NYS OCFS CMS Manual

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Introduction to the Contract Management System

Topics

a  Using the Contract Management System.
b  Accessing the Contract Management System
c  Adding a Shortcut to CMS to Your Desktop
d  Email Alerts and Notifications
Chapter 1: Introduction to the Contract Management System

Using the Contract Management System

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

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

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

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

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

The following table indicates the modules available in the system, by user type. There may be additional restrictions on the functions that you can perform within each module, based on your account. For example, a Program user can access the contractor module and view contractor information, but cannot create new contractors.
## Figure 1: Accessible Modules—By Type of User

<table>
<thead>
<tr>
<th>Type of User</th>
<th>CMS Administrator</th>
<th>BCM Administrator</th>
<th>BCM User</th>
<th>Program User</th>
<th>Legal/EODD/Budget/User</th>
<th>View Only</th>
<th>BCM Sig</th>
<th>Con User*</th>
<th>Consig*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inbox</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Contract Groups (create)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Groups (search/update)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor (create)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor (search/update)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Logging Expenditures/Advances/Budget Modifications</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Processing Expenditures/Advances/Budget Modifications</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
</tr>
<tr>
<td>Contracts (search)</td>
<td>✓</td>
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<td>✓</td>
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</tr>
<tr>
<td>Reports</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>Correspondence</td>
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<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>Reviewer Maintenance</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Maintenance</td>
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</tr>
<tr>
<td>Holds</td>
<td>✓</td>
<td>✓</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

As shown in Figure 1, most users are able to:
- Via the Inbox, see the assigned contract management tasks,
- Log entries for tasks (such as requesting information),
- Review and approve contracts,
- View the contract information (such as budgets, contract documents, and financial history) for the contract that they are processing,
- Enter and process advances and expenditure requests,
- Send and receive Correspondence, and
- Run reports against the system.
- * - Contractors can only see contracts and information associated with their organization.
BCM administrators can do all of the above functions. In addition, they can also:
- Manage and edit contractor information,
- Manage and edit contract information,
- Set up contract groups—templates that govern how sets of contracts are created and maintained, including their budgets and schedules,
- Change reviewers on task schedules, and
- Put contracts, contractors, etc. on hold.

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

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

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

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

Log Into the Contract Management System

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
</table>
| 1. From your desktop, double-click the Internet Explorer icon. In the Internet Explorer address bar, type the address http://intra.ocfs.state.ny.us/cms/ | ![NyeNet login page](image)

The NyeNet login page displays. Enter your LDAP username and password, and then click the **Login** button. |

<table>
<thead>
<tr>
<th>Security Alert</th>
<th><img src="image" alt="Security Alert" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>You are about to be redirected to a connection that is not secure. The information you are sending to the current site might be retransmitted to a nonsecure site. Do you wish to continue?</td>
<td><img src="image" alt="Yes No buttons" /></td>
</tr>
</tbody>
</table>

2. A pop-up window will display, warning that that the page is being redirected (to CMS).

Click the **Yes** button.

Note: This window appears because the system does not use a secure socket layer protocol for communication. However, access to the system is secure since you must be granted a user account. | ![Yes No buttons](image) |
3. The main CMS screen appears. The gray column on the left serves as a navigation menu, with links for accessing specific functions within the system. The list of links that you see is based on your role in the system. For example, a program user would not be able to see the link for contract groups; however, this link would display for a BCM administrator.

General announcements are also located on this screen.

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

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

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

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

6. Your browser toolbar can be used to go back to previous screens as needed.
7. Select a link, for example, the **Search** item under **Contracts**. The link takes you to the page for the module. Notice that the menu options are maintained throughout the pages.

8. Click the **Home** entry in the left column to return to your home page.
Adding a Shortcut to CMS to Your Desktop

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

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

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. From the CMS home page. Select your browser's File menu, then Send, then Shortcut to Desktop.</td>
<td>![Image of CMS desktop shortcut]</td>
</tr>
</tbody>
</table>

10. A shortcut named **CMS Main Page** will be placed on your desktop.

11. Once you have logged out of the system and wish to re-enter it, you double-click the **CMS Main Page** icon on your desktop. The login page will appear. After you log in with your user id and password, the CMS main home page will display.
Email Alerts and Notifications

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

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

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

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

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

Dear CMS User:

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

Contract Management System:
  Contractor Login
  OCFS Login

FYI, the new tasks are associated with the following contract(s) # TEST17
```

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

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

This type of reminder sends messages that look like this:

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

Dear CMS User:

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

Contract Management System:
  Contractor Login
  OCFS Login

FYI, the new correspondence is associated with the following contract # TEST40
```

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

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

Topics

a Using the Inbox
b Using the Inbox Search Feature
c Managing Task Information from the Inbox
d Completing the Review Stage
e Canceling a Contract from the Inbox
f Viewing Contract and Contractor Information from the Inbox
Chapter 2: Using the Inbox

Understanding the Inbox

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

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

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

Opening the Inbox

What You Do

12. Click Inbox from the gray menu column on the left of your screen.

Comments/Prompts

User, Lucy [CMSADMIN]

LOGOUT

HOME

INBOX

CONTACT GROUPS

CREATE

SEARCH/UPDATE

CONTRACTOR

CREATE

SEARCH/UPDATE

LOG SCREEN

CLAIM

BUDGET MODIFICATION

CONTRACTS

SEARCH

REPORTS

ONLINE QUERIES

STANDARDIZED

CLAIM QUERIES

AC350 FINISH QUERIES

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

- **Contractor name link** accesses the information about the contractor, regardless of contract number.
- **Review Stage** displays the current task stage. **Reviewer** indicates the person and their role assigned to perform the task stage.
- **Contract number link** takes you to the Contract information.
- **Stage Days** indicates the number of days remaining to perform the stage task in its scheduled time. **Task Days** reflects the scheduled time for the entire task.

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

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

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

Searching the Inbox

Before you begin: Open the Inbox.

What You Do

15. Click the show link, located in the top right corner of your screen if you do not see the Inbox Selection Criteria section on the Inbox.

Note: Clicking the hide link will hide the selection criteria.

You can check which types of tasks you want to search for on the left side of the page, e.g. Contract, and/or Renewal.

The drop-down lists on the right let you filter your search by other factors like Reviewer and Contract Number. Click the downward arrow in each box to activate the drop-down list.

If no Tasks are checked, CMS will search for every task.

Note: If your search results in more than 200 records, only the first 200 will display and you will receive a message suggesting you refine your search to return fewer tasks. This prevents you from possibly getting a time-out error caused by too big of a search.

16. Click the down arrow in the Reviewer Stage box and select BCM REVIEW OF SIGNED CONTRACT.

17. Click the Search button.

The Clear button will clear your selections.
18. The tasks currently in the selected review stage (regardless of task type) are displayed.
Managing Task Information from the Inbox

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

Viewing the Contract Schedule from the Inbox

Before you begin: Open the Inbox.

What You Do

19. Select the Task link for the specific item (in this case, CTRCT), from the list of contract items in the Inbox.
20. The **Contract Review Module** screen appears, displaying information about the current review stage in the task schedule.

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

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

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

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

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

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

Note: Information on entering budget details (as well as updating contract documents), is detailed in the Managing and Understanding Contracts Chapter provided to users that perform these tasks.
21. Notice that the Contract Review Module has four major components, available through tabs across the top:
- **Current Stage**
- **Notes**
- **Schedule**
- **Uploaded Documents**.

Use these tabs to navigate through the Contract Log.

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

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

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

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

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

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

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

**Concepts**

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

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

**What You Do**

23. Click the **Notes** tab from the Contract Log page.

**Comments/Prompts**

<table>
<thead>
<tr>
<th>CURRENT STAGE</th>
<th>NOTES</th>
<th>SCHEDULE</th>
<th>UPLOADED DOCUMENTS</th>
</tr>
</thead>
</table>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

What You Do

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

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

There are also areas in which you can cancel the contract after selecting a cancellation type and send correspondence to another reviewer involved in this task. See the *Correspondence* section for more information.
32. To upload a new document to a task, click the **Upload Document** button to open the **Upload Document** screen.

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

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

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

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

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

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

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

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

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

**Comments/Prompts**

Note: Uploaded documents are saved in Adobe Acrobat’s PDF format. To view them after uploading, click on the “Show Existing PDF” button.
What You Do

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

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

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

Concepts >

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

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

Updating Your Review Stage

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

What You Do

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

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

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

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

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

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

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

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

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

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

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

Concepts>

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

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

What You Do

39. Click the Contract ID link for the contract you want to cancel.

40. Select the Select Cancellation Type dropdown list to pick a reason for the cancellation.

41. Click the Cancel Contract button to cancel the contract.
What You Do

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

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

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

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

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

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

Opening the Contract from the Inbox

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

What You Do

46. Click the Contract ID link for the contract you wish to examine.

47. The Contract Update page appears. Details on reviewing and understanding contract information are discussed in the Managing and Understanding Contracts chapters.
Opening the Contractor Information from the Inbox

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

**What You Do**

48. Click the Contractor link for the contract you wish to examine.

49. The Contractor Details page displays. Details on reviewing and understanding contractor information will be discussed in the Managing Contractor Information chapter.
CHAPTER 3

Managing Contract Groups

Topics

a. Understanding Contract Groups
b. Creating a Contract Group
c. Editing a Contract Group
d. Creating a Contract Group Schedule and Assigning Reviewers
e. Adding Contract Documents to the Contract Group
f. Viewing the Budget
g. Creating the Contractor List
h. Deleting a Contractor from the Contractor List
i. Adding Contracts to a Contract Group
j. Performing Group Renewals
Chapter 3: Managing Contract Groups

Understanding Contract Groups

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

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

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

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

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

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

Concepts

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

Create a Contract Group

✔ Before you begin: You are logged into the system as a BCM administrator or CMS administrator.
**What you do**

50. From the CMS menu column on the left, click the Create link in the Contract Groups section.

**Comments/Prompts**

51. The Create Group page appears.

Select a Contract Year, Program Division, Program Name, and Sub-Program Name from the drop-down lists. To activate the lists, click the downward pointing arrow in each box.

The items with a double asterisk (**) represent required information.

Type in a Description for the new Contract Group. As with all text boxes that ask for a description or will be used as labels, make your entry as meaningful as possible.
<table>
<thead>
<tr>
<th>What you do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the Create button.</td>
<td>The <strong>Contract Group Details</strong> page appears. This is where you need to set up the Contract Group Details.</td>
</tr>
</tbody>
</table>
Note that the information entered on the previous page is carried over to the Group Details page.

The contract group details below the Group Description box are default options in the various list boxes. You will need to modify this information, depending on your contract group properties.
52. Enter the required fields in the Dates, Contract Details, and the Budget Details sections, plus any additional data you possess.

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

Click the Create button.

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

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

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

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

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

Searching for a Contract Group

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

What you do

54. From your CMS menu column on the left, click the Search/Update link in the Contract Group section. The Contract Group Search page appears.

55. Use the drop-down lists and the description box to select your search criteria. You will search for the Contract Group you created in the previous task.

Click the Search button.

Note: You must select at least one search option.
56. Notice that the search criteria is still listed, along with the search results.

You can clear the search criteria by selecting the Clear button, or narrow your search by entering additional criteria in the search boxes and clicking the Search button.

Select the Details link for the desired contract group to open and view the Contract Group.
Creating a Contract Group Schedule and Assigning Reviewers

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

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

Assigning Reviewers to a New Contract Group Schedule

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

What You Do | Comments/Prompts
---|---
57. Click the Reviewers tab on the Contract Group Details page. | The Contract Group Reviewers page displays.
58. The current list of contract tasks is displayed. Note that there is currently no schedule information on the page. You will be setting up a schedule for the Contract Task (abbreviated as CTRCT) Click the Edit link next to the CTRCT task. | The task item is activated, and the schedule drop-down box displays.
What You Do

59. Click the down arrow in the schedule drop-down box to display the list of contract schedule types currently available. Select the one you wish to use.

If the schedule drop-down box covers the Update link, click in a blank area so the box size reduces.

60. Click the Update link to save your schedule choice.

The page updates, displaying the selected review schedule. The reviewer box defaults to the first task in the list.

Note: The typical contract review schedule is now 150 days. You should see schedules based on this number.
61. The **Reviewer** selection screen displays the predefined review stages. These stages are part of the schedule you selected. At this point, you will need to start assigning reviewers to the stages. The reviewers that appear in the list *before* you assign and save the reviewers lists are default values from the system.

Click the **Assign Reviewers** button

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

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

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

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

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

Click the **Save Reviewers** button.

**Note**: You may type a letter into the reviewer list boxes to jump to the first reviewer with that first initial – for example, enter “M” to jump to the first entry beginning with the letter M.
64. The reviewer list has successfully been saved, and the selection box is now disabled.

To set up another schedule, such as budget modifications, you would click the Edit link next to the desired task and repeat the process, selecting a schedule, assigning reviewers to the schedule stages, and saving the list.

To make changes to the displayed schedule and reviewer list, click the Assign Reviewers button and repeat the process of selecting reviewers and saving the list.
Reviewing the Contract Group Schedule

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

What You Do

65. Click the Schedule tab at the top of any of the Contract Group pages that appear once you have selected and opened a Contract Group.

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

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

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

67. The number of **Scheduled Days** associated with each stage of the selected schedule is listed, along with the **Total Days in Schedule**.

Note that a particular review stage may be a “parent” item, with “child” items associated with it, such as internal review by different offices. The child items are indicated in this image by the dashes preceding the text. In the case shown here, the child tasks run concurrently – each reviewer has 20 days to accomplish their review, but the entire internal review process only runs 20 days.
Adding Contract Documents to the Contract Group

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

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

Attaching Documents to the Contract Group

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

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

What You Do

68. Click the Documents tab on the Contract Group Details page.

Comments/Prompts

- Click the Documents tab on the Contract Group Details page.
69. The **Contract Group Documents** page displays.

   There are two lists of documents, the **Contract Documents** and the **Downloadable Documents**.

   The **Contract Documents** list shows the documents that are available to be added to a contract document.

   The **Downloadable Documents** list shows the documents that are available to be downloaded by the contractor (or OCFS staff). These can include instructions on how to complete the contract, or documents that you want the contractor to download and complete offline (on their own computer), then upload back into CMS where you can review them and add them to the contract document if you want.

   For both lists, the **Available Documents** column on the left displays the contract documents that can be used for your Contract Group. The **Selected Documents** column on the right displays the documents that you have chosen to be used for your Contract Group.

   You can move documents back and forth from either lists by using the right and left arrows in between the lists. You must remember to hit the **Save** button to save your changes for each list before moving to the other list.

70. Select a document and click the right arrow to move the document into the **Selected Documents** list. Repeat the process as necessary, building your list.

   To remove a document from the **Selected Documents** list, select the item, then click the left arrow.
What You Do

71. Click on an item in the Selected Documents list and click the up and down arrow buttons to re-order your list. The contract will be compiled, generated, and printed in this order.

72. Once you have assembled the list of Selected Documents in the correct order, click the Save button to save your list of Contract Documents to the Contract Group.

73. Repeat the same steps to add any downloadable documents to the Group.

Remember to use the Save button to save any changes you make to this list before leaving it.
Viewing the Budget

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

Examining the Budget View

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

What You Do

74. Click the Budget tab on the Contract Group Details page.

Comments/Prompts

75. The Contract Group Budget displays.

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

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

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

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

Adding Contractors to the Contract Group

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

What You Do | Comments/Prompts
--- | ---
76. Click the Contractor List tab on the Contract Group Details page. | 77. The Contractor List page is displayed.

76. Click the Contractor List tab on the Contract Group Details page.

77. The Contractor List page is displayed.

Click the Contractor Search button to locate potential contractors for the Contract Group.
78. Enter your search criteria. Notice that the options include a search by Legal Name, Federal Id (Municipal Code can also be entered in this field), DBA (Doing Business As), Region, and County. The **Legal Name** may be different than the DBA name.

Click the **Search** button.

**Note:** You do not need to select any criteria to perform your search, but this will result in every contractor listed in the CMS database appearing in your results page and may cause a timeout error.

79. To add a contractor(s) to your Group, check the box next to the **Legal Name** of the contractor.

To view detailed information about the Contractor, select the **Legal Name** link to open the Contractor Detail page.

The numbers at the bottom of the search results indicate the number of pages of contractors your search resulted in. If more than one page returns, click the page number to navigate to that page of the results, if necessary.

**Note:** With multiple result pages, you must select the desired contractors on one page, click the **Save Contractors List** button, then repeat your search and move to the next results page, selecting the next set of contractors and clicking the **Save Contractors List** button for those pages.
What You Do

80. After you have placed a check mark next to the desired contractors on the page, click the Save Contractors List button.

81. The selected contractors are copied to the Contractor List page.

Your Contractor List has been saved, but no contracts have been created for this Contract Group yet.

