Contract Management System

(CMS)
CMS History

• Started as a Contract Submission Tool (CST) – Early 2009

• Expanded with ARRA and Loan Management (CMS) – Mid 2009

• CMS Portal – 2012

• Housing Trust Fund Property Management (HCMS) – 2013
  - Exit Reports

• Awards – 2016

• Diverse Spending – 2017
Contracts

- Vendors
- Account Coding
- Commerce Contacts
- Vendor Contacts
- Location
- Insurance
- Budgets
- Invoices
  - Requested at Budget level
  - Attachments
  - Disbursement Transactions
  - Loan Receivable Transactions
- Attachments

- AFRS Transactions
- Loan Amortization Schedules
  - Loan Invoices
  - Repayments
Contract Basics

• Basic Contract Info

• Required Fields in Yellow

• Vendor Details
Account Coding

- Master Index Codes
- Jurisdictions
- Legislative Districts
- Congressional Districts
## Budget

- **Spending Authority**
- **Budgets**
  - Categories
  - Activities
- **Budget History**
Attachments

- Attachment Details
- Drag and Drop Files
- Export Files
- Email Files
Attachment Details

- Defaulted Information
- Attachment Type
- Document Dates
- Notes
- Keywords
CMS Portal

• Log in via SAW
• Internal User Setup
• User Access Form
• Registration Code
CMS Portal – Home Page

- In-process A19s
- Help links

Below is a Summary of your In Process A19s

<table>
<thead>
<tr>
<th>View</th>
<th>CMS Invoice ID</th>
<th>Contract#</th>
<th>Program</th>
<th>Service Dates</th>
<th>Current Status</th>
<th>Current Status Date</th>
<th>Requested Amt</th>
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**CMS Portal – Contracts Page**

- **Active Contracts**
- **Create A19s**
- **View Contract Summary**

**Contracts.** Below are the Contracts you have access to.

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<tr>
<th>Contract#</th>
<th>COM Program</th>
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CMS Portal – Contract Summary

- Contract Basics
- Contacts
- A19s
- Print Amortization Schedules
CMS Portal – A-19 Invoices

- Invoice Details
- Request Amount
- Attachments
- Reportable Expenses
- Submit
Warrant Details

- Invoice Details
- Request Amount
- Attachments
- Reportable Expenses
- AFRS Transactions
## Warrant Detail – Attachments

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**PROGRAM APPROVAL**

[Signature]

**SECONDARY PROGRAM APPROVAL**

[Signature]

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</table>

**SIGNATURE OF ACCOUNTING PREPARER FOR PAYMENT**

[Signature]

**DATE**

[Date]

**WARRANT TOTAL**

$300,000.00

**CREATED BY**

Liz Taylor

**DATE**

11/09/2017 12:20:08 PM
Loan Amortization

- Multiple Loan Types
  - Draw Based Loans
  - Compound Interest
- Loan Invoicing
- Loan Fees
- Payoff Quotes
- Write-offs
- Terminations
- Principal and/or Interest Deferments
- Short Term Receivables Reclassification
AFRS Batches

- Multiple Batch Types
- Auto Generates Batch Number
- Two person approval process
- Toolbox text file
- Batch Header
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<td>Warrant Amount</td>
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</tbody>
</table>

My signature on this batch header certifies I have reviewed and approved each document in this batch.

Signed ______________________
Journal Vouchers

- Multiple Types

- Search for AFRS Transactions

- Retrieves selected transactions plus adds a copy
### AFRS Transaction Searches

- **Multiple Biennia Search**
- **Exports to Excel**
Reports

- Multiple search types
- Exports to Excel
- Navigation links in Grid view
- Save favorite reports
Reports

- Add to Home Page
- Create Email Schedule
Questions??