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Introduction

The CFMS project team has developed skeletal agency procedures to aid agency personnel in determining processing start off points. These procedures DO NOT supersede any of the Office of Contractual Review's Policy and Procedures or Agency Policy and Procedures. The sole purpose of the procedures in this section is to give agency personnel "how to" directions for CFMS processing. These procedures must be modified to be agency specific.

CONTRACT PROCESSING

Section 100

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 101
Procedure Name: Processing a New Contract In CFMS	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to add contracts to the system. This procedure will take the user through all of the screens, however, more detailed procedures are available on individual functions (advances, retainage, setting up the accounting screens, etc) in the user guide.

Responsibility

Action

Contract Unit

1. Accesses the KENT screen, type "CLEAR" in the Function Line, to retrieve a blank screen and enter a "N" or "NEXT" into the Contract Number field which will result in the system assigning the next contract number to the contract when the record is added.
 - A. If the contract must be submitted to Office of Contractual Review (OCR), entry of the class/sub-class must be in accordance with OCR policy. Refer to *Appendix C* for the list of class/sub-classes which may be used.
 - B. Add contract title. If contract requires OCR approval, OCR may change data entered on title line 2.
 - C. Leave status code of contract blank, since system will default to INI on ADD of a contract.
 - D. The DOCUMENT TYPE field is based on the type of contract being added. It is important that the document type is entered correctly as this will determine the approval needed (agency only, or OCR). See Matrix of Document Types for professional services or CFMS document types in *Appendix F* of the User Guide.
 - E. If the contract is against a continuing appropriation, type "Y" in the CONT APPROP field.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 101
Procedure Name: Processing a New Contract In CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Contract Unit

F. Complete all other required fields and press ENTER to add the contract header information.

2. Type CHANGE in the Function Line, change the contract status to "RDY" (ready for further processing) and press ENTER.

3. Access the KDES screen, and enter the contract description. OCR text standards should be followed. The agency should enter the OCR standard data first, and then any other descriptive text the agency desires. OCR will insert any additional required description above the agency entered text for reporting purposes. The first two lines are what is displayed on KENT and most reports.

Contract or
Payment Unit

4. Access the KOFY screen, type "CLEAR" in the Function Line, to retrieve a blank screen to add the amount of the contract by fiscal year which cannot be exceeded in the NOT TO EXCEED AMOUNT field. If the contract does not cross fiscal years or is not a multi-year contract, the NOT TO EXCEED AMOUNT is the contract amount. If the contract does cross fiscal years or is multi-year, this is the amount that is to be encumbered by fiscal year. The NOT TO EXCEED AMOUNT can be adjusted between fiscal years, should the encumbered amount for one of the fiscal years have to be increased/decreased at a future date. Press Enter to add the record.

5. Access the KACG screen, type "CLEAR" in the Function Line, to retrieve a blank screen and enter the contract number, fiscal year, accounting distribution number and pre-encumber/encumber amount.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 101
Procedure Name: Processing a New Contract In CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Contract or
Payment Unit

- A. Press ENTER and system will default the accounting coding from AACG if default coding is being used. If default coding is not being used, the system will display the appropriate accounting labels (after press ENTER) and default an action code of "C" (create) in the ACTION CODE field.
- B. Enter the coding for the accounting line in the appropriate fields or change/add to the default coding if necessary.
- C. If pre-encumbering, type CHANGE in the Function Line, change the Pre-encumbrance STATUS CODE field to "1" (Ready To Send To Accounting) and press ENTER. If encumbering, type CHANGE in the Function Line, change the Encumbrance STATUS CODE field to "1" and press ENTER.
- D. If the contract crosses fiscal years or is a multi-year contract, the KACG records for future years does not have to be set up at this time. One KACG record must be created for each line of coding if using multiple distributions are required. These records can be set up when the encumbrance should be processed. The second option is to enter the KACG records for subsequent fiscal years. The status would need to be changed to 1 (ready to send to accounting) and coding changed, if necessary, prior to the status on KENT being changed to either "ENO" or "ENB" (if year is not open) at the start of each subsequent fiscal year.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 101
Procedure Name: Processing a New Contract In CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Contract or
Payment Unit

6. If necessary, access KEN2 and evaluate the contract to determine the billing basis. Refer to the individual procedures on available billing basis options and then complete the required fields on this screen.
 - A. Evaluate the contract to determine if advance, recoupment, retainage and/or deferred compensation is required. If any of these apply, refer to the individual procedure and then complete the required fields on this screen.
 - B. Enter the appropriate funding source(s), if desired. The funding source is entered for inquiry or reporting purposes only, however, edits assure that the total funding entered does not exceed the contract amount.
 - C. Complete all other mandatory fields and any desired optional fields on the KEN2 screen which are required to continue processing contract records, type CHANGE in the Function Line and press ENTER to process the records.

7. If necessary, access the KENL screen for the contract. Line 1 will always be built by the system for the class/sub-class entered on the KENT screen. If data is to be captured for this line (class/sub-class), enters the desired data. Type CHANGE in the Function Line, add the data to the record and press ENTER.
 - A. If more than 1 sub-class will be used on the contract, accesses a blank KENL screen, enters the line number and the corresponding class/sub-class. Enter any other desired data, type "ADD" in the Function Line and press ENTER to add the record.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 101
Procedure Name: Processing a New Contract In CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Contract or
Payment Unit

NOTE: If the class/sub class used in Step 1A of this procedure was required by OCR, standard reporting will be for that class/sub-class, however, the agency can still establish additional KENL records for sub-classes they desire. These additional KENL records would then be available for inquiry or ad hoc reporting purposes.

- 8. Accesses the KENT screen, selects status code AIN to begin the **agency** electronic approval process, and type "CHANGE" in the Function Line and press ENTER. An agency can use electronic approvals to approve contracts internally, however, the actual hard copy of the contract must continue to be forwarded to any required agency such as Civil Service, Attorney General, etc., and then Contractual Review. If a contract requires OCR approval, the system will not allow payments to be made until OCR has entered their approval.

Approver

- 9. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the contract number of the transaction requiring approval is known, accesses PAPV directly for that document number.
 - A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field. Comments are optional. If "D" was used disapproval reasons are required. When all electronic approvals are complete for the contract, status on the KENT screen will be updated to APC.
 - B. If electronic approvals are not used and the contract is within the agency's delegation of authority, the approver must key the date approved on the KENT screen before payments can be processed.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 101
Procedure Name: Processing a New Contract In CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility	Action
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Contracts can be encumbered before or after OCR approval. Therefore, the order of step 10 and step 12 can be reversed based on the agency process.

Contract or Payment Unit	<p>10. Accesses KENT and changes the status to "ENO" (encumber on-line) or to "ENB" (encumber batch). Status ENO should be used if the fiscal year the contract applies to is open and if applicable, the grant or project the contract relates to is open. Status ENB should be used if the contract is effective the next fiscal year and is being entered prior to the start of that fiscal year. Status ENB should also be used if the contract relates to a project or grant which is not open yet, regardless of whether or not the fiscal year is open. When the new fiscal year opens and/or the grant or project start date is reached, the system will automatically encumber those contracts which have a status of ENB.</p>
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Once the contract is successfully encumbered, the system will update the status to "ENS". No payments can be made against a contract until it is successfully encumbered **and** approved.

- | | |
|-----|---|
| 11. | Accesses KENT and changes the status code to SCS (Submitting Civil Service for Approval) to reflect that contract (hard copy) was submitted to Civil Service. When contract is returned approved by Civil Service, accesses KENT and changes the status code to RCS (Received from Civil Service for Approval). |
| 12. | Change the status on the KENT screen to SCR to submit the contract to OCR, if required. |

NOTE: If an agency is using the system to track and have a history record (HDET table) of a contract throughout it's cycle, the status on KENT should be changed to reflect submitted to Civil Service, submitted to OCR, etc. As it passes each stage, the status should be changed to reflect this action. In some cases (such as a contract being walked through the process), the status could be changed on KENT

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 101
Procedure Name: Processing a New Contract In CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Contract Unit

to" Submitted to Civil Service"; then the status would be changed to "Received from and approved by Civil Service"; and then "Submitted to OCR", etc. Using the system to record all of these type activities is the choice of the agency based on the level of detail the agency wishes to enforce.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 102
Procedure Name: Entering or Changing Contract Header or Line Demographic Data	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of entering data into the header demographic fields is to enable agencies to capture desired demographic data about their contracts. All header labels which were set up by the agency for the specific fiscal year and document type will be reflected.

The purpose of entering data into the line label fields is to enable agencies to capture desired demographic data related to a particular class/sub-class. All line labels which were set up by the agency for the specific fiscal year, document type and line number will be reflected, however, agencies will only enter data into the fields which are applicable to each particular contract. If a contract has more than one line number (line number represents a class, or a class/sub-class), agencies will need to assure that the demographic data is entered against the appropriate line. Even though the labels are the same for each line, different data can be input for the same label on each contract line. This is important if the data in the label fields will be used for any type of reporting which must be done by class/sub-class (type of service).

The Demographic fields are optional and agencies will only enter data into the applicable fields. Data entered into the header label or line fields can be used for inquiry or ad hoc reporting purposes.

Responsibility

Action

Contract or
Payment Unit

1. Accesses KLDM or KODM and enters the specific contract number of the record for which data is to be changed from a header label. Data can only be changed. The change function is the only valid function. Use the change function to perform add or delete functions, space out or type over existing data or type new data in blank fields.

2. Changes data for the label fields which are applicable to the contract accessed. On KLDM verify that the correct line number has been accessed if multiple contract lines exist. A line number represents one of the class or class/sub-classes entered on the Contract Line table (KENL). If a contract has 4 classes or class/sub-classes entered on KENL, there will be 4 lines for the contract. Type "CHANGE" in the Function Line and press ENTER.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 102
Procedure Name: Entering or Changing Contract Header or Line Demographic Data	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Contract or
Payment Unit

3. If necessary, accesses the next desired contract to change data.

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 103
Procedure Name: Requesting T-Numbers	Date Issued: 02/96
	Revision: Date: 01/97

PURPOSE AND DESCRIPTION:

The purpose of T-numbers is to tie related contracts together for inquiry and reporting purposes. Agencies should assign the same T-number to each group of contracts which should be linked. Examples include: Contracts issued against the same Capital Outlay Project, or the same Grant, could be assigned a T-number in order to inquire/report on all contracts for a particular project or grant. T-numbers can be entered on a contract record prior to the entry of the contract approval date or encumbrance. T-numbers and their titles/descriptions must be defined on BTAB Table TN. Agencies have the option of requesting that a block of T-numbers be defined and track internally what each number specially identifies, or the agency may assign each number on request as needed, and assign a specific title at the time of the request. If the block option is utilized, the description of the T-number should be generic. (EX: set up A0001-A0020 with titles - "DOA T-Num 1", "DOA T-Num 2", and so on). If the T-number should carry a specific title, each number should be listed separately with the corresponding title. If the T-number needs to be a specific number because it relates to a GFS Capital Outlay project number, the T-number would have to be requested at the time the project number became known. When assigning T-numbers, all five digits should be used and titles must be 30 characters or less. Use the CFMS Agency Request Form for T-Numbers (#ISF019).

