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Enterprise Contract Management System

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Palm Beach County
ISS Department
Last Updated - 3/6/2015

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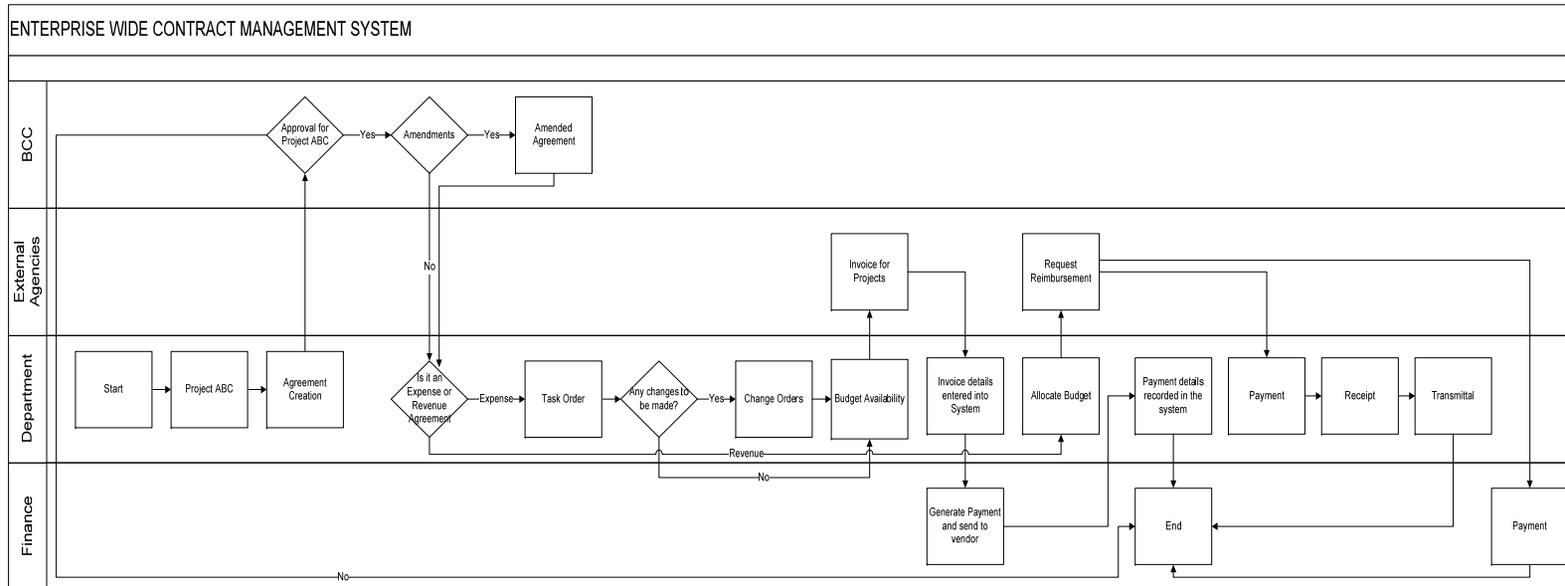
Overview

Enterprise Contract Management System is a web intranet application that is used by the departments for Contract and Project Tracking. You must have authorized access in order to use this system. Each staff has their own Inbox that contain the reminders that they have created for themselves or those that another staff member has assigned to them. This is where they will keep track of their day to day work load.

Using the Contract Management System, the staff will have the ability to process the following functions:

- Create Projects
- Create Revenue and Expense Agreements (Contracts)
- Create Amendments to Agreements
- Create Requirements (Reminders)
- Create Task Orders for Expense Agreements
- Create Change Orders for Task Orders
- Create Revenue and Expense Budgets
- Create Invoices
- Create Reimbursements
- Create Receipts
- Create Transmittals

Process Flow



Home Page

Opening the Browser and entering <http://pbc/ecmsportal/> will display the following Enterprise Contract Management System Portal Home Page.



Left side of the portal page displays News and Announcements and the right side of the portal page displays Inbox and Favorites.

Inbox

“Inbox” area of the homepage displays notifications and alerts generated from routing or business processes. Clicking on any alert will take you to the page that requires action.

Requirements Due						
Group by: Requirement Type						
Kim Adamczyk You have the following Requirements/Reports due.						
✓ Title	Project	Due Date	Site	Page Link	Attachment	Skip
Agreement Monitoring Report						
<input type="checkbox"/> DES-2014-005 - AMES & APPRAISAL SERVICES		1/13/2014		DATA LINK	Browse... VIEW	<input type="checkbox"/>
<input type="checkbox"/> DES-2014-002 - AFFORDABLE HOUSING SOLUTIONS FOR FLORIDA, INC.		1/14/2014		DATA LINK	Browse... VIEW	<input type="checkbox"/>

Favorites

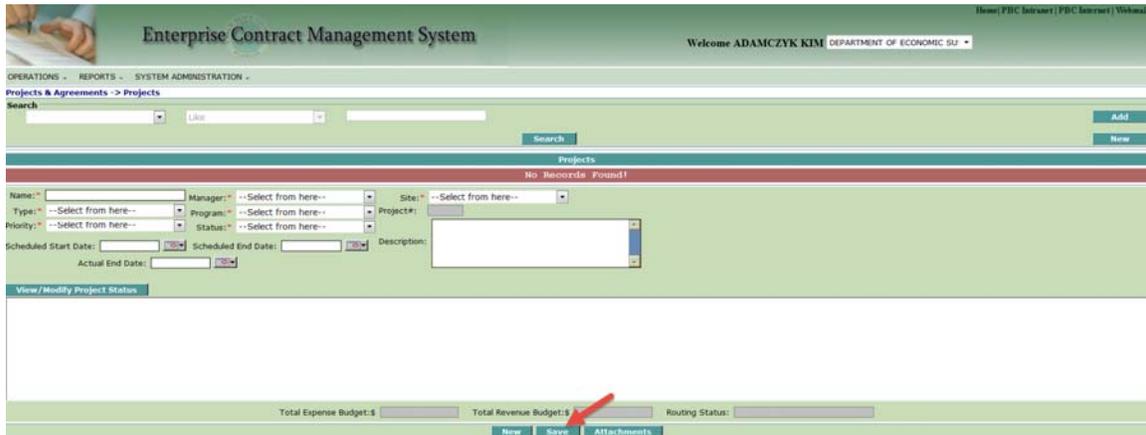
“Favorites” is displayed in the left corner, and allows you to add your favorite website links. Website links can be added by clicking on **[Manage]** directly in the Favorites box. Manage allows you to specify a name for your favorite website and enter the URL.

