NYC
HHS Accelerator

Provider Guide to HHS Accelerator Financials

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Introduction to HHS Accelerator and Financials

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

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

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

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

HHS Accelerator Financials standardizes financials for health and human services contracts across the eleven participating Agencies. The system provides:
- A standard budget template
- A common interface for City Agencies and Providers to conduct budget transactions
- Agencies use the same process to configure/modify/amend budgets, invoices and payments
- A more holistic picture of contract data and financials for HHS Accelerator Agencies.

Selecting Users and Assigning Roles

HHS Accelerator System access is divided into four roles: Read-only access, Financials access, Procurements access, and Procurements/Financials access. Within each user role, you are also assigned a level of permission. HHS Accelerator System access levels are defined by two tiers: "Level 1" (L1) and "Level 2" (L2). The individual who submits the initial request for your organization's HHS Accelerator Account will be your Account Administrator. They are automatically granted access to all system privileges and become a L2 user. The Account Administrator(s) determines if staff should have Read-only access, access to Procurements and/or Financials in HHS Accelerator, and how much access (L1 or L2).

Only Financial Level 2 (L2) System users can:

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

For more information on selecting users and assigning roles review the ***"HHS Accelerator Account Administration"*** guide.

> Any user with a Financials role (L1 or L2) who has Account Administrator privileges is able to restrict users from accessing specific contracts in the Financials module. Restriction to a contract can be reversed only by someone in the Financials role with Account Administrator privileges.

Financials from the Provider Homepage

After logging in, you will encounter the Provider Homepage. Below the main tabs and navigation icons are dashboards that give an overview of your Organization's Application status, Filings status, Procurements, Financials, Documents Shared with your Organization and NYC.ID Account Maintenance.

> ⚠️ When you log into the HHS Accelerator System, click the refresh icon 🔄 located on the solid blue band in order to see the tasks and statistics for your organization.
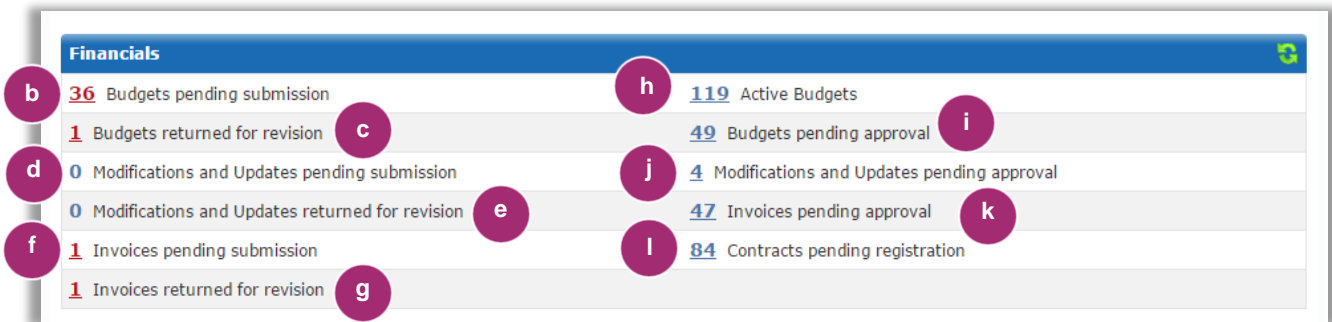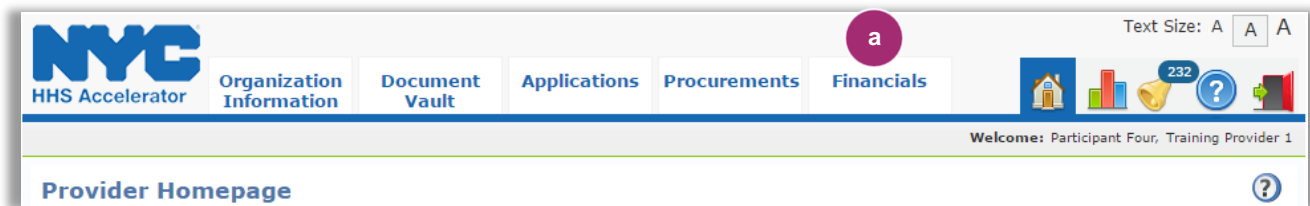
a.	Select the "Financials" tab to access HHS Accelerator Financials.
b.	Budgets pending submission for your organization are listed.
c.	Budgets returned for revision that your organization needs to address.
d.	Modifications and Updates pending submission by your organization.
e.	Modifications and Updates 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.

