



## **Provider Guide to HHS Accelerator Financials**

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## Introduction to HHS Accelerator and Financials

The Health and Human Services (HHS) Accelerator System is the City's online system to simplify and speed the contract process for health and human services providers that deliver services directly to clients and communities. Through a collaborative process with providers, redundant paper-based requirements were removed, processes reengineered, and contract documents standardized – freeing up resources for mission-focused activities.

Agencies now release all Health and Human Services Request for Proposals (RFP) through the HHS Accelerator System. Prequalified providers approved for relevant Services are “Eligible to Propose” and can submit proposals after procurements are released.

The HHS Accelerator System also has the functionality to manage financials electronically. Providers can manage budgets, invoices and payments in the system. HHS Accelerator Financials enables a paperless process and facilitates increased accuracy in accounting.

The City of New York is phasing in the use of this module and participating organizations will receive notification when it is time to use HHS Accelerator Financials.

HHS Accelerator Financials standardizes financials for health and human services contracts across the eleven participating Agencies. The system provides:

- A standard budget template
- A common interface for City Agencies and Providers to conduct budget transactions
- Agencies use the same process to configure/modify/amend budgets, invoices and payments
- A more holistic picture of contract data and financials for HHS Accelerator Agencies.

## Selecting Users and Assigning Roles

HHS Accelerator System access levels are defined by two tiers: “Level 1” (L1) and “Level 2” (L2). The individual who submits the initial request for your organization’s HHS Accelerator Account will be your Account Administrator. They are automatically granted access to all system privileges and become a L2 user. The Account Administrator(s) determines if staff should have access to Procurements and/or Financials in HHS Accelerator, and how much Access (L1 or L2).

Only Financial L2 users can:

- Share documents
- Submit budgets and invoices
- Request advances
- Request and cancel modifications
- Receive financial alerts.

*The Membership Management process is described in the “HHS Accelerator Account Administration” guide.*

## Financials from the Provider Homepage

After logging in, you will encounter the Provider Homepage. Below the main buttons and navigation icons is a dashboard that gives an overview of the Document Vault, Alerts, Application (status), Procurements, Financials, Documents Shared with your Organization and NYC.ID Account Maintenance.



When you log into the HHS Accelerator System, click the refresh icon  located on the solid blue band in order to see the tasks and statistics for your organization.

The screenshot shows the 'Provider Homepage' with several sections: Document Vault (12 documents), Alerts (3 remaining), Application (Approved status), and Procurements (RFPs eligible for release and award). The 'Financials' section is expanded, showing categories like Contracts pending registration, Active Budgets, Budgets pending submission, approval, and return for revision, as well as Modifications and Updates pending submission, approval, and return for revision, and Invoices pending submission, approval, and return for revision. Callout letters a through l are placed over specific elements: 'a' is on the 'Financials' tab; 'b' through 'f' are on the left side of the Financials list; 'g' through 'l' are on the right side of the Financials list.

|          |  |
|----------|--|
| <b>a</b> | Select the “Financials” tab to access the HHS Accelerator Financials.  |
| <b>b</b> | Contracts pending registration for your organization are listed.       |
| <b>c</b> | Active budgets for your organization are listed.                       |
| <b>d</b> | Budgets pending submission for your organization are listed.           |
| <b>e</b> | Budgets pending approval by the funding Agency.                        |
| <b>f</b> | Budgets returned for revision that your organization needs to address. |
| <b>g</b> | Modifications and Updates pending submission by your organization.     |
| <b>h</b> | Modifications and Updates pending approval by the funding Agency.      |
| <b>i</b> | Modifications and Updates returned for revision by the funding Agency. |
| <b>j</b> | Invoices pending submission by your organization.                      |
| <b>k</b> | Invoices pending approval by the funding Agency.                       |
| <b>l</b> | Invoices returned for revisions by an Agency.                          |

## Monitoring the Status of a Contract

### View your Organization's Contract List

The Contract List is located in the Financials section of the HHS Accelerator System. To access the Contract List, click the Financials tab. The Contract List displays your organization's CCS contracts that are managed in HHS Accelerator Financials. Contracts will be added to the system over a period of time.

NYC HHS Accelerator

Organization Information | Document Vault | Applications | Procurements | **Financials**

Welcome: John A. Doe, Training Provider 1

**Financials**

**Contract List** | Budget List | Invoice List | Payment List | Amendment List

**Contract List**

Listed below are the contracts for your organization. A default filter has been applied.

