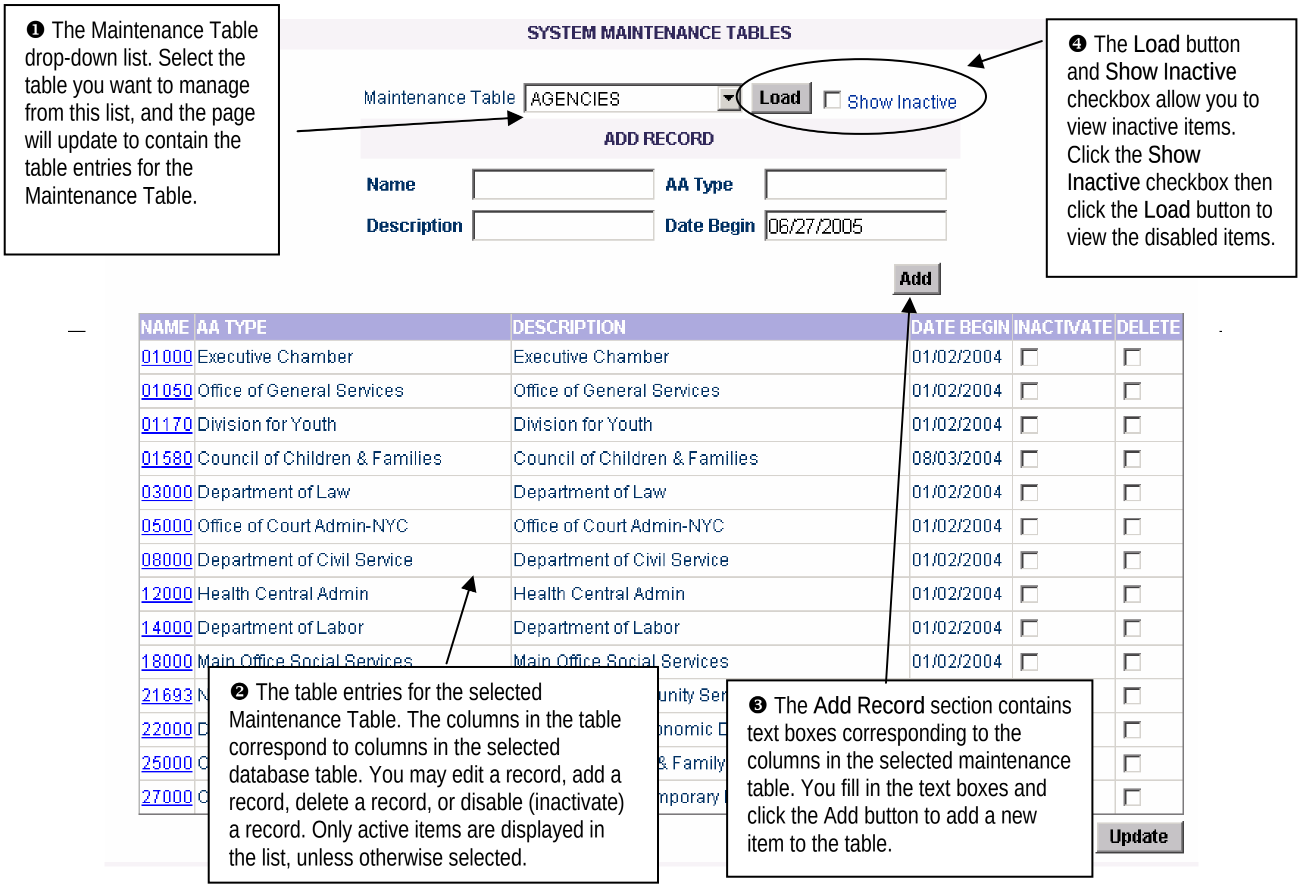
Accessing the System Maintenance Tables

✓ Before you begin: You are logged into the system as a CMS administrator.

What You Do	Comments/Prompts
388. From your CMS menu column on the left, click the **Tables** link in the *Maintenance* section. **Note:** Only CMS administrators can see the maintenance functions.	

The System Maintenance Tables page appears.

The basic view of the System Maintenance Tables page contains four basic elements:



System Maintenance Tables

Not all the system tables have the same structure. Although they all contain at least a Name and a Date Begin column, others may have specialized columns, based on the type of list stored in the table. Therefore, the Add Record area for each system maintenance table is table specific. The following is a list of system maintenance tables, along with a snapshot of the appropriate Add Record structure.

Table Title	Add Record Structure
Advance Pcts (Advance Percentages)	ADD RECORD Name / Description Advance % / Date Begin 09/28/2004
Agencies	ADD RECORD Name / AA Type Description / Date Begin 09/28/2004
Amendment Types	ADD RECORD Name / Description Date Begin 06/27/2005 Cost Amendment Indicator (Y/N)
Assembly Districts	ADD RECORD Name Date Begin 09/28/2004
Batch Types	ADD RECORD Name / Description Date Begin 09/28/2004
Budget Categories	ADD RECORD Name / Description Date Begin 09/28/2004 Parent Budget Category / Category Level Ind Sort Order / Use In Admin Ceiling Calc. Training TMEF (Y/N) / Training Reimbursable (Y/N)

Table Title	Add Record Structure
Budget Columns	ADD RECORD Name [ ] Description [ ] Date Begin [09/28/2004]
Budget Mod Statuses (Budget Modification Statuses)	ADD RECORD Code [ ] Description [ ] Date Begin [09/28/2004]
Caps Codes	ADD RECORD Caps Code [▼] Date Begin [09/28/2004]
Charity Exmpt Reas (Charity Exempt Reasons)	ADD RECORD Name [ ] Description [ ] Date Begin [09/28/2004]
Contact Types	ADD RECORD Name [ ] Description [ ] Date Begin [06/27/2005] Contractor [ ]
Contract Models	ADD RECORD Name [ ] Description [ ] Date Begin [09/28/2004]
Contract Prefixes	ADD RECORD Code [ ] Description [ ] Contract Prefix Curr Seq [ ] Date Begin [09/28/2004]
Contract Status	ADD RECORD Name [ ] Description [ ] Date Begin [09/28/2004]

Table Title	Add Record Structure
Contract Years	ADD RECORD Description [ ] Date Begin [09/28/2004]
Corresp Cats (Correspondence Categories)	ADD RECORD Code [ ] Description [ ] Date Begin [08/03/2006]
Corresp Types (Correspondence Types)	ADD RECORD Code [ ] Description [ ] Date Begin [08/03/2006]
County Regions	ADD RECORD County [ ] Region [ ] Date Begin [09/28/2004]
Divisions	ADD RECORD Name [ ] Description [ ] Date Begin [09/28/2004]
Document Types	ADD RECORD Name [ ] Description [ ] Date Begin [09/28/2004] Template Indicator (Y/N) [ ]
Econ Dev Products (Economic Development Products)	ADD RECORD Name [ ] Description [ ] Date Begin [09/28/2004]
Ethnicities	ADD RECORD Name [ ] Description [ ] Date Begin [09/28/2004]

Table Title	Add Record Structure
Expend Hold Reasons (Expenditure Hold Reasons)	ADD RECORD Name [ ] Description [ ] Date Begin [09/28/2004]
Expenditure Status	ADD RECORD Name [ ] Description [ ] Date Begin [09/28/2004]
Expenditure Types	ADD RECORD Name [ ] Description [ ] Date Begin [09/28/2004]
Hold Categories	ADD RECORD Code [ ] Description [ ] Date Begin [09/28/2004]
Log Review Scheds (Log Review Schedules)	ADD RECORD Schedule Type [▼] Log Review Stage [▼] Number of Scheduled Days [ ] Date Begin [07/28/2006] Sort Order [ ] Role [▼] Check Holds Indicator (Y/N) [ ] Allow Manual End Date [ ] Sig. Stage (CRS,OCS,OSS,AGS) [ ] Review Signed Contract Stage? [ ]
Log Review Stages	ADD RECORD Name [ ] Description [ ] Date Begin [07/28/2006] Log Review Stage Parent [▼] Contractor Indicator [ ]
Log Status	ADD RECORD Name [ ] Description [ ] Contract Status [▼] Date Begin [09/28/2004]

Table Title	Add Record Structure
MWBE Industries	ADD RECORD Name: [ ] Description: [ ] Econ Dev Product: [▾] Date Begin: 09/28/2004
Maintenance Cats (Maintenance Categories)	ADD RECORD Name: [ ] Date Begin: 09/28/2004
Maintenance Columns	ADD RECORD Name: [ ] Description: [ ] Visible Indicator: [ ] Insert Indicator: [ ] Update Indicator: [ ] Mandatory Indicator: [ ] Description: [ ] Name: [ ] Maintenance: [▾] Date Begin: 09/28/2004 Column Length: [ ] Lookup Indicator: [ ] Name: [ ] Name: [ ] Name: [ ]
Maintenances	ADD RECORD Name: [ ] Description: [ ] Maintenance Category: [▾] Date Begin: 09/28/2004 View Only Indicator (Y/N): [ ]
Procurement Types	ADD RECORD Code: [ ] Description: [ ] Date Begin: 09/28/2004
Program Report Freqs (Program Report Frequencies)	ADD RECORD Code: [ ] Program Report Freq. Desc.: [ ] Date Begin: 09/28/2004
Program Names	ADD RECORD Name: [ ] Description: [ ] Date Begin: 09/28/2004 Budget Type: [▾]

Table Title	Add Record Structure
Reasons	ADD RECORD Code [ ] Description [ ] Hold Category [▾] Date Begin [09/28/2004]
Regions	ADD RECORD Code [ ] Description [ ] Date Begin [09/28/2004]
Retainage Pcts (Retainage Percentages)	ADD RECORD Retainage % [ ] Name [ ] Date Begin [09/28/2004]
Reviewers	ADD RECORD Name [ ] Date Begin [09/28/2004] Userid [ ] Role [▾]
Roles	ADD RECORD Name [ ] Description [ ] Date Begin [09/28/2004]
Sched Type Tasks (Schedule Type Tasks)	ADD RECORD Name [ ] Description [ ] Date Begin [09/28/2004]
Schedule Types	ADD RECORD Name [ ] Description [ ] Date Begin [09/28/2004] Number of Prompt Contract Days [ ] Schedule Type Task [▾]
Senate Districts	ADD RECORD Name [ ] Code [ ] Date Begin [09/28/2004]

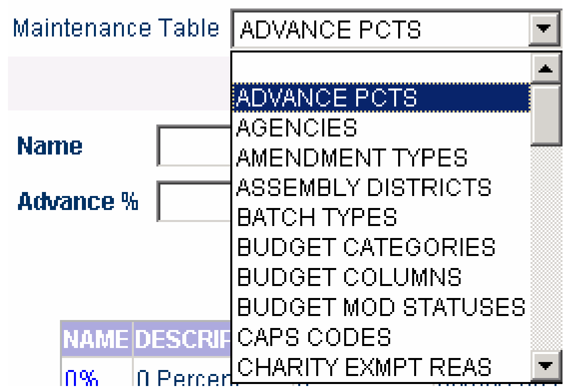
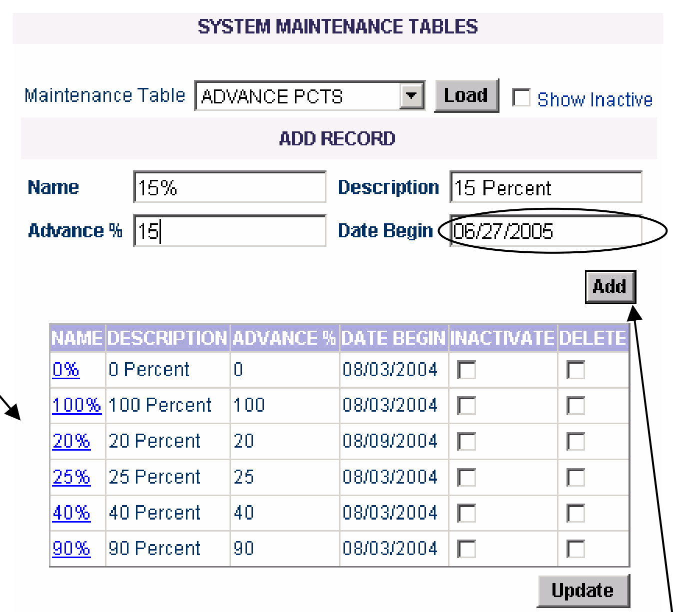
Table Title	**Add Record Structure**
Sub Program Names	ADD RECORD Name [ ] Description [ ] Date Begin 09/28/2004
Voucher Freqs (Voucher Frequencies)	ADD RECORD Name [ ] Description [ ] Date Begin 09/28/2004

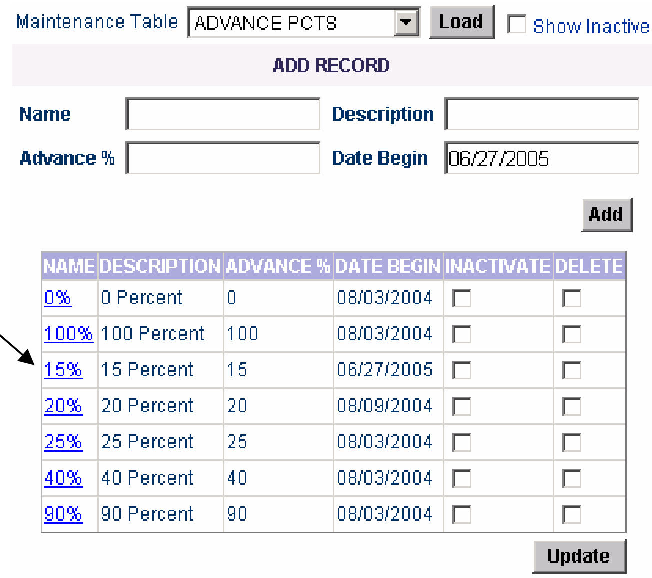
Adding Records to a System Maintenance Table

Concepts > Although the system maintenance tables may contain different sets of information, the general procedure when adding a record is the same for all the system maintenance tables. You select the table, fill out the data in the "add record" section, and click the Add button.

Adding a New Record to a System Maintenance Table

✓ Before you begin: You are logged into the system as a CMS administrator and have opened the System Maintenance Tables page.

What you do	*Comments/Prompts*
389. Locate the table name (for example **ADVANCE PCTS)** from the Maintenance Table drop-down list and select it. The System Maintenance Table page updates to display the **ADVANCE PCTS** table information.	
390. Fill out the **Add Record** section. All the fields should be completed. You should always view the inactive records for a table before you add a new record. There may be an inactivated record that matches your needs. If so, activate the existing record. The **Date Begin** field is the date the new record is activated in the system. CMS automatically sets the **Date Begin** field to the current date. You can override this and assign a future date. The new advance percentage would not be available as a drop-down selection to users until the **Date Begin** value.	 Click the **Add** button. The new record is added to the **ADVANCE PCTS** table.

What you do	*Comments/Prompts*
391. Locate and verify your new entry in the table.	

NAME	DESCRIPTION	ADVANCE %	DATE BEGIN	INACTIVATE	DELETE
0%	0 Percent	0	08/03/2004		
100%	100 Percent	100	08/03/2004		
15%	15 Percent	15	06/27/2005		
20%	20 Percent	20	08/09/2004		
25%	25 Percent	25	08/03/2004		
40%	40 Percent	40	08/03/2004		
90%	90 Percent	90	08/03/2004		

Editing Records in a System Maintenance Table

Concepts > All system maintenance tables follow the same process for editing the record. You select the table, select the record, then make your changes to the existing data and click the **Update** button. As mentioned earlier, you may not be able to edit certain pieces of table information if there are contract records using it. If this happens, you might consider adding a new item and deactivating the old one to implement your change.

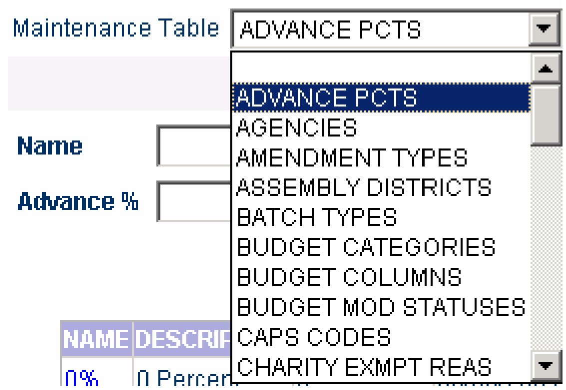
Editing a Record in a System Maintenance Table

✓ Before you begin: You are logged into the system as a CMS administrator and have opened the System Maintenance Tables page.

What you do	*Comments/Prompts*

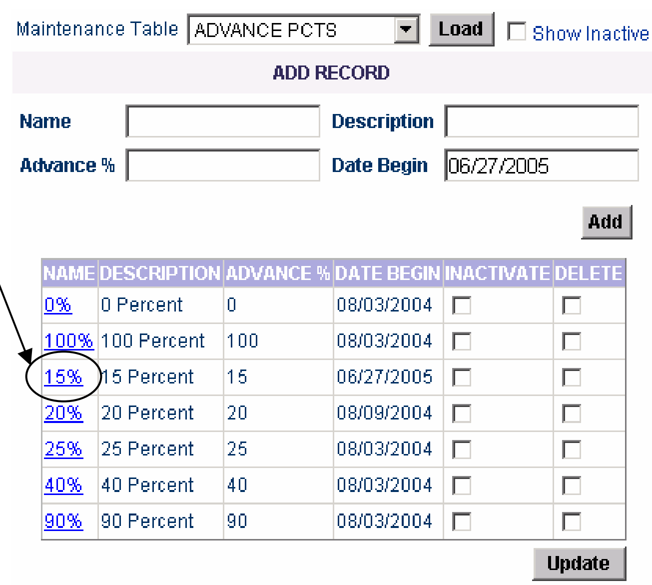
392. Select **ADVANCE PCTS** from the Maintenance Table drop-down list.

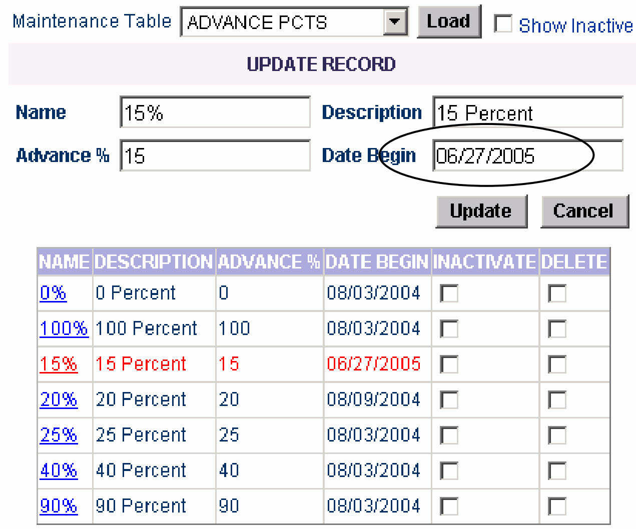
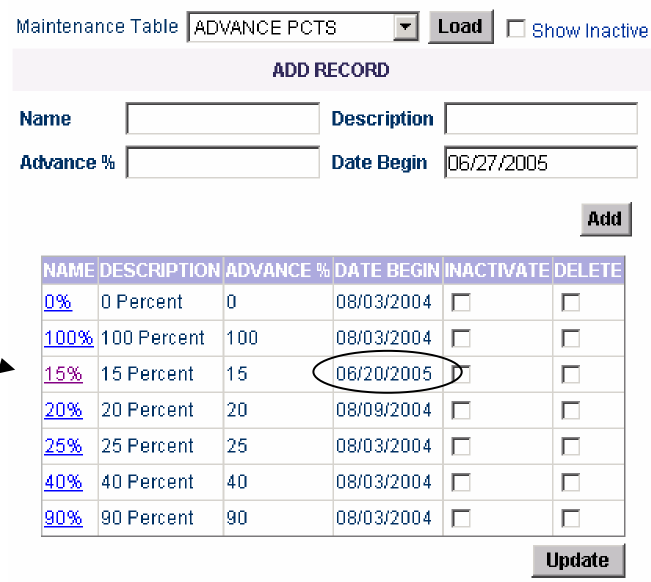
The System Maintenance Table page updates to display the **ADVANCE PCTS** table information.



393. Locate the record you want to modify and click the **Name** link.

The selected record is loaded and displayed in the **Update Record** section.



What you do	*Comments/Prompts*
394. The **Add** button has been replaced by the **Update** button. Enter the new date in the **Date Begin** field. Click the **Update** button.	
395. The table is updated and the page displays the new information. The **Add** button has replaced the **Update** button. The revised record appears in the table.	

Making Records Inactive (Deactivating Records)

Concepts > When you make a record inactive, you prevent users from seeing the record in the system through drop-down lists, tables, etc. For example, if you deactivate the 15% advance percentage value, you prevent users from assigning this value to any new contract records, because the 15% entry will not appear as a valid selection. However, any existing contract records that previously used the value will still be governed by the 15% advance percentage value.

In certain cases you cannot inactivate a record that is in use on the system – if you attempt to do so, you will receive an error message indicating that you cannot inactivate them.

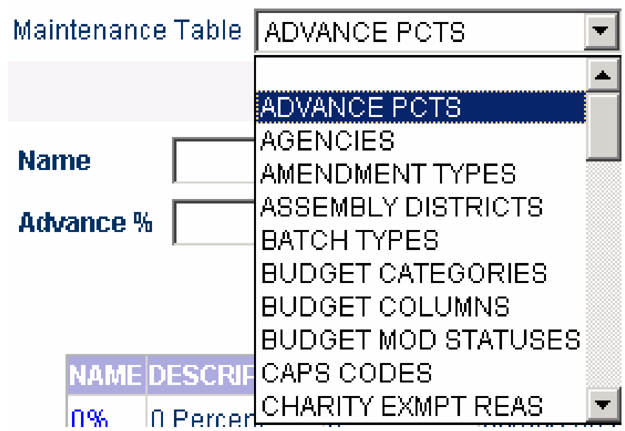
Deactivating a Record in a System Maintenance Table

✓ Before you begin: You are logged into the system as a CMS administrator and have opened the System Maintenance Tables page.