Step 1: Create a project

Select **Operations>Projects & Agreements>Projects** from the main menu, Click on **New** button.



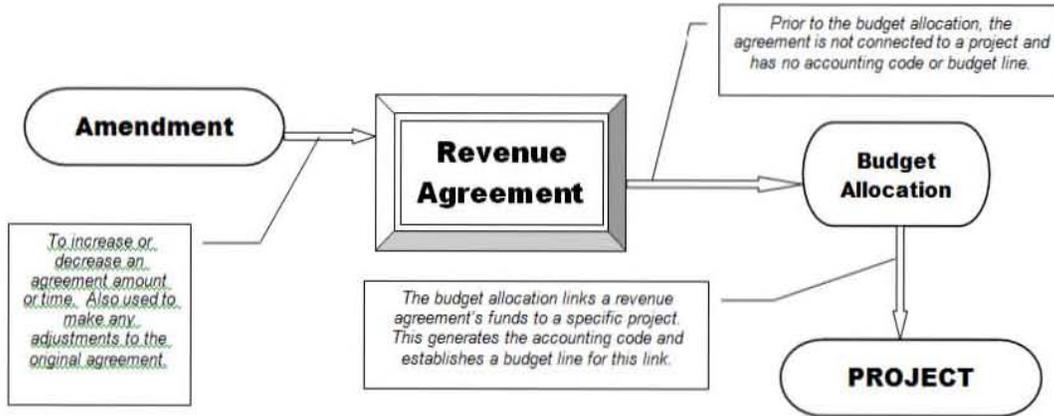
Enter data in all required/desired fields, and click on **Save** button.



- Program Code decides the Project Number (first letter of program followed by 3 digit number)
- The project Revenue Budget is the project manager's best estimate of the revenue sources funding the project
- Expense Budget is the project manager's best estimate of how much it will cost to complete the project and the activities associated with the Project.
- If applicable attachments can be added to the project at this time.

Step 2: Create Revenue Agreement

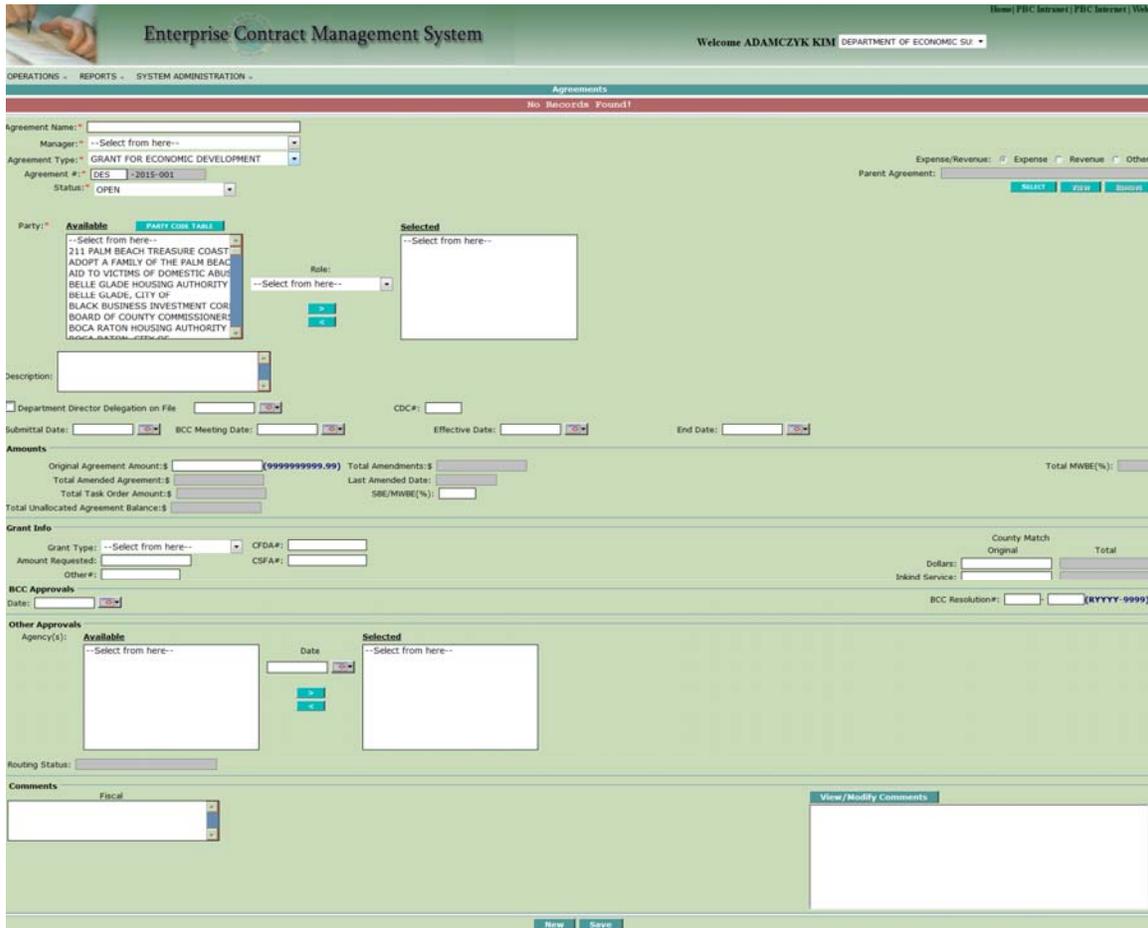
Revenue Agreement is an Agreement with a Party who is providing money to fund a project or any agreement that brings money to the Budget.