Filter Contracts ▾ Contracts: 95 Total Value of Active Contracts: \$100,195,000.00

Previous 1 2 3 4 j

| Procurement/Contract Title ▲ | Agency | CT#           | Contract Value(\$) | Date of Last Update | Status               |
|------------------------------|--------|---------------|--------------------|---------------------|----------------------|
| PROV - Finance ACS #14b      | ACS    | CT10220201410 | 1,000,000.00       | 02/20/2014          | Registered           |
| PROV - Finance ACS #2        | ACS    | --            | 1,000,000.00       | 02/14/2014          | Pending Registration |
| PROV - Finance ACS #3        | ACS    | --            | 1,000,000.00       | 02/14/2014          | Pending Registration |
| PROV - Finance ACS #4        | ACS    | --            | 1,000,000.00       | 02/14/2014          | Pending Registration |
| Prov - Finance ACS #6        | ACS    | CT10220201402 | 1,000,000.00       | 02/20/2014          | Registered           |
| Prov - Finance ACS #7        | ACS    | CT10220201403 | 1,000,000.00       | 02/20/2014          | Registered           |

|          |  |
|----------|--|
| <b>a</b> | Click Financials to access the Contract List.  |
| <b>b</b> | Click on the Contract List tab to access the Contract List.                            |
| <b>c</b> | Click on the Filter Contracts button to change which contracts are displayed.          |
| <b>d</b> | Number of contracts and value of Active Contracts in the system for your organization. |
| <b>e</b> | Procurement/Contract Title.  |
| <b>f</b> | Agency that oversees the contract.   |
| <b>g</b> | Contract Number (CT#).   |
| <b>h</b> | Contract Value (\$) of each contract.  |
| <b>i</b> | Date of Last Update of the contract information.                                       |
| <b>j</b> | The Status of the contract.  |

 If one of your organization’s contracts is amended by the issuing Agency, a red exclamation  icon will appear next to the contract. This symbol alerts your organization that an action is required. Your organization will need to update its budget for the contract to match the amended contract value.

- For a positive amendment, once your revised budget is approved and registered by the Agency, the red exclamation icon will disappear, and the Contract Value (\$) listed on the Contract list will adjust to reflect the new amended value of the contract.
- For a negative amendment, once your revised budget is approved by the Agency, the red exclamation icon will disappear, and the Contract Value (\$) listed on the Contract list will adjust to reflect the new amended value of the contract.

## Stages of a Contract

All contracts with a status of Pending Registration, Registered and Suspended, are visible on the Contract List. Contracts that are closed or cancelled do not appear on the contract list by default, but your organization can access them by using the “Filter Contracts” feature. The following descriptions define the life cycle of contracts in the system.

