Table of Contents

Introduction to HHS Accelerator and Financials ................................................................. 3

Financials on the Provider Homepage .................................................................................. 3

View your Organization’s Budgets ....................................................................................... 5

Accessing the Budget List ..................................................................................................... 5

Status of a Budget .................................................................................................................. 7

Filter Budgets ....................................................................................................................... 8

Submit a Contract Budget ..................................................................................................... 9

Print a Budget ...................................................................................................................... 36

Revise a Budget ................................................................................................................... 38

Request an Advance ............................................................................................................ 45

Budget Modification ............................................................................................................ 49

Making a Budget Modification ............................................................................................. 49

New! Monitoring Returned Payments .................................................................................. 58

Stages of a Returned Payment ............................................................................................. 60
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.

Financials on the Provider Homepage

After logging in, the first page that you will encounter is the Provider Homepage.

Below the main tabs navigation icons are dashboards that give an overview of your Organization’s HHS Accelerator Application status, Filing status, Procurements, Financials, Documents Shared with your Organization and NYC.ID Account Maintenance. From the homepage, your organizations can use the financial links on the dashboard to access key financial functions, or can use the main Financials tab at the top of the page.

⚠️ When you log into the HHS Accelerator System, at first it will appear as if procurement and financial statistics are unavailable. In order to see the tasks and statistics, you must press the refresh icon, located on the solid blue band.
a. Select the “Financials” tab to access the HHS Accelerator Financials.
b. Budgets pending submission for your organization are listed.
c. Budgets returned for revision that your organization needs to address.
d. Modifications and Updates pending submission by your organization.
e. Modifications and Updates returned for revision by the funding Agency.
f. Invoices pending submission by your organization.
g. Invoices returned for revisions by an Agency.
h. Active budgets for your organization are listed.
i. Budgets pending approval by the funding Agency.
j. Modifications and Updates pending approval by the funding Agency.
k. Invoices pending approval by the funding Agency.
l. Contracts pending registration for your organization are listed.

Key financial functions are listed in two columns on the homepage. The left hand column highlights in red financial transactions your organization must take action on. The right column are key financial functions your organization can monitor.
View your Organization’s Budgets

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

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.

Accessing the 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.
a. Click on the Budget List tab to access the Budget List.

b. Click on the Filter Budgets button to change which budgets are displayed.

c. Number of budgets displayed based on applied filters.

d. Each Procurement/Contract Title is listed.

e. Contracting Agency is listed.

f. Fiscal Year of budget is listed.

g. Contract # is listed.

h. Budget Value ($) for the Fiscal Year for each budget.

i. Date of Last Update of the budget information.

j. This section displays the Status of the budget. Statues include Pending Submission, Pending Approval, Returned for Revisions, Approved, Active, Closed, Suspended, and Cancelled.

k. This section displays Actions that can be taken with the budget. Depending on the status of the budget, these include View Contract, View Budget, Submit Invoice, Modify Budget, and Request Advance.
Status 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.

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

---

| a. | Budget Types include Amendment, Modification, Update, and Contract. |
| b. | Status indicates the current status of the budget. Your organization can select Closed, Suspended or Cancelled budgets from this section. |
| c. | 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.
Submit a Contract Budget

Your organization can create a budget following the steps below.

1. Click on the **“Refresh”** icon in the financials section of the homepage.

2. Click on the number hyperlink for **“Budgets Pending Submission.”**

3. To start a new budget select **“View Budget”** from the Action drop-down menu.
Review the details in the Contract Information and Fiscal Year Budget sections.

4. Next, click on the first blue header just below the Fiscal Year Budget information grid.
Each tab on the budget is accessible and may be completed at any time. All tabs may not display for your budget. Agencies choose which tabs are used for your budget and may provide instructions on which tabs to fill out.

Budget information is entered in each tab. The Budget Summary summarizes the total of all direct and indirect costs. Tabs for all budget sections are visible at the top of the budget summary section.

5. Click “Add Site” and add the site location where services are delivered.

6. Next, click on the “Personnel Services” tab.

To view details on how the budget is broken down, view each individual tab.

The Service Site Information requested on the bottom of the Budget Summary Tab is a required field. If there are multiple locations for the contract, enter the address for the primary location. If services are not geographically based, use the address of the administrative office.
The default for the Personnel Services is $0.00 in all fields. The “Detail View” tab is where allocations are made.

City Salary indicates the total cost of all employees (Salaried Positions and Hourly Positions.)