Contractors may be added individually as the contracts are awarded.
Deleting a Contractor from the Contractor List

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

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

Deleting Contractors from the Contract Group

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

What You Do

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

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

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

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

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

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

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

Create a Contract in the Contract Group Contractor List

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

What You Do

84. Click the Contractor List tab on the Contract Group Details page.

85. Click the Edit link to select the contractor.

86. Enter the Amount (no $ needed), assign an Award# and Contract # in the text boxes.

Click Update to save your entry.

Note: Award# and Contract # are optional – you may leave them blank. A default contract # will be assigned if the field is left blank.
87. Click the **Save Contractor List** button to create the contract.

88. The system either assigns the Contract # you entered or automatically generates a contract number if you left Contract # blank. The contract number begins with the contract prefix assigned to the Contract Group at the time the contract is created.

**Note:** Clicking the Contract # link will take you to the details of the contract.

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

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

Concepts >

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

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

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

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

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

![Contract Group Details](image)
What You Do

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

Make any changes to the renewal periods if necessary.

Enter amounts for the renewal periods.

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

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

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

Topics

a. Locating Contract Information through CMS
b. Updating Basic Contract Information
c. Viewing Contract Period Information
d. Managing Contract Budgets
e. Managing Contract Documents
f. Reviewing Contract Reviewers and Schedules
g. Preparing Contract Funds
h. Creating the AC340
i. Viewing Existing Coding Instructions
j. Viewing Contract Contractor List
Chapter 4: Managing and Understanding Contracts

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

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

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

Searching for a Contract

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

**What You Do**

92. From your CMS menu column on the left, click the Search link in the Contracts section.

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

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

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

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

   **Example:**
   
   **Contract Year:** 2005;  
   **Contractor:** After school

   Click the **Search** button.

   The **Contract Search Results** page appears.

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

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

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

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

   The **Contract Update** page appears.

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

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

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

**Viewing Contract Information**

✔ Before you begin: You are logged into the system as a user and have retrieved a contract record.
96. The Contract Update page always displays the Contract Period Info first.

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

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

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

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

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

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

General information pertaining to the entire contract such as the multi-year term, whether it is renewable or a Training Contract is listed on this page. For information about the current contract period, select the **Contract Period Info** tab.

### Comments/Prompts

Three sets of data appear on this page:

- a) **Contract General Information**
- b) **Financial Summary Rollup**
- d) **Contract Notes**

The **Financial Summary Rollup** describes the current financial information available from the CAPS system. The data changes as new information is available from CAPS (on a nightly basis). Users cannot update this information.

The **Send Correspondence** button can be used to contact others associated with this contract.

The **Contract General Information** screen describes the most basic pieces of contract information. Only CMS and BCM administrators can update the information contained in it. Changes are saved by clicking the **Update** button. If there are no changes to be made or your login doesn’t have access to make changes, this button will be disabled.
Updating Basic Contract Information

Adding and Updating Contract General Information

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

What you do

98. Information on the Contract General Info page can be updated by certain CMS roles and at certain times. See Appendix C - Contract Property Rules for more information.

Project names are not inherited from the Contract Group and should be added by a BCM administrator. This can be done in the text box provided to either add or change the Project Name if it already exists.

Click the Update button to save the name change.

99. Other information can be entered in the text boxes provided or selected from the drop down lists as needed.

If a contract is Renewable, make sure that that field is checked to allow you to renew Contract Periods.

If a contract is for Training, make sure that that field is checked so the training functionality is available when appropriate.

After any information is added or changed, click the Update button to save the changes.
### What you do

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

Click **OK**.

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

### Comments/Prompts

*Microsoft Internet Explorer*  

![Error Message]

Please enter Mandatory Fields  

**Originating Agency**

**OK**

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

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

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

**What you do**

100. Click the **Add Notes** button.

**Comments/Prompts**

The **Contract Notes** text box will open.

Enter your note in the text box and click the **Save** button. If you do not wish to save the note, click **Cancel**.
102. The Contract General Information screen is updated and your new note is added to the Contract Notes table.
Viewing Contract Period Information

Information on the Contract Period Info page can be updated by certain CMS roles and at certain times. See Appendix C - Contract Property Rules for more information. Users who may update information on this page need to click the Update button to save their changes.
Before you begin: You are logged into the system as a CMS user and have retrieved a contract.

### What you do

103. The **Contract Period Info** page displays information about the selected contract period. Sections include:

- **Schedule**: Click **Show** or **Hide** to open or close the schedule window to see the stages and status of the current schedule.

- **Notes**: Click **Show** or **Hide** to open or close the notes about the selected contract period.

- **Amendments**: Displays information for any amendments done for a period. The first period is known as the initial amendment. The **Details** link shows more information. The **Amend** button creates a new amendment.

- **Contract Period Info**: Displays general information about the period.

- **Financial Summary**: Displays financial information about the period and links to additional information.

- **Contract Contacts**: Displays the names of OCFS staff involved in the contract. Some may also be involved in the review process.

### Comments/Prompts

*Note:* The current contract period is displayed by default. As noted on the **Contract General Information** page, the contract may be eligible for a multi-year term. Information on additional contract periods (once a contract has been renewed) will be available from the Contract Periods section by selecting each period’s tab.

**Contract Properties**: Displays properties about the period such as the type of contract. If the contract is an online contract, the **Online** box must be checked to enable online functionality.

**Contract Budget Info**: Displays information about the budget for this period. This information cannot be changed within a period since it would cause problems with the budget and claims.

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

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

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

What you do

104. Click the Add Contacts button.

Comments/Prompts

104. Click the Add Contacts button.

105. The Contract Contacts section will display the Add Contacts selection boxes.

106. Click the down arrow in the Contact Type drop-down box to select a contact type.

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

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

The Contract Period Information screen is updated.

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

Note: You may delete a contact, simply by clicking the Delete link next to the appropriate contact.
Locating Contract Financial Information

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

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

**What you do**

110. Click the Contract Period Info.

This provides access to various types of financial information:

- Coding Summary
- AC340 History
- Claim History
- Contract Ledger.
Viewing Coding Details

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

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

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

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

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

**Note:** Program and other users who do not have privileges for performing coding tasks will see a warning message at the top of the page. The Create AC-340 and Add Coding buttons will be disabled for them, and they will not be able to edit or delete existing coding instructions.
Viewing the AC340 History

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

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

What you do | Comments/Prompts
--- | ---
113. Click the **AC-340 History** link. |  
114. The **AC-340 History** lists in table format the history of AC340s filed against the contract. Notice the various status entries for the items. Click the Details link to view specific claim information. The **AC340** page displays.

115. The **AC340** details page displays a copy of the AC340 that was processed by BCM. You can click the **Print** button to get a hard copy of the report if needed. Click the **AC-340 History** button to return to the history screen. Click the **Contract Coding Summary** button to go to that screen.
Viewing the Claim History

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

What you do

116. Click the Claim History link.
What you do

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

Notice the various status entries for the items.

Click the Details link to view specific claim information.

The Expenditure Report History Details page displays.

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

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

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

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

Pending and in process claims will only show a subset of these links — typically, the Claim Reports Module and Claim Payment and Calculation Module links.
What you do

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

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

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

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

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

122. Click the **Claim Payment and Coding Module** link to see information about this payment coding stage of the claim review process.
123. The Payment Coding page shows how the claim amount was applied against the various cost centers funding the contract.

Note: A message will display if the stage is complete, thus the information is only for reference.

Also, a warning message about possible interest due will be displayed if necessary.
Viewing the Contract Ledger

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

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

What you do | Comments/Prompts
---|---
124. Click the Contract Ledger link.

125. The Contract Ledger page.

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

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

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

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

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

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

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

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

**Properties:** Displays general information about the contractor.

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

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

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

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

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

Viewing Contractor Contacts

Note: This information should normally be set up when the contract is created, but may need to be revised as people change jobs, retire, etc.
Before you begin: You are logged into CMS and have retrieved a contract record and are looking at the Contractor Info page.

**What you do**

127. Click any of the Contacts to display the contact information.

128. Information for the selected contact is displayed. This information is applicable to this contract that is held by this contractor. You can only update the address for the contract. The Address list will display those currently on file for the contractor. You can change this and click **Update** to save your change.

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

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

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

Click the Back button to return the Contractor Info screen.

131. To add a new address, select “—NEW ADDRESS—” from the list.
132. Enter the new address information in the appropriate fields and click the Update button to save your changes.

Click the Back button to return the Contractor Info screen.

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

**Note:** There may be multiple Site Addresses for a contract. BCM and CMS administrators may add additional site addresses by clicking the Add Address button.
<table>
<thead>
<tr>
<th>What you do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
</table>
| 134. Only BCM and CMS administrators may update this information. Click the Back button to return to the Contractor Information page. | **ENTER ADDRESS DETAILS**

<table>
<thead>
<tr>
<th><strong>Address Type</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SITE</strong></td>
</tr>
</tbody>
</table>

**CHOOSE ADDRESS**

<table>
<thead>
<tr>
<th><strong>Existing Addresses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>212 HIGH arranging, WEST ISLAND, NY 11795</td>
</tr>
</tbody>
</table>

**NEW ADDRESS**

<table>
<thead>
<tr>
<th>Address1 (eg: Street Number, Street Name, Apt #)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address2 (eg: Address 2, Floor #)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW YORK</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Update</th>
<th>Clear</th>
<th>Back</th>
</tr>
</thead>
</table>
Adding External (Contractor) Contacts to the Contract

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

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

**What you do**

135. Click the **Add Contact** button.

136. The blank Contractor Contacts detail page displays.
137. Click the down arrow in the **Contact Type** field and select a type.

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

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

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

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

141. Notice that the **Save** button has changed to an **Update** button. Click the **Back** button to return to the Contractor Information page.

142. The new contact is now listed in the **Contacts** section on the Contractor Information page.
Updating a Contract Payee Address to the Contract

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

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

**What you do**

143. Click the CONTRACT PAYEE link.

**Comments/Prompts**
144. The existing Contract Payee address page is displayed.

145. Click **NEW ADDRESS** in the Existing Addresses dropdown box to enter a new Address.

146. Enter the new address information in the appropriate fields.

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

147. A message will display indicating your changes have been saved.
<table>
<thead>
<tr>
<th><strong>What you do</strong></th>
<th><strong>Comments/Prompts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>148. Click the <strong>Back</strong> button to return to the Contractor Information page.</td>
<td><strong>ENTER ADDRESS DETAILS</strong></td>
</tr>
<tr>
<td><strong>Address Type</strong></td>
<td><strong>Contractor</strong></td>
</tr>
<tr>
<td><strong>Existing Addresses</strong></td>
<td><strong>NEW ADDRESS</strong></td>
</tr>
<tr>
<td><strong>Address1</strong> (e.g. Street Number, Street Name, Apt #)</td>
<td>345 Central Avenue</td>
</tr>
<tr>
<td><strong>Address2</strong> (e.g. Address 2, Floor #)</td>
<td></td>
</tr>
<tr>
<td><strong>County</strong></td>
<td><strong>City</strong></td>
</tr>
<tr>
<td>RENSSELAER</td>
<td>Troy</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td><strong>Zip</strong></td>
</tr>
<tr>
<td>NEW YORK</td>
<td>12345</td>
</tr>
</tbody>
</table>

[Image of form fields related to entering address details]
Adding a Site Address to the Contract

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

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

**What you do**

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

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

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

When you are satisfied with the address information, click the **Save** button. Otherwise click the **Clear** button to erase your entry.
152. The page is updated. Notice that the **New Address** is now listed in the **Existing Addresses** box.

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

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

153. Click the **Back** button to return to the Contractor Information page.
154. The new address is now listed in the **Site Addresses** table.

<table>
<thead>
<tr>
<th>DETAILS</th>
<th>ADDRESS TYPE</th>
<th>ADDRESS1</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td>SITE</td>
<td>212 HOBIE LANE</td>
<td>WEST ISLIP</td>
<td>NY</td>
<td>11795</td>
</tr>
<tr>
<td>Details</td>
<td>SITE</td>
<td>123 Main Street</td>
<td>East Greenbush</td>
<td>NY</td>
<td>12061</td>
</tr>
</tbody>
</table>
Managing Contract Budgets

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

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

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

Submitting a Contract Budget

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

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

What you do

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

156. The Review stage is still pending.

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

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

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

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

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

[Diagram of form fields]

You will see the cursor if you are in field that is editable.
159. Navigate through the fields, entering the budget information.

The totals fields will automatically update as you enter information.

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

Provide information about any local share funding, if applicable.

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

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

Click the **Close Window** button.

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

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

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

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

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

What you do

162. Click the **Budget** tab button in the general Contract Processing set of buttons to view a summary of the budget.

163. The current budget details are displayed in the **Budget Details** table. Any budget modifications will be listed in the **Budget Modification History** table.

To view the full budget, you can view it in the contract document from the **Inbox** or the **Document Prep** section of the Contracts screens via the **View Contract** buttons.
Conversion Budgets

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

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

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Local Share/Match</th>
<th>OGS Funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>$2,500.00</td>
<td>$10,000.00</td>
<td>$12,500.00</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$2,500.00</td>
<td>$10,000.00</td>
<td>$12,500.00</td>
</tr>
<tr>
<td>Non-Personal Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract/Consultant</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel/Per Diem</td>
<td>$1,250.00</td>
<td>$5,000.00</td>
<td>$6,250.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$1,250.00</td>
<td>$5,000.00</td>
<td>$6,250.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$2,500.00</td>
<td>$10,000.00</td>
<td>$12,500.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$5,600.00</td>
<td>$20,000.00</td>
<td>$25,600.00</td>
</tr>
</tbody>
</table>
Managing Contract Documents

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

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

Viewing Contract Documents from the Inbox

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

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

What you do

164. Click the CTRCT link in order to set up the contract documents during your review stage.

165. The Contract Review Module page appears. Notice the contract and budget buttons. The current review stage is listed as having a pending status.

Click the View Contract button to open the contract document in Adobe Acrobat.
**What you do**

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

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

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

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

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

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

170. If there is nothing more to do in your review stage, you can update the review stage and indicate your approval.

Click the **Edit** link for the review stage.

Select a **Review Status**.

Click the **Update** link to save your selection and move the contract to the next stage and reviewer.
Viewing Contract Documents from Contract Update

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

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

<table>
<thead>
<tr>
<th>What you do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>171. Click the <strong>Document Prep</strong> tab button in the general Contract Processing set of buttons.</td>
<td></td>
</tr>
</tbody>
</table>

172. Two sections are displayed. The first is for the contract documents. The second is for documents available to be downloaded by users (such as online contractors), completed offline and then uploaded to CMS for inclusion into the contract or contract related documents.

Clicking the **View Contract** button opens the PDF file with Adobe Acrobat.

**Note:** Not all users will see the Save button.

173. Click the **Maximize** button in the upper right hand corner of the window to see the full page.
What you do

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

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

175. Click the X (Close) button in the upper right-hand corner of the window.

176. The contract document and Acrobat will close.

The Documents list displays.
Updating the Contract Documents List

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

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

What you do

177. All available Contract Documents and Downloadable Documents are displayed in the tables on the left. The top Selected Documents list shows the documents that will be included in the contract document, and their selected order. Any uploaded and approved documents will have [UPLOAD] at the end of their name.

The bottom Selected Documents list shows the documents that will be included in the Contract Review Module for downloading by the reviewers, including contractor users.

178. Select a new document from the Available Documents list:

Click the Right arrow to move the item to the Selected Documents list.
**What you do**

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

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

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

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

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

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

**Comments/Prompts**

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

182. Adding **Downloadable Documents** is done in the same manner as above.

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

---

Comments/Prompts

**Adding Downloadable Documents** is done in the same manner as above.

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

---

Reviewing Contract Reviewers and Schedules

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

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

**Identifying Contract Reviewers for a Schedule**

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

What you do

183. Click the **Reviewers** tab button in the Contract Update screen.

184. The **Contract Task** reviewers list is displayed by default (the displayed task is highlighted in yellow).

A list of the reviewers is on the right. The reviewers and the roles associated with each stage in the task is displayed.
What you do

185. Click a different Task link to view the reviewers for that schedule.

The page updates, displaying the selected task schedule and associated reviewers in the table on the right.
Identifying the Scheduled Time for Contract Tasks

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

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

What you do

186. Click the Schedule tab button in the Contract Update screen.

187. The Contract Task schedule is displayed by default (the displayed task is highlighted in yellow).

Click a Task link to view the associated schedule.

The schedule on the right side shows the review stages. The schedule indicates the review stage, the reviewer and the role associated with the stage, and the number of scheduled days allotted to the individual item.

The total number of days allotted to the schedule is listed at the bottom, as Total Days in Schedule.
Preparing Contract Funds

**Concepts**

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

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

**Creating Coding Instructions**

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

---

**What you do**

188. On the Contract Period Info tab, click on the Coding Summary button.

189. The Contract Coding Summary screen displays. If no coding has been defined for this contract a warning message indicates so.

Select the Add Coding button to access the coding screen.
What you do

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

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

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

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

191. Click the Save button to save your entries.
192. A status message at the top of the page indicates if your coding information was successfully entered. You will receive error messages if you use information not acceptable to the system (such as an invalid object code, etc.).