![NYC HHS Accelerator logo]

Monitoring the Status of a Contract

View your Organization's Contract List

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

a.	Click on the Contract List tab to access the Contract List.
b.	Click on the Filter Contracts button to change which contracts are displayed.
c.	Shows number of contracts and total value of Active Contracts in the system for your organization.
d.	Procurement/Contract Title.
e.	Agency that oversees the contract.
f.	Contract Number (CT#).
g.	Contract Value ($) of each contract.
h.	Date of Last Update of the contract information.
i.	The Status of the contract. Statuses include Pending Registration, Registered, Suspended, Cancelled, and Closed.
j.	The Actions that can be taken with the contract are listed. Depending on the status of the contract, these include View Budgets, View Invoices, View Amendments, User Access.

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

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

Stages of a Contract

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

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

Filter Contracts

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

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

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

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

Managing Contract Access

Any user with a Financials role (L1 or L2) who has Account Administrator privileges is able to restrict users from accessing specific contracts in the Financials module. Restriction to a contract can be reversed only by someone in a Financials role with Account Administrator privileges.

Restricting User Access to a Contract
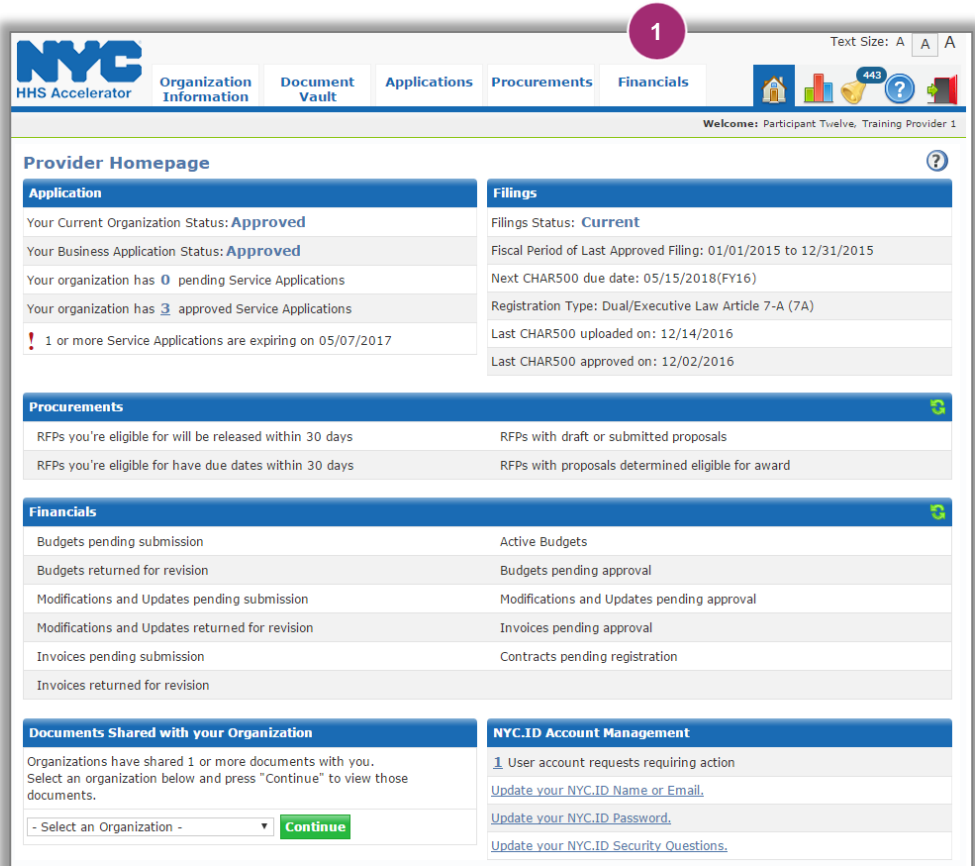
1. Click the **"Financials"** tab to get to the Contract List screen.
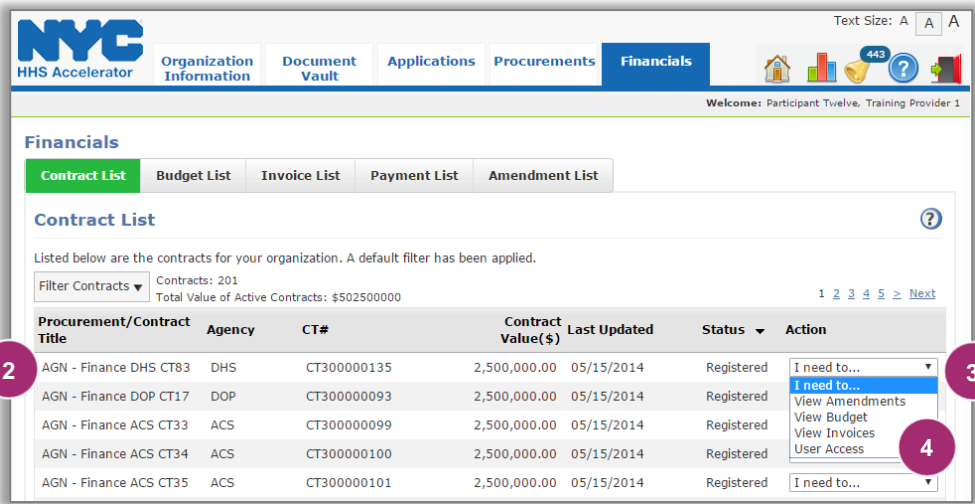
2. Find the contract you intend to restrict a user from accessing.