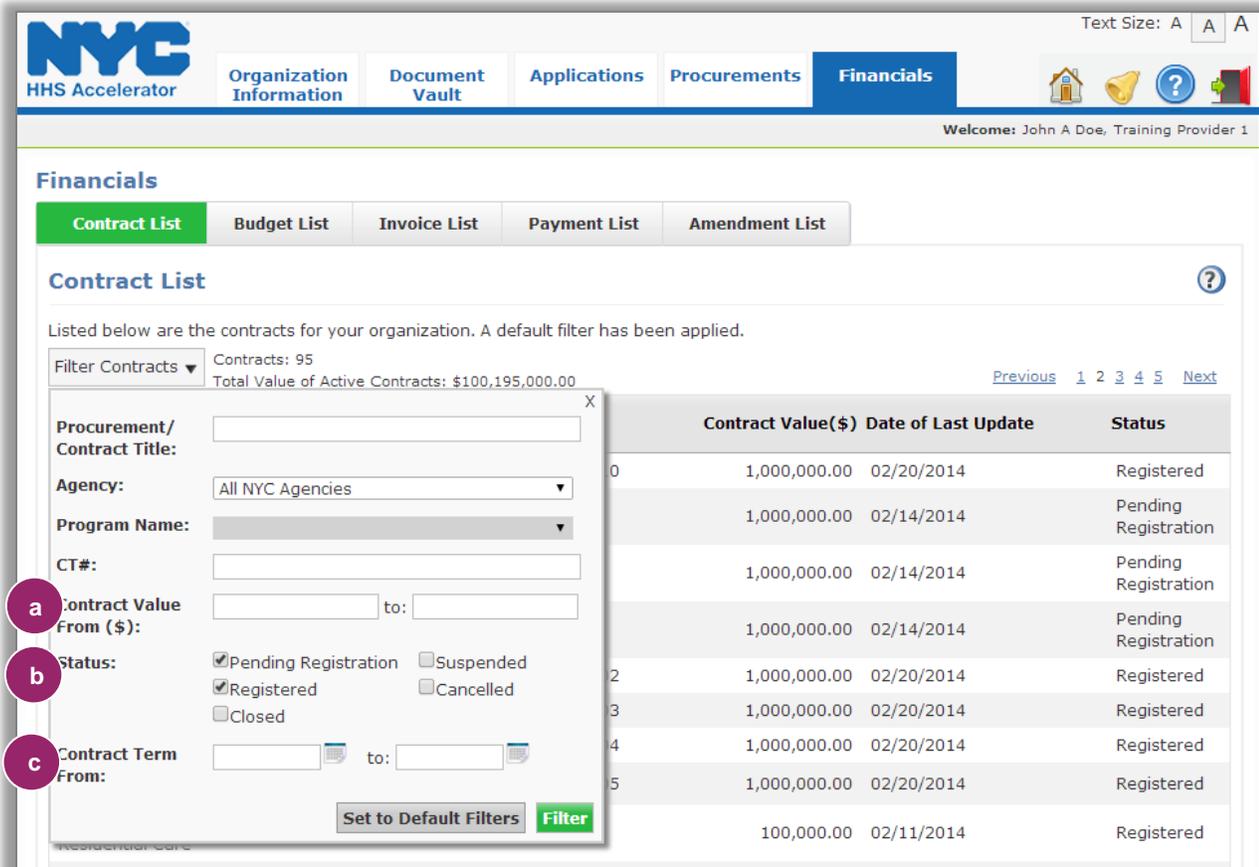
| Status Type               | Status               | Definition   |
|---------------------------|----------------------|--|
| Contract Status           | Pending Registration | The Agency has completed the required actions and the contract is pending registration.                                  |
|                           | Registered           | The contract has been registered. Invoicing and payments can begin.  |
|                           | Suspended            | The Agency has suspended the contract.   |
|                           | Closed               | The Agency has closed the contract. Once a contract is closed, invoices can no longer be submitted by your organization. |
|                           | Cancelled            | The award has been cancelled by the Agency.  |
| Contract Amendment Status | Pending Registration | The Agency has amended the contract. “Pending Amendment” flag will be visible on the Contract list.                      |
|                           | Registered           | The contract has been registered with updated details. Invoicing and payments can begin.                                 |
|                           | Cancelled            | The Agency has cancelled the contract amendment.   |

## Filter Contracts

Filtering allows you to target your search and quickly modify contracts displayed on the Contract List.

After you click the “Filter Contracts” button, the filter menu displays with a number of options for modifying displayed contracts. By default, all Active Contract Statuses are checked.

To adjust your filtered options, you must uncheck relevant boxes.



NYC HHS Accelerator Organization Information Document Vault Applications Procurements **Financials** Text Size: A A A

Welcome: John A Doe, Training Provider 1

**Financials**

Contract List Budget List Invoice List Payment List Amendment List

**Contract List** ?

Listed below are the contracts for your organization. A default filter has been applied.

Filter Contracts ▾ Contracts: 95  
Total Value of Active Contracts: \$100,195,000.00 [Previous](#) 1 2 3 4 5 [Next](#)

|   | Contract Value(\$) | Date of Last Update | Status               |
|---|--------------------|---------------------|----------------------|
| 0 | 1,000,000.00       | 02/20/2014          | Registered           |
| 1 | 1,000,000.00       | 02/14/2014          | Pending Registration |
| 2 | 1,000,000.00       | 02/14/2014          | Pending Registration |
| 3 | 1,000,000.00       | 02/14/2014          | Pending Registration |
| 4 | 1,000,000.00       | 02/20/2014          | Registered           |
| 5 | 1,000,000.00       | 02/20/2014          | Registered           |
| 6 | 1,000,000.00       | 02/20/2014          | Registered           |
| 7 | 1,000,000.00       | 02/20/2014          | Registered           |
| 8 | 1,000,000.00       | 02/20/2014          | Registered           |
| 9 | 100,000.00         | 02/11/2014          | Registered           |

