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INTRODUCTION

The enclosed process flows are designed to assist the Contract and Payment staff in using the Contract Financial Management Subsystem (CFMS) to enter contract related information. These CFMS procedures are not intended to discuss or present contract statutes, policies, rules or regulations.

GENERAL CFMS PROCESSING

CFMS CONTRACT PROCESSING

Step 1
KENT: Add Contract
Set SC = RDY

→ Step 2
KDES: Chg Desc
(If required)

→ Step 3
KOFY, KOF3 NTE Amounts
(If Required, By Fiscal Year)

→ Step 4
KACG: Add Actg
Set SC = 1
(If required by fiscal year)

→ Step 5
KENL: Add Additional Lines
(If required)

→ Step 6
KMOD: Modify Desc
(If required)

→ Step 7
KSCD: Schedule Amounts
(If required)

→ Step 8
KEN2: Set Up Payment Basis
(If Required By Contract)

→ Step 9
KVTX: Add Vend Text
(If required)

→ Step 10
KNTE: Add Notes
(If required)

→ Step 11
KENT: Pre-Encumber Prior to Approvals
Set SC = PEO - Pre-Enc On-Line
Auto Set = PES - Pre-Enc Successful

→ Step 12
KENT: Approvals
Set SC = AIN
Auto Set = APC

→ Step 13
KENT: General Approvals
See Status Code Matrix

→ Step 14
KENT: Encumber
Set SC=ENO-Encumber
On-Line

→ Step 15
KENT: Sending for Approvals
(If required)
Set SC = SCR
Submitting to OCR

NARRATIVE

STEP	DESCRIPTION
Contract Management Processing	
1.	In this step the user will add the contract header record (KONT) with KENT and the ADD Function (See Chapter 2 on CFMS Processing). Contract will default to INI-Initialize CFMS record. Change status code to RDY-Ready for Further Processing to make contract ready for processing.
2.	In this step the user will modify description, if required, with KDES and the CHANGE (C) Function (See Chapter 2 on CFMS Procedures).
3.	In this step the user will add the contract fiscal year not to exceed amount(s) (payment, retainage, recoupment, and deferred compensation) with KOFY and the ADD Function (See Chapter 2 on CFMS Procedures) and KOF3 and the Change (C) Function (See Chapter 2 on CFMS Procedures).
4.	In this step the user will enter accounting information for the contract with KACG and the ADD Function (See Chapter 2 on CFMS Procedures). The user can decide to set up accounting distributions for pre-encumbrance or encumbrance. Change status code to '1' to make account distribution active.
5.	In this step the user will add all required contract class/sub-class/item line records with KENL and the ADD Function (See Chapter 2 on CFMS Procedures). Contract commodity line status will default to RDY-Ready for Further Processing on ADD.
6.	In this step the user may modify the contract line commodity description with KMOD and the CHANGE (C) Function (See Chapter 2 on CFMS Procedures).
7.	In this step the user may enter monthly payment amounts with KSCD and the CHANGE (C) Function (See Chapter 2 on CFMS Procedures).
8.	In this step the user will set up retainage, recoupment, deferred compensation billing basis, if required, with KEN2 and the CHANGE (C) Function (See Chapter 2 on CFMS Procedures).
9.	In this step the user may enter contract vendor text, if required, with KVTX and the CHANGE (C) Function (See Chapter 2 on CFMS Procedures).
10.	In this step the user may enter contract notes, as required, with KNTE and the CHANGE (C) Function (See Chapter 2 on CFMS Procedures).
11.	In this step, the user may pre-encumber the contract prior to approval build with KENT and the CHANGE (C) Function. The user will set the status code to PEO-Pre-Encumber On-Line Prior to Approvals (See Chapter 2 on CFMS Procedures). The contract will be pre-encumbered and status set to PES-Pre-Encumbrance Successful.
12.	In this step the user may initiate contract approvals with KENT and the CHANGE (C) Function. Change status code to AIN-Initiate Approvals (See Chapter 2 on CFMS Procedures). If no approvals are built or moved, status will automatically be set to APC-Approvals Complete. If approvals awaiting, status code will be set to AWP-Approvals Required/Waiting.