What you do	*Comments/Prompts*

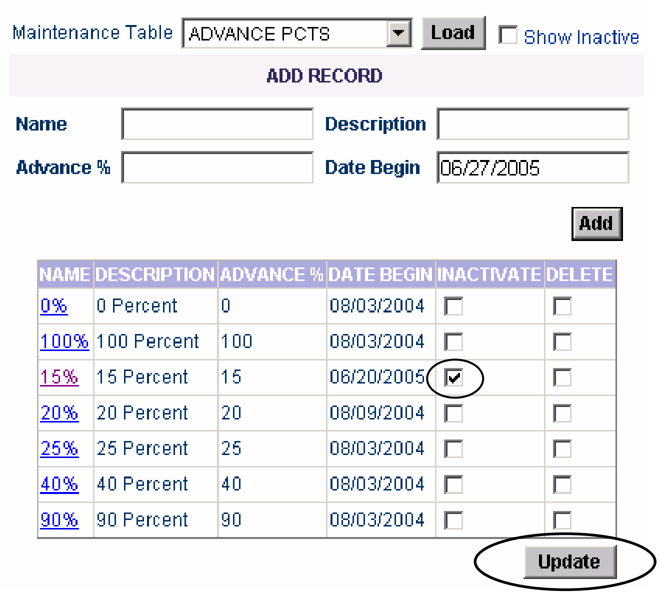
396. Select ADVANCE PCTS from the Maintenance Table drop-down list.

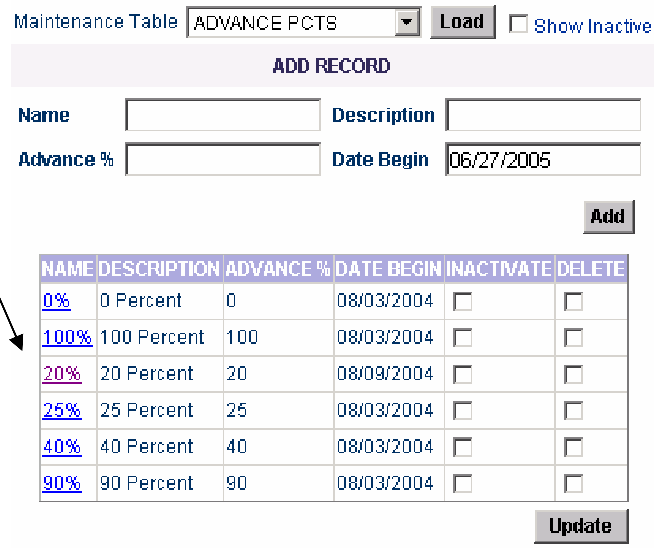
The **ADVANCE PCTS** table information displays.



397. Locate the record you want to deactivate. Click the **Inactivate** check box to place a check mark in the field.

Click the **Update** button.



What you do	*Comments/Prompts*
398. The record is inactivated and the page is updated. The inactive record no longer displays on this page. To see a list of inactive advance percentages, you need to load the inactive records.	

NAME	DESCRIPTION	ADVANCE %	DATE BEGIN	INACTIVATE	DELETE
0%	0 Percent	0	08/03/2004		
100%	100 Percent	100	08/03/2004		
20%	20 Percent	20	08/09/2004		
25%	25 Percent	25	08/03/2004		
40%	40 Percent	40	08/03/2004		
90%	90 Percent	90	08/03/2004		

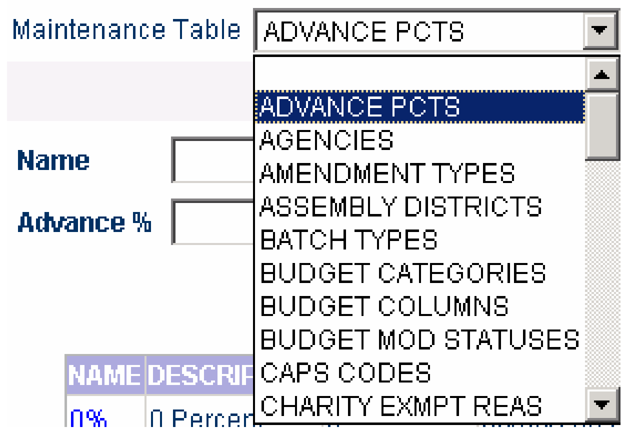
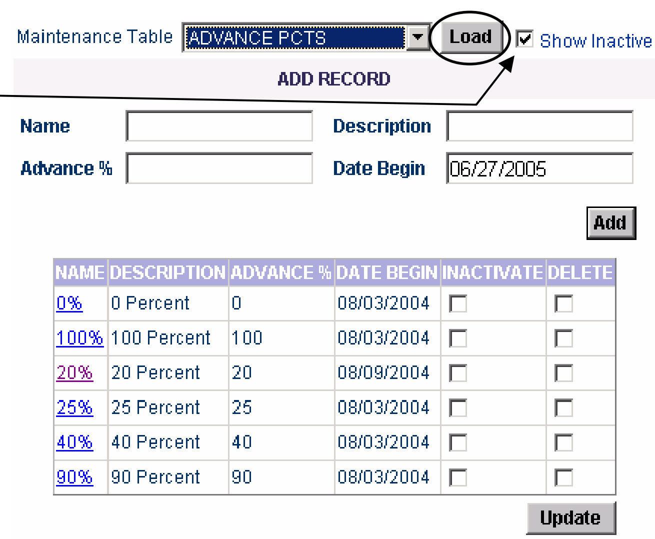
Viewing Inactive Records

Concepts > By default, the CMS System Maintenance tables display only the active records. To view the inactive records, you must load the inactive records for display on the page.

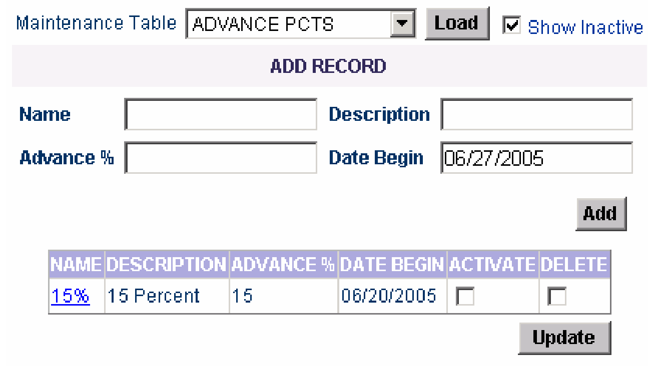
You should always view the inactive records for a table before you add a new record – there may be an inactivated record that matches your needs. If so, you would activate the existing record.

Viewing Inactive Records from a System Maintenance Table

✓ Before you begin: You are logged into the system as a CMS administrator and have opened the System Maintenance Tables page.

What you do	*Comments/Prompts*
399. Select **ADVANCE PCTS** from the Maintenance Table drop-down list. The **ADVANCE PCTS** table information displays.	
400. Click the **Show Inactive** checkbox. Click the **Load** button to refresh the page and only the inactive records are displayed.	

NAME	DESCRIPTION	ADVANCE %	DATE BEGIN	INACTIVATE	DELETE
0%	0 Percent	0	08/03/2004	☐	☐
100%	100 Percent	100	08/03/2004	☐	☐
20%	20 Percent	20	08/09/2004	☐	☐
25%	25 Percent	25	08/03/2004	☐	☐
40%	40 Percent	40	08/03/2004	☐	☐
90%	90 Percent	90	08/03/2004	☐	☐

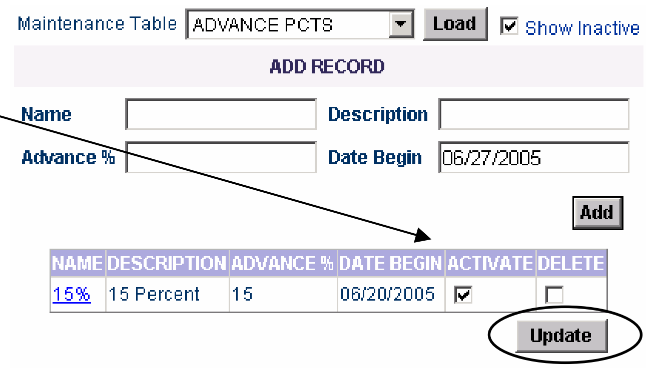
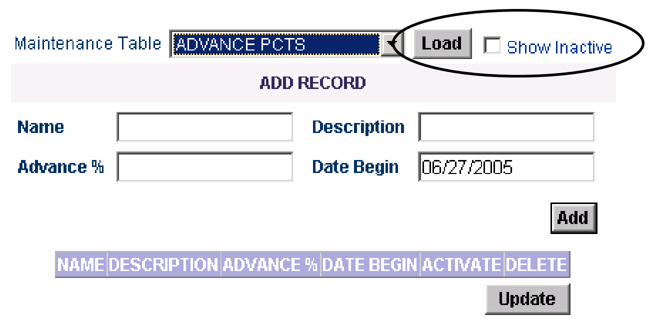
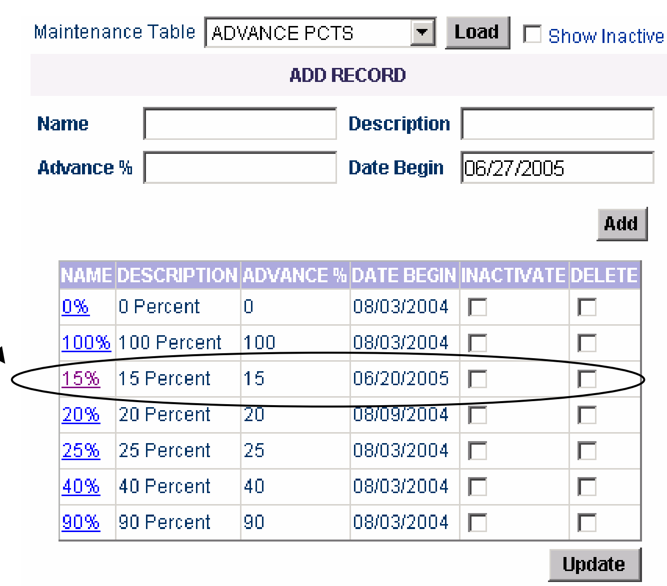
What you do	*Comments/Prompts*
401. The column heading now says "Activate" rather than "Inactivate." If you want to return to the active view, you would uncheck the **Show Inactive** box and click the **Load** button.	

Reactivating Inactive Records

Concepts > You may update previously inactive system maintenance table records, making them active. This can be a time saving alternative to adding new records.

Changing Inactive Records to Active Records

✓ Before you begin: You are logged into the system as a CMS administrator and have opened the System Maintenance Tables page. You have located your inactive record.

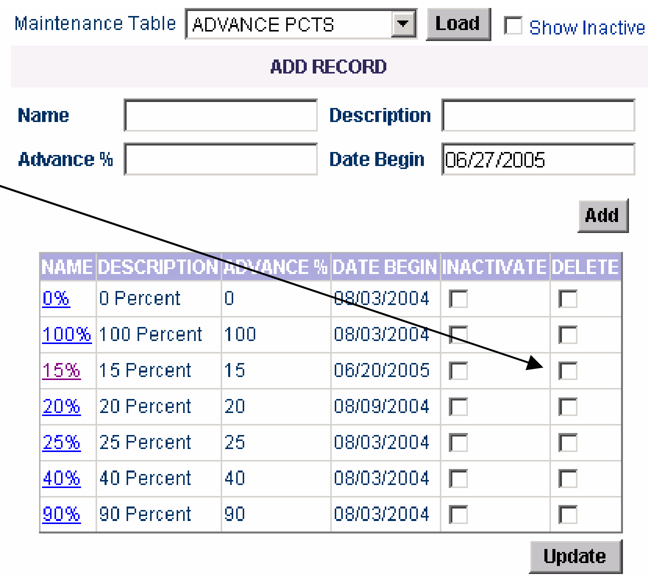
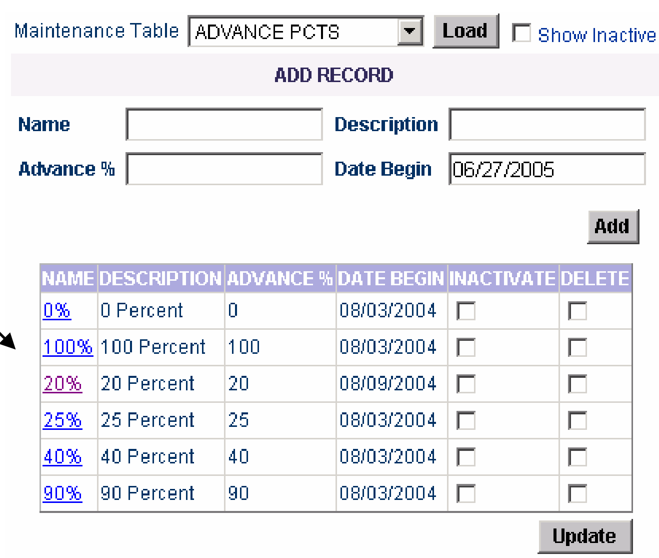
What you do	*Comments/Prompts*
402. While viewing the inactive records of a maintenance table, place a check mark in the **Activate** column for the desired record. Click the **Update** button.	
403. The page is updated, and the activated record no longer appears in the table. The table is still displaying inactive records. Click the **Show Inactive** field to remove the check mark. Click the **Load** button to display the active records.	
404. The active entries are now displayed. Locate the record that you reactivated in the table.	

Deleting Records

Concepts > As an alternative to editing or inactivating a system maintenance record, you may opt to delete one. This permanently removes the list item from the database. If a record is deleted, the only way to restore the record is to add a new one, reflecting the same previously-deleted values. Both active and inactive records can be deleted.

Deleting a Record

✓ Before you begin: You are logged into the system as a CMS administrator and have opened the System Maintenance Tables page. You have selected the desired System Maintenance table and located your active or inactive record.

What you do	*Comments/Prompts*
405. Locate the desired record and click the **Delete** field, placing a check mark in the box. Click the **Update** button.	
406. The deleted record no longer appears on the screen.	

Screenshot for step 405:

Maintenance Table ADVANCE PCTS Load Show Inactive

ADD RECORD

Name Description

Advance % Date Begin 06/27/2005

Add

NAME	DESCRIPTION	ADVANCE %	DATE BEGIN	INACTIVATE	DELETE
0%	0 Percent	0	08/03/2004	☐	☐
100%	100 Percent	100	08/03/2004	☐	☐
15%	15 Percent	15	06/20/2005	☐	☐
20%	20 Percent	20	08/09/2004	☐	☐
25%	25 Percent	25	08/03/2004	☐	☐
40%	40 Percent	40	08/03/2004	☐	☐
90%	90 Percent	90	08/03/2004	☐	☐

Update

Screenshot for step 406:

Maintenance Table ADVANCE PCTS Load Show Inactive

ADD RECORD

Name Description

Advance % Date Begin 06/27/2005

Add

NAME	DESCRIPTION	ADVANCE %	DATE BEGIN	INACTIVATE	DELETE
0%	0 Percent	0	08/03/2004	☐	☐
100%	100 Percent	100	08/03/2004	☐	☐
20%	20 Percent	20	08/09/2004	☐	☐
25%	25 Percent	25	08/03/2004	☐	☐
40%	40 Percent	40	08/03/2004	☐	☐
90%	90 Percent	90	08/03/2004	☐	☐

Update

Maintaining Schedule Types

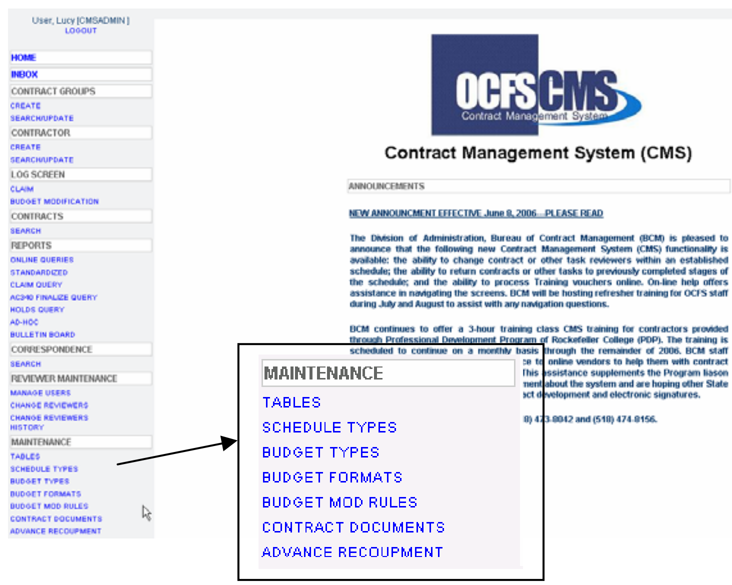
Concepts > The Schedule Types maintenance function allows you to manage existing CMS schedules. Before a schedule type is used by a task, you can view the schedule details and edit them, reordering the stages, changing the stage properties, deleting stages, and adding new stages to the schedule.

Once a schedule type is used by a task, there are limited changes you can make to it. You cannot reorder the stages or add a new stage since this would impact the task in progress that is using the schedule type. You can however, change the scheduled days and various flags for the stages.

The name of the Schedule Type is not defined through the Schedule Types function. The Schedule Types available are based on those records defined in the Schedule Types System Maintenance Table.

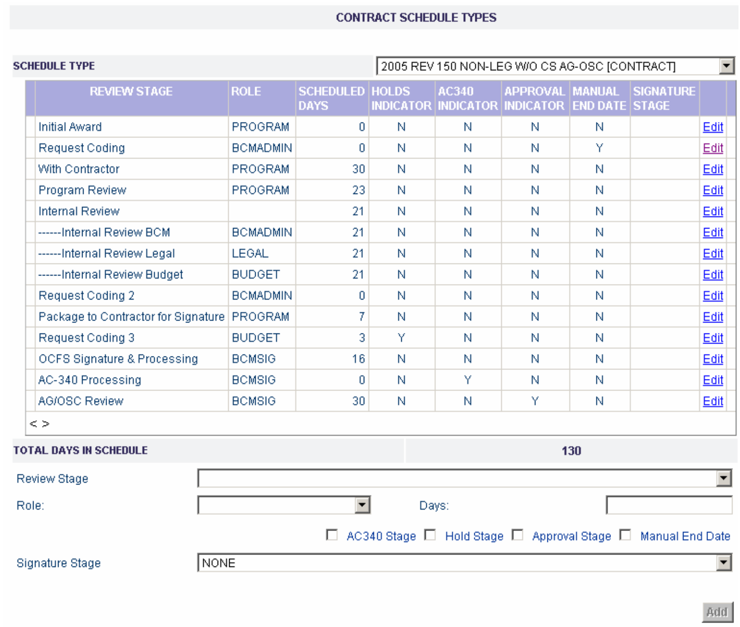
Selecting a Schedule Type and Viewing Schedule Type Details

✓ Before you begin: You are logged into the system as a CMS administrator.

What you do	*Comments/Prompts*
407. From your CMS menu column on the left, click the **Schedule Types** link in the **Maintenance** section. The **Schedule Types** page appears. Note: Only CMS administrators can see the maintenance functions.	

What you do	*Comments/Prompts*

408. The Schedule Type page appears.



CONTRACT SCHEDULE TYPES

SCHEDULE TYPE: 2005 REV 150 NON-LEG W/O CS AG-OSC [CONTRACT]

REVIEW STAGE	ROLE	SCHEDULED DAYS	HOLDS INDICATOR	AC340 INDICATOR	APPROVAL INDICATOR	MANUAL END DATE	SIGNATURE STAGE	
Initial Award	PROGRAM	0	N	N	N	N		Edit
Request Coding	BCMADMIN	0	N	N	N	Y		Edit
With Contractor	PROGRAM	30	N	N	N	N		Edit
Program Review	PROGRAM	23	N	N	N	N		Edit
Internal Review		21	N	N	N	N		Edit
------Internal Review BCM	BCMADMIN	21	N	N	N	N		Edit
------Internal Review Legal	LEGAL	21	N	N	N	N		Edit
------Internal Review Budget	BUDGET	21	N	N	N	N		Edit
Request Coding 2	BCMADMIN	0	N	N	N	N		Edit
Package to Contractor for Signature	PROGRAM	7	N	N	N	N		Edit
Request Coding 3	BUDGET	3	Y	N	N	N		Edit
OCFS Signature & Processing	BCMSIG	16	N	N	N	N		Edit
AC-340 Processing	BCMSIG	0	N	Y	N	N		Edit
AG/OSC Review	BCMSIG	30	N	N	Y	N		Edit

TOTAL DAYS IN SCHEDULE 130

Review Stage

Role: Days:

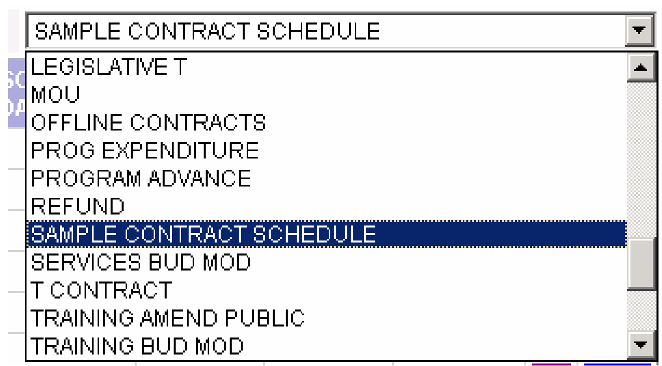
AC340 Stage Hold Stage Approval Stage Manual End Date

Signature Stage NONE

Add

409. Click the downward arrow in the **Schedule Type** drop-down list box and select the schedule you want to review or edit.