T-numbers are not related to agency numbers in any way. In an effort to prevent unintentional duplication of T-numbers between agencies, OSIS has assigned the first digit of the T-number as listed below:

- A,B Division of Administration
- C Reserved
- D,E Department of Education
- F,G Department of Social Services
- H,I Department of Health Care Authority
- J,K Department of Health & Hospitals
- L,M Department of Environmental Quality
- N Department of Natural Resources
- O Department of Agriculture
- P Department of Insurance
- Q Department of Public Safety
- R Department of Justice
- S Department of Wildlife and Fisheries

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 103
Procedure Name: Requesting T-Numbers	Date Issued: 02/96
	Revision: Date: 01/97

Responsibility

Action

- T Military
- Y Department of Corrections
- Z Department of Economic Development

U,V,W, and X are unassigned. If your agency is not listed above and you require a T-number, call the ISIS Help Desk.

BLOCK OPTION

- | | | |
|-----------------------------|----|---|
| Agency System Administrator | 1. | Completes the Request for T-Numbers form for a block assignment of T-numbers and forwards to the OSIS System Administrator. |
| OSIS System Administrator | 2. | Enters requested block of T-numbers in BTAB table TN. |
| | 3. | Notifies the requester that block of T-numbers has been established. |
| Agency System Administrator | 4. | Inquires BTAB table and verifies that T-number assignment is correct. |
| | 5. | Receives a request for a T-number. |
| | 6. | Assigns the next sequential number available in accordance with the agency numbering scheme for assigning T-numbers. |
| Contract Unit | 7. | Enters assigned T-number on appropriate contracts. |

ISIS

Manual Name: CFMS Procedures	Section: 100 Procedure: 103
Procedure Name: Requesting T-Numbers	Date Issued: 02/96
	Revision: Date: 01/97

Responsibility

Action

- INDIVIDUAL OPTION
- | | | |
|-----------------------------|----|--|
| Agency System Administrator | 1. | Receives a request from a contract person for T-number(s) which has a specific title/description, or is related to a certain GFS Capital Outlay project. |
| Agency System Administrator | 2. | <p>Completes the Request for T-Numbers form, makes a copy for agency files, and forwards to the OSIS System Administrator.</p> <p style="margin-left: 20px;">A. Assures the T-number requested is in accordance with the numbering scheme for assigning T-numbers.</p> |
| OSIS System Administrator | 3. | Enters requested T-number in the BTAB table TN. |
| OSIS System Administrator | 4. | Notifies the Agency System Administrator that the T-number is set up in the system and available for use and files the request. |
| Agency System Administrator | 5. | Accesses the BTAB table TN and verifies the number and title/description is set up accurately. |
| | 6. | Notifies the Contract person that the T-number is established in the system and available for use and files copy of the request in agency files. |

NOTE: Contracts by T-number can be viewed on the KTNO table. Type INQUIRE in the Function Line. Enter a valid T-number and spaces in the solicitation number. Press ENTER/RETURN.

AMENDMENT PROCESSING

Section 200

ISIS

Manual Name: CFMS Procedures	Section: 200 Procedure: 201
Procedure Name: Amending or Changing Existing Contract in CFMS	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to process contract amendments and accounting changes. The Change Type code will identify whether the data being entered is a true contract amendment (increase/decrease of the total contract amount, date extension, etc.), or if the data represents a change or adjustment to contract accounting (increase/decrease amounts of accounting lines which net to zero, increase to contract balance for a refund check received, etc.). The system will assure that any required approvals have been processed by the Agency before allowing encumbrance against the amendment.

Responsibility

Action

Contract Unit

1. Determines if it is necessary to process an amendment/accounting change for one or more of the following reasons:

AMENDMENT

- A. amendment (AMD) - use when a legal signed amendment document exists ("true" amendment).
- B. termination of the contract (TRM) - use when terminating contract prior to expiration date of contract.

ACCOUNTING CHANGE

- C. adjustment (ADJ) - use when the vendor issues an agency refund for current or past fiscal year, when a manual payment is processed, or when canceling a check.
- D. change type (CHG) - use when money should be moved from one account distribution to another (org change required), or when money should be split from one account distribution to multiple distributions.
- E. cancel remaining balance (CNB) - use to cancel remaining encumbered balance of each account distribution at the end of the fiscal year or at the end of the contract.

ISIS

Manual Name: CFMS Procedures	Section: 200 Procedure: 201
Procedure Name: Amending or Changing Existing Contract in CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Contract Unit

- F. decrease current year encumbrance (DEC) - use when encumbered amount is overestimated for the current year.
- G. increase current year encumbrance (INC) - use when encumbered amount is underestimated for the current year.
- H. substitute accounting lines (SUB) - use to replace one KACG account distribution with a new account distribution.

- 2. Accesses the KAMD screen, type "CLEAR" in the Function Line and press ENTER. Enters the contract number which is to be amended/changed.
- 3. Enters a contract amendment title to identify the type amendment/change being made to the contract.
- 4. Enters the fiscal year that the contract amendment affects in the CONT AMD FISCAL YR field.
- 5. Enters the appropriate code in the CHANGE TYPE CODE field which identifies the type of amendment being processed (Change Type Codes listed in Step 1).
 - A. Enters the amount of the amendment. For change type codes "CHG", "CNB", "SUB", and "TRM", amount must be "0" in the CONT AMD AMOUNT field. Change type code "DEC" must be negative. Change type code "INC" must be positive. Change type codes "AMD" or "ADJ" can be either positive or negative.
 - B. If the change type code equals "ADJ", enters a "Y" or "N" in the SEND TO ACCOUNTING field. If the adjustment applies to a prior year (closed year), a "N" must be entered. Otherwise, leave blank.

ISIS

Manual Name: CFMS Procedures	Section: 200 Procedure: 201
Procedure Name: Amending or Changing Existing Contract in CFMS	Date Issued: 02/96
	Revision: Date:

Responsibility	Action
Contract Unit	<ol style="list-style-type: none"> 6. If the contract begin or end dates are being revised, enter the revised dates into the appropriate field. 7. Completes all other mandatory and any desired optional fields. 8. Press ENTER to add or change the amendment record. 9. Accesses the KCTX screen and enters any desired text to describe the amendment. 10. If the amendment requires accounting, accesses the KCAC screen and adds accounting lines and amounts to be encumbered and/or increases or decreases amounts of accounting lines. 11. Accesses the KAMD screen and enters status "AIN" in the STATUS CODE field to initiate approvals.
Approver	<ol style="list-style-type: none"> 12. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the amendment number of the transaction requiring approval is known, accesses PAPV directly for that document number. <ol style="list-style-type: none"> A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and any desired comments or disapproval reasons.
Contract Unit	<ol style="list-style-type: none"> 13. Accesses KAMD screen to determine which amendments/changes have been approved (status APC) and disapproved (status ADS). If approvals complete (APC), then changes the status to "ENO" (Encumber On-line).

ISIS

Manual Name: CFMS Procedures	Section: 200 Procedure: 202
Procedure Name: Zero Liquidating an Encumbered Contract Balance	Date Issued: 2/96
Revision:	Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to zero liquidate a contract at the end of the fiscal year or if encumbered in error. The amendment change process using change type code 'CNB' should be utilized.

Responsibility

Action

Payment Unit

1. Access the KOFY table and verify that no payments are in progress.

If payments are in progress, do not zero liquidate until the payments have been processed.
2. Check the KNTE for any outstanding issues that are accounting related.
3. Access the KAMD to process the zero liquidation. Type "ADD" in the Function Line.
 - A. The "CNB" change type code should be used. CNB will cancel the remaining net encumbered balance on a contract.
 - B. The amendment amount on a CNB change type is system calculated and will be displayed when the status is change from "INI" to "RDY".
 - C. The system will automatically build the corresponding KCAC records for any CNB change with the calculated change amount. The KCAC record will be built at a status code of 1.
4. Process the CNB change to accounting. All remaining and encumbered balance fields will be zero liquidated when approved.

PAYMENT PROCESSING

Section 300

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 301
Procedure Name: Payment processing (Manual entry of payments-no scheduling feature of the system is being used)	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability set up payments manually.

Responsibility

Action

Payment Supv/ or
Contract Mgr.

1. Determines that manual payments are appropriate and accesses the KEN2 screen to enter the appropriate code.
2. On adding a contract that requires accounting, the system will build KEN2 with an 'M' in the PAYMENT BILLING BASIS field initially. The payment amount will be entered manually when an invoice is received. Unless this field had been change previously, it is not necessary to change it.
 - A. If a payment includes deferred compensation the vendor number must be entered in the Deferred Comp Vendor field.

NOTE: All contracts must be encumbered and have an approval date on KENT, a KOFY and a KACG record to process payments.

Payment Unit

3. Accesses the KINV screen, type "CLEAR" in the Function Line, and press ENTER. Using PYMT TYPE 'RP' enters invoice information. Required fields are: Contract Number, Vendor Invoice Number, Invoice Amount, Date Goods/Services Received/Accepted, Payment Type, and Budget Fiscal Year. All other fields are either system generated or optional. Press ENTER.
 - A. If recoupment, retainage or deferred compensation features are used, the gross amount of the invoice is entered in the Payment Amount field.
4. If the screen updates successfully and all the information is correct, change the status code to 'RDY'.
5. Accesses the KILN screen to record invoice line data, if desired.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 301
Procedure Name: Payment processing (Manual entry of payments-no scheduling feature of the system is being used)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

- 6. Accesses the KILT screen to record invoice line text, if desired.
- 7. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution line, if there is more than one line. If there is one accounting distribution line the system will default payment information. The sum of the KPAG records must equal the payment amount.
 - A. The system will default accounting distribution numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field. Enters the appropriate gross amount of the invoice for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.
- 8. Accesses the KINV screen and enters status 'AIN' in the status code field to send the payment through the approval process. Press ENTER/RETURN.

Approver

- 9. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.
 - A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field. Comments are optional. If a "D" was used disapproval reasons are required.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 301
Procedure Name: Payment processing (Manual entry of payments-no scheduling feature of the system is being used)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

10. If approved, accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and the accesses the KINV record for the approved transactions to change the status to either "PYO"- Payment on-line or "PYB"- Payment batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly. If disapproved, investigate disapproval.

