

INVOICING/PAYING & INQUIRY:

Processing Contract Payments

- (Optional) To see if any payments have been made under a contract:
 - Go to **KOFY** or **KOF2** (Contract Fiscal Year Tables).
 - Inquire using the desired contract number.
- Review payments ready for processing:
 - Go to **KPAS** (Contract Payments by Agency and Status Code).
 - Inquire using your **CFMS agency number** and status code **APC** (Electronic Approvals Complete).
 - A listing of contract payments will be displayed.
- Process payments:
 - On the **KINV** screen, change the status code field to PYO or PYB. Payment information is processed on-line or in batch to the accounting system.
 - Type **CHANGE** in the function line. CFMS will insure that you have authority to approve the payment and schedule a payment date automatically. NOTE: If you need to change the scheduled payment date, you must change the status to **RDY** first.

APPROVING & INQUIRY:

Checking Waiting Approvals

- Go to **PAPI** (User Approval Index).
- Inquire **PAPI** with your ISIS User ID (or the ISIS ID of the person for whom you are an alternate). A list of documents awaiting your approval will be displayed.
- Jump to the desired screen(s) to gather needed details, such as **KENT** or **KACG** to see notes.

Recording Approval or Disapproval

- Go to the PAPV screen (User Approval Detail). Enter desired document number and bring it up.
- Type **A** (Approved) or **D** (Disapproved) in the Approve/Disapprove field. If you Disapprove the document, use Disapproval Reason Code **00** (See Comments) and type your reason for disapproval in the comments fields (up to 3 lines).
- Type **CHANGE** in the function line, indicate your Approval or Disapproval and press **ENTER**.
- The message "Previous Update Successful" will be displayed at the bottom of the screen.
- Press **ENTER** for next document.

CFMS INQUIRY:

- Type the **desired screen name** on the function line of any CFMS screen.
- Press **ENTER**. The desired screen will be displayed.
- If the desired record is not displayed, **TAB** to the first key field.
- Type the **desired key or partial key**.
- If the screen has more than one key field, either remove unneeded characters or type the desired keys.
- Type **I** in the function line and press **ENTER**. The desired record will be displayed.
- To see the next sequential record, press **ENTER**.

JUMPING TO A RELATED SCREEN:

- Type the **desired screen name** on the function line. Press **ENTER**, the desired screen will be displayed.
- TAB** to the key of the line containing the key for the record you want to search.
NOTE: For partial keys, use the SPACE bar to remove the unneeded parts of the key.
- Press **ENTER**. The screen for the specified record will be displayed.

CFMS SYSTEM SIGN ON:

- Type **CI** at the DOA Logon Screen.
- Press **ENTER**. The CICS Signon Screen will be displayed.
- Type **ISIS** for the TASK ID.
- Type your **ISIS User ID and password**.
- Press **ENTER**. The **ISIS** screen will be displayed. Type in "**3**" at the line. Press **ENTER**, the main AGPS/CFMS menu screen appears.

CFMS SYSTEM SIGN OFF:

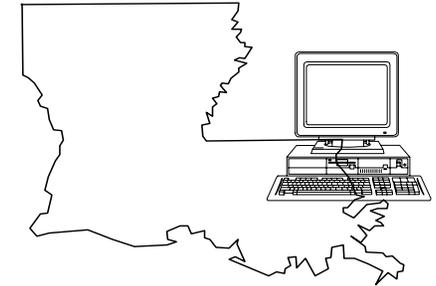
Type **END** on the function line of any screen and press **ENTER**, or press the **PF3** key on any screen.

If you typed **END**:

The ISIS Main Menu will be displayed. From here you can **select X to exit** or **select another ISIS application** from the menu. If you select **X** and press **ENTER**, on the blank screen type **BYE** and press **ENTER** to completely Log Off.

If you pressed the **PF3** key:

You may go directly to a blank screen where you type **BYE** and press **ENTER** to completely Log Off.



CFMS

State of Louisiana

Contract Financial Management Subsystem

ACCESS/PROCESSING QUICK REFERENCE

Your Name: _____
Your ISIS ID: _____

Internet Address:
<http://www.doa.louisiana.gov/ois>

Help Line: 225/342-ANSR (2677)

DOA Mainframe Help Desk: 225/342-4730
(To reset the password for your userid because it was either revoked or you forgot it)



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SELECTED CFMS SCREENS

Agency Screens

AACG	Agency Accounting
AADR	Agency Addresses
ABUA	Agency Buyers by Agency
ABUY	Agency Buyer
AGCY	Agency Add/Modify

Approval Screens

PAPI	Approval Inquiry by User ID
PAPS	Approval Inquiry by Document
PAPV	User Approvals (For Approvers Only)

Commodity Screens

CDES	Commodities by Description
CKWI	Commodities by Keyword
COMM	Commodities by Commodity Number
COM2	Commodity Add/Modify
CSPC	Commodity Description (Complete)