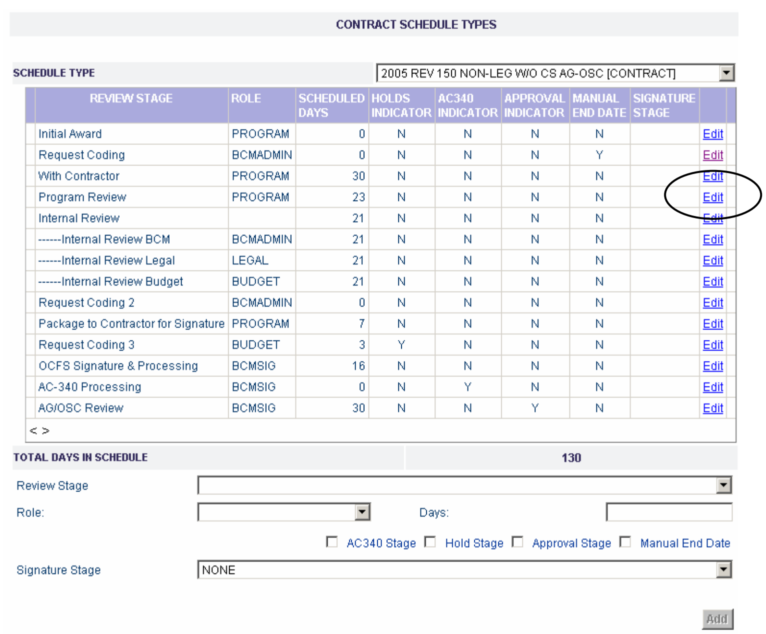
A reminder, there are limited changes you can make to schedule types that are being used by tasks.



410. The page displays the selected schedule

Each stage's scheduled days are listed in the **Scheduled Days** column and the total days in the schedule is listed at the bottom of the schedule.

If you want to change of the review stages, click the **Edit** link for that stage.



CONTRACT SCHEDULE TYPES

SCHEDULE TYPE: 2005 REV 150 NON-LEG W/O CS AG-OSC [CONTRACT]

REVIEW STAGE	ROLE	SCHEDULED DAYS	HOLDS INDICATOR	AC340 INDICATOR	APPROVAL INDICATOR	MANUAL END DATE	SIGNATURE STAGE	
Initial Award	PROGRAM	0	N	N	N	N		Edit
Request Coding	BCMADMIN	0	N	N	N	Y		Edit
With Contractor	PROGRAM	30	N	N	N	N		Edit
Program Review	PROGRAM	23	N	N	N	N		Edit
Internal Review		21	N	N	N	N		Edit
------Internal Review BCM	BCMADMIN	21	N	N	N	N		Edit
------Internal Review Legal	LEGAL	21	N	N	N	N		Edit
------Internal Review Budget	BUDGET	21	N	N	N	N		Edit
Request Coding 2	BCMADMIN	0	N	N	N	N		Edit
Package to Contractor for Signature	PROGRAM	7	N	N	N	N		Edit
Request Coding 3	BUDGET	3	Y	N	N	N		Edit
OCFS Signature & Processing	BCMSIG	16	N	N	N	N		Edit
AC-340 Processing	BCMSIG	0	N	Y	N	N		Edit
AG/OSC Review	BCMSIG	30	N	N	Y	N		Edit

TOTAL DAYS IN SCHEDULE 130

Review Stage

Role: Days:

AC340 Stage Hold Stage Approval Stage Manual End Date

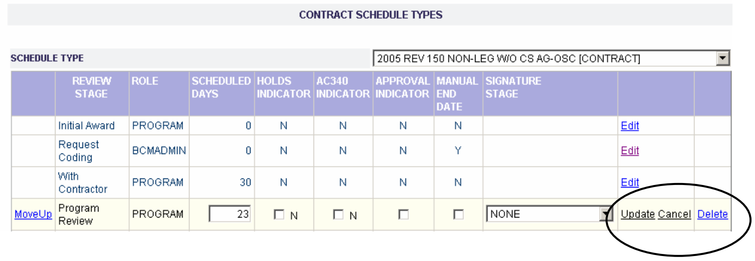
Signature Stage NONE

Add

What you do

411. Fields will appear for you to edit the stages properties. Make any necessary changes and click the **Update** button to save your changes, or the **Cancel** button to return to the previous screen without saving your changes.

Comments/Prompts

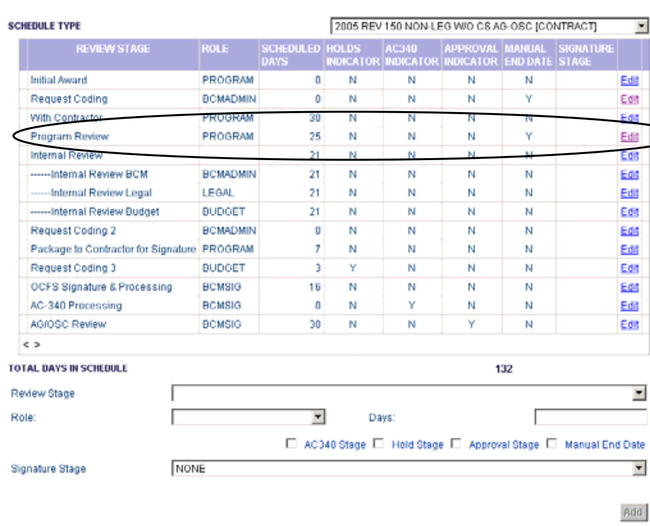


CONTRACT SCHEDULE TYPES

SCHEDULE TYPE 2005 REV 150 NON-LEG W/O CS AG-OSC [CONTRACT]

	REVIEW STAGE	ROLE	SCHEDULED DAYS	HOLDS INDICATOR	AC340 INDICATOR	APPROVAL INDICATOR	MANUAL END DATE	SIGNATURE STAGE		
	Initial Award	PROGRAM	0	N	N	N	N		Edit	
	Request Coding	BCMADMIN	0	N	N	N	Y		Edit	
	With Contractor	PROGRAM	30	N	N	N	N		Edit	
MoveUp	Program Review	PROGRAM	23	N	N			NONE	Update Cancel	Delete

412. The screen will refresh and display the changes you just made.



SCHEDULE TYPE 2005 REV 150 NON-LEG W/O CS AG-OSC [CONTRACT]

REVIEW STAGE	ROLE	SCHEDULED DAYS	HOLDS INDICATOR	AC340 INDICATOR	APPROVAL INDICATOR	MANUAL END DATE	SIGNATURE STAGE	
Initial Award	PROGRAM	0	N	N	N	N		Edit
Request Coding	BCMADMIN	0	N	N	N	Y		Edit
With Contractor	PROGRAM	30	N	N	N	N		Edit
Program Review	PROGRAM	25	N	N	N	Y		Edit
Internal Review		21	N	N	N	N		Edit
------Internal Review BCM	BCMADMIN	21	N	N	N	N		Edit
------Internal Review Legal	LEGAL	21	N	N	N	N		Edit
------Internal Review Budget	BUDGET	21	N	N	N	N		Edit
Request Coding 2	BCMADMIN	0	N	N	N	N		Edit
Package to Contractor for Signature	PROGRAM	7	N	N	N	N		Edit
Request Coding 3	BUDGET	3	Y	N	N	N		Edit
OCFS Signature & Processing	BCMSIG	16	N	N	N	N		Edit
AC-340 Processing	BCMSIG	0	N	Y	N	N		Edit
AG/OSC Review	BCMSIG	30	N	N	Y	N		Edit

< >

TOTAL DAYS IN SCHEDULE 132

Review Stage

Role: Days:

AC340 Stage Hold Stage Approval Stage Manual End Date

Signature Stage NONE

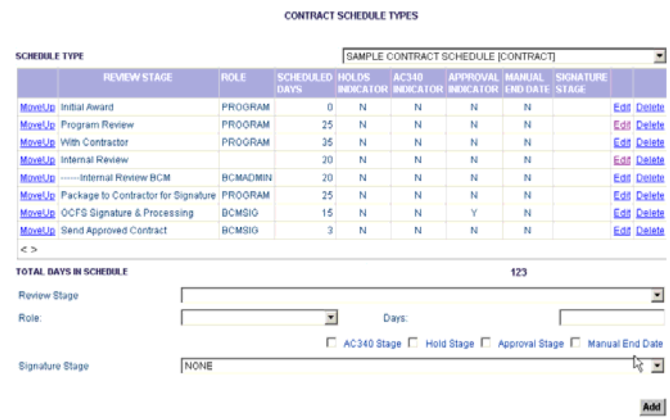
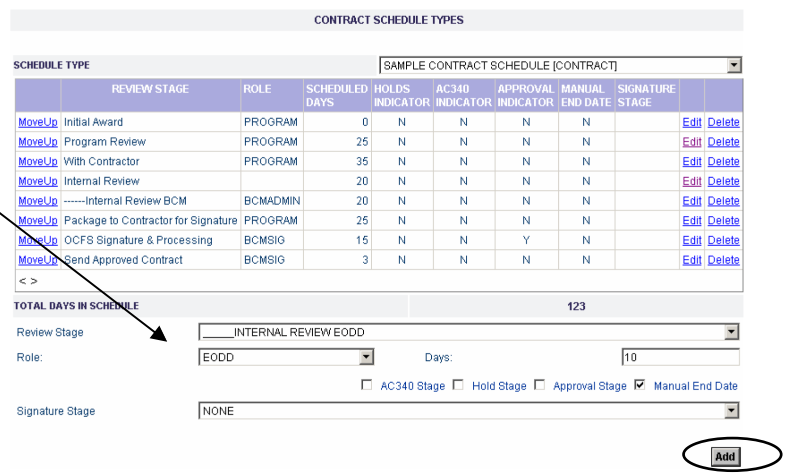
Add

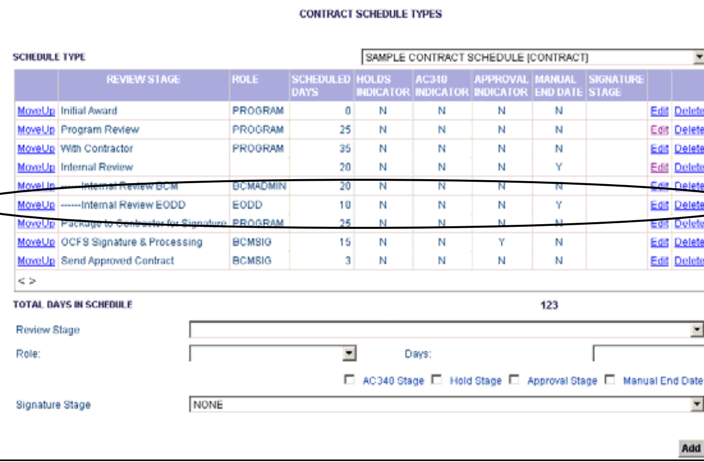
Updating a Schedule Type

Concepts > A Schedule Type can be updated in a variety of ways before it is being used by CMS tasks such as contracts, renewals or expenditurse. You can add new items to the list, reorder the items in the review schedule, change the number of days assigned to a stage and set stage indicators, and delete review stages.

Adding a Review Stage

✓ Before you begin: You are logged into the system as a CMS administrator, and have located and opened a schedule from the Schedule Types maintenance module.

What you do	*Comments/Prompts*
413. At the bottom of the *Contract Schedule Types* page, fields are available for you to add a new review stage.	
414. Enter a new review stage's properties using the entry fields. Click the **Add** button.	

What you do	*Comments/Prompts*
415. The page is updated and displays the new stage that was added to the list. **Note**: The number of days for a parent stage and the Total Days do not change if another child stage is added to a parent stage since the added child stage days will occur concurrently with the parent stage's days.	

CONTRACT SCHEDULE TYPES

SCHEDULE TYPE: SAMPLE CONTRACT SCHEDULE [CONTRACT]

	REVIEW STAGE	ROLE	SCHEDULED DAYS	HOLDS INDICATOR	AC340 INDICATOR	APPROVAL INDICATOR	MANUAL END DATE	SIGNATURE STAGE		
MoveUp	Initial Award	PROGRAM	0	N	N	N	N		Edit	Delete
MoveUp	Program Review	PROGRAM	25	N	N	N	N		Edit	Delete
MoveUp	With Contractor	PROGRAM	35	N	N	N	N		Edit	Delete
MoveUp	Internal Review		20	N	N	N	Y		Edit	Delete
MoveUp	------Internal Review BCM	BCMADMIN	20	N	N	N	N		Edit	Delete
MoveUp	------Internal Review EODD	EODD	10	N	N	N	Y		Edit	Delete
MoveUp	Package to Contractor for Signature	PROGRAM	25	N	N	N	N		Edit	Delete
MoveUp	OCFS Signature & Processing	BCMSIG	15	N	N	Y	N		Edit	Delete
MoveUp	Send Approved Contract	BCMSIG	3	N	N	N	N		Edit	Delete

< >

TOTAL DAYS IN SCHEDULE 123

Review Stage

Role: Days:

AC340 Stage Hold Stage Approval Stage Manual End Date

Signature Stage NONE

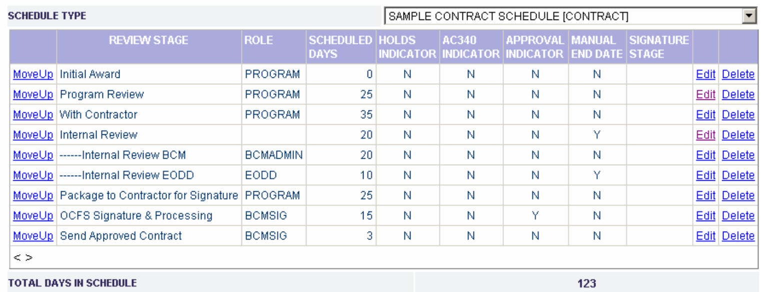
Add

Ordering Stages in a Schedule

✓ Before you begin: You are logged into the system as a CMS administrator, and have located and opened a Contract Schedule from the Schedule Types maintenance module that has not been used by a CMS task yet.

What you do	*Comments/Prompts*

416. Click the **MoveUp** link next to the review stage you wish to move.



SCHEDULE TYPE: SAMPLE CONTRACT SCHEDULE [CONTRACT]

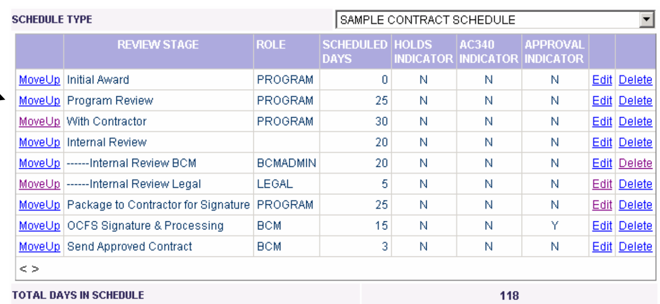
	REVIEW STAGE	ROLE	SCHEDULED DAYS	HOLDS INDICATOR	AC340 INDICATOR	APPROVAL INDICATOR	MANUAL END DATE	SIGNATURE STAGE		
MoveUp	Initial Award	PROGRAM	0	N	N	N	N		Edit	Delete
MoveUp	Program Review	PROGRAM	25	N	N	N	N		Edit	Delete
MoveUp	With Contractor	PROGRAM	35	N	N	N	N		Edit	Delete
MoveUp	Internal Review		20	N	N	N	Y		Edit	Delete
MoveUp	------Internal Review BCM	BCMADMIN	20	N	N	N	N		Edit	Delete
MoveUp	------Internal Review EODD	EODD	10	N	N	N	Y		Edit	Delete
MoveUp	Package to Contractor for Signature	PROGRAM	25	N	N	N	N		Edit	Delete
MoveUp	OCFS Signature & Processing	BCMSIG	15	N	N	Y	N		Edit	Delete
MoveUp	Send Approved Contract	BCMSIG	3	N	N	N	N		Edit	Delete
< >										

TOTAL DAYS IN SCHEDULE: 123

417. The item moves up one position in the list.

Continue clicking the **MoveUp** link until the review stage is in the desired position.

Note: There is no "**MoveDown**" link. You move an item down by moving the item(s) below it up.



SCHEDULE TYPE: SAMPLE CONTRACT SCHEDULE

	REVIEW STAGE	ROLE	SCHEDULED DAYS	HOLDS INDICATOR	AC340 INDICATOR	APPROVAL INDICATOR		
MoveUp	Initial Award	PROGRAM	0	N	N	N	Edit	Delete
MoveUp	Program Review	PROGRAM	25	N	N	N	Edit	Delete
MoveUp	With Contractor	PROGRAM	30	N	N	N	Edit	Delete
MoveUp	Internal Review		20	N	N	N	Edit	Delete
MoveUp	------Internal Review BCM	BCMADMIN	20	N	N	N	Edit	Delete
MoveUp	------Internal Review Legal	LEGAL	5	N	N	N	Edit	Delete
MoveUp	Package to Contractor for Signature	PROGRAM	25	N	N	N	Edit	Delete
MoveUp	OCFS Signature & Processing	BCM	15	N	N	Y	Edit	Delete
MoveUp	Send Approved Contract	BCM	3	N	N	N	Edit	Delete
< >								

TOTAL DAYS IN SCHEDULE: 118

Editing a Review Stage

✓ Before you begin: You are logged into the system as a CMS administrator, and have located and opened a schedule type from the Schedule Types maintenance module.

What you do	*Comments/Prompts*

418. Click the **Edit** link for the desired Review Stage.

The page is updated, and the **Scheduled Days** and **Indicator** fields have been activated and can be updated.

SCHEDULE TYPE: SAMPLE CONTRACT SCHEDULE

	REVIEW STAGE	ROLE	SCHEDULED DAYS	HOLDS INDICATOR	AC340 INDICATOR	APPROVAL INDICATOR		
MoveUp	Initial Award	PROGRAM	0	N	N	N	Edit	Delete
MoveUp	Program Review	PROGRAM	25	N	N	N	Edit	Delete
MoveUp	With Contractor	PROGRAM	30	N	N	N	Edit	Delete
MoveUp	Internal Review		20	N	N	N	Edit	Delete
MoveUp	------Internal Review BCM	BCMADMIN	20	N	N	N	Edit	Delete
MoveUp	------Internal Review Legal	LEGAL	5	N	N	N	Edit	Delete
MoveUp	Package to Contractor for Signature	PROGRAM	25	N	N	N	Edit	Delete
MoveUp	OCFS Signature & Processing	BCM	15	N	N	Y	Edit	Delete
MoveUp	Send Approved Contract	BCM	3	N	N	N	Edit	Delete
< >								

TOTAL DAYS IN SCHEDULE 118

419. Enter the desired changes.

Click the **Update** link.

If you do not like the changes, you can click **Cancel** to remove your proposed changes.

SCHEDULE TYPE: SAMPLE CONTRACT SCHEDULE

	REVIEW STAGE	ROLE	SCHEDULED DAYS	HOLDS INDICATOR	AC340 INDICATOR	APPROVAL INDICATOR		
MoveUp	Initial Award	PROGRAM	0	N	N	N	Edit	Delete
MoveUp	Program Review	PROGRAM	25	N	N	N	Edit	Delete
MoveUp	With Contractor	PROGRAM	35	☐ N	☐	☐	Update Cancel	Delete
MoveUp	Internal Review		20	N	N	N	Edit	Delete
MoveUp	------Internal Review BCM	BCMADMIN	20	N	N	N	Edit	Delete
MoveUp	------Internal Review Legal	LEGAL	5	N	N	N	Edit	Delete
MoveUp	Package to Contractor for Signature	PROGRAM	25	N	N	N	Edit	Delete
MoveUp	OCFS Signature & Processing	BCM	15	N	N	Y	Edit	Delete
MoveUp	Send Approved Contract	BCM	3	N	N	N	Edit	Delete
< >								

TOTAL DAYS IN SCHEDULE 118

Note: You cannot change the role assigned to the review stage. You would have to create a new review stage in order to change the role.

420. The updated schedule appears on the page.

Notice that the number of **Total Days In Schedule** was automatically recalculated.

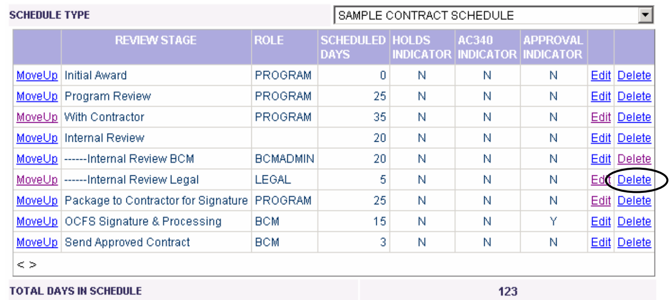
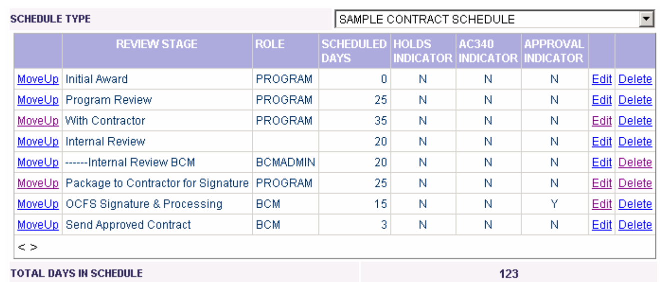
SCHEDULE TYPE: SAMPLE CONTRACT SCHEDULE

	REVIEW STAGE	ROLE	SCHEDULED DAYS	HOLDS INDICATOR	AC340 INDICATOR	APPROVAL INDICATOR		
MoveUp	Initial Award	PROGRAM	0	N	N	N	Edit	Delete
MoveUp	Program Review	PROGRAM	25	N	N	N	Edit	Delete
MoveUp	With Contractor	PROGRAM	35	N	N	N	Edit	Delete
MoveUp	Internal Review		20	N	N	N	Edit	Delete
MoveUp	------Internal Review BCM	BCMADMIN	20	N	N	N	Edit	Delete
MoveUp	------Internal Review Legal	LEGAL	5	N	N	N	Edit	Delete
MoveUp	Package to Contractor for Signature	PROGRAM	25	N	N	N	Edit	Delete
MoveUp	OCFS Signature & Processing	BCM	15	N	N	Y	Edit	Delete
MoveUp	Send Approved Contract	BCM	3	N	N	N	Edit	Delete
< >								

TOTAL DAYS IN SCHEDULE 123

Deleting a Review Stage

✓ Before you begin: You are logged into the system as a CMS administrator, and have located and opened a schedule type that is not being used by a task from the Schedule Types maintenance module.

