



Contract Management System (CMS) Contractor User Manual

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Preface

Purpose of this Manual

This document describes the procurement process flow, functionality and procedures to be utilized while performing contractor actions in the Contract Management System.

Intended Audience

External CMS users will be provided with this document as reference.

Related Documents

Additional resource materials and online tutorials may be found on the Office of Children and Family Services (OCFS) website. http://ocfs.ny.gov/main/bcm/cms_training.asp

Document Conventions

In this manual, certain words are represented in different fonts, typefaces and sizes. The below table illustrates the typographic conventions used in this manual.

Style	Elements
Blue text	Indicates links and cross references
Blue Boldface	User interface elements such as menu items and command button names
<i>Italic</i>	Document titles, glossary terms, and occasional emphasis
 	Indicates Notes A note icon presents information that is recommended as a best practice or essential to the operation of the system.

Version History

Date/Release	Comments
May 2016	Updated content and screenshots

Comments

Every effort has been made to ensure the accuracy of this document. Should you have any questions or suggestions regarding this document, contact CMS support at: 518.474.5358.

Chapter 1 - Overview

The Contract Management System (CMS) is a secure, web browser-based application used by the Office of Children and Family Services (OCFS) to effectively manage and increase efficiency of the contract development process and payment of claims/expenditures.

1.1 Contractor Role Definitions

There are several user roles designated for contractor use. The specific functions that can be performed in the system are based on the privileges assigned to a specific CMS role.

Role	Definition
CONUSER	Responsible for many contract related data entry tasks, such as completing online program reports and/or entering claim information online. The CONUSER typically processes contract related tasks that pertain to contract development. Examples include: completing interactive documents, budgets, online claiming, and uploading contract related documents.
CONSIG	Responsible for signing contracts on behalf of an organization.
CLAIMSIG	Responsible for signing claims on behalf of an organization.
CONVIEWER	Limited, View Only Access

Please Note: Multiple CMS roles [user ids] may be assigned to an individual. Since certain roles dictate specific task actions, it is not unusual that an organization designate an individual to possess multiple roles [user ids] to perform particular tasks within the system.

The following table depicts the modules within the system and the level of access the contractor roles have in each module.

Type of User →	CONUSER		CONSIG/CLAIMSIG		CONVIEWER
Modules ↓	View	Perform	View	Perform	View
Announcements/ Notifications	✓		✓		✓
Inbox	✓	✓	✓	✓	✓
With Contractor Stage Items	✓	✓	✓	✓	
Contractor Signature Stage (e-Signature)	✓		✓	✓	
Contractor Details	✓		✓		✓
Contract Details	✓		✓		✓
Correspondence	✓	✓	✓	✓	✓



TIP: When toggling between multiple roles, to prevent caching (the temporary storing of login information from a previous CMS login session) be sure to log out of the CMS application using the 'logout' link and close the Internet Explorer (IE) web browser completely as opposed to opening a new CMS session via a new tab on the IE browser.

1.2 CMS Authorization

Prior to completing any online transactions in CMS, it is recommended that at least two individuals within a vendor organization be designated as CMS users:

- ▶ User responsible for processing the contract documents; and
- ▶ User responsible for electronically signing a contract and/or expenditure

Designating multiple users for each CMS role will prevent delays in the contract process during vacations, sick leaves and/or other absences.

In order to request access to CMS, a **CMS Authorization** form must be completed. This form in conjunction with the **Vendor & Contract Contact Update** form should be used for any adds, edits, and/or updates to reviewer credentials or the CMS vendor record. For new vendors contracting with OCFS, these forms are included with the Award letter.

For existing CMS users, the **CMS Authorization** form may be obtained by accessing the link located on the Home Page or by contacting the OCFS Program Manager.

The **Vendor and Contract Contact Update** form may be obtained [here](#)

New York State Office of Children and Family Services
Contract Management System (CMS)
Authorization Form

The purpose of this form is to create, maintain and modify users with online CMS accounts. * Submit to OCFS and temporary approvals will be provided to individual staff working OCFS vendor registrations.

Today's Date: _____ Contract Number(s): _____

Please note that the authorization for CMS accounts is not contract specific. If you would like to designate the below users as primary users for the indicated role, and the contract number and a brief narrative in the space provided.

Organization Information

Legal Name: _____
Doing Business As (DBA) Name if applicable: _____
Federal ID: _____ Main Code if applicable: _____ NYS Vendor ID of applicant: _____
Street Address 1: _____
Street Address 2: _____
City: _____ State: New York Zip: _____

Identification of Roles

Contract Program Report or Claim Developer [CONPRM] - Responsible for fully contract loaded state entry tasks, such as completing online program reports and entering claim information online (Claim Developer is not an authorized signer for claims or contracts).
Contract Signatory [CONSIG] - Responsible for signing contracts on behalf of your organization.
Contract Claim Signatory [CLAMSIG] - Responsible for signing claims on behalf of your organization and submitting them to OCFS.
Contract Viewer [CONVIEW] - This role allows users to view contract details, but not to create or modify contracts.

Contractor User Role Designations

1. Name: _____ Title: _____ [Check here if the individual above has a US DOJ account]
Email Address: _____ Phone Number: _____
 Activate user [Check the box to create a CMS user account]
 Inactivate user [Check the box to disable a CMS user account]
 Archive Staff in the CMS Vendor File [Check the box if a person is to merge with your agency]

Check all that apply:
 Contract Program Report or Claim Developer [CONPRM]
 Contract Signatory [CONSIG]
 Contract Claim Signatory [CLAMSIG]
 Contract Viewer [CONVIEW]

2. Name: _____ Title: _____ [Check here if the individual above has a US DOJ account]
Email Address: _____ Phone Number: _____
 Activate user [Check the box to create a CMS user account]
 Inactivate user [Check the box to disable a CMS user account]
 Archive Staff in the CMS Vendor File [Check the box if a person is to merge with your agency]

Check all that apply:
 Contract Program Report or Claim Developer [CONPRM]
 Contract Signatory [CONSIG]
 Contract Claim Signatory [CLAMSIG]
 Contract Viewer [CONVIEW]

This section is to be completed by the Head of the Organization or Chief Administrative Officer (i.e. Executive Director/CEO). I hereby authorize the Contract Developer identified above to develop contracts online using CMS (or to be disabled as indicated), the identified Claim Signatory identified above to electronically sign and sign contract claims (or to be disabled as indicated) and also authorize the Contract Signatory identified above to electronically sign contracts (or to be disabled as indicated) on behalf of our organization.

Name of Head of Agency: _____
Title: _____
Email Address: _____
Phone Number: _____
Signature: _____
Date: _____

*User entered for an individual email address. *Contractor User ID information will be entered in this address.
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NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
VENDOR AND CONTRACT CONTACT UPDATE REQUEST FORM

Organization Information

Legal Name: _____
Doing Business As (DBA) Name if applicable: _____
Federal ID: _____ Main Code if applicable: _____ New York State Vendor ID Number: _____
Street Address 1: _____
Street Address 2: _____
City: _____ State: _____ Zip: _____
Chief Administrative Officer [Check here to indicate current CAO in CMS]
Name: _____
Title: _____
Email Address: * _____
Phone Number: _____
Street Address 1: _____
Street Address 2: _____
City: _____ State: _____ Zip: _____
Chief Financial Officer [Check here to indicate current CFO in CMS]
Name: _____
Title: _____
Email Address: * _____
Phone Number: _____
Street Address 1: _____
Street Address 2: _____
City: _____ State: _____ Zip: _____

Contract Contact Information: Please submit one form per contact, specifying the applicable contract numbers in the space provided. [Check here to indicate current Contract Contact in CMS]

Contract Number(s): _____
Contact Name: _____
Contact Title: _____
Contact Email Address: * _____
Phone Number: _____
Street Address 1: _____

The **CMS Authorization** and the **Contract Contact Update** form should be reviewed annually or whenever there is a change in personnel to ensure CMS reflects the appropriate organizational contacts and CMS Reviewers.



1.3 Accessing the Contract Management System

A free version of Internet Explorer may be downloaded at:

<http://windows.microsoft.com>

As a best practice, it is recommended to access CMS using the **Internet Explorer (IE)** web browser. All other browsers are incompatible with the CMS system. Although some browsers will allow successful CMS logins, visual and functional differences may result in certain modules and features while using other web browsers.

What to Do

Comments/Prompts



TIP: To easily access CMS, it may be beneficial to bookmark the URL to your website favorites and/or create a desktop shortcut

1. To launch the CMS application, from the computer desktop, select the **Internet Explorer**  icon.

2. Then, enter the following website URL address into the address bar to navigate to the enterprise New York State Login page:

<https://apps.ocfs.ny.gov/cms>

3. Next, enter the CMS username and the supplied temporary password. Then, select **Sign In** to validate the CMS permissions.

Please login after reading the Acceptable Use Policy below



The 'Forgot Your Password' link allows user to reset username and password



CMS passwords are case sensitive. Make sure the CAPS lock key is not turned on when trying to access CMS.

Also, CMS will become disabled after (4) failed login attempts.

Once the authentication process is complete, CMS will prompt *first time* users to change any temporary password to a more secure one. Additionally, as a security measure, CMS will ask a series of security questions in the event a password reset may be necessary.

1.4 Using the Forgot My Password Link

Select the **Username** or **Password** link if the CMS credentials are not accepted or simply forgotten. This link will aid in recovering and/or resetting the CMS permissions to regain access to the system.

Chapter 2 - Navigating the System

2.1 Home Page

Once logged in successfully, the **CMS Home Page** will appear by default. The screen layout serves as a navigational dashboard which provides at-a-glance important reminders/notices, a main menu pane and a link to the **CMS Authorization** form may also be found here.

CMS is divided into modules, each feature accessible from the navigational main menu. The menu categories of the Home Page display as follows:

- Inbox
- Contractor (Details)
- Log Screen (Claim and Program Reports)
- Contracts (List)
- Correspondence (Search)



The announcement and instructions sections of the Home Page should be viewed each time you log into the system to check for broad but relevant information from OCFS

The screenshot shows the OCFS CMS Home Page. On the left is the **Main Menu** with options: Home, Inbox, Contractor, Details, Log Screen, Claim, Budget Modification, Program Reports, Contracts, List, Correspondence, and Search. The center features **Announcements**, including a **CMS Timeout reminder** to avoid losing work by timing out. On the right, there is an **Inbox** section with a message about tasks and an **Instructions** section regarding the deletion of authorized users from CMS.

2.2 CMS Main Menu

In addition to the **Inbox** the following menu attributes are available via the **Home Page**. [Note: The below example depicts **CONUSER** access.]

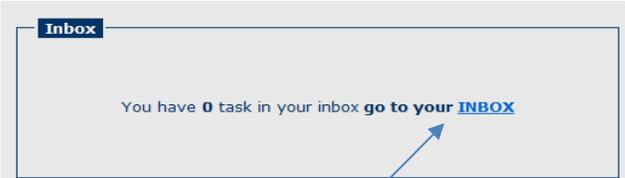
The diagram shows the CMS Main Menu with the following callouts:

- User Credentials**: Displays Name of Person Currently Logged into the System and the User Role in Brackets
- Logout**: Logs a user out of the CMS application
- Home**: Returns to the CMS Home Page
- Inbox**: Accesses the CMS Inbox
- Contractor**: Navigates to the Contractor Details page where basic contractor information can be viewed
- Details**: Navigates to the Contractor Details page where basic contractor information can be viewed
- Log Screen**: To initiate a Claim
- Claim**: To initiate a Claim
- Budget Modification**: To initiate a Budget Modification
- Program Reports**: To initiate a Program Reports
- Contracts**: Displays contracts associated to the vendor
- List**: Displays contracts associated to the vendor
- Correspondence**: To access Correspondence
- Search**: To access Correspondence

2.3 CMS Inbox Introduction

The **CMS Inbox** is a tool used for processing online contract tasks. From the inbox view, users can readily view the contract transactions that require attention and simultaneously perform the necessary actions. When a contract transaction becomes a task in CMS, the task then remains in the inbox until the review stage is completed.