3. Click the **"Action"** drop-down corresponding to that contract.

4. Select **"User Access."**

5. Select the Financials user you plan to restrict from accessing this contract.

6. Click the single arrow icon to move the user to the **"User without Access"** box.

The double arrow icon moves all Financials users over to the "User without Access" selection box.

7. Click **"Save"** to confirm restriction for the selected user(s).

Confirmation of the change to User Access displays on the Contract List.

![NYC HHS Accelerator logo]

i | A user restricted from a contract will have limited access in the Document Vault.

The user restricted from a contract will not be able to open a file if it is linked to the restricted contract and categorized as one of the Document Types below. However, if the document is linked both to the restricted contract and to a contract for which the user has full access, the user will be able to open the file from the Document Vault.

- Document Types that can be restricted from users:
    - Administrative Overhead Documentation
    - Banking Documentation
    - Consultant Agreement
    - Cost Allocation Plan
    - Debt Service Documentation
    - Direct Deposit/Electronic Funds Transfer (EFT) Vendor Payment Enrollment Form
    - Financial Disclosure Forms
    - Fringe Benefits Justification
    - Indirect Rate Justification
    - Paystubs
    - Program Income Documentation
    - Real Estate Tax Documentation
    - Recoupment Justification Documentation
    - Subcontractor Agreement

Returning User Access to a Contract
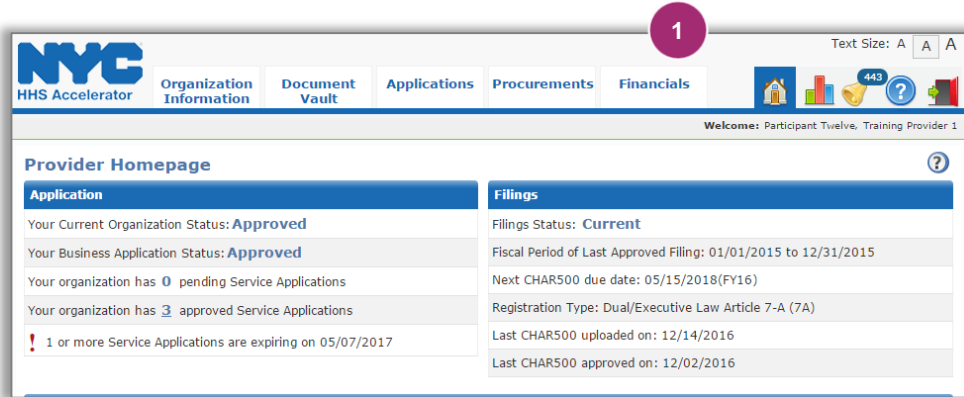
1. Click the **"Financials"** tab to get to the Contract List screen.
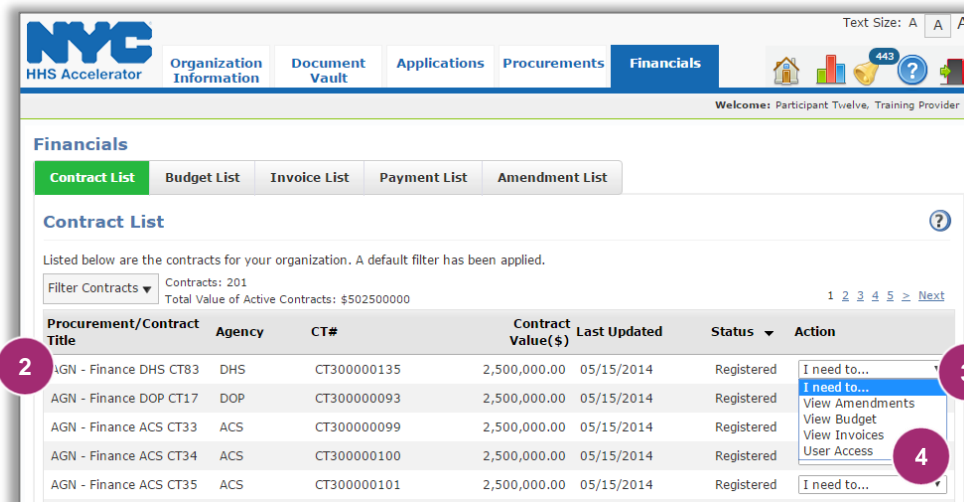
2. Find the contract for which you intend to edit user access.