Payment Unit

NOTE 1: Steps 9 and 10 reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

NOTE 2: If an error is made that can not be corrected and the status code of KINV is at 'INI', the record can be deleted. Once the status code progresses beyond that point the user will have to cancel the record.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 302
Procedure Name: Frequency Automatic Payments (Periodic Payments)	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to have the system automatically generate a payment when the payment amount and date are fixed. The system will automatically process the payment and send the transaction to the accounting system. Since the Frequency payment billing basis is used, payment may be made (B)i-weekly, (S)emi-monthly, or (M)onthly. If the agency wants payments to be generated automatically but to approve them before they are sent to the accounting system, the procedure for Scheduled Automatic Payments should be used. For the system to generate a payment, the contract/amendment must be encumbered and approved. The system will build invoices at "RDY" status if the "HOLD PAYMENT" flag is checked on KENT.

Responsibility

Action

Payment Unit

1. Determines how and when payments should be processed and accesses the KEN2 screen to enter the appropriate code. Type CHANGE in the Function Line.
2. If a fixed amount is to be paid at specific intervals, enter an "F" in the PAYMENT BILLING BASIS field to indicate that the frequency will be defined for automatic payments.
 - A. Enters the amount to be paid each interval in the PAYMENT AMT field.
 - B. Enters one of the frequency codes (Bi-weekly, Semi-monthly or Monthly) to identify how often payments will be made in the PAYMENT FREQ field.
3. Enters the day or dates payments are to be made in the DAY TO PAY field. User should allow for processing time when determining payment dates.
 - A. If frequency code "B" was entered, enters the day of the week payments are to be made in the first two bytes of the Day to Pay field (MO, TU, WE, TH, FR) and the second two bytes are spaces.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 302
Procedure Name: Frequency Automatic Payments (Periodic Payments)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

- B. If frequency code "S" was entered, enters the date the first payment is to be made in the first two bytes of the field (01-15) and enters the date (16-28 or LA) for the second payment to be made in the last two bytes of the field. If the second payment is to be made on the last day of the month "LA" can be entered.
- C. If frequency code "M" was entered, enters the date (1-28 or LA) in the first two bytes of the field and leaves the second two bytes spaces. If the payment is to be made on the last day of the month "LA" can be entered.

- 4. Enters the date payments should begin and the date the last payment should be made in the BGN PAY DTE field and the END PAY DTE field. Ex: begin 08-15-95 and end 07-15-96, and press ENTER/RETURN.

CFMS System

- 5. The system generates a payment record on the designated date/day and sends the transaction to the accounting system.
 - A. If one line is encumbered for the contract, the payment is charged to this line.
 - B. If more than 1 accounting line was encumbered for the contract, the system will split the automatic payment between the accounting lines using a proportional method. Ex: Accounting line 1 was encumbered for \$8000.00 and accounting line 2 was encumbered for \$4000.00. The fixed payment is \$1000.00 Press ENTER/RETURN. month. The system will charge \$666.60 to line 1 and \$333.40 to line 2.
 - C. The accounting system will generate the check and send the check number and date back to CFMS to be stored on the KINV record.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 302
Procedure Name: Frequency Automatic Payments (Periodic Payments)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

CFMS System

NOTE 1: Invoice numbers for periodic payments will be assigned by the system as follows: 1st periodic payment for the contract is the last two digits of the CFMS invoice number plus the last three digits of the CFMS contract number. For example, for contract number 500121, the first four periodic payment invoice numbers are AA121, AB121, AC121 and AD121 if no other payments have been made on the contract. The system will also use the Title 1 line on the KENT screen to be the invoice title.

NOTE 2: Payment type will display "PP".

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 303
Procedure Name: Scheduling Payments	Date Issued: 02/96
Revision:	Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to set up a payment schedule for automatically generated invoices. Agencies can indicate if the payment can be automatically sent to the financial system when the invoice is created (setting up the payment schedule is the approval to pay automatically) or the payment can be set up but require approval prior to being sent to the financial system. The system will assign invoice number composed of the last two digits of the CFMS invoice number (i.e. AAA, AAB, AAC) and the last three digits of the CFMS contract number (i.e. 500**101**). In order for CFMS to generate a payment, the contract/amendment must be encumbered and approved. The system will not generate a payment if the "Hold Pymnt" flag is checked on KENT.

Responsibility

Action

Payment Supv/or
Contract Mgr.

1. Determines how the payment will be handled and accesses the KEN2 screen to enter the appropriate code. Type CHANGE in the Function Line.
2. If the user knows the amount to be paid each month and the amounts vary from month to month, enter a "S" in the PAYMENT BILLING BASIS field to indicate scheduling of the payment. If the amount is the same each month, see Procedure 302.
 - A. Enters "M" in the PAYMENT FREQUENCY field to indicate a monthly periodic payment.
 - B. Enters the day of the month for which an invoice is to be generated in the first two spaces of the DAY TO PAY field (01-28 or LA will be accepted). User should consider processing time when making this decision.
 - C. Enters the BEGIN PAY DATE and END PAY DATE to identify the range of payment dates and press ENTER/RETURN.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 303
Procedure Name: Scheduling Payments	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

NOTE: Steps 4A and 4B above reflect one method in which approvals and changing status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses.

Payment Unit

7. Once checks are issued in the accounting system, KINV will update with the check numbers and check dates.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 304
Procedure Name: Scheduling for Manual Payments	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

- | | | |
|--------------------------------|-----|---|
| | A. | Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If a "D" was used disapproval reasons are required. |
| Payment Unit | 8. | <p>Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to either "PYO"- Payment On-line or "PYB"- Payment Batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.</p> <p>NOTE: Steps 7 and 8 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.</p> |
| Payment Supv/ or Contract Mgr. | 9. | <p>If all payments have not been made by the end of the fiscal year and the contract crosses fiscal years or is a multi-year contract, the balance of the contract will be rolled into the next year if the roll indicator is set to "A" or "Y" on the KENT screen.</p> |
| | 10. | <p>If the contract crosses fiscal years or is a multi-year contract and the roll indicator is set to "N", the balance to be paid in the next fiscal year will need to be manually entered and the previous fiscal reduced.</p> |

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 304
Procedure Name: Scheduling for Manual Payments	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

- | | |
|--------------------------------|---|
| Payment Supv/ or Contract Mgr. | <ul style="list-style-type: none"> A. Accesses the KOFY screen and changes (decreases) the amount in the NOT TO EXCEED AMOUNT field of the fiscal year that closed to the amount which was actually paid for that fiscal year. B. After changing the previous fiscal year's amount, changes (increases) the current fiscal year's amount to include the balance to be paid. C. Accesses the KSCD screen for the fiscal year which closed and changes (decreases) the amount in the PAYMENT AMOUNT field(s) to the amount which was actually paid. D. After changing the previous fiscal year's amount on KSCD, accesses the current fiscal year on KSCD and changes (increases) the current fiscal year's amount to include the balance to be paid or adds this amount if no payment record already exists on KSCD. |
|--------------------------------|---|

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 305
Procedure Name: Percentage Method for Automatic Calculating of Payments	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

6. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then accesses the KINV record for the approved transactions to change the status to either "PYO"- Payment On-line or "PYB"- Payment Batch (if payment includes Deferred Comp). If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

NOTE: Steps 5 and 6 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled.

Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 308
Procedure Name: Manual Withholding of Retainage (Automatic Retainage Scheduling feature is not being used)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

- A. For the payment portion of the invoice, the system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field. Enters the appropriate gross amount of the invoice for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.
- B. The system will default the line number and associated coding from the AACG record with the amount of retainage (entered on KINV) in the RETAINAGE AMOUNT field, for the retainage portion of the invoice.

- 6. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field to set the payment up for approval.

Approver

- 7. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

- A. Enters either an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If "D" was used disapproval reasons are required.

Payment Unit

- 8. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to either "PYO"- Payment On-line or "PYB"- Payment Batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 308
Procedure Name: Manual Withholding of Retainage (Automatic Retainage Scheduling feature is not being used)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

NOTE: Steps 6 and 7 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 309
Procedure Name: Scheduling Automatic Withholding of Contract Retainage	Date Issued: 02/96
Revision:	Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to set up a retainage schedule. The system will automatically generate a retainage entry in the month specified for the amount set up on the schedule. All retainage must be withheld using the balance sheet account which was set up on the AACG screen, therefore, the system will automatically code retainage and payments of the retainage to this account. When retainage is withheld, the amount will reduce the contract encumbered amount and will be used to calculate the contract available balance.

Responsibility

Action

Payment Unit

1. Accesses the KOF3 screen and enters the amount by fiscal year which is to be retained in the NTE RETAINAGE AMOUNT field.
2. Determines retainage will be scheduled and accesses the KEN2 screen to enter the appropriate code.
 - A. Accesses the KSCD screen and enters the amount to be retained in the field(s) of the fiscal month in which the retainage is to occur. (Example: For fiscal year 1996-1997, July 1996 is the first fiscal month and June 1997 is the last.)
 - B. For fixed amounts to be retained in a specified month(s), enters a "S" in the RETAINAGE BILLING BASIS field to indicate automatic scheduling of the retainage.
3. Accesses the KINV screen to process an invoice for payment (gross amount of invoice) each month and the system will automatically withhold the scheduled amount. The system will use the ACCT PERIOD field, which is read as the fiscal month/year, to determine which month's retainage amount to pull from KSCD. If the ACCT PERIOD field is left blank, the system will translate the scheduled pay date into the fiscal month/year format and use it to determine which KSCD amount to retrieve.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 310
Procedure Name: Withholding a Percentage of Invoices for Retainage	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

handled. Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 311
Procedure Name: Paying the vendor for retainage that has been withheld.	Date Issued: 02/96
Revision:	Date:

Responsibility

Action

Approver

individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

- A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If "D" was used disapproval reasons are required.

Payment Unit

- 5. If approved, accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then accesses the KINV record for the approved transactions to change the status to either "PYO"- Payment on-line or "PYB"- Payment batch (if deferred compensation is included in the payment). If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly. If disapproved, investigate disapproval.

NOTE: Steps 4 and 5 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 312
Procedure Name: Recoupment of Contract Funds for Overpayment	Date Issued: 02/96
Revision:	Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to recoup contract funds when necessary in order to reduce payments to a vendor and record the activity to the contract. The transactions for the recoupment are sent to the financial system and set up as a credit, therefore, the recoupment will be applied to the next payment to the vendor regardless of whether or not the next payment is from CFMS. If the user wants the recoupment taken against a contract payment transaction, an invoice for a CFMS payment should be processed immediately following the recoupment invoice.

Responsibility

Action

- | | |
|--------------|---|
| Payment Unit | <ol style="list-style-type: none"> 1. Determines if it is necessary to recoup funds from a vendor due to an overpayment. 2. Accesses the KINV screen. <ol style="list-style-type: none"> A. Enters all required fields as well as any optional fields desired. <ol style="list-style-type: none"> 1) Enters the amount to be recouped in the PAYMENT AMOUNT field and uses "CM" as the PYMT TYPE and press ENTER/RETURN. <p style="margin-left: 40px;">NOTE: DO NOT use the recoupment amount field on KINV as this applies to advance recoupments only.</p> <ol style="list-style-type: none"> 3. Change the Status Code to "RDY". 4. Accesses the KILN screen to record invoice line data, if desired. 5. Accesses the KPAG screen to enter the amount of recoupment to be applied to each accounting distribution line, if multiple lines exist. If only one accounting line is associated with the contract, the user should verify that the KPAG information defaulted correctly. |
|--------------|---|

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 312
Procedure Name: Recoupment of Contract Funds for Overpayment	Date Issued: 02/96
Revision:	Date:

Responsibility

Action

Payment Unit

A. The system will default all line numbers and associated coding from the KACG record with zero in the PAYMENT AMOUNT field(s), if multiple lines exist. Enters the appropriate amount of recoupment for each accounting line, leaving the zero on any lines which do not apply to this specific recoupment. If the contract has only one accounting line, the system will default information from KPAG.

