Enterprise Contract Management System





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 <u>http://pbc/ecmsportal/</u> 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							
			Save Canc	1				
Group by:	Requirement Type	*						
Kim Ad Title	Kim Adamczyk You have the following Requirements/Reports due. Title Project Due Date* Site Page Link Attachment Skip Agreement Monitoring Report							
DES-20	14-005 - AMES & APPRAISAL	SERVICES	1/13/201	4	DATA LINK		Browse VII	w 🗉
E DES-20 FLORID	14-002 - AFFORDABLE HOUS A, INC.	NG SOLUTIONS FOR	1/14/201	4	DATA LINK		Browse VII	

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.

100	Enterprise Contract	Management System	Welcome ADAMCZYK KIM DEPARTMENT OF ECONOMIC SU	Hense (PBC Intraset) PBC Interact (W	and south
OPERATIONS . REPORTS .	SYSTEM ADMINISTRATION +				
Projects & Agreements -> P	rojects				
Search	Like			A4	id i
			Search		

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.

Neg	Ente	rprise Contra	ct Mana	gement System		Welcome ADA3	MCZYK KIM DEPAR	MENT OF ECONOMIC SU	Honey PBC her	naet PBC Infernet We	k yeal)
OPERATIONS . REPORTS	SYSTEM AD	MINISTRATION +									
Projects & Agreements ->	Agreements										
Search	•	Like								Add	
	100102				Search						- 1

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.

al and a	250%			Home PBC Intranet PBC Internet Webs
may 1	Enterprise Contract Manager	nent System	Welcome ADAMCZYK KIM DEPARTMEN	T OF ECONOMIC SU: .
OPERATIONS - REPORT	5 - SYSTEM ADMINISTRATION -	Agreements		
		No Records Found	<u>1</u>	
Agreement Name:*				
Manager:*Se	lect from here			
Agreement Type:" GRA	NT FOR ECONOMIC DEVELOPMENT			Expense/Revenue: @ Expense @ Revenue @ Other
Agreement #:* DES	+2015-001		Parent	Succession Constant
Children Children	14 121:			
Party:* AvailableSelect fr 211 PALM ADD T A ADD T A AD T O V BELLE G, BELLE G, BLACK B BOARD C	INTERCORE TANL TOM INTER- BEACH TREASURE COAST AVAILY OF THE PAUM BEAC TENSO DT ONESTIC ABUS ADE INOUSING AUTHORITY Select from here- JSINESS INVESTIGNER COUNTY COMBESSIONER COUNTY COMBESSIONER	Selected Select from here		
Description:	elegation on File	CDC#:	End Date:	
Amounts				
Original Agreem Total Amender Total Task (Total Unallocated Agreem	wint Amount:\$ (999999999.99) Total Am d Agreement:\$ Last Am >rider Amount:\$ 58 ent Balance:\$ 58	endments:\$ ended Date: E/MWBE(%):		Total MWBE(%):
Grant Info				
Grant Type: Amount Requested: Other#:	Select from here CFDA#: CSFA#: CSFA#:			County Match Original Total Dollars:
BCC Approvals	set			BCC Resolution#: (RYYYY-9999)
other terrorist				
Agency(s): Availa	ble Cute Cute	sted alect from here		
Routing Status:				
Comments				
Fis	ical		View/Modify Co	mments
		New Save		
		1	X	

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 & Agreeme	nts -> Amendments				
		Amendments			
Agreement Name: TEST Agreement Type: EXPENSE		Agreement#: D End Date:	ES-2014-035	Resolution#: Effective Date:	
	No	Records Found!			
Amendment#:	Amendment Manager:*	Amanda Burke	 Total Agreeme 	nt Amount:\$	0.00
Description				Selected Party	
			211 PALM BE (CONTRACTOR	ACH TREASURE COA	ST -
Amounts				County Match	
Amended Amount:\$	+ 🔻 (999	99999999.99)	Dollars		0000000000000
Total Amended Amount:\$	0.00	Inki	nd Service:	(9	999999999999999999999999999999999999999
Approvals & Dates					
Submittal Date:		BC	C Meeting Date:		
Amended Date:		Departmen	t Approval Date:		
CDC Approval Date:]	Rece	vived/Filed Date:		
BCC Approval Date:		В	CC Resolution#:		YYY-9999)
	Back	New Save			
		Î			

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.