What you do	*Comments/Prompts*
421. Locate the review stage you wish to delete. Click the **Delete** link for the stage.	
422. The deleted item no longer appears on the screen. The number of **Total Days in Schedule** is automatically recalculated if the stage impacted the schedule. In this case the sub-stage did not so the Total Days number remains the same.	

SCHEDULE TYPE: SAMPLE CONTRACT SCHEDULE

	REVIEW STAGE	ROLE	SCHEDULED DAYS	HOLDS INDICATOR	AC340 INDICATOR	APPROVAL INDICATOR		
MoveUp	Initial Award	PROGRAM	0	N	N	N	Edit	Delete
MoveUp	Program Review	PROGRAM	25	N	N	N	Edit	Delete
MoveUp	With Contractor	PROGRAM	35	N	N	N	Edit	Delete
MoveUp	Internal Review		20	N	N	N	Edit	Delete
MoveUp	------Internal Review BCM	BCMADMIN	20	N	N	N	Edit	Delete
MoveUp	------Internal Review Legal	LEGAL	5	N	N	N	Edit	Delete
MoveUp	Package to Contractor for Signature	PROGRAM	25	N	N	N	Edit	Delete
MoveUp	OCFS Signature & Processing	BCM	15	N	N	Y	Edit	Delete
MoveUp	Send Approved Contract	BCM	3	N	N	N	Edit	Delete

< >

TOTAL DAYS IN SCHEDULE 123

SCHEDULE TYPE: SAMPLE CONTRACT SCHEDULE

	REVIEW STAGE	ROLE	SCHEDULED DAYS	HOLDS INDICATOR	AC340 INDICATOR	APPROVAL INDICATOR		
MoveUp	Initial Award	PROGRAM	0	N	N	N	Edit	Delete
MoveUp	Program Review	PROGRAM	25	N	N	N	Edit	Delete
MoveUp	With Contractor	PROGRAM	35	N	N	N	Edit	Delete
MoveUp	Internal Review		20	N	N	N	Edit	Delete
MoveUp	------Internal Review BCM	BCMADMIN	20	N	N	N	Edit	Delete
MoveUp	Package to Contractor for Signature	PROGRAM	25	N	N	N	Edit	Delete
MoveUp	OCFS Signature & Processing	BCM	15	N	N	Y	Edit	Delete
MoveUp	Send Approved Contract	BCM	3	N	N	N	Edit	Delete

< >

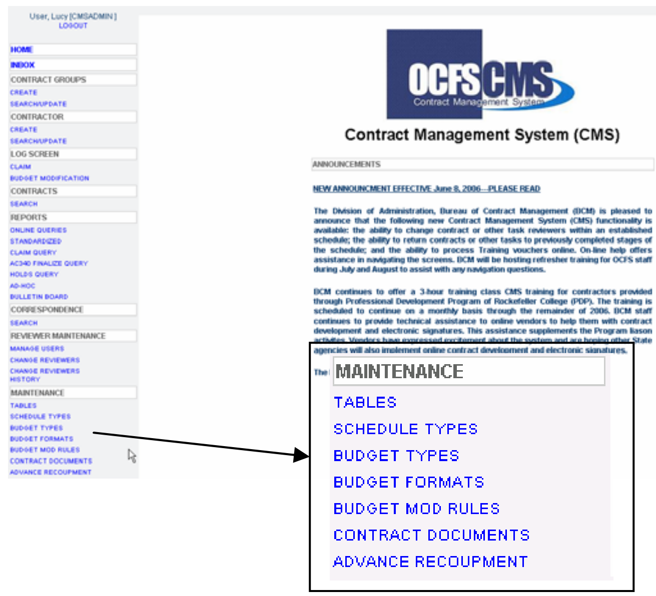
TOTAL DAYS IN SCHEDULE 123

Maintaining Budget Types

Concepts > The Budget Types maintenance function allows you to manage CMS budget types. You can add new budget types, edit the properties of the budget type, and deactivate budget types. Only CMS administrators can use the maintenance functions.

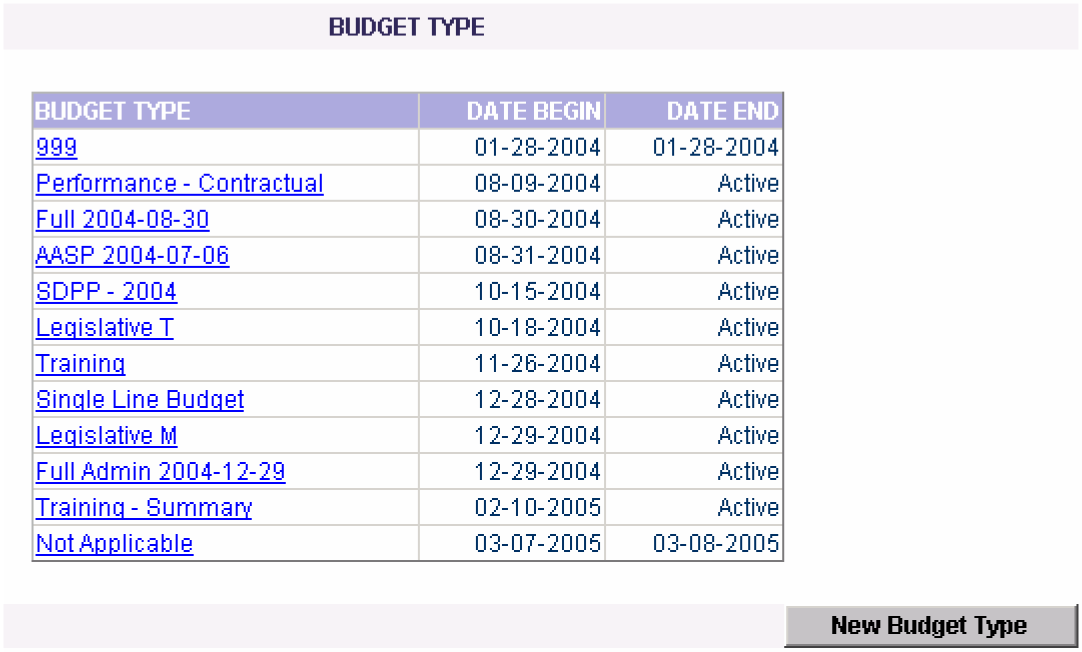
Viewing CMS Budget Types

✓ Before you begin: You are logged into the system as a CMS administrator.

What you do	*Comments/Prompts*
423. From your CMS menu column on the left, click the **Budget Types** link in the Maintenance section. The Budget Types page appears.	

What you do	*Comments/Prompts*

The Budget Type page displays the list of budget types, plus a button for adding new budget types.


BUDGET TYPE

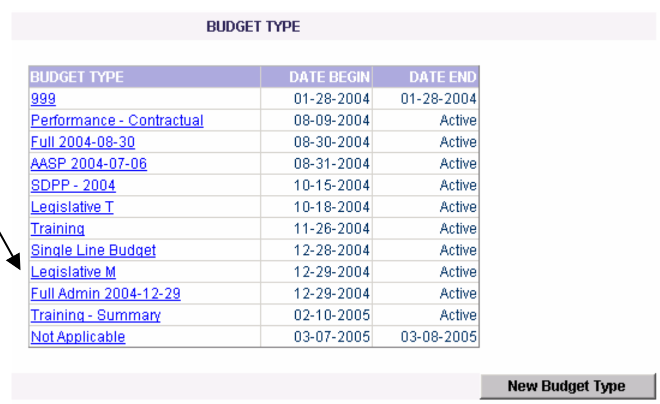
BUDGET TYPE	DATE BEGIN	DATE END
999	01-28-2004	01-28-2004
Performance - Contractual	08-09-2004	Active
Full 2004-08-30	08-30-2004	Active
AASP 2004-07-06	08-31-2004	Active
SDPP - 2004	10-15-2004	Active
Legislative T	10-18-2004	Active
Training	11-26-2004	Active
Single Line Budget	12-28-2004	Active
Legislative M	12-29-2004	Active
Full Admin 2004-12-29	12-29-2004	Active
Training - Summary	02-10-2005	Active
Not Applicable	03-07-2005	03-08-2005

New Budget Type

The **Date Begin** field indicates when the Budget Type will be available as a selection for users. The selection is available until the **Date End** is passed. You should use meaningful names for the users for the Budget types and add a version date to the name if it is similar to an existing budget type (e.g. Easy Budget 2005-06-25).

424. Click the **Budget Type** name link to display the properties of the record.

The Budget Type details page opens.


BUDGET TYPE

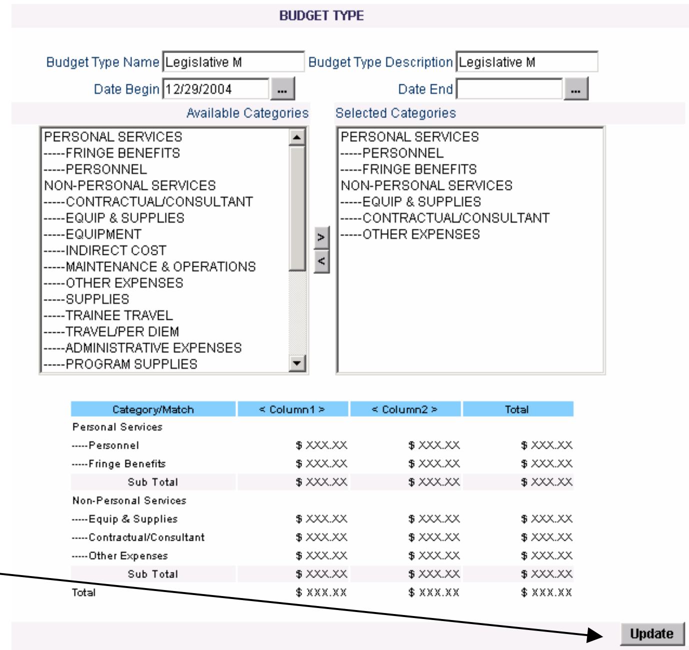
BUDGET TYPE	DATE BEGIN	DATE END
999	01-28-2004	01-28-2004
Performance - Contractual	08-09-2004	Active
Full 2004-08-30	08-30-2004	Active
AASP 2004-07-06	08-31-2004	Active
SDPP - 2004	10-15-2004	Active
Legislative T	10-18-2004	Active
Training	11-26-2004	Active
Single Line Budget	12-28-2004	Active
Legislative M	12-29-2004	Active
Full Admin 2004-12-29	12-29-2004	Active
Training - Summary	02-10-2005	Active
Not Applicable	03-07-2005	03-08-2005

New Budget Type

What you do	*Comments/Prompts*

425. The screen shows the basic budget properties (name, description, and date range), as well as the selected categories for the budget, and an example of the budget summary based on the selected categories.

The **Update** button is used after making any changes to the existing Budget Type.



Editing an Existing Budget Type

✓ Before you begin: You are logged into the system as a CMS administrator. Note: you can only edit budgets that are not currently in use, otherwise you will receive a message:

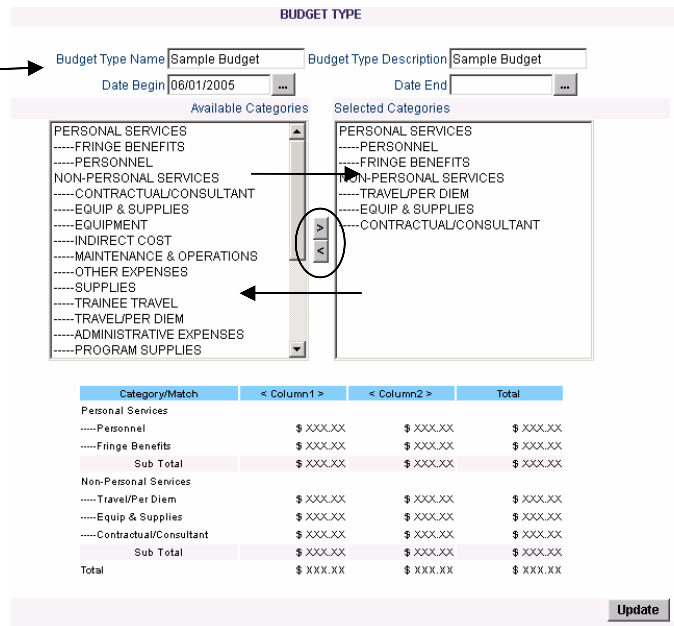
Cannot update Budget Type already in use

What you do | *Comments/Prompts*

426. Select the fields that you wish to change. Type your changes in the text boxes.

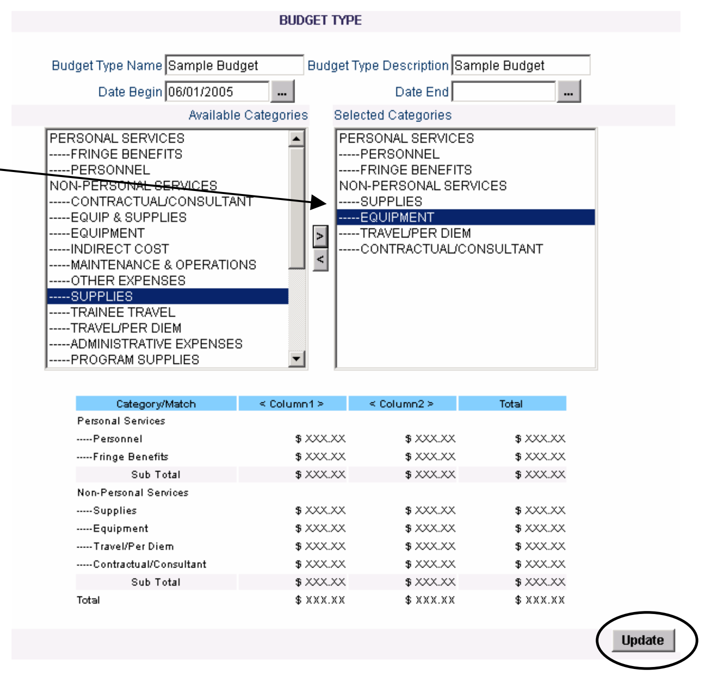
Select a category from the **Available Categories** list box and click the **right arrow button** to move the category into the **Selected Categories** list.

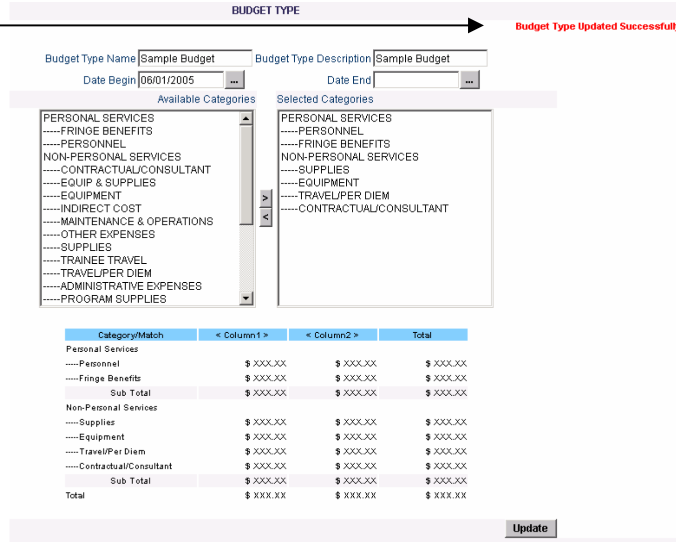
Select a category from the **Selected Categories** list and click the **left arrow** button to remove it from the list.



Notice how the budget summary has changed to reflect the new selected categories.

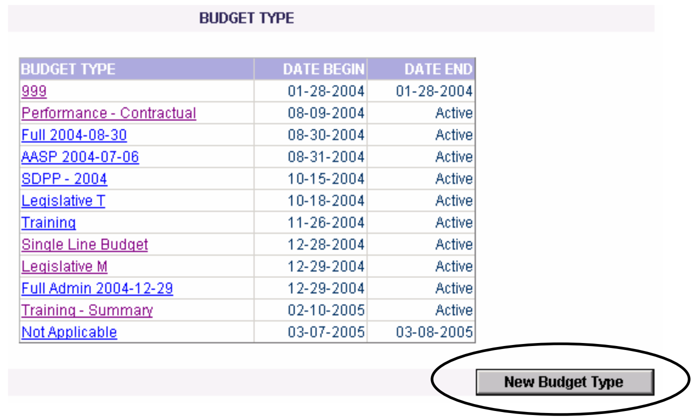
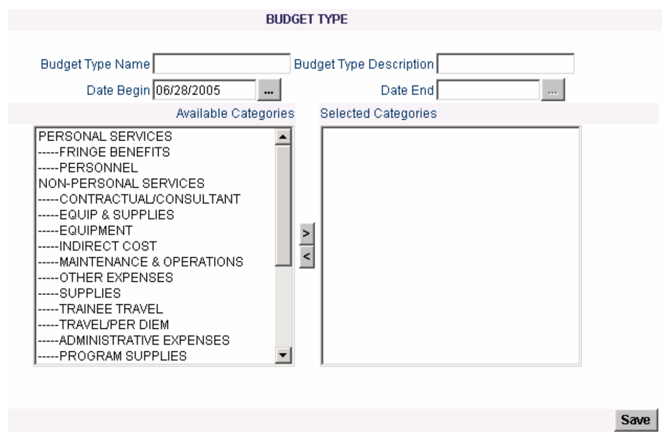
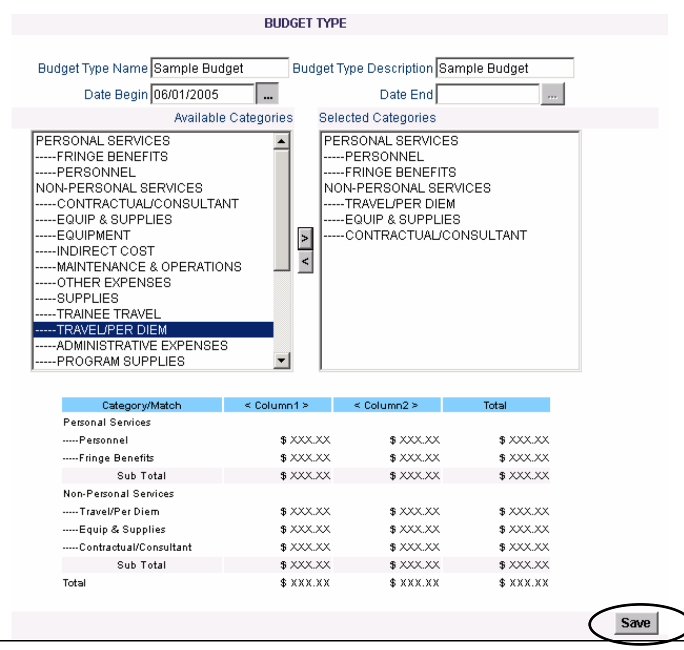
Click the **Update** button to save the changes.



What you do	*Comments/Prompts*
427. The status message indicates if the budget type was successfully updated. To return to the *Budget Type* maintenance page, select **Budget Types** from the Maintenance section of the CMS menu.	

Adding a New Budget Type

✓ Before you begin: You are logged into the system as a CMS administrator, and have navigated to the Budget Types maintenance function.

What you do	*Comments/Prompts*
428. Click the **New Budget Type** button.	
429. A blank **Budget Type** details page appears.	
430. Enter the **Budget Type Name**, **Budget Type Description**, and **Date Begin**. You cannot select a **Date End** yet. Select the desired entries from the **Available Categories** box and move them to the **Selected Categories** box, using the right arrow to add a category, and the left arrow to remove one. The budget summary is automatically updated to include your new selections as you select categories.	

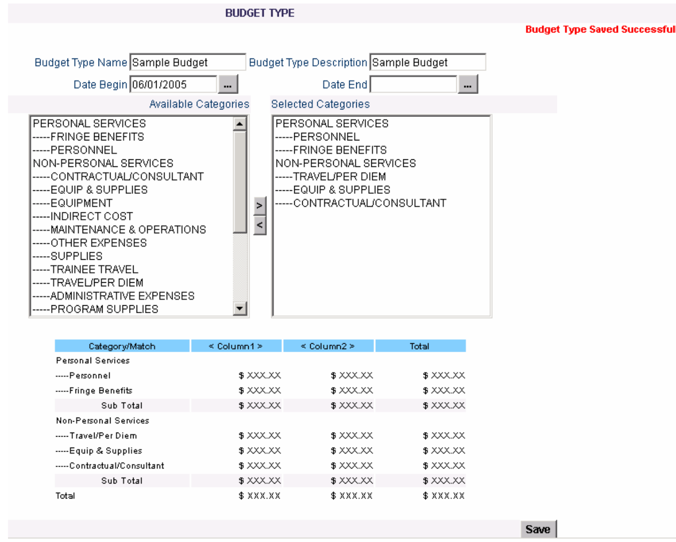
What you do	*Comments/Prompts*

Click the **Save** button.