There are two ways to access the **Inbox**: 1) from the **Main Menu**; or 2) by using the **Inbox** link within the **Inbox** area.



Select **Inbox** from the **Main Menu** to navigate to the **Inbox** or select the link within the **Inbox** section to navigate to the Inbox

Chapter 3 - Managing Tasks from the Inbox

Any pending task must be accessed from the CMS **Inbox**. The type of task depends on the contract transaction. CMS tasks are defined in the following abbreviated format:

TASKS			
**CTRCT	Contract Schedule	**RENEW	Renewal Schedule
**AMEID	Amendment Schedule	**BUDMD	Budget Modification
**EXPEI	Expenditure Report	**ADVAI	Advance Request
**PROGEP	PROGRAM REPORT		

As a best practice, log into CMS with the intended role for the task in which you plan to complete.

TIP: The role in brackets underneath the name in the top left corner should match the role listed under the **Reviewer** column in the task table.

If multiple tasks are displayed in the inbox, each row of the task table will indicate a specific task, the corresponding contract number, the program name, review stage, the reviewer, the reviewer log status, and the total number of days remaining for all scheduled tasks.

Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES12	Admin. Software	Package To Contractor For Signature	Burroughs, James [CLAIMSIG]	Pending	0

1

Invalid Privileges to Process a Task?



As a best practice, carefully review the **Reviewer** column to ensure the correct CMS credentials are being used to complete the task. Often users encounter the error, **Invalid Privileges to Process a Stage**, when an attempt is made to process a task with an incorrect CMS role.

Before getting started make certain that you are logged in according to the CMS user role assigned to the current schedule stage.

The name listed within the **Reviewer** column is the assigned default [primary] reviewer designated in the task schedule. The *primary reviewer* is the individual that receives the *email alert notifications* as referenced below. It is important to note the *email notifications* are sent to the primary reviewer's external email account and not the CMS **Inbox**. Also, some email providers filter certain email messages. It is essential to check spam or junk mail folders if any email notifications from OCFS CMS are not received.

The user role underneath the user name found in brackets in the upper left corner of the CMS screen should match the role referenced in the **Reviewer** column of the task table.

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) #:

Contract #	Program Name	Contractor
xxxxxxx	Advantage After School	ABC Daycare

If there are multiple persons within the organization with the same role and a specific *role based* task is pending for action, please note the default reviewer listed in the task table and anyone with the permissions necessary to finalize the task has the ability to access the CMS **Inbox** and complete the task.

In order to begin a task, always select the *abbreviated task* hyperlink under the **Task** column. After selecting the hyperlink either the **Contract Review Module**, the **Expenditure Report**, or **Program Report** page will appear depending on the type of task.



3.1 Processing a Contract Task

The **Contract Review Module** page is the online version of the procurement packet. This screen has multiple components each representing items that need to be completed in order to fully process a contract, renewal, or amendment transaction. Specifically, this page displays the contract properties and any interactive and/or downloadable documents associated with the procurement inclusive of the budget. All components of the **Contract Review Module** page must be completed before the task can be moved forward to the next review stage.

As a best practice, please use Adobe Reader when viewing PDFs in the CMS system. Please be advised all other PDF viewers are not compatible with the CMS system.

A free version of Adobe Reader may be downloaded at:

<http://www.adobe.com/>

The screenshot shows the 'Contract Review Module' interface. It includes sections for 'Contract Properties' (Contract#: MYTEST6, Contractor: WOODCHUCK LODGE, Period Begin: 04/01/2015, Period End: 03/31/2020, Amendment Type: Original, Reviewer Stage: Contractor, Contract Amount: \$500,000.00, Local Match %: 20), 'Schedule', 'Interactive Documents' (Application Cover Page 4-30-2013), 'Downloadable Documents' (Attachment C Work Plan 6-2013), and 'Uploaded Documents' (Legislative Flowchart Test 2). A red warning message states 'BUDGET INFORMATION NEEDS TO BE ENTERED'. Buttons for 'View Contract', 'Enter Budget Details', 'Download', and 'Upload Document' are visible.

It is important to note that the majority of the contract documents in CMS are in Adobe Acrobat PDF format. In order to view, complete, and/or print these PDF files in CMS, Adobe Acrobat Reader must be installed on your computer. Adobe reader is absolutely free and may be obtained [here](#).

3.2 Interactive Documents

Interactive documents are fillable contract documents that are to be completed within the CMS system. These forms allow CMS users to type information directly into the form and then save via the **Submit** button located directly within the document. The **Submit** button stores the form's data entry and the information entered is submitted when the review stage is ultimately completed.

Follow the steps below to complete and save an *interactive* document.



Before Getting Started: Select the *abbreviated* contract task hyperlink from the **Inbox** task table to navigate to the **Contract Review Module** page.

CMS InBox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

1. From the **Inbox**, select the **CTRCT** link from the **TASK** column to navigate to the **Contract Review Module** page.
2. Within the **Interactive Documents** section, select **Insert Details** from the **Action** column to open the document.
3. Complete the necessary fields within the document. Periodically, CMS will timeout as a result of not recognizing activity and/or for security purposes. While working in any *interactive* document, it is good practice to save the data entered often by selecting the **Submit** button intermittently to prevent loss of data.

Avoid Loss of Data



Select the **Submit** button every so often when working in a budget or interactive document.

After selecting **Submit**, reopen the document and continue with the data entry.



Contact OCFS Program staff with any questions and/or concerns regarding the completion of any interactive document

NOTE: The **Submit** button serves as a **Save** action. The **Submit** button stores the form data in memory or a temporary database until the entire review stage is complete. The form is then sent to OCFS staff when the **Complete** button is selected from the **Contract Review Module** page.

A pop up window will appear after selecting **Submit** referencing the **Contract Document Updated Successfully**. Continue exiting the form by selecting **Close Window**.

4. The next message to appear on screen is the confirmation message **Do you want to close this window?**
5. Select **Yes** to return to the **Contract Review Module** screen.

Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTEST11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTEST19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

Contract Review Module

Contract Properties

Contract# MYTEST6
 Contractor WOODCHUCK LODGE
 Period Begin 06/01/2015
 Amendment Type Original
 Contract Amount \$500,000.00

Period End 03/31/2020
 Reviewer Stage Contractor
 Local Match % 20

Schedule [show](#) | [hide](#)

Interactive Documents

Documents **Action** **View Contract**

Application Cover Page 4-30-2013 [Insert Details](#)

Budget [Enter Budget Details](#)

Downloadable Documents **Upload Documents** **Upload Document**

Documents **Download** **Document Name** **Date Uploaded** **Status** **Last Updated** **View**

Attachment C Work Plan 0-2013 [Download](#) [Legislative Forecast Task 2](#) 04/19/2019 Pending [View](#)

Correspondence [Compose](#)

APPENDIX D - SERVICES APPLICATION COVER PAGE

I. Project Title: _____

II. Anticipated Agency Name: _____

III. Amount of OCFS Funds Requested: _____

IV. Proposed Dates of Project: _____

V. Address (include Street, City, State, Zip Code)

Mailing	Payment	Project	Agency Record

VI. Federal Tax Identification Number: _____

VII. Charities Registration Number: _____

If Exempt, Enter Reason For Exemption: _____

Contractor has or has not filed all required periodic or annual written reports with the Attorney General's Charities Bureau.

VIII. Legislative District: (if known) _____

Federal Congressional District(s): _____

State Assembly District(s): _____

State Senate District(s): _____

County: _____

IX. Contact Person: _____

[Submit](#)

Thank You

Contract Document updated Successfully

[Close Window](#)

Windows Internet Explorer

? The webpage you are viewing is trying to close the window.
Do you want to close this window?

[Yes](#) [No](#)

What to Do

- After saving the form data, **Update Details** should display next to the document name. Changes to the form data may be made at any time before the review stage is completed. Simply, select **Update Details** and repeat steps 2-4.

Comments/Prompts

Interactive Documents

Documents	Action
Generic Non-Discrimination/Non-Sectarian	Update Details
Appendix D Services Application Cover Page	Insert Details

3.3 Downloadable Documents

Downloadable documents are contract documents made available for download. These documents can be downloaded from CMS and saved to your computer to be completed at a later date.



Before Getting Started: Select the *abbreviated* contract task hyperlink from the **Inbox** task table to navigate to the **Contract Review Module** page.

CMS InBox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

What to Do

- From the **Inbox**, select the **CTRCT** link from the **TASK** column to navigate to the **Contract Review Module** page.
- Within the **Downloadable Documents** section, select **Download** to open the document.
- A **File Download** dialog box will appear prompting to *Open, Save or Cancel?* Select **Save** to download/save the document for changing, viewing or printing, now or at later date.

Comments/Prompts

CMS InBox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

Contract Review Module

Contract Properties

Contract#: MYTEST6
Contractor: WOODCHUCK LODGE
Period Begin: 04/01/2015
Amendment Type: Original
Contract Amount: \$500,000.00

Period End: 03/31/2020
Reviewer Stage: Contractor
Local Match %: 20

Schedule [show](#) | [hide](#)

Interactive Documents

Documents	Action
Application Cover Page 4-30-2013	Insert Details

Budget [View Contract](#)

[Enter Budget Details](#)

BUDGET INFORMATION NEEDS TO BE ENTERED

Downloadable Documents

Documents	Download
Attachment C Work Plan 6-2013	Download

Uploaded Documents

Document Name	Date Uploaded	Status	Last Updated	Upload Document
Legislative Floorchart Test 2	04/19/2016	Pending		View

Correspondence [Compose](#)

File Download

Do you want to open or save this file?

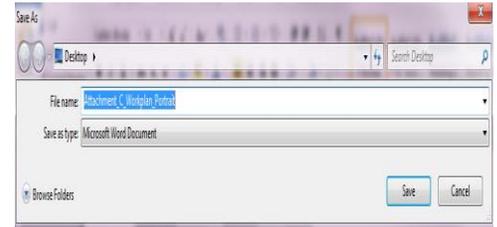
Name: Appendix_D_-_DRS_Program_Workplan.doc
Type: Microsoft Word 97 - 2003 Document, 19.5KB
From: dev-apps.ocfs.ny.gov

[Open](#) [Save](#) [Cancel](#)

While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

4. A **Save As** window will appear prompting to specify a location to save the file. By default, the document will save to the computer desktop. **Note:** Choosing the desktop as the location makes it easier to locate the document at a later time. The document may also be renamed at this point. If not necessary, proceed to saving the file by selecting the **Save** option in the bottom right corner.

5. Refer to section - **Uploading Documents from the Inbox** for guidelines on how to upload the downloadable documents into CMS.



3.4 Entering Budget Details

The **Enter Budget Details** button provides access to the budget in order to allocate the contracts funds to the appropriate budget categories according to the contract guidelines.

Be reminded of the following when completing the interactive budget:

- **Enter numeric values as whole dollar amounts.**
- **Do not round to the nearest dollar.**
- **Special characters such as dollar signs, decimals, and commas will result in a budget error.**



Before Getting Started: Select the *abbreviated* contract task hyperlink from the **Inbox** task table to navigate to the **Contract Review Module** page.