**Filter Menu:**

Procurement/Contract Title:

Agency: All NYC Agencies ▾

Program Name: ▾

CT#:

**a** Contract Value From (\$):  to:

**b** Status:  Pending Registration  Suspended  
 Registered  Cancelled  
 Closed

**c** Contract Term From:  to:

- |           |   |
|-----------|---|
| <b>a.</b> | Contract Value From (\$) allows your organization to filter contracts by a contract value range.  |
| <b>b.</b> | Status indicates the current status of the contract. Your organization can select any status. Cancelled and Closed status can only be selected from the filter options section. |
| <b>c.</b> | Contract Term From allows your organization to view contracts that fall into a defined date range.  |



## Monitoring the Status of a Budget

For listed contracts, your organization will use the HHS Accelerator System to submit a budget, request an assignment, request an advance, modify the budget, and submit invoices.

A budget needs to be created for each contract that your organization holds. Your organization will be notified by email that it is time to input the budget in the system which, once completed, you will submit to the Agency for review. The Agency will receive a notification that the budget was submitted and begin the approval process.

Your organization cannot begin invoicing until the contract is registered, the service period has started, and the budget has been approved by the Agency.

### **View your Organization's Budget List**

The Budget List allows you to view budgets, request an advance, initiate a budget modification and submit an invoice.

The Budget List, located in the Financials section of the HHS Accelerator System, is accessed by clicking the Financials tab, then clicking the Budget List tab. The Budget List displays your organization's Health and Human Services budgets that are managed in the system.

From the Budget List tab, your organization can submit, view, and modify a budget, as well as request an advance.

**NYC** HHS Accelerator

Organization Information | Document Vault | Applications | Procurements | **Financials**

Text Size: A A A

Welcome: John A Doe, Training Provider 1

**Financials**

Contract List | **Budget List** | Invoice List | Payment List | Amendment List

**Budget List**

Listed below are the Budgets for your organization. A default filter has been applied.

Filter Budgets ▾ Budgets:104

| Procurement/Contract Title | Agency | Fiscal Year | Budget Value(\$) | Date of Last Update | Status             | Action  |
|----------------------------|--------|-------------|------------------|---------------------|--------------------|---|
| 5877 200 Proc              | ACS    | 2014        | 0.00             | 01/16/2014          | Pending Submission | I need to...  |
| ACS Test Award EPIN # 27   | ACS    | 2014        | 2,000.00         | 06/04/2014          | Pending Approval   | I need to...  |
| ACS Test Award EPIN # 27   | ACS    | 2014        | 20,000.00        | 02/11/2014          | Active             | I need to...  |
| ACS Test Award EPIN # 27   | ACS    | 2015        | 20,000.00        | 07/15/2014          | Pending Submission | I need to...  |
| ACS Test Award EPIN # 28   | ACS    | 2014        | 20,000.00        | 02/11/2014          | Pending Submission | I need to...  |
| AGN - Finance ACS #16      | ACS    | 2015        | 300,000.00       | 02/20/2014          | Active             | I need to...<br>I need to...<br>View Budget<br>Submit Invoice<br>Modify Budget<br>Request Advance |
| AGN - Finance ACS #17      | ACS    | 2015        | 300,000.00       | 02/20/2014          | Active             |   |
| AGN - Finance ACS #18      | ACS    | 2015        | 300,000.00       | 02/20/2014          | Active             |   |

|          |  |
|----------|--|
| <b>a</b> | Click on the Budget List tab to access the Budget List.  |
| <b>b</b> | Click on the Filter Budgets button to change which budgets are displayed.  |
| <b>c</b> | Number of budgets displayed based on applied filters.  |
| <b>d</b> | Each Procurement/Contract Title is displayed.  |
| <b>e</b> | Contracting Agency is listed.  |
| <b>f</b> | Fiscal Year of budget.   |
| <b>g</b> | Budget Value (\$) for the Fiscal Year for each budget.   |
| <b>h</b> | Date of Last Update of the budget information.   |
| <b>i</b> | This section displays the Status of the budget. Statuses include Pending Submission, Pending Approval, Returned for Revisions, Approved, Active, Closed, Suspended, and Cancelled.     |
| <b>j</b> | This section displays Actions that can be taken with the budget. Depending on the status of the budget, these include View Budget, Submit Invoice, Modify Budget, and Request Advance. |

## Stages of a Budget

All budgets with a status of Pending Submission, Pending Approval, Returned for Revision, Approved or Active, are visible on the Budget List. Budgets that are Suspended, Closed or Cancelled do not appear on the budget list by default, but your organization can access them by using the Filter Budgets feature in the system.