431. The status message indicates the new **Budget Type** was successfully generated.

Notice that the **Date End** field is now active and can be edited. You may enter a date, or leave it blank. If left blank, the value defaults to active.

To return to the main Budget Type maintenance page, select **Budget Types** from the **Maintenance** section on the CMS menu.



432. The new budget type has been added to the table. Notice that the **Date End** is set to **Active**.

Training - Summary	02-10-2005	Active
Not Applicable	03-07-2005	03-08-2005
Sample Budget	06-01-2005	Active

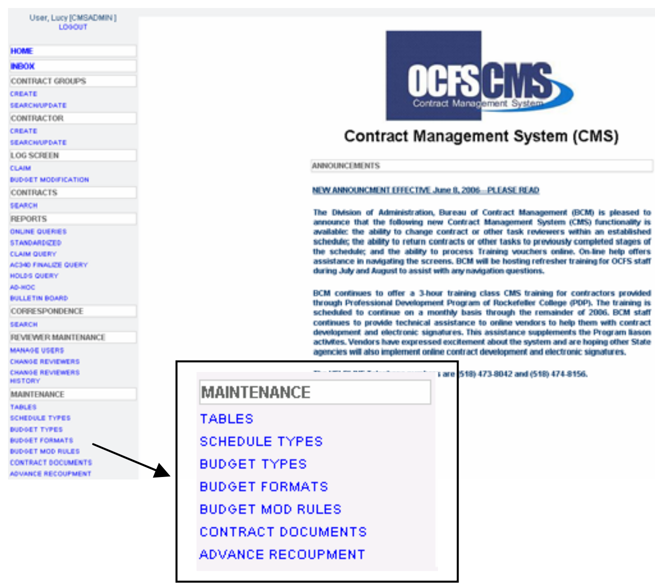
Maintaining Budget Formats

Concepts > The Budget Formats maintenance function allows you to manage CMS budget formats. You can view existing budget formats, add new budget formats, and deactivate existing budget formats. Since most budget formats (once activated) will be attached to contracts, you should not edit an existing budget format, as this will cause problems for contracts using the previous versions of these budget formats.

Only CMS administrators can use the maintenance functions.

Viewing Existing Budget Formats

✓ Before you begin: You are logged into the system as a CMS administrator.

What you do	*Comments/Prompts*
433. From your CMS menu column on the left, click the **Budget Formats** link in the **Maintenance** section. The **Budget Formats** page appears.	

What you do	*Comments/Prompts*

The Budget Format page displays the list of budget types, plus a button for adding new budget formats.

BUDGET FORMAT SEARCH

BUDGET FORMAT

BUDGET FORMAT NAME	DESCRIPTION	DATE BEGIN	DATE END
999	Default Budget used for Conversion only.	01/28/2004	Active
Day Care T 2004-11-06	Day Care T 2004-11-06	11/06/2004	Active
Performance - Contractual	Performance - Contractual	08/09/2004	Active
Full Summary 2004-08-30	Full Summary 2004-08-30	08/30/2004	Active
AASP Renewal 2004-07-06	AASP Renewal 2004-07-06 Renewal	08/31/2004	Active
SDPP - 2004	SDPP - 2004	10/15/2004	Active
Legislative T	Legislative T	10/18/2004	Active
AASP New 2004-01-07	AASP New 2004-01-07	10/18/2004	Active
Training 2004-11-26	Training 2004-11-26	11/26/2004	02-11-2005
Single Line Budget	Single Line Budget	12/28/2004	Active
Legislative M	Legislative M	12/29/2004	Active
Full Admin 2004-12-29	Full Admin 2004-12-29	12/29/2004	Active
Training - Summary	Training - Summary	02/11/2005	Active

New Budget Format

As with all of the maintenance tables and functions, the items have a date range that governs when they are available for selection by CMS users from the budget format list.

434. Click the **Budget Format Name** link to display the properties of the budget format.

BUDGET FORMAT SEARCH

BUDGET FORMAT

BUDGET FORMAT NAME	DESCRIPTION	DATE BEGIN	DATE END
999	Default Budget used for Conversion only.	01/28/2004	Active
Day Care T 2004-11-06	Day Care T 2004-11-06	11/06/2004	Active
Performance - Contractual	Performance - Contractual	08/09/2004	Active
Full Summary 2004-08-30	Full Summary 2004-08-30	08/30/2004	Active
AASP Renewal 2004-07-06	AASP Renewal 2004-07-06 Renewal	08/31/2004	Active
SDPP - 2004	SDPP - 2004	10/15/2004	Active
Legislative T	Legislative T	10/18/2004	Active
AASP New 2004-01-07	AASP New 2004-01-07	10/18/2004	Active
Training 2004-11-26	Training 2004-11-26	11/26/2004	02-11-2005
Single Line Budget	Single Line Budget	12/28/2004	Active
Legislative M	Legislative M	12/29/2004	Active
Full Admin 2004-12-29	Full Admin 2004-12-29	12/29/2004	Active
Training - Summary	Training - Summary	02/11/2005	Active

New Budget Format

What you do	*Comments/Prompts*

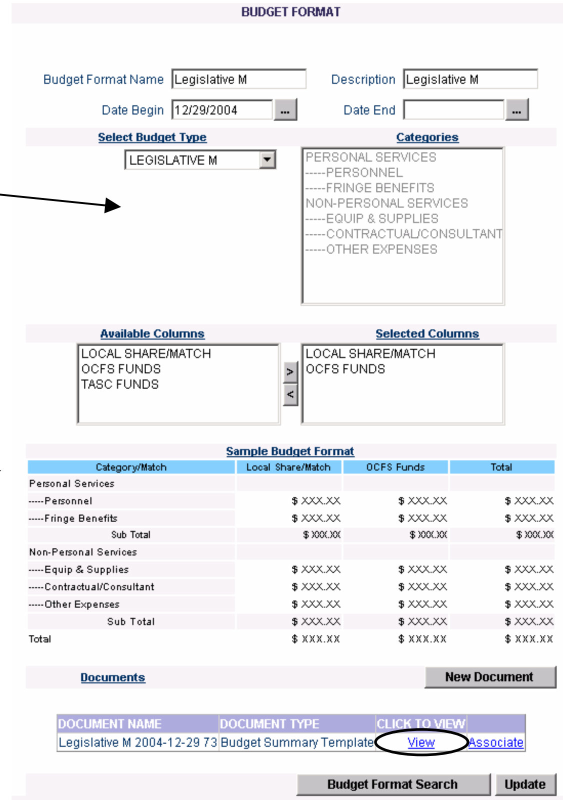
435. The **Budget Format** details page appears.

The **Budget Format** page displays the **Budget Type** that the budget is based on, the **Categories** included, and the Budget Sources of funds.

The **Sample Budget Format** table shows how the budget format is organized.

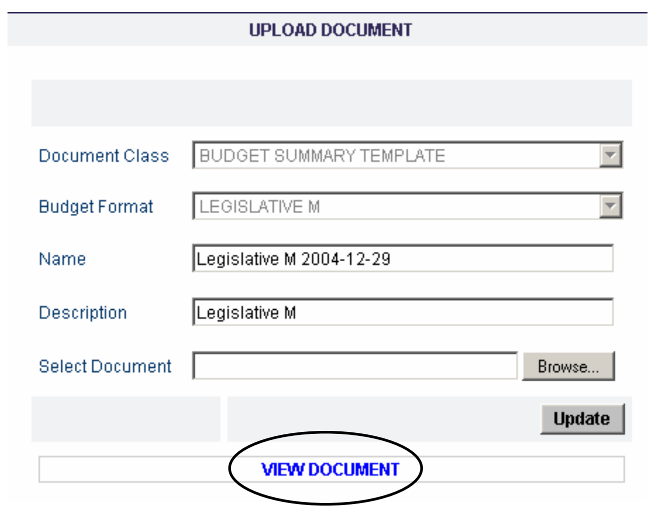
The table at the bottom indicates the document source for the PDF file that matches the sample budget format.

Click the **View** link to see the PDF file for the Budget.



436. The **Upload Document** page displays.

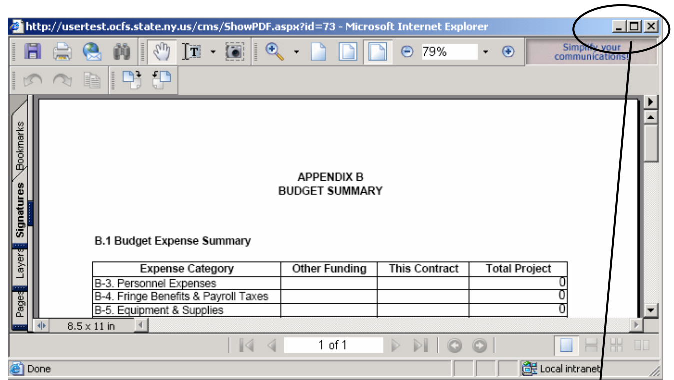
Click the **View Document** button to open the file in Acrobat. This may take a few moments while Acrobat launches and loads the file.

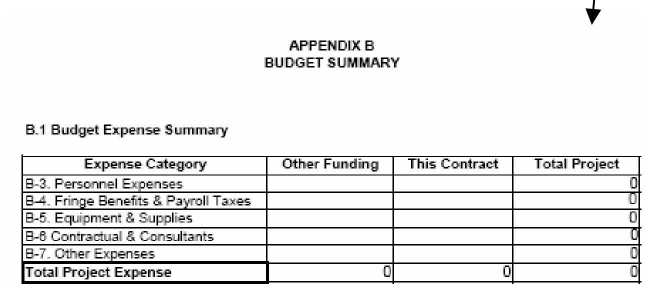


What you do	Comments/Prompts

437. The PDF file is displayed in a new window, and represents the template for all contracts that will using this budget format.

Click the Maximize button to see the entire screen, and the Close button in the upper right hand corner of the window to close the PDF file.





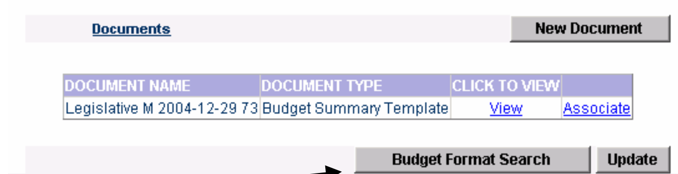
APPENDIX B
BUDGET SUMMARY

B.1 Budget Expense Summary

Expense Category	Other Funding	This Contract	Total Project
B-3. Personnel Expenses			0
B-4. Fringe Benefits & Payroll Taxes			0
B-5. Equipment & Supplies			0
B-6 Contractual & Consultants			0
B-7. Other Expenses			0
Total Project Expense	0	0	0

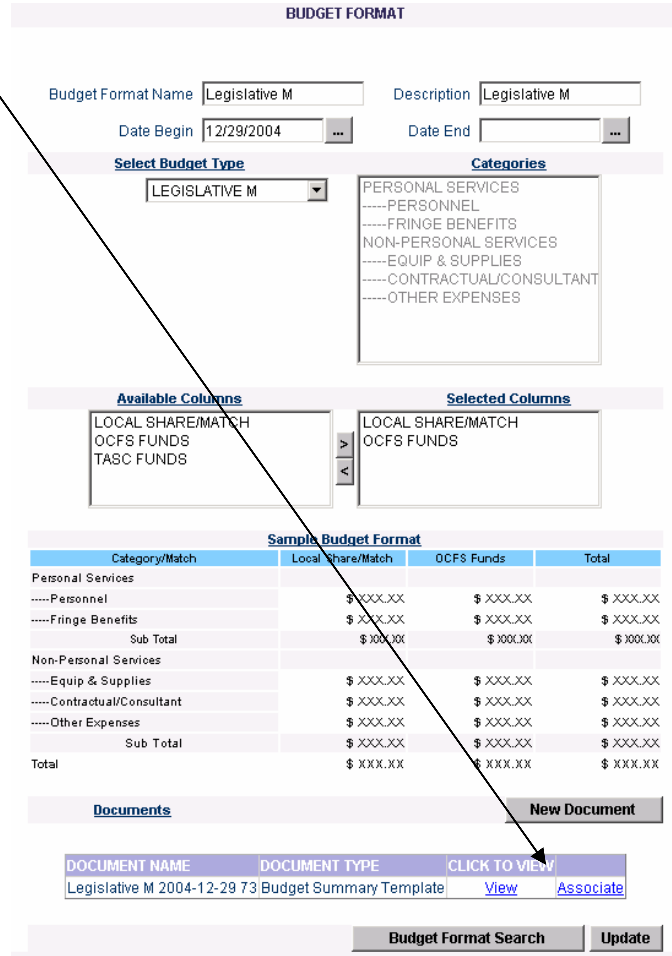
438. Click the browser Back button to return to the **Budget Format** details page.

To return to the main Budget Formats page, click the **Budget Format Search** button.



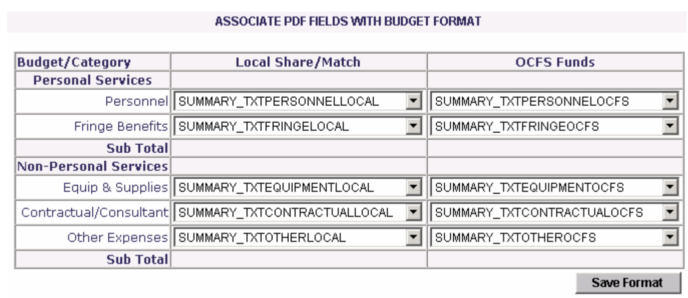
What you do	*Comments/Prompts*

439. Click the **Associate** link to see how the PDF fields are mapped to the database fields.



440. The drop-down lists contain all the database fields.

Click the browser **Back** button to return to the **Budget Format** detail page.



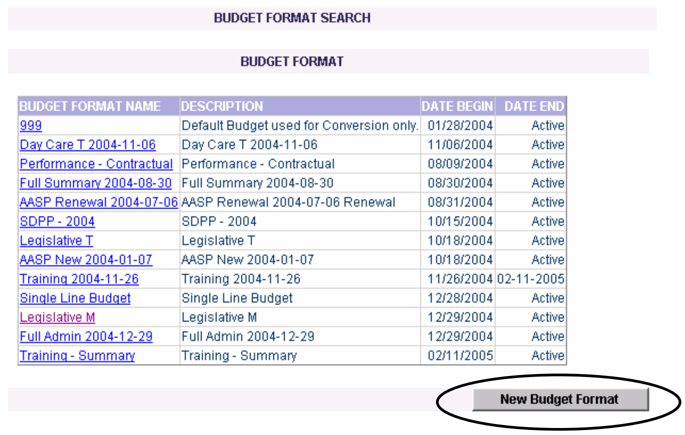
Note: If the fields are not correctly associated and assigned, information in the budget will not be correctly stored in the database. For information on the names of the fields, contact the CMS database administrator.

Editing Existing Budget Formats

As indicated earlier, budget formats should generally not be edited once they are activated. If you needed to edit a budget, you would make the necessary changes on the Budget Formats detail page for the selected budget and click the **Update** button. One acceptable reason to edit a budget format would be to change the Date End value, deactivating the budget format so that it will no longer be eligible for use by new contracts.

Creating a New Budget Format

✓ Before you begin: You are logged into the system as a CMS administrator and you are in the Budget Formats maintenance function. The Budget Formats search page is displayed.

What you do	*Comments/Prompts*
441. Click the **New Budget Format** button.	

BUDGET FORMAT SEARCH

BUDGET FORMAT

BUDGET FORMAT NAME	DESCRIPTION	DATE BEGIN	DATE END
999	Default Budget used for Conversion only.	01/28/2004	Active
Day Care T 2004-11-06	Day Care T 2004-11-06	11/06/2004	Active
Performance - Contractual	Performance - Contractual	08/09/2004	Active
Full Summary 2004-08-30	Full Summary 2004-08-30	08/30/2004	Active
AASP Renewal 2004-07-06	AASP Renewal 2004-07-06 Renewal	08/31/2004	Active
SDPP - 2004	SDPP - 2004	10/15/2004	Active
Legislative T	Legislative T	10/18/2004	Active
AASP New 2004-01-07	AASP New 2004-01-07	10/18/2004	Active
Training 2004-11-26	Training 2004-11-26	11/26/2004	02-11-2005
Single Line Budget	Single Line Budget	12/28/2004	Active
Legislative M	Legislative M	12/29/2004	Active
Full Admin 2004-12-29	Full Admin 2004-12-29	12/29/2004	Active
Training - Summary	Training - Summary	02/11/2005	Active

New Budget Format

What you do	*Comments/Prompts*

442. An empty **Budget Format** page appears.

Enter a **Budget Format Name** and a **Budget Format Description.**

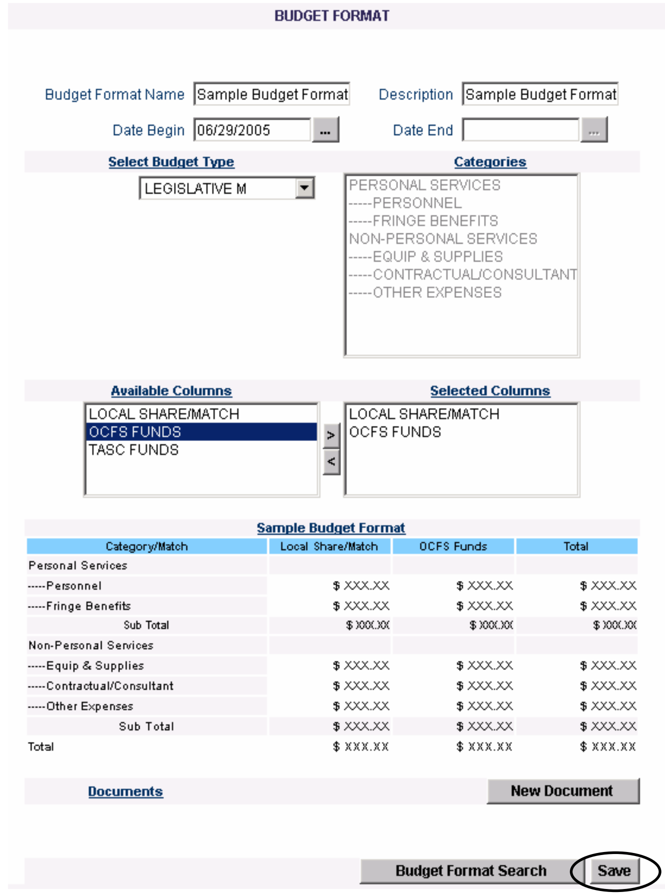
If you wish to make the budget format immediately active, leave the default **Date Begin** value. Otherwise, assign a date in the future.

Click the down arrow in the **Select Budget Type** drop-down list to select a Budget Type (these values are based on the Budget Types defined through the Budget Types section).

When you select a Budget Type, the categories are automatically placed in the Categories box.

Select the desired columns from the **Available Columns** list, using the right arrow to move the items into the Selected Columns list.

Click the **Save** button. The Budget Format is saved, and an updated page appears.



Note: The **Sample Budget Format** table is dynamically updated as you select the funds sources.

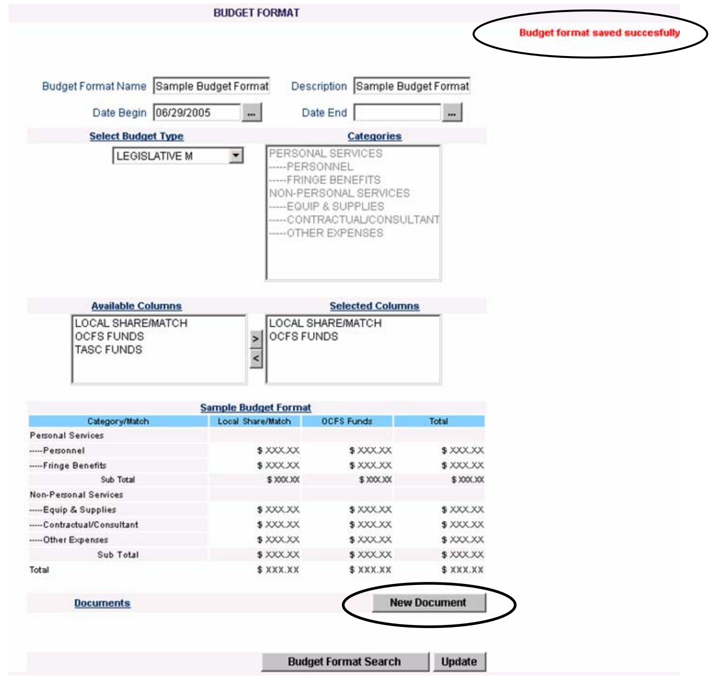
What you do	*Comments/Prompts*

443. A status message indicates if the budget format was successfully saved.

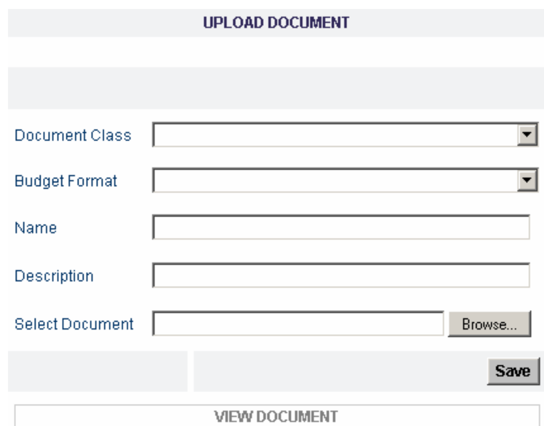
The **Save** button has changed to an **Update** button.