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

Creating the AC340

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

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

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

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

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

What you do

195. Click the AC340 History button to view the AC340 History.

Comments/Prompts

196. The AC340 History screen appears. You can select the Details link to view an electronic version of the AC340.

If you had manually processed an AC340, there will be a check in the Manually Processed column. Once you have finalized the AC340, check the BCL Finalized column and select the Process button to finalize your AC340.
197. You will see a message showing that you successfully finalized the AC340, and the BCL **Finalized** column will be grayed out.
Viewing Existing Coding Instructions

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

What you do

198. The Contract Coding Summary page displays information on existing coding for the contract.

Click the Edit link to view the detailed coding instructions.

199. The Contract Coding Detail screen appears with the coding instructions for the contract.

Select the Coding Summary button to return to the Summary page.
Editing Existing Cost Center Coding

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

What you do

200. Click the **Edit** link to open the detailed coding instructions.

Comments/Prompts

201. Detailed coding information displays.

Depending on the contract and the cost center, you may not be using all the fields on the screen.

Changes can be made if necessary. Click the **Update** button to save your changes.

Click the **Coding Summary** button to return to the summary details.
Deleting Coding Instructions

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

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

What you do

202. Click the Delete link.

The Contract Coding Details page displays.

203. Click the Delete button.

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

204. The coding detail is deleted, and the coding summary page appears.
Viewing Contract Contractor List

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

205. The Contractor List page displays information on all of the contractors who have contracts within the same group as the contract you are viewing.

Clicking the contract number of one contracts in the list will open the Contract Update page for that contract.
Managing Contractor Information

Topics

a  Reviewing Contractor Information
b  Searching for a Contractor
c  Viewing Contractor Contact Information
d  Viewing Contractor Addresses
e  Creating New Contractors
f  Adding Contractor Addresses
g  Adding Contractor Persons
h  Adding Contractor Contacts
i  Adding Contractor Notes
j  Updating Contractor Information
k  Editing Address Information
Chapter 5: Managing Contractors

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

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

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

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

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

Searching for a Contractor

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

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>From your CMS menu column on the left, click the Search/Update link in the Contractor section.</td>
<td></td>
</tr>
</tbody>
</table>

User, Lucy [CMSADMIN]  
LOGOUT

HOME  
INBOX  
CONTRACT GROUPS  
CREATE  
SEARCH/UPDATE  
CONTRACTOR  
CREATE  
SEARCH/UPDATE
The Contractor Search page displays a series of text boxes and drop-down boxes for entering search criteria, as well as buttons for performing the search or clearing the search criteria.

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

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

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

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

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

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

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

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

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

   Click the Search button.

   The Contractor Search Results page appears.

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

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

   Note: If you do not find the contractor you are seeking, you may perform a new search from this page by entering different or additional search criteria.
209. The **Contractor Details** page displays the available contractor information.

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

The page updates, displaying all the notes.

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

Click **Cancel** to hide the note.

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

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

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

What You Do

210. The Contractor Details page indicates the available contractor information.

The contacts are listed in Contacts section. These contacts will be available for users to view when looking at contract information.

Clicking on one of the contact type links will open up their details page.

211. The Contractor Contacts Details page displays the contact information for the contact.

The Address information applies to the Contact, and is selected from the Address entries on the Contractor Details page. The address for this contact does not need to be the same as the address for other contacts.

The Update button is enabled for users with permission to update Contractor data (BCM and CMS administrators). The button is grayed out (disabled) for other users.

Click the Back button to return to the Contractor Details page.
212. You are returned to the Contractor Details page.
Contract Management System  Managing Contractor Information

Viewing Contractor Addresses

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

What you do

213. CMS allows users to create different address types such as Remit To/Payee, Chief Administrative Officer, Fiscal, Legal, and Shipping/Mailing. There may be multiple entries for these types. In addition, not every type will exist for every contractor.

The addresses can then be selected for use with the Contacts.

Click an address link to see its details.

Comments/Prompts

<table>
<thead>
<tr>
<th>COP</th>
<th>Contract Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONTRACTOR NAME</strong></td>
<td></td>
</tr>
<tr>
<td>Legal Name**</td>
<td>ABC After School Program</td>
</tr>
<tr>
<td>DBA Name</td>
<td>ABC After School Program</td>
</tr>
<tr>
<td>Popular Name</td>
<td>ABC</td>
</tr>
<tr>
<td>Federal Id</td>
<td>123456789</td>
</tr>
<tr>
<td>Note Code</td>
<td></td>
</tr>
</tbody>
</table>

| CONTACTS | Add Contact | Add Note | Remit To/Payee | Chief Administrative Officer |

<table>
<thead>
<tr>
<th>CONTRACTOR PROPERTIES</th>
<th>Chief Admin Officer</th>
<th>Chief Financial Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Type*</td>
<td>SMALL BUSINESS</td>
<td></td>
</tr>
<tr>
<td>Vendor Type*</td>
<td>PROFIT</td>
<td></td>
</tr>
<tr>
<td>Charity Reg#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charity Exemption Reason</td>
<td></td>
<td></td>
</tr>
<tr>
<td>501c Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligibility Code**</td>
<td>NOT APPLICABLE</td>
<td></td>
</tr>
</tbody>
</table>

| MORE PROPERTIES | | |
| M/WBE Industry Code* | SERVICES/CONSULT | | |
| M/WBE Product Code* | SERVICES | | |
| M/WBE Class | SMALL BUSINESS | | |

<table>
<thead>
<tr>
<th>NOTES (CLICK FOR DETAILS)</th>
<th>Add Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a sample note.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTIVE DATE</th>
<th>INACTIVE DATE</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/2005</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### What you do

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

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

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

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

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

### Comments/Prompts

#### ENTER ADDRESS DETAILS

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Type</td>
<td>REMITT TO/PAYEE</td>
</tr>
<tr>
<td><strong>Choosing Address</strong></td>
<td><strong>Existing Addresses</strong></td>
</tr>
<tr>
<td>987 ELM AVENUE SUITE 100, ALBANY, NY 12202</td>
<td></td>
</tr>
<tr>
<td><strong>NEW ADDRESS</strong></td>
<td><strong>Address 1</strong></td>
</tr>
<tr>
<td>(eg: Street Number, Street Name, Apt #)</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td>City</td>
</tr>
<tr>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>NEW YORK</td>
<td></td>
</tr>
</tbody>
</table>

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

Concepts>

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

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

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

Adding a New Contractor

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

What you do

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

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

217. The Contractor Details page displays the Contractor fields.

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

218. Enter the contractor information.

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

Click the Add button.

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

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

219. The Contractor Details page now displays the **Update** button, instead of an **Add** button. The status message in the upper right hand corner indicates the contractor was successfully added to CMS.
Adding Contractor Addresses

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

What you do

220. Click the Add Address button.

Comments/Prompts

Note: You should add addresses to the contractor record before you add contacts, since the contractor contacts will use addresses defined through the Add Address button.

The new Contractor Addresses Details page displays.
221. Select an Address Type from the Address Type dropdown list.

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

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

Click the **Save** button to save your changes.
What you do

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

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

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

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

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

<table>
<thead>
<tr>
<th>What you do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>225. Click the Add Person button.</td>
<td></td>
</tr>
<tr>
<td>226. The blank Contractor Person Details page appears.</td>
<td>Enter the appropriate contact information. Click the Save button to save your entry.</td>
</tr>
<tr>
<td>227. The Contacts Person Details page is updated. The Save button has changed to an Update Button.</td>
<td>You may edit the information by changing any of the information, then clicking the Update button. Click the Back button to return to the Contractor Details page.</td>
</tr>
</tbody>
</table>
228. Notice that the Contractor Details page now displays the new Person.

You may add additional persons by clicking the **Add Person** button and repeating the process.
Adding Contractor Contacts

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

What you do

229. Click the **Add Contact** button.

230. The blank **Contractor Contacts Details** page appears.

Select the **Contact Type** and **Person** and **Address** from the drop down lists.

The **Person** and **Address** lists are populated from the data that was previously entered. You cannot create a new persons or addresses from this page.

You can add additional data such as title and phone numbers. If you leave them blank, CMS will use the information you previously entered in the Add Person steps.

Click the **Save** button to save your entry.
231. The Contacts Details page is updated. The Save button has changed to an Update Button.

You can now only edit the Address information on this screen by changing the information, then clicking the Update button.

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

232. The Contractor Details page now displays with the Contact just added.

You can add additional contacts by clicking the Add Contact button and repeating the process.
Adding Contractor Notes

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

What you do

233. Locate the Notes: section of the page.

Click the Add Notes button.

The Notes text box opens on the Contractor Details page.

Comments/Prompts

234. Enter the note you wish to add in the text box.

235. Click the Save button to save the new information.

If you want to clear the form and close the Notes box, click Cancel.

236. The Contractor Details page is updated and the Notes entry box is closed. A small portion of the note appears in the Notes section.

To view the entire note, click the note itself.
237. To add additional notes, click the **Add Notes** link and repeat the process. As you add each new note, the beginning of each note appears in the **Notes** table on the main **Contractor Details** page.
Updating Contractor Information

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

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

Updating Contractor Information

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

What you do

Enter the new information in the appropriate areas. You may be adding additional information, or changing existing data:

Click the Update button at the bottom of the page.

The revised information is saved.

Note: You may change the contacts or addresses by clicking the appropriate contact or address links and updating the information in those sections.
Before you begin: You are logged into the system as a CMS or BCM administrator. You have searched for the contractor and opened the Contractor Details page.

What you do

240. Click the link for the Address you want to edit in the Address section.

241. The Addresses Details page displays the existing Address.
What you do

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

Enter the new information in the New Address section.

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

Click on the Update button to save your entry.

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

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

Topics

a  Understanding How to Change Reviewers in CMS
b  Changing Reviewers
c  Viewing the Change Reviewers History
Chapter 6 Changing Reviewers

Understanding How to Change Reviewers in CMS

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

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

Changing Reviewers

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

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

### Comments/Prompts

<table>
<thead>
<tr>
<th>HOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>INBOX</td>
</tr>
<tr>
<td>CONTRACT GROUPS</td>
</tr>
<tr>
<td>CREATE</td>
</tr>
<tr>
<td>SEARCH/UPDATE</td>
</tr>
<tr>
<td>CONTRACTOR</td>
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<tr>
<td>CREATE</td>
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<tr>
<td>SEARCH/UPDATE</td>
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<tr>
<td>LOG SCREEN</td>
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<tr>
<td>CLAIM</td>
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<tr>
<td>BUDGET MODIFICATION</td>
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<tr>
<td>CONTRACTS</td>
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<tr>
<td>SEARCH</td>
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<tr>
<td>REPORTS</td>
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<tr>
<td>ONLINE QUERIES</td>
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<tr>
<td>STANDARDS</td>
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<tr>
<td>CLAIM QUERY</td>
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<td>ACH Process QUERY</td>
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<tr>
<td>HOLD QUERY</td>
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<tr>
<td>ASMC</td>
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<tr>
<td>BULLETIN BOARD</td>
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<tr>
<td>CORRESPONDENCE</td>
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<tr>
<td>SEARCH</td>
</tr>
<tr>
<td>REVIEWER MAINTENANCE</td>
</tr>
<tr>
<td>CHANGE REVIEWERS</td>
</tr>
<tr>
<td>CHANGE REVIEWERS HISTORY</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

Click the Search Contracts button to see a list of all contracts that meet the criteria you selected.
247. A list of contracts that meet your criteria displays. Closed contracts will not display.

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

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

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

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

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

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

249. Once your list is complete, select the Change Reviewers and the schedules for the tasks selected will be changed.

250. To see previous or pending reviewer changes, select the History button.
Viewing the Change Reviewers History

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

<table>
<thead>
<tr>
<th>What you do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>251. Select the <strong>Change Reviewers History</strong> item on the left menu.</td>
<td>HOME</td>
</tr>
<tr>
<td></td>
<td>INBOX</td>
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<td></td>
<td>CONTRACT GROUPS</td>
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<td></td>
<td>CREATE</td>
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<td>SEARCH/UPDATE</td>
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<td>CREATE</td>
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<td>LOG SCREEN</td>
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<td>STANDARDIZED</td>
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<td>CLAIM QUERY</td>
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<td>ACH30 FINALIZE QUERY</td>
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<td>HOLDS QUERY</td>
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<td>AS-HOC</td>
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<td>MANAGE USERS</td>
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<tr>
<td></td>
<td>CHANGE REVIEWERS</td>
</tr>
<tr>
<td></td>
<td>CHANGE REVIEWERS HISTORY</td>
</tr>
</tbody>
</table>
What you do

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

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

253. To view the history of a Processed task by clicking the Processed link for that row.
254. The history of the reviewer change is displayed.

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

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

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

For more information on this, see the Changing Reviewers section.
CHAPTER 7

Processing Expenditures and Advances

Topics

a  Understanding the Claiming Process within CMS
b  Logging a Claim
c  Log an Advance
d  Processing an Expenditure
e  Approving an Expenditure Claim during Review
f  Placing an Expenditure on Hold
g  Rejecting an Expenditure
h  Calculating Payment for an Expenditure
i  Coding Payment for an Expenditure
j  Processing an Advance
k  Rejecting an Advance
l  Coding Payment for an Advance
Chapter 7: Processing Expenditures and Advances

Understanding the Claims Process within CMS

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

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

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

Log an Expenditure

✓ Before you begin: You are logged into CMS.

What you do

257. From your CMS menu column on the left, click the Claim link in the Log Screen section.

The Contract Search page appears. You must locate a contract before you can log an expenditure.

258. Select the search criteria to narrow down your results and locate the contract you wish to log the expense against. You should have information such as contractor name available from the voucher submitted by the contractor.

Click the Next button to see the search results.

259. Depending on your search criteria, there may be multiple contracts in the results table. Locate the appropriate contract. You
Click the **Log** link.

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

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

**Note:** The system automatically enters the current date as the **Date Received**. However, you must enter the date you actually received the expenditure.
261. Enter the Claim Period and the Amount. The Ref/Invoice # defaults to the contract number. You may enter a different entry (such as the contractor’s voucher invoice) if needed.

Click the Save button.

262. A status message appears at the top of the page. If you had violated any of the system rules (for example, the claim period rule noted on the previous page) when you attempted to save the expenditure, a popup would appear, identifying the error and asking you to correct it. You would fix the error and click the Save button to log the claim correctly.

Note: The Claim Period can be any date equal to or after the start date of the contract period, and equal to or before the end of the contract. In general, the start of the claim period is not greater than the current date. There are exceptions however, such as rental claim periods which can be in the future.

Note: The Next button is used by staff who are assigned the next step in the Expenditure review process. If you only log expenditures and do not participate in the next step of the claims process, you will still be able to click the Next button and see the next page, but you would not be able to edit it. An error message would appear at the top of the page if you did so without proper privileges.
Log an Advance

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

What you do

263. From your CMS menu column on the left, click the Claim link in the Log Screen section.

The Contract Search page appears. You must locate a contract before you can log an expenditure.

Comments/Prompts

264. Select the search criteria to narrow down your results and locate the contract you wish to log the expense against. You should have information such as contractor name available from the voucher submitted by the contractor.

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

Click the Log link.

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

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

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

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

Click the Save button.

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

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

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

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

Reviewing an Expenditure

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

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

269. Select the appropriate expenditure (EXPEN) task from the selection table. You may use the contract number or contractor links to obtain more information about the item.

Click the task entry.
What you do

270. The Expenditure Report page appears.

Comments/Prompts

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

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

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

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

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

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

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

**What you do**

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

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

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

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

**Comments/Prompts**

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

---

**Expenditure Report**

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>BUDGET AMOUNT</th>
<th>APPROVED EXPEND</th>
<th>EXPENDITURES AMT</th>
<th>MANUAL DISALLOWANCE</th>
<th>SYSTEM DISALLOWANCE</th>
<th>AUTHORIZED EXPEND</th>
<th>TOTAL EXPEND</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
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<td>0.00</td>
<td>0.00</td>
<td>10050.00</td>
</tr>
</tbody>
</table>

---

NYS Office of Children and Family Services  7-12
Approving an Expenditure Claim during Review

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

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

**What You Do**

271. Enter a description for the claim.

Using the paper expenditure report as source for information, enter the appropriate amounts for the claim in each field.

The Total amount must add up to the total of all rows. You will need to verify this against your paper claim, and modify it, if necessary.

Click the Run Edit button to verify the entries against the budget rules. If no warnings appear, click the Process button.

**Comments/Prompts**

<table>
<thead>
<tr>
<th>Contract Details</th>
<th>Expenditure Details</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td><strong>Budget</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>Personal</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Personnel</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Supply</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Total</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
</tbody>
</table>
What You Do

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

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

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

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

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

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

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

What You Do

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

275. The **Info Requested Reason** box and the **Info Requested Comment** box appear at the bottom of the page.

Select an **Info Requested Reason** and enter an **Info Requested Comment**.