6. Accesses the KINV screen and enters status "AIN" in the Status Code field and press ENTER/RETURN to set the recoupment up for approval.

Approver

7. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If a "D" was used disapproval reasons are required.

Payment Unit

8. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to either "PYO" - Payment On-Line. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

NOTE: Steps 7 and 8 reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and the

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 312
Procedure Name: Recoupment of Contract Funds for Overpayment	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 313
Procedure Name: Manual Recoupment of an Advances (Automatic Recoupment Scheduling feature is not being used)	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability set up recoupments on an as need basis rather than using the automatic recoupment scheduling feature of the system. All advances must be issued using the balance sheet account which was set up on the AACG screen, therefore, the system will automatically code advances and recoupments to this account. When advances are issued, the amounts will not effect the contract encumbered amount but the system does use these amounts to calculate available contract balance. When recoupment of advances are processed, the amount will effect the contract encumbered amount.

Responsibility

Action

Payment Unit

1. Determines how the recoupment of the advance will be handled and accesses the KEN2 screen to enter the appropriate code.
2. If the recoupment amount will be handled manually (entered at the time of invoice/payment), enter a "M" in the RECOUPMENT BILLING BASIS field to indicate manual handling of the recoupment.
 - A. Accesses the KOF3 screen and enters the amount by fiscal year which is to be advanced in the NTE ADVANCE AMT field. Recoupment collected can not be more than advanced amount.
3. Accesses KINV to input vendor invoice information.
 - A. Enters recoupment transaction using "RP" as the PYMT TYPE.
 - B. Enters an INV AMT for the gross amount of invoice.
 - C. Enters the amount to be recouped in the RECOUPMENT AMT field. This amount will be deducted from the INV AMT, thereby reducing the amount paid to the vendor. Then press ENTER.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 313
Procedure Name: Manual Recoupment of an Advances (Automatic Recoupment Scheduling feature is not being used)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

- D. Accesses the KILN screen to record invoice line data, if desired.

- 4. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution line. Cannot verify until payment interface is processed.
 - A. The system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field, if multiple lines exist. Enters the appropriate gross amount of the invoice for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.

 - B. For the recoupment portion of the invoice, the interface program will default the line number and associated coding from the AACG record with the amount of recoupment entered on KINV in the PAYMENT AMOUNT field.

- 5. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER/RETURN to set the payment up for approval.

Approver

- 6. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.
 - A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If "D" was used disapproval reasons are required.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 313
Procedure Name: Manual Recoupment of an Advances (Automatic Recoupment Scheduling feature is not being used)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

7. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to either "PYO"- Payment On-line or "PYB"- Payment Batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

- A. Verify the recoupment amount.

NOTE: Steps 6 and 7 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" or "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 314
Procedure Name: Percentage Recoupment of Advances (Automatic Recoupment Scheduling feature is not being used)	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability set up recoupments on a percentage basis rather than using the automatic recoupment scheduling feature of the system or manually entering the amount on an as needed basis. All advances must be issued using the balance sheet account which was set up on the AACG screen, therefore, the system will automatically code advances and recoupments to this account. When advances are issued, the amounts will not effect the contract encumbered amount but the system does use these amounts to calculate available contract balance. The recoupment collected will effect the contract encumbered amount.

Responsibility

Action

- | | |
|--------------|--|
| Payment Unit | <ol style="list-style-type: none"> 1. Determines how the recoupment of the advance will be handled and accesses the KEN2 screen to enter the appropriate code. <ol style="list-style-type: none"> A. If a fixed percentage is to be recouped each month, enters a "P" in the RECOUPMENT BILLING BASIS field to indicate percentage scheduling of the recoupment. B. Enters the percent which is to be recouped from each payment in the PERCENT field and press ENTER. 2. Accesses the KOF3 screen and enters the amount by fiscal year which is to be recouped in the NTE ADVANCE AMOUNT field, with CHANGE in the function line press ENTER. 3. Accesses the KINV screen to process an invoice for payment (gross amount of invoice) each month and the system will automatically calculate the amount to be recouped based on the percentage specified on KEN2 (up to the not to exceed amount on KOF3) from the invoiced amount. 4. Accesses the KILN screen to record invoice line data, if desired. |
|--------------|--|

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 314
Procedure Name: Percentage Recoupment of Advances (Automatic Recoupment Scheduling feature is not being used)	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

- | | |
|--------------|---|
| Payment Unit | <p>5. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution.</p> <p style="margin-left: 40px;">A. For the payment portion of the invoice, the system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field. Enters the appropriate gross amount of the invoice for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.</p> <p style="margin-left: 40px;">B. When the record is sent to interface with the accounting system, the system will build the line number and associated coding from the AACG record with the calculated amount of recoupment KINV in the PAYMENT AMOUNT field. Verifies the amount of recoupment. If the recoupment amount is incorrect, the KINV screen must be canceled as changes to this amount are not allowed on this screen.</p> <p>6. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER to set the payment up for approval.</p> |
| Approver | <p>7. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.</p> <p style="margin-left: 40px;">A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If a code of "D" was entered disapproval reasons are required.</p> |

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 315
Procedure Name: Scheduling Automatic Advance Recoupments	Date Issued: 02/96
Revision:	Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to set up an advance recoupment schedule. The system will automatically generate a recoupment in the month specified for the amount set up on the schedule and if the payment being processed is not sufficient to process the full amount of the recoupment, the system will automatically reschedule the remaining balance. All advances must be issued using the balance sheet account which was set up on the AACG screen, therefore, the system will automatically code advances and recoupments to this account. When advances are issued and recoupments of the advances are processed, the amounts will not effect the contract encumbered amount but the system does use these amounts to calculate available contract balance.

Responsibility

Action

Payment Unit

1. Determines how the recoupment of the advance will be handled and accesses the KEN2 screen to enter the appropriate code.
 - A. If a fixed amount is to be recouped in a specified fiscal month(s), enter a "S" in the RECOUPMENT BILLING BASIS field to indicate automatic scheduling of the recoupment and press ENTER.
2. Accesses the KOF3 screen and enters the amount by fiscal year which is to be recouped in the NTE ADVANCE AMOUNT field. Type CHANGE in the Function Line.
3. Accesses the KSC2 screen and enters the amount to be recouped in the RECOUPMENT AMOUNT field(s) by fiscal month and press ENTER.
4. Accesses the KINV screen to enter an invoice for payment (gross amount of invoice) in the month recoupment is scheduled and the system will automatically recoup the scheduled amount. The system will use the ACCT PERIOD field, if it is used, to determine which KSC2 amount to use. If this field is not completed the system will translate the SCHD PAY DATE to the fiscal month format to determine which month amount to pull from KSC2.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 317
Procedure Name: Withholding and Paying Deferred Compensation to Contract Vendors in CFMS using Automatic Scheduling	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to reduce the amount of a contract payment to a vendor and pay this amount to a deferred compensation vendor when terms of the contract specify this action. The system will automatically reduce the amount of the contract encumbrance in the financial system by the amount being paid to the deferred compensation. The user must use the "PYB" (Payment Batch) Status Code, to process any deferred compensation payments.

Responsibility

Action

Payment Unit

1. In accordance with the terms of the contract, determines it is necessary to withhold funds from contract payments made to a vendor and pay these funds to a deferred compensation vendor.
2. Determines how the deferred compensation will be handled and accesses KEN2 screen to enter the appropriate code.
 - A. If a fixed amount is to be deferred in a specific month(s), enters a "S" in the DEFERRED COMP BILLING BASIS field and press ENTER.
4. Accesses the KOF3 screen and enters the amount by fiscal year which is to be deferred in the NTE DEFRD COMP AMOUNT field.
5. Accesses the KSC2 screen and enters the amount to be deferred in the field(s) of the month(s) in which the deferred compensation is to occur.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 317
Procedure Name: Withholding and Paying Deferred Compensation to Contract Vendors in CFMS using Automatic Scheduling	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

6. Accesses the KINV screen to enter an invoice for payment (gross amount of invoice) in the month deferred compensation is scheduled and the system will automatically defer the scheduled amount.

NOTE: The ACCT PERIOD field is used to determine which fiscal month the deferred compensation amount is pulled from on KSC2. If nothing is entered in this field the system will use the month and year of the SCHD PAY DATE to calculate the fiscal month.

- A. If the payment amount entered on KINV is less than the scheduled deferred amount which defaulted to KINV, the system will display an error message unless the deferred compensation is changed by the user to be less than the payment amount.
 - B. If the deferred compensation amount is changed on KINV, accesses the KSC2 screen and changes (increases/decreases) the amount in the DEFERRED COMP AMT field to the amount which was actually deferred.
7. Accesses the KILN screen to record invoice line data, if desired.
 8. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution line, if multiple lines exist.
 - A. The system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field, if multiple accounting lines exist. Enters the appropriate gross amount of the invoice for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 317
Procedure Name: Withholding and Paying Deferred Compensation to Contract Vendors in CFMS using Automatic Scheduling	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

- | | |
|--------------|--|
| Payment Unit | <p>B. For the deferred compensation, the batch interface program will build the deferred compensation accounting distribution based on the AACG DC balance sheet record.</p> <p>9. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER to set the payment up for approval.</p> |
| Approver | <p>10. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.</p> <p>A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER. Comments are optional. If "D" was used disapproval reasons are required.</p> |
| Payment Unit | <p>11. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to "PYB"- Payment Batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.</p> |

NOTE: Steps 10 and 11 reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYB" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 317
Procedure Name: Withholding and Paying Deferred Compensation to Contract Vendors in CFMS using Automatic Scheduling	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

12. If the expected amount of deferred compensation has not been deferred by the end of the fiscal year and the contract crosses fiscal years or is a multi-year contract, the balance to be deferred will not be rolled into the next year and the user must manually enter this data.
 - A. Accesses the KOF3 screen and changes (decreases) the amount in the NTE DEFRD COMP AMOUNT field of the fiscal year that closed to the amount which was actually deferred for that fiscal year.
 - B. After changing the previous fiscal year's amount, changes (increases) the current fiscal year's amount to include the balance to be deferred.
 - C. Accesses the KSC2 screen for the fiscal year which closed and changes (decreases) the amount in the DEFERRED COMP AMT field(s) to the amount which was actually deferred.
 - D. After changing the previous fiscal year's amount on KSC2, accesses the current fiscal year on KSC2 and changes (increases) the current fiscal year's amount to include the balance to be deferred or adds this amount if no deferred comp record already exists on KSC2.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 318
Procedure Name: Percentage Method for Withholding and Paying Deferred Compensation	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

the appropriate amount for each accounting line, leaving the zero amount for any lines which do not apply to this specific payment.

