



USER MANUAL

Version3 March 2013

New York City Department for the Aging
Michael R. Bloomberg, Mayor
Lilliam Barrios-Paoli, Commissioner



WELCOME TO CONTRACT ACCOUNTING MANAGEMENT SYSTEM ONLINE INVOICE (CAMS)

The NYC Department for the Aging (DFTA) is introducing Contract Accounting Management System Online Invoice (CAMS). Starting FY 2013, providers will use CAMS, which is an online invoicing application for DFTA-funded contracts and discretionary contracts valued at \$25K and over.

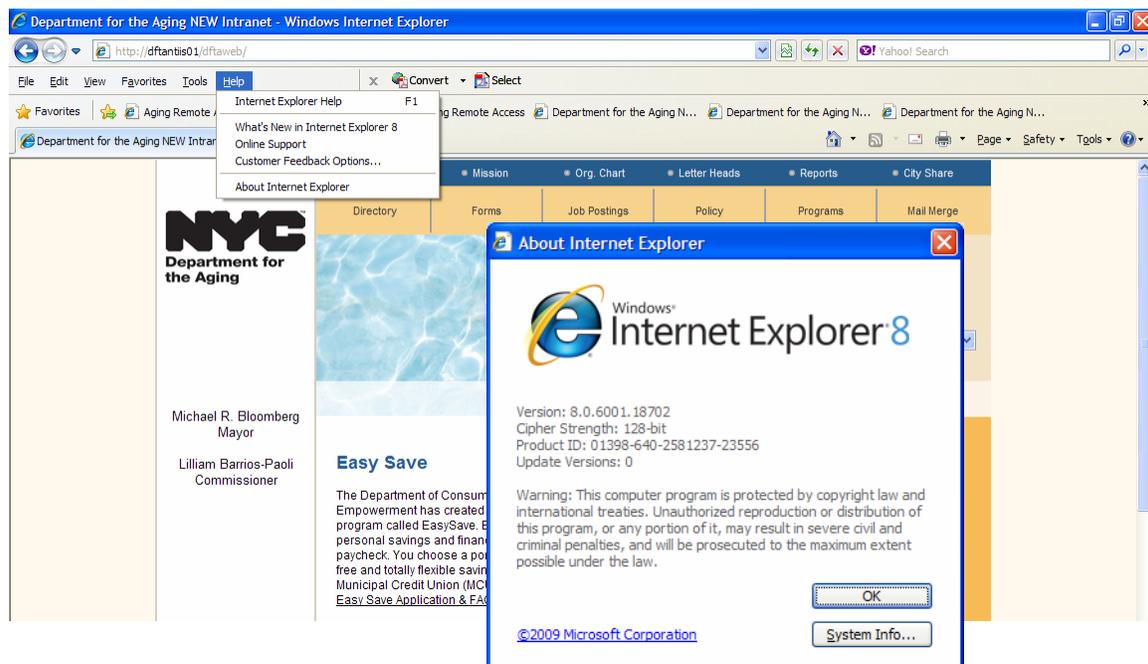
Highlights of CAMS include:

- Web-based application
- Instant invoice submission to DFTA and faster payment
- Built-in checking system that produces mathematically error free invoicing
- Ability to view a contract's latest registered budget by line item
- Ability to view a contract's YTD payment, advance balance, and disallowances
- Submit your organizations' invoice from any computer with Internet access
- View the current status of your invoice re: approval and payment
- Reports featuring check issued date, payment amounts and voucher numbers

CAMS is a web-based application. In order to access CAMS, you must have high-speed internet access. CAMS can be accessed via Internet Explorer vs. 8 (or higher). CAMS is not compatible with other Internet browsers such as Safari or Firefox. Please use Internet Explorer only to access CAMS. Internet Explorer is denoted by the  symbol.

To check if you have Internet Explorer vs. 8 (or higher): Open Internet Explorer. Click on Help and select About Internet Explorer. A window will appear showing the version of Internet Explorer.

For technical support and assistance, contact Eleni at 212-442-1035 or via e-mail at elimperopoulos@aging.nyc.gov or Sayed Zaman at 212-442-1082 or via e-mail at szaman@aging.nyc.gov



ACCESSING CAMS

CAMS is a web-based application and can be accessed from any computer with internet access, provided you have a valid User ID and Password. You must be authorized by a Security Officer to receive a User ID and Password.