CMS InBox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

What to Do

1. From the **Inbox**, select the **CTRCT** link from the **TASK** column to navigate to the **Contract Review Module** page.
2. Within the **Contract Review Module** page, select **Enter Budget Details** to launch the budget.

Note: The message **Budget Information Needs to be Entered** will display upon entry of the page and will remain onscreen until the budget is satisfactorily completed according to the contract award amount.

3. Begin entering the budget details.

Please Note: The system will automatically subtotal and total the amounts.

If the contract requires *Local Share/Local Match* make sure to enter the values in the appropriate columns.

Comments/Prompts

CMS InBox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

Contract Review Module

Contract Properties

Contract# MYTEST6
 Contractor WOODCHECK.LOUGE
 Period Begin 04/01/2015 Period End 03/31/2020
 Amendment Type Original Reviewer Stage Contractor
 Contract Amount \$500,000.00 Local Match % 20

Schedule

Interactive Documents

Documents Action View Contract
 Application Cover Page 4-30-2013 [Open Details]

Budget

Enter Budget Details

Downloadable Documents

Uploaded Documents

Documents Download Document Name Date Status Last Updated
 Attachment C Work Plan 6-2013 Download Legislative Forecast Test 2 04/19/2016 Pending Update



Please refer to the original contract award notification letter and/or RFP when completing the budget.

The budget should be consistent with the contract award amount including any matching funds. Otherwise this will prevent the task from being completed.

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

*Local Match Calculation = % of matching funds (if required in the RFP or contract agreement) X OCFS grant award \$

4. Once all values are entered into the budget make sure the data entry agrees with the contract *award amount*, then select **Submit**.
5. Next, a confirmation message will display, referencing the **Budget Updated Successfully**.
6. Select **Close Window** to exit the budget and return to the **Contract Review Module** screen to finalize the review stage.



If the budget values do not match the requirements of the contract one of the following error messages will display on the **Contract Review Module** screen in place of the original message *BUDGET NEEDS TO BE ENTERED*:

Budget Error	Explanation
Budget Amount Not Equal to Award Amount	Revisit the budget to ensure the budget details summarize to the award amount. The <i>Contract Amount</i> and the value in the <i>Total OCFS Funds</i> column within the budget summary should match.
Budget Violates Matching Percentage	Review the terms of the contract then revisit the budget to ensure the matching percentage is correct.
Budget Violates Admin Percentage	Review the terms of the contract then revisit the budget to ensure the administrative percentage is correct.
Budget Category Cannot Be Less Than Expenditures to Date	Review all expenditures invoiced to date then revisit the budget to thoroughly review all budget categories to ensure all categories are more than expenditures to date.
Budget Modification Amount is Less than 5% of Contract Value	Contact OCFS Program staff for assistance.
Budget Modification Amount is Less than 10% of Contract Value	Contact OCFS Program staff for assistance.

If this is the case, re-enter the budget and make the necessary corrections until all warning messages disappear.



To prevent compatibility issues, please upload all documents as PDFs.

3.5 Uploading Documents from the Inbox

The **Upload Document** feature allows users to upload supporting documentation. **PDF [.PDF]** file formats will successfully upload into the system. As a best practice, convert all other file extensions (.doc, .xls, .png, .jpg, etc) into a **PDF format** first before attempting an upload. Also, it is important to note CMS can only accommodate files sizes up to 8 MB. A system error or a CMS error page will appear if an attempt is made to upload a PDF file that is too large or contains any digital signatures.



Before Getting Started: Select the *abbreviated* contract task hyperlink from the **Inbox** task table to navigate to the **Contract Review Module** page.

HELPFUL HINT:

Prior to any uploads, carefully review documents for submission to avoid uploading documents in error.

CMS Inbox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

What to Do

1. From the **Inbox**, select the **CTRCT** link from the **TASK** column to navigate to the **Contract Review Module** page.
2. Select the **Uploaded Document** button from the **Contract Review Module** page to access the upload documents feature.
3. From the **Upload Document** page, enter the desired document *Name* and *Description*. As a helpful tip, be cognizant when naming uploaded documents. The name of the document should be clear and practical to avoid confusion. Also, do not use any special characters and/or punctuation when naming the uploaded file otherwise an upload error will occur.
4. Select **Browse** to locate the document from your computer.

Comments/Prompts

CMS Inbox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

Contract Review Module

Contract Properties

Contract: MYTEST8
 Contractor: WOODCHUCK LODGE
 Period Begin: 04/01/2015
 Amendment Type: Original
 Contract Amount: \$500,000.00

Period End: 03/31/2020
 Reviewer Stage: Contractor
 Local Match %: 20

Schedule [show / hide](#)

Interactive Documents Contract [View Contract](#)

Documents/Action No Documents found

Budget [Enter Budget Details](#)

Downloadable Documents **Uploaded Documents**

Document/Download	Document Name	Date Uploaded	Status	Last Updated	View
	Task1	04/05/2014	Pending		View
	Task	04/05/2014	Pending		View

Upload Document

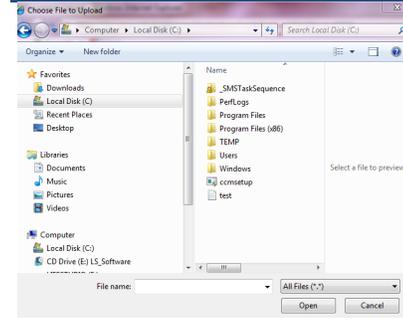
Document Properties

Name: **
 Description: **
 Date Uploaded: **
 Status: **
 Date Reviewed: **
 Reviewer: **

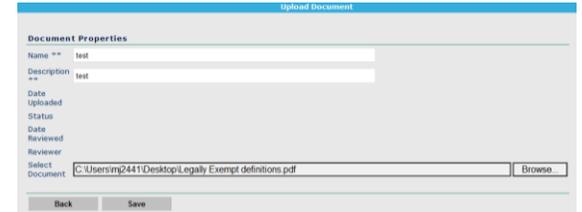
Select Document: [Browse](#)

[Back](#) [Save](#)

- Next, select the document then select **Open**.



- From the **Upload Document** page, select **Save** to append the file.



Document Uploaded Successfully

- A confirmation message will immediately display in the top right corner confirming **Document Uploaded Successfully**.

Uploaded Documents					Upload Document
Document Name	Date Uploaded	Status	Last Updated	View	
Test	04/05/2016	Pending		View	
Test 1	04/05/2016	Pending		View	
Test	04/25/2016	Pending		View	

- Select the **Back** button on screen to return to the **Contract Review Module** page. The document should now be pending within the uploaded documents section.
- NOTE:** Once a document has been successfully uploaded into the system, the document will remain pending until reviewed. Upon initial review, OCFS will mark the file status either **Approved** or **Rejected**.

As a best practice, prior to any uploads, carefully review documents for submission. Documents cannot be deleted once uploaded. Documents uploaded in error can only be marked as **Rejected** by internal OCFS staff.

3.6 Signing a Contract from the Inbox

The user responsible for signing a contract document must be assigned a **CONSIG** role. Similar to the **CONUSER** task, the **CONSIG** will need to first access the CMS **Inbox** to navigate to the **Contract Review Module** to complete the e-signature process.

As a rule of thumb, the **CONSIG** should always review the contract documents prior to electronically signing any contract document. The contract document in its entirety may be viewed at any time by selecting the **View Contract** button from the **Contract Review Module** screen. Any information completed within the interactive documents, or documents that have been uploaded and *approved* by OCFS staff will be accessible from the **View Contract** button.



Before Getting Started: Select the *abbreviated* contract task hyperlink from the **Inbox** task table to navigate to the **Contract Review Module** page.

CMS InBox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

What to Do

Comments/Prompts

IMPORTANT!



To avoid delays in the contract process, please be sure to thoroughly review all required documents for completion before signing.

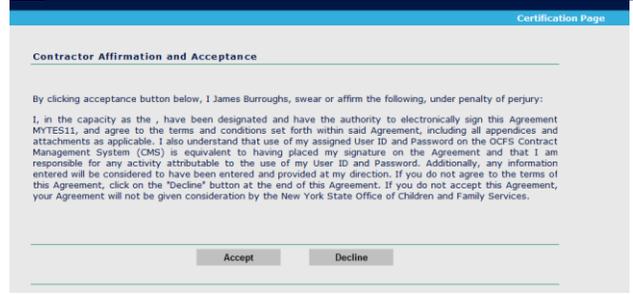
- From the **Inbox**, select the **CTRCT** link from the **TASK** column to navigate to the **Contract Review Module** page.

CMS InBox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

- To electronically sign a contract, select the **Complete** button to navigate to the **Certification** page. **NOTE:** Upon selection, CMS will prompt with a message to inquire if all documents are complete. To proceed, select **OK**.

- The **Certification** page provides an attestation statement. It is here the **CONSIG** will affirm and accept the conditions of the contract. This page also gives the option to decline the terms of the agreement.

- Select **Accept** to electronically sign the contract.



Chapter 4 - Reviewing Basic Information

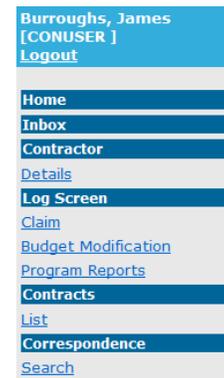
Contractor Details are also accessible via the [Inbox](#).

From the task table select the contract number hyperlink to peruse the contractor details.

Basic contractor information may be viewed in CMS. **Please note that organizational information cannot be changed at the contractor level.** Should you have any questions and/or concerns regarding your organizational information in CMS, please contact OCFS Program staff.

4.1 Viewing Contractor Details

- Select the **Details** link within the **Contractor** section of the main menu to navigate to the **Contract Details** page.



- An overview of the contractor properties including demographic information are displayed upon entry of the page.



- Chief Administrative Officer (CAO) and Chief Fiscal Officer (CFO) information may be viewed under the **Contacts**



To request changes to contact information in CMS, please refer to the **CMS Authorization form** and/or **Vendor Contract Contact form**

What to Do

tab. Note: The page automatically defaults to the **Contacts** tab upon entry of the page.

4. Select the **Persons** tab to view the staff members associated with your organization.

Comments/Prompts



4.2 Viewing Contract Details

Should you have any questions and/or concerns about the contract information in CMS please contact OCFS Program staff.

What to Do

1. Select the **List** hyperlink within the **Contracts** section of the main menu.

Contract Details are also accessible via the **Inbox**.

From the task table select the contract number hyperlink to peruse the contract details.

2. The **Contracts List** page will display with all contracts affiliated with your organization.
3. Locate and select the **Contract #** hyperlink to navigate to the **Contract Details** page.

4. Contractors can view three types of information from the **Contract Details** Page: *Contract*, *Document*, and *Budget* information, each corresponding to a tab available at the top of the **Contract Details** page. Upon entry of the page, the **Contract** properties will display by default.