B. For the deferred compensation, the batch interface program will build the deferred compensation accounting distribution based on the AACG deferred compensation balance sheet record with the calculated amount of deferred compensation entered on KINV in the PAYMENT AMOUNT field.

5. Accesses the KINV screen and enters status "AIN" in the STATUS CODE field and press ENTER to set the payment up for approval.

Approver

6. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER. Comments are optional. If a "D" was used disapproval reasons are required.

Payment Unit

7. Accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then access the KINV record for the approved transactions to change the status to "PYB"- Payment Batch. If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly.

NOTE: Steps 6 and 7 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYB" after approving the transaction on

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 318
Procedure Name: Percentage Method for Withholding and Paying Deferred Compensation	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

PAPV. Using this method, the approver would be set up in the system with the ability to change the status "PYB" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

8. If the amount expected to be deferred has not been by the end of the fiscal year and the contract crosses fiscal years or is a multi-year contract, the balance to be deferred be rolled into the next year and the user must manually enter this data.
 - A. Accesses the KOF3 screen and changes (decreases) the amount in the NTE DEF RD COMP AMOUNT field of the fiscal year that closed to the amount which was actually paid to the deferred compensation vendor for that fiscal year.
 - B. After changing the previous fiscal year's amount, changes (increases) the current fiscal year's amount to include the balance to be paid to the deferred compensation vendor.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 319
Procedure Name: Processing Refund Checks for Repayment of Advances	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps which are required to accurately record the repayment of a contract advance with a refund check. Refer to recoupment procedures for advances repaid in that manner. All advances must be issued using the balance sheet account which was set up on the AACG screen, therefore, all refunds for advances must be classified against this same account. When advances are issued, the amounts will not effect the contract encumbered amount but the system does use these amounts as well as refund amount to calculate available contract balance.

Responsibility	Action
Deposit Unit	<ol style="list-style-type: none"> 1. Receives a refund check from a vendor which relates to a contract advance payment and processes in accordance with standard agency deposit and classification procedures. <ol style="list-style-type: none"> A. Classifies the refund against the advance balance sheet account.
Payment Unit	<ol style="list-style-type: none"> 2. Receives notification of the refund check and accesses CFMS to record the refund. Refund checks for advances <u>will not</u> be entered as adjustments on the KAMD screen but will be recorded on the KCUP screen. 3. Accesses the KCUP screen of the contract and fiscal year that the advance applies to. <ol style="list-style-type: none"> A. Enters the refund check number in the CONTRACTOR PAYMENT CHECK NUMBER field. B. Enters the date the check was deposited into the DATE DEPOSITED field. C. Enters the amount of the refund into the AMOUNT field.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 319
Procedure Name: Processing Refund Checks for Repayment of Advances	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

NOTE 1: Since the encumbrance is not affected when an advance is issued, no adjustment to the contract encumbrance is necessary when a refund check is received.

NOTE 2: Once the refund has been entered, the system will automatically update the amount of advance collected by increasing the amount in the RECOUPMENT AMOUNT COLLECTED field on the KOF3 and KOF4 screen. The system will also display the value on the KSC2 screen if applicable. The available contract balance will be accurate as the recoupment amount collected is used in the calculation of available balance.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 321
Procedure Name: Reducing the Retainage Held Amount.	Date Issued: 03/00
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to reduce the retainage held amount. All retainage must be withheld using the balance sheet account which was set up on the AACG screen, therefore, the system will automatically code retainage reductions to this account. When retainage is withheld, the amount will reduce the contract encumbered amount (credit the retainage balance sheet and debit the agencies expense account and contract header) and will also be used to calculate the contract available balance. When retainage is reduced, the amount will increase the contract encumbered amount, decrease payments processed, decrease retainage held amount, decrease retainage available balance (debit the retainage balance sheet and credit the agencies expense account and contract header), and will also be used to calculate the contract available balance. The system will edit that the retainage amount being reduced is not more than what has been withheld.

Responsibility

Action

- | | |
|--------------|--|
| Payment Unit | <ol style="list-style-type: none"> 1. Accesses the KINV screen and enters all required fields and any desired optional field(s). <ol style="list-style-type: none"> A. Enters the amount of retainage to be reduced in the INV AMT field and uses "RE" (retainage reduction, user will indicate the amount of funds previously retained from payments to be reduced) as the PYMT TYPE. 2. Accesses the KILN screen to record invoice line data, if desired. 3. Accesses the KINV and enters status "RDY" in the STATUS CODE field and press ENTER/RETURN. 4. Accesses the KPAG screen to enter the amount of payment to be applied to each accounting distribution line. <ol style="list-style-type: none"> A. The system will default all line numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field, if multiple accounting distributions exist. Enters the appropriate gross amount of the |
|--------------|--|

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 321
Procedure Name: Reducing the Retainage Held Amount.	Date Issued: 03/00
	Revision: Date:

Responsibility

Action

invoice for each accounting lines, leaving the zero amount for any lines which do not apply to this specific payment.

B. For the retainage, the interface program will build the retainage accounting distribution based on the AACG RT balance sheet account record with the calculated amount of retainage entered on KINV in the PAYMENT AMOUNT field.

5. Accesses KINV and enters status "AIN" in the STATUS CODE field and press ENTER/RETURN to set the payment up for approval.

Approver

6. Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.

A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If "D" was used disapproval reasons are required.

Payment Unit

7. If approved, accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then accesses the KINV record for the approved transactions to change the status to "PYO - payment on-line." If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly. If disapproved, investigate disapproval.

NOTE: Steps 5 and 6 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" after approving the transaction on PAPV.

ISIS

Manual Name: CFMS Procedures	Section: 300 Procedure: 321
Procedure Name: Reducing the Retainage Held Amount.	Date Issued: 03/00
	Revision: Date:

Responsibility

Action

Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

CANCELING PAYMENTS

Section 400

ISIS

Manual Name: CFMS Procedures	Section: 400 Procedure: 401
Procedure Name: Canceling a Payable	Date Issued: 02/96
	Revision: Date: 01/97

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the ability for the user to cancel a **payable** to prevent issuance of the contract payment.

Responsibility

Action

1. Determines the contract and invoice number of the payment to be canceled and accesses the KINV for that record.
 - A. If the Status Code is "PYS" and the scheduled pay date has not arrived change the Status Code to "CXP" (cancel payment on-line).
 - B. If the Status Code is "PYF", "RDY", or "APC" change the Status Code to "CXM" and press ENTER.

If the scheduled pay date has past and a check number is displayed on the KINV screen, follow the appropriate procedures for canceling a check.

ISIS

Manual Name: CFMS Procedures	Section: 400 Procedure: 402
Procedure Name: Cancellation of a Check Which Included a Contract Payment on an Active Contract	Date Issued: 01/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to record the cancellation of a payment in CFMS for an active contract and update the contract balance to reflect this activity.

Responsibility

Action

Payment Unit

1. Receives notification that a check which relates to a contract payment has been canceled.

NOTE: The accounting system's cancellation type 1 automatically issues a replacement check, therefore, type 1 cancellations should not be entered in CFMS as adjustments.

2. Accesses CFMS to record the cancellation as an adjustment.
 - A. Accesses KINV and verifies check number and amount. Changes the status code from "PYS" to "CCK" and press ENTER.
 - B. Access KAMD and creates an accounting change record for the required contract.
 - C. Enters a Contract Amendment Title which identifies the invoice number, check date and check number to be canceled. Additional text may be entered on the KCTX after the add process is complete.
 - D. When adjusting a prior or current fiscal year on an active contract, enters the current year in the Cont Amd Fiscal Yr field.

NOTE: If the prior year is closed, the adjustment must be entered in the current year if the funds are to be re-encumbered.

ISIS

Manual Name: CFMS Procedures	Section: 400 Procedure: 402
Procedure Name: Cancellation of a Check Which Included a Contract Payment on an Active Contract	Date Issued: 01/96
	Revision: Date:

Responsibility

Action

Payment Unit

- E. Enters a Change Type Code of "ADJ", and enters the amount of the cancellation as a positive number. This will add the amount of the cancellation back to the contract balance.
- F. The system will default "Y" as the Send to Accounting indicator in order to re-encumber the amount of the cancellation. This will allow payments to be processed against these funds.

- 3. Accesses KOFY, if the cancellation applies to a prior fiscal year and decrease the prior year KOFY Not to Exceed Amount and increase the current year KOFY Not to Exceed Amount for the amount of the cancellation.

- 4. Accesses KCAC and create an accounting record for the cancellation:
 - A. Enters the system assigned Amendment Number created on KAMD.

 - B. If multiple accounting distributions are involved the user must create a KCAC for the amount of payment for each accounting distribution in order for the cancellation amount to be re-encumbered against the appropriate coding line. (accounting distribution number will pull the coding associated with the line and prevent the user from having to enter all coding).

 - C. Enters the appropriate Change Number. If no changes exist, then this is change "01". If other changes exist, use the next logical number.

ISIS

Manual Name: CFMS Procedures	Section: 400 Procedure: 402
Procedure Name: Cancellation of a Check Which Included a Contract Payment on an Active Contract	Date Issued: 01/96
	Revision: Date:

Responsibility

Action

Payment Unit

- D. Enters an Action Code indicator of "I" (increase) and a P-E/ ENC AMOUNT equal to the cancellation (same amount Payment Unit as on KAMD screen).

- E. Change the status to a 1 to send to accounting.

- 5. The canceled check amount is reflected in the adjustment fields on the appropriate KACG accounting distribution(s) and in the proper KOFY fiscal year.

ISIS

Manual Name: CFMS Procedures	Section: 400 Procedure: 403
Procedure Name: Cancellation of a Check Which Included a Contract Payment on an Inactive Contract	Date Issued: 02/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to record the cancellation of a payment in CFMS for an inactive contract and update the contract balance to reflect this activity.

Responsibility

Action

Payment Unit

1. Receives notification that a check which relates to a contract payment has been canceled.

NOTE: The accounting system's cancellation Type 1 automatically issues a replacement check, therefore type 1 cancellations should not be entered in CFMS as an adjustment.

2. Accesses CFMS to record the cancellation as an adjustment.
 - A. Accesses KINV and verifies check number and amount. Changes the STATUS CODE from "PYS" to "CCK" and press ENTER.
 - B. Accesses KAMD and creates an accounting change record for the required contract.
 - C. Enters a Contract Amendment Title which identifies the check date and check number to be canceled. Additional text may be entered on the KCTX after the add process is complete.
 - D. Enters the fiscal year of cancellation.