13. In this Step the user may set the Status codes to general Status codes, for example SCS - Submitting Civil Service for Approval or RCS - Received From Civil Service Office for Approval. See CFMS Appendix A - Status Code Matrix for other options.

14. In this step the user will encumber the contract in accounting with KENT and the CHANGE (C) Function. Change status code to ENO-Encumber On-Line or ENB-Encumber Contract Batch (See Chapter 2 on CFMS Procedures).

15. In this step the user may set the Status Code to 'SCR' - Submitting to Contract Review with KENT and the Change (C) Function. (See Chapter 2 on CFMS Procedures) After Date Approved is assigned, the status code will be set to ACR-Approved-Contract Review, and the system will assign the Contract Review Number. If not approved, the Office of Contractual Review will set the status to DCR-Disapproved-Contract Review.

CFMS CONTRACT COPY PROCESSING

```
Step 1                          Step 2
KCPY:  Copy Contract ──────►KEN2:  See New Contract Number
Set SC = 'CPY'
```

NARRATIVE

STEP	DESCRIPTION
1.	In this step, the user will copy a contract. The user should inquire on the contract that will be copied with KCPY and the Change (C) Function (See Chapter 2 on CFMS Procedures).
2.	In this step, the user will inquire the old contract number to attain the new contract number, with KEN2 and the INQUIRE function (See Chapter 2 on CFMS Procedures). New contract number is also displayed on KCPY.

ADD DEMOGRAPHIC LABELS

Typically, adding of KLBL and KLDL records occurs each fiscal year and must be added by the Agency System Administrator.

```
Step 1                        Step 2
KLBL: Add Header Labels ──►KLDL: Add Line Labels
(If required)                 (If required)
```

NARRATIVE

STEP	DESCRIPTION
1.	In this step the user will add any demographic labels for the contract header with KLBL and the ADD Function (See Chapter 2 on CFMS Procedures). See labels displayed on the KODM screen.
2.	In this step the user will add any demographic labels for the contract lines with the KLDL screen and the ADD Function (See Chapter 2 on CFMS Procedures). See labels displayed on the KLDM screen.

ADD DEMOGRAPHIC DATA

The Demographic Data can be entered for each contract (KODM) and contract line (KLDM).

```
Step 1                      Step 2
KODM: Add Header Data ──►KLDM: Add Line Data
(If required)               (If required)
```

NARRATIVE

STEP	DESCRIPTION
1.	In this step the user will add demographic data for the contract header labels with KODM and the Change (C) Function (See Chapter 2 on CFMS Procedures).
2.	In this step, the user will add demographic data for the contract number and line number specified with KLDM and the ADD Function (See Chapter 2 on CFMS Procedures).

ADD CONTRACT LINES TO EXISTING CONTRACT

Step 1		Step 2		Step 3
KENL: Add Line	→	**KMOD: Comm Descr**	→	**KVTX: Vendor Text**
Auto Set SC = RDY		(If required)		(If required)

NARRATIVE

STEP	DESCRIPTION
1.	In this step the user may add all required additional contract commodity line records with KENL and the ADD Function (See Chapter 2 on CFMS Procedures). Contract commodity line status will default to RDY on ADD.
2.	In this step the user may modify the contract line commodity description with KMOD and the CHANGE (C) Function (See Chapter 2 on CFMS Procedures).
3.	In this step the user may enter contract vendor text, if required, with KVTX and the CHANGE (C) Function (See Chapter 2 on CFMS Procedures).