Comments/Prompts

Burroughs, James [CONUSER] Logout
Home
Inbox
Contractor
Details
Log Screen
Claim
Budget Modification
Program Reports
Contracts
List
Correspondence
Search

Contract List							
Search Criteria							
Contract Number						Status	▼
Search							
Contract #	Award #	Project Name	Amount	Term Amount	Contract Term	Status	
TEE1006			\$1,000.00	\$1,000.00	10/01/2014 - 09/30/2018	In Process	
TBPT002			\$1,000.00	\$1,000.00	10/01/2014 - 09/30/2018	Approved	
RPT0841			\$1,000.00	\$1,000.00	06/01/2015 - 05/31/2019	In Process	
RPT0054			\$1,000.00	\$1,000.00	06/01/2015 - 05/31/2019	Approved	
RPT0059			\$1,000.00	\$1,000.00	06/01/2015 - 05/31/2019	Approved	
MYTES10			\$500,000.00	\$500,000.00	04/01/2015 - 03/31/2020	In Process	
MYTES17			\$500,000.00	\$500,000.00	04/01/2015 - 03/31/2016	In Process	

Contract Details			
Contract	Documents	Budget	
Contract General Information			
Contract#	TEE1006	Status	In Process
Contractor Name	WOODCHUCK LODGE		
Project Name		Award #	
Term From	10/01/2014	Term To	09/30/2018
Contract Periods			
10/01/2014 - 09/30/2015			
Schedule			
show hide			
Amendments			
Select	Amendment Type	Status	
Details	Initial	In Process	
Contract Period Info			
Contract#	TEE1006	Contract Period Status	In Process
Contractor Name	WOODCHUCK LODGE		
Contract Term From	10/01/2014	To	09/30/2018
Contract Period From	10/01/2014	To	09/30/2015
Award Date	10/01/2014	Amount(\$)	1,000.00
Approval Date			
Financial Summary			
Total Contract Amount	Unencumbered Balance		
Encumbered to Date	Total Advanced		
Contractor Expended to Date	Advance Recouped		
Paid to Date	Advance Receivable		
Encumbered Balance	Retainage Balance		
Claim History		Program Reports	
Correspondence			

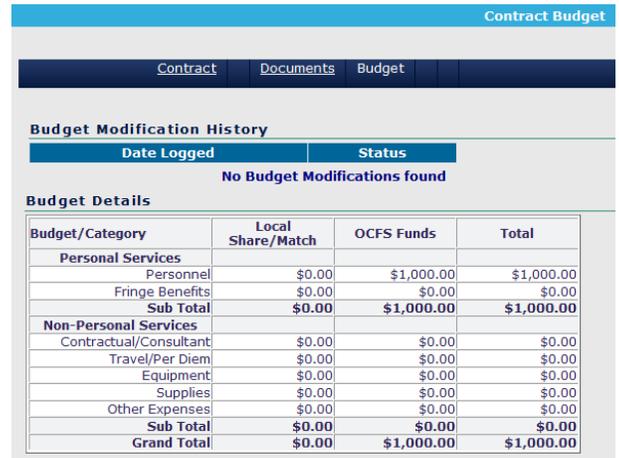
Documents Tab

5. All documents that are part of the official contract package are listed on the **Documents** page. Select the **Documents** tab to access any contract related and/or uploaded documents.
6. Simply select, **View Contract** to display the contract documents.
7. The **Upload Document** link allows documents to be uploaded into the system. Please refer to steps 2-6 of [Section 3.5 - Uploaded Documents from the Inbox](#) section within this manual for step-by-step instructions.



Budget Tab

8. Select the **Budget** tab to view the **Contract Budget** page. If applicable, overviews of any budget modifications are also displayed on this screen.



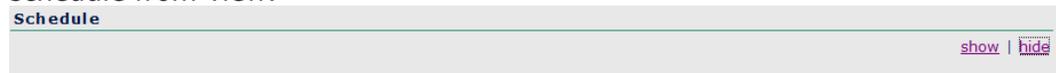
4.3 Viewing Schedule Information

Schedule information provides an overview of the review stages: the allotted number of days for each stage, the review status, a completion date, and the name of the individual who processed a particular stage.

An at-a-glance schedule may be referenced within the **Inbox** displaying the overall stage days remaining for a task, however, a more definitive schedule overview can be found within the task screens: **Contract Review Module**, the **Expenditure Report**, or **Program Report** page.

The schedule is also referenced on the **Contract Details** page for history purposes.

To view a particular schedule from the task screens or on the **Contract Details** page, locate the **Schedule** banner. Then, select **Show** to display the details of a particular task schedule. Select **Hide**, to collapse [minimize] the schedule from view.



Sample schedules are depicted on the following page.



The task schedule may also be viewed from any task screen. [ie. Contract Review Module, Expenditure Report or Program Report Module]

Locate the **Schedule** banner on any of these pages to view schedule information.

At a Glance Schedule via Inbox

CMS InBox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTES27	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTES6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTES8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

Schedule on Task Screen

Contract Review Module							
Contract Properties							
Contract#	MYTES21						
Contractor	WOODCHUCK LODGE						
Period Begin	04/01/2015	Period End	03/31/2016				
Amendment Type	Original	Reviewer Stage	Package to Contractor for Dev.				
Contract Amount	\$100,000.00	Local Match %	0				
Schedule							
show hide							
Review Stage	Role	Start Date	End Date	Scheduled Days	Actual Days	Suspended Days	Review Status
Initial Award	BCMADMIN	03/17/16	05/11/16	0	55	0	Complete
Package To Contractor For Dev.	CONUSER	05/11/16		15	2	0	Pending
Internal Review				15	0	0	
Internal Review BCM	BCMADMIN			15	0	0	
Internal Review Program	PROGRAM			15	0	0	
Internal Review Budget	BUDGET			15	0	0	
Package To Contractor For Signature	CONSIG			5	0	0	
BCM Review Of Signed Contract	BCMADMIN			2	0	0	
OCFS Signature & Processing	BCMSIG			3	0	0	
AG	BCMADMIN			15	0	0	
Request Coding 3	BUDGET			3	0	0	
STS/PO Processing	BCMADMIN			3	0	0	
OSC	BCMADMIN			15	0	0	

Schedule via Contract Details

Contract Details						
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> Contract Documents Budget </div>						
Contract General Information						
Contract#	MYTES21	Status	In Process			
Contractor Name	WOODCHUCK LODGE					
Project Name		Award #				
Term From	04/01/2015	Term To	03/31/2020			
Contract Periods						
04/01/2015 - 03/31/2016						
Schedule						
show hide						
Review Stage	Start Date	End Date	Scheduled Days	Actual Days	Review Status	
Initial Award	03/17/16	05/11/16	0	55	Complete	
Package To Contractor For Dev.	05/11/16		15	2	Pending	
Internal Review			15	0		
Internal Review BCM			15	0		
Internal Review Program			15	0		
Internal Review Budget			15	0		
Package To Contractor For Signature			5	0		
BCM Review Of Signed Contract			2	0		
OCFS Signature & Processing			3	0		
AG			15	0		
Request Coding 3			3	0		
STS/PO Processing			3	0		
OSC			15	0		

Chapter 5 - Managing Expenditures

5.1 Logging a Claim



Any user (except for users with read-only privileges) can log a claim

Contract funds are issued against approved contracts. For easy and convenient claiming, invoices may be submitted online. In order to submit an electronic **Expenditure** and/or **Advance** via CMS, the transaction must first be entered into the system. This is referred to as **logging a claim**. Any user (except for users with read-only privileges) can log a claim.

**Online Processing
Not Yet Available
for this Period?**

Contact OCFS Program staff, if this message appeared on screen while attempting to log a claim.

CLAIMSIG User Role

Although claims may be logged by any of the CMS users associated with a particular contract, the claim task can only be electronically signed by the CLAIMSIG.

What to Do

- From the **CMS Main Menu** underneath the **Log Screen** banner, select **Claim**.
- From the **Contract List**, locate the contract along with the corresponding contract period.
- Next select the **Log** link from the **Action** column to navigate to the **Expenditure Report Log** screen.
- At the **Expenditure Report Log** page, complete the necessary details as required by the claim type.
- Select **Save** to save the claim information and to initiate the process. The message **Claim Successfully Logged** will appear in the upper right corner and the **Next** button in the lower right corner will be enabled for selection.
- Select **Next** to continue processing the claim.

Comments/Prompts



Contract #	Award #	Amount	Contract Term	Contract Period	Status	Action
BPT0060		\$1,000.00	06/01/2015 - 05/31/2019	06/01/2016 - 05/31/2017	In Process	Log
BPT0071		\$1,000.00	06/01/2015 - 05/31/2019	06/01/2015 - 05/31/2016	Contract Sent	Log
MYTES16		\$500,000.00	04/01/2015 - 03/31/2016	04/01/2015 - 03/31/2020	In Process	Log
MYTES17		\$500,000.00	04/01/2015 - 03/31/2016	04/01/2015 - 03/31/2020	In Process	Log
MYTES18		\$500,000.00	04/01/2015 - 03/31/2016	04/01/2015 - 03/31/2020	In Process	Log
MYTES19		\$500,000.00	04/01/2015 - 03/31/2020	04/01/2015 - 03/31/2016	In Process	Log
MYTES10		\$500,000.00	04/01/2015 - 03/31/2020	04/01/2015 - 03/31/2016	In Process	Log
MYTES11		\$500,000.00	04/01/2015 - 03/31/2020	04/01/2015 - 03/31/2016	Approved	Log

Once a claim is logged it becomes a task in the **CMS Inbox**. Since CMS tasks are dictated by the CMS roles, *please be reminded that claim tasks can only be processed by users who are logged in with the role assigned to a particular review stage*. For auditing and review assurances, most expenditure schedules contain (2) contractor review stages; a **CONUSER** and **CLAIMSIG** stage. Before getting started, check with OCFS Program staff to inquire and/or to designate default reviewers for the claiming task schedules.

5.2 Processing an Online Claim

Invalid Privileges to Process a Task?



Before getting started make certain that you are logged in according to the CMS user role assigned to the current schedule stage.

The user role underneath the user name found in brackets in the upper left corner of the CMS screen should match the role referenced in the **Reviewer** column of the task table.



Before Getting Started: Select the *abbreviated* expenditure task hyperlink from the **Inbox** task table to navigate to the **Contract Review Module** page.

CMS InBox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

What to Do

1. Select the **EXPEN** link from the **TASK** column to navigate to the **Expenditure Report** screen.
2. Proceed with allocating funds to the appropriate budget categories, by entering a value in the **Claim Expended** field for each budget category that is being invoiced.
3. Then, select **RUN EDIT** at the bottom of the screen. The **RUN EDIT** button serves as a validation check. It compares what was entered against the budget and claiming rules associated with the contract.



Before completing the claim stage, have all claim documents been uploaded against the claim?