If adjusting a prior fiscal year on an inactive contract enter the fiscal year of the payment. If adjusting a current year, enter the current fiscal year.

ISIS

Manual Name: CFMS Procedures	Section: 400 Procedure: 403
Procedure Name: Cancellation of a Check Which Included a Contract Payment on an Inactive Contract	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

- E. Enters a Change Type Code of "ADJ", and enters the amount of the cancellation as a positive number. This will add the amount of the cancellation back to the contract balance.
 - F. If an inactive contract is being updated, enters a Send To Accounting indicator of "N". These funds are not available for expenditure on this contract and will not be re-encumbered.
3. Accesses KCAC and create a KCAC record for the cancellation. This step is only done to reflect the return of funds. It does not make these funds available for expenditure.
- A. Enters the system assigned Amendment Number created on KAMD.
 - B. Enters the accounting distribution number(s) that the cancellation should apply to in order for the cancellation amount to be applied against the appropriate coding line. (accounting distribution number(s) will pull the coding associated with the line and prevent the user from having to enter all coding). If a contract had multiple distribution(s), you must create a KCAC for each accounting distribution.
 - C. Enters the appropriate Change Number. If no changes exist, then this is change "01". If other changes exist, use the next logical number.
 - D. Enters an Action Code indicator of "I" (increase) and a P-E/ENC AMOUNT equal to the cancellation (same amount as on KAMD screen).

ISIS

Manual Name: CFMS Procedures	Section: 400 Procedure: 403
Procedure Name: Cancellation of a Check Which Included a Contract Payment on an Inactive Contract	Date Issued: 02/96
	Revision: Date:

Responsibility

Action

Payment Unit

- E. Change the status code to 1 to send to accounting to complete the adjustment process, even though it will not actually go to accounting. Encumbrance is simulated on accounting changes with a SEND TO ACCOUNTING value of "N".
- 5. Canceled check amount is reflected in the adjustment field on the appropriate KACG accounting distribution and the proper KOFY fiscal year.

CONVERSION PROCEDURES

Section 500

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 501
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were submitted to the Office of Contractual Review. These contracts should not contain advances or retainage.	Date Issued: 02/96
	Revision: Date: 01/97

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps which are required to convert contracts that end after 7-1-95. This procedure is only for contracts which were processed through OCR (contracts over the agency's delegated authority). The KOFC screen should be used to complete the conversion of contracts. This screen will be available until November. Access to this screen should be restricted to one or two users Press ENTER/RETURN. agency. *This is one conversion option, others exists. Call the ISIS HELP DESK for additional options.*

Responsibility

Action

Conversion
Personnel

1. Receives the report that reflects the contracts which were converted from the Office of Contractual Review's system -AM53 and accesses CFMS.

2. The KENT and KDES already exist in CFMS for contracts that were submitted to OCR. The CFMS contract number identified on the report should be used when adding accounting records (KOFY and KACG). Follow the steps below to add the KOFY and KACG records.
 - A. Calculates expenditures for current and prior contract years, if applicable.
 - B. Estimate expenditures for current and future years of the contract, if applicable.
 - C. Access the KOFY screen and enter the fiscal year(s) of the contract along with the appropriate calculated amount for each year.

3. Accesses the KOFC screen to enter year to date expenditures. This transaction will adjust the contract balance to the actual remaining balance for each year and provide limited financial history on the

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 501
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were submitted to the Office of Contractual Review. These contracts should not contain advances or retainage.	Date Issued: 02/96
	Revision: Date: 01/97

Responsibility

Action

Conversion
Personnel

contract in the new system (CFMS). The amount entered on the KOFY screen will display in the NOT TO EXCEED AMOUNT field.

- A. Enters the net expenditures for the prior and current Fiscal Years in the ADJUSTMENT field..
 - B. Change the status on the KOFC screen to "ENB" and press enter. If the year to be encumbered is not open.
4. Accesses the KACG screen and add a record(s) to be encumbered for the remaining balance of the estimated expenditure amount (KOFY Not To Exceed Amount minus actual expenditures).
- A. Change the status of KACG record to "1".
 - B. If the year is open, access KENT and change the status to "ENO". After encumbrance, the REMAINING-FY field should reflect the fiscal year remaining balance.
 - C. Accesses KOFY to check that the ENCUMBERED field has been adjusted. Also, verifies that the AVAILABLE BALANCE field for the prior fiscal year(s) entered is equal to zero. The available balance for the current year should be the NOT TO EXCEED AMOUNT minus actual current year expenditures.

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 501
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were submitted to the Office of Contractual Review. These contracts should not contain advances or retainage.	Date Issued: 02/96
	Revision: Date: 01/97

Responsibility

Action

Conversion
Personnel

NOTE: Encumbrance records must be established on the appropriate screens in CFMS for the new fiscal year before any payment can be made. If possible, agencies should wait until all payments for the prior year have been made and then access CFMS and enter both the prior year adjustment transaction and establish the encumbrance records. If the new FY payments must be made before all prior FY payments are completed, the new FY encumbrance records can be set up and payments made against them. However, until the adjustment transaction is entered for the prior year, the contract balance will be incorrect.

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 502
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts should not contain advances or retainage.	Date Issued: 02/96
	Revision: Date: 01/97

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps which are required to convert contracts that **end after 7-1-95**. This procedure is only for contracts which were not processed through OCR (contracts within the agency's delegated authority). The KOFC screen should be used to complete the accounting conversion of contracts. This screen will be available until November 30th. Access to this screen should be restricted to one or two users Press ENTER/RETURN. agency. *This is one conversion option, others exist. Call the ISIS HELP DESK for additional options.*

Responsibility

Action

Conversion Personnel

1. Follows procedure ADDING A NEW CONTRACT IN CFMS for adding a contract. Follow the steps below to add the KOFY and KACG records.
 - A. Calculates expenditures for current and prior contract years or the amount that was available for spending, as applicable.
 - B. Estimate encumbrance amount for current and future years of the contract, if applicable.
 - C. Access the KOFY screen and enter the fiscal year(s) of the contract along with the appropriate calculated amount (from A or B) in the Not To Exceed Amount field for each year displayed on KOFY.

2. Accesses the KOFC screen to enter expenditures for each year displayed on the KOFC screen.
 - A. Enters the net expenditures for the prior and current Fiscal Years in the ADJUSTMENT field. For prior years, if the KOFY Not To Exceed amount equals the actual expenditures then adjustment amount should equal the calculated

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 502
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts should not contain advances or retainage.	Date Issued: 02/96
	Revision: Date: 01/97

Responsibility

Action

Conversion
Personnel

expenditure (the amount displayed in the KOFY Not To Exceed amount field). For prior years, if the KOFY Not To Exceed amount equals the total amount available then adjustment amount should be less than or equal the KOFY Not To Exceed amount. For the current year, the amount should equal actual expenses incurred during the year.

3. Accesses the KACG screen and add a record(s) to be encumbered for the remaining balance of the estimated expenditure amount (KOFY Not To Exceed Amount minus actual expenditures).
 - A. Change the encumbrance status of KACG record to "1".
4. Access KOFC and process the contract to encumber (ENB), if the year to be encumbered is not open.
5. If the year is open, access KENT and change the status to "ENO". After encumbrance, the REMAINING-FY field should reflect the fiscal year remaining balance.
6. Accesses KOFY to check that the ENCUMBERED field has been adjusted. Also, verifies that the AVAILABLE BALANCE field for the prior fiscal year(s) entered is equal to zero. The available balance for the current year should be the NOT TO EXCEED AMOUNT minus actual current year expenditures.

NOTE: Encumbrance records must be established on the appropriate screens in CFMS for the new fiscal year before any payment can be made. If possible, agencies should wait until all payments for the prior year have been made and then access CFMS and enter both the prior year adjustment

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 502
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts should not contain advances or retainage.	Date Issued: 02/96
	Revision: Date: 01/97

Responsibility

Action

Conversion
Personnel

transaction and establish the encumbrance records. If the new FY payments must be made before all prior FY payments are completed, the new FY encumbrance records can be set up and payments made against them.

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 503
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts which have advances.	Date Issued: 02/96
	Revision: Date: 02/97

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps which are required to convert contracts that **end after 7-1-95**. This procedure is only for contracts which were not processed through OCR (contracts within the agency's delegated authority). The KOF3 screen should be used to complete the conversion of contracts. This screen will be available until November 30th. Access to this screen should be restricted to one or two users. Press ENTER/RETURN. agency.

Responsibility

Action

Conversion
Personnel

1. Follows procedure ADDING NEW CONTRACTS for adding a contract. Then follow Procedure 502.

If the advance was issued in a prior (to FY 97). Do not set up any advance/recoupment schedules on KEN2 or not to exceed advance amount on KOF3. Follow step 2. If the advance was issued in the current year skip to step 3.
2. The outstanding advance **cannot** be set up in CFMS if the advance was issued in the prior year.
 - A. Recoupment of the advance can be entered in CFMS using the regular recoupment procedure (CM) rather than the procedure for recoupment of advances. This "CM" (credit memo) feature will work in the same manner as any other credit memo (reduce the check to the vendor, etc.).
 - B. If a refund check for repayment of the advance is received, it can be entered in CFMS using the regular refund procedure rather than the refund for advances procedure. The agency should enter an accounting change - ADJ on KAMD for the amount recouped.

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 503
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts which have advances.	Date Issued: 02/96
	Revision: Date: 02/97

Responsibility

Action

Conversion
Personnel

NOTE: Agencies may want to consider setting up a label field indicating prior year advance and a label indicating refund/recoupment of the advance. The advance amount could be entered in this field. Each time a recoupment or refund applied to the advance, the amount in the refund/recoupment field would need to be increased. This would provide inquiry/ad hoc reporting on the total advance issued/recouped and outstanding.

3. Follows procedure ADDING A NEW CONTRACT TO CFMS for adding a contract.
4. Set up any not to exceed advance amount on KOF3 for the full amount of the advance even if part of the advance has been refunded/recouped.
5. Follow the regular procedures for setting up recoupment method/schedules. If the scheduling method is chosen on KEN2, the schedule should be set up for the outstanding balance of the advance rather than the full amount.
6. Add the KOFY and KACG records.
 - A. Estimate encumbrance amount for current and future years of the contract.
 - B. Access the KOFY screen and enter the fiscal year(s) of the contract along with the appropriate calculated amount (from in the Not To Exceed Amount field for each year displayed on KOFY.