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

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

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

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

**What You Do**

277. Click the **Reject** button at the bottom of the page.

278. The **Expenditure Report – Reject** window opens on top of the existing **Expenditure Report** page.

   Enter a **Rejection Reason**.

   Click the **OK** button.
279. The page is updated. The Expenditure Report – Reject window automatically closes and a status message appears at the top of the Expenditure Report page.

Notice the Reject Reason is listed in the Expenditure Details section. If you were to open the Schedule Information, the Review Status in the schedule table would indicate the claim was rejected at this particular stage.

Note: The claim expenditure is not fully rejected until the last person in the expenditure schedule has rejected the claim. Subsequent reviewers should approve or reject the claim, based on the information available at the time of processing. If the last person in the expenditure schedule rejects the claim, the expenditure is deleted from the Inbox. The rejected expenditure report is still available for display from the Expenditure Report History.
Calculating Payment for an Expenditure

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

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

**What You Do**

280. Review the **Expenditure Report Payment Calculation** page.

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

You can change these amounts, if necessary.

Enter a **Note**, if needed.

Click the **Process** button.

### Comments/Prompts

<table>
<thead>
<tr>
<th>Expenditure Report Payment Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONTRACT DETAILS</strong></td>
</tr>
<tr>
<td>Contract #: TEST002</td>
</tr>
<tr>
<td>Contractor: FACT9003 After School Youth Program</td>
</tr>
<tr>
<td><strong>RECIPIENT</strong></td>
</tr>
<tr>
<td>Recipient #: TEST002</td>
</tr>
<tr>
<td><strong>ENERGY</strong></td>
</tr>
<tr>
<td>Payment: 1000.00</td>
</tr>
<tr>
<td>Balance Due: 0.00</td>
</tr>
<tr>
<td>Net Payment: 1000.00</td>
</tr>
</tbody>
</table>

**Note:** The rules for calculating payments based on the contract details and the budget are listed in the boxes on the right side of the page.
## What You Do

281. If you are not the same person that performs the payment coding, then the page will update and display a message.

The **Process** button on the page is disabled.

The Payment Calculation stage is complete. The Expenditure Status is adjusted to Calculated.

**Note:** If you perform the payment coding as well as payment calculation on the expenditure, then the Payment Coding page will automatically appear.

## Comments/Prompts

<table>
<thead>
<tr>
<th>Contract Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract #: TEST001</td>
</tr>
<tr>
<td>Contractor: After School Kids Under Supervision, Inc.</td>
</tr>
<tr>
<td>Contract Period: 1/1/2005 To 9/30/2005</td>
</tr>
<tr>
<td>Expenditure Period: 1/1/2005 To 1/1/2005</td>
</tr>
<tr>
<td>Status: Approved</td>
</tr>
<tr>
<td>Description:</td>
</tr>
<tr>
<td>SCHEDULE INFORMATION</td>
</tr>
<tr>
<td>Expenditure Report Amount: 1000.00</td>
</tr>
<tr>
<td>Advance Recoupment: 100.00</td>
</tr>
<tr>
<td>Recoupment Details:</td>
</tr>
<tr>
<td>Amount Advanced: 1500.00</td>
</tr>
<tr>
<td>Scheduled To Date: 9/31</td>
</tr>
<tr>
<td>Actual To Date: 385.00</td>
</tr>
<tr>
<td>Recoupment Past Due: 53.00</td>
</tr>
<tr>
<td>Recoupment Due: 1115.00</td>
</tr>
<tr>
<td>Witholding/Retainage: 100.00</td>
</tr>
<tr>
<td>Witholding Retainage Details:</td>
</tr>
<tr>
<td>Witholding %: 10</td>
</tr>
<tr>
<td>Retainage %: 3</td>
</tr>
<tr>
<td>Payment: 1000.00</td>
</tr>
<tr>
<td>Balance Due: 0.00</td>
</tr>
<tr>
<td>Net Payment: 1000.00</td>
</tr>
<tr>
<td>Note:</td>
</tr>
<tr>
<td>Expenditure Report:</td>
</tr>
</tbody>
</table>

*Payment and Calculation stage has been completed.*
Coding Payment for an Expenditure

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

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

**What You Do**

282. The Payment Coding page displays how the expenditure amount should be apportioned among the cost centers established for the contract. You may manually alter the allocation of funds.

Enter the Batch Number if the claim is being manually processed.

**Note:** The ECC button is only used if you need to encumber more funds for the contract.

Click the Process button.

283. The payment coding stage is complete.
Processing an Advance

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

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

Calculating Payment on an Advance

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

What you do

284. The Advance Payment Calculation page shows the Contract Amount, the Advance Amount requested, and a Note field for you to enter information. The Description field is used to enter information from the contractor’s advance request.

You may change the Advance Amount, if necessary.

The Note field can be useful if you are disallowing part of the advance amount.

There are two tasks you can perform at this stage: process, or reject the advance.

Click the Process button.
What you do

285. The Payment Coding stage appears.

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

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

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

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

**What You Do**

286. In the **Note** field, enter a reason for rejecting the advance request.

Click the **Reject** button.

287. The page updates, indicating the rejected status.

**Note:** If there are additional review stages remaining in the advance schedule, the Status is still marked “In Process.” A rejection is not final until the last reviewer rejects the advance.
Processing Budget Modifications

Topics

a. Understanding the Budget Modification process within CMS
b. Logging a Budget Modification Request
c. Processing a Budget Modification
d. Entering Budget Modification Amounts
e. Requesting Additional Information for a Budget Modification
f. Adding a Note to the Budget Modification
g. Approving a Budget Modification
h. Rejecting a Budget Modification
i. Researching Budget Modifications
Chapter 8: Processing Budget Modifications

Understanding the Budget Modification Process within CMS

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

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

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

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

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

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

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

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

Log a Budget Modification Request

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

What you do

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

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

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

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

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

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

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

**Comments/Prompts**

<table>
<thead>
<tr>
<th>BUDGET MODIFICATION LOG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number</td>
</tr>
<tr>
<td>Contractor Name</td>
</tr>
<tr>
<td>Contract Period</td>
</tr>
<tr>
<td>Reviewer</td>
</tr>
<tr>
<td>Document Type</td>
</tr>
<tr>
<td>Budget Mod Number</td>
</tr>
<tr>
<td>Date Received</td>
</tr>
</tbody>
</table>

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

**FAILED : Budget Modification already exists**
Processing Budget Modifications

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

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

Entering Budget Modification Amounts

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

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

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

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

Total Amount Increase should be equal to Total Amount Decrease
295. The budget modification information you entered is not saved until you click one of the buttons on the bottom.

Select the **Process** button to save your budget modifications and you will see a message “Budget Modification Stage Processed Successfully”.

---

**BUDGET MODIFICATION**

**Contract Details**
- Contract Number: 123456789
- Contractor Name: Xyz Inc.
- Contract Period: 01/01/2023 to 03/31/2023

**Schedule**
- Show: Yes
- Hide: No

**Notes**
- Show: Yes
- Hide: No

**Budget Modification**

<table>
<thead>
<tr>
<th>Budget/Category</th>
<th>Budget Amount</th>
<th>Balance</th>
<th>Decrease</th>
<th>Increase</th>
<th>New Budget Amount</th>
<th>Local Share Matching Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>10000.00</td>
<td>9900.00</td>
<td>100.00</td>
<td>0.00</td>
<td>9900.00</td>
<td>2500.00</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sub Total</td>
<td>10000.00</td>
<td>9900.00</td>
<td>100.00</td>
<td>0.00</td>
<td>9900.00</td>
<td>2500.00</td>
</tr>
<tr>
<td><strong>Non-Personal Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual/Consultant</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Travel/Per Diem</td>
<td>3000.00</td>
<td>3000.00</td>
<td>0.00</td>
<td>1000.00</td>
<td>6000.00</td>
<td>1250.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>5000.00</td>
<td>4900.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5000.00</td>
<td>1250.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sub Total</td>
<td>10000.00</td>
<td>9900.00</td>
<td>0.00</td>
<td>1000.00</td>
<td>11000.00</td>
<td>2500.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>20000.00</td>
<td>19800.00</td>
<td>1000.00</td>
<td>1000.00</td>
<td>20000.00</td>
<td>5000.00</td>
</tr>
</tbody>
</table>

---

NYS Office of Children and Family Services
Requesting Additional Information for a Budget Modification

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

What you do | Comments/Prompts
---|---
296. Click the **Info Requested** button at the bottom of the page.

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

Click the **Save** button.

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

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

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

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

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

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

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

Now you can Process the Bud Mod to move it to the next stage.
Adding a Note to the Budget Modification

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

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

**What you do**

301. Click the **Notes** button at the bottom of the page.

The **Notes** box opens at the bottom of the page.

302. Type a comment in the **Comments** box:

Click the **Save** button.

303. A status message appears at the top of the page, indicating that the Note was successfully added.

You may verify this by clicking the **show** link for the **Schedule**.

You may view the note that you added by clicking the **show** link for the **Notes**.

---

NYS Office of Children and Family Services
Contract Management System  Processing Budget Modifications

**Approving a Budget Modification**

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

**What You Do**

304. Click the **Process** button at the bottom of the page.

You can use the **Show/Hide** links to check the **Schedule** to see who should next receive the budget modification paper form or the **Notes** to see if any additional information has been recorded for your use.

305. A status message appears at the top of the page, indicating that the budget modification was approved for this review stage.

The budget modification process may be complete at this point, or there may be remaining review stages. If this had been the final review stage, you would not see a status message – your Inbox would appear.
Rejecting a Budget Modification

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

**What You Do**

306. Click the **Reject** button at the bottom of the page.

The **Reject Budget Modifications** box opens at the bottom of the page.

307. Type a comment in the **Comments** box.

Click the **Save** button to reject the Budget Modification.
What You Do

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

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

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

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

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

Locating the Budget Modification History

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

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

What You Do

309. From your CMS menu column on the left, click the Search link in the Contracts section (alternately, you can perform a Contractor Search).

The Contract Search page appears.

310. Enter you search criteria to find the contract you want to research.

You may enter partial information in a text box, such as a word in the contractor name. Searching on a contractor name of “After School” would retrieve “ABC After School Program” etc.

Click the Search button.
What You Do


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

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

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

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

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

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

What You Do

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

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

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

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

Click the Close button to close the window and return to the main Contract Budget page.
CHAPTER 9

Communication within CMS: Notifications and Correspondence

Topics

- Email Notifications
- Viewing Correspondence
- Replying to Correspondence
- Initiating Correspondence
- Sending Correspondence
Communication Within CMS

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

Communication within CMS occurs through two methods:

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

- **Correspondence**, the internal CMS mail system.

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

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

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

### Email Notifications

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

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

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

<table>
<thead>
<tr>
<th>Notification Type</th>
<th>Sample Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Notification (new task)</td>
<td>Click the OCFS Login in the messages link to log in to CMS and access the Inbox item(s) waiting for you. Do not use the Contractor Login link.</td>
</tr>
</tbody>
</table>

NYS Office of Children and Family Services
## Task Notification (old tasks)

**From:** scfs.sm.cms.help@ocfs.state.ny.us  
**Sent:** Monday, July 10, 2006 12:42 PM  
**To:** Gunda, Aravinda (OCFS)  
**Subject:** OCFS CMS Notification

Dear CMS User,

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

Contract Management System:  
Contractor Login  
OCFS Login

FYI, the tasks are associated with the following contract(s) #: 111505A, 111505B, 111505C, 111505D, 111505E, 111505F, 111505G.

## Correspondence Notification

**From:** scfs.sm.cms.help@ocfs.state.ny.us  
**Sent:** Tuesday, June 26, 2006 3:07 PM  
**To:** Gunda, Aravinda (OCFS)  
**Subject:** CMS Correspondence Notification

Dear CMS User,

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

Contract Management System:  
Contractor Login  
OCFS Login

FYI, the new correspondence is associated with the following contract #: TEST108.
Viewing Correspondence

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

Retrieving Correspondence – Searching and Viewing

Before you begin: Log into CMS.

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>From the main menu, click the SEARCH link under the CORRESPONDENCE heading.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HOME</td>
</tr>
<tr>
<td></td>
<td>INDEX</td>
</tr>
<tr>
<td></td>
<td>CONTRACT GROUPS</td>
</tr>
<tr>
<td></td>
<td>CREATE</td>
</tr>
<tr>
<td></td>
<td>SEARCH UPDATE</td>
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<tr>
<td></td>
<td>CONTRACTOR</td>
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<tr>
<td></td>
<td>CREATE</td>
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<tr>
<td></td>
<td>SEARCH UPDATE</td>
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<td></td>
<td>LOG SCREEN</td>
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<tr>
<td></td>
<td>CLAIM</td>
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<td></td>
<td>BUDGET MODIFICATION</td>
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<td></td>
<td>CONTRACTS</td>
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<td></td>
<td>SEARCH</td>
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<tr>
<td></td>
<td>REPORTS</td>
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<tr>
<td></td>
<td>ONLINE QUERIES</td>
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<td></td>
<td>STANDARDS</td>
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<td></td>
<td>CLAIM QUERY</td>
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<td></td>
<td>AGENDA QUERY</td>
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<tr>
<td></td>
<td>HOLD QUERY</td>
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<tr>
<td></td>
<td>AD-HOC</td>
</tr>
<tr>
<td></td>
<td>BULLETIN BOARD</td>
</tr>
<tr>
<td></td>
<td>CORRESPONDENCE</td>
</tr>
<tr>
<td></td>
<td>SEARCH</td>
</tr>
</tbody>
</table>
What You Do

317. The CMS Correspondence page is displayed.

Comments/Prompts

The Selection Criteria, Contractor and the Contract Number allow you to search for correspondence relating to specific CMS tasks (such as a Renewal), a particular contractor or contract.

Enter your search criteria then click the Search button.
318. The CMS Correspondence page is redisplayed, but with a table indicating the Correspondence that matches your selection criteria.

The table displays information about the correspondence. Some of these fields are similar to email headings. The Type column provides information about the type of correspondence. The Attach column displays the number of attachments in the message.

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

Click the Subject link for the Correspondence item that you wish to review.
319. The CMS Correspondence page displays the message.

You can read the message, you cannot edit it or any of the other fields on the page.

At this point, you may
- click the Reply button to answer the message;
- use the CMS Main Menu on the left side of your window to continue working;
or
- retrieve any Attachments by clicking the file name link under the Uploaded Document section and saving the file to your computer.

If the Correspondence contains an attachment, clicking the document link will open the file as an Adobe PDF file. Attachments are converted to the PDF format when they are uploaded to a Correspondence message.
320. You can also associate a document that is attached to a Correspondence by clicking the **Associate** checkbox and selecting the **Associate To Contract** button.

This will add the document to the Available Contract Documents listed in the Document Prep section of the Contract Update Module. The document will then become a part of the online contract record and can be added to the contract itself if necessary.

321. After clicking the button you will see a message indicating that the association was successful.
Replying to Correspondence

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

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

**What You Do**

322. Click the **Reply** button at the bottom of the page.
323. The CMS Correspondence page is refreshed.

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

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

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

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

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

Otherwise, click the **Send** button.
325. The Windows Choose File dialog box opens.

Navigate to the location on your computer or network where the file resides (as you would when sending an attachment from Outlook, for example).

326. Make sure the file name is in the File name: box.

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

Click the Send button to send the reply.

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

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

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

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

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

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

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

Note: The process of sending Correspondence is very similar to that of replying to Correspondence.

329. Click the Send Correspondence button.

330. The CMS Correspondence page appears.

To select the contractor contact who you want to message to go to, click their name in the Contractor box then click the To button. This will put their name in the To field.

You can add a Reviewer to the BCC field in the same way. Click their name in the Reviewer box, then click the BCC button. This will put their name in the BCC Field.

The Subject: text box is pre-filled for you, based on task you might be doing. You may use the default Subject line, or type in your own text.
What You Do

331. Type the text of the Correspondence in the Message: text box.

Including Attachments: If you wish to include a file as an attachment, click the Browse... button. Note that you may send up to three attachments with the message.

The Windows Choose file dialog window appears. Locate the file you wish to send and select it. (Make sure the file name appears in the File name: box. Click the Open button.

The Choose file window disappears. Notice that the file you selected is now listed as an attachment.
What You Do

332. Click the **Send** button.

**Note:** Any attached documents are converted to Adobe PDF documents at this time.

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

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

**Note:** If the message cannot be successfully sent, you will see an error message in red at the top of the page (where the “success” message is currently displayed.) You may wish to try resending the message. If you continue to have problems, contact the BCM Administrator assigned to the contract.
Chapter 10

Holds

Topics

a  Holds in CMS
b  Holds Behavior
c  Hold Types - Contractor
d  Hold Types - Contract
e  Hold Types – Program
f  Hold Types – Funds
g  Holds Query
Holds in CMS

Upon occasion, issues arise that must be handled outside of CMS before any further activity can be done on certain transactions. To address these situations CMS can place holds on:

- Contractors,
- Contracts,
- Programs, and
- Funds including Federal, State or an individual cost center.