Comments/Prompts

Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	1
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	1
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	1
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

Expenditure Report

Contract # MYTES11 Date Received 4/1/2016
 Contractor WOODCHUCK LODGE
 Contract Period 4/1/2015 To 3/31/2016 Contract Amount \$500,000.00

Expenditure Report Period 04/01/2015 To 06/01/2015
 Ref/Invoice # MYTES11 Final Expenditure Report
 Expenditure Status Pending Waive Withhold

Review Stage	Role	Start Date	End Date	Scheduled Days	Actual Days	Processed By
Contractor	CLAIMSIG	4/1/2015		0		
Package To Contractor For Signature						
ICM	CMSADMIN					
PaymentCalc	CMSADMIN					
PaymentCoding	CMSADMIN					

Budget Category	Budgeted	Previous Expended	Claim Expended	Manual Disallowance	Reason **	System Disallowance	Adjusted Claim	Expended to Date	Balance
Personal Services	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Personal									
Fringe Benefits	\$0.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Non-Personal Services	\$400,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$400,000.00
Contractual/Consultant	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Travel/Per Diem	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Equipment	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Supplies	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Other Expenses	\$0.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$400,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$400,000.00
Total	\$500,000.00	\$0.00	10000.00	0.00	--	\$0.00	\$0.00	\$0.00	\$500,000.00

Matching: 0.00 Cumulative matching to date: 0.00

Run Edit

Budget Category	Budgeted	Previous Expended	Claim Expended	Manual Disallowance	Reason **	System Disallowance	Adjusted Claim	Expended to Date	Balance
Personal Services	\$100,000.00	\$0.00	10000.00	0.00	--	\$0.00	\$10,000.00	\$10,000.00	\$90,000.00
Personal									
Fringe Benefits	\$0.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$100,000.00	\$0.00	10000.00	0.00	--	\$0.00	\$10,000.00	\$10,000.00	\$90,000.00
Non-Personal Services	\$400,000.00	\$0.00	0.00	0.00	--	\$0.00	\$10,000.00	\$10,000.00	\$390,000.00
Contractual/Consultant	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Travel/Per Diem	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Equipment	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Supplies	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$10,000.00	\$10,000.00	\$90,000.00
Other Expenses	\$0.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$400,000.00	\$0.00	0.00	0.00	--	\$0.00	\$10,000.00	\$10,000.00	\$390,000.00
Total	\$500,000.00	\$0.00	10000.00	0.00	--	\$0.00	\$20,000.00	\$20,000.00	\$480,000.00

Matching: 0.00 Cumulative matching to date: 0.00

Run Edit

4. Next, select the **Process** button to move the claim to the next review stage.

5.3 Uploading Claim Documents

Many program areas require that supporting documentation be uploaded against a claim such as: payroll records, scanned copies of receipts, subcontractor agreements or even quarterly progress reports. Consult with OCFS Program staff to confirm if supporting documentation is necessary when submitting an online claim.

The name of the document should be clear and practical to avoid confusion.

Also, when naming an uploaded file, do not use any special characters and/or punctuation otherwise an upload error will occur.



Before Getting Started: Select the *abbreviated* expenditure task hyperlink from the **Inbox** task table to navigate to the **Contract Review Module** page.

CMS InBox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

What to Do

1. Select the **EXPEN** link from the **TASK** column to navigate to the **Expenditure Report** screen.
2. Select the **Upload Claim Document** link located on the bottom of the **Expenditure Report** screen to navigate to the **Upload Claim Documents** page.
3. Select the **Upload Document** to enter a document name and description within the corresponding fields. Note: Required fields are denoted by asterisks.

Comments/Prompts

Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTES6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	1
CTRCT	MYTES6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	1
CTRCT	MYTES7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	1
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

Expenditure Report

Contract Details

Contract #: MYTES11
Contractor: WOODCHUCK LODGE
Contract Period: 4/1/2015 To 3/31/2016
Contract Amount: \$500,000.00

Expenditure Details

Expenditure Report Period: 04/1/2015 To 05/01/2015
Expenditure Status: Pending

Review Stage	Rate	Start Date	End Date	Scheduled Days	Actual Days	Processed By
Contractor	0.00	4/1/2015		0		
Package To Contractor For Support	0.00			0		
ICM	0.00			0		
Payment/Cas	0.00			0		
Payment/Cont	0.00			0		

Budget Category	Budgeted	Previous Expended	Claim Expended	Manual Disbursements	Reclaim #	System Underscored	Adjusted Claim	Expended To Date	Balance
Personal Services									
Personnel	\$100,000.00	\$0.00	\$0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Fringe Benefits	\$0.00	\$0.00	\$0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$100,000.00	\$0.00	\$0.00	0.00		\$0.00	\$0.00	\$0.00	\$100,000.00
Non Personal Services									
Contractual/Consultant	\$100,000.00	\$0.00	\$0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Travel/Per Diem	\$100,000.00	\$0.00	\$0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Equipment	\$100,000.00	\$0.00	\$0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Supplies	\$100,000.00	\$0.00	\$0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Other Expenses	\$0.00	\$0.00	\$0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$400,000.00	\$0.00	\$0.00	0.00		\$0.00	\$0.00	\$0.00	\$400,000.00
Total	\$500,000.00	\$0.00	\$0.00	0.00		\$0.00	\$0.00	\$0.00	\$500,000.00

Matching: 0.00 Cumulative matching to date: 0.00

Claim History | Claim Details | Correspondence | Upload Claim Documents | Log Program Report | Program Reports | Period Coding Summary | Contract

Claim Upload Documents

Contract Details

Contract #: MYTES11
Contractor: WOODCHUCK LODGE
Contract Period: 4/1/2015 To 3/31/2016
Claim Period: 04/01/2015 To 05/01/2015

Upload Claim Documents

View All Documents [Upload Document](#)

Back

What to Do

- Next, select **Browse** to locate the file to be uploaded. Then, select **Save** to append [upload] the file to the claim.
- Next, select the document then select **Open**.
- From the **Upload Document** page, select **Save** to append the file.
- A confirmation message will immediately display in the top right corner confirming **Document Uploaded Successfully**. Select the **Back** button on screen to return to the **Claim Upload Documents** page.
- Next, select the **Back** button from this page to navigate back to the **Expenditure Report** page.

Comments/Prompts

Document Properties

Name **

Description **

Date Uploaded

Status

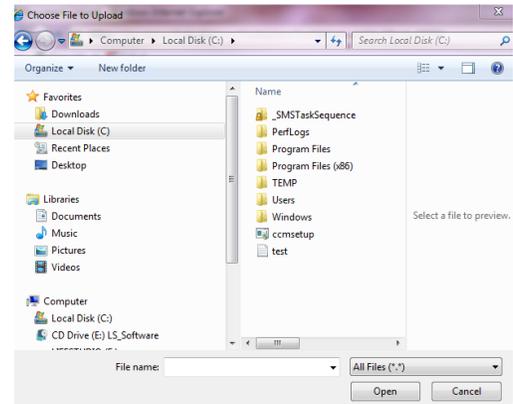
Date Reviewed

Reviewer

Viewable by Internal Only

Select Document Browse

Save Back



Upload Document

Document Properties

Name ** Test

Description ** Test

Date Uploaded

Status

Date Reviewed

Reviewer

Viewable by Internal Only

Select Document C:\Users\m2441\Desktop\pac3253_1_rev_Claim for Payment Revised - Sept 2014.pdf Browse

Save Back

Document Uploaded Successfully

Document Properties

Name ** Test

Description ** Test

Date Uploaded 04/01/2016

Status PENDING

Date Reviewed

Reviewer

Viewable by Internal Only

Select Document Browse

Update Back

Claim Upload Documents

Contract Details

Contract #: MYTES11 Contract Period: 4/1/2015 To 3/31/2016

Contractor: WOODCHUCK LODGE Claim Period: 04/01/2015 To 05/01/2015

Upload Claim Documents

View All Documents [Upload Document](#)

Document Name (to update click on the document)	Date Uploaded	Status	Date Reviewed	View
Test	4/1/2016	Pending		View

Back

5.4 Reporting Temporary Assistance for Needy Families (TANF) Data

The number of families served for a particular month must be reported against a claim if TANF data is a contract requirement. If this is the case, the following message will appear upon entry of the **Expenditure Report** page.

Please provide TANF data for this claim period to process further

TANF data must be entered first before any data entry action is performed within the budget categories of the expenditure report.

NOTE: All command buttons including **RUN EDIT** will be disabled until the TANF data is entered.



Before Getting Started: Select the *abbreviated* expenditure task hyperlink from the **Inbox** task table to navigate to the **Expenditure Report** page.

CMS InBox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

What to Do

1. Select the **EXPEN** link from the **TASK** column to navigate to the **Expenditure Report** screen.
2. Select the **TANF Report** link located on the bottom of the **Expenditure Report**.

Comments/Prompts

Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTES6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	1
CTRCT	MYTES9	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	1
CTRCT	MYTES7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	1
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

Expenditure Report

Contract Details

Contract # MYTES11 Date Received 4/1/2018
 Contractor WOODBRICK LODGE
 Contract Period 4/1/2018 To 3/31/2018 Contract Amount \$500,000.00

Expenditure Details

Expenditure Report Period 04/01/2018 To 04/01/2018
 Ref Invoice # MYTES11 Final Expenditure Report
 Expenditure Status Pending Wave Method

Expenditure Schedule

Expenditure Schedule	Schedule History	Expenditure Entry	Schedule/Claim Note	Date Reported/Status
Contractor	CONUSER	4/1/2018		0
Signature by Contractor For Signature	CONUSER			0
ADDC	CONUSER			0
Payment/Doc	CONUSER			0
Payment/Code	CONUSER			0

Summary Table

Project Category	Budgeted	Personnel Expended	Claims Expended	Manual Match/Invoice	Reason	System (Headcount)	Adjusted (Claims)	Expended (to Date)	Balance
Personnel Services									
Personnel	\$100,000.00	\$0.00	\$ 0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
fringe Benefits	\$0.00	\$0.00	\$ 0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$100,000.00	\$0.00	\$ 0.00	0.00		\$0.00	\$0.00	\$0.00	\$100,000.00
Non Personnel Services									
Contractual/Consultant	\$100,000.00	\$0.00	\$ 0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Travel/Per Diem	\$100,000.00	\$0.00	\$ 0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Equipment	\$100,000.00	\$0.00	\$ 0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Supplies	\$100,000.00	\$0.00	\$ 0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Other Expenses	\$0.00	\$0.00	\$ 0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$400,000.00	\$0.00	\$ 0.00	0.00		\$0.00	\$0.00	\$0.00	\$400,000.00
Total	\$500,000.00	\$0.00	\$0.00	0.00		\$0.00	\$0.00	\$0.00	\$500,000.00

Matching: 0.00 Cumulative matching to date: 0.00

Run Edit **Print**

[Claim History](#) | [Claim Details](#) | [Correspondence](#) | [Upload Claim Documents](#) | [Log Program Report](#) | [Program Reports](#) | [TANF Report](#)



If TANF data is a reporting requirement, all buttons on the Expenditure Report screen will be disabled including the **RUN EDIT** validation button until TANF data is entered.

What to Do

- Enter the number of families served for each month displayed. Null values are not accepted. Enter (0) if there isn't any data to report.
- Next, select **Process**. Then, select the **Back** button on screen to return to the **Expenditure Report** page.

Comments/Prompts

TANF Report

Contract Details

Contract #: MYTES12 Contract Period: 4/1/2015 To 3/31/2016
 Contractor: WOODCHUCK LODGE Claim Period: 04/01/2015 To 04/01/2015

TANF Families served

TANF Month	TANF Families Served
04/2015	<input type="text"/>

Back
Process
Print

5.5. Rejecting a Claim

There may be instances where a claim may need to be rejected as a result of inadvertently logging a claim in error.



Before Getting Started: Select the *abbreviated* contract task hyperlink from the **Inbox** task table to navigate to the **Expenditure Report** page.

CMS InBox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

What to Do

****If your organization is required to submit TANF data when submitting invoices, refer to the special instructions below** Otherwise, proceed to Step 4.**

TANF CONTRACTS:

- Select the **TANF Report** link located on the bottom of the **Expenditure Report** page.