City Fringe indicates total cost of fringe associated with employees.

7. Click on the “+” symbol next to the Salaried Positions Total row to expand the grid.

8. Add a new row by clicking “+Add” in the footer of the grid.

9. Next, click on the “Salaried Positions” drop-down menu.
10. Select the “Position Title” that best corresponds to the Salaried Position that your organization is adding to the budget.
11. Enter an “Internal ID” for the position. This field is optional and can be up to seven characters.

12. For “Annual Salary,” enter the total salary earned from your organization.

13. For “Annual Hours,” enter the total hours the employee works for your organization.

Fulltime (40 hours per week) is calculated on the federal standard of 2,087 hours.

14. For “FY Budget,” enter the City funded amount.

15. Click “Save.”

% City Funded will auto-populate once “Save” is clicked.

Repeat steps to enter all Salaried Positions funded by the fiscal year budget.

16. Click on the “+” symbol next to the Hourly Positions Total row to expand the grid.

17. Add a new row by clicking “+Add” in the footer of the grid.
18. Select the “Position Title” that best corresponds to the Hourly Position your organization is adding to the budget.

19. Enter an “Internal ID” for the position. This field is optional and can be up to seven characters.

20. For “Rate,” enter the hourly rate earned from your organization.

21. For “Annual Hours,” enter the total hours the employee works for your organization.

22. For “FY Budget” enter the City funded amount.

23. Click “Save.”

% City Funded will auto-populate once “Save” is clicked.

Repeat steps to enter all Hourly Positions funded by the fiscal year budget.
24. Click the “+” symbol next to the Fringe Total row to expand the grid.

25. To enter Fringe Benefits, double click and enter a value in the “FY Budget” column.

26. Click “Save.”

The total Fringe Rate will calculate at the top of the grid.

27. Click “Export” at the bottom of any grid with saved information to export all rows to a CSV file.
If the funding City Agency has configured the budget to have the Program Income tab, a Program Income grid will appear at the bottom of all other budget tabs. Program Income amounts entered into these grids will be condensed in the Program Income tab. Edits cannot be made in the Program Income tab.

28. Click the “+” symbol associated with the Program Income grid to expand the grid.

29. Add a new row by clicking “+Add” in the footer of the grid.

30. Select the “Source” that best corresponds to the Program Income your organization is expecting to generate.
31. Enter a “Description” for the program income. This field is optional and can be up to thirty characters.

32. For “FY Income Budget” enter the amount your organization is expecting to generate.

33. Click “Save.”

34. Once all Positions, Fringe and Program Income are entered in the Detail View, click “Summary View.”

The Summary View tab consolidates positions of the same title entered in the Detail View tab.

35. Expand grids to view Position Titles, # Positions, and FY Budget which were entered on “Detail View” tab.

To make changes, return to the “Detail View” tab and update as needed.

36. Click “Export” at the bottom of each grid to export all rows to a CSV file.

Upon budget approval by the funding City Agency, the “Detail View” tab will lock and future actions will take place in the “Summary View” tab.
There are two types of comments your organization can submit with the budget. Tab Level Comments and General Overall Comments.

Each Budget tab has a Tab Level comment field.

37. To leave a Personnel Services tab level comment, click “Tab Comments.”
38. Enter text in the “Tab Comments” box and click “Save.”
39. Next click on the “Documents” header to open the documents section.

For this example, you will upload a document. The Documents feature allows providers to attach and submit supplementary information with the budget.

40. Click on the “Upload New Document” button.
41. Select the “Document Type.”

42. Click the “Choose File” button and select the document from your computer.

43. Enter the “Document Name.”

44. Click “Next.”

45. Enter required document information, if applicable, and confirm existing information. Click “Next.”

46. Select where in the Document Vault to save a copy of this file. Click “Upload Document.”
A green message bar will appear that the document uploaded successfully.

47. Next, click on “Operations & Support.”
Operations & Support and Equipment includes supplies that are not lasting or permanent in nature, such as office, program and/or maintenance supplies. It also includes rental, lease, repair and maintenance of office/programmatic equipment utilized in program operation, as well as, other operating costs that cannot be classified in any other category.

48. Click on the “+” symbol next to the Operations and Support Total row to expand the grid.
49. Double click and enter a value in the “FY Budget” box and click “Enter” to save.

Repeat steps to budget for additional Operations and Support items.

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Operations and Support tab. For instructions on completing this grid, see the Personnel Services tab section.