Select **Operations>Projects & Agreements >Agreements** from the top menu, click on **New** button.



Select Revenue Agreement Type from the Agreement Type Drop down list box. Expense/Revenue indicator will be auto populated to Revenue. Enter all Required/Desired fields, and click on the **Save** button.



2.1 Create an Amendment

Amendments are used to alter an existing agreement, usually to adjust amounts or deadlines.

Click on the **Amendments** button on the Agreement screen, enter data in all Required/desired fields, and click on the **Save** button.

Operations -> Projects & Agreements -> Amendments

Amendments

Agreement Name: TEST	Agreement#: DES-2014-035	Resolution#:
Agreement Type: EXPENSE	End Date:	Effective Date:

No Records Found!

Amendment#: Amendment Manager: * Total Agreement Amount:\$

Description:

Selected Party:

Amounts

Amended Amount:\$ + County Match
Total Amended Amount:\$ Dollars:
Inkind Service:

Approvals & Dates

Submittal Date: <input type="text"/>	BCC Meeting Date: <input type="text"/>
Amended Date: <input type="text"/>	Department Approval Date: <input type="text"/>
CDC Approval Date: <input type="text"/>	Received/Filed Date: <input type="text"/>
BCC Approval Date: <input type="text"/>	BCC Resolution#: <input type="text"/> - <input type="text" value="(RYYYY-9999)"/>



2.2 Create Requirements

Requirements are reminders to do a particular task. Click on the **Requirements** button on the Agreement screen, enter data in all Required/desired fields, and click on the **Save** button.

Step 3: Create Revenue Budget

Revenue Budget links Revenue Agreement to the project. Click on the **Budget** button on the Agreement screen, enter data in all Required/desired fields, and click on the **Save** button.

Project	Fund-Dept	Unit	Accounting Code	Allocated Amount
AMANDA PTST 10 REV	1106-143(DRI-2 AND DRI-4)	1421(DRI-2)	C012/OMUI/N01	500.00

Select **Operations>Projects & Agreements >Agreements** from the top menu, click on **New** button.



Select Expense Agreement Type from the Agreement Type Drop down list box. Expense/Revenue indicator will be auto populated to Expense. Enter all Required/Desired fields, and click on the **Save** button.

Agreements

No Records Found!

Agreement Name: *

Manager: * --Select from here--

Agreement Type: * --Select from here--

Expense/Revenue: Expense Revenue Other

Agreement #: DES -2014-041

Parent Agreement:

Status: * OPEN

Party: * Available

--Select from here--

211 Palm Beach Treasure Coast

Adopt A Family of the Palm Beaches

Affordable Housing Solutions for FL

Aid to Victims of Domestic Abuse,

Alan Gerwig & Associates

Ames & Appraisal Services

BAE Systems

Belle Glade Housing Authority

Role: --Select from here--

Selected

--Select from here--

Description:

Department Director Delegation on File CDC#:

Amounts

Original Agreement Amount:\$ (999999999.99)

Total Amended Agreement:\$

Total Amended Date:

Total Task Order Amount:\$

Total Budget Allocation Amount:\$

SBE/MWBE(%):

Total Unallocated Agreement Balance:\$

Total MWBE(%):

Grant Info

Grant Type: --Select from here--

CFDA#:

County Match

	Original	Total
Dollars:	<input type="text"/>	<input type="text"/>
Inkind Service:	<input type="text"/>	<input type="text"/>

CSFA#:

Other#:

BCC Approvals

Date: BCC Resolution#: - (RYYYY-9999)

Other Approvals

Agency(s): Available

--Select from here--

211 Palm Beach Treasure Coast

Belle Glade Housing Authority

Boca Raton Housing Authority

CSBT Enterprises Group, Inc.

Coalition for Independent Living Op

Community Land Trust of Palm Bea

Credability

FLORIDA CONFERENCE ASSOCIATI

Date:

Selected

--Select from here--

Routing Status:

Comments

Fiscal	Contract Mgr/Div.Dir
<input type="text"/>	<input type="text"/>

Step 5: Create Task Order

An activity, or group of activities, identified to serve a specific need is called Task Order, they are work authorizations issued as part of contractual agreements with vendors. A task order provides a vendor with authorization to proceed with a particular Task.

Click on the **Task Order** button on the Expense Agreement screen, enter data in all Required/desired fields, and click on the **Save** button.

TASK ORDER

Agreement #: **DES-2014-040** Resolution #:
Agreement Name: **AGREEMENT TEST 1 FOR** Total Agreement Amount: \$ **0.00**

All D Showing 1 to 1 of Total 1 Records

Task Order#	Project Manager	Description	Task Order Amount(\$)	Completion Date
DES-2014-040-T1	Amanda Burke		34.00	

First page | Previous page | Next page | Last page

Task Order #: * DES-2014-040-T2 Task Order Amount: \$ (9999999999.99)
Project Manager: * --Select from here-- Party: * Aid to Victims of Domestic AI
Start Date: Completion Date:
Amended Completion Date:
Retainage %: Retainage Terms:
Description: Comments:

SBE Participation

Available

- Select from here--
- A & Associates, Inc.
- A & B Engineering, Inc.
- A Accredited Home Inspection S
- A Court Reporting Service, INC
- A Cut Above Landscape & Main
- A Quality Bushog Services Inc.
- A Superior Pavers Inc.
- A to Z Paint Contracting, Inc.
- A-1 Paint Inc. of Palm Beach

Amount: > <

Selected

- Select from here--

Total MWBE/SBE(\$): Total MWBE/SBE(%):

Approvals

Approved By Department (Date):
Approved By CDC (Date):
Approved By BCC Date:
BCC Resolution #: (YYYY-9999)

Total Amounts

Original Task Order Amount(\$):
Total Change Order Amount(\$):
Total Task Order Amount(\$):

Attachment: Browse... View Routing Status:

Close New Save Delete Budget Change Order

5.1 Create Change Order

A change Order is used to change an amount or deadline of a task order.

Click on the **Change Order** button on the Task Order screen, enter data in all Required/desired fields, and click on the **Save** button.