3. Click the **"Action"** drop-down corresponding to that contract.

4. Select **"User Access."**

5. Select the restricted Financials user to whom you are returning access from the **"User without Access"** box.

6. Click the single arrow icon to move the user back to the **"User with Access"** box.

The double arrow icon moves all Financials users over.

7. Click **"Save"** to confirm the access change for the selected user(s).

Confirmation of the change to User Access displays on the Contract List.

Monitoring the Status of a Budget

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

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

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

Stages of a Budget

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

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

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

![NYC HHS Accelerator logo]

View your Organization's Budget List

The Budget List is accessed by clicking the Financials tab, then clicking the Budget List tab. The Budget List displays your organization's 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.	The Status of the budget: Pending Submission, Pending Approval, Returned for Revisions, Approved, Active, Closed, Suspended, or Cancelled.
k.	Depending on the status of the budget, the following Actions can be taken: View Contract, View Budget, Submit Invoice, Modify Budget, or Request Advance.

![NYC HHS Accelerator logo]

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.

Monitoring the Status of an Invoice

View Invoices Listed in HHS Accelerator

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

a.	Click on the Invoice List tab to access the Invoice List.
b.	Click on the Filter Invoices button to change which invoices are displayed.
c.	Number of invoices displayed based on applied filters.
d.	Funding Agency is listed.
e.	Each Invoice Number is displayed.
f	Date Invoice is Submitted is listed.
g.	Date Invoice Approved is listed.
h.	Click on the CT# to navigate to the Contract Budget
i.	Value ($) of the Invoice is listed.
j.	The Status of the Invoice is displayed. Statuses include Returned for Revision, Pending Submission, Pending Approval, Approved, Withdrawn, Pending Approval, and Suspended.
k.	The Actions that can be taken with the invoice are listed. Depending on the status of the invoice, these include View Invoice, View Contract, View Budget, View Payments.

Stages of an Invoice

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

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

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

Filter Invoices

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

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

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

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

![NYC HHS Accelerator logo]

Monitoring the Status of a Payment
View your Organization's Payment List

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

a.	Click on the Payment List tab to access the Payment List.
b.	Click on the Filter Payment button to change which payments are displayed.
c.	Number of payments displayed based on applied filters.
d.	Funding Agency is listed.
e.	Procurement/Contract Title is listed.
f.	Payee Name is listed (for recoupments).
g.	Contract Number (CT#) for each payment is listed. (You can click on contract number to access Contract Budget.)
h.	Payment Voucher Number is listed. (You can click on Payment Voucher Number to access Invoice.)
i.	Value ($) of each payment is listed.
j.	Disbursement Number of each payment.
k.	Date Disbursed for each payment.
l.	Action column provides menu of possible actions to take.

Filter Payments

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

a.	Payment Value From ($) allows your organization to filter payments by value range.	
b.	Status indicates the current status of the payment.	
c.	Date Disbursed From allows your organization to view payments that fall into a defined date range.	

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

Monitoring the Status of an Amendment

View your Organization's Amendment List

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

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

a.	Click on the Amendment List tab to access the Amendment List.
b.	Click on the Filter Amendment button to change which amendments are displayed.
c.	Number of amendments displayed based on applied filters.
d.	Procurement/Contract Title is listed.
e.	Funding Agency.
f.	Amendment Title is listed.
g.	Contract Number (CT#) is listed.
h.	Amendment Value (s) is listed.
i.	Date of Last Update is listed.
j.	The status of the amendment is displayed.
k.	Action column provides menu of possible actions to take. Depending on the status of the amendment you can View a Contract and View a Budget.

Stages of a Contract Amendment

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

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

Filter Amendments

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

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