When a hold is placed, certain transactions cannot be processed until the hold is removed. Affected transactions include Initial Contracts, Renewals, Amendments, Budget Modifications, and Claims. Holds can be placed on: Contractors, Contracts, Programs, and Funds (Federal, State, and Cost Center). Holds are managed centrally within the Holds module and can only be placed by the CMSADMIN or BCMADMIN roles.

Holds can be removed by the CMSADMIN or BCMADMIN roles as needed. If there are multiple Hold Reasons, all reasons must be unchecked to lift the Hold. When a Hold has been removed, the affected tasks will remain in the Inbox. The user must then select the task and continue processing to complete the task.

Holds Behavior

When creating task schedules in the Maintenance module, hold flags are placed on the stage in which the user wishes the task to go on hold. This allows flexibility in managing holds. For example, one program office may want a Contractor hold to permit contract development up to the OCFS Signature and Processing stage, while another program office may prefer that the hold take effect at the Program Review stage. See Appendix B for more information on the Maintenance module.

When a task schedule reaches a flagged stage, CMS automatically queries the Holds module. If a hold has been placed, the task cannot be completed and a message displays.

When viewing the Inbox, if either a Contractor or Contract hold has been placed, the links will be highlighted in red.
Hold Types - Contractor

Contractor holds, which are also referred to as Fiscal Sanctions, are used to stop payments and other contract tasks when a contractor has violated terms of a contract agreement. When a contractor is placed on hold in CMS, all contracts for that contractor are, in effect, placed on hold, as are the associated transactions.

Fiscal Sanctions may be imposed for failure by the contractor to refund the unexpended portion of an advance, funds due OCFS based on audit report issues, non-compliance with contractual requirements and programmatic irregularities.

Before you begin: Log into CMS as a CMSADMIN or BCMADMIN.

What You Do

334. From the main menu, click Contractor Holds.

335. The Contractor Search screen will appear. Enter your search criteria and click the Search button.

If you wanted to create a new contractor at this point, you could select the New Contractor button.

336. Click the link of the contractor who you want to put on hold.
337. The Holds Module screen appears. To view existing hold info or to change the hold info, click the **Hold Info** button.

338. Select one or more reasons to place the Contractor on hold and add a note in the Note field.

   Individual reasons can be unchecked, but as long as one remains, the Contractor remains on hold.

   Once you've added all of your reasons, click the **Process** button to save your changes.

339. A message appears that you have successfully put the contractor on hold.

   When a contractor hold is placed, a message displays on the Contractor screen.

   A message also displays on any contracts for the contractor.

340. To remove a hold on a contractor, follow the above steps for putting them on hold, but deselect all reasons checked and hit the **Process** button. This will remove the contractor hold.
# Hold Types - Contract

Contract holds are placed on individual contract periods. Contract holds can be placed when a fiscal sanction has been imposed on specific contract, as opposed to all contracts, which would be managed through a Contractor hold.

When a hold is placed, a message displays on the Contract Period screen. If both a Contractor and Contract Hold are placed, both messages will display.

✔ Before you begin: Log into CMS as a CMSADMIN or BCMADMIN.

### What You Do

341. From the main menu, click **Contract Hold**.

342. The Contract Search screen will appear. Enter your search criteria and click the **Next** button.

343. The Holds Module screen appears with a list of the contracts that meet your search criteria. Click the **Hold** link for the contract you want to put on hold.

344. Click the **Hold Info** button to view existing hold info or to change the hold info for that contract.
345. Note that there is presently only one contract hold reason. Additional reasons can be added as needed at the maintenance level.

Select the reason checkbox to place the Contract on hold and add a note in the Note field.

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

346. A message appears that you have successfully put the contract on hold.

When a contract hold is placed, a message displays on the Contract Period screen.

347. To remove a hold on a contract, follow the above steps for putting it on hold, but deselect the reason box and hit the **Process** button. This will remove the contract hold.
Hold Types - Program

Specific programs can be put on hold so any transactions for that program cannot be completed until the program hold is removed.

- Before you begin: Log into CMS as a CMSADMIN or BCMADMIN.

### What You Do

348. From the main menu, click **Program** Holds.

349. The Holds Module screen appears with a list of Program Names.

   Use the dropdown box to select your program and click the **Hold Info** button to view existing hold info or to change the hold info for that program.

350. Note that there is presently only one program hold reason. Additional reasons can be added as needed at the maintenance level.

   Select the reason checkbox to place the program on hold and add a note in the Note field.

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

### Comments/Prompts

<table>
<thead>
<tr>
<th>MAINTENANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLES</td>
</tr>
<tr>
<td>SCHEDULE TYPES</td>
</tr>
<tr>
<td>BUDGET TYPES</td>
</tr>
<tr>
<td>BUDGET FORMATS</td>
</tr>
<tr>
<td>BUDGET MOD RULES</td>
</tr>
<tr>
<td>CONTRACT DOCUMENTS</td>
</tr>
<tr>
<td>ADVANCE RECOUPMENT</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Holds</th>
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</thead>
<tbody>
<tr>
<td>CONTRACTOR</td>
</tr>
<tr>
<td>CONTRACT</td>
</tr>
<tr>
<td>PROGRAM</td>
</tr>
<tr>
<td>FUNDS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Holds Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold Type</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>No Hold</td>
</tr>
</tbody>
</table>

NYS Office of Children and Family Services
351. A message appears that you have successfully put the program on hold.

Program holds do not display until a task reaches a stage that is flagged as a Hold stage.

352. To remove a hold on a program, follow the above steps for putting it on hold, but deselect the reason box and hit the **Process** button. This will remove the program hold.

### Hold Types - Funds

Holds can be placed on all federal or all State funds and also on an individual cost center. If federal or state funds are placed on hold, all federal or state cost centers are placed on hold.

**Before you begin:** Log into CMS as a CMSADMIN or BCMADMIN.

353. From the main menu, click **Funds** Holds.

354. The Holds Module screen appears with a list of the funds available to put on hold.

Select a fund type and click the **Hold Info** button.
What You Do

355. If you select Cost center, then fields appear into which you can enter the information for the cost center you want to put on hold.

When searching for a cost center, it is not necessary to enter information in all of the cost center fields. For example, if only 05 is entered in the year, all 05 cost centers will be returned and the user can then select the cost center(s) to be placed on hold.

Enter the information and click the Search button.

356. The Holds Module screen appears with a list of the cost centers that meet your search criteria.

Click the Hold link for the cost center you want to put on hold.

357. The Holds Module screen appears. To view existing hold info or to change the hold info, click the Hold Info button.

358. Note that there is presently only one cost center hold reason. Additional reasons can be added as needed at the maintenance level.

Select the reason checkbox to place the program on hold and add a note in the Note field.

Click the Process button to save your changes.
What You Do

359. A message appears that you have successfully put the cost center on hold.

Fund holds do not display until a payment reaches the Payment Coding stage.

360. To remove a hold on a fund, follow the above steps for putting it on hold, but deselect the reason box and hit the Process button. This will remove the fund hold.

Comments/Prompts

Holds Query

The Holds Query is used to show the holds that are currently in place. The user can view all holds or use the filtering options. When the report is run, the user can then click on the Reasons link to display the Reason and Note associated with the hold.

✓ Before you begin: Log into CMS as a CMSADMIN or BCMADMIN.

What You Do

361. From the main menu, click Holds Query in the Reports section.

362. The Holds Report screen appears with a list of search criteria from which to choose.

Comments/Prompts
363. Select your search criteria and click the **Search** button.

364. Your search results appear. In this case, two contractors with “ABC” in their name are displayed in the **Holds List** area.

The Hold Reasons section lists the reasons for the hold for the selected record. The default is to show the reasons for the first record in the Holds List.

If only one record matches your search criteria, it will be the only record and reasons displayed.

365. To see the reasons for other records, click their **Reasons** link in their row.

Their row will be highlighted and their reasons displayed in the **Hold Reasons** area.
Managing Users

Topics

a  Managing Users
b  Creating a New Internal User & Role Login
c  Creating a New External User & Role Login
Managing Users

Creating new users in CMS is a two step process that can only be done by CMSADMIN roles. First, a user has to be created in CMS, and then the same user has to be created in Siteminder, the NYS Office for Technology’s (OFT) LDAP tool which is used by CMS to authenticate users.

There are two different types of users as well, internal OCFS users who access CMS from within the OCFS network, and external contractor users who access CMS from the internet. Creating these two types of users is similar although the way to access the creation screen is different. Both of these methods are illustrated below.

Creating a New Internal User & Role Login

CMS users can have one or many login IDs names that are each associated with a particular role. For example, user Mary Smith may have a login ID Msmith1 that gives her access to CMS as a BCM user, and Msmith2 that gives her access to CMS as a BCMADMIN user. Depending upon which login she uses determines what features and tasks she will have access to in CMS.

Before you begin: Log into CMS as a CMSADMIN.

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>366. From the main menu, click <strong>Manager Users</strong> in the <strong>Reviewer Maintenance</strong> section.</td>
<td>REVIEWER MAINTENANCE</td>
</tr>
</tbody>
</table>

MANAGE USERS
CHANGE REVIEWERS
CHANGE REVIEWERS HISTORY
What You Do

367. The User Maintenance screen appears with “Internal Reviewer” displayed read-only in the Contractor field. This indicates that the screen is set up to create only internal OCFS users at this point.

From the drop down lists, select a user for whom you want to add a new role, their Associated Address and the role you would like to assign to this user.

If this is a new user to CMS, leave the Associated Users: field blank.

Click the Search button to find this user's data.

368. The user’s data is retrieved from CMS and populated in the Person Details, Address Details and Contact and Misc Details sections if they exist in CMS already.

Enter the missing data for these sections, especially the mandatory fields which have ** next to them.

Make sure there is an email address listed for this user. This will be used to send the Notification emails to the user.

A start date is also mandatory and indicates the date the new role takes effect. You can use the box with three dots to open a calendar to select the date.

Once you have entered your information, click the Save button to save your changes and create the user/role combination in CMS.
**What You Do**

369. A message will display stating that the user has been saved, which created your user/role combination in CMS.

370. The data in the Reviewer Attributes section should be noted and used to create the corresponding user/role combination in Siteminder, OCFS’s LDAP software. This must be done before the user can use their new login.
Creating a New External User & Role Login

CMS external users can also have one or many login IDs names that are each associated with a particular role. For example, user John Doe may have a login ID Jdoe1 that gives him access to CMS as a CONUSER user, and Jdoe2 that gives him access to CMS as a CONSIG user. Depending upon which login he uses determines what features and tasks he will have access to in CMS.

Creating a new external user is similar to creating an internal user except that you need to access the User Maintenance screen from the Contractor’s page so CMS knows with which contractor you are working.

Before you begin: Log into CMS as a CMSADMIN.

<table>
<thead>
<tr>
<th>What You Do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>371. From the main menu, click Search/Update link in the Contractor section.</td>
<td></td>
</tr>
<tr>
<td>372. Search for the contractor for whom you want to add a new user.</td>
<td></td>
</tr>
</tbody>
</table>
**What You Do**

373. Click the **Manage Users** button at the bottom of the **Contractor Details** screen.

**Comments/Prompts**

374. The User Maintenance screen appears with the contractor's name displayed read-only in the Contractor field. This indicates that the screen is set up to create only external users for this contractor at this point.

From the drop down lists, select a user for whom you want to add a new role, their Associated Address and the role you would like to assign to this user.

If this is a new user to CMS, leave the Associated Users: field blank.

Click the Search button to find this user's data.
What You Do

375. The user's data is retrieved from CMS and populated in the Person Details, Address Details and Contact and Misc Details sections if they exist in CMS already.

Enter the missing data for these sections, especially the mandatory fields which have ** next to them.

Make sure there is an email address listed for this user. This will be used to send the Notification emails to the user.

A start date is also mandatory and indicates the date the new role takes effect. You can use the box with three dots to open a calendar to select the date.

Once you have entered your information, click the Save button to save your changes and create the user/role combination in CMS.

376. A message will display stating that the user has been saved, which created your user/role combination in CMS.
377. The data in the Reviewer Attributes section should be noted and used to create the corresponding user/role combination in Siteminder, OCFS's LDAP software. This must be done before the user can use their new login.

### Comments/Prompts

<table>
<thead>
<tr>
<th>REVIEWER ATTRIBUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID:</td>
</tr>
<tr>
<td>Default Reviewer:</td>
</tr>
<tr>
<td>Role ID:</td>
</tr>
<tr>
<td>Reviewer ID:</td>
</tr>
<tr>
<td>Contractor ID:</td>
</tr>
</tbody>
</table>
Changing Your Temporary LDAP Password
Appendix A: Changing Your Temporary LDAP Password

Many state, secure systems require users to have LDAP (Lightweight Directory Access Protocol) accounts. When you initially receive an LDAP account, you will be issued a username and temporary password. The first time you use the account you will sign in with the provided temporary password; then, you will create your own password. After you use your LDAP credentials to sign in to this secure area, you can access CMS. The CMS credentials govern the type of access that you have to this system. (See Chapter 1 for further information).

Note: You will perform this procedure the first time you use your LDAP account. In addition, you will need to follow this procedure if your password needs to be reset because you have forgotten your password or attempted three times to log in with an incorrect password. Contact your supervisor and request that your password be reset.

Create Your Own Password

**What you do**

| 378. | From your desktop, double-click the Internet Explorer icon. |
| 379. | Enter your assigned Username and temporary Password, and then click the Login button. |
| 380. | A message may display, asking if you want to have Windows remember this password. For security reasons, click the checkbox left of Don't offer to remember any more passwords, then click the No button. |
381. At the Password Change Request window, enter your Old Password (which is the temporary password you have just used) and a New Password. You will only see *s, not the text you enter.

Note the rules for assigning a password before continuing. Retype the new password again in the Confirm New Password box.

Click the Change Password button.

382. Click the Continue button.

383. If this is your first use of the .. You will then be prompted to add a shared secret after creating your password. The Update Shared Secret form opens in a separate window.
What you do

384. Click the drop-down arrow next to the Select One Question field to select a question with which to associate your shared secret answer.

Tab to the Answer and Confirm Answer fields and provide an answer to the selected question (the same answer should be in both fields).

385. Click the Submit button to save your information and continue.

This shared secret is the combination of a question and answer known only to you. This allows you to be uniquely identified by NYS Office for Technology Help Desk staff if you forget your password and need assistance.

386. A confirmation message displays. Click the Continue button link to close the window and display CMS.

387. The Contract Management System (CMS) page displays.
Maintenance Tables and CMS Management Functions

Topics

a  Managing the System Maintenance Tables
b  Maintaining Schedule Types
c  Maintaining Budget Types
d  Maintaining Budget Formats
e  Maintaining Budget Modifications Rules
f  Maintaining Contract Documents
g  Maintaining Advance Recoup Rules
Appendix B: Maintenance Tables and CMS Management Functions

Concepts > CMS is a dynamic, table-driven application. Much of the business and system rules that govern CMS exist in a series of maintenance tables. The Maintenance Functions provide you with a way to manage these tables – to add new items and edit existing ones. The tables are accessed through the (Maintenance) Tables link. A series of special functions for managing the more complex system tables are listed under the main Maintenance category.

The contents of maintenance tables can be modified at any time—however, the new “rules” only go into effect for contracts and other basic data items such as budgets and contract documents that are not currently in use. In addition, you may not be able to edit table entries if there are contracts in effect that already use this information. For example, if there are contracts that use the “T Contract” budget type, you cannot change the categories in the T-Contract – you would have to set up a new budget type with the revised information.

Only users with CMS administrator privileges can modify the system tables and use the maintenance functions. As a CMS administrator, you may be modifying the tables based on requests from BCM administrators. You should not need to modify the tables frequently, as most of the data currently in the system is based on the existing BCM processing rules and guidelines.

The manual should be used as a guide for locating the appropriate maintenance table or function. CMS administrators are responsible for understanding the various tables and list items in the system, what the field names mean, and how they are used in the system.
Managing System Maintenance Tables

Concepts > The System Maintenance tables allow you to manage lists of items in the database: agencies, budget categories, contact types, schedules, etc. These provide the values for various drop-down lists throughout the application, and thus, the governing rules for managing contracts, contractors, budgets, and schedules throughout the database. You can add items to these lists, edit the properties of these items, inactivate items, or delete them.

Access to the System Maintenance tables and other maintenance functions is through the CMS menu. CMS administrators select the Maintenance link and pick the desired maintenance function.

Accessing the System Maintenance Tables

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

What You Do

388. From your CMS menu column on the left, click the Tables link in the Maintenance section.

Comments/Prompts

Note: Only CMS administrators can see the maintenance functions.
The System Maintenance Tables page appears.

The basic view of the System Maintenance Tables page contains four basic elements:

1. The Maintenance Table drop-down list. Select the table you want to manage from this list, and the page will update to contain the table entries for the Maintenance Table.