Note: The terms Contract Budget and Budget are used interchangeably. The following descriptions define the life cycle of budgets in the system.

| Status Type            | Status                | Definition   |
|------------------------|-----------------------|--|
| Contract Budget Status | Pending Submission    | A budget can be viewed or submitted.   |
|                        | Pending Approval      | Your organization has submitted the Contract Budget and is waiting for Approval from the Agency.                     |
|                        | Returned for Revision | The Agency has returned the Contract Budget to your organization to revise and resubmit.                             |
|                        | Approved              | The Agency has approved the budget and the contract is pending registration with the NYC Comptroller's Office.       |
|                        | Active                | The contract is registered and you can view the budget, submit an invoice, modify the budget and request an advance. |
|                        | Cancelled             | The Agency has cancelled the contract. No action necessary.  |
|                        | Suspended             | The Agency has suspended the contract. No action necessary.  |
|                        | Closed                | The Agency has closed the contract. No action necessary.   |

## Filter Budgets

Filtering allows you to target your search and quickly modify budgets displayed in the Budget List.

After you click the “Filter Budgets” button, the filter menu displays a number of options for modifying displayed budgets. By default, all Active Budget Statuses are checked.

To adjust your filtered options, you must uncheck relevant boxes.

The screenshot shows the NYC HHS Accelerator interface. The 'Financials' tab is active, and the 'Budget List' sub-tab is selected. A filter menu is open, showing various options for filtering budgets. The menu is annotated with letters 'a', 'b', and 'c' pointing to specific sections:

- a** Budget Type: Includes checkboxes for Amendment, Contract, Modification, and Update.
- b** Status: Includes checkboxes for Pending Submission, Pending Approval, Returned for Revision, Approved, Active, Closed, Suspended, and Cancelled.
- c** Fiscal Year: Includes a dropdown menu for selecting a fiscal year.

The background shows a table of budget items with columns for Budget Value, Date of Last Update, Status, and Action.

| Budget Value | Date of Last Update | Status             | Action       |
|--------------|---------------------|--------------------|--------------|
| 000.00       | 12/09/2013          | Pending Submission | I need to... |
| 000.00       | 12/09/2013          | Pending Submission | I need to... |
| 000.00       | 12/09/2013          | Active             | I need to... |
| 000.00       | 12/09/2013          | Active             | I need to... |
| 000.00       | 12/09/2013          | Active             | I need to... |
| 000.00       | 12/09/2013          | Active             | I need to... |
| 000.00       | 12/09/2013          | Active             | I need to... |

|          |   |
|----------|---|
| <b>a</b> | Budget Types include Amendment, Modification, Update, and Contract.   |
| <b>b</b> | Status indicates the current status of the budget. Your organization can select Closed, Suspended or Cancelled budgets from this section. |
| <b>c</b> | Fiscal Year allows your organization to view contracts that fall into a defined date range.   |

You may also filter by Agency, CT#, Budget Value (\$), and Date of Last Update.

## Monitoring the Status of an Invoice

### View Invoices Listed in HHS Accelerator

The Invoice List displays the Health and Human Services invoices that have been generated by your organization. The Invoice List is located in the Financials section of the HHS Accelerator System. From the Invoice List, your organization can complete an invoice that is in progress, delete a draft invoice, withdraw an invoice, and view past invoices. By clicking into an invoice your organization can view the balance of funds for the contract budget.

The screenshot shows the HHS Accelerator interface. At the top, there's a navigation bar with 'Financials' selected. Below it, a sub-navigation bar has 'Invoice List' highlighted. The main content area shows an 'Invoice List' section with a table of invoices. Callout letters are placed as follows: 'a' on the 'Invoice List' tab, 'b' on the 'Filter Invoices' dropdown, 'c' on the 'Invoice Number' column header, 'd' on the 'Date Submitted' column header, 'e' on the 'Date Approved' column header, 'f' on the 'Value(\$)' column header, 'g' on the 'Status' column header, and 'h' on the 'Action' column header.