	Requirements				
	No Records Found!				
Requirement Category:* Requirement Type:* Submitted By:* Assignee:* Responsible Party:* Agreement#:* Agreement Name:* Project Name: Site: Program: Title:*	AGREEMENT Select from here ADAMCZYK KIMSelect from hereSelect from here ERM-2011-022 TESTING ALLOCATIONS ANSelect from hereSelect from here	Alternate Assignee: Available Available Selected Select from here ABBOTT AARON ACKERMAN ELEANOR N ADAMCZYK KIM ADEN JULIA B -Select from here ALGER KELLY ALTHOFF DAWN ALTHOFF DAWN Email Notification: Display in Portal Inbox Yes Portal Lead Time (Days):* If Portal & Email Lead Time are 0, the items will be sent immediately Scheduling: Start Date: Start Date: Image: Recurrence: Ima			
		Î			

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.

									_
Operations -> Projects & Ag	Operations -> Projects & Agreements -> Agreements -> Budget -> Revenue Budget								
	Budget Allocation								
	Agreement Name:	TEST IT	EM FOR AMANDA 1-1	5-201	4				
All A						Sho	wing 1 to 1	of Total 1 Recor	ds
Project	Fund-Dept		Unit	Ac	counting	Code	Alloc	ated Amount	
AMANDA PTST 10 REV	1106-143(DRI-2 AND DRI-4)		1421(DRI-2)	C012/0	DMUI/N01			500.	00
				Fin	st page F	Previous	page Next	page Last pa	ge
Filter									
Show Clear Get Data								Print XL Xpo	t
Project:*	Select from here	•		Staff T	ime: No	•	Fiscal Year:	(YYY)	()
Site:*	Select from here	-	Pro	gram:					
Fund-Dept (Code):*	Select from here	-	Fund-Dept (Descrip	ption):	Select	from he	re		-
Unit (Code):*s	Select from here	-	Unit (Descrip	ption):	Select	from he	re		-
Revenue Source:	Select from here	-	Sub-Revenue S	ource:	Select	from he	re		-
Account Program:	Select from here	-	Accounting	Code:	11				
Account Program Period:	Select from here	-	ADV I	Doc#:					
Allocated Amount:\$*			Total Amount:\$ 5	500.00		Amount	Available:\$	49,500.00	
	(99999999999	9)							
	Ba	ack	New Save						
			↑						
			I						

Step 4: Create an Expense Agreement

Expense agreement is an agreement with a party that uses funds from PBC budget on a project.



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

Nov.	Enterprise Contract Management System	Insue (FBC Internet (FBC Internet) Wolward Welcome ADAMCZYK KIM DEPARTMENT OF ECONOMIC 52 *
OPERATIONS - REPORTS -	SYSTEM ADMINISTRATION +	
Projects & Agreements -> A	greements	
Search	• Like •	bbA

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	1!	
Agroomont No				
Agreement Na	anie.			
Mana	ager: Select from here	· ·		
Agreement T	Type:*Select from here	•	Expense/Revenue: O Expens	e 🔿 Revenue 🔿 Other
Agreeme	nt #:* DES -2014-041		Parent Agreement:	
Sta	atus:* OPEN		SELE	CT VIEW REMOVE
			A	
Dorthy *			Agreement Party Contacts	
Party.	Available PARTY CODE TABLE			
	211 Palm Reach Treasure Coast		Select from here	
	Adopt A Family of the Palm Beache			
	Affordable Housing Solutions for Fl	Role:		
	Aid to Victims of Domestic Abuse,	Select from here		
	Alan Gerwig & Associates			
	BAE Systems			
	Belle Glade Housing Authority			
	· · · · · · · · · · · · · · · · · · ·			
Γ		-		
Description:				
Description.				
- · ·			_	
Departmer	nt Director Delegation on File	CDC#:		
Amounts				
Orig	ginal Agreement Amount:\$	(99999999999)	Total Amendments:\$	
To	tal Amended Agreement:\$		Last Amended Date:	
г	Total Task Order Amount:\$ Total Bu	dget Allocation Amount:\$	SBE/MWBE(%):	
Total Unalloca	ated Agreement Balance:\$			-
				Total MWBE(%):
Grant Info -				
Gran	Type:Select from bere	CEDA#:	County Ma	atch
Amount Reg	uested:	CSEA#:	Original	Total
Amoune recep	Other#:	C31 A#1	Dollars:	
	Julei #.		Inkind Service:	
BCC Approva	als			
Date:			BCC Resolution#:	(RYYYY-9999)
Agonov(c)	vais Available	Ealact	tod.	
Agency(s)	Select from bergar	Date - Sel	act from here	
	211 Palm Beach Treasure Coast		ect from here	
	Belle Glade Housing Authority			
	Boca Raton Housing Authority			
	CSBT Enterprises Group, Inc.			
	Coalition for Independent Living Op Community Land Trust of Balm Roa			
	Credability			
	FLORIDA CONFERENCE ASSOCIATI	-		
	· · · ·			
Routing Statu	IS:			
Comments				
	Fiscal		Contract	Mgr/Div.Dir
L				
		New Save	1	