The new budget format is not yet fully loaded. You will need to identify and load a PDF file to correspond to this budget format.

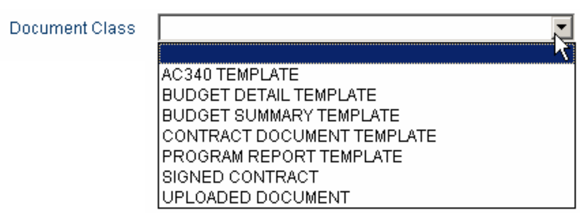
Click the **New Document** button.



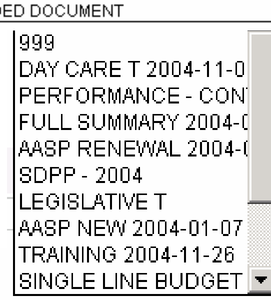
444. The **Upload Document** page is displayed. The **View Document** button is deactivated since you need to associate a PDF file with the budget format.

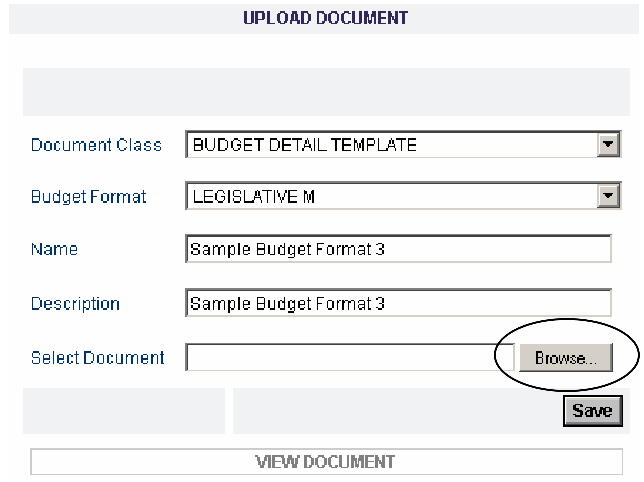
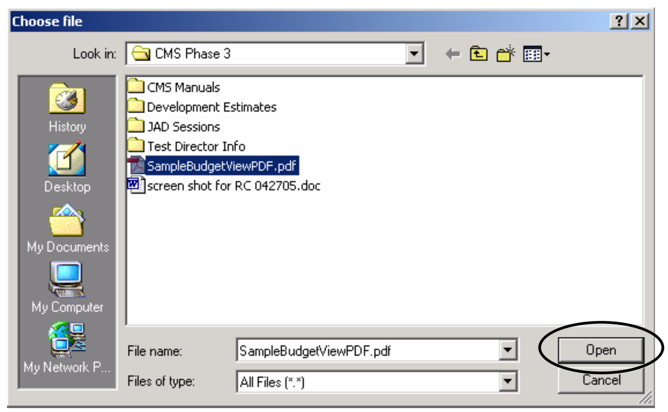
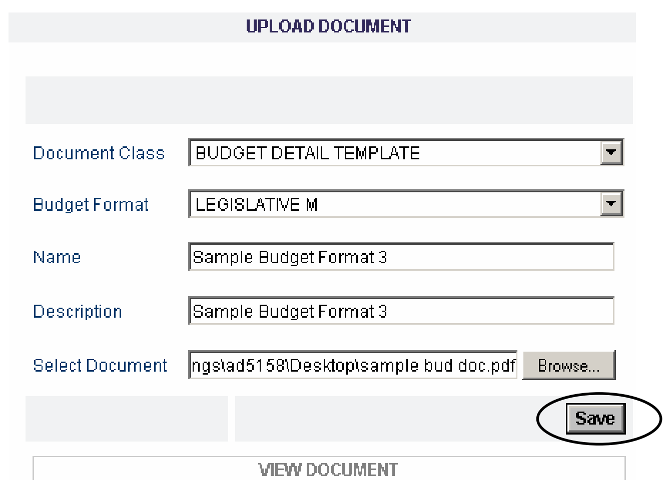


445. Select a **Document Class**.



446. Select a **Budget Format**.

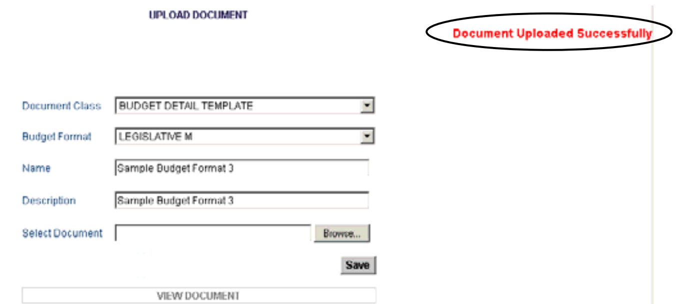


What you do	*Comments/Prompts*
447. Enter a **Name** and **Description**. Click the **Browse** button to locate the PDF file you want to use on your computer or network.	
448. The PDF file you select must already be set up with form fields in the various columns that will later be mapped to the database table columns. For additional information about the field names in the PDF files, contact the main CMS administrator. Once you have located the file, click the **Open** button.	
449. Click the **Save** button. The document will be uploaded to the CMS system.	

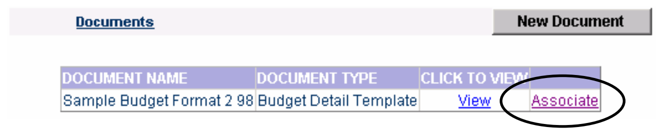
What you do	*Comments/Prompts*

450. A status message indicates if the document was successfully uploaded.

Use the **Budget Format** button on the left hand menu to return to the Budget Formats detail page.

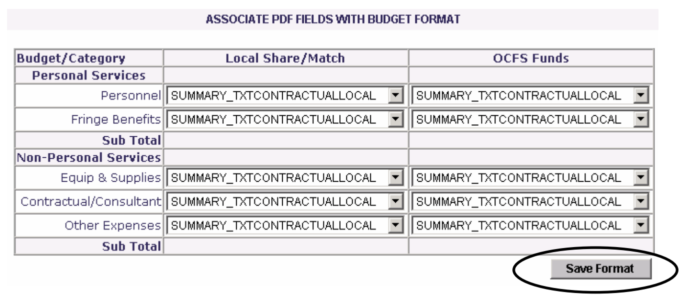


451. Click the **Associate** link at the bottom of the Budget Formats detail page.

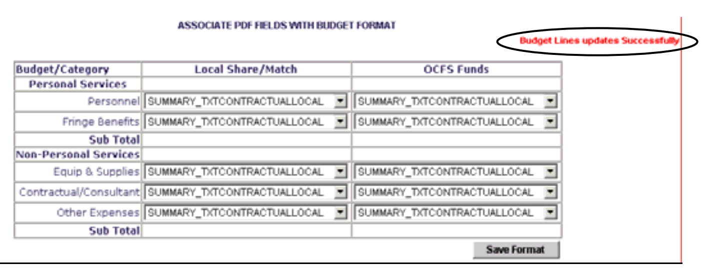


452. The **Associate PDF Fields With Budget Format** page is displayed. Use the list boxes to map the PDF fields to the approppriate database fields. For additional information about the field names and mappings, contact the CMS database administrator.

Select the field mappings and click the **Save Format** button.



453. A status message will indicate if the field mappings were successfully saved. If so, the new budget format is now complete.



Note: Once a budget format has been set up, users should take great care in clicking the **Update** button on the Budget Format page. Updating the budget format will require that the budget field mappings be re-associated with the database.

Maintaining Budget Modification Rules

Concepts > The Budget Modification Rules dictate how a budget may be modified once the baseline budget is in effect. The Budget Mod Rules maintenance module allows you to set up new budget modification rules and manage existing ones.

Only CMS administrators can use the maintenance functions.

Viewing the Budget Modification Rules

✓ Before you begin: You are logged into the system as a CMS administrator.

What you do	*Comments/Prompts*

454. From your CMS menu column on the left, click the **Budget Mod Rules** link in the Maintenance section.

455. The Budget Modification Rules page displays the list of existing budget modification rules, a brief description of each rule, and the date range during which the rule is available.

Click the **Budget Mod Rule** name link to display the properties of the record.

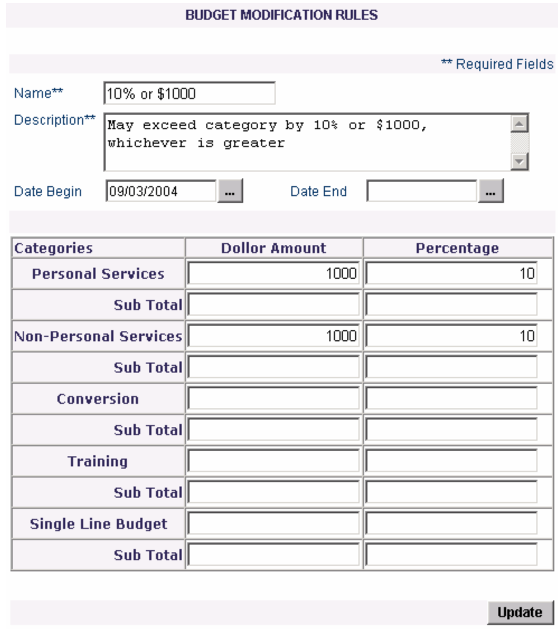
BUDGET MODIFICATION RULES SEARCH

BUDGET MODIFICATION RULES

BUDGET MOD RULE	DESCRIPTION	DATE BEGIN	DATE END
10% or $1000	May exceed category by 10....	09/03/2004	Active
Training	Training	09/09/2004	Active
Opt1-0%PS 10%NPSCategory	Option 1 from BCM Bulleti....	09/29/2004	Active
Opt2-10%PS&NPS Category	Option 2 and Option 4 BCM....	09/29/2004	Active
Opt3-0%PS Unlimited NPS	Option 3 BCM Bulletin C02....	09/29/2004	Active
Opt5-Unlimited	Option 5 BCM Bulletin C02....	09/29/2004	Active
Opt2-20%PS&NPS Category	Option 2 BCM Bulletin C02....	09/29/2004	Active
Opt2-25%PS&NPS Category	Option 2 BCM Bulletin C02....	09/29/2004	Active
None	No bud mod	01/02/2005	Active
Opt2-20%PS&NPS Sub Total	20%PS&NPS Sub Total Optio....	03/04/2005	Active

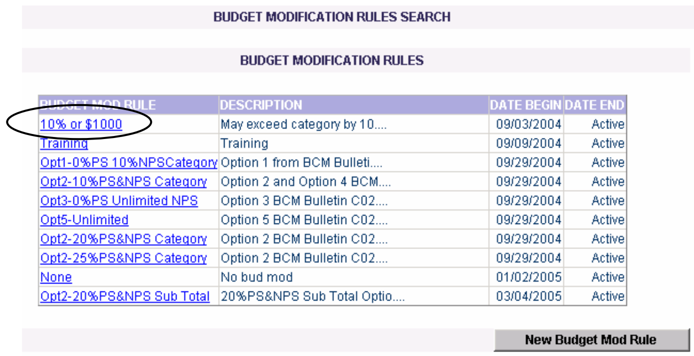
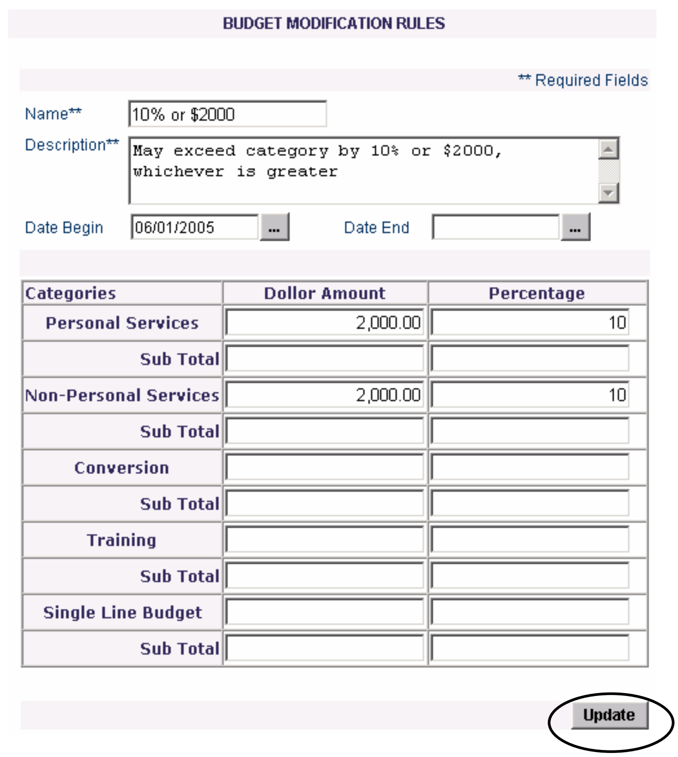
New Budget Mod Rule

The **New Budget Mod Rule** button is used to create a new budget modification rule.

What you do	*Comments/Prompts*
456. The **Budget Modification Rules** detail page provides the specific information on the rule. **Name** and **Description** are required fields.	

Editing an Existing Budget Modification Rule

✓ Before you begin: You are logged into the system as a CMS administrator. The Budget Modification Rules page is displayed.

What you do	*Comments/Prompts*
457. Click the **Budget Mod Rule** name link to display the properties of the record.	
458. Make the necessary changes. Update the **Description** to indicate the new amount. **Note**: Enter the dollar amount without any dollar signs or commas. The system will automatically format the amount (changing 2000 to 2,000.00) when you move your cursor out of the field. Click the **Update** button.	

BUDGET MODIFICATION RULES SEARCH

BUDGET MODIFICATION RULES

BUDGET MOD RULE	DESCRIPTION	DATE BEGIN	DATE END
10% or $1000	May exceed category by 10....	09/03/2004	Active
Training	Training	09/09/2004	Active
Opt1-0%PS 10%NPSCategory	Option 1 from BCM Bulleti....	09/29/2004	Active
Opt2-10%PS&NPS Category	Option 2 and Option 4 BCM....	09/29/2004	Active
Opt3-0%PS Unlimited NPS	Option 3 BCM Bulletin C02....	09/29/2004	Active
Opt5-Unlimited	Option 5 BCM Bulletin C02....	09/29/2004	Active
Opt2-20%PS&NPS Category	Option 2 BCM Bulletin C02....	09/29/2004	Active
Opt2-25%PS&NPS Category	Option 2 BCM Bulletin C02....	09/29/2004	Active
None	No bud mod	01/02/2005	Active
Opt2-20%PS&NPS Sub Total	20%PS&NPS Sub Total Optio....	03/04/2005	Active

New Budget Mod Rule

.

BUDGET MODIFICATION RULES

** Required Fields

Name** 10% or $2000

Description** May exceed category by 10% or $2000, whichever is greater

Date Begin 06/01/2005 ... Date End ...

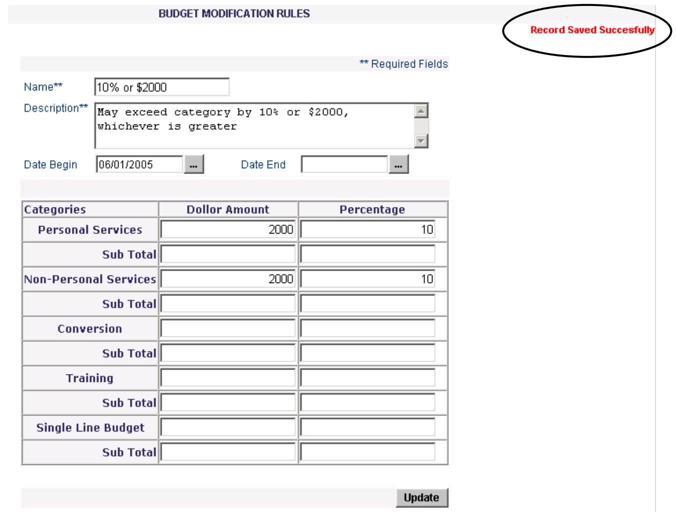
Categories	Dollor Amount	Percentage
Personal Services	2,000.00	10
Sub Total		
Non-Personal Services	2,000.00	10
Sub Total		
Conversion		
Sub Total		
Training		
Sub Total		
Single Line Budget		
Sub Total		

Update

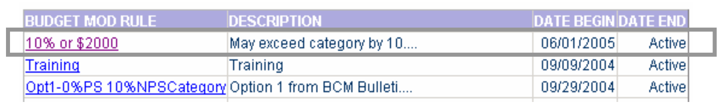
What you do	*Comments/Prompts*

459. A status message appears on the updated page, indicating that the change was successfully made.

To return to the main **Budget Modification Rules** page, select **Budget Mod Rules** from the Maintenance section on the CMS menu. Locate the new item in the **Budget Modification Rules** list.



460. The updated rule lists the new description.

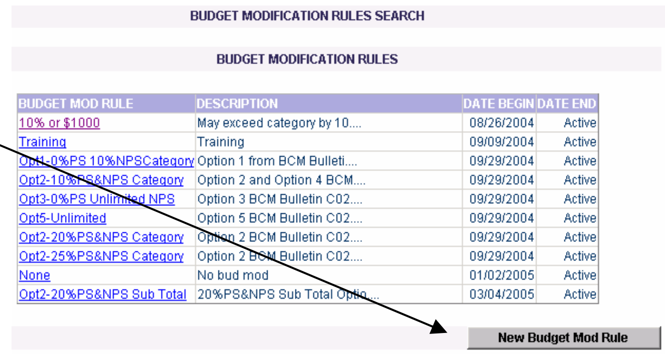


Adding a New Budget Modification Rule

✓ Before you begin: You are logged into the system as a CMS administrator, and have navigated to the Budget Modification Rules page through the Budget Mod Rules maintenance function.

What you do	*Comments/Prompts*

461. Click the **New Budget Mod Rule** button.


BUDGET MODIFICATION RULES SEARCH

BUDGET MODIFICATION RULES

BUDGET MOD RULE	DESCRIPTION	DATE BEGIN	DATE END
10% or $1000	May exceed category by 10....	08/26/2004	Active
Training	Training	09/09/2004	Active
Opt1-0%PS 10%NPSCategory	Option 1 from BCM Bulleti....	09/29/2004	Active
Opt2-10%PS&NPS Category	Option 2 and Option 4 BCM....	09/29/2004	Active
Opt3-0%PS Unlimited NPS	Option 3 BCM Bulletin C02....	09/29/2004	Active
Opt5-Unlimited	Option 5 BCM Bulletin C02....	09/29/2004	Active
Opt2-20%PS&NPS Category	Option 2 BCM Bulletin C02....	09/29/2004	Active
Opt2-25%PS&NPS Category	Option 2 BCM Bulletin C02....	09/29/2004	Active
None	No bud mod	01/02/2005	Active
Opt2-20%PS&NPS Sub Total	20%PS&NPS Sub Total Optio....	03/04/2005	Active

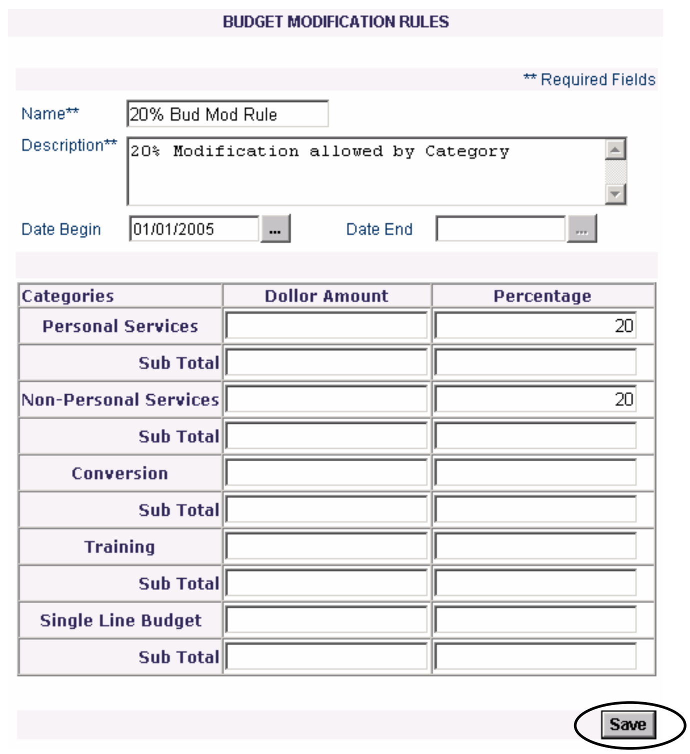
New Budget Mod Rule

462. The **Budget Modification Rules** details page is similar to the one seen when viewing an existing Budget Modification Rule.

Enter the desired information including **Name** and **Description** which are required fields.

The **Date End** field is disabled. You cannot assign an end date until after the budget modification rule has been saved.

Click the **Save** button to save your entry.

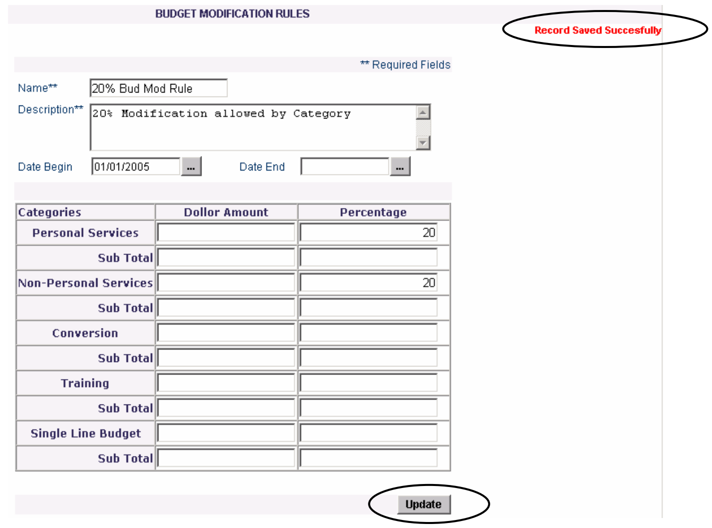


What you do	*Comments/Prompts*

463. The page updates, displaying a status message indicating the rule was successfully saved:

The **Save** button changes to an **Update** button.