| Invoice Number | Date Submitted | Date Approved | Value(\$) | Status           | Action               |
|----------------|----------------|---------------|-----------|------------------|----------------------|
| 140200032      | 07/11/2014     | N/A           | 14,000.00 | Pending Approval | <a href="#">View</a> |
| 140200001      | 02/11/2014     | N/A           | 1,070.00  | Pending Approval | <a href="#">View</a> |
| 150700017      | 07/11/2014     | 07/11/2014    | 5,000.00  | Approved         | <a href="#">View</a> |
| 150700015      | 07/11/2014     | 07/11/2014    | 25,000.00 | Approved         | <a href="#">View</a> |
| 150700011      | 07/10/2014     | 07/11/2014    | 54,445.00 | Approved         | <a href="#">View</a> |
| 150700010      | 07/11/2014     | 07/11/2014    | 444.00    | Approved         | <a href="#">View</a> |

|          |   |
|----------|---|
| <b>a</b> | Click on the Invoice List tab to access the Invoice List.   |
| <b>b</b> | Click on the Filter Invoices button to change which invoices are displayed.   |
| <b>c</b> | Each Invoice Number is displayed.   |
| <b>d</b> | Date of Invoice Submitted is listed.  |
| <b>e</b> | Date of Invoice Approved is listed.   |
| <b>f</b> | Value (\$) of the Invoice is listed.  |
| <b>g</b> | The Status of the Invoice is displayed. Statuses include Returned for Revision, Pending Submission, Pending Approval, Approved, Withdrawn, Pending Approval, and Suspended. |
| <b>h</b> | The Actions that can be taken with the invoice are listed. Depending on the status of the invoice, these include View, Withdraw and Delete.                                 |

## Stages of an Invoice

All invoices with a status of Pending Submission, Pending Approval, Returned for Revisions and Approved, are visible on the Invoice List. The following descriptions define the life cycle of invoices in the system.

| Status Type    | Status                | Definition  |
|----------------|-----------------------|---|
| Invoice Status | Pending Submission    | A Provider user has selected the value "Submit Invoice" for an Active Budget in the Budget List. An invoice is generated for the specific budget to be completed.   |
|                | Pending Approval      | A Provider user has submitted the Invoice by clicking on the 'Submit' button on the Invoice screen. The invoice is awaiting approval by Agency.   |
|                | Returned for Revision | The first level Agency user has returned the Invoice review task back to the Provider for revisions.  |
|                | Approved              | The Agency has approved the Invoice.  |
|                | Withdrawn             | The Provider has submitted an Invoice, the Invoice has been Returned for Revisions, and the Provider selects "Withdraw Invoice" from the Actions drop down. The Provider could do this in order to be able to submit a different invoice. |



It is at the discretion of the Funding Agency to establish the timing for invoice submission.

Only one invoice can be under review per Active Budget. Under review occurs when the invoice is Pending Approval by the Agency.

## Filter Invoices

Filtering allows you to target your search and quickly modify invoices displayed on the Invoice List.

After you click the “Filter Invoices” button, the filter menu displays with a number of options for modifying displayed invoices. By default, all Active Invoice Statuses are checked.

To adjust your filtered options, you must uncheck relevant boxes or input additional information about the invoices you are looking for.

The screenshot shows the NYC HHS Accelerator Financials interface. The 'Invoice List' tab is selected. A filter modal is open, showing various search criteria. The table below lists 12 invoices with their values and statuses.

| Value(\$) | Status           | Action               |
|-----------|------------------|----------------------|
| 14,000.00 | Pending Approval | <a href="#">View</a> |
| 1,070.00  | Pending Approval | <a href="#">View</a> |
| 5,000.00  | Approved         | <a href="#">View</a> |
| 25,000.00 | Approved         | <a href="#">View</a> |
| 54,445.00 | Approved         | <a href="#">View</a> |
| 444.00    | Approved         | <a href="#">View</a> |
| 36,000.00 | Approved         | <a href="#">View</a> |
| 24,000.00 | Approved         | <a href="#">View</a> |
| 1,000.00  | Approved         | <a href="#">View</a> |
| 3,000.00  | Approved         | <a href="#">View</a> |
| 3,000.00  | Approved         | <a href="#">View</a> |
| 39,400.00 | Approved         | <a href="#">View</a> |

|          |  |
|----------|--|
| <b>a</b> | The Contract Number allows your organization to filter invoices by Contract Number.  |
| <b>b</b> | Status indicates the current status of the invoices. Your organization can select any status. Withdrawn and Suspended status can only be selected from the filter options section. |
| <b>c</b> | Invoice Date Filters allow your organization to view invoices that fall into a defined date range.   |

## Monitoring the Status of a Payment

### View your Organization's Payment List

The Payment List displays your organization's Health and Human Services payments that have been generated in the system. The Payment List is located in the Financials section of the HHS Accelerator System. To access the Payment List, click the Financials tab, then click the Payment List tab. The Payment List reflects current information from New York City's financial management system, FMS. Information is updated nightly.