CONTRACT AMENDMENT PROCESSING

```
Step 1                          Step 2                          Step 3
KAMD  Add Amendment ──────▸ KCTX: Amendment Text ──────▸ KCAC:  Add Actg ──────┐
 Set SC = RDY                                                  (If required)
                                                              Set SC = 1
                                                                                 │
┌──────────────────────────────────────────────────────────────────────────────┘
│
│  Step 4                         Step 5                          Step 6
└─▸ KAMD: Pre-Enc Prior──────▸ KAMD: Approvals──────────▸ KAMD: Encumber Contract──┐
    to Approvals                  Set SC = AIN-Approvals        (If required)
    Set SC = PEO-Pre-Enc          Initialized                   Set SC = ENO-Encumber
             On-Line              Auto Set = APC-Approvals              On-Line
    Auto Set Sc = PES-Pre-Enc                Complete
               Successful
┌──────────────────────────────────────────────────────────────────────────────┘
│  Step 7
└─▸ KAMD:  Sending Approvals
    (If Required)
    Set SC = SCR-Submitting to
             Contract Review
```

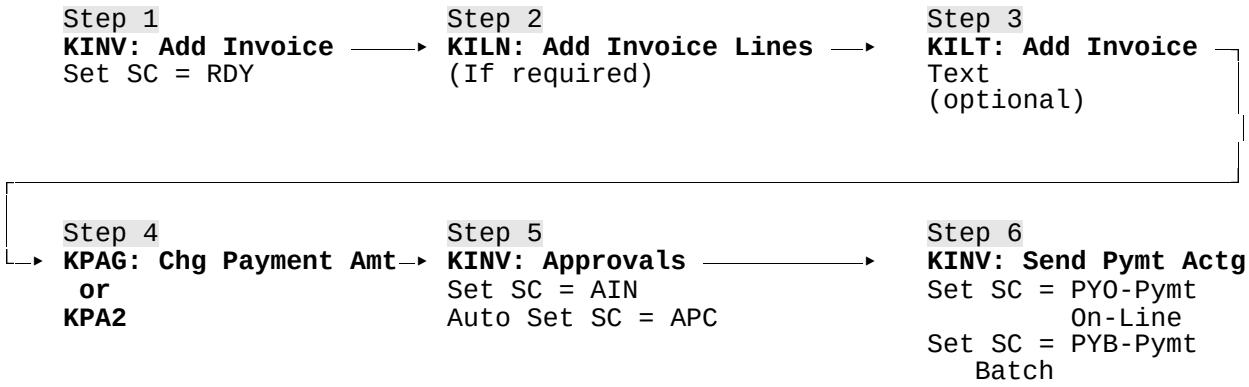
NARRATIVE

STEP	DESCRIPTION
CONTRACT AMENDMENT PROCESSING	
1.	In this step the user will add the Contract Amendment Header record with KAMD and the ADD Function (See Chapter 2 on CFMS Procedures). Contract Amendment will default to INI - Initialize CFMS Record, change status code to RDY - Ready For Further Processing to make contract amendment ready for processing.
2.	In this step the user will enter the contract amendment description with KCTX and the CHANGE (C) Function (See Chapter 2 on CFMS Procedures).
3.	In this step the user will enter contract change accounting distribution information, if required, with KCAC and the CHANGE (C) Function (See Chapter 2 on CFMS Procedures). Change status code to '1' to make account distribution active. The user can decide to change accounting distributions for pre-encumbrance or encumbrance.
4.	In this step, the user may pre-encumber the contract amendment prior to approval build by use of KAMD. The user will set the status code to PEO-Pre-Encumber On-Line prior to approvals (See Chapter 2 on CFMS Procedures). The contract amendment will be pre-encumbered and status will be automatically set to PES-Pre-Encumbrance Successful.
5.	In this step the user may initiate contract amendment approvals with KAMD, CHANGE (C) Function, and status code change to AIN-Initiate Approvals (See Chapter 2 on CFMS Procedures). If no approvals are built or moved, status will be automatically set to APC-Approvals Complete.

6. In this step the user will encumber, if required, with KAMD and the CHANGE (C) Function, and status code change to ENO-Encumber On-Line.

7. In this step user may set the Status Code to 'SCR'-Submitting to Contract Review with KAMD on the CHANGE (C) Function. (See Chapter 2 on CFMS Procedures) After the Date Approved is assigned, the status code will be set to ACR-Approved-Contract Review, and the system will assign the Contract Review Number. If not approved, the Office of Contractual Review will set the status code to DCR-Disapproved-Contract Review.