Close New Update Delete Budget **Change Order**

CHANGE ORDER

All D Showing 1 to 1 of Total 1 Records

Change Order#	Description	Change Order Amount
DES-2014-046-T1-C1		400.00(+)

First page | Previous page | Next page | Last page

Task Order #: DES-2014-046-T1 Task Order Amount: \$ 25.00

Project Manager: Joe Greco Party: 211 Palm Beach Treasure Coas

Task Order Start Date: Task Order Completion Date:

Change Order #: DES-2014-046-T1-C2

Change Order Amount: \$ + (999999999.99) Change Order Dt Extension:

Description: Comments:

SBE Participation

Available

- Select from here--
- A & Associates, Inc.
- A & B Engineering, Inc.
- A Accredited Home Inspection S
- A Cut Above Landscape & Main
- A Quality Bushog Services Inc.
- A Superior Pavers Inc.
- A to Z Paint Contracting, Inc.
- A-1 Paint Inc. of Palm Beach
- AA Economy Transmission & Au

Amount: > <

Selected

- Select from here--

Total SBE: \$ 45.00 Total SBE: % 11.25

Approvals

Approved By Department (Date):

Approved By CDC (Date):

Approved By BCC Date:

BCC Resolution #: - (YYYY-9999)

Total Amounts

Original Task Order Amount(\$):

Total Change Order Amount(\$):

Total Task Order Amount(\$):

Attachment: Product backlog item 7760.docx Browse... View

Routing Status:

Close New **Save** Delete

Step 6: Create Expense Budget

The Expense Budget links the expense Agreement to the project, and sets up budget lines (Expenditure only).

Click on the **Budget** button on the Task Order screen, enter data in all Required/desired fields, and click on the **Save** button.

Close New Update Delete Budget Change Order

Operations -> Projects & Agreements -> Agreements -> Budget -> Expense Budget

BUDGET AVAILABILITY

Agreement Name: **AGREEMENT TEST 1 FOR 1/15/2014**
Task Order#: **DES-2014-040-T1**

All A Showing 1 to 1 of Total 1 Records

Project	Fund-Dept	Unit	Accounting Code	Amount
AMAND APTST 2 REV	0001-380(GENERAL FUND)	7601(GENERAL GOVERNMENT)	E003CSII-015	12.00

First page | Previous page | Next page | Last page

Filter

Show Clear Get Data Print XL Xport

Project:* --Select from here--
Site:* --Select from here--
Fund-Dept (Code):* --Select from here--
Unit (Code):* --Select from here--
Object Code: --Select from here--
Program Period:
ADV Doc#:*
Expense Amount:* (9999999999.99)

Program: --Select from here--
Fund-Dept (Description):* --Select from here--
Unit (Description):* --Select from here--
Sub-Object Code: --Select from here--
Accounting Code:* - --Select from here--

Total Amount:\$ 12.00 Amount Available:\$ 22.00

Back New Save Delete

Step 7: Create Invoices

An Invoice can be generated after a task order and expense budget is completed.

A. Invoices

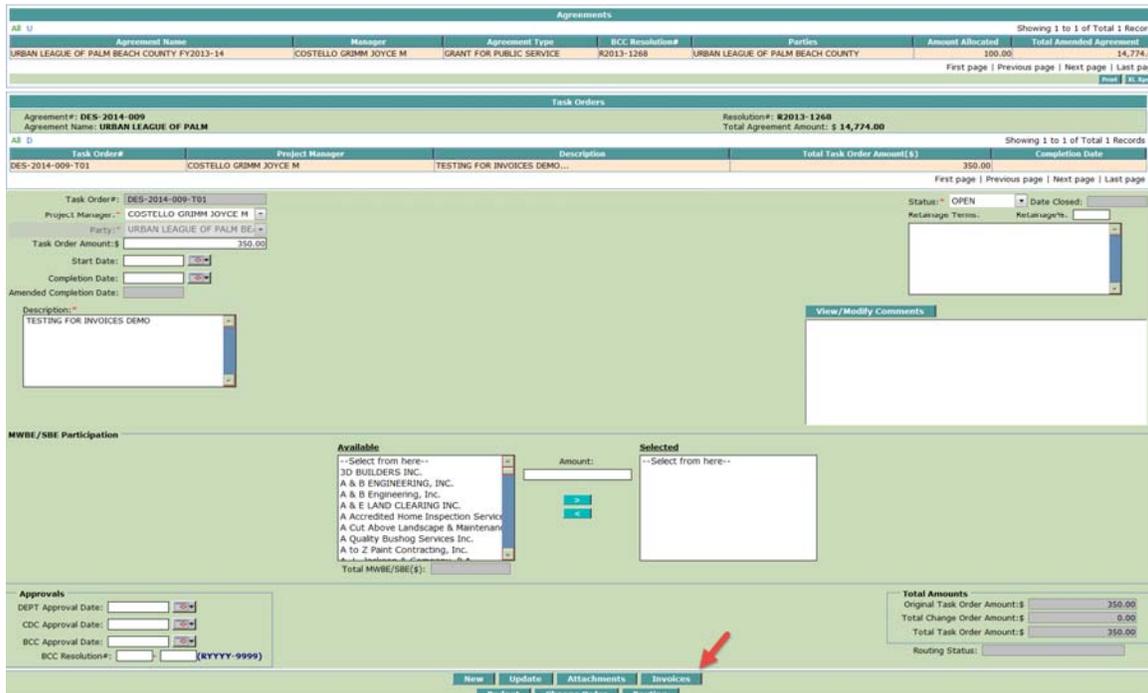
- i. Are related to a specific agreement.
- ii. Can have multiple task orders with the same contractor (“Party” field from the task order).

- B. An agreement can have multiple invoices.
- C. There can be multiple invoices for each task order.
- D. A task order can be marked as “Final” only once.

Select **Operations - > Projects & Agreements -> Task Orders ->** on the green toolbar at the top of the page. Enter data in all required/desired fields and click on **Search** button



Click on **Invoices** button



Click on the **Task Order** check box.