The screenshot shows the NYC HHS Accelerator interface. The 'Financials' tab is selected, and the 'Payment List' sub-tab is active. A table displays payment information for 'Prov Demo - ACS Residential Care 5'. Callouts a through j point to specific UI elements: 'a' points to the 'Payment List' tab; 'b' points to the 'Filter Payments' dropdown; 'c' points to the 'Payments: 1' count; 'd' points to the 'Procurement/Contract Title' column; 'e' points to the 'Payee Name' column; 'f' points to the 'CT#' column; 'g' points to the 'Payment Voucher Number' column; 'h' points to the 'Value(\$)' column; 'i' points to the 'Disbursement Number' column; and 'j' points to the 'Date Disbursed' column.

| Procurement/Contract Title:        | Payee Name | CT#               | Payment Voucher Number | Value(\$) | Disbursement Number | Date Disbursed |
|------------------------------------|------------|-------------------|------------------------|-----------|---------------------|----------------|
| Prov Demo - ACS Residential Care 5 |            | CT100220130000587 | 141200006A1            | 1,000.00  | 201309250831063     | 12/10/2013     |

|          |  |
|----------|--|
| <b>a</b> | Click on the Payment List tab to access the Payment List.                  |
| <b>b</b> | Click on the Filter Payment button to change which payments are displayed. |
| <b>c</b> | Number of payments displayed based on applied filters.                     |
| <b>d</b> | Procurement/Contract Title is listed.                                      |
| <b>e</b> | Agency Payee Name is listed.   |
| <b>f</b> | Contract Number (CT#) for each payment is listed.                          |
| <b>g</b> | Payment Voucher Number is listed.  |
| <b>h</b> | Value (\$) of each payment is listed.                                      |
| <b>i</b> | Disbursement Number of each payment.                                       |
| <b>j</b> | Date Disbursed for each payment.   |

## Filter Payments

Filtering allows you to target your search and quickly modify payments displayed on the Payment List. After you click the “Filter Payments” button, the filter menu displays with a number of options for modifying displayed payments. To adjust your filtered options, you must uncheck relevant boxes.

The screenshot shows the NYC HHS Accelerator interface. The top navigation bar includes 'Organization Information', 'Document Vault', 'Applications', 'Procurements', and 'Financials'. The 'Financials' section is active, showing tabs for 'Contract List', 'Budget List', 'Invoice List', 'Payment List', and 'Amendment List'. The 'Payment List' tab is selected, displaying a table with one payment entry. A 'Filter Payments' dialog box is open, showing various search criteria. Two callouts, 'a' and 'b', point to the 'Payment Value From (\$):' and 'Date Disbursed From:' fields respectively.

| Payment Voucher Number | Value(\$) | Disbursement Number | Date Disbursed |
|------------------------|-----------|---------------------|----------------|
| 141200006A1            | 1,000.00  | 201309250831063     | 12/10/2013     |

- a** Payment Value From (\$) allows your organization to filter payments by value range.
- b** Date Disbursed From allows your organization to view payments that fall into a defined date range.

 To see which payment is related to which invoice, look at the Payment Voucher Number. It is based off the Invoice Number, with an additional letter and number added to the end. Remove those final letter and number, and you have the Invoice Number. For example, if the Payment Voucher Number is “141200006A1,” then the invoice number would be “141200006.”

## Monitoring the Status of an Amendment

### View your Organization's Amendment List

The Amendment List displays your organization's Health and Human Services contract amendments that have been generated in the system. The Amendment List is located in the Financials section of the HHS Accelerator System. To access the Amendment List, click the Financials tab, then click the Amendment List tab.

A contract amendment occurs when the Agency initiates a contract value change in the system.

**Financials**

Contract List | Budget List | Invoice List | Payment List | **Amendment List**

**Amendment List**

Listed below are the contract amendments for your organization. A default filter has been applied.