INVOICE PROCESSING



NARRATIVE

STEP	DESCRIPTION

CONTRACT INVOICE/PAYMENT PROCESSING

1. In this step the user may add the Invoice/Payment Header record with KINV and the ADD Function (See Chapter 2 on CFMS Procedures). Status on Add defaults to INI-Initialize CFMS Record. Change status code to RDY-Ready for Further Processing.

2. This step is optional, based on local policy. In this step the user may add the invoice/payment line record(s) with KILN, ADD Function and the appropriate quantities and unit price of contract invoice items (See Chapter 2 on CFMS Procedures).

3. This step is optional, based on local policy. In this step the user may add invoice line text with KILT and the CHANGE (C) Function.

4. In this step the user may enter the payment amount associated with an accounting distribution line with KPAG/KPA2 and the CHANGE (C) Function (See Chapter 2 on CFMS Procedures).

   The KPAG will allow entering payment amount for multiple distribution lines; KPA2 will allow a single account distribution payment amount to be inquired.

5. In this step the user may initiate contract approvals on KINV and the CHANGE (C) Function, and status code change to AIN (See Chapter 2 on CFMS Procedures). If no approvals are required, the contract invoice/payment status code will be set to APC-Approval Complete. If approvals awaiting, status code will be set to 'AWP'-Approvals Required/Waiting.

6. In this step the user is processing the contract payment to accounting with KINV and the CHANGE (C) Function, change the status code to PYO-Payment On-line or PYB-Payment Batch, if payment contains deferred compensation (See Chapter 2 on CFMS Procedures).

CFMS CONTRACT AND AMENDMENT STATUS CODE FLOW

CONTRACT ENTERED BY OCR

```
Step 1                          Step 2                  Step 3
Add Contract ---------->        Chg Desc ---------->    Initiate Approvals
Set SC = INI                    Set SC = RDY            Set SC = AIN
                                                        Sys sets SC = APC

Step 4                          Step 5
Add CR Date Recvd ---------->   Optional status codes
Set SC = RCR                    Set SC = SSS
                                Set SC = SAO
                                Set SC = RAO
                                Set SC = SRM
                                Set SC = RRM
                                Set SC = SCS
                                Set SC = RCS
                                Set SC = SBU
                                Set SC = SLE
                                Set SC = RWA
                                Set SC = RAA

Step 6                          Step 7
Approve/Disapprove---------->   Commissioner disapproval
Enter date approved &           or Termination of contract
System sets SC = ACR            Set SC = DDC
  or                              or
Set SC = DCR                    System sets SC = TRM
```

CONTRACT ENTERED BY AGENCY - ACCOUNTING REQUIRED

Step 1
Add Contract →
Set SC = INI

Step 2
Add Desc →
Add KOFY, KDES, KACG
Set SC = RDY

Step 3
Optional Pre-encumbrance
Set SC = PEO
System sets SC = PES or PEF

Step 4
Initate Approvals →
Set SC = AIN
Sys sets SC = AWP or
APC or ADS ***

Step 5
Encumber contract →
Set SC = ENO or ENB
System sets SC = ENS
or ENF

Step 6
Send to OCR or Final Agency Approval
Set SC = SCR or
Agency assigns Date
Approved **

Step 7
OCR Receives & Reviews →
Set SC = RCR
Assign CR Date Received

Step 8
Approves/Disapproves Contract
Set SC = DCR
or
Assign Date Approved
System assigns SC = ACR

Step 9
Commissioner Disapproval or Termination of Contract
Set SC = DDC
or
System sets SC = TRM

*** Optional status codes -** These codes can be set at any time after RDY
Set SC = SSS
Set SC = SRV
Set SC = ORV
Set SC = SAO
Set SC = RAO
Set SC = SRM
Set SC = RRM
Set SC = SCS
Set SC = RCS
Set SC = SBU
Set SC = SLE
Set SC = RWA ****
Set SC = RAA ****

** If agency uses electronic approvals and contract is within their delegated authority, the date approved will be system assigned.
*** Agency can only return to RDY for possible correction.
**** Agency/OCR will have to set back down to RDY if agency needs to fix system fields.