Comments/Prompts

Use Menu: CAS

Expenditure Report

Contract Details

Contract #: MYTES11 Date Received: 4/1/2016
 Contractor: WOODCHUCK LODGE
 Contract Period: 4/1/2015 To 3/31/2016 Contract Amount: \$500,000.00

Expenditure Details

Expenditure Report Period: 04/1/2015 To 04/1/2015 Final Expenditure Report:
 Expenditure Status: Pending View Without:

Expenditure Schedule	Schedule History	Expenditure GDS	WIP/ABC/Claim Status	Info Requested History		
Review Stage	Role	Start Date	End Date	Scheduled Days	Actual Days	Processed By
Contractor	CLAIMING	4/1/2015		0		
Package To Contractor For Signature	CLAIMING			0		
ICM	CLAIMING			0		
Payment Call	CLAIMING			0		
Payment/Clam	CLAIMING			0		

Budget Category	Budgeted	Priority	Priority	Claim Encumbered	Release (Unencumbered)	Released	Options (Unencumbered)	Additional Encumbered (to date)	Balance
Personal Services	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
Personnel	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
Non Personal Services	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
Contract/Consultant	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
Travel/Per Diem	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
Equipment	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
Supplies	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$400,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400,000.00
Total	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00

Matching: 0.00 Cumulative Matching to date: 0.00

See List Print

[Claim History](#) | [Claim Details](#) | [Correspondence](#) | [Upload Claim Documents](#) | [Log Program Report](#) | [Program Reports](#) | [TANF Report](#)

- From the **TANF Report** screen, enter (0) for each month displayed.
- Then, select **Process**. Note: The message **TANF data successfully saved** will display as confirmation. Next, select the **Back** button on screen to return to the **Expenditure Report** page.

TANF Report

Contract Details

Contract #: MYTES12 Contract Period: 4/1/2015 To 3/31/2016
 Contractor: WOODCHUCK LODGE Claim Period: 04/01/2015 To 04/01/2015

TANF Families served

TANF Month	TANF Families Served
04/2015	0

Back Process Print

ALL CONTRACTS:

- Select **RUN EDIT** at the bottom of the **Expenditure Report** screen to enable the **REJECT** button for selection.

Expenditure Report

Contract Details

Contract #: MYTES11 Date Received: 4/1/2016
 Contractor: WOODCHUCK LODGE Contract Period: 4/1/2015 To 3/31/2016 Contract Amount: \$50,000.00

Expenditure Details

Expenditure Report Period: 04/01/2015 To: 04/01/2015
 Ad/Invoice #: MYTES11 Final Expenditure Report:
 Expenditure Status: Pending Waive Withhold:

Expenditure Category	Budgeted	Previous Expended	Claim Expended	Manual Disallowance	Reason **	System Disallowance	Adjusted Claim	Expended to Date	Balance
Personal Services									
Personal	\$10,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$10,000.00
Fringe Benefits	\$0.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$10,000.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00	\$10,000.00
Non-Personal Services									
Contractual/Consultant	\$0.00	\$0.00	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	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	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	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00	0.00	0.00	--	\$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	\$10,000.00	\$0.00	100.00	0.00		\$0.00	\$0.00	\$0.00	\$10,000.00

Matching: 0.00 Cumulative matching to date: 0.00

Run Edit Reject Process Print

- Select **REJECT** then enter a **Reject Reason** to successfully reject the claim.

Budget Category	Budgeted	Previous Expended	Claim Expended	Manual Disallowance	Reason **	System Disallowance	Adjusted Claim	Expended to Date	Balance
Personal Services									
Personal	\$10,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$10,000.00
Fringe Benefits	\$0.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$10,000.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00	\$10,000.00
Non-Personal Services									
Contractual/Consultant	\$0.00	\$0.00	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	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	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	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00	0.00	0.00	--	\$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	\$10,000.00	\$0.00	100.00	0.00		\$0.00	\$0.00	\$0.00	\$10,000.00

Matching: 0.00 Cumulative matching to date: 0.00

Expenditure edit failed, total expenditure amount does not match summation of claimed amounts

Run Edit Reject Process Print

Reject Reason

Duplicate Logged in Error

OK Cancel

Reject operation successful

- A confirmation message will appear on screen referencing **Reject Operation Successful**.

5.6 Signing an Online Expenditure

Online expenditures must be signed by an individual within your organization that has the legal authority to submit a claim on behalf of the organization. In CMS, the **CLAIMSIG** serves as the designated signatory.

In order to sign the claim, the **CLAIMSIG** must retrieve the expenditure contract task via the **Inbox**.



Before Getting Started: Select the *abbreviated* expenditure task hyperlink from the **Inbox** task table to navigate to the **Expenditure Report** page.

CMS Inbox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

What to Do

- From the **Inbox**, select the **EXPEN** link from the **TASK** column to navigate to the **Expenditure Report** screen to review the details of the claim.



If there are any issues that prevent the signing of the claim, select **DECLINE** or either correct the issue(s) and/or contact OCFS Program staff for further assistance.

- Select the **RUN EDIT** button to check the claim for calculation errors and/or rule violations.
- Claim with Error(s)**
If an error message is received, correct the error and/or contact OCFS Program staff for assistance. Then repeat **Step 2**. Otherwise, proceed to **Step 4**.

- After selecting **RUN EDIT**, a certification statement will appear on screen.
- To ready the claim for electronic signature, select **Accept**.
- Then, select **Process** to complete the signature stage.

Comments/Prompts

Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES12	Admin. Software	Package To Contractor For Signature	Burroughs, James [CLAIMSIG]	Pending	0

Budget Category	Budgeted	Previous Expended	Claim Expended	Manual Disallowance	Reason **	System Disallowance	Adjusted Claim	Expended to Date	Balance
Personal Services									
Personnel	\$100,000.00	\$0.00	10000.00	0.00	--	\$0.00	\$10,000.00	\$10,000.00	\$90,000.00
Fringe Benefits	\$0.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$100,000.00	\$0.00	10000.00	0.00		\$0.00	\$10,000.00	\$10,000.00	\$90,000.00
Non-Personal Services									
Contractual/Consultant	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Travel/Per Diem	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Equipment	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Supplies	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Other Expenses	\$0.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$400,000.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00	\$400,000.00
Total	\$500,000.00	\$0.00	10000.00	0.00		\$0.00	\$10,000.00	\$10,000.00	\$490,000.00
Matching: 0.00 Cumulative matching to date: 0.00									

Budget Category	Budgeted	Previous Expended	Claim Expended	Manual Disallowance	Reason **	System Disallowance	Adjusted Claim	Expended to Date	Balance
Personal Services									
Personnel	\$10,000.00	\$0.00	10000.00	0.00	--	\$0.00	\$10,000.00	\$10,000.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$10,000.00	\$0.00	10000.00	0.00		\$0.00	\$10,000.00	\$10,000.00	\$0.00
Non-Personal Services									
Contractual/Consultant	\$0.00	\$0.00	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	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	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	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00	0.00	0.00	--	\$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	\$10,000.00	\$0.00	10000.00	0.00		\$0.00	\$10,000.00	\$10,000.00	\$0.00
Matching: 0.00 Cumulative matching to date: 0.00									
Certification:									
I certify that the above information is just, true and correct; that the expenses for the period have been incurred and paid for and have not been previously claimed; and that such expenditures are proper and necessary for the program. I am aware that any advance received prior to this expenditure will be recouped in accordance with my signed contract document.									
<input checked="" type="radio"/> Accept <input type="radio"/> Decline									

- After signing the claim, the page will display the electronic signature and date. Also, a confirmation message indicating **Process Operation Successful** will display in the top right corner.

Budget Category	Budgeted	Previous Expended	Claim Expended	Manual Disallowance	Reason **	System Disallowance	Adjusted Claim	Expended To Date	Balance
Personal Services									
Personnel	\$10,000.00	\$0.00	10000.00	0.00	--	\$0.00	\$10,000.00	\$10,000.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$10,000.00	\$0.00	10000.00	0.00		\$0.00	\$10,000.00	\$10,000.00	\$0.00
Non-Personal Services									
Contractual/Consultant	\$0.00	\$0.00	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	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	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	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00	0.00	0.00	--	\$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	\$10,000.00	\$0.00	10000.00	0.00		\$0.00	\$10,000.00	\$10,000.00	\$0.00

Matching: 0.00 Cumulative matching to date: 0.00

Electronically Signed by:
James Burroughs
WOODCHUCK LODGE
04/04/2014

Run Edit Revert Process Print

Process operation successful

5.7 Declining a Claim



Before Getting Started: Select the *abbreviated* expenditure task hyperlink from the **Inbox** task table to navigate to the **Expenditure Report** page.

CMS InBox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

1

- From the **Inbox**, select the **EXPEN** link from the **TASK** column to navigate to the **Expenditure Report** screen.
- Next, select **RUN EDIT** to display the certification statement.
- Then, select the **DECLINE** button at the bottom of the Certification statement.

Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES12	Admin. Software	Package To Contractor For Signature	Burroughs, James [CLAIMSIG]	Pending	0

1

Budget Category	Budgeted	Previous Expended	Claim Expended	Manual Disallowance	Reason **	System Disallowance	Adjusted Claim	Expended To Date	Balance
Personal Services									
Personnel	\$100,000.00	\$0.00	1.00	0.00	--	\$0.00	\$1.00	\$1.00	\$99,999.00
Fringe Benefits	\$0.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$100,000.00	\$0.00	1.00	0.00		\$0.00	\$1.00	\$1.00	\$99,999.00
Non-Personal Services									
Contractual/Consultant	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Travel/Per Diem	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Equipment	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Supplies	\$100,000.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$100,000.00
Other Expenses	\$0.00	\$0.00	0.00	0.00	--	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$400,000.00	\$0.00	0.00	0.00		\$0.00	\$0.00	\$0.00	\$400,000.00
Total	\$500,000.00	\$0.00	1.00	0.00		\$0.00	\$1.00	\$1.00	\$499,999.00

Matching: 0.00 Cumulative matching to date: 0.00

Certification:

I certify that the above information is just, true and correct; that the expenses for the period have been incurred and paid for and have not been previously claimed; and that such expenditures are proper and necessary for the program. I am aware that any advance received prior to this expenditure will be recouped in accordance with my signed contract document.

Accept Decline

Run Edit Revert Process Print

What to Do

4. Lastly, select **Reject** then enter a **Reject Reason** to successfully reject the claim.
5. A confirmation message indicating **Reject Operation Successful** message will display in the top right corner along with a the **Reject Reason** with the **Expenditure Details** section.

Comments/Prompts

Reject Reason

Duplicate claim

OK Cancel

Expenditure Report Reject operation successful

Contract Details

Contract #	MYTES11	Date Received	4/20/2016
Contractor	WOODCHUCK LODGE	Contract Amount	\$500,000.00
Contract Period	4/1/2015 To 3/31/2016		

Expenditure Details

Expenditure Report Period	4/1/2016	To	4/25/2016
Ref/Invoice #	MYTES11	Final Expenditure Report	<input type="checkbox"/>
Expenditure Status	Rejected - External	Waive Withhold	<input type="checkbox"/>
Reject Reason	Error		

5.8 Logging an Advance

As with processing an expenditure, the first step in processing an advance is to log the request.



Be sure to review the terms of the contract before attempting to log an Advance.

Advances can only be requested as per the terms set forth in the contract language.

Online Processing Not Yet Available for this Period?

Contact OCFS Program staff, if this message appears on screen while attempting to log an Advance.