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 ORDE	R				
A Agree	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	Т	ask Order Amount: \$	(99999999999)			
Project Manager:*	Select from here 🔻		Party:*	Aid to Victims of Domestic Al 👻			
Start Date:			Completion Date:				
		Amend	ed Completion Date:				
Retainage %:			Retainage Terms:				
Description:			Comments:				
 SBE Participation – 	Available			Selected			
	Select from here A & Associates, Inc. A & B Engineering, Inc. A Accredited Home Inspection A Court Reporting Service, INC A Cut Above Landscape & Maii A Quality Bushog Services Inc. A Superior Pavers Inc. A to Z Paint Contracting, Inc. A-1 Paint Inc. of Palm Beach	e Amoi	unt:	Select from here			
Total MWBE/SBE	(\$):		Total MWBE/SBE(%):			
Approved By Dep Approved	artment (Date): By CDC (Date):		Orginal Task Total Change	Order Amount(\$):			
Approve	ed By BCC Date:	9999)	Total Task	Order Amount(\$):			
Attachment:	Browse View	Routing	Status:				
	Close New	/ Save Delete	e Budget Change	Order			
		Ī					

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
	1
	CHANGE ORDER
All D	Showing 1 to 1 of Total 1 Records
Change Order# Des	escription 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:\$ + • (99999	999999.99) Change Order Dt Extension:
Description:	Comments:
SRE Participation	
Available	Selected
Select from here	Select from here
A & Associates, Inc. A & B Engineering, Inc.	Amount:
A Accredited Home Inspection 9 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	
Total SBE:\$ 45.00	Total SBE:% 11.25
Approvals	
Approved By Department	- Total Amounts
(Date):	Orginal Task Order Amount(\$):
Approved By CDC(Date).	Total Change Order Amount(\$):
Approved By BCC Date:	Total Task Order Amount(\$):
BCC Resolution #: 9999)	YYYY-
	Browse
Attachment: Product backlog item 7760.docx	cx 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							
			Ĩ							
			•							
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	2 REV 0001-380(GENERAL	L FUND) 7601(GENERAL	GOVERNMENT) E003CSII-015 12.00							
Filter			First page Previous page Next page Last page							
Show Cle	ear Get Data		Print XL Xport							
Project:*	Select from here	•								
Site:*	Select from here	Program:	Select from here							
Fund-Dept	Colort from horo	Fund-Dept	Colort from hore							
(Code): *	Select from here	(Description):*	Select from here							
Unit (Code):*	Select from here	Unit (Description):*	Select from here							
Object Code:	Select from here	 Sub-Object Code: 	Select from here							
Program		Accounting Code:*	Select from here							
ADV Doc#:*										
Expense		7-1-1 (Amount							
Amount:\$*	(999999	199999.99) Total Amount:\$	12.00 Available:\$ 22.00							
	В	Back New Sav	e Delete							
			1							

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

OPERATIONS +	REPORTS -	SYSTEM AL	OMINISTRATION	N +				
Projects & Agre	ements -> Ta	ask Orders						
Search								_
Agreemen	t#	-	=	-	DES-2014-009			
						_	Search	

Click on **Invoices** button

			Ac	prenments				
AE U								Showing 1 to 1 of Total 1 Recor
Agreement	I Name	Hatager	Agreement Type	BCC Resolution	Par	ties	Amount Allocated	Total Amended Agreement
URBAN LEAGUE OF PALM BEACH COU	NTY FY2013-14	COSTELLO GRIMM JOYCE M	GRANT FOR PUBLIC SERVICE	R2013-1268	URBAN LEAGUE OF PALM B	EACH COUNTY	100.00	14,774,
							First page Pre	vious page Next page Last page
								Post No. 1
			10	a Orders				
Arramenta: DES-2014-009					Deschation #: #201	1.1260		
Agreement Name: URBAN LEAGU	JE OF PALM				Total Agreement Ar	mount: \$ 14,774.00		
All D							s	howing 1 to 1 of Total 1 Records
Task Order#	P	reject Manager	D	escription	1.1	Total Task Order Amount(\$1	Completion Date
DES-2014-009-T01	COSTELLO GRIMM JOYC	EM	TESTING FOR INVOICES DEMO				350.00	
							First page Previo	us page Next page Last page
Task Order#: DES-20	14-009-TD1					24	CODEN.	Party Cheved
COLT	LO COMMINISTICS						Status: OFCIN	- Date Closed:
Project manager. COULT							within the second se	Ketanagere.
Party:" ORBAN	LEAGUE OF PALM BEL*							
Task Order Amount:\$	350.00							
Start Date:	-0-							
Completion Date:								
Amended Completion Date:								
Antenard Compression Date.						-		
Description:*						View/Modify Comme	nts	
TESTING FOR INVOICES DEMO								
10	-							
MWBE/SBE Participation								
		Axailable		Selected				
		Select from here-	- A	nount:Select f	from here			
		3D BUILDERS INC.						
		A & B Engineering	ay DRUs					
		A & E LAND CLEAR	ING INC.	2				
		A Accredited Home	Inspection Service	<				
		A Cut Above Lands	cape & Maintenand					
		A Quality Bushog S	ervices Inc.					
		A to Z Paint Contra	cting, Inc.					
		Total MWBE/SBE(\$):						
Approvals						Te	otal Amounts	
DEPT Approval Date:	0.0						tel Change Order Amoun	350.00
CDC Approval Date:	(6)*					10	Tatal Task Order Amoun	0.00
BCC Approval Date:	0.						TOTAL TASK OFDER AMOUN	350.00
BCC Resolution#:	(87777-9999)						Routing Status:	
			New Update	Attachments Invoice	us -			
			Budent Char	on Defer Routing				