CONTRACT ENTERED BY AGENCY - ACCOUNTING NOT REQUIRED

Step 1
Add Contract →
Set SC = INI

Step 2
Add Desc →
Set SC = RDY
* See Optional Codes

Step 3
Initate Approvals
Set SC = AIN
Sys sets SC = AWP or
APC or

ADS ***

Step 4
Send to OCR or Final Agency Approval
Set SC = SCR or
Agency assigns Date Approved

Step 5
OCR Receives & Reviews
Set S = RCR

Step 6
Approves/Disapproves Contract
Set SC = DCR
or

Assign Date Approved
System assigns SC = ACR

Step 7
Commissioner Disapproval or Termination of Contract
Set SC = DDC

or
System sets SC = TRM

* **Optional status codes** - These codes can be set at any time after RDY
Set SC = SSS
Set SC = SAO
Set SC = RAO
Set SC = SRM
Set SC = RRM
Set SC = SCS
Set SC = RCS
Set SC = SBU
Set SC = SLE
Set SC = RWA ****
Set SC = RAA ****

** If agency uses electronic approvals and contract is within their delegated authority, the date approved will be system assigned.
*** Agency can only return to RDY for possible correction.
**** Agency/OCR will have to set back down to RDY if agency needs to fix system fields.

NON-PAYABLE INVOICE PROCESSING

```
Step 1                    Step 2                        Step 3
KNPI: Inq Invoice ──────► KILN: Add Invoice Lines ──►   KILT: Add Invoice ─┐
Set SC = RDY              (If required)                 Text                │
                                                        (optional)          │
┌──────────────────────────────────────────────────────────────────────────┘
│
│ Step 4                    Step 5                        Step 6
└─► KPAG: Chg Payment Amt─► KNPI: Approvals ──────────►   KNPI: Send Pymt Actg
     or                     Set SC = AIN                  Set SC = PYO-Pymt
    KPA2                    Auto Set SC = APC                      On-Line
                                                          Set SC = PYC-Pymt Chg
                                                                   On-Line
```

NARRATIVE

STEP DESCRIPTION

CONTRACT INVOICE/PAYMENT PROCESSING

1. In this step the user may add the Invoice/Payment Header record with KNPI and the ADD Function (See Chapter 2 on CFMS Processing). Status on Add defaults to INI-Initialize CFMS Record. Change status code to RDY-Ready for Further Processing.

2. This step is optional, based on local policy. In this step the user may add the invoice/payment line record(s) with KILN, ADD Function and the appropriate quantities and unit price of contract invoice items (See Chapter 2 on CFMS Processing).

3. This step is optional, based on local policy. In this step the user may add invoice line text with KILT and the CHANGE (C) Function.

4. In this step the user may enter the payment amount associated with an accounting distribution line with KPAG/KPA2 and the CHANGE (C) Function (See Chapter 2 on CFMS Processing). For non-payable contract invoice/payments only one payment account distribution can be active.

   The KPAG will allow entering payment amount for multiple distribution lines; KPA2 will allow a single account distribution payment amount to be inquired.

5. In this step the user may initiate contract approvals on KNPI and the CHANGE (C) Function, and status code change to AIN (See Chapter 2 on CFMS Processing). If no approvals are required, the contract invoice/payment status code will be set to APC-Approval Complete. If approvals awaiting, status code will be set to 'AWP'-Approvals Required/Waiting.

6. In this step the user is processing the contract payment to accounting with KNPI and the CHANGE (C) Function, change the status code to PYO-Payment On-line for initial send of the non-payable record or PYC-Payment Change On-Line for the resend of the document.

Note: To process a change to the non-payable invoice/payment, change the status code of the desired invoice/payment record from PYS to RDY and process using the above status code flow structure.