To return to the main **Budget Modification Rules** page, select **Budget Mod Rules** from the Maintenance section on the CMS menu.



464. Locate the new item in the **Budget Modification Rules** list.

BUDGET MOD RULE	DESCRIPTION	DATE BEGIN	DATE END
10% or $1000	May exceed category by 10....	08/26/2004	Active
Training	Training	09/09/2004	Active
Opt1-0%PS 10%NPSCategory	Option 1 from BCM Bulleti....	09/29/2004	Active
Opt2-10%PS&NPS Category	Option 2 and Option 4 BCM....	09/29/2004	Active
Opt3-0%PS Unlimited NPS	Option 3 BCM Bulletin C02....	09/29/2004	Active
Opt5-Unlimited	Option 5 BCM Bulletin C02....	09/29/2004	Active
Opt2-20%PS&NPS Category	Option 2 BCM Bulletin C02....	09/29/2004	Active
Opt2-25%PS&NPS Category	Option 2 BCM Bulletin C02....	09/29/2004	Active
None	No bud mod	01/02/2005	Active
Opt2-20%PS&NPS Sub Total	20%PS&NPS Sub Total Optio....	03/04/2005	Active
20% Bud Mod Rule	20% Modification allowed	01/01/2005	Active

Deactivating a Budget Modification Rule

A Budget Modification Rule cannot be deleted, except by the database administrator. You can, however, deactivate a budget modification rule through the Date End value. For example, to deactivate a Budget Modification Rule immediately, set the Date End value to yesterday. Once the Date End value has passed, the budget modification rule cannot be selected when the contract group and contract are set up.

Maintaining Contract Documents

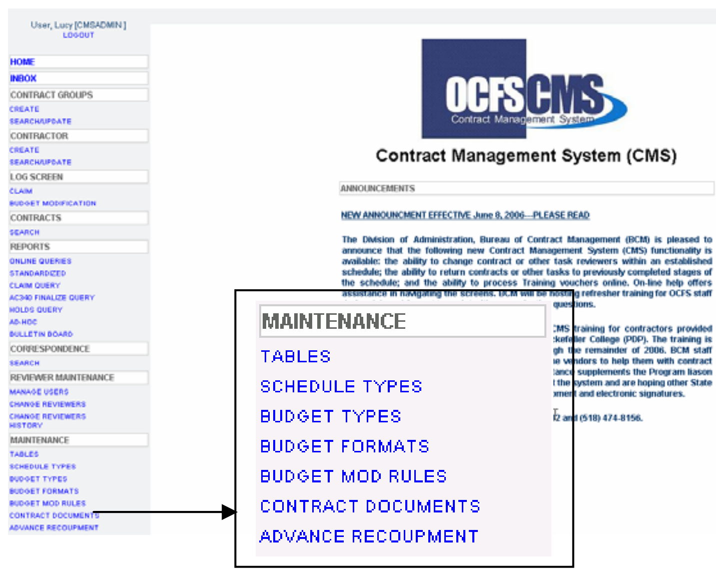
Concepts > The Contract Documents maintenance tool allows you to manage the master repository of contract document templates. You use it to create and upload new contract documents and manage existing ones, which are then available for use with contracts. There are currently three classes of contract documents: *static*, *dynamic*, and *interactive*.

Static documents cannot be edited. Dynamic documents have predefined fields that are populated by the CMS database based on the contract, for example, the contractor name on the cover page. Interactive documents (once generated and attached to a contract) are fully editable by any user with contract update privileges.

Only CMS administrators can use the maintenance functions.

Viewing a Contract Document

✓ Before you begin: You are logged into the system as a CMS administrator.

What you do	*Comments/Prompts*
465. From your CMS menu column on the left, click the **Contract Document**s link in the Maintenance section.	

What you do	*Comments/Prompts*

The Contract Documents page contains a table listing the existing Contract Documents, their class, when they were created, and their active/inactive status.

USER MANUAL | FAQ | CONTRACTOR FAQ | MO

CONTRACT DOCUMENTS

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

DOCUMENT NAME	CLASS	DATE CREATED	DATE INACTIVATED
Append A-2 CBVH Recreational Services	Static	04-27-2005	Active
Append C- CBVH Recreational Services	Static	04-27-2005	Active
Appendix A	Static	08-05-2004	Active
Appendix A-1	Static	08-06-2004	01-24-2005
Appendix A-1 2005	Static	01-24-2005	Active
Appendix A-2	Static	08-06-2004	Active
Appendix A3 rev 10-20-04	Static	10-26-2004	Active
Appendix C AASP 2003-05-30	Static	10-05-2004	Active
Appendix D (interactive, single page)	Interactive	10-19-2005	Active
Appendix D AASP Part A	Downloadable	07-25-2006	Active
Appendix D AASP Part B	Downloadable	07-25-2006	Active
Appendix D Demo	Static	08-09-2004	Active
Appendix D Workplan	Downloadable	07-06-2006	Active
Appendix M	Static	08-06-2004	Active
Appendix T	Static	08-06-2004	Active
Appendix X 4-2003	Static	11-14-2004	Active
Board of Directors Profile	Interactive	05-10-2006	Active
CPS-DV Collaboration Appendix C-40	Static	01-28-2005	Active
Childrens Justice Appendix C	Static	04-25-2005	Active
Cover Page 2004-11-14	Dynamic	11-14-2004	Active
DV Flat Rate Appendix C-40	Static	01-20-2005	01-28-2005
DV Flat Rate Appendix C-40	Static	01-28-2005	Active
DYCA Appendix A2	Static	04-13-2005	Active
Day Care T Part II Profit	Static	11-06-2004	Active
DayCare T - Coverpage NFP	Dynamic	10-15-2004	Active
DayCare T - Coverpage Profit	Dynamic	10-16-2004	Active
DayCare T - Part II NFP	Static	10-16-2004	Active
ETV Appen - C - 2005	Static	02-18-2005	Active
ETV Appen A-2 2005	Static	02-18-2005	Active
Electronic Signature page	Signature Page	12-06-2005	Active
Esignature page1	Signature Page	10-24-2005	Active
Funding Just Cover Page	Downloadable	10-06-2005	07-03-2006
HV HFNY Appendix A-2	Static	02-16-2005	Active
HV TANF A-2	Static	03-03-2005	Active
HV TANF C	Static	03-03-2005	Active
HVP Appendix -C 25%	Static	02-17-2005	Active
Instructions	Downloadable	10-26-2005	Active
Legislative T Part A	Static	08-10-2004	Active
Legislative T Part B	Static	08-10-2004	Active
NYS Agreement	Static	08-06-2004	Active
OYD Appendix A-2	Static	05-19-2005	Active
OYD Appendix C- 40	Static	05-19-2005	Active
Risk matrix	Downloadable	10-06-2005	07-03-2006
SDPP Appendix A-2	Static	10-15-2004	Active
SDPP Appendix C-25	Static	10-15-2004	Active
SDPP Appendix C-40	Static	10-15-2004	Active
SED Demo	Downloadable	12-06-2005	07-03-2006
Sample Document	Dynamic	06-29-2005	Active
Sample Document	Dynamic	06-29-2005	Active
Sample Signature	Signature Page	10-19-2005	Active
Signature Page - Individual	Signature Page	08-06-2004	Active
Signature for Profit	Static	08-06-2004	Active
Signature page - NFP	Static	08-06-2004	Active
Standard Agreement BEP	Dynamic	06-16-2006	Active
Test Document	Downloadable	07-03-2006	Active
United Way 211 Test	Interactive	06-30-2006	Active
Wavier of Interest	Static	03-18-2005	Active
X Period 2004-11-11	Dynamic	11-14-2004	Active
X Period Mod Renew Cost 2004-11-14	Dynamic	11-14-2004	Active
X Term 2004-11-14	Dynamic	11-14-2004	Active
X Term Mod Renew Cost 2004-11-14	Dynamic	11-14-2004	Active
mandy test 110805	Downloadable	11-08-2005	04-14-2006

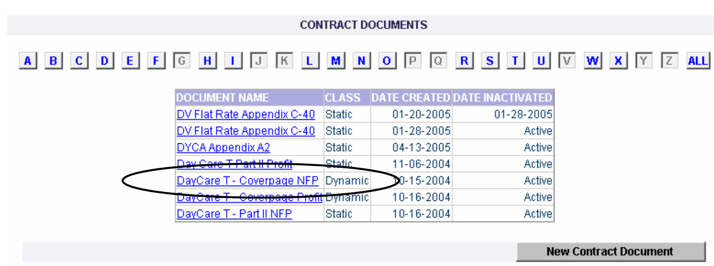
New Contract Document

The letter buttons will show you just documents that start with that letter, or the ALL button will display all documents. Letters that are grayed out do not have documents that begin with that letter.

The Document Names are linked to the page displaying the details of the contract document.

The New Contract Document button is used to begin creating a new contract document.

466. Click the name of the Contract Document you wish to view.

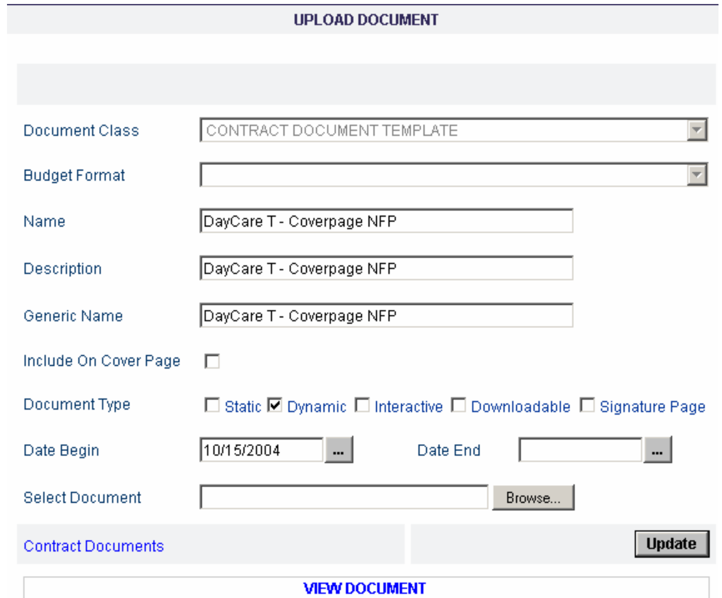
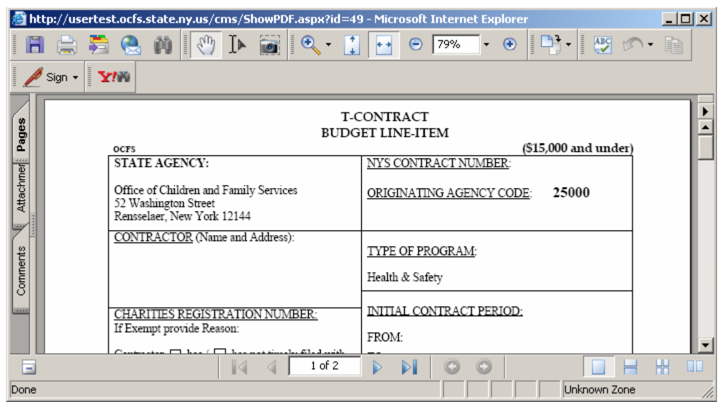


CONTRACT DOCUMENTS

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

DOCUMENT NAME	CLASS	DATE CREATED	DATE INACTIVATED
DV Flat Rate Appendix C-40	Static	01-20-2005	01-28-2005
DV Flat Rate Appendix C-40	Static	01-28-2005	Active
DYCA Appendix A2	Static	04-13-2005	Active
Day Care T Part II Profit	Static	11-06-2004	Active
DayCare T - Coverpage NFP	Dynamic	10-15-2004	Active
DayCare T - Coverpage Profit	Dynamic	10-16-2004	Active
DayCare T - Part II NFP	Static	10-16-2004	Active

New Contract Document

What you do	*Comments/Prompts*
467. The **Upload Document** page contains a description of the existing cover page contract document. The document behavior is set with the various properties such as **Include On Cover Page**, **Document Type** and **Begin** and **End** dates. Click the **View Document** button to see the document.	
468. The contract document is opened in a separate window, using Adobe Acrobat. You may use the vertical scroll bar to review the document. Click the **X** (Close) button in the upper right hand corner when you are done.	

Editing an Existing Contract Document

When a new version of an existing contract document is being added to the system, you can assign an End Date to the existing document, so that it can no longer be selected after the end date and the new version will become the active version

✓ Before you begin: You are logged into the system as a CMS administrator. The Contract Documents page is displayed.

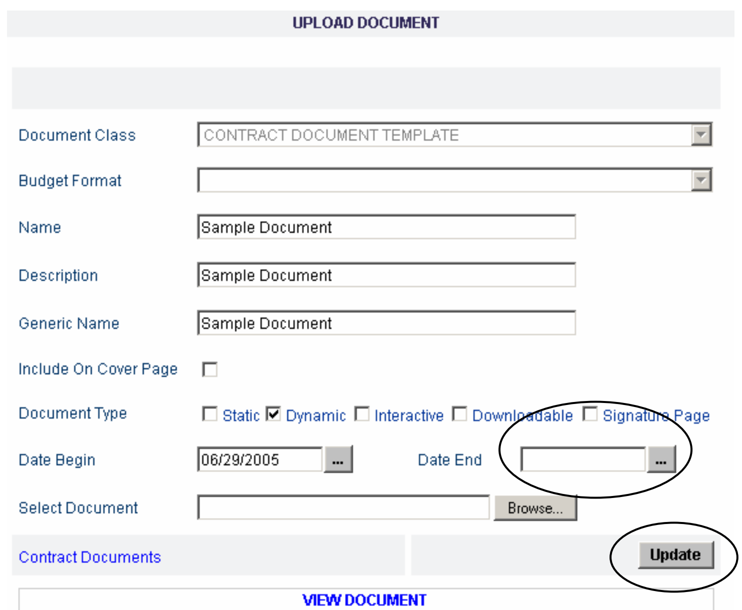
What you do	*Comments/Prompts*
469. Select the name of the contract document you will be editing.	
470. Enter a **Date End** value. The contract document will no longer be available for selection after this date. Click the **Update** button.	

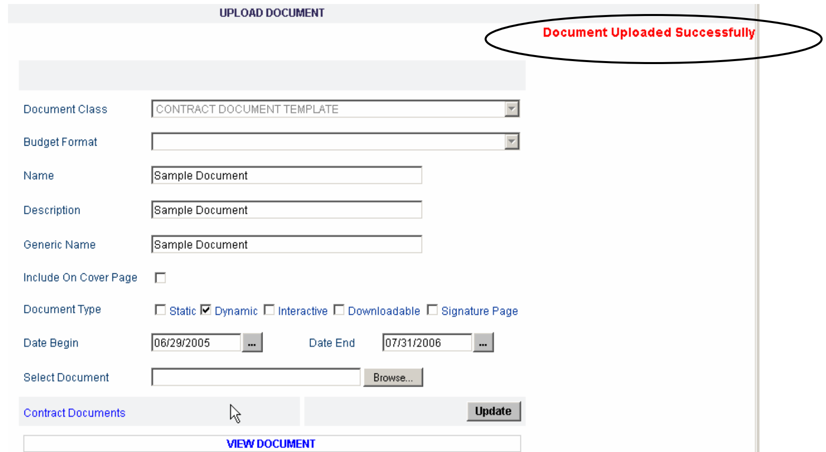
CONTRACT DOCUMENTS

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

DOCUMENT NAME	CLASS	DATE CREATED	DATE INACTIVATED
SDPP Appendix A-2	Static	10-15-2004	Active
SDPP Appendix C-25	Static	10-15-2004	Active
SDPP Appendix C-40	Static	10-15-2004	Active
SED Demo	Downloadable	12-06-2005	07-03-2006
Sample Document	Dynamic	06-29-2005	Active
Sample Document	Dynamic	06-29-2005	07-31-2006
Sample Signature	Signature Page	10-19-2005	Active
Sample Upload Document	Dynamic	07-31-2006	Active
Signature Page - Individual	Signature Page	08-06-2004	Active
Signature for Profit	Static	08-06-2004	Active
Signature page - NFP	Static	08-06-2004	Active
Standard Agreement BEP	Dynamic	06-16-2006	Active

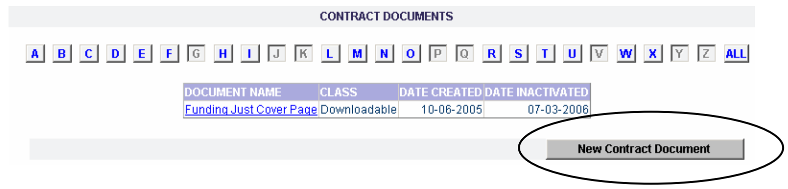
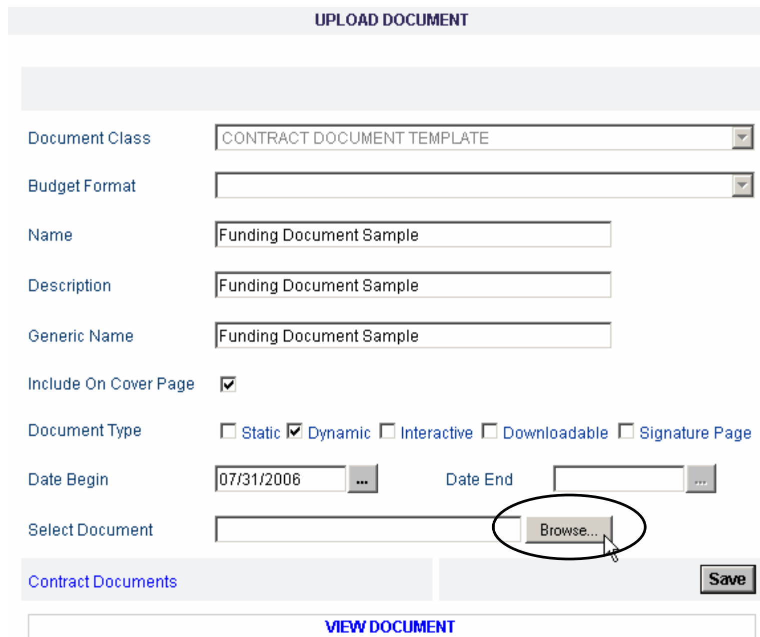
New Contract Document

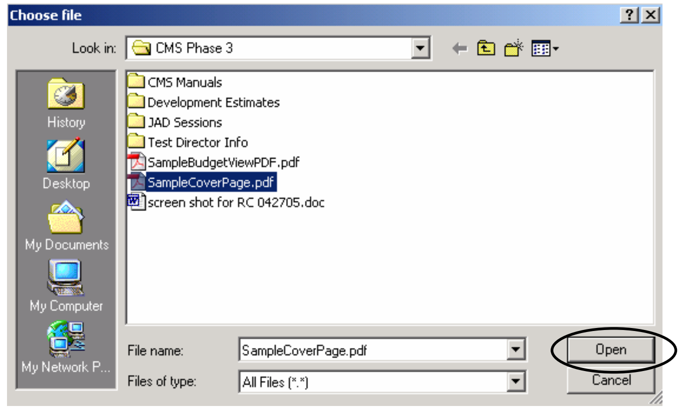
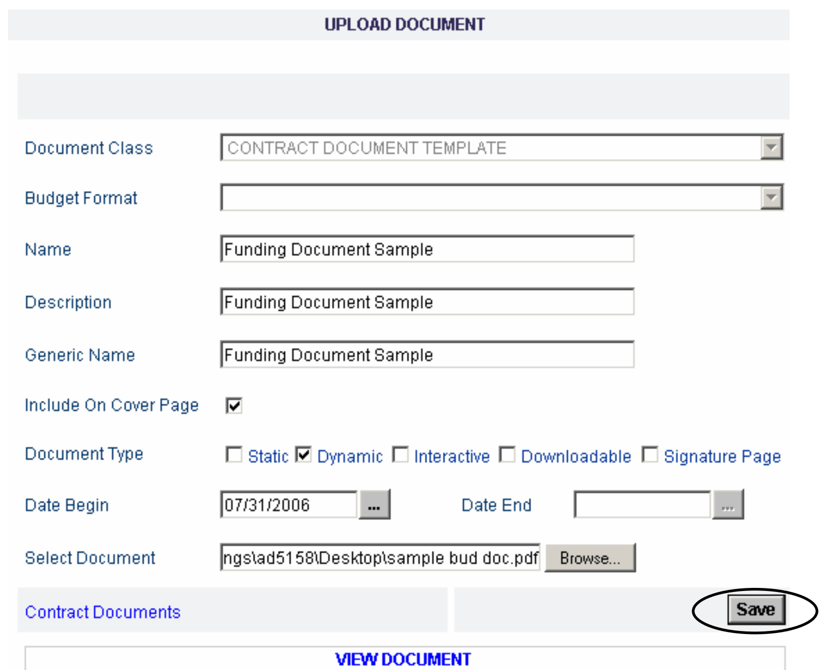


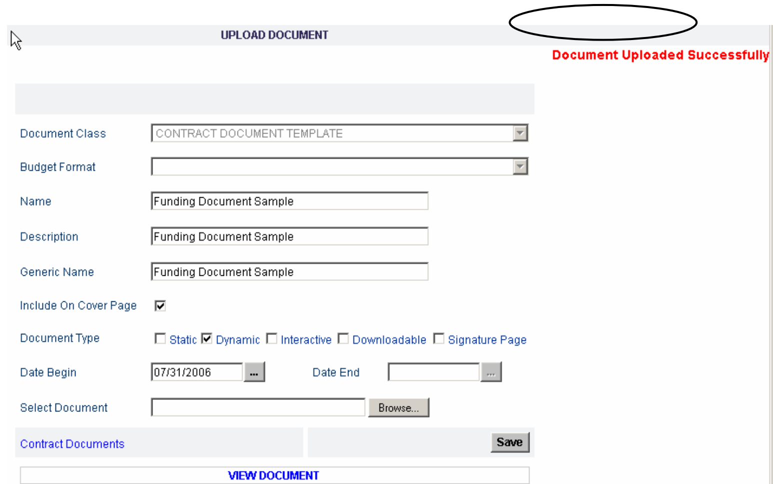
What you do	*Comments/Prompts*
471. The status message indicates if the document properties were successfully changed.	