Invoices

Agreement Name: **URBAN LEAGUE OF PALM BEACH COUNTY FY2013-14** Agreement#: **DES-2014-009**
 Agreement Type: **GRANT FOR PUBLIC SERVICE** Total Agreement Amount: \$ **14,774.00**

All Showing 1 to 2 of Total 2 Records

Invoice#	Vendor Invoice#	Agreement Name	Contractor	Requested Amount (\$)	Approved Amount (\$)
DES-2014-009-INV002	1245696369856	URBAN LEAGUE OF PALM BEACH COUNTY FY2013-14	URBAN LEAGUE OF PALM BEACH COUNTY		
DES-2014-009-INV001	7845896589	URBAN LEAGUE OF PALM BEACH COUNTY FY2013-14	URBAN LEAGUE OF PALM BEACH COUNTY		

First page | Previous page | Next page | Last page

[Print](#) | [XL Xport](#)

Select Task Order(s):

Task Order#	Description	Contractor	Status	Amount(\$)
<input type="checkbox"/> DES-2014-009-T01	TESTING FOR INVOICES DEMO	URBAN LEAGUE OF PALM BEACH COUNTY	OPEN	350.00

[[Select All](#)] [[De-Select All](#)]

Invoice

Invoice Header

ECMS Invoice#: Received Date: *

Agreement Name: **URBAN LEAGUE OF PALM BEACH C** Amount:

Contractor: Invoice Status: **OPEN** Date Closed:

Vendor Invoice#: *

Invoice Details

Delete Record	Task Order#	Total Task Order Amount	Amount Previously Submitted to Finance	Task Order Balance	Amount Requested	Amount Approved	Retainage Withheld	Final Invoice

MWBE/SBE Payments

Task Order#	Subcontractors	Commitment	Previous Payment	Payment Amount	Balance	Payment Date

Date Invoice Complete:

Date Sent to Finance:

Reconciliation

Check Number:

Check Date:

Check Amount:

[Close](#) [New](#) [Save](#)

Click on **Add to Invoice** button

Invoices

Agreement Name: **URBAN LEAGUE OF PALM BEACH COUNTY FY2013-14** Agreement#: **DES-2014-009**
 Agreement Type: **GRANT FOR PUBLIC SERVICE** Total Agreement Amount: \$ **14,774.00**

All Showing 1 to 1 of Total 1 Records

Invoice#	Vendor Invoice#	Agreement Name	Contractor	Requested Amount (\$)	Approved Amount (\$)
DES-2014-009-INV001	7845896589	URBAN LEAGUE OF PALM BEACH COUNTY FY2013-14	URBAN LEAGUE OF PALM BEACH COUNTY		

First page | Previous page | Next page | Last page

[Print](#) | [XL Xport](#)

Select Task Order(s):

Task Order#	Description	Contractor	Status	Amount(\$)
<input checked="" type="checkbox"/> DES-2014-009-T01	TESTING FOR INVOICES DEMO	URBAN LEAGUE OF PALM BEACH COUNTY	OPEN	350.00

[[Select All](#)] [[De-Select All](#)] [Add To Invoice](#)

Invoice

Invoice Header

ECMS Invoice#: Received Date: *

Agreement Name: **URBAN LEAGUE OF PALM BEACH C** Amount:

Contractor: Invoice Status: **OPEN** Date Closed:

Vendor Invoice#: *

Invoice Details

Delete Record	Task Order#	Total Task Order Amount	Amount Previously Submitted to Finance	Task Order Balance	Amount Requested	Amount Approved	Retainage Withheld	Final Invoice

MWBE/SBE Payments

Task Order#	Subcontractors	Commitment	Previous Payment	Payment Amount	Balance	Payment Date

Date Invoice Complete:

Date Sent to Finance:

Reconciliation

Check Number:

Check Date:

Check Amount:

[Close](#) [New](#) [Save](#)

By clicking on the **Add To Invoice** button the invoice record moves to the Invoice details area of the screen.

Invoices								
Agreement Name: URBAN LEAGUE OF PALM BEACH COUNTY FY2013-14				Agreement#: DES-2014-009 Total Agreement Amount: \$ 14,774.00				
Agreement Type: GRANT FOR PUBLIC SERVICE								
All D						Showing 1 to 1 of Total 1 Records		
Invoice#	Vendor Invoice#	Agreement Name	Contractor	Requested Amount (\$)	Approved Amount (\$)			
DES-2014-009-INV001	7845896589	URBAN LEAGUE OF PALM BEACH COUNTY FY2013-14	URBAN LEAGUE OF PALM BEACH COUNTY					
First page Previous page Next page Last page								
Print XL Xport								
Select Task Order(s):								
Task Order# Description Contractor Status Amount(\$)								
[Select All] [De-Select All]								
Invoice								
Invoice Header								
ECMS Invoice#: <input type="text"/>			Received Date: * <input type="text"/> [PICK]					
Agreement Name: <input type="text"/>			Amount: <input type="text"/>					
Contractor: <input type="text"/>			Invoice Status: <input type="text"/> Date Closed: <input type="text"/>					
Vendor Invoice#: * <input type="text"/>								
Invoice Details								
Delete Record	Task Order#	Total Task Order Amount	Amount Previously Submitted to Finance	Task Order Balance	Amount Requested	Amount Approved	Retainage Withheld	Final Invoice
<input type="checkbox"/>	T01	350.00	0.00	350.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Remove From Invoice								
MWBE/SBE Payments								
Task Order# Subcontractors Commitment Previous Payment Payment Amount Balance Payment Date								
Date Invoice Complete: <input type="text"/> [PICK]								
Date Sent to Finance: <input type="text"/> [PICK]								
Reconciliation								
Check Number: <input type="text"/>								
Check Date: <input type="text"/>								
Check Amount: <input type="text"/>								
Close New Save								

Enter in the required information Vendor Invoice # and Received Date. The Invoice details information can be entered at this time. Click on **Save** button.