Click on the Task Order check box.

				Invoice	15				
Agreement Name 14 Agreement Type	: URBAN LEAGU	E OF PALM BEA	ACH COUNTY FY201	13-		Agreement#: DES-2 Total Agreement Am	2014-009 Nount: \$ 14,774.	00	
All D							Showing 1	to 2 of To	otal 2 Records
Invoice#	Vendor Invoice#	4	Agreement Name		Co	ntractor	Requested Amo (\$)	unt Appr	oved Amount (\$)
DES-2014-009- INV002	1245696369856	URBAN LEAGUE FY2013-14	OF PALM BEACH CO	UNTY	URBAN LEAGUE COUNTY	OF PALM BEACH			
DES-2014-009- INV001	7845896589	URBAN LEAGUE FY2013-14	OF PALM BEACH CO	OUNTY	URBAN LEAGUE COUNTY	OF PALM BEACH			
						First page	Previous page	Next pag	je Last page
									Print XL Xport
Select Task Order(Task Or DES-2014-009 [Select All] [De-Select	s): rder# -T01 TES rct All]	Des TING FOR INVOI	cription ICES DEMO	URBAN	LEAGUE OF PAI	Contractor LM BEACH COUNTY	с	Status PEN	Amount(\$) 350.00
				Invoic	e				
Invoice Header ECMS Invoice#: Agreement Name: Contractor: Vendor Invoice#:*	URBAN LEAGUE OF	F PALM BEACH (Rece	ived Date:* Amount: oice Status: OPEN	Date	Closed: [
Invoice Details Delete Task Record Order#	<u>Total Task</u> Amou	<u>c Order</u> nt	Amount Previous Submitted to Fina	<u>sly</u> nce	<u>Task Order</u> <u>Balance</u>	<u>Amount</u> <u>Requested</u>	Amount F Approved	Retainage Withheld	<u>Final</u> Invoice
MWBE/SBE Payme Task Order#	Subcontract	tors <u>Co</u>	mmitment E	Previous Pa	ayment	Payment Amount	Balance	Payr	nent Date
Date Invoice Comple Date Sent to Finar	te:								
Reconciliation Check Number: Check Date: Check Amount:				1					
			Close	New	Save				

Click on Add to Invoice button

Invoices Webpage Di	alog								Σ
			1	Invoice	5				
Agreement Name 14 Agreement Type:	GRANT FOR PU	IE OF PALM BEAG	CH COUNTY FY2013-			Agreement#: DES -2 Total Agreement Am	2014-009 nount: \$ 14,774	.00	
All D							Showing	1 to 1 of T	otal 1 Records
Invoice#	Vendor Invoice#	Ag	reement Name		Coi	ntractor	Requested Amo (\$)	ount App	roved Amount (\$)
DES-2014-009- INV001	7845896589	URBAN LEAGUE O FY2013-14	OF PALM BEACH COUN	TY U	URBAN LEAGUE	OF PALM BEACH			
						First page	Previous page	Next pa	ge Last page
									Print: AL Aport
Select Task Order(Task Or DES-2014-009- [Select All] [De-Sele	s): der# T01 TES ct All] Add To	Desc STING FOR INVOIC Invoice	ription ES DEMO	URBAN	LEAGUE OF PAL	Contractor LM BEACH COUNTY		Status OPEN	Amount(\$) 350.00
				Invoice					
Invoice Header ECMS Invoice#: [Agreement Name:] Contractor: Vendor Invoice#:* [JRBAN LEAGUE C	of Palm Beach C]]]		Recei	Amount:	Dat	e Closed:	
Invoice Details <u>Delete Task</u> <u>Record Order#</u>	<u>Total Tas</u> <u>Amo</u> i	<u>k Order</u> unt	Amount Previously Submitted to Finance	2	<u>Task Order</u> <u>Balance</u>	<u>Amount</u> <u>Requested</u>	Amount Approved	<u>Retainage</u> <u>Withheld</u>	<u>Final</u> Invoice
MWBE/SBE Payme Task Order#	nts Subcontrac	tors <u>Con</u>	nmitment <u>Prev</u>	vious Pa	<u>yment</u>	Payment Amount	Balance	Pay	ment Date
Date Invoice Complet Date Sent to Finan	te:								
Reconciliation Check Number: Check Date: Check Amount:			olaan						
			Close	New	Save				