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 503
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts which have advances.	Date Issued: 02/96
	Revision: Date: 02/97

Responsibility

Action

Conversion
Personnel

7. Accesses the KOFC screen to enter expenditures for each year displayed on the KOFC screen.
 - A. Enters the net expenditures for the prior and current fiscal years in the ADJUSTMENT field, as appropriate. For the current year, the amount should equal the amount calculated in step 6A which should not include the amount of the advance. Then press Enter.
8. Accesses the KACG screen and add a record(s) to be encumbered for the remaining balance of the estimated expenditure amount (KOFY Not To Exceed Amount minus actual expenditures).
 - A. Change the encumbrance status of KACG record to "1".
9. Access KENT and process the contract to encumber (ENS). After encumbrance, the REMAINING-FY field should reflect the fiscal year remaining balance.
10. Accesses KOFY to check that the ENCUMBERED field has been adjusted. Also, verifies that the AVAILABLE BALANCE field for the prior fiscal year(s) entered is equal to zero. The available balance for the current year should be the NOT TO EXCEED AMOUNT minus actual current year expenditures.

NOTE: Encumbrance records must be established on the appropriate screens in CFMS for the new fiscal year before any payment can be made. If possible, agencies should wait until all payments for the prior year have been made and then access CFMS and enter both the prior year adjustment transaction and establish current year encumbrance records. If current year

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 503
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts which have advances.	Date Issued: 02/96
	Revision: Date: 02/97

Responsibility

Action

Conversion
Personnel

payments must be made before all prior year payments are completed, the current year encumbrance records can be set up and payments made against them. Until the adjustment transaction is entered for the prior year, the contract balance will be incorrect.

11. Input the following which when processed will accurately reflect the encumbrance, expenditure and balance sheet account amounts in the accounting system as well as update the outstanding advance amount in CFMS. These transactions should be processed as close together as possible.
 - A. Input a "CM" transaction in CFMS for the amount of the **outstanding** advance using the expenditure coding used when the advance was issued and interface to the accounting system.
 - B. If no refund/recoupment has been applied to the advance, skip to step 11C. If a refund/recoupment has been applied to the advance, enter a credit memo **directly in the accounting system** for the total that has been refunded/recouped. This credit will be against the balance sheet account in the accounting system (fund, agency and balance sheet account 6260. No Org, Appr, etc. can be coded).

ISIS

Manual Name: CFMS Procedures	Section: 500 Procedure: 503
Procedure Name: Conversion of Multi-Year Contracts and Contracts Which Cross State Fiscal Years which were not submitted to the Office of Contractual Review (under the delegated authority). These contracts which have advances.	Date Issued: 02/96
	Revision: Date: 02/97

Responsibility

Action

Conversion
Personnel

- C. Enter the total amount of the advance (amount before any refund/recoupment) following the CFMS procedures. The credit memo's will be in the accounting system and when the advance is interfaced to the accounting system no check will be issued as the net effect is 0. At this point, the accounting system balance sheet account will appropriately reflect the outstanding balance. If no refund/recoupment has been applied to the advance, the conversion is complete, otherwise follow step 11D.
- D. If a credit memo was entered in step 11B, although the accounting entries are correct and the total advance amount in CFMS is correct, the recoupment amount collected and therefore the outstanding advance balance is incorrect. Enter the total amount refunded/recouped (same as the credit memo amount in step 11B) on the KCUP screen in CFMS. KCUP is normally used to record refund checks received for advances because entries to this screen update the recoupment amount collected field and therefore update the outstanding advance amount. An appropriate explanation should be entered to reflect what the entry on KCUP actually represents.

NON-PAYABLE PROCEDURES

Section 600

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 601
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to add non-payable contracts to the system. This procedure will take the user through all of the screens, however, more detailed procedures are available on individual functions (advances, retainage, setting up the accounting screens, etc) in the user guide.

Responsibility

Action

- | | |
|---------------|--|
| Contract Unit | <ol style="list-style-type: none"> 1. Accesses the KENT screen, type "CLEAR" in the Function Line, press ENTER to retrieve a blank screen and enters a "N" or "NEXT" into the Contract Number field which will result in the system assigning the next contract number to the contract when the record is added. <ol style="list-style-type: none"> A. If the contract must be submitted to Office of Contractual Review (OCR), entry of the class/sub-class must be in accordance with OCR policy. Refer to <i>Appendix C</i> for the list of class/sub-classes which may be used. The Class must equal "999". B. Adds contract title line 1 which identifies the location of the project. Enter FP&C Project and Part Number in title line 2. If multiple projects exist, type "MULTIPLE PROJECTS". C. If "MULTIPLE PROJECTS" was entered in title line 2, accesses the KLBL screen and identify each FP&C Project and Part Number. D. Leaves status code of contract blank, since system will default to INI on ADD of a contract. |
|---------------|--|

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 601
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

Contract Unit

- E. The DOCUMENT TYPE field will be based on the type of contract being added. It is important that the document type is entered correctly as this will determine the approval needed (agency only, agency and DOA - Office of Contractual Review). See Matrix of Document Types for professional services or CFMS document types in Appendix F of the User Guide.
- F. Enter "115PSC" in the CONTRACTING AGENCY field.
- G. Enter "ME" in the CONTRACT OFFICER field.
- H. Enter the 5 digit GFS project number in the T-NUMBER field. If multiple projects exist, enter "1MULT".
- I. Enter the current fiscal year of the contract date in the FY field.
- J. Enter the building ID in the BUILDING ID field. If multiple building IDs exist, type "MULTI" in this field.
- K. If "MULTI" was entered in the building ID field, accesses the KLDL screen and identify each building ID.
- L. Select the Non-payable option in the ACCOUNTING REQUIRED field.
- M. Always check the CONTINUING APPROPRIATION field.
- N. Completes all other required fields and press ENTER to add the contract header information.

2. Change the contract status to "RDY" (ready for further processing).

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 601
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

Contract Unit

3. Accesses the KDES screen, and enters the contract description. OCR text standards should be followed. The agency should enter the OCR standard data first, and then any other descriptive text the agency desires. The first two lines are what is displayed on KENT and most reports.
4. If the contract requires OCR approval, accesses the KENL screen for the contract. Line 1 will always be built by the system for the class/sub-class entered on the KENT screen.
 - A. Type "CLEAR" in the Function Line and press ENTER to retrieve a blank screen .
 - B. Enter the contract number in the CONTRACT NUMBER field.
 - C. Enter "00002" in the LINE NUMBER field.
 - D. Enter the corresponding Facility Planning commodity code in the COMMODITY NUMBER field.
 - E. Press ENTER to add the record.

NOTE: This additional KENL record would then be available for inquiry or ad hoc reporting purposes.
5. Accesses the KENT screen, type "CHANGE" in the Function Line, selects status code AIN to begin the **agency** electronic approval process, and press ENTER. The contract status should cycle to "APC".
6. Enter an approval date in the APRVD field, if OCR approval is not required. Type "CHANGE" in the Function Line and press ENTER.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 601
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

Payment Unit

7. Accesses the KOFY screen, type "CLEAR" in the Function Line and press ENTER to retrieve a blank screen to add the amount of the contract by fiscal year which cannot be exceeded in the NOT TO EXCEED AMOUNT field. Enter the fiscal year of the contract date in the FISCAL YEAR field. Enter the contract amount in the NOT TO EXCEED AMOUNT field. This is the amount that will be encumbered by fiscal year. Press ENTER to add the record.

8. Accesses the KOF3 screen for construction contracts only. Enter the maximum amount to be retained of the total contract amount in the NTE RETAINAGE AMOUNT field.

9. Accesses the KACG screen, type "CLEAR" in the Function Line and press ENTER to retrieve a blank screen and enters the contract number, fiscal year, accounting distribution number and encumber amount.

The fiscal year of KACG must match the fiscal year of KOFY and the FY field on KENT.

 - A. Press ENTER. The system will display the appropriate accounting labels at the bottom of the screen.
 - B. Enter the non-payable project number in the JOB NUMBER field.
 - C. Type "ADD" in the Function Line to add the accounting information.
 - D. To encumber, change the Encumbrance STATUS CODE field to "1" and type "CHANGE" in the Function Line and press ENTER.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 601
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

Payment Unit

10. Accesses KENT and changes the status to "ENO" (encumber on-line). Once the contract is successfully encumbered, the system will update the status to "ENS". No payments can be made against a contract until it is successfully encumbered **and** approved.
11. Change the status on the KENT screen to SCR to submit the contract to OCR, if required.

NOTE: If an agency is using the system to track and have a history record (HDET table) of a contract throughout it's cycle, the status on KENT should be changed to reflect submitted to OCR, etc. As it passes each stage, the status should be changed to reflect this action. Using the system to record all of these type activities is the choice of the agency based on the level of detail the agency wishes to enforce.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 602
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to outline the steps required to process non-payable contract amendments and accounting changes. The Change Type code will identify whether the data being entered is a true contract amendment (increase/decrease of the total contract amount, date extension, etc.), or if the data represents a change or adjustment to contract accounting (increase/decrease amounts of accounting lines which net to zero, etc.). The system will assure that any required approvals have been processed by the agency before allowing encumbrance against the amendment.

Responsibility

Action

1. Determines if it is necessary to process an amendment/accounting change for one or more of the following reasons:

Contract Unit

AMENDMENT

- A. amendment (AMD) - use when a legal signed amendment document exists ("true" amendment).
- B. termination of the contract (TRM) - use when terminating contract prior to expiration date of contract.

Payment Unit

ACCOUNTING CHANGE

- C. change type (CHG) - use when money should be moved from one account distribution to another (project number change required), or when money should be split from one account distribution to multiple distributions.
- D. cancel remaining balance (CNB) - use to cancel remaining encumbered balance of each account distribution at the end of the fiscal year or at the end of the contract.
- E. decrease current year encumbrance (DEC) - use when encumbered amount is overestimated for the current year.
- F. increase current year encumbrance (INC) - use when encumbered amount is underestimated for the current year.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 602
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

Contract/
Payment Unit

2. Accesses the KAMD screen and type "CLEAR" in the Function Line and press ENTER to retrieve a blank screen. Enter the contract number to be amended/changed.

3. Enters a contract amendment title to identify the type amendment/change being made to the contract.

4. Enters the fiscal year that the contract amendment affects in the CONT AMD FISCAL YR field.

5. Enters the appropriate code in the CHANGE TYPE CODE field which identifies the type of amendment being processed (Change Type Codes listed in Step 1).

6. Enters the amount of the amendment. For change type codes "CHG", "CNB", and "TRM", "0" must be entered in the CONT AMD AMOUNT field. Change type code "DEC" must be negative. Change type code "INC" must be positive. Change type code "AMD" can require either a positive or negative amount.

7. If the contract begin or end dates are being revised, enter the revised dates into the appropriate field.

8. Completes all other mandatory and any desired optional fields. Effective date is required if the Change Type Code equals "AMD".