Invoices								
Agreement Name: URBAN LEAGUE OF PALM BEACH COUNTY FY2013-14				Agreement#: DES-2014-009 Total Agreement Amount: \$ 14,774.00				
Agreement Type: GRANT FOR PUBLIC SERVICE								
All D						Showing 1 to 2 of Total 2 Records		
Invoice#	Vendor Invoice#	Agreement Name	Contractor	Requested Amount (\$)	Approved Amount (\$)			
DES-2014-009-INV002	1245696369856	URBAN LEAGUE OF PALM BEACH COUNTY FY2013-14	URBAN LEAGUE OF PALM BEACH COUNTY					
DES-2014-009-INV001	7845896589	URBAN LEAGUE OF PALM BEACH COUNTY FY2013-14	URBAN LEAGUE OF PALM BEACH COUNTY					
First page Previous page Next page Last page								
Print XL Xport								
Select Task Order(s):								
Task Order# Description Contractor Status Amount(\$)								
[Select All] [De-Select All]								
Invoice								
Invoice Header								
ECMS Invoice#: <input type="text"/>			Received Date: * <input type="text"/> [PICK]					
Agreement Name: <input type="text"/>			Amount: <input type="text"/>					
Contractor: <input type="text"/>			Invoice Status: <input type="text"/> Date Closed: <input type="text"/>					
Vendor Invoice#: * <input type="text"/>								
Invoice Details								
Delete Record	Task Order#	Total Task Order Amount	Amount Previously Submitted to Finance	Task Order Balance	Amount Requested	Amount Approved	Retainage Withheld	Final Invoice
<input type="checkbox"/>	T01	350.00	0.00	350.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Remove From Invoice								
MWBE/SBE Payments								
Task Order# Subcontractors Commitment Previous Payment Payment Amount Balance Payment Date								
Date Invoice Complete: <input type="text"/> [PICK]								
Date Sent to Finance: <input type="text"/> [PICK]								
Reconciliation								
Check Number: <input type="text"/>								
Check Date: <input type="text"/>								
Check Amount: <input type="text"/>								
Close New Update Delete Attachments Print Routing Slip Print Blank Routing Slip Print								
Insert Successful								

To delete the invoice from the task, click on the **Delete Record** check box and click on the **Remove From Invoice** button

Invoices -- Webpage Dialog

Invoices

Agreement Name: **URBAN LEAGUE OF PALM BEACH COUNTY FY2013-14** Agreement#: **DES-2014-009**
 Agreement Type: **GRANT FOR PUBLIC SERVICE** Total Agreement Amount: \$ **14,774.00**

All D Showing 1 to 2 of Total 2 Records

Invoice#	Vendor Invoice#	Agreement Name	Contractor	Requested Amount (\$)	Approved Amount (\$)
DES-2014-009-INV002	1245696369856	URBAN LEAGUE OF PALM BEACH COUNTY FY2013-14	URBAN LEAGUE OF PALM BEACH COUNTY		
DES-2014-009-INV001	7845896589	URBAN LEAGUE OF PALM BEACH COUNTY FY2013-14	URBAN LEAGUE OF PALM BEACH COUNTY		

First page | Previous page | Next page | Last page

Print | Xl Export

Select Task Order(s):

Task Order#	Description	Contractor	Status	Amount(\$)
[Select All] [De-Select All]				

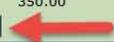
Invoice

Invoice Header

ECMS Invoice#: DES-2014-009-INV001 Received Date: 02/26/2015
 Agreement Name: URBAN LEAGUE OF PALM BEACH C Amount:
 Contractor: URBAN LEAGUE OF PALM BEACH C Invoice Status: OPEN Date Closed:
 Vendor Invoice#: 7845896589

Invoice Details

Delete Record	Task Order#	Total Task Order Amount	Amount Previously Submitted to Finance	Task Order Balance	Amount Requested	Amount Approved	Retainage Withheld	Final Invoice
<input checked="" type="checkbox"/>	T01	350.00	0.00	350.00				<input type="checkbox"/>

Remove From Invoice 

MWBE/SBE Payments

Task Order#	Subcontractors	Commitment	Previous Payment	Payment Amount	Balance	Payment Date

Date Invoice Complete:
 Date Sent to Finance:

Reconciliation

Check Number:
 Check Date:
 Check Amount:

Close New Update Delete Attachments Print Routing Slip Print Blank Routing Slip Print

7.1 Reconciled Invoice

Invoices can be accessed via an expense agreement by clicking the “Invoices” button. Clicking the button will open a popup window that contains the invoices for the corresponding agreement.

The screenshot displays the Enterprise Contract Management System interface. At the top, it says "Enterprise Contract Management System" and "Welcome ADAMCZYK KIM DEPARTMENT OF ECONOMIC SUJ". Below this, there are navigation tabs for "OPERATIONS", "REPORTS", and "SYSTEM ADMINISTRATION". The main menu includes "Projects & Agreements" and "Agreements". A search bar is present with a "Search" button and a "New" button. The search criteria are set to "Agreement Type = CONTRACT FOR OTHER SERVICES".

A table lists several agreements:

Agreement Name	Manager	Agreement Type	BCC Resolution#	Parties	Amount Allocated	Total Amended Agreement
BELLE GLADE, CITY OF FY 2013-14	MILLER ELIZABETH J	CONTRACT FOR OTHER SERVICES	R2013-1649	BELLE GLADE, CITY OF	0.00	135,071.00
BELLE GLADE, CITY OF FY 14-15	MILLER ELIZABETH J	CONTRACT FOR OTHER SERVICES	R2014-1464	BELLE GLADE, CITY OF	0.00	135,071.00
BELLE GLADE, CITY OF FY 2013-2014	CLARKE CLEMENT C	CONTRACT FOR OTHER SERVICES	R2014-0800	BELLE GLADE, CITY OF	0.00	33,171.00
PAHOKEE, CITY OF FY 14-15	CLARKE CLEMENT C	CONTRACT FOR OTHER SERVICES	R2014-1465	PAHOKEE, CITY OF	0.00	48,132.00
PAHOKEE, CITY OF FY 2013-14	CLARKE CLEMENT C	CONTRACT FOR OTHER SERVICES	R2013-1651	PAHOKEE, CITY OF	0.00	48,132.00