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

		Invoic	es				
Agreement Name: URBAN LEAG 14 Agreement Type: GRANT FOR P	UE OF PALM BEACH COUNTY F	Y2013-	Agreement#: DES-2014-009 Total Agreement Amount: \$ 14,774.00				
All D					Showing 1 to	1 of Total 1 Records	
Invoice# Vendor Invoice#	Agreement Name	e	Contra	actor	Requested Amount (\$)	Approved Amount (\$)	
DES-2014-009- INV001 7845896589	URBAN LEAGUE OF PALM BEAC FY2013-14	H COUNTY	URBAN LEAGUE OF COUNTY	PALM BEACH			
				First page	Previous page Ne	ext page Last page	
Select Task Order(s):	Description		Contractor	Status		(the sport	
[Select All] [De-Select All]	Description		contractor	Status	·	(inounc(\$)	
		Invoid	e				
Invoice Header ECMS Invoice#: Agreement Name: URBAN LEAGUE Contractor: URBAN LEAGUE Vendor Invoice#: Invoice Details Delete Task Record Order# Amount Total Task Orde Record Order# 350. Remove From Invoice	DF PALM BEACH C OF PALM BEACH C OF PALM BEACH C Submitted to Finance 00 0.00	ask Order Balance 350.00	Receiver Invoice Amount Requested	d Date:* Amount: e Status: OPEN Amount Approved	Date Ck	nage Final held Invoice	
MWBE/SBE Payments Task Order# Subcontra	<u>ctors</u> <u>Commitment</u>	Previous P	<u>ayment</u>	Payment Amount	Balance	Payment Date	
Date Invoice Complete: Date Sent to Finance:							
Reconciliation Check Number: Check Date: Check Amount:		oco 🚺 Now	Savo				

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

			Invoice					
Agreement Name 14	: URBAN LEAGU	OF PALM BEACH COUNT	Y FY2013-	Agreement#: DES-2014-009 Total Agreement Amount: \$ 14,774.00				
Agreement Type	GRANT FOR PU	BLIC SERVICE						
All D						Showing 1 to	2 of Total 2	Records
Invoice#	Vendor Invoice#	Agreement N	lame	Contr	ractor	Requested Amount (\$)	Approved A (\$)	Amount
DES-2014-009- NV002	1245696369856	URBAN LEAGUE OF PALM B FY2013-14	EACH COUNTY	URBAN LEAGUE OF	F PALM BEACH			
DES-2014-009- NV001	7845896589	URBAN LEAGUE OF PALM BEACH COUNTY		URBAN LEAGUE OI COUNTY	F PALM BEACH			
			First page	Previous page N	ext page La	st page		
							Print	XL Xport
Select Task Order(Task C Select All] [De-Sele	s): Drder# act All]	Description		Contractor	Statu	s .	Amount(\$)	
			Invoic	e				
ECMS Invoice#: Agreement Name: Contractor: (endor Invoice#:* [DES-2014-009-I URBAN LEAGUE OF URBAN LEAGUE C 1245696369856	NV002 F PALM BEACH C PF PALM BEACH C		Receive	ed Date:* 02/26/2 Amount: e Status: 0PEN	2015 💌 🗸	osed:	
Delete Task Record Order# T01 Remove From In	Total Task Order Amount 350.00	Amount Previously Submitted to Finance 0 0.00	Task Order Balance 350.00	<u>Amount</u> <u>Requested</u>	Amount Approved	Reta With	inage hheld	Final Invoice
WBE/SBE Payme	ents							
Task Order#	Subcontrac	tors <u>Commitment</u>	Previous Pa	ayment	Payment Amount	Balance	Payment D	ate
ate Invoice Comple Date Sent to Finan	te:							
heck Number:								
Check Amount:								
Clos	e New	Update Delete	Attachments	Print Routing	Slip Print Bla	ank Routing Slip	Print	
			Insert Suc	cessful				