What to Do

1. From the **CMS Main Menu** underneath the **Log Screen** banner, select **Claim**.
2. From the **Contract List**, locate the contract along with the corresponding contract period.
3. Next, select the **Log** link from the **Action** column to navigate to the **Expenditure Report Log** screen.
4. At the **Expenditure Report Log** page, select **Advance** as the **Claim Type** and complete the necessary details as required by the claim type.
5. Select **Save** to save the *advance* information and to initiate the task process.
6. The message **Claim**

Comments/Prompts

Burroughs, James [CONUSER] Logout

Home

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Log Screen

Claim

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Contract List

Contract #	Award #	Amount	Contract Term	Contract Period	Status	Action
BPT0060		\$1,000.00	06/01/2015 - 05/31/2019	06/01/2016 - 05/31/2017	In Process	Log
BPT0071		\$1,000.00	06/01/2015 - 05/31/2019	06/01/2015 - 05/31/2016	Contract Sent	Log
MYTES16		\$500,000.00	04/01/2015 - 03/31/2016	04/01/2015 - 03/31/2020	In Process	Log
MYTES17		\$500,000.00	04/01/2015 - 03/31/2016	04/01/2015 - 03/31/2020	In Process	Log
MYTES18		\$500,000.00	04/01/2015 - 03/31/2016	04/01/2015 - 03/31/2020	In Process	Log
MYTES19		\$500,000.00	04/01/2015 - 03/31/2020	04/01/2015 - 03/31/2016	In Process	Log
MYTES10		\$500,000.00	04/01/2015 - 03/31/2020	04/01/2015 - 03/31/2016	In Process	Log
MYTES11		\$500,000.00	04/01/2015 - 03/31/2020	04/01/2015 - 03/31/2016	Approved	Log

1 2 3

Expenditure Report Log

Contract Details

Contract #:	MYTES12
Contractor:	WOODCHUCK LODGE
Contract Period:	4/1/2015 To 3/31/2016

Claim Details

Claim Type:	Advance		
Ref/Invoice #:	MYTES12		
Date Received:	4/4/2016	Date Logged:	04/04/2016
Amount: \$	100		

Save Next Clear

What to Do

Successfully Logged will appear in the upper right corner and the **Next** button in the lower right corner will be enabled for selection.

7. Select **Next**. Then proceed directly to the **Inbox** to continue processing the **Advance**.

Comments/Prompts

Claim successfully logged

Contract Details	
Contract #:	MYTES12
Contractor:	WOODCHUCK LODGE
Contract Period:	4/1/2015 To 3/31/2016

Claim Details	
Claim Type:	Advance
Ref/Invoice #:	MYTES12
Date Received:	4/4/2016
Date Logged:	4/4/2016
Claim Period:	To
Amount:	\$ 100

5.9 Processing/Signing an Advance



Before Getting Started: Select the *abbreviated* expenditure task hyperlink from the **Inbox** task table to navigate to the **Expenditure Report** page.

CMS InBox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES19	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0

1

What to Do

1. From the **Inbox**, select the **ADVANCE** link from the **TASK** column to navigate to the **Advance Payment Calculation** screen.
2. As a best practice, review the information on the **Advance Payment Calculation** screen for accuracy. **Note:** The **Advance Amount** field is editable, if the advance amount initially logged is incorrect.
3. To ready the *Advance* for electronic signature, select **Accept** button just below the certification statement.
4. If a justification statement and/or any necessary details need to be added, select the **Description** and/or **Notes** tab. **Note:** By default, the **Expenditure Schedule** is displayed. Otherwise, select the **Process** button after all necessary fields have been completed to move the *Advance* to the next stage for review.

Comments/Prompts

Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
ADVANCE	MYTES12	Admin. Software	Contractor	Burroughs, James [CLAIMSIG]	Pending	5

1

Invalid Privileges to Process a Task?



Before getting started make certain that you are logged in according to the CMS user role assigned to the current schedule stage.

The user role underneath the user name found in brackets in the upper left corner of the CMS screen should match the role referenced in the **Reviewer** column of the task table.

Advance Payment Calculation						
Contract Details		Contract #	MYTES12	Contract Period	4/1/2015 To 3/31/2016	
Contractor		WOODCHUCK LODGE				
Advance Information		Advance %	0	Date Received	5/11/2016	
Ref/Invoice #		MYTES12	Status	Pending		
Contract Amount		10000.00	Advance Amount	1.00		
Certification						
I certify that the above bill is just, true and correct; that no part thereof has been paid except as stated and that the balance is actually due and owing, and that taxes from which the State is exempt are excluded.						
<input checked="" type="radio"/> Accept <input type="radio"/> Decline						
Expenditure Schedule		Description			Notes	
Review Stage	Role	Start Date	End Date	Scheduled Days	Actual Days	Processed By
Contractor	CLAIMSIG	5/11/2016			5	
Program1	PROGRAM				3	
Program2	PROGRAM				5	
BCM1	BCM				10	
BCM2	BCMADMIN				4	
PaymentCalc	BCM				2	
PaymentCoding	BCM				6	

[Claim History](#) | [Claim Details](#) | [Upload Claim Documents](#) | [Correspondence](#)



What to Do

Comments/Prompts

If there are any issues that prevent the signing of the **Advance**, select **DECLINE** then select the **REJECT** button.

- After signing the advance, the page will display the electronic signature and date. Also, the screen will display **Process Operation Successful** in the top right corner as confirmation.

Contract Details

Contract # MYTES12 Contract Period 4/1/2015 To 3/31/2016
 Contractor WOODCHUCK LODGE

Advance Information

Advance % 0 Date Received 5/11/2016
 Ref/Invoice # MYTES12 Status In Process
 Contract Amount 10000.00 Advance Amount 1.00

Electronically Signed by:
 James Burroughs
 WOODCHUCK LODGE
 05/11/2016

Expenditure Schedule	Description	Notes
Review Stage	Role	Start Date End Date Scheduled Days Actual Days Processed By
Contractor	CLAIMSIG	5/11/2016 5/11/2016 5 0 James Burroughs
Program1	PROGRAM	5/11/2016 3 0
Program2	PROGRAM	5 0
BCM1	BCM	10
BCM2	BCMADMIN	4
PaymentCalc	BCM	2
PaymentCoding	BCM	6

Buttons: Process, Reject, Cancel, Print

Links: Claim History | Claim Details | Upload Claim Documents | Correspondence

Process operation successful!

5.10 Viewing Claim History

Claim history may be viewed by accessing the **Claim History Report** screen via the **Contract Details** page. The **Claim History** will list all claims logged against a contract and the status of those claims inclusive of the expense period of the claim, claim type, transaction type, received date, invoice number, amount reported, and amount paid.

What to Do

Comments/Prompts

- Select the **List** hyperlink within the **Contracts** section of the main menu.

Burroughs, James
 [CONUSER]
 Logout

Home
 Inbox
 Contractor
 Details
 Log Screen
 Claim
 Budget Modification
 Program Reports
Contracts
 List
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 Search

- The **Contract Search** page will display with a list of contracts associated with the user's organization.
- Locate and select the **Contract #** hyperlink to navigate to the **Contract Details** page.

Contract List

Search Criteria
 Contract Number [] Status []

Search

Contract #	Award #	Project Name	Amount	Term Amount	Contract Term	Status
TEE1006			\$1,000.00	\$1,000.00	10/01/2014 - 09/30/2018	In Process
TBPT002			\$1,000.00	\$1,000.00	10/01/2014 - 09/30/2018	Approved
BPT0041			\$1,000.00	\$1,000.00	06/01/2015 - 05/31/2019	In Process
BPT0054			\$1,000.00	\$1,000.00	06/01/2015 - 05/31/2019	Approved
BPT0059			\$1,000.00	\$1,000.00	06/01/2015 - 05/31/2019	Approved
MYTES10			\$500,000.00	\$500,000.00	04/01/2015 - 03/31/2020	In Process
MYTES17			\$500,000.00	\$500,000.00	04/01/2015 - 03/31/2016	In Process

- Select the **Claim History** link located at the bottom of the page to navigate to the **Claim History Report** page.

Contract Details

Contract Documents Budget

Contract General Information

Contract#	TEE1006	Status	In Process
Contractor Name	WOODCHUCK LODGE		
Project Name	Award #	Term To	09/30/2018
Term From	10/01/2014		

Contract Periods

10/01/2014 - 09/30/2015

Schedule [show](#) | [hide](#)

Amendments

Select	Amendment Type	Status
Details	Initial	In Process

Contract Period Info

Contract#	TEE1006	Contract Period Status	In Process
Contractor Name	WOODCHUCK LODGE		
Contract Term From	10/01/2014	To	09/30/2018
Contract Period From	10/01/2014	To	09/30/2015
Award Date	10/01/2014	Amount(\$)	1,000.00
Approval Date			

Financial Summary

Total Contract Amount	Unencumbered Balance
Encumbered to Date	Total Advanced
Contractor Expended to Date	Advance Recouped
Paid to Date	Advance Receivable
Encumbered Balance	Retainage Balance

[Claim History](#) [Program Reports](#)

[Correspondence](#)

- The *Expenditure List* table on the **Claim History Report** screen contains a list of all expenditures. Select **Details** to find specific information about the claim.

Claim History Report

Contract Details

Contract #:	MYTES11	Contract Period:	4/1/2015 To 3/31/2016
Contractor:	WOODCHUCK LODGE		
Expenditures To Date:	\$0.00	Paid To Date:	\$0.00

Expenditure List

Expend Period	Claim Type	Tran Type	Received Date	Status	Ref Inv #	Amount Reported	Payment	Details
04/01/2015 To 05/01/2015	Expenditure		04/01/2016	In Process	MYTES11	\$0.00	\$0.00	Details

- When reviewing claim history please note that the payment amount may be different than the amount requested as a result of adjustments, advance recoupment, withholding, etc.

Claim Report History Details

Contract Details

Contractor	WOODCHUCK LODGE		
Contract #	MYTES11	Contract Amount	\$500,000.00
Contract Period	4/1/2015 To 3/31/2016		

Expenditure Details

Expenditure Schedule	Withhold/Claim Notes	Notes
Review Stage	Role	Start Date End Date Scheduled Days Actual Days Processed By
Contractor	CONUSER	4/1/2016 0
Package To Contractor For Signature	CLAIMSIG	0
BCM1	CMSADMIN	0
PaymentCalc	CMSADMIN	0
PaymentCoding	CMSADMIN	0

Expenditure Period: 04/01/2015 To 05/01/2015

Claim Type	Expenditure	Expenditure Amount	\$0.00
Ref/Invoice #	MYTES11	Adjusted Expenditures	\$0.00
Document #		Advance Recoup	\$0.00
Control #		Withholding/Retainage	\$0.00
Received Date	4/1/2016	Balance Due	\$0.00
Date Processed		Payment	\$0.00
Date Paid		Amount Paid	
Discretionary	<input type="checkbox"/>	Lien Payment	
		Payment Assignment	\$0.00
Transaction Type		Check/EFT#	
Claim Status	In Process	Voucher Status	

[Claim Report](#) | [Claim History](#) | [Correspondence](#) [Print](#)

Note: Use the **CMS Main Menu** to return to the *contract details* via **Contract List** or any other part of the system.

Burroughs, James [CONUSER] Logout
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Search

Chapter 6 - Online Program Reports

The Program Reports feature in CMS is designed to expedite program report processing by establishing requirements for when program reports are due. The module works in conjunction with the online claims process to manage contract compliance.

Ultimately, program report monitoring facilitates the payment of claims. With CMS, online contractors may complete and submit program reports electronically. As with other contract tasks, program reports may have interactive and downloadable contract documents linked to the task. Also, any additional supporting documentation necessary to satisfy program report requirements may also be uploaded.

Much like managing contracts, renewals and expenditures; the program report is managed through a schedule, the **Inbox**, and the **Program Report Review Module**.

There are three different program report types:

Interim Reports are due on periodic intervals such as monthly or quarterly.

Final Reports are the last reports for a contract period. These reports are typically due a certain number of days after the contract period's end date.