The detailed view of the agreement "PAHOKEE, CITY OF FY 14-15" shows the following information:

- Manager: CLARKE CLEMENT C
- Agreement Type: CONTRACT FOR OTHER SERVICES
- Agreement #: 005-2014-069
- Status: OPEN
- Party: PAHOKEE, CITY OF - (SUBRECIPIENT)
- Description: 211 PALM BEACH TREASURE COAST ADOPT A FAMILY OF THE PALM BEACH AID TO VICTIMS OF DOMESTIC ABUSE BELLE GLADE HOUSING AUTHORITY BELLE GLADE, CITY OF BLACK BUSINESS INVESTMENT COR BOARD OF COUNTY COMMISSIONERS BOCA RATON HOUSING AUTHORITY
- Effective Date: 10/01/2014
- End Date: 09/30/2015
- Amounts: Original Agreement Amount: \$ 48,132.00; Total Amended: \$ 48,132.00; Total Unallocated Agreement Balance: \$ 48,132.00
- BCC Resolution#: R2014 1465 (RYYYY-9999)
- Routing Status: SCHEDULE COMPLETED
- Comments: Fiscal

At the bottom of the interface, there is a navigation bar with buttons for "New", "Update", "Delete", "Attachments", "Amendments", "Requirements", "Task Orders", and "Invoices". A red arrow points to the "Invoices" button.

A. Reconciled invoice:

- Will have its “Invoice Status” automatically set to “Closed”.
- Will set the task order’s “Status” field to “Closed” for all task orders that have the “Final Invoice” field checked.
- Cannot be deleted.
- Can only have the “Final Invoice”, “Check#”, “Check Date”, and “Check Amount” fields changed, all other fields will be “locked”.
- Can be unreconciled by removing the data from the “Check Number”, “Check Date”, and “Check Amount” fields.
- Unreconciling an invoice will set its “Invoice Status” automatically to “Approved”, but will not change the task order’s “Status” field for task orders that have the “Final Invoice” field checked.

7.2 Print Invoice

Click on **Print Routing Slip** button and then click the **Print** button to print the Invoice.

Invoices									
Agreement Name: BELLE GLADE, CITY OF FY 2013-2014 Agreement Type: CONTRACT FOR OTHER SERVICES					Agreement#: DES-2014-072 Total Agreement Amount: \$ 33,171.00				
Showing 1 to 1 of Total 1 Records									
Invoice#	Vendor Invoice#	Agreement Name	Contractor	Requested Amount(\$)	Approved Amount(\$)				
DES-2014-072-INV001	125689565566223365522285	BELLE GLADE, CITY OF FY 2013-2014	BELLE GLADE, CITY OF						
First page Previous page Next page Last page									
Select Task Order(s): Task Order# Description Contractor Status Amount(\$) <input type="button" value="Select All"/> <input type="button" value="De-Select All"/>									
Invoice									
Invoice Header									
ECMS Invoice#: DES-2014-072-INV001		Received Date: 03/06/2015							
Agreement Name: BELLE GLADE, CITY OF FY 2013-2014		Amount:							
Contractor: BELLE GLADE, CITY OF		Invoice Status: OPEN			Date Closed:				
Vendor Invoice#: 125689565566223365522285									
Invoice Details									
Delete Record	Task Order#	Total Task Order Amount	Amount Previously Submitted to Finance	Task Order Balance	Amount Requested	Amount Approved	Retainage Withheld	Final Invoice	
<input type="checkbox"/>	T01	123.00	0.00	123.00				<input type="checkbox"/>	
<input type="button" value="Remove From Invoices"/>									
MWBE/SBE Payments									
Task Order#	Subcontractors	Commitment	Previous Payment	Payment Amount	Balance	Payment Date			
Date Invoice Complete: <input type="text"/>									
Date Sent to Finance: <input type="text"/>									
Reconciliation									
Check Number: <input type="text"/>									
Check Date: <input type="text"/>									
Check Amount: <input type="text"/>									
<input type="button" value="Close"/> <input type="button" value="New"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Attachments"/> <input type="button" value="Print Routing Slip"/> <input type="button" value="Print Blank Routing Slip"/> <input type="button" value="Print"/>									
Insert Successful									
Palm Beach County Department of Environmental Resources Management Contract Payment Request Review/Approval									
Contractor: BELLE GLADE, CITY OF		Date: 3/6/2015							
Contract Name: BELLE GLADE, CITY OF FY 2013-2014		ECMS Invoice#: DES-2014-072-INV001							
BCC Resolution#: R2014-0820		Vendor Invoice#: 125689565566223365522285							
Project: SOUTH BAY VILLAS		Amount: \$50.00							
Type of Contract: CONTRACT FOR OTHER SERVICES		Final Invoice? Y N							
Eligible for Grant Reimbursement? Y N									
Review Comments:									
<hr/>									
Approvals:					Date Invoice Complete: _____				
Project Manager, CLARKE _____ Date _____					Approved Amount: \$ _____				
Supervisor _____ Date _____					Advantage KPO#: 1255-256-2569636956895555555				
Contract Manager, CLARKE _____ Date _____									
Contract Review _____ Date _____									
Engineering _____ Date _____									
Division Director _____ Date _____									
Return to FSS									
<input type="button" value="Close"/> <input type="button" value="Print"/>									

Click on **Print Blank Routing Slip** button to print a blank Invoice.

Palm Beach County Department of Environmental Resources Management
Contract Payment Request Review/Approval

Contractor:	_____	Date:	_____
Contract Name:	_____	ECMS Invoice#:	_____
BCC Resolution#:	_____	Vendor Invoice#:	_____
Project:	_____	Amount:	\$ _____
Type of Contract:	_____		

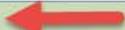
Final Invoice? Y N
Eligible for Grant Reimbursement? Y N

Review Comments:

Approvals:	
Project Manager _____	Date _____
Supervisor _____	Date _____
Contract Manager _____	Date _____
Contract Review _____	Date _____
Engineering _____	Date _____
Division Director _____	Date _____
_____	Date _____

Return to FSS

Date Invoice Complete: _____
Approved Amount: \$ _____
Advantage KPO#: _____

Close Print 

Step 8: Create Reimbursement

When a Department receives a grant or an agreed funding source for a project, either periodically through the life of the project, or at the end, the department sends the grantor a bill. At the same time staff will add a reimbursement which creates a place for the receipt of money. A reimbursement always relates to a revenue agreement.