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

Invoices Webpage	e Dialog							
			Invoi	ces				
Agreement Nar 14 Agreement Typ	me: URBAN LEAGU pe: GRANT FOR PU	E OF PALM BEACH COU BLIC SERVICE	JNTY FY2013-	Agreement#: DES-2014-009 Total Agreement Amount: \$ 14,774.00				
All D						Showing 1 to	2 of Total 2 Records	
Invoice#	Vendor Invoice#	Agreeme	nt Name	Contrac	tor	Requested Amount (\$)	Approved Amount (\$)	
DES-2014-009- INV002	1245696369856	URBAN LEAGUE OF PALI FY2013-14	M BEACH COUNTY	URBAN LEAGUE OF F	ALM BEACH	ALC A		
DES-2014-009- INV001	7845896589	URBAN LEAGUE OF PALI FY2013-14	M BEACH COUNTY	URBAN LEAGUE OF F	ALM BEACH			
					First page	Previous page Ne	xt page Last page	
							Print XL Xport	
Select Task Orde Tasl [Select All] [De-S	e r(s): k Order# elect All]	Descriptior	ì	Contractor	Statu	is A	mount(\$)	
			Invo	ice				
ECMS Invoice# Agreement Name: Contractor Vendor Invoice#:	DES-2014-009-I URBAN LEAGUE O IURBAN LEAGUE (7845896589	INV001 IF PALM BEACH C OF PALM BEACH C		Received A Invoice !	Date:* 02/26/ mount: Status: 0PEN	2015 Rev Date Clo	sed:	
Invoice Details Delete Task Record Order# ✓ T01 Remove From	Total Task Order Amount 350.0 Invoice	Amount Previously Submitted to Finance 10 C	<u>Task Order</u> <u>e Balance</u> 0.00 350.00	<u>Amount</u> <u>Requested</u>	Amount Approved	<u>Retair</u> <u>With</u>	nage Einal held Invoice	
MWBE/SBE Pays Task Order#	ments Subcontrac	tors <u>Commitmer</u>	it <u>Previous</u>	<u>Payment Pa</u>	yment Amount	Balance	Payment Date	
Date Invoice Comp Date Sent to Fin	plete:							
Reconciliation Check Number: Check Date: Check Amount:								
Clos	e New	Update Delete	Attachments	Print Routing Slip	Print Bla	nk 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.

Enterprise (Contract Manag	ement System		Welcome ADAMCZYK KIM	DEPARTMENT OF ECONOMIC SU: •	
OPERATIONS . REPORTS . SYSTEM ADMINISTRATIO	N -					
Projects & Agreements -> Agreements						
Search						Add
			17.65			
		Search				New
		Search Criteria: Agreement Ty	pe = CONTRACT FOR OTHER	R SERVICES		
		Ag	reements			
ABPS						Showing 1 to 5 of Total 6 Records
Agreement Name	Manager Millier DiffAperty 1	Agreement Type	BCC Resolution 82013-1640	Parties	Amount Allocated	Total Amended Agreement
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	R2014-0820	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
PAHORKE, CITY OF FY 2013-14	CLARKE CLEMENT C	CONTRACT FOR OTHER SERVICES	#2013-1651	PAHORIE, CITY OF	0.00	48,132.00
					Pesc page (Pre-	wous page wext page cast page
Agreement Name:* PAHOKEE, CITY OF FY 14-15 Manager:* CLARKE CLEMENT C						
Agreement Type:" CONTRACT FOR OTHER SERVICES	s				Expense/Revenue: (T	Expense C Revenue C Other
Agreement #:" DES -2014-069					Parent Agreement:	
Status:" OPEN .						SALLACY VIEW REMOVE
Party:" Available PARTY Core TABLE	,	Selected	-			
211 PALM BEACH TREASURE COAST		PAHOKEE, CITY OF - (SUBRECIPIENT	2			
ADOPT A FAMILY OF THE PALM BEAC AID TO VICTIMS OF DOMESTIC ABUS	Role:	2.000				
BELLE GLADE HOUSING AUTHORITY	Select from here					
BELLE GLADE, CITY OF						
BLACK BUSINESS INVESTMENT COR BOARD OF COUNTY COMMISSIONERS BOCA RATON HOUSING AUTHORITY						
Description:						
Department Director Delegation on File	0.	CDC#:				
Submittal Date: BCC Meeting D	ate: 10/07/2014	Effective Date: 10/01/2014		End Date: 09/30/2015		
Amounts						
Original Agreement Amount:\$ 48, Total Amended Agreement:\$ 48, Total Task Order Amount:\$	132.00 (9999999999999) Tot 132.00 Las 0.00 Las	al Amendments:\$ t Amended Date: 09/30/2015 SBE/MWBE(%):				Total MWBE(%):
Total Unallocated Agreement Balance:\$ 48,1	112.00					
BCC Approvals Date: 10/07/2014					BCC Resolution#:	R2014 - 1465 (RYYYY-9999)
Other Approvals						
Agency(s): Available		Selected				
Select from here	Date	Select from here				
Routing Status: SCHEDULE COMPLETED						
Comments						
Fiscal					ew/Modify Comments	

- A. Reconciled invoice:
 - i. Will have its "Invoice Status" automatically set to "Closed".
 - ii. Will set the task order's "Status" field to "Closed" for all task orders that have the "Final Invoice" field checked.
 - iii. Cannot be deleted.
 - iv. Can only have the "Final Invoice", "Check#", "Check Date", and "Check Amount" fields changed, all other fields will be "locked".
 - v. Can be unreconciled by removing the data from the "Check Number", "Check Date", and "Check Amount" fields.
 - vi. 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.