Filter Amendments ▾ Amendments: 4

| Procurement/Contract Title         | Amendment Title                    | Amendment EPIN    | Amendment Value(\$) | Date of Last Update | Status ▲             |
|------------------------------------|------------------------------------|-------------------|---------------------|---------------------|----------------------|
| Prov Demo - ACS Residential Care 4 | Prov Demo - ACS Residential Care 4 | 06814I2222008A001 | 50,000.00           | 06/03/2014          | Pending Submission   |
| Prov - Finance ACS #9              | Prov - Finance ACS #9              | 06814I8001001A001 | 5,000.00            | 02/20/2014          | Pending Approval     |
| Prov Demo - ACS Residential Care 2 | Prov Demo - ACS Residential Care 2 | 06814I2222007A001 | 50,000.00           | 06/03/2014          | Pending Registration |
| PROV - Finance ACS #10             | PROV - Finance ACS #10             | 06814I8002001A001 | -5,000.00           | 02/20/2014          | Pending Registration |

Amendments: 4

|          |  |
|----------|--|
| <b>a</b> | Click on the Amendment List tab to access the Amendment List.                  |
| <b>b</b> | Click on the Filter Amendment button to change which amendments are displayed. |
| <b>c</b> | Number of amendments displayed based on applied filters.                       |
| <b>d</b> | Procurement/Contract Title is listed.  |
| <b>e</b> | Amendment Title is listed.   |
| <b>f</b> | Amendment EPIN is listed.  |
| <b>g</b> | Amendment Value (s) is listed.   |
| <b>h</b> | Date of Last Update is listed.   |
| <b>i</b> | The status of the amendment is displayed.                                      |

## Stages of a Contract Amendment

All contract amendments with a status of Pending Configuration, Pending CoF (Certification of Funds), Pending Submission, Pending Approval, Pending Registration, and Registered, are visible on the Contract List. Contract amendments that are suspended or cancelled do not appear on the amendment list by default, but your organization can access them by using the “Filter Amendments” feature. The following descriptions define the life cycle of amendments in the system.

| Status Type               | Status                | Definition  |
|---------------------------|-----------------------|---|
| Contract Amendment Status | Pending Configuration | The Agency is configuring the contract amendment.   |
|                           | Pending CoF           | The Agency staff is verifying the contract amendment configuration.                                 |
|                           | Pending Registration  | The Agency has amended the contract. “Pending Amendment” flag will be visible on the Contract list. |
|                           | Registered            | The contract has been registered with updated details. Invoicing and payments can begin.            |
|                           | Suspended             | The Agency has suspended the contract amendment.  |
|                           | Cancelled             | The Agency has cancelled the contract amendment.  |

## Filter Amendments

Filtering allows you to target your search and quickly modify contract amendments displayed on the Amendment List. After you click the “Filter Amendments” button, the filter menu displays with a number of options for modifying displayed amendments. To adjust your filtered options, you must uncheck relevant boxes.

Text Size: A A A

Organization Information Document Vault Applications Procurements **Financials**

Welcome: John A Doe, Training Provider 1

**Financials**

Contract List Budget List Invoice List Payment List **Amendment List**

**Amendment List** ⓘ

Listed below are the contract amendments for your organization. A default filter has been applied.

Filter Amendments Amendments: 4

**a** Procurement/Contract Title:

Amendment Title:

Agency: All NYC Agencies

Amendment EPIN:

**a** Amendment Value From (\$):  to:

Date of Last Update From:  To:

**b** Status:

- Pending Configuration
- Pending CoF
- Pending Submission
- Pending Approval
- Pending Registration
- Registered
- Suspended
- Cancelled

Set to Default Filters **Filter**

|     | Amendment Value(\$) | Date of Last Update | Status               |
|-----|---------------------|---------------------|----------------------|
| 001 | 50,000.00           | 06/03/2014          | Pending Submission   |
| 001 | 5,000.00            | 02/20/2014          | Pending Approval     |
| 001 | 50,000.00           | 06/03/2014          | Pending Registration |
| 001 | -5,000.00           | 02/20/2014          | Pending Registration |

- a** Amendment Value From (\$) allows your organization to filter for contract amendments that fall in a specified range.
- b** Status indicates the current status of the amendments. Your organization can select any status. Suspended and Cancelled status can only be selected from the filter options section.