The Total Operations, Support and Equipment will appear in the top section of the tab.

50. Next, click “Utilities.”
Utilities relate to costs such as electricity, water, gas and telecommunications.

51. Click on the “+” symbol next to the Utilities row to expand the grid.

52. Double click and (if applicable) enter a value in the “FY Budget” field, and then click “Save.”

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Utilities tab. For instructions on completing this grid, see the Personnel Services tab section.

For demonstration purposes, the screens going forward will have the content filled in. In the real world, when you double click, the box will turn yellow.

53. Next, click the “Professional Services” tab.
Professional Services costs are associated with independent entities with professional or technical skills, such as accounting or legal services, that support vendor operations.

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Professional Services tab. For instructions on completing this grid, see the Personnel Services tab section.

54. Next, click “Rent.”

Rent and Occupancy includes all rent paid by a program for all sites utilized by that program. It also includes all related charges associated with the use of the site, such as minor repairs and maintenance costs.

55. Click on the “+” symbol next to the Rent row to expand the grid.
56. Click “+Add.”

57. Enter Rent information.

58. Click “Save.”

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Rent tab. For instructions on completing this grid, see the Personnel Services tab section.

59. Next, click the “Contracted Services” tab.
Contracted Services costs are associated with independent entities with professional or technical skills retained to perform specific tasks or complete projects related to the program that cannot be accomplished by regular staff. Also, independent (usually non-profit) entities retained to perform program services.

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Contracted Services tab. For instructions on completing this grid, see the Personnel Services tab section.

60. Next, click on the “Rate” tab.

Rate based costs indicate the unit rate and number of units of service associated with the program.

61. Click on the “+” symbol next to the Rate row to expand the grid and enter the rate information.

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Rate tab. For instructions on completing this grid, see the Personnel Services tab section.

62. Next, click on the “Milestone” tab.
Milestone costs are typically an achievement set forth in the Request for Proposals (RFP). When a milestone is complete, and an invoice is submitted, the Agency will make a payment.

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Milestone tab. For instructions on completing this grid, see the Personnel Services tab section.

63. Click on the “Unallocated Funds” tab. Unallocated Funds are not frequently used, and usually at the request of the Agency. This tab would be used to budget funds that cannot be allocated elsewhere on the budget.

64. Click on the “Indirect Rate” tab.
Indirect Rate costs are related to administrative overhead incurred by a provider operating several programs. Please review Agency fiscal manuals for guidance on maximum allowable indirect rates.

Typically, an overhead rate must be substantiated by an organization’s Audited Financial Statement.

If the budget was configured to include Program Income, a Program Income grid will be displayed on the Indirect Rate tab. For instructions on completing this grid, see the Personnel Services tab section.

65. Next, click on the “Program Income” tab.
In the budget, enter the Program Income expected to be earned. The sum of program income entered in all budget tabs will be reflected in the Program Income tab. Changes to program income must be made in the grids located in corresponding budget category tabs.

66. Next, click on the “Budget Summary” tab.
From the Budget Summary tab, the overall budget is displayed.

A budget cannot be submitted until the Total City Funded Budget FY Budget amount equals the total budget amount in the blue bar.

67. To review additional details about the budget breakdown, click on the “+” symbol next to the Total City Funded Budget row to expand the grid.

If you want to write a general comment to the Agency, you can complete the comment box below and click “Save.”
68. After reviewing the budget, click “Submit.”

69. Select the box to indicate that you agree to submit the Budget to the Agency for review.

70. Enter your “User Name” and “Password” as your signature.

71. Click “Yes, submit this Budget.”
Once your budget has been submitted, the Budget Status will change to Pending Approval.

The issuing Agency will approve the budget or return it for revision. System users will receive notifications and alerts, in the system and in your email inbox, if actions are required by your organization.

When a budget is in Pending Approval status, you will not be able to make changes to the budget. If an Agency requires that you edit the budget they will return the budget for revisions. See page 32 for details.
Print a Budget

You have the ability to print a budget in any status. To print a budget, navigate to the budget you would like to print and follow the steps below.

1. Click “Print Budget” on the top right of the screen.

2. A new tab will open in your browser. Next, click on the first blue header just below the Fiscal Year Budget information grid to expand the display.

What is displayed on the screen is what will print.
The entire budget will appear on the page. Select the keyboard command "Ctrl+P" to print the budget.