			Invoi	ces		
Agreement Name: BEL	LE GLADE, CITY OF FY	2013-2014		Agreen	nent#: DES-2014-072	
Agreement Type: CON	ITRACT FOR OTHER SE	RVICES		Total A	greement Amount: \$ 3	3,171.00
All D	Vondon Trucico#	1	comont Name	Contract	Sho	owing 1 to 1 of Total 1 Records
DES-2014-072-INV001 12	56895655662233655222	285 BELLE GLADE,	CITY OF FY 2	013-2014 BELLE GLADE,	CITY OF	Rount(S) Approved Amount(S)
					First page Previous	page Next page Last page
Select Task Order(s):						France December 1
Task Order#	•	Description		Contractor	Status	Amount(\$)
Select All] [De-Select Al	1		Τανο	ice		
Invoice Header						
ECMS Invoice#: DES-	2014-072-INV001			Received Da	te:* 03/06/2015	
Agreement Name: BELLE	GLADE, CITY OF FY 20	013-2		Amo	ount:	
/endor Invoice#** 1256	E GLADE, CITY OF			Invoice Sta	atus: OPEN	Date Closed:
1230	39303300223303322203	·				
Invoice Details	Table Calles Automation	t Danislavati - 7	Facto Orden			District Circl
Record Order# A	mount Submitte	ed to Finance	Balance	Requested	Approved	Withheld Invoice
Т Т01	123.00	0.00	123.00			
Remove From Invoic	8					
MWBE/SBE Payments						
Task Order#	Subcontractors	Commitment	Previous	Payment Paym	nent Amount Bal	lance Payment Date
ate Invoice Complete;						
Date Sent to Finance:	-					
Reconciliation						
Theok Number:						
					<u> </u>	
Check Amount:						
Close	New Update	Delete At	tachments	Print Routing Slip	Print Blank Routin	g Slip Print
			Insert Su	ccessful		
Palm	Beach County	/ Departme	ent of Er	vironmental R	esources Mar	nagement
	Con	tract Paym	ient Req	uest Review/A	pproval	
Contractor:	BELLE GLADE, CITY	OF		Date:	3/6/2015	
Contract Name:	BELLE GLADE, CITY	OF FY 2013-20	14	ECMS Invoice#:	DES-2014-072-INV	/001
BCC Resolution#:	R2014-0820			Vendor Invoice#:	1256895655662233	365522285
Project:	SOUTH BAY VILLAS			Amount:	\$50.00	
Type of Contract:	CONTRACT FOR OT	HER SERVICES				Final Invoice? Y N
					Eligible for	Grant Reimbursement? Y N
Review Comments:						
2 <u></u>						
-						
-						
2						
-						
-						
Approvals:				Date Invoice Comp	lete:	
Project Manager, C		Da	te	Approved Amount:	\$	
Supervisor			to	Advantage KPO#:		
Supervisor	C ABUE	Da		1255-256-2569636	9568955555555	
Contract Manager,	CLARKE	Da	te			
Engineering		Da	to			
Division Director		Da	te			
		Da	to			
	Return to FSS	Da	Le .			
			Close	Datas		
			Close	Print		

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

		Date:			
Contract Name:		ECMS Invoice#:	58		
BCC Resolution#:		Vendor Invoice#:			
Project:		Amount:	\$		
Type of Contract:			10.00	Final Invoice? Y	
				Eligible for Grant Reimbursement? Y N	
Review Comments:					
<u>12</u> 22				2	
92 92					
ni E				8	
2					
Approvals:		Date Invoice Comp	olete:		
Approvals:	20 E	Date Invoice Comp	ole <mark>te</mark> :	\$	
Approvals: Project Manager	Date	Date Invoice Comp Approved Amount:	blete:	\$	
Approvals: Project Manager Supervisor	Date Date	Date Invoice Comp _ Approved Amount: _ Advantage KPO#:	blete:	\$	
Approvals: Project Manager Supervisor Contract Manager	Date Date Date	Date Invoice Comp Approved Amount: - Advantage KPO#: -	blete:	<u>\$</u>	
Approvals: Project Manager Supervisor Contract Manager Contract Review	Date Date Date Date Date	Date Invoice Comp Approved Amount: - Advantage KPO#:	blete:	\$	
Approvals: Project Manager Supervisor Contract Manager Contract Review Engineering	Date Date Date Date Date Date Date	Date Invoice Comp Approved Amount: Advantage KPO#:	olete:	\$	
Approvals: Project Manager Supervisor Contract Manager Contract Review Engineering Division Director	Date Date Date Date Date Date Date Date	Date Invoice Comp Approved Amount: Advantage KPO#:	olete:	\$	
Approvals: Project Manager Supervisor Contract Manager Contract Review Engineering Division Director	Date Date Date Date Date Date Date Date	Date Invoice Comp Approved Amount: Advantage KPO#:	blete:	<u>\$</u>	
Approvals: Project Manager Supervisor Contract Manager Contract Review Engineering Division Director Return to FSS	Date Date Date Date Date Date Date Date	Date Invoice Comp Approved Amount: Advantage KPO#:	olete:	<u>\$</u>	