Contract Screens

KABC	Contract by Agency and Buyer
KACG/2	Contract Accounting Distribution/Continuation
KACN	Contracts by Agency Contract Number
KADS	Contract Accounting Distribution Summary
KAMD	Contract Amendment
KANO	Contracts by Agency Number
KANV	Contracts by Agency No. & Vendor Table
KASC	Contracts by Status & Agency Contract No.
KAST	Contract by Agency and Status
KAUD	CFMS Contract Audit Table
KBST	Contract by Purch Agency, Buyer & Status
KCAC	Contract Amendment Accounting Distribution
KCAS	Contract Amd/Change by Agency & Status
KCPY	Contract Copy
KCRN	Contract by Contract Review Number
KCUP	Contract Advance Refund
KENL	Contract Line Information
KEN2	Contract Entry Detail
KENT	Contract Entry Screen
KILN	Contract Invoice/Payment Line
KIMI	Contracts by CFMS Invoice Number
KINI	Contract Invoice by Vendor Number
KINV	Contract/Invoice Payment
KLBL	Contract Labels
KLDL	Contract Line Demographics Labels
KLDM	Contract Line Demographics
KLIN-2	Contract Lines (Summary & Detail)
KNKN	Contracts by Prior Contract Number
KODM	Contract Header Demographics Data
KOFY	Contract Fiscal Year Not to Exceed Amounts
KOF2	Encumbrances, Payments, Adjustments, Balances
KOF3	FY Retainage, Recoupment, Deferred Compensation Amount
KOF4	Advances, Retainage, Recoupment Balances

SELECTED CFMS SCREENS (continued)

KPAG/2	Contract Payment Accounting Distribution/Continuation
KPAS	Contract Payments by Agency and Status Code
KPER	Contract Vendor Performance
KPVN	Contract Payment by Payment Voucher Number
KSCD	Payments/Retainage Schedule
KSC2	Recoupment/Deferred Compensation Schedule
KSTA	Contracts by Status Code
KSTC	Contract Changes by Status Code and Change Number
KTLE	Contracts by Title
KTNO	Contract Inquiry by T-number
KVIN	Invoices by Agency, Contract Number & Vendor Invoice Number.
KVNO	Contracts by Vendor Number

History Screens

HDET	History Detail (by Document Number)
HIST	History Summary (by Document Type)

Text Screens

KCTX/2	Contract Amendment Text/Continuation
KDES/2	Contract Description/Continuation
KILT/2	Contract Invoice Line Text Table /Continuation
KMOD/2	Contract Line Item Description Change /Continuation
KNTE/2	Contract Notes/Continuation
KVTX/2	Contract Vendor Text Table/Continuation

Vendor Screens

VADR	Vendor Maintenance Address Information
VENC	Vendor Add/Modify (New)
VEND	Vendor Maintain/Change
VEN2-5	Vendor Maintenance #2 through #5 (Details)
VENI	Vendor Inquiry by Location
VNAM	Vendor by Name
VNDR	Vendor Inquiry by Address

CFMS DOCUMENT NUMBER:

Contract Numbers Start with 5, 6 or 7
(Examples: 500193, 600004, or 701275)

CFMS FUNCTIONS: (Type in Function Line)

Inquire (I)	Inquiry
(Blank)	Scrolling
Skip	Advancing to next logical screen
Get (G)	Find text.
Add (A)	Add a record.
Change (C)	Change an existing record.
Pause	Hold a screen while you look at others.
End	Leave CFMS or Pause Mode.
Back	Go back to previous screen.

Note: You cannot scroll backwards.

CFMS Most Common Validation (BTAB) Tables

TT	Table of Tables
DK	Document Type - Contract
KB	Contract Payment Billing Basis
KC	CFMS Contract Amd Change Type
KP	CFMS Contract Payment Type
KZ	CFMS Agencies - Acctg Not Req'd
RD	Disapproval Reason Code
RG	Accounting Status Codes
TN	T-Number CFMS
SK	Status Code - Contracts

CONTRACT, AMENDMENT, OR PAYMENT STATUS CODE FLOW DESCRIPTION:

1. Status code will default to **INI** (initialize record) on add.
2. Change contract, amendment or payment header to status code **RDY** (ready for further processing), then add KOFY; KACG or KCAC (set P/E / Encumber status code to 1); and KDES or KCTX.
3. Initiate electronic approvals, change status to **AIN**. Status will change to **AWP** (awaiting approvals) or **APC** (approvals complete). If **AWP**, approver(s) must approve record before status changes to **APC**. If disapproved, status will be **ADS**, check PAPV for disapproval reasons.
4. If contract requires approval from other agencies (Civil Service, Attorney General, Risk Management), change status code as processed (**SCS, RCS, SAO, RAO**, etc.)
5. Encumber contract or amendment on-line, change status to **ENO**; to pay invoice, change KINV status to **PYO**. If passed status will be **ENS** or **PYS**. If encumbrance failed, contract or amendment status will be **ENF**. If payment failed, KINV status will be **PYF**. Check KACG/KCAC/KPA2, as appropriate, for failure reasons, correct, and process encumbrance or payment on-line again.
6. If required, submit contract or amendment to OCR, change status to **SCR**. OCR will change status to **RCR** when contract or amendment is received. When approved by OCR, status will be **ACR**. If disapproved by OCR, status will be **DCR**. Contract may also be returned with a status of **RAA** (requiring agency action) or **RWA** (returned without action).

BASIC CONTRACT, AMENDMENT OR PAYMENT STATUS CODE FLOW:

(entered by user)

Contracts/Amendments
INI → RDY → AIN → ENO* → SCR → ENO*
*Can encumber before or after OCR approval.
Payments
INI → RDY → AIN → PYO