You have the option of collapsing sections of the budget that you don’t want to print. Click the (-) next to the Bolded Text
Revise a Budget

If your budget is returned for revisions, your organization must make the appropriate revisions and resubmit the budget.

1. Click on the “Refresh” icon in the Financials section of the homepage.

2. Click on the number hyperlink for “Budgets Returned for Revision.”

3. Select “View Budget” from the Action drop down menu for the budget you would like to view.
4. Click “View Comments History” to see why the Agency returned the budget for revisions.

5. Review the Agency comments on the budget.

   In this example, Agency comments request revisions for “Personnel Services” and part-time employees. Review comments thoroughly and then proceed to edit budget details in the appropriate tab(s).

6. Click on the first blue bar to expand the “Budget Summary” section.
7. Then, click on the “Personnel Services” tab. By default, you will land on the “Detail View” tab. Revisions can only be entered in the “Detail View” tab. The “Summary View” tab consolidates positions of the same title from the “Detail View” tab.

8. Click on the “+” symbol next to Salaried Positions Total.
9. Click on the existing row of the Salaried Position to activate it and click “Delete.”

10. Click “Yes” to the pop-up asking “Are you sure you want to delete this row?”
11. Click on the “+” symbol next to the Hourly Positions Total row.

12. Click “+Add” to add a row.

13. Select the “Position Title,” enter the “Internal ID,” “Rate,” “Annual Hours” and the “FY Budget.” Internal ID is an optional field.

Note: Fulltime is calculated on the federal standard of 2,087 hours.

14. Click “Save.”
15. Once all revisions have been completed, click “Submit.”

16. Select the box to indicate that you agree to submit the Budget to the Agency for review.

17. Enter your “User Name” and “Password” as your signature.

18. Click “Yes, submit this Budget” at the bottom of the screen.
A green message bar will confirm that your budget was successfully submitted and will be reviewed by the Agency.

Once the budget is approved by the Agency, and the contract has started, your organization can start submitting invoices.
Request an Advance

If the funding Agency allows for advances in its policy, your organization can make the request from the Budget List. An advance comes to your organization as a lump sum. The advance does not come from a specific line item of a budget.

When the advance is approved, the Agency will establish the process for recouping funds. Your organization will submit invoices normally and a portion of the advance will be taken when each subsequent invoice payment is made in accordance with the Agency’s policy.

Your organization can request an advance by following these steps:

1. Click on the “Refresh” icon in the Financials section of the homepage.

2. Click on the number hyperlink for “Active Budgets.”
3. Select “Request Advance” from the Action drop down menu for the budget you would like an advance from.

4. Enter the “Advance Amount Requested ($).”

5. Enter “Advance Description.”

The advance request description can be up to 50 characters.
Once an advance is approved it will appear on your budget.

6. Click “Request Advance.”

A green message bar will confirm that the Advance Request was submitted.

The Agency will review the request. Your organization will receive a notification with the Agency’s decision.

If the Advance is approved, it will appear on the budget.
In the example below, if you click on the blue bar labeled advances, you will be able to view the advance.
Budget Modification
During the course of the contract year, a budget may need to be adjusted. This is done either by a budget modification or a budget amendment.

<table>
<thead>
<tr>
<th>Budget Change</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Modification</td>
<td>A budget modification does not change the value of the contract. If your organization increases the budget in one area, a proportional decrease would need to occur on another line item in the budget.</td>
</tr>
<tr>
<td>Budget Amendment</td>
<td>A contract value can increase or decrease at the discretion of the awarding Agency. The Agency initiates the contract value change in the system. The Agency would make an Amendment to a contract, and your organization would then need to adjust the budget accordingly to match the new contract value.</td>
</tr>
</tbody>
</table>

Making a Budget Modification
A budget modification is initiated by the provider. Budget modifications are submitted to the Agency when your organization wants to adjust the allocation of expenses on the budget without changing the overall budget value. Once a budget modification is submitted, the funding Agency will receive an alert that a modification has been requested. The Agency will review the budget modification and make a decision.

Starting in Fiscal Year 2019, all budgets managed in HHS Accelerator can be modified up to 10% of the sub-budget value using the auto-approval process. Modifications that are below the 10% threshold, and do not add new line items to the budget, will automatically go through the levels of review and can be viewed on the Budget List screen once they are Approved. Auto-approved adjustments are cumulative so, a modification below the available threshold can utilize the auto-approval process but, a modification that exceeds the available threshold would go through the regular review process.