9. Press ENTER to add the amendment/change record.

10. Change the status code field from "INI" to "RDY" and type "CHANGE" in the Function Line and press ENTER.

11. If the amendment requires OCR approval, accesses the KCTX screen to enter the OCR required description.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 602
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

- | | | |
|--------------|-----|--|
| | 12. | Accesses the KAMD screen and enters status "AIN" in the STATUS CODE field to initiate approvals. The status code will cycle to "APC". |
| Payment Unit | 13. | If necessary, accesses KOFY to increase NOT TO EXCEED AMOUNT field appropriately. If the change type code is "DEC", decrease the KOFY NOT TO EXCEED AMOUNT field after the encumbrance has been processed (Step 15). "TRM", "CHG" and "CNB" amendments/changes do not require KOFY changes. Type "CHANGE" in the Function Line and press ENTER. |
| | 14. | <p>If the amendment requires accounting, accesses the KCAC screen and adds accounting lines and amounts to be encumbered and/or increases or decreases amounts of accounting lines.</p> <p>A. Type "CLEAR" in the Function Line and press ENTER to retrieve a blank screen and enters the contract number, contract amendment number, accounting distribution number, change number and encumber amount.</p> <p>B. Press ENTER. The system will display the appropriate accounting labels at the bottom of the screen.</p> <p>C. Enter the non-payable project number in the JOB NUMBER field.</p> <p>D. Type "ADD" in the Function Line to add the accounting information.</p> <p>E. To encumber, change the Encumbrance STATUS CODE field to "1" and type "CHANGE" in the Function Line and press ENTER.</p> |

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 602
Procedure Name: Processing a New Facility Planning & Control Non-Payable Contract in CFMS	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

15. Accesses KAMD screen and changes the status to "ENO" (Encumber On-line). Type "CHANGE" in the Function Line and press ENTER when complete.
16. If necessary, forwards the hard copy of the amendment to the required office(s), (OCR, etc.) and, changes the status on KAMD to reflect these actions.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 603
Procedure Name: Non-Payable Payment Processing	Date Issued: 07/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to set up payments manually for non-payable invoices. All contracts must be encumbered and have an approval date on KENT, and a KOFY and a KACG record must exist to process payments.

Responsibility

Action

Payment Unit

1. Accesses the KNPI screen. Type "CLEAR" in the Function Line and press ENTER.
 - A. Enters the contract number and vendor invoice number in the appropriate fields.
 - B. Enters the purchase order or requisition number in the PO/RQ number, if applicable.
 - C. Enters FP&C schedule number in the FACILITY PLAN AND CNTRL NUMBER field.
 - D. Enters the date of the invoice in the INVOICE DATE field.
 - E. Types the invoice amount in the INVOICE AMOUNT field.
 - F. Enters the date FP&C received the invoice from the vendor in the RECEIVED FPC DATE field.
 - G. Enters the date fiscal section of FP&C received the invoice in the RCVD FISCAL DATE field.
 - H. Enters the date the invoice is forwarded to the paying agency in the FORWARD DATE field.
 - I. Types the vendor name in the VENDOR NAME field.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 603
Procedure Name: Non-Payable Payment Processing	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

Payment Unit

- J. Enters the appropriate payment type in the PAYMENT TYPE field:
 - NC Non-Payable Credit Memo
 - NP Non-Payable
 - RT Retainage Partial Payment
 - RF Retainage Final Payment
 - RE Retainage Reduction

- K. Enters the fiscal year of the contract date in the BUDGET FY field. This fiscal year must be the same as the year of the encumbrance.

- L. Enters the accounting period only during the 45 day close. The accounting period must be "13" and the fiscal year of the contract (e.g. 1396).

- M. Enters the amount to be paid in the PAYMENT AMOUNT field.

- N. Enters the amount to be retained in the RETAINAGE AMOUNT field. If the retainage is identified on KEN2 via a schedule or percent of the payment the retainage amount will automatically display on the add of the invoice.

- O. Enters comments, if necessary, in the COMMENTS field.

- P. Press ENTER.

- 2. Change the status code to 'RDY' and type "CHANGE" in the Function Line and press ENTER.

- 3. Accesses the KILT screen to record invoice line text, if desired.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 603
Procedure Name: Non-Payable Payment Processing	Date Issued: 07/96
	Revision: Date:

Responsibility	Action
Payment Unit	<p>4. Accesses the KPAG screen, if multiple projects exist, to identify the amount of the payment to be applied to the accounting distribution line. Only one accounting distribution can be submitted to AFS at a time. Each accounting distribution line represents one project. If there is one accounting distribution (one project) line the system will default payment information. The sum of the KPAG records must equal the net payment amount.</p> <p style="margin-left: 40px;">A. If multiple lines (projects) exist, the system will default accounting distribution numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field. Enters the appropriate net amount of the invoice for the appropriate accounting line, leaving the zero amount for any lines which do not apply to this specific payment.</p> <p>5. Accesses the KNPI screen and enters status 'AIN' in the status code field to send the payment through the approval process and type "CHANGE" in the Function Line and press ENTER.</p>
Approver	<p>6. Accesses the PAPI screen to list all transactions pending approval for you user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number.</p> <p style="margin-left: 40px;">A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If "D" was used disapproval reasons are required.</p>
Payment Unit	<p>7. If approved, accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then accesses the KINV record for the approved transactions to change the</p>

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 603
Procedure Name: Non-Payable Payment Processing	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

status to “PYO – payment on-line.” If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly. If disapproved, investigate disapproval.

NOTE: Steps 6 and 7 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to “PYO” after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to “PYO” and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to sue the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

8. Change the status to 'PYO' to process the payment to the accounting system and type "CHANGE" in the Function Line and press ENTER.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 604
Procedure Name: Changing a Non-Payable Invoice	Date Issued: 07/96
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to change payments manually for non-payable invoices. All payments must be previously processed to the accounting system successfully.

If the payment type equals "RF" the user can not process a change to this payment. The "RF" payment must be canceled and the user must enter a new "RT" or "RF" payment on KNPI (see procedure 603).

Responsibility

Action

- | | |
|--------------|---|
| Payment Unit | <ol style="list-style-type: none">1. Accesses the KNPI screen and retrieve the invoice to be changed.<ol style="list-style-type: none">A. Change the status code to 'RDY' and type "CHANGE" in the Function Line and press ENTER.2. Change the appropriate fields. The field changes should reflect the new net amounts.<ol style="list-style-type: none">A. Change the invoice amount in the INVOICE AMOUNT field, if applicable.B. Change the amount to be paid in the PAYMENT AMOUNT field, if applicable.C. Change the amount to be retained in the RETAINAGE AMOUNT field, if applicable.D. Change the COMMENTS field, if applicable.3. Type "CHANGE" in the Function Line and press ENTER. |
|--------------|---|

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 604
Procedure Name: Changing a Non-Payable Invoice	Date Issued: 07/96
	Revision: Date:

Responsibility

Action

Payment Unit

4. Accesses the KPAG screen, if multiple projects exist, to identify the amount of the payment to be applied to the accounting distribution line. Only one accounting distribution can be submitted to AFS at a time. The sum of the KPAG records must equal the net payment amount.
5. Accesses the KNPI screen and enters status 'AIN' in the status code field to send the payment through the approval process and press ENTER.
6. Change the status to 'PYC' to process the payment to the accounting system and type "CHANGE" in the Function Line and press ENTER.

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 605
Procedure Name: Non-Payable Retainage Reduction	Date Issued: 03/00
	Revision: Date:

PURPOSE AND DESCRIPTION:

The purpose of this procedure is to provide the user with the ability to reduce the retainage held amount for non-payable invoices. When retainage is reduced, the amount will reduce the retainage held amount and retainage available balance. The system will edit that the retainage amount being reduced is not more than what has been withheld.

Responsibility

Action

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|--------------|--|
| Payment Unit | <ol style="list-style-type: none"> 1. Accesses the KNPI screen. Type "CLEAR" in the Function Line and press ENTER. <ol style="list-style-type: none"> A. Enters the contract number and vendor invoice number in the appropriate fields. B. Enters FP&C schedule number in the FACILITY PLAN AND CNTRL NUMBER field. C. Enters the date of the invoice in the INVOICE DATE field. D. Types the invoice amount in the INVOICE AMOUNT field and uses "RE" (retainage reduction, user will indicate the amount of funds previously retained from payments to be reduced) as the PYMT TYPE. E. Types the vendor name in the VENDOR NAME field. F. Enters the fiscal year of the contract date in the BUDGET FY field. This fiscal year must be the same as the year of the encumbrance. G. Enters the accounting period only during the 45 day close. The accounting period must be "13" and the fiscal year of the contract (e.g. 1396). |
|--------------|--|

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 605
Procedure Name: Non-Payable Retainage Reduction	Date Issued: 03/00
	Revision: Date:

Responsibility

Action

- | | | |
|----------|----|--|
| | H. | Enters comments, if necessary, in the COMMENTS field. |
| | I. | Press ENTER. |
| 2. | | Change the status code to 'RDY' and type "CHANGE" in the Function Line and press ENTER. |
| 3. | | Accesses the KILT screen to record invoice line text, if desired. |
| 4. | | Accesses the KPAG screen, if multiple projects exist, identify the amount of the payment to be applied to the accounting distribution line. Only one accounting distribution can be submitted to AFS at a time. Each accounting distribution line represents one project. If there is one accounting distribution (one project) line the system will default payment information. The sum of the KPAG records must equal the net payment amount. |
| | A. | If multiple lines (projects) exist, the system will default accounting distribution numbers and associated coding from the KACG record with zero amounts in the PAYMENT AMOUNT field. Enters the appropriate net amount of the invoice for the appropriate accounting line, leaving the zero amount for the remaining lines which do not apply to this specific payment. |
| 5. | | Accesses the KNPI screen and enter status "AIN" in the status code field to send the payment through the approval process and type "CHANGE" in the Function Line and press ENTER. |
| Approver | 6. | Accesses the PAPI screen to list all transactions pending approval for your user ID and then accesses PAPV to approve/disapprove the individual transactions. If the invoice number of the transaction requiring approval is known, accesses PAPV directly for that document number. |

ISIS

Manual Name: CFMS Procedures	Section: 600 Procedure: 605
Procedure Name: Non-Payable Retainage Reduction	Date Issued: 03/00
	Revision: Date:

Responsibility

Action

A. Enters an "A" or "D" in the APPROVE/DISAPPROVE field and press ENTER/RETURN. Comments are optional. If "D" was used disapproval reasons are required.

Payment Unit

7. If approved, accesses KPAS screen to list all transactions which have been approved (status APC) and disapproved (status ADS) and then accesses the KINV record for the approved transactions to change the status to "PYO - payment on-line." If the invoice number of the transaction which has been approved and ready to pay is known, accesses the invoice on KINV directly. If disapproved, investigate disapproval.

NOTE: Steps 6 and 7 above reflect one method in which approvals and changing the status to send the transaction to accounting can be handled. Another option is to require the approver to access KINV to change the status to "PYO" after approving the transaction on PAPV. Using this method, the approver would be set up in the system with the ability to change the status to "PYO" and the payment clerk would not be allowed to enter either of these two statuses. The payment clerk could continue to use the KPAS screen to obtain a list of disapproved transactions (status ADS) which may require some type of correction.

8. Change the status to "PYO – payment on-line" to process the payment to the accounting system and type "CHANGE" in the Function Line and press ENTER.

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