Creating a New Contract Document

✓ Before you begin: You are logged into the system as a CMS administrator. The Contract Documents main page is displayed.

What you do	*Comments/Prompts*
472. Click the **New Contract Document** button.	
473. The blank **Upload Document** form page appears. The Document Class is set to *Contract Document Template* and is read only since this is the only type of class at this point. The Budget Format drop-down is disabled and will not be used on this screen. See Budget Formats for information on uploading those documents. Enter a **Name** (the name used when selecting group properties), **Description** (the complete title of the Appendix displayed on the contract cover page), and **Generic Name** (the Appendix's abbreviated title). Click the appropriate **Document Type** check box. Set the **Date Begin** value to a future date, if necessary. The Date End field is not activated until after a contract document is uploaded and saved. Click the **Browse** button and locate the document you want to upload.	

What you do	*Comments/Prompts*
474. The file you select must be a PDF. Since all of the contract documents need to have field names set up in them in order to support dynamic document status, make sure the file is set up properly prior to uploading it. For additional information on the appropriate field names, consult the main CMS administrator. Click the **Open** button.	
475. You will return to the Upload Document screen with the name and location of the document to be uploaded in the **Select Document** box. Click the **Save** button.	

What you do	*Comments/Prompts*
476. A status message indicates if the document was successfully uploaded and saved to the system.	

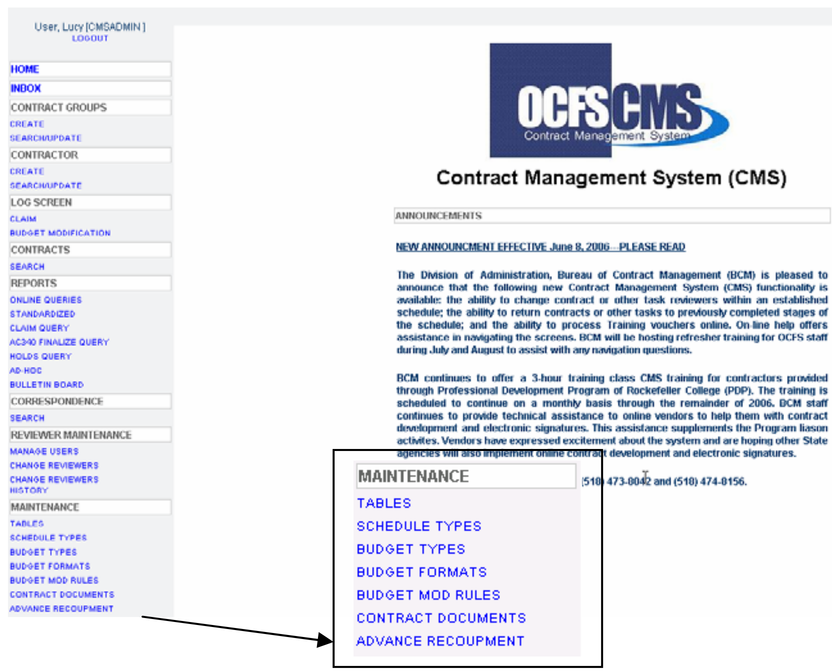
Maintaining Advance Recoupment Rules

Concepts > Advance Recoupment rules dictate how the state recoups money advanced to a contractor. The recoupment is (generally) applied against expenditures. The Advance Recoupment maintenance module allows you to define new advance recoupment rules and manage existing ones.

Only CMS administrators can see the maintenance functions.

Viewing the Advance Recoupment Rules

✓ Before you begin: You are logged into the system as a CMS administrator.

What you do	*Comments/Prompts*
477. From your CMS menu column on the left, click the **Advance Recoupment** link in the Maintenance section.	

What you do	*Comments/Prompts*

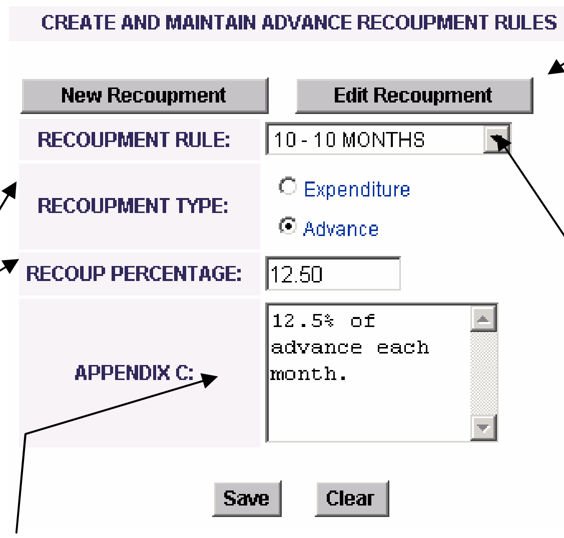
The Create and Maintain Advance Recoupment Rules page displays the list of existing advance recoupment rules, the type of recoupment, the percentage amount, and a brief description of each rule.

The **New Recoupment** button is used to generate new rules. Clicking on the button opens a blank Recoupment Rule form.

Recoupment Type and **Recoup Percentage** define the way the advance recoupment is calculated.

Recoupment Type dictates whether the recoupment will be done against Expenditure or Advance amounts.

Recoup Percentage represents the percentage used to calculate the amount recouped.

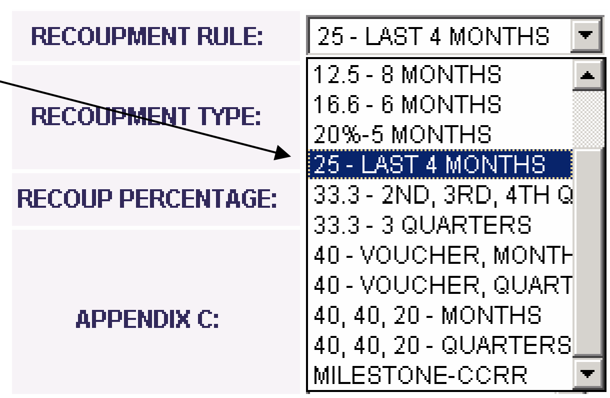


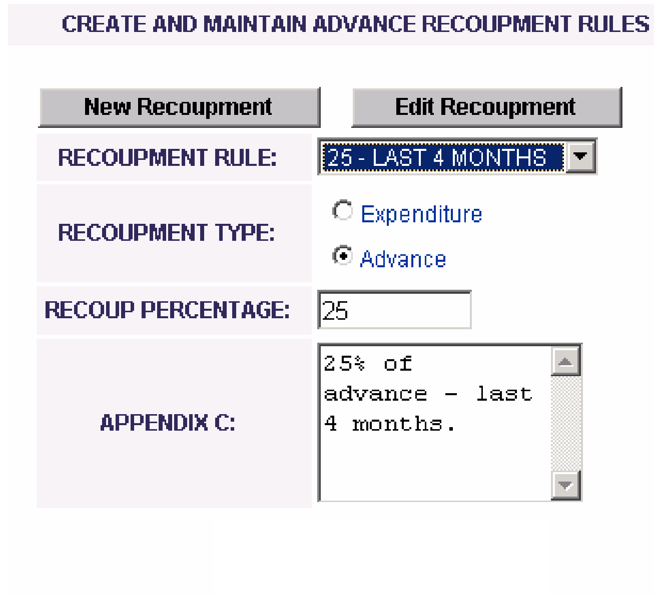
The **Edit Recoupment** button allows you to toggle to the Edit Recoupment screen (the default screen) from the New Recoupment page.

The **Recoupment Rule** drop-down list contains the existing recoupment rules. When you select a rule from the list, the page updates to display the recoupment properties for the rule. To edit the rule, you would make your changes, then click the **Save** button.

Appendix C is used to describe the rule. This language will appear on Appendix C.

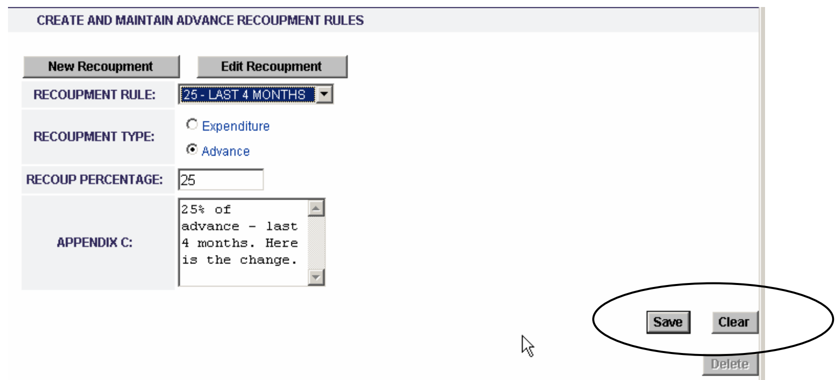
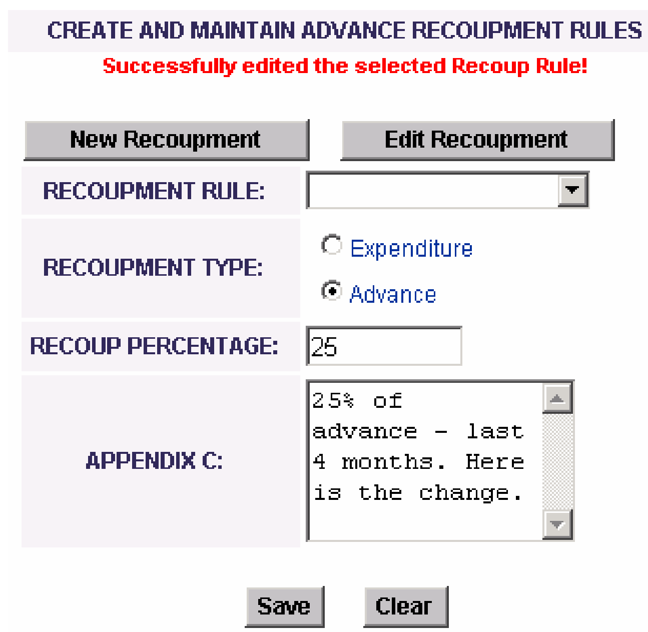
478. Select the **Recoupment Rule** from the drop-down list .



What you do	*Comments/Prompts*
479. The updated screen shows the properties of the selected rule. According to this rule, 25% of the submitted expenditure report amount would be withheld, to be applied against previously advanced amounts. If the advanced amount was $2000, and the expenditure amount was $4000, $3000 would be paid to the contractor and $1000 would be applied against the $2000 advance (assuming no disallowances, etc.). It is important to understand that the rule itself will be applied against every expenditure report, whether they are submitted on a quarterly basis or not, until such time as the advance has been completely recouped.	

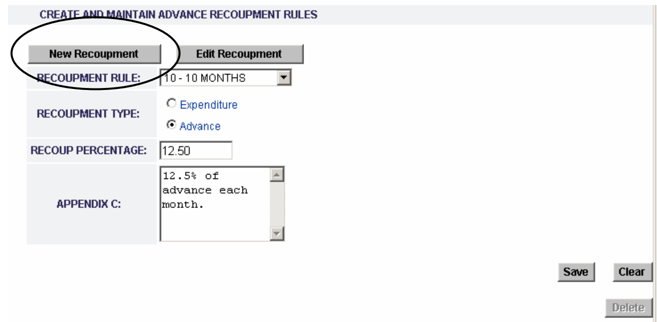
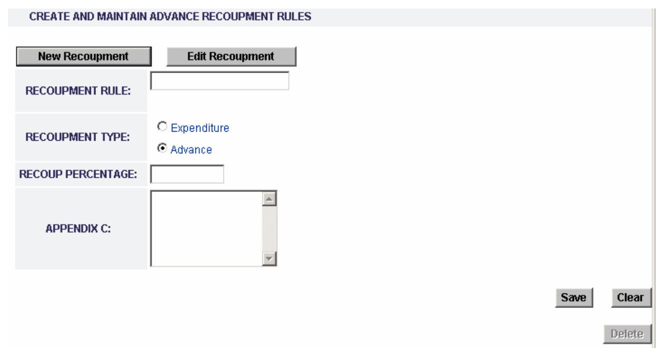
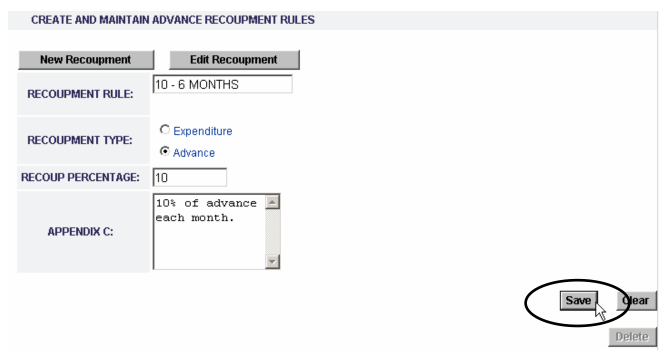
Editing an Existing Advance Recoupment Rule

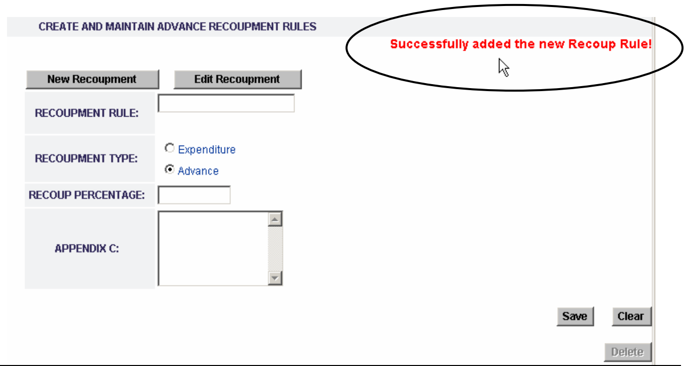
✓ Before you begin: You are logged into the system as a CMS administrator. The **Create and Maintain Advance Recoupment Rules** page is displayed.

What you do	*Comments/Prompts*
480. Select the desired rule from the **Recoupment Rule** drop-down list. The page updates, displaying the properties of the selected rule. Change the rule as needed. Click the **Save** button. If you do not want to save your changes, click the **Clear** button to restore the previous data.	
481. The updated page displays a status message, indicating if the rule was successfully changed.	

Creating a New Advance Recoupment Rule

✓ Before you begin: You are logged into the system as a CMS administrator. The **Create and Maintain Advance Recoupment Rules** page is displayed.

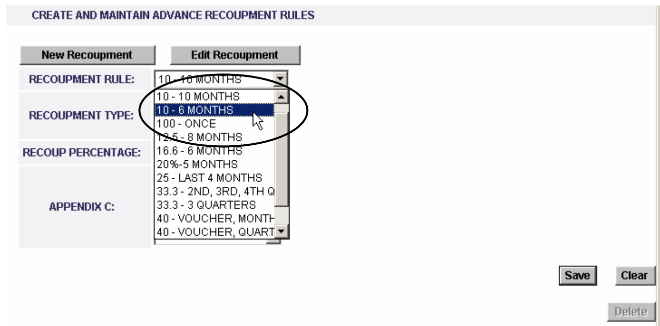
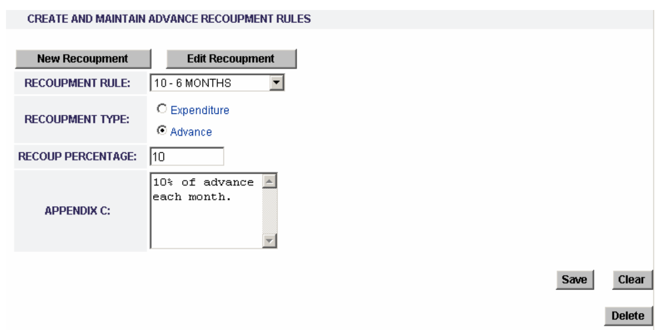
What you do	*Comments/Prompts*
482. Click the **New Recoupment** button.	
483. A blank Advance Recoupment form displays.	
484. Enter a **Recoupment Rule**, a **Recoupment Type**, a **Recoup Percentage**, and a description for the **Appendix C** field. All the fields are required. The Recoup Percentage must be a positive number not greater than 100, such as 12.5, or 10. If you leave a field blank, or incorrectly enter data, a warning message will appear. Click the **Save** button.	

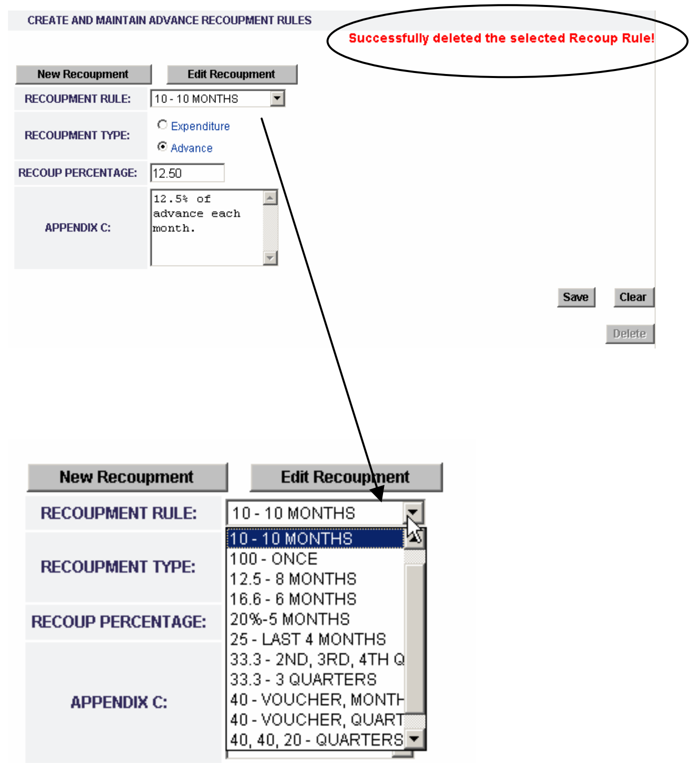
What you do	*Comments/Prompts*
485. A new blank recoupment form appears, but with a status message indicating the rule was successfully added. To see the recoupment rules, use the *Advance Recoupment* link in the main menu.	

Deleting a New Advance Recoupment Rule

You can delete an Advance Recoupment Rule as long as it is not currently being used by a contract.

✓ Before you begin: You are logged into the system as a CMS administrator. The **Create and Maintain Advance Recoupment Rules** page is displayed.

What you do	*Comments/Prompts*
486. Click the recoupment rule you want to delete in the **Recoupment Rule** dropdown list. **Note:** the Delete button is grayed out since you cannot delete an Advance Recoupment Rule that is currently in use, as is the first one in the dropdown list in this example.	
487. The **Delete** button is activated since this rule is not currently being used. Select it to delete this rule.	

What you do	*Comments/Prompts*
488. The screen will refresh with the default page and a message will appear stating that you have successfully deleted the rule. The deleted rule is no longer in the dropdown list.	

A P P E N D I X
C

Reference Information

Topics

Contract Property Rules

Contract Property Rules

Contract Property	Required/ Optional Field	Updateable Anytime	Only Updateable with Initial Contract	Only Updateable with Initial Contract/Renewal Record	Only Updateable with Initial Contract/Renewal Record and Amendment
Contract General Information					
Project Name	O	X			
Award #	O		X		
Contract Model	O		X		
Term	R				X
Sub-Recipient	O	X			
Administering Agency	R				X
Training Contract	O		X		
Originating Agency	R				X
Renewable	O		X		
Procurement Type	R		X		
Contract Period Info					
Contract Period	R				X
Award date	R				X
Amount	R				X
Voucher Frequency	O				X
Prompt Contracting Date	O				X
Program Report Frequency	O				X
Program Report Model	O				X
Description (AC340)	O				X
Additional Payment Indicator	O				
CFDA	O				X
Prompt Contract Waiver	O				X
Prompt Contract Eligible	O				X
TANF Report	O				X
On-Line	O				X
Budget Type	R			X	
Budget Modification Type	R			X	
Matching Percent	O			X	
Admin Ceiling	O			X	
Advance %	O			X	
10% Withhold	O			X	
Retainage	O			X	
Advance Recoup	O			X	
TMEF %	O			X	
Contractor Share %	O			X	

Revision History

Date	Filename	By Whom	What
8/9/2006	--FINAL CMS OCFS Manual v080906.doc	Mandy McCord, Ian Carlson, Chris Malone, and BCM staff	General update of the content and screenshots
8/11/2006	--CMS OCFS Manual v081106.doc	Mandy McCord	Corrected headers
9/15/2006	--FINAL CMS OCFS Manual v091306.doc	Mandy McCord	Corrected footers
1/16/2007	--FINAL CMS OCFS Manual v011607.doc	Mandy McCord	Updated screenshots with new system header.