2. The table entries for the selected Maintenance Table. The columns in the table correspond to columns in the selected database table. You may edit a record, add a record, delete a record, or disable (inactivate) a record. Only active items are displayed in the list, unless otherwise selected.

3. The Add Record section contains text boxes corresponding to the columns in the selected maintenance table. You fill in the text boxes and click the Add button to add a new item to the table.

4. The Load button and Show Inactive checkbox allow you to view inactive items. Click the Show Inactive checkbox then click the Load button to view the disabled items.

<table>
<thead>
<tr>
<th>NAME</th>
<th>AA Type</th>
<th>DESCRIPTION</th>
<th>DATE BEGIN</th>
<th>INACTIVATE</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01000</td>
<td>Executive Chamber</td>
<td>Executive Chamber</td>
<td>01/22/2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01050</td>
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<td>Office of General Services</td>
<td>01/22/2004</td>
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<td>Division for Youth</td>
<td>Division for Youth</td>
<td>01/22/2004</td>
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<td></td>
</tr>
<tr>
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<td>08/03/2004</td>
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<td></td>
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<tr>
<td>03000</td>
<td>Department of Law</td>
<td>Department of Law</td>
<td>01/22/2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05000</td>
<td>Office of Court Admin-NYC</td>
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<td>01/22/2004</td>
<td></td>
<td></td>
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<tr>
<td>08000</td>
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<td>01/22/2004</td>
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<td>01/22/2004</td>
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<td>01/22/2004</td>
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<tr>
<td>21969</td>
<td>Office of Children, Youth, and Family Services</td>
<td>Office of Children, Youth, and Family Services</td>
<td>01/22/2004</td>
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<td></td>
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<tr>
<td>22000</td>
<td>Department of Economic Development</td>
<td>Department of Economic Development</td>
<td>01/22/2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25000</td>
<td>Office of Temporary Aid</td>
<td>Office of Temporary Aid</td>
<td>01/22/2004</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
System Maintenance Tables

Not all the system tables have the same structure. Although they all contain at least a Name and a Date Begin column, others may have specialized columns, based on the type of list stored in the table. Therefore, the Add Record area for each system maintenance table is table specific. The following is a list of system maintenance tables, along with a snapshot of the appropriate Add Record structure.

<table>
<thead>
<tr>
<th>Table Title</th>
<th>Add Record Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advance Pcts (Advance Percentages)</strong></td>
<td>ADD RECORD</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>Advance %</td>
<td>Date Begin 09/28/2004</td>
</tr>
<tr>
<td><strong>Agencies</strong></td>
<td>ADD RECORD</td>
</tr>
<tr>
<td>Name</td>
<td>AA Type</td>
</tr>
<tr>
<td>Description</td>
<td>Date Begin 09/28/2004</td>
</tr>
<tr>
<td><strong>Amendment Types</strong></td>
<td>ADD RECORD</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>Date Begin 08/27/2005</td>
<td></td>
</tr>
<tr>
<td>Cost Amendment Indicator (Y/N)</td>
<td></td>
</tr>
<tr>
<td><strong>Assembly Districts</strong></td>
<td>ADD RECORD</td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Date Begin 09/28/2004</td>
<td></td>
</tr>
<tr>
<td><strong>Batch Types</strong></td>
<td>ADD RECORD</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>Date Begin 09/28/2004</td>
<td></td>
</tr>
<tr>
<td><strong>Budget Categories</strong></td>
<td>ADD RECORD</td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>Date Begin 09/28/2004</td>
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</tr>
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<td>Parent Budget Category</td>
<td>Category Level Ind</td>
</tr>
<tr>
<td>Sort Order</td>
<td>Use In Admin Ceiling Calc.</td>
</tr>
<tr>
<td>Training Time FY</td>
<td>Training Reimbursable (Y/N)</td>
</tr>
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<td>Table Title</td>
<td>Add Record Structure</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------------------</td>
</tr>
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<td><strong>Budget Columns</strong></td>
<td><strong>ADD RECORD</strong></td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td><strong>Date Begin</strong></td>
<td><strong>09/28/2004</strong></td>
</tr>
<tr>
<td><strong>Budget Mod Statuses</strong></td>
<td><strong>ADD RECORD</strong></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td><strong>Date Begin</strong></td>
<td><strong>09/28/2004</strong></td>
</tr>
<tr>
<td><strong>Caps Codes</strong></td>
<td><strong>ADD RECORD</strong></td>
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<tr>
<td>Caps Code</td>
<td><strong>Date Begin</strong></td>
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<tr>
<td><strong>Charity Exmpt Reas</strong></td>
<td><strong>ADD RECORD</strong></td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td><strong>Date Begin</strong></td>
<td><strong>09/28/2004</strong></td>
</tr>
<tr>
<td><strong>Contact Types</strong></td>
<td><strong>ADD RECORD</strong></td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td><strong>Date Begin</strong></td>
<td><strong>06/27/2005</strong></td>
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<tr>
<td><strong>Contract Models</strong></td>
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<td>Description</td>
</tr>
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<td><strong>Date Begin</strong></td>
<td><strong>09/28/2004</strong></td>
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<tr>
<td><strong>Contract Prefixes</strong></td>
<td><strong>ADD RECORD</strong></td>
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<td>Description</td>
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<td>Description</td>
</tr>
<tr>
<td><strong>Date Begin</strong></td>
<td><strong>09/28/2004</strong></td>
</tr>
<tr>
<td>Table Title</td>
<td>Add Record Structure</td>
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<tr>
<td>-------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td><strong>Contract Years</strong></td>
<td><strong>ADD RECORD</strong></td>
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<tr>
<td>Description</td>
<td>Date Begin 09/28/2004</td>
</tr>
<tr>
<td><strong>Corresp Cats</strong> (Correspondence Categories)</td>
<td><strong>ADD RECORD</strong></td>
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<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>Date Begin 08/03/2006</td>
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<tr>
<td><strong>Corresp Types</strong> (Correspondence Types)</td>
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</tr>
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<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>Date Begin 08/03/2006</td>
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<td><strong>County Regions</strong></td>
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<td>Region</td>
</tr>
<tr>
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<td><strong>Divisions</strong></td>
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<td>Name</td>
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<tr>
<td>Date Begin 09/28/2004</td>
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<td><strong>Document Types</strong></td>
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<td>Description</td>
</tr>
<tr>
<td>Date Begin 09/28/2004</td>
<td></td>
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<tr>
<td>Template Indicator (Y/N)</td>
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</tr>
<tr>
<td><strong>Econ Dev Products</strong> (Economic Development Products)</td>
<td><strong>ADD RECORD</strong></td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>Date Begin 09/28/2004</td>
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</tr>
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<td><strong>Ethnicities</strong></td>
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</tr>
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<td>Description</td>
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<td>Expend Hold Reasons (Expenditure Hold Reasons)</td>
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</tr>
<tr>
<td></td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Description</td>
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<td></td>
<td>Date Begin 09/28/2004</td>
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<td>Expenditure Status</td>
<td><strong>ADD RECORD</strong></td>
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<tr>
<td></td>
<td>Name</td>
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<td></td>
<td>Description</td>
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<td></td>
<td>Date Begin 09/28/2004</td>
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<td>Expenditure Types</td>
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<td></td>
<td>Name</td>
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<td></td>
<td>Description</td>
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<td></td>
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<td>Hold Categories</td>
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</tr>
<tr>
<td></td>
<td>Code</td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td></td>
<td>Date Begin 09/28/2004</td>
</tr>
<tr>
<td>Log Review Scheds (Log Review Schedules)</td>
<td><strong>ADD RECORD</strong></td>
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<tr>
<td></td>
<td>Schedule Type</td>
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<tr>
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<td>Log Review Stage</td>
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<td>Number of Scheduled Days</td>
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<tr>
<td></td>
<td>Date Begin 07/28/2006</td>
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<td>Sent Order</td>
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<td>Role</td>
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<td>Check Helds Indicator (Y/N)</td>
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<td>Allow Manual End Date</td>
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<td>Sig. Stage (CRS/OCFS/OSAS/AGS)</td>
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<td>Review Signed Contract Stage?</td>
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<td>Log Review Stages</td>
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<td>Name</td>
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<tr>
<td></td>
<td>Description</td>
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<td>Date Begin 07/28/2006</td>
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<td>Log Review Stage Parent</td>
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<td>Contractor Indicator</td>
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<td>Log Status</td>
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<td>Name</td>
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<tr>
<td></td>
<td>Description</td>
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<td>Contract Status</td>
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<td>Date Begin 09/28/2004</td>
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<tr>
<td>Table Title</td>
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<td>Name</td>
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<tr>
<td></td>
<td>Description</td>
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<td></td>
<td>Econ Dev Product</td>
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<td></td>
<td>Date Begin 09/28/2004</td>
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<tr>
<td>Maintenance Cats</td>
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</tr>
<tr>
<td>(Maintenance Categories)</td>
<td><strong>ADD RECORD</strong></td>
</tr>
<tr>
<td></td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Date Begin 09/28/2004</td>
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<tr>
<td>Maintenance Columns</td>
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<td><strong>ADD RECORD</strong></td>
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<tr>
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<td>Name</td>
</tr>
<tr>
<td></td>
<td>Description</td>
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<td>Description</td>
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<td>Name</td>
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<td></td>
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<td>Name</td>
</tr>
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<td>Maintenances</td>
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<td><strong>ADD RECORD</strong></td>
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<tr>
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<td>Name</td>
</tr>
<tr>
<td></td>
<td>Description</td>
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<tr>
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<tr>
<td>Procurement Types</td>
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<td></td>
<td><strong>ADD RECORD</strong></td>
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<tr>
<td></td>
<td>Code</td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td></td>
<td>Date Begin 09/28/2004</td>
</tr>
<tr>
<td>Program Report Freqs</td>
<td></td>
</tr>
<tr>
<td>(Program Report Frequencies)</td>
<td><strong>ADD RECORD</strong></td>
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<td>Code</td>
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<td></td>
<td>Program Report Freq, Desc.</td>
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<td></td>
<td>Date Begin 09/28/2004</td>
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<tr>
<td>Program Names</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>ADD RECORD</strong></td>
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<tr>
<td></td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td></td>
<td>Date Begin 09/28/2004</td>
</tr>
<tr>
<td></td>
<td>Budget Type</td>
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<tr>
<td>Table Title</td>
<td>Add Record Structure</td>
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<td>-------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
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<tr>
<td>Reasons</td>
<td>Code</td>
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<tr>
<td>Regions</td>
<td>Code</td>
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<tr>
<td>Retainage Pcts</td>
<td>Retainage %</td>
</tr>
<tr>
<td>Reviewers</td>
<td>Name</td>
</tr>
<tr>
<td>Roles</td>
<td>Name</td>
</tr>
<tr>
<td>Sched Type Tasks</td>
<td>Name</td>
</tr>
<tr>
<td>Schedule Types</td>
<td>Name</td>
</tr>
<tr>
<td>Senate Districts</td>
<td>Name</td>
</tr>
<tr>
<td>Table Title</td>
<td>Add Record Structure</td>
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<tr>
<td>--------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td><strong>Sub Program Names</strong></td>
<td><strong>ADD RECORD</strong></td>
</tr>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>Date Begin</td>
<td>09/28/2004</td>
</tr>
<tr>
<td><strong>Voucher Freqs</strong></td>
<td><strong>ADD RECORD</strong></td>
</tr>
<tr>
<td>(Voucher Frequencies)</td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td></td>
<td>Date Begin</td>
</tr>
<tr>
<td></td>
<td>09/28/2004</td>
</tr>
</tbody>
</table>
Adding Records to a System Maintenance Table

Concepts
Although the system maintenance tables may contain different sets of information, the general procedure when adding a record is the same for all the system maintenance tables. You select the table, fill out the data in the “add record” section, and click the Add button.

Adding a New Record to a System Maintenance Table

Before you begin: You are logged into the system as a CMS administrator and have opened the System Maintenance Tables page.

What you do

389. Locate the table name (for example ADVANCE PCTS) from the Maintenance Table drop-down list and select it.

The System Maintenance Table page updates to display the ADVANCE PCTS table information.

390. Fill out the Add Record section. All the fields should be completed.

You should always view the inactive records for a table before you add a new record. There may be an inactivated record that matches your needs. If so, activate the existing record.

The Date Begin field is the date the new record is activated in the system. CMS automatically sets the Date Begin field to the current date. You can override this and assign a future date. The new advance percentage would not be available as a drop-down selection to users until the Date Begin value.

Comments/Prompts

Click the Add button.

The new record is added to the ADVANCE PCTS table.
What you do

391. Locate and verify your new entry in the table.

Comments/Prompts

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Advance %</th>
<th>Date Begin</th>
<th>INACTIVATE</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>0 Percent</td>
<td>0</td>
<td>03/03/2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td>100 Percent</td>
<td>100</td>
<td>03/03/2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15%</td>
<td>15 Percent</td>
<td>15</td>
<td>03/27/2005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20%</td>
<td>20 Percent</td>
<td>20</td>
<td>03/03/2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25%</td>
<td>25 Percent</td>
<td>25</td>
<td>03/03/2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40%</td>
<td>40 Percent</td>
<td>40</td>
<td>03/03/2004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>90%</td>
<td>90 Percent</td>
<td>90</td>
<td>03/03/2004</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Editing Records in a System Maintenance Table

Concepts > All system maintenance tables follow the same process for editing the record. You select the table, select the record, then make your changes to the existing data and click the Update button. As mentioned earlier, you may not be able to edit certain pieces of table information if there are contract records using it. If this happens, you might consider adding a new item and deactivating the old one to implement your change.

Editing a Record in a System Maintenance Table

✓ Before you begin: You are logged into the system as a CMS administrator and have opened the System Maintenance Tables page.

What you do

392. Select ADVANCE PCTS from the Maintenance Table dropdown list.

The System Maintenance Table page updates to display the ADVANCE PCTS table information.

393. Locate the record you want to modify and click the Name link.

The selected record is loaded and displayed in the Update Record section.
394. The **Add** button has been replaced by the **Update** button.

Enter the new date in the **Date Begin** field.

Click the **Update** button.

395. The table is updated and the page displays the new information.

The **Add** button has replaced the **Update** button.

The revised record appears in the table.
Making Records Inactive (Deactivating Records)

When you make a record inactive, you prevent users from seeing the record in the system through drop-down lists, tables, etc. For example, if you deactivate the 15% advance percentage value, you prevent users from assigning this value to any new contract records, because the 15% entry will not appear as a valid selection. However, any existing contract records that previously used the value will still be governed by the 15% advance percentage value.

In certain cases you cannot inactivate a record that is in use on the system – if you attempt to do so, you will receive an error message indicating that you cannot inactivate them.

Deactivating a Record in a System Maintenance Table

Before you begin: You are logged into the system as a CMS administrator and have opened the System Maintenance Tables page.

What you do

396. Select ADVANCE PCTS from the Maintenance Table drop-down list.

The ADVANCE PCTS table information displays.

397. Locate the record you want to deactivate. Click the Inactivate check box to place a check mark in the field.

Click the Update button.
What you do

398. The record is inactivated and the page is updated. The inactive record no longer displays on this page.

To see a list of inactive advance percentages, you need to load the inactive records.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Advance %</th>
<th>Date Begin</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>0 Percent</td>
<td>0</td>
<td>09/03/2004</td>
</tr>
<tr>
<td>100%</td>
<td>100 Percent</td>
<td>100</td>
<td>09/03/2004</td>
</tr>
<tr>
<td>20%</td>
<td>20 Percent</td>
<td>20</td>
<td>09/03/2004</td>
</tr>
<tr>
<td>25%</td>
<td>25 Percent</td>
<td>25</td>
<td>09/03/2004</td>
</tr>
<tr>
<td>40%</td>
<td>40 Percent</td>
<td>40</td>
<td>09/03/2004</td>
</tr>
<tr>
<td>50%</td>
<td>50 Percent</td>
<td>50</td>
<td>09/03/2004</td>
</tr>
<tr>
<td>80%</td>
<td>80 Percent</td>
<td>80</td>
<td>09/03/2004</td>
</tr>
</tbody>
</table>
Viewing Inactive Records

By default, the CMS System Maintenance tables display only the active records. To view the inactive records, you must load the inactive records for display on the page.

You should always view the inactive records for a table before you add a new record – there may be an inactivated record that matches your needs. If so, you would activate the existing record.

Viewing Inactive Records from a System Maintenance Table

Before you begin: You are logged into the system as a CMS administrator and have opened the System Maintenance Tables page.

What you do

399. Select ADVANCE PCTS from the Maintenance Table dropdown list.

The ADVANCE PCTS table information displays.

400. Click the Show Inactive checkbox.

Click the Load button to refresh the page and only the inactive records are displayed.
401. The column heading now says “Activate” rather than “Inactivate.”

If you want to return to the active view, you would uncheck the Show Inactive box and click the Load button.
Reactivating Inactive Records

Concepts > You may update previously inactive system maintenance table records, making them active. This can be a time saving alternative to adding new records.

Changing Inactive Records to Active Records

✔ Before you begin: You are logged into the system as a CMS administrator and have opened the System Maintenance Tables page. You have located your inactive record.