Providers are still expected to follow all Agency policies and procedure regarding documentation requirements, pre-approval for certain requests, and adherence to all city, state, and federal regulations related to program design and delivery. Failure to follow these guidelines will result in Agencies having providers revert the changes, which may cause payment delays, as well as the potential loss of ability to use auto-approval in the future.

A budget modification cannot be initiated if there are outstanding invoices, outstanding payments, or negative amendments currently in progress on the contract.
1. Click the "Financials" tab.

2. Click the "Budget List" tab.
3. Select “Modify Budget” from the Action drop-down list.

4. Click “Create Budget Modification.”

A budget modification cannot be initiated if there are outstanding invoices, outstanding payments, or negative amendments currently in progress on the contract.
5. Click on the first blue bar to expand the “Budget Summary” section.

6. Click on the “+” symbol next to the Total City Funded Budget row.
The Budget Summary lists how funds are currently allocated. To modify the budget, reallocate funding among the budget areas as needed. The sum of the changes may not change the overall value of the contract budget.

7. Click the “Personnel Services” tab.
By default, you will land on the “Summary View” tab. Modifications can only be entered in the “Summary View” tab. The “Detail View” tab is locked and cannot be modified.

In this example, the distribution of funding for Salaried Positions will be modified. If funds are added to one type of worker, it will need to be taken away from another role. Funds can be redistributed across tabs, as long as the total budget value does not change.

8. Click the “+” symbol next to the Salaried Positions Total.

9. Select the row that needs to be adjusted and click “Edit.”
10. Enter the “Modification # Positions” and the “Modification Amount” values. Enter negative quantities if you are adjusting the line item down.

11. Click “Save.”

12. Select the next row that needs to be adjusted and click “Edit.”

13. Enter the “Modification # Positions” and the “Modification Amount” values. Enter positive quantities if you are adjusting the line item up.

14. Click “Save.”
15. Click the “Budget Summary” tab.

Review the allocated personnel services to ensure it’s a zero sum change.

16. Click “Submit.”

17. Select the box to indicate that you agree to submit this Budget Modification to the Agency for review.

18. Enter your “User Name” and “Password” as your signature.

19. Click “Yes, submit this Modification.”
A green message bar will confirm that your Contract Budget modification was successfully submitted and will be reviewed by the Agency.
Monitoring Returned Payments

At the end of the fiscal year, if there is a balance of funds that has not been recovered by the Agency, they can notify you of the remaining amount through HHS Accelerator. Payment is done outside of the system but Agencies will record the received payment as part of the fiscal year budget in HHS Accelerator. Providers can monitor the status of a returned payment from the budget.

<Provider Name>
<CT#>
<Contract Title>
<FY> Budget

<Agency ID> is notifying your organization of a balance of unrecovered funds on the <FY> Budget for <CT#>. The balance is indicated in the "Unrecouped Advance Amount" field in the header section of the Budget.

Please submit all outstanding invoices for the <FY> Budget. If your organization has submitted all Invoices, please refer to <Agency ID>'s fiscal guidelines for the remittance of outstanding funds to the City. Submitted Invoices that are Pending Agency Approval may account for the unrecovered funds.

Please direct any questions about this request to <Agency ID>. Follow the link below to log in to HHS Accelerator and view your Budget. Payment is not submitted in HHS Accelerator.

Contract Budget

Agencies can initiate email notifications for contracts with unrecouped advance amounts.

Providers should submit any outstanding invoices. If all invoices have been submitted, refer to the Agency’s fiscal guidance for further instruction.
**Unrecouped Advance Amount** Column:

Every budget now displays this value in the Fiscal Year Budget Information section.

---

### Returned Payment Section:

If the Agency requests funds be returned, you will see a “Returned Payment” blue bar in the budget.

Clicking on the “Returned Payment” blue bar expands the section. Depending on the status displaying, various fields will populate.
# Stages of a Returned Payment

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Submission</td>
<td>The Agency has notified the provider of an unrecouped advance amount and the returned payment has not been received by the Agency.</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>The returned payment has been received by the Agency, a task has been generated for the Agency to review. The Returned Payment Review task allows Agencies to associate funds returned to the City to a particular Contract and Budget Fiscal year.</td>
</tr>
<tr>
<td>Approved</td>
<td>The Agency has approved the payment and the payment amount has been deducted from the &quot;Unrecouped Advance Amount&quot; displaying in the budget. The payment value will display on the “Returned Payments” blue bar.</td>
</tr>
</tbody>
</table>