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

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 -> Mainta	in Receivable -> Reimbursemer	nt -> Add Reimbursement								
		Add Reimbursement								
Agreement Section Agreement:* AMANDA REV 1	EST 1 - DES-2014-010	Reimbursement#: 1 Receivable Status:*	RR-2014-015	Reimbursement Line#:						
Project Allocation:*Select from	here	Fund/BSA/SBSA/JV RE	#:							
Party Name:* 211 Palm Bea	ch Treasure Coast 🔽	Staff Time:								
Project Manager:* Kim Adamczy	ĸ 🔽									
Description:			Comment:							
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)	· A	Account Program Period (Description):								
Accounting Code		Revenue Activity:	Select from h	iere						
Amount:*		Amount Paid:	Balan	ce Due:						
Received by Finance	:									
		New Save								
		Ĩ								

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.

Derations -> Revenue -> Receipts -> Add New Re	eceint		
	Add New R	eceipt	
Receipt Header			20
Revenue Category:*Select from here		Receipt#:*	
Revenue Element:*	-	Receipt Date:* 1/21/201	4 Status:
Received From:*			×
Received By:* Kim Adamczyk		Comments:	
			· · · · · · · · · · · · · · · · · · ·
Select Payment Type Check Details			
Check C Cash Check #:*	Check Date:*		
Check Clash Check #:*	Check Date:		
	Save Nev	v Receipt	

Print 🔫 х 🥖 -- 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: ELORIDA DEPT OF ENVIRONMENTAL PROTECTION CHECK#/CASH: CHECK #5214 500,000.00 AMOUNT: ITEM DETAIL AMOUNT PAID REIMBURSEMENT CYPRESS CREEK AQUISITION REVENUE AGMT. - CS 500,000.00 123/852/965 500,000.00 TOTAL RECEIVED:

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

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(\$)					
v	CSD-RCPT-2013-0001	05/17/2013	50000.00					
v	ERM-RCPT-2012-0001	10/02/2012	2435345.00					
v	ERM-RCPT-2012-0002	10/03/2012	345.00					
	ERM-RCPT-2012-0005	10/10/2012	1233.00					
	ERM-RCPT-2012-0006	11/07/2012	750000.00					
	ERM-RCPT-2012-0008	11/15/2012	2500.00					
	ERM-RCPT-2012-0009	11/29/2012	8679.00					
	ERM-RCPT-2012-0010	11/30/2012	8000000.00					
	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 🔹								
	Test Transmittal Package Final Transmittal Package Reset							

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.

INAL Transi	mittal We	bpage Dialog								STROM'S YOU
			PALM DEPOSIT ANI	<u>BEACH COU</u> D TRANSMIT	NTY TAL FO	<u>DRM</u>		DATE: DOC DESC:	05/17/2013 RT-2013-0006-2	
DEPARTM	ENT: COM	MUNITY SERVICE	s							
Name of Pe who trai	erson who mad nsmitted funds	le the depository or s to Finance:	Sailaja Kambl	hatla			_			
Transmittal	Reviewed by	:					_			
The followi	ng account ca	tegories should be cr	edited:					A	AMS Document ID	
Receipt Number	Check No. or Cash	Received For	Description of		Dept/	Unit/	Rsrc	Program	Task/ subtask/ Task	Amount
PEDOPUT	CENT	Received 1 of	Receipts	Fund	BSA	SBSA	Code	Code/ Penod	Order	Amount
2013-0001	5214	CYPRESS CREEK AQUISITION REVENUE AGMT.	03-105-FF3 CONTRACT# 04-CT-8M-02-F2-J1	123/85	2/965					500,000.00
		- 032-2013-004						REIMBU	RSEMENT	500,000.00
								TOTAL	DEPOSIT	500,000.00
* The above Comments	e amount was	received by the Finar	ace Dept. of Palm Beach	County and	2	_		L		

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