What you do

402. While viewing the inactive records of a maintenance table, place a check mark in the Activate column for the desired record.

Click the Update button.

403. The page is updated, and the activated record no longer appears in the table. The table is still displaying inactive records.

Click the Show Inactive field to remove the check mark. Click the Load button to display the active records.

404. The active entries are now displayed. Locate the record that you reactedivated in the table.
Deleting Records

As an alternative to editing or inactivating a system maintenance record, you may opt to delete one. This permanently removes the list item from the database. If a record is deleted, the only way to restore the record is to add a new one, reflecting the same previously-deleted values. Both active and inactive records can be deleted.

Deleting a Record

Before you begin: You are logged into the system as a CMS administrator and have opened the System Maintenance Tables page. You have selected the desired System Maintenance table and located your active or inactive record.

**What you do**

405. Locate the desired record and click the **Delete** field, placing a check mark in the box.

   Click the **Update** button.

406. The deleted record no longer appears on the screen.
Maintaining Schedule Types

Concepts >

The Schedule Types maintenance function allows you to manage existing CMS schedules. Before a schedule type is used by a task, you can view the schedule details and edit them, reordering the stages, changing the stage properties, deleting stages, and adding new stages to the schedule.

Once a schedule type is used by a task, there are limited changes you can make to it. You cannot reorder the stages or add a new stage since this would impact the task in progress that is using the schedule type. You can however, change the scheduled days and various flags for the stages.

The name of the Schedule Type is not defined through the Schedule Types function. The Schedule Types available are based on those records defined in the Schedule Types System Maintenance Table.

Selecting a Schedule Type and Viewing Schedule Type Details

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

What you do

407. From your CMS menu column on the left, click the Schedule Types link in the Maintenance section.

The Schedule Types page appears.

Note: Only CMS administrators can see the maintenance functions.
What you do

408. The Schedule Type page appears.

409. Click the downward arrow in the **Schedule Type** drop-down list box and select the schedule you want to review or edit.

A reminder, there are limited changes you can make to schedule types that are being used by tasks.

410. The page displays the selected schedule

Each stage’s scheduled days are listed in the **Scheduled Days** column and the total days in the schedule is listed at the bottom of the schedule.

If you want to change of the review stages, click the **Edit** link for that stage.
What you do

411. Fields will appear for you to edit the stages properties. Make any necessary changes and click the Update button to save your changes, or the Cancel button to return to the previous screen without saving your changes.

Comments/Prompts

<table>
<thead>
<tr>
<th>REVIEW STAGE</th>
<th>ROLE</th>
<th>SCHEDULED NOTES GUARANTEED</th>
<th>ACTIVE INDICATOR</th>
<th>APPROVAL INDICATOR</th>
<th>MANUAL INDICATOR</th>
<th>SIGNATURE STAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Award</td>
<td>PROGRAM</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Program Coding</td>
<td>PROGRAM</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Final Review</td>
<td>PROGRAM</td>
<td>30</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

[Table of contract schedule types]
412. The screen will refresh and display the changes you just made.
Updating a Schedule Type

A Schedule Type can be updated in a variety of ways before it is being used by CMS tasks such as contracts, renewals or expenditurse. You can add new items to the list, reorder the items in the review schedule, change the number of days assigned to a stage and set stage indicators, and delete review stages.

Adding a Review Stage

Before you begin: You are logged into the system as a CMS administrator, and have located and opened a schedule from the Schedule Types maintenance module.

What you do

413. At the bottom of the Contract Schedule Types page, fields are available for you to add a new review stage.

414. Enter a new review stage’s properties using the entry fields. Click the Add button.
415. The page is updated and displays the new stage that was added to the list.

**Note:** The number of days for a parent stage and the Total Days do not change if another child stage is added to a parent stage since the added child stage days will occur concurrently with the parent stage’s days.
Ordering Stages in a Schedule

✓ Before you begin: You are logged into the system as a CMS administrator, and have located and opened a Contract Schedule from the Schedule Types maintenance module that has not been used by a CMS task yet.

What you do

416. Click the MoveUp link next to the review stage you wish to move.

417. The item moves up one position in the list.

Continue clicking the MoveUp link until the review stage is in the desired position.

Note: There is no “MoveDown” link. You move an item down by moving the item(s) below it up.
Editing a Review Stage

Before you begin: You are logged into the system as a CMS administrator, and have located and opened a schedule type from the Schedule Types maintenance module.

What you do

418. Click the Edit link for the desired Review Stage.

The page is updated, and the Scheduled Days and Indicator fields have been activated and can be updated.

419. Enter the desired changes.

Click the Update link.

If you do not like the changes, you can click Cancel to remove your proposed changes.

420. The updated schedule appears on the page.

Notice that the number of Total Days In Schedule was automatically recalculated.

Note: You cannot change the role assigned to the review stage. You would have to create a new review stage in order to change the role.
Deleting a Review Stage

✓ Before you begin: You are logged into the system as a CMS administrator, and have located and opened a schedule type that is not being used by a task from the Schedule Types maintenance module.

What you do

421. Locate the review stage you wish to delete. Click the Delete link for the stage.

422. The deleted item no longer appears on the screen.

The number of **Total Days in Schedule** is automatically recalculated if the stage impacted the schedule. In this case the sub-stage did not so the Total Days number remains the same.
Maintaining Budget Types

Concepts > The Budget Types maintenance function allows you to manage CMS budget types. You can add new budget types, edit the properties of the budget type, and deactivate budget types. Only CMS administrators can use the maintenance functions.

Viewing CMS Budget Types

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

**What you do**

423. From your CMS menu column on the left, click the **Budget Types** link in the Maintenance section.

The Budget Types page appears.
The Budget Type page displays the list of budget types, plus a button for adding new budget types.

<table>
<thead>
<tr>
<th>BUDGET TYPE</th>
<th>DATE BEGIN</th>
<th>DATE END</th>
</tr>
</thead>
<tbody>
<tr>
<td>999</td>
<td>01-20-2004</td>
<td>01-26-2004</td>
</tr>
<tr>
<td>Performance - Contractual</td>
<td>08-09-2004</td>
<td>Active</td>
</tr>
<tr>
<td>Full 2004-09-30</td>
<td>09-30-2004</td>
<td>Active</td>
</tr>
<tr>
<td>AASP 2004-07-06</td>
<td>08-31-2004</td>
<td>Active</td>
</tr>
<tr>
<td>SDPP - 2004</td>
<td>10-16-2004</td>
<td>Active</td>
</tr>
<tr>
<td>Legislative T</td>
<td>10-18-2004</td>
<td>Active</td>
</tr>
<tr>
<td>Training</td>
<td>11-26-2004</td>
<td>Active</td>
</tr>
<tr>
<td>Single Line Budget</td>
<td>12-28-2004</td>
<td>Active</td>
</tr>
<tr>
<td>Legislative M</td>
<td>12-29-2004</td>
<td>Active</td>
</tr>
<tr>
<td>Full Admin 2004-12-29</td>
<td>12-29-2004</td>
<td>Active</td>
</tr>
<tr>
<td>Training - Summary</td>
<td>02-10-2005</td>
<td>Active</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>03-07-2005</td>
<td>03-08-2005</td>
</tr>
</tbody>
</table>

424. Click the Budget Type name link to display the properties of the record. The Budget Type details page opens.
What you do

425. The screen shows the basic budget properties (name, description, and date range), as well as the selected categories for the budget, and an example of the budget summary based on the selected categories.

The Update button is used after making any changes to the existing Budget Type.
Editing an Existing Budget Type

Before you begin: You are logged into the system as a CMS administrator. Note: you can only edit budgets that are not currently in use, otherwise you will receive a message: Cannot update Budget Type already in use

What you do

426. Select the fields that you wish to change. Type your changes in the text boxes.

Select a category from the Available Categories list box and click the right arrow button to move the category into the Selected Categories list.

Select a category from the Selected Categories list and click the left arrow button to remove it from the list.

Notice how the budget summary has changed to reflect the new selected categories.

Click the Update button to save the changes.
What you do

427. The status message indicates if the budget type was successfully updated.

To return to the Budget Type maintenance page, select Budget Types from the Maintenance section of the CMS menu.
Adding a New Budget Type

**Before you begin:** You are logged into the system as a CMS administrator, and have navigated to the Budget Types maintenance function.

### What you do

428. Click the **New Budget Type** button.

### Comments/Prompts

<table>
<thead>
<tr>
<th>Budget Type</th>
<th>Date Begin</th>
<th>Date End</th>
</tr>
</thead>
<tbody>
<tr>
<td>CG</td>
<td>01-01-2004</td>
<td>01-02-2004</td>
</tr>
<tr>
<td>Performance - Contractual</td>
<td>08-09-2004</td>
<td>Active</td>
</tr>
<tr>
<td>Full 2004-08-29</td>
<td>08-29-2004</td>
<td>Active</td>
</tr>
<tr>
<td>MSP 2004-07-05</td>
<td>06-30-2004</td>
<td>Active</td>
</tr>
<tr>
<td>DBP 2004</td>
<td>10-13-2004</td>
<td>Active</td>
</tr>
<tr>
<td>Legislative</td>
<td>11-26-2004</td>
<td>Active</td>
</tr>
<tr>
<td>Training</td>
<td>12-28-2004</td>
<td>Active</td>
</tr>
<tr>
<td>Single Line Budget</td>
<td>12-28-2004</td>
<td>Active</td>
</tr>
<tr>
<td>Legislative Act</td>
<td>12-24-2004</td>
<td>Active</td>
</tr>
<tr>
<td>Full Appropriation 2004-12-29</td>
<td>13-28-2004</td>
<td>Active</td>
</tr>
<tr>
<td>Training - Summary</td>
<td>02-19-2005</td>
<td>Active</td>
</tr>
<tr>
<td>Not Available</td>
<td>03-07-2005</td>
<td>03-08-2005</td>
</tr>
</tbody>
</table>

![New Budget Type button]

429. A blank **Budget Type** details page appears.

430. Enter the **Budget Type Name**, **Budget Type Description**, and **Date Begin**. You cannot select a **Date End** yet.

Select the desired entries from the **Available Categories** box and move them to the **Selected Categories** box, using the right arrow to add a category, and the left arrow to remove one.

The budget summary is automatically updated to include your new selections as you select categories.
What you do | Comments/Prompts
---|---
Click the **Save** button.

431. The status message indicates the new **Budget Type** was successfully generated.

Notice that the **Date End** field is now active and can be edited. You may enter a date, or leave it blank. If left blank, the value defaults to active.

To return to the main Budget Type maintenance page, select **Budget Types** from the **Maintenance** section on the CMS menu.

432. The new budget type has been added to the table. Notice that the **Date End** is set to **Active**.
Maintaining Budget Formats

Concepts > The Budget Formats maintenance function allows you to manage CMS budget formats. You can view existing budget formats, add new budget formats, and deactivate existing budget formats. Since most budget formats (once activated) will be attached to contracts, you should not edit an existing budget format, as this will cause problems for contracts using the previous versions of these budget formats.

Only CMS administrators can use the maintenance functions.

Viewing Existing Budget Formats

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

What you do

433. From your CMS menu column on the left, click the Budget Formats link in the Maintenance section.

The Budget Formats page appears.

Comments/Prompts

Viewing Existing Budget Formats

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

What you do

433. From your CMS menu column on the left, click the Budget Formats link in the Maintenance section.

The Budget Formats page appears.
The Budget Format page displays the list of budget types, plus a button for adding new budget formats.

<table>
<thead>
<tr>
<th>BUDGET FORMAT NAME</th>
<th>DESCRIPTION</th>
<th>DATE BEGIN</th>
<th>DATE END</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>999</td>
<td>Default Budget used for Conversion only</td>
<td>01/26/2004</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>DCCF T 2004-11-06</td>
<td>DCCF T 2004-11-06</td>
<td>11/06/2004</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Performance - Contractual</td>
<td>Performance - Contractual</td>
<td>03/09/2004</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Full Summary 2004-09-30</td>
<td>Full Summary 2004-09-30</td>
<td>08/30/2004</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>AASP Renewal 2004-07-06</td>
<td>AASP Renewal 2004-07-06 Renewal</td>
<td>03/31/2004</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>SCPP - 2004</td>
<td>SCPP - 2004</td>
<td>10/15/2004</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Legislative T</td>
<td>Legislative T</td>
<td>10/18/2004</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Single Line Budget</td>
<td>Single Line Budget</td>
<td>12/28/2004</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Legislative M</td>
<td>Legislative M</td>
<td>12/29/2004</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Full Admin 2004-12-29</td>
<td>Full Admin 2004-12-29</td>
<td>12/28/2004</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Training - Summary</td>
<td>Training - Summary</td>
<td>02/11/2005</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

As with all of the maintenance tables and functions, the items have a date range that governs when they are available for selection by CMS users from the budget format list.

434. Click the **Budget Format Name** link to display the properties of the budget format.
What you do

435. The **Budget Format** details page appears.

The **Budget Format** page displays the **Budget Type** that the budget is based on, the **Categories** included, and the Budget Sources of funds.

The **Sample Budget Format** table shows how the budget format is organized.

The table at the bottom indicates the document source for the PDF file that matches the sample budget format.

Click the **View** link to see the PDF file for the Budget.

436. The **Upload Document** page displays.

Click the **View Document** button to open the file in Acrobat. This may take a few moments while Acrobat launches and loads the file.
437. The PDF file is displayed in a new window, and represents the template for all contracts that will using this budget format.

Click the Maximize button to see the entire screen, and the Close button in the upper right hand corner of the window to close the PDF file.

438. Click the browser Back button to return to the Budget Format details page.

To return to the main Budget Formats page, click the Budget Format Search button.
What you do

439. Click the Associate link to see how the PDF fields are mapped to the database fields.

440. The drop-down lists contain all the database fields. Click the browser Back button to return to the Budget Format detail page.

Comments/Prompts

Note: If the fields are not correctly associated and assigned, information in the budget will not be correctly stored in the database. For information on the names of the fields, contact the CMS database administrator.
Editing Existing Budget Formats

As indicated earlier, budget formats should generally not be edited once they are activated. If you needed to edit a budget, you would make the necessary changes on the Budget Formats detail page for the selected budget and click the Update button. One acceptable reason to edit a budget format would be to change the Date End value, deactivating the budget format so that it will no longer be eligible for use by new contracts.

Creating a New Budget Format

✔ Before you begin: You are logged into the system as a CMS administrator and you are in the Budget Formats maintenance function. The Budget Formats search page is displayed.

What you do

441. Click the New Budget Format button.
**What you do**

442. An empty **Budget Format** page appears.

Enter a **Budget Format Name** and a **Budget Format Description**.

If you wish to make the budget format immediately active, leave the default **Date Begin** value. Otherwise, assign a date in the future.

Click the down arrow in the **Select Budget Type** dropdown list to select a Budget Type (these values are based on the Budget Types defined through the Budget Types section).

When you select a Budget Type, the categories are automatically placed in the Categories box.

Select the desired columns from the **Available Columns** list, using the right arrow to move the items into the Selected Columns list.

Click the **Save** button. The Budget Format is saved, and an updated page appears.

---

**Comments/Prompts**

**Budget Format**

<table>
<thead>
<tr>
<th>Budget Format Name</th>
<th>Sample Budget Format</th>
<th>Description</th>
<th>Sample Budget Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Begin</td>
<td>06/28/2005</td>
<td>Date End</td>
<td></td>
</tr>
</tbody>
</table>

**Select Budget Type**

<table>
<thead>
<tr>
<th>Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGISLATIVE</td>
</tr>
<tr>
<td>PERSONAL SERVICES</td>
</tr>
<tr>
<td>PERSONAL</td>
</tr>
<tr>
<td>FRINGE BENEFITS</td>
</tr>
<tr>
<td>NON-PERSONAL SERVICES</td>
</tr>
<tr>
<td>EQUIP &amp; SUPPLIES</td>
</tr>
<tr>
<td>CONTRACTUAL/CONSULTANT</td>
</tr>
<tr>
<td>OTHER EXPENSES</td>
</tr>
</tbody>
</table>

**Available Columns**

**Selected Columns**

| LOCAL SHARE/MATCH |
| LOCAL EXPENSES |
| LOCAL TUNES |

**Sample Budget Format**

<table>
<thead>
<tr>
<th>Category/Match</th>
<th>Local Share/Match</th>
<th>NYS Fund</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>$ XXX.XX</td>
<td>$ XXX.XX</td>
<td>$ XXX.XX</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$ XXX.XX</td>
<td>$ XXX.XX</td>
<td>$ XXX.XX</td>
</tr>
<tr>
<td>Total</td>
<td>$ XXX.XX</td>
<td>$ XXX.XX</td>
<td>$ XXX.XX</td>
</tr>
</tbody>
</table>

Non-Personal Services

| Equip & Supplies | $ XXX.XX | $ XXX.XX | $ XXX.XX |
| Contractual/Consultant | $ XXX.XX | $ XXX.XX | $ XXX.XX |
| Other Expenses   | $ XXX.XX | $ XXX.XX | $ XXX.XX |
| Sub-Total        | $ XXX.XX | $ XXX.XX | $ XXX.XX |
| Total            | $ XXX.XX | $ XXX.XX | $ XXX.XX |

**Note:** The **Sample Budget Format** table is dynamically updated as you select the funds sources.
What you do

443. A status message indicates if the budget format was successfully saved.

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

The new budget format is not yet fully loaded. You will need to identify and load a PDF file to correspond to this budget format.