Supplemental Reports are intended to amend or supplement existing reports. CMS defaults to supplemental reports when interim and/or final program report requirements are not set up against a contract.

6.1 Logging a Program Report

The initial step in the online program report process is to log the request. In order to submit an electronic **Program Report** via CMS, the transaction must be first entered into the system. This is referred to as **logging a program report**. Any user (except for users with read-only privileges) can log a program report.

The following steps demonstrate the contractor responsibilities of logging a program report:

What to Do	Comments/Prompts
<ol style="list-style-type: none">1. From the CMS Main Menu underneath the Log Screen banner, select the Program Reports link.2. Then, from the Contract List, locate the contract along with the <i>corresponding</i> contract period.3. Next, select the Log link from the Action column to navigate to the Program Report Log screen.	

Online Processing Not Yet Available for this Period?

Contact OCFS Program staff, if this message appears on screen while attempting to log a program report.

As a best practice when logging a program report, be reminded to carefully review the reporting details within the **Program Report Log** screen to ensure the report type and reporting period are correct.

Contact OCFS Program staff if a discrepancy is observed. This initial validity check will help to reduce any reporting inaccuracies.

- At the **Program Report Log** page, verify the reporting details on screen for accuracy.

By default, the **Program Report Log** page will display information about the scheduled *interim* or *final* program report due. Please note: CMS will revert to a *supplemental* report when the *interim* and/or *final* report requirements are not set up against a contract or if all scheduled interim/final reports are completed. If this is the case, please contact OCFS Program staff for further assistance.

- Then, select **Log** to initiate the program report task. Soon after, a confirmation message will display on screen referencing **Program Report Logged Successfully**.
- To continue, select **Next**, then go directly to the **Inbox** to complete the task.

Contract List					
Contract #	Award #	Amount	Contract Term	Contract Period	Status
BPT0060		\$1,000.00	06/01/2015 - 05/31/2019	06/01/2016 - 05/31/2017	In Proce
BPT0071		\$1,000.00	06/01/2015 - 05/31/2019	06/01/2015 - 05/31/2016	Contract Se
MYTES6		\$500,000.00	04/01/2015 - 03/31/2016	04/01/2015 - 03/31/2020	In Proce
MYTES7		\$500,000.00	04/01/2015 - 03/31/2016	04/01/2015 - 03/31/2020	In Proce
MYTES8		\$500,000.00	04/01/2015 - 03/31/2016	04/01/2015 - 03/31/2020	In Proce
MYTES9		\$500,000.00	04/01/2015 - 03/31/2020	04/01/2015 - 03/31/2016	In Proce
MYTES10		\$500,000.00	04/01/2015 - 03/31/2020	04/01/2015 - 03/31/2016	In Proce
MYTES11		\$500,000.00	04/01/2015 - 03/31/2020	04/01/2015 - 03/31/2016	Approv
MYTES12		\$10,000.00	04/01/2015 - 03/31/2020	04/01/2015 - 03/31/2016	Approv

Program Repo

Contract Properties

Contract Number: MYTES12
 Contractor Name: WOODCHUCK LODGE
 Contract Period: 04/01/2015 To 03/31/2016
 Reviewer: Burroughs, James

Report Details

Date Received: 4/4/2016

Report Type: Interim/Final Supplemental

Due Date: 06/01/2015

Report Period: 4/1/2015 to 5/1/2015

Log

Program Report Log Program Report

Contract Properties

Contract Number: MYTES12
 Contractor Name: WOODCHUCK LODGE
 Contract Period: 04/01/2015 To 03/31/2016
 Reviewer: Burroughs, James

Report Details

Date Received: 4/4/2016

Report Type: Interim/Final Supplemental

Due Date: 06/01/2015

Report Period: 4/1/2015 to 5/1/2015

Log **Next**

6.2 Processing a Program Report

What to Do

- From the **Inbox**, select the **PROGREP** link from the **TASK** column to navigate to the **Program Report Review** page.
- Within the **Program Report Review** module, review the information on screen and complete all required documentation inclusive of uploading any supporting documentation.
- Next, select the **Complete** button. A pop-up message will appear inquiring if all required documents have been completed. Select **OK** to move the task to the *Program Review* stage for OCFs approval.

To cancel a program report task, simply select **CANCEL** at the bottom of the page.

Invalid Privileges to Process a Task?



Before getting started make certain that you are logged in according to the CMS user role assigned to the current schedule stage.

The user role underneath the user name found in brackets in the upper left corner of the CMS screen should match the role referenced in the **Reviewer** column of the task table.

Comments/Prompts

CMS Inbox						
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
CTRCT	MYTEST6	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST8	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
CTRCT	MYTEST7	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
EXPEN	MYTES11	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	0
PROGREP	MYTES12	Admin. Software	Contractor	Burroughs, James [CONUSER]	Pending	10

Program Report Review Module

Contract Properties

Contract# MYTES12
 Contractor WOODCHUCK LODGE
 Period Begin 04/01/2015 Period End 03/31/2016
 Reviewer Stage Contractor

Program Report Properties

Report Type INTERIM Due Date 06/01/2015
 Report Period 04/01/2015 - 05/01/2015
 Received Date 04/04/2016 Status PENDING

Schedule [show](#) | [hide](#)

Interactive Documents **Program Report**

[Documents](#) | [Action](#) [View Program Rej](#)

No Documents found

Download Documents **Upload Documents** [Upload Document](#)

Documents	Download	Document Name	Date Uploaded	Status	Date Reviewed
CPS/DV Final Report	Download				

[Correspondence](#) [Cancel](#) [Complete](#)

Program Report Review Module

Contract Properties

Contract# MYTES12
 Contractor WOODCHUCK LODGE
 Period Begin 04/03/2015 Period End 03/31/2016
 Reviewer Stage Contractor

Program Report Properties

Report Type INTERIM Due Date 06/01/2015
 Report Period 04/03/2015 - 05/01/2015
 Received Date 04/04/2016 Status PENDING

Schedule [show](#) | [hide](#)

Interactive Documents **Program Report**

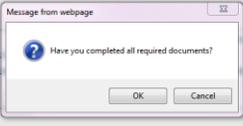
[Documents](#) | [Action](#) [View Program Rej](#)

No Documents found

Download Documents **Upload Documents** [Upload Document](#)

Documents	Download	Document Name	Date Uploaded	Status	Date Reviewed
CPS/DV Final Report	Download				
CPS/DV Final Report	Download				

[Correspondence](#) [Cancel](#) [Complete](#)



6.3 Viewing Program Reports from Contract Details

In process and completed program reports may be viewed via the *Contract* screens. Follow the steps below to navigate to the **Program Reports** module via the **Contract Details**.

What to Do

- From the **CMS Main Menu** underneath the **Contracts** banner, select the **List** link.
- From the **Contract List**, locate the contract along with the corresponding contract period.
- Then, select the **Program Reports** link located at the bottom of the **Contract Details** page.
- Next, select the **Details** link to navigate to the **Program Reports**.

Comments/Prompts

Contract List						
Search Criteria						
Contract Number			Status			
Search						
Contracts						
Contract #	Award #	Project Name	Amount	Term Amount	Contract Term	
TEE1006			\$1,000.00	\$1,000.00	10/01/2014 - 09/30/2018	
TBPT002			\$1,000.00	\$1,000.00	10/01/2014 - 09/30/2018	
BPT0041			\$1,000.00	\$1,000.00	06/01/2015 - 05/31/2019	
BPT0054			\$1,000.00	\$1,000.00	06/01/2015 - 05/31/2019	
BPT0059			\$1,000.00	\$1,000.00	06/01/2015 - 05/31/2019	
MYTES10			\$500,000.00	\$500,000.00	04/01/2015 - 03/31/2020	
MYTES17			\$500,000.00	\$500,000.00	04/01/2015 - 03/31/2016	
BPT0001			\$1,000.00	\$1,000.00	10/01/2014 - 09/30/2018	Cancelled -
BPT0003			\$25,000.00	\$25,000.00	10/01/2014 - 09/30/2018	Cancelled - Proces
BPT0050			\$10,000,000.00	\$10,000,000.00	06/01/2015 - 05/31/2019	
BPT0053			\$10,000,000.00	\$10,000,000.00	06/01/2015 - 05/31/2019	
BPT0061			\$1,000.00	\$1,000.00	06/01/2015 - 05/31/2019	Cor

Contract Details

Contract # TEE1006 Status In Process
 Contractor Name WOODCHUCK LODGE
 Project Name Award #
 Term From 10/01/2014 Term To 09/30/2018

Contract Periods
 10/01/2014 - 09/30/2015

Amendments
 Select Amendment Type Status
 Details Initial In Process

Contract Period Info
 Contract TEE1006 Contract Period Status In Process
 Contractor Name WOODCHUCK LODGE
 Contract Term From 10/01/2014 To 09/30/2018
 Contract Period From 10/01/2014 To 09/30/2015
 Award Date 10/01/2014 Amount(\$) 1,000.00
 Approval Date

Financial Summary
 Total Contract Amount Unencumbered Balance
 Encumbered to Date Total Advanced
 Contractor Expended to Date Advance Recouped
 Paid to Date Advance Receivable
 Encumbered Balance Retainage Balance

Claim History **Program Reports**

Correspondence

Report Type	Due Date	Report Period	Enforcement	Status	View
INTERIM	6/1/2015	04/01/2015 - 05/01/2015	DUE DATE BASED	PENDING	Details

5. The **Program Reports** provides information about all of the scheduled program reports for a particular contract period.

6. Select **View Program Report** to review the program report specifics.

Program Reports

CONTRACT # MYTES12 CONTRACTOR: WOODCHUCK LODGE STATUS: Approved PERIOD: 04/01/2015 - 03/31/2016 TERM: 04/01/2015 - 03/31/2016

[Back](#)

Contract Properties

Contract# MYTES12
 Contractor WOODCHUCK LODGE
 Period Begin 04/01/2015 Period End 03/31/2016

Program Report Properties

Report Type INTERIM
 Report Period 04/01/2015 - 05/01/2015 Due Date 06/01/2015
 Received Date 04/04/2016 Status PENDING

Change History

Report Type	Date	Report Period	Update on	Reviewer	Comments
INTERIM	06/01/2015	04/01/2015 - 05/01/2015	04/04/2016	Harding, Dick	Original
INTERIM	06/01/2015	04/01/2015 - 05/01/2015	04/04/2016	Burroughs, James	Cancelled by the Contractor User

Schedule

Review Stage	Reviewer	Role	Start Date	End Date	Scheduled Days	Actual Days	Suspended Days	Review State
Contractor	Burroughs, James	CONUSER	04/04/2016	04/04/2016	10	0	0	Complete
Program Review	Gaudette, Bill	PROGRAM	04/04/2016		20	0	0	Pending

View Program Report

[View Program Report](#)

Uploaded Documents

Document Name	Date Uploaded	Status	Date Reviewed	View
No Uploaded documents				

Chapter 7 - Budget Modifications

A budget modification is a change to an existing budget. It involves reallocating funds between and across budget categories and line items—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 the funds are allocated.

The majority of budget modifications are managed as contract amendments. Please contact OCFS Program staff for specific directions as to how to handle any budget modifications.

Chapter 8 - Exiting the Contract Management System

To logout of CMS, simply select the **Logout** link in the upper left corner of the CMS Home Page, located underneath the user name and role information.



IMPORTANT - To prevent caching, the temporary storing of login information from a previous CMS login session, it is necessary to log out of the CMS application using the **Logout** link as opposed to closing the application using the  from the Internet Explorer browser.