Select **Operations -> Revenue -> Maintain Receivables -> Reimbursements -> Add Reimbursements** on the green toolbar at the top of the page. Enter data in all the required/desired fields, and click on **Save** button.

OPERATIONS ▾ REPORTS ▾ SYSTEM ADMINISTRATION ▾ HELP ▾

Operations -> Revenue -> Maintain Receivable -> Reimbursement -> Add Reimbursement

Add Reimbursement

Agreement Section

Agreement: * AMANDA REV TEST 1 - DES-2014-010

Project Allocation: * --Select from here-- ▾

Party Name: * 211 Palm Beach Treasure Coast ▾

Project Manager: * Kim Adamczyk ▾

Description:

Reimbursement #: RR-2014-015 Reimbursement Line #:

Receivable Status: * OPEN ▾ Date Closed:

Fund/BSA/SBSA/JV RE#:

Staff Time:

Comment:

Account Details

Fund-Dept (Code): Fund-Dept (Description):

Unit (Code): Unit (Description):

Revenue Source (Code): Revenue Source (Description):

Sub-Revenue Source (Code): Sub-Revenue Source (Description):

Account Program (Code): Account Program (Description):

Account Program Period (Code): Account Program Period (Description):

Accounting Code: Revenue Activity: --Select from here-- ▾

Amount: * Amount Paid: Balance Due:

Received by Finance:

Step 9: Create Receipt

When Revenue is received, a Receipt is issued.

Select **Operations - > Revenue -> Receipt -> Add New Receipt** on the green toolbar at the top of the page. Enter data in all required/desired fields and click on **Save** button. **Note:** An agreement must be selected when doing a receipt for a reimbursement.

OPERATIONS - REPORTS - SYSTEM ADMINISTRATION - HELP -
Operations -> Revenue -> Receipts -> Add New Receipt

Add New Receipt

Receipt Header

Revenue Category:* --Select from here--
Revenue Element:*
Received From:*
Received By:* Kim Adamczyk

Receipt #:*
Receipt Date:* 1/21/2014 Status:
Comments:

Select Payment Type **Check Details**

Check Cash
Check #:*
Check Date:*

Save **New Receipt**

Click on the **Print** button to print the Receipt.

-- Webpage Dialog

**PALM BEACH COUNTY
DEPARTMENT OF
COMMUNITY SERVICES**

REVENUE RECEIPT

RECEIPT #: CSD-RCPT-2013-0001
DATE: 5/17/2013 1:26:04PM

RECEIVED FROM: FLORIDA DEPT OF ENVIRONMENTAL PROTECTION
CHECK#/CASH: CHECK #5214
AMOUNT: 500,000.00

ITEM	DETAIL	AMOUNT PAID
REIMBURSEMENT 123/852/965	CYPRESS CREEK AQUISITION REVENUE AGMT. - CS	500,000.00
TOTAL RECEIVED:		500,000.00

Step 10: Create Transmittal

Under this option Receipts are packaged together in a group, and sent to PBC Finance for their approval.

Select **Operations -> Revenue -> Transmittal -> Create Transmittal** on the green toolbar at the top of the page.

Operations -> Revenue -> Transmittal -> Create Transmittals

Revenue Transmittals				
Select	Receipt#	Receipt Date	Amount(\$)	
<input checked="" type="checkbox"/>	CSD-RCPT-2013-0001	05/17/2013	500000.00	
<input checked="" type="checkbox"/>	ERM-RCPT-2012-0001	10/02/2012	2435345.00	
<input checked="" type="checkbox"/>	ERM-RCPT-2012-0002	10/03/2012	345.00	
<input type="checkbox"/>	ERM-RCPT-2012-0005	10/10/2012	1233.00	
<input type="checkbox"/>	ERM-RCPT-2012-0006	11/07/2012	750000.00	
<input type="checkbox"/>	ERM-RCPT-2012-0008	11/15/2012	2500.00	
<input type="checkbox"/>	ERM-RCPT-2012-0009	11/29/2012	8679.00	
<input type="checkbox"/>	ERM-RCPT-2012-0010	11/30/2012	8000000.00	
<input type="checkbox"/>	ERM-RCPT-2012-0011	12/03/2012	88.00	

[Select All] [De-Select All] Select with Date:

Prepared Date: * 05/17/2013

Prepared By: Sailaja Kambhatla

Select check boxes by the receipts, Click **Test Transmittal Package** button to check the package for any inaccuracies.

Click on the **Final Transmittal Package** button to open receipts' details in PDF format & print a copy of the Transmittal package.

FINAL Transmittal -- Webpage Dialog



PALM BEACH COUNTY
DEPOSIT AND TRANSMITTAL FORM

DATE: 05/17/2013
DOC DESC: RT-2013-0006-2

DEPARTMENT: COMMUNITY SERVICES

Name of Person who made the depository or who transmitted funds to Finance: Sailaja Kambhata

Transmittal Reviewed by: _____

The following account categories should be credited: _____ AMS Document ID

Receipt Number	Check No. or Cash	Description of Receipts	Dept/ Fund	Unit/ BSA	Rsrc Code	Program Code/ Period	Task/ subtask/ Task Order	Amount
REIMBURSEMENT								
2013-0001	5214	CYPRESS CREEK AQUISITION REVENUE AGMT. - CSD-2013-004	03-105-FF3	CONTRACT# 04-CT-2M-02-F2-J1	123/852/065			500,000.00
REIMBURSEMENT								500,000.00
TOTAL DEPOSIT								500,000.00

* The above amount was received by the Finance Dept. of Palm Beach County and

Comments: _____



Note: Clicking Final Transmittal Package button will remove all elected/package receipts from the Create Transmittal screen.