Click the **New Document** button.

444. The **Upload Document** page is displayed. The **View Document** button is deactivated since you need to associate a PDF file with the budget format.

445. Select a **Document Class**.

446. Select a **Budget Format**.
447. Enter a **Name** and **Description**.

Click the **Browse** button to locate the PDF file you want to use on your computer or network.

448. The PDF file you select must already be set up with form fields in the various columns that will later be mapped to the database table columns. For additional information about the field names in the PDF files, contact the main CMS administrator.

Once you have located the file, click the **Open** button.

449. Click the **Save** button.

The document will be uploaded to the CMS system.
**What you do**

450. A status message indicates if the document was successfully uploaded.

Use the **Budget Format** button on the left hand menu to return to the Budget Formats detail page.

451. Click the **Associate** link at the bottom of the Budget Formats detail page.

452. The **Associate PDF Fields With Budget Format** page is displayed. Use the list boxes to map the PDF fields to the appropriate database fields. For additional information about the field names and mappings, contact the CMS database administrator.

Select the field mappings and click the **Save Format** button.

453. A status message will indicate if the field mappings were successfully saved. If so, the new budget format is now complete.

---

**Comments/Prompts**

Note: Once a budget format has been set up, users should take great care in clicking the **Update** button on the Budget Format page. Updating the budget format will require that the budget field mappings be re-associated with the database.
Maintaining Budget Modification Rules

The Budget Modification Rules dictate how a budget may be modified once the baseline budget is in effect. The Budget Mod Rules maintenance module allows you to set up new budget modification rules and manage existing ones. Only CMS administrators can use the maintenance functions.

Viewing the Budget Modification Rules

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

<table>
<thead>
<tr>
<th>What you do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>454. From your CMS menu column on the left, click the <strong>Budget Mod Rules</strong> link in the Maintenance section.</td>
<td></td>
</tr>
</tbody>
</table>

455. The Budget Modification Rules page displays the list of existing budget modification rules, a brief description of each rule, and the date range during which the rule is available.

Click the **Budget Mod Rule** name link to display the properties of the record.

The **New Budget Mod Rule** button is used to create a new budget modification rule.
The Budget Modification Rules detail page provides the specific information on the rule.

**Name** and **Description** are required fields.
Editing an Existing Budget Modification Rule

Before you begin: You are logged into the system as a CMS administrator. The Budget Modification Rules page is displayed.

What you do

457. Click the Budget Mod Rule name link to display the properties of the record.

458. Make the necessary changes.

Update the Description to indicate the new amount.

Note: Enter the dollar amount without any dollar signs or commas. The system will automatically format the amount (changing 2000 to 2,000.00) when you move your cursor out of the field.

Click the Update button.
459. A status message appears on the updated page, indicating that the change was successfully made.

To return to the main Budget Modification Rules page, select Budget Mod Rules from the Maintenance section on the CMS menu. Locate the new item in the Budget Modification Rules list.

460. The updated rule lists the new description.
Adding a New Budget Modification Rule

Before you begin: You are logged into the system as a CMS administrator, and have navigated to the Budget Modification Rules page through the Budget Mod Rules maintenance function.

What you do

461. Click the New Budget Mod Rule button.

Comments/Prompts

462. The Budget Modification Rules details page is similar to the one seen when viewing an existing Budget Modification Rule.

Enter the desired information including Name and Description which are required fields.

The Date End field is disabled. You cannot assign an end date until after the budget modification rule has been saved.

Click the Save button to save your entry.
### What you do

463. The page updates, displaying a status message indicating the rule was successfully saved:

   > The Save button changes to an Update button.

   To return to the main **Budget Modification Rules** page, select **Budget Mod Rules** from the Maintenance section on the CMS menu.

464. Locate the new item in the **Budget Modification Rules** list.

### Comments/Prompts

<table>
<thead>
<tr>
<th>BUDGET MOD RULE</th>
<th>DESCRIPTION</th>
<th>DATE (BEGIN-DATE END)</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10% of 1100</td>
<td>May exceed category by 10...</td>
<td>08/26/2004</td>
<td>Active</td>
</tr>
<tr>
<td>Training</td>
<td>Training</td>
<td>08/26/2004</td>
<td>Active</td>
</tr>
<tr>
<td>Out2-1MPS/PSNPS</td>
<td>Option 1 from BCM Bulletin...</td>
<td>08/26/2004</td>
<td>Active</td>
</tr>
<tr>
<td>Out2-NPS/PSNPS/PS</td>
<td>Option 2 and Option 3 BCM...</td>
<td>08/26/2004</td>
<td>Active</td>
</tr>
<tr>
<td>Out2-NPS/PSNPS/PS</td>
<td>Option 1 BCM Bulletin CO2...</td>
<td>08/26/2004</td>
<td>Active</td>
</tr>
<tr>
<td>Out2-NPS/PSNPS/PS</td>
<td>Option 2 BCM Bulletin CO2...</td>
<td>08/26/2004</td>
<td>Active</td>
</tr>
<tr>
<td>Out2-NPS/PSNPS/PS</td>
<td>Option 3 BCM Bulletin CO2...</td>
<td>08/26/2004</td>
<td>Active</td>
</tr>
<tr>
<td>Rules</td>
<td>No bud mod</td>
<td>01/16/2005</td>
<td>Active</td>
</tr>
<tr>
<td>Out2-2MP/PSNPS/PS</td>
<td>Option 2 BCM Bulletin CO2...</td>
<td>08/26/2004</td>
<td>Active</td>
</tr>
<tr>
<td>Rules</td>
<td>No bud mod</td>
<td>01/16/2005</td>
<td>Active</td>
</tr>
<tr>
<td>25% of 4400</td>
<td>75% Modification Allowed...</td>
<td>01/16/2005</td>
<td>Active</td>
</tr>
</tbody>
</table>
Deactivating a Budget Modification Rule

A Budget Modification Rule cannot be deleted, except by the database administrator. You can, however, deactivate a budget modification rule through the Date End value. For example, to deactivate a Budget Modification Rule immediately, set the Date End value to yesterday. Once the Date End value has passed, the budget modification rule cannot be selected when the contract group and contract are set up.
**Maintaining Contract Documents**

**Concepts**

The Contract Documents maintenance tool allows you to manage the master repository of contract document templates. You use it to create and upload new contract documents and manage existing ones, which are then available for use with contracts. There are currently three classes of contract documents: static, dynamic, and interactive.

Static documents cannot be edited. Dynamic documents have predefined fields that are populated by the CMS database based on the contract, for example, the contractor name on the cover page. Interactive documents (once generated and attached to a contract) are fully editable by any user with contract update privileges.

Only CMS administrators can use the maintenance functions.

**Viewing a Contract Document**

- Before you begin: You are logged into the system as a CMS administrator.

<table>
<thead>
<tr>
<th>What you do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>From your CMS menu column on the left, click the Contract Documents link in the Maintenance section.</td>
<td></td>
</tr>
</tbody>
</table>
The Contract Documents page contains a table listing the existing Contract Documents, their class, when they were created, and their active/inactive status.

<table>
<thead>
<tr>
<th>DOCUMENT NAME</th>
<th>CLASS</th>
<th>DATE CREATED</th>
<th>DATE INACTIVATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix B</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix C</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix D</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix E</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix F</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix G</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix H</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix I</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix J</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix K</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix L</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix M</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix N</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix O</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix P</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix Q</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix R</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix S</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix T</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix U</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix V</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix W</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix X</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix Y</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
<tr>
<td>Appendix Z</td>
<td>State</td>
<td>01-20-2002</td>
<td>01-20-2002</td>
</tr>
</tbody>
</table>

Click the name of the Contract Document you wish to view.

The letter buttons will show you just documents that start with that letter, or the ALL button will display all documents. Letters that are grayed out do not have documents that begin with that letter.

The Document Names are linked to the page displaying the details of the contract document.

The New Contract Document button is used to begin creating a new contract document.

466. Click the name of the Contract Document you wish to view.
467. The Upload Document page contains a description of the existing cover page contract document.

The document behavior is set with the various properties such as **Include On Cover Page**, **Document Type** and **Begin** and **End** dates.

Click the View Document button to see the document.

468. The contract document is opened in a separate window, using Adobe Acrobat. You may use the vertical scroll bar to review the document.

Click the X (Close) button in the upper right hand corner when you are done.
**Editing an Existing Contract Document**

When a new version of an existing contract document is being added to the system, you can assign an End Date to the existing document, so that it can no longer be selected after the end date and the new version will become the active version.

✔ Before you begin: You are logged into the system as a CMS administrator. The Contract Documents page is displayed.

**What you do**

469. Select the name of the contract document you will be editing.

470. Enter a **Date End** value. The contract document will no longer be available for selection after this date.

Click the **Update** button.
What you do

471. The status message indicates if the document properties were successfully changed.

Comments/Prompts

Document Uploaded Successfully
Creating a New Contract Document

Before you begin: You are logged into the system as a CMS administrator. The Contract Documents main page is displayed.

What you do

472. Click the New Contract Document button.

473. The blank Upload Document form page appears.

The Document Class is set to Contract Document Template and is read only since this is the only type of class at this point.

The Budget Format drop-down is disabled and will not be used on this screen. See Budget Formats for information on uploading those documents.

Enter a Name (the name used when selecting group properties), Description (the complete title of the Appendix displayed on the contract cover page), and Generic Name (the Appendix’s abbreviated title).

Click the appropriate Document Type check box.

Set the Date Begin value to a future date, if necessary. The Date End field is not activated until after a contract document is uploaded and saved.

Click the Browse button and locate the document you want to upload.
**What you do**

474. The file you select must be a PDF. Since all of the contract documents need to have field names set up in them in order to support dynamic document status, make sure the file is set up properly prior to uploading it.

For additional information on the appropriate field names, consult the main CMS administrator.

Click the **Open** button.

475. You will return to the Upload Document screen with the name and location of the document to be uploaded in the **Select Document** box.

Click the **Save** button.
<table>
<thead>
<tr>
<th>What you do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>476. A status message indicates if the document was successfully uploaded and saved to the system.</td>
<td>![Document Upload Success Message]</td>
</tr>
</tbody>
</table>

- **Document Class**: CONTRACT DOCUMENT TEMPLATE
- **Document Format**: (field missing)
- **Name**: Funding Document Sample
- **Description**: (field missing)
- **Generic Name**: Funding Document Sample
- **Include on Cover Page**: On
- **Document Type**: Static
- **Document Options**: (fields missing)
- **Date Begin**: 01/01/2000
- **Date End**: (field missing)
- **Printable Document**: On

![Document Upload Button](VIEW DOCUMENT)
Maintaining Advance Recoupment Rules

Concepts >

Advance Recoupment rules dictate how the state recoups money advanced to a contractor. The recoupment is (generally) applied against expenditures. The Advance Recoupment maintenance module allows you to define new advance recoupment rules and manage existing ones.

Only CMS administrators can see the maintenance functions.

Viewing the Advance Recoupment Rules

✔ Before you begin: You are logged into the system as a CMS administrator.

What you do

477. From your CMS menu column on the left, click the Advance Recoupment link in the Maintenance section.
The Create and Maintain Advance Recoupment Rules page displays the list of existing advance recoupment rules, the type of recoupment, the percentage amount, and a brief description of each rule.

The **New Recoupment** button is used to generate new rules. Clicking on the button opens a blank Recoupment Rule form.

**Recoupment Type** and **Recoup Percentage** define the way the advance recoupment is calculated.

Recoupment Type dictates whether the recoupment will be done against Expenditure or Advance amounts.

Recoup Percentage represents the percentage used to calculate the amount recouped.

**Appendix C** is used to describe the rule. This language will appear on Appendix C.

Select the **Recoupment Rule** from the drop-down list.

478. Select the Recoupment Rule from the drop-down list.
What you do

479. The updated screen shows the properties of the selected rule.

According to this rule, 25% of the submitted expenditure report amount would be withheld, to be applied against previously advanced amounts. If the advanced amount was $2000, and the expenditure amount was $4000, $3000 would be paid to the contractor and $1000 would be applied against the $2000 advance (assuming no disallowances, etc.).

It is important to understand that the rule itself will be applied against every expenditure report, whether they are submitted on a quarterly basis or not, until such time as the advance has been completely recouped.

Comments/Prompts

CREATE AND MAINTAIN ADVANCE RECOUPMENT RULES

<table>
<thead>
<tr>
<th>New Recoupment</th>
<th>Edit Recoupment</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECOUPMENT RULE:</td>
<td>25 - LAST 4 MCNTHS</td>
</tr>
<tr>
<td>RECOUPMENT TYPE:</td>
<td>☑ Expenditure  ☒ Advance</td>
</tr>
<tr>
<td>RECOUP PERCENTAGE:</td>
<td>25</td>
</tr>
<tr>
<td>APPENDIX C:</td>
<td>25% of advance - last 4 months</td>
</tr>
</tbody>
</table>
Editing an Existing Advance Recoupment Rule

Before you begin: You are logged into the system as a CMS administrator. The Create and Maintain Advance Recoupment Rules page is displayed.

**What you do**

480. Select the desired rule from the Recoupment Rule drop-down list.

The page updates, displaying the properties of the selected rule. Change the rule as needed.

Click the Save button.

If you do not want to save your changes, click the Clear button to restore the previous data.

481. The updated page displays a status message, indicating if the rule was successfully changed.
Creating a New Advance Recoupment Rule

✔ Before you begin: You are logged into the system as a CMS administrator. The Create and Maintain Advance Recoupment Rules page is displayed.

<table>
<thead>
<tr>
<th>What you do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>482. Click the New Recoupment button.</td>
<td><img src="image1.png" alt="Image of Advance Recoupment form" /></td>
</tr>
<tr>
<td>483. A blank Advance Recoupment form displays.</td>
<td><img src="image2.png" alt="Image of Advance Recoupment form" /></td>
</tr>
<tr>
<td>484. Enter a Recoupment Rule, a Recoupment Type, a Recoup Percentage, and a description for the Appendix C field.</td>
<td><img src="image3.png" alt="Image of Advance Recoupment form" /></td>
</tr>
</tbody>
</table>

All the fields are required. The Recoup Percentage must be a positive number not greater than 100, such as 12.5, or 10.

If you leave a field blank, or incorrectly enter data, a warning message will appear.

Click the Save button.
485. A new blank recoupment form appears, but with a status message indicating the rule was successfully added.

To see the recoupment rules, use the Advance Recoupment link in the main menu.
Deleting a New Advance Recoupment Rule

You can delete an Advance Recoupment Rule as long as it is not currently being used by a contract.

✔ Before you begin: You are logged into the system as a CMS administrator. The Create and Maintain Advance Recoupment Rules page is displayed.

<table>
<thead>
<tr>
<th>What you do</th>
<th>Comments/Prompts</th>
</tr>
</thead>
<tbody>
<tr>
<td>486. Click the recoupment rule you want to delete in the Recoupment Rule dropdown list.</td>
<td>Note: the Delete button is grayed out since you cannot delete an Advance Recoupment Rule that is currently in use, as is the first one in the dropdown list in this example.</td>
</tr>
<tr>
<td>487. The Delete button is activated since this rule is not currently being used.</td>
<td>Select it to delete this rule.</td>
</tr>
</tbody>
</table>
**What you do**

488. The screen will refresh with the default page and a message will appear stating that you have successfully deleted the rule.

The deleted rule is no longer in the dropdown list.

**Comments/Prompts**

Successfully deleted the selected Recoup Rule!
Reference Information

Topics

a  Contract Property Rules
b  Revision History
## Contract Property Rules

<table>
<thead>
<tr>
<th>Contract Property</th>
<th>Required/Optional Field</th>
<th>Updateable Anytime</th>
<th>Only Updateable with Initial Contract</th>
<th>Only Updateable with Initial Contract/Renewal Record</th>
<th>Only Updateable with Initial Contract/Renewal Record and Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract General Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Name</td>
<td>O</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award #</td>
<td>O</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Contract Model</td>
<td>O</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Recipient</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Administering Agency</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Training Contract</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Originating Agency</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Renewable</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Procurement Type</td>
<td>R</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Contract Period Info</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Period</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Award date</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Amount</td>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Voucher Frequency</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Prompt Contracting Date</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Program Report Frequency</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Program Report Model</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Description (AC340)</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Additional Payment Indicator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CFDA</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Prompt Contract Waiver</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Prompt Contract Eligible</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>TANF Report</td>
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## Revision History

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