The following page includes a CAMS Online Invoicing Authorization Form. This form is used by the Security Officer to authorize staff members to access CAMS by issuing a User ID and Password. **This form is also used to authorize the deletion of existing CAMS users. Fax this form immediately when a user needs to be deleted from accessing CAMS. DFTA may not be aware of staff changes/termination.** The Security Officer is the only staff person authorized to add and/or delete staff members from CAMS. A Security Officer must hold one of the following titles: Board Member, CFO/Controller, COO, Executive Director/CEO, Fiscal Director, or Program Director.

Please make copies of the form to have on-hand when needed. Each form has space for three (3) users. If more than 3 users need to be authorized, use another form.

To complete the top portion of the form, include the Sponsor Code (***the Sponsor Code is a 3-digit number which appears on the upper left hand corner of your customized invoice e.g., A00***) the Sponsor Name, Name of the Security Officer, a valid e-mail address where authorized privileged CAMS User ID's and Passwords can be sent (Security Officer's e-mail), the Security Officer's telephone and fax numbers.

The names of staff members authorized to use CAMS must be entered in the middle portion of the form. All fields must be completed. Enter the Request Type Code based on the individual user. Enter the First and Last names, telephone number and valid e-mail address for each user. Check the appropriate Access Level of each user. (A user is either the Preparer or Approver). Each site must have at least one Preparer and Approver. ***The Approver must be a manager such as Board Member, CFO/Controller, COO, Executive Director/CEO, Fiscal Director, or Program Director.***

*Please Note: If the Security Officer will access CAMS and needs a User ID and Password, the Security Officer must authorize and include their information in the middle portion of the form. **If the Security Officer will only authorize to add and delete users, but will not be accessing CAMS, their information is not needed on the middle portion of the form.***

The Security Officer must sign and date the bottom portion of the form. This signature authorizes the staff members entered in the middle portion of the form to receive a User ID and Password to access CAMS. The applicable Office Title of the Security Officer must also be checked. A form missing this signature will **not** be processed.

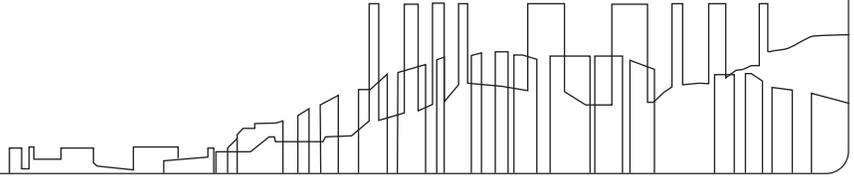
After the form has been completed and signed, it must be faxed to 212-676-9264 for processing. User ID's and Passwords will be issued via e-mail to the Security Officer's e-mail address.

For assistance completing this form, please contact Eleni Limperopoulos at 212-442-1035 or via e-mail at elimperopoulos@aging.nyc.gov or Sayed Zaman at 212-442-1082 or via e-mail at szaman@aging.nyc.gov



Department for the Aging

The City of New York



CAMS Online Invoicing Authorization Form

For assistance completing this form, please call 212-442-1035 or 212-442-1082
Please fax signed and completed form to 212-676-9264

Sponsor Code: Sponsor Name: Name of Security Officer:

Security Officer's Email Address: Security Officer's Telephone: Security Officer's Fax:

Request Type Code: "N" = New User (New User) "D" = Delete User (Delete User)
 "NC" = Name Change (Change name of existing user)

Request Type Code: First Name: Last Name:

Telephone: Email: Access Level: (Choose one only)
 Preparer
 Approver

Signature: _____ Title: _____ Date: _____

Request Type Code: First Name: Last Name:

Telephone: Email: Access Level: (Choose one only)
 Preparer
 Approver

Signature: _____ Title: _____ Date: _____

Request Type Code: First Name: Last Name:

Telephone: Email: Access Level: (Choose one only)
 Preparer
 Approver

Signature: _____ Title: _____ Date: _____

Security Officer Signature: _____ Date: _____

Office Title:
 Board Member Exec Dir/CEO
 CFO/Controller Fiscal Director
 COO Program Director

LOGGING ON TO CAMS

First Log-in Screen Aging Remote Access

The link to access CAMS, all User ID's and Passwords, will be e-mailed to the Security Officer. If you did not receive the link via e-mail, enter the following web address in the address line of Internet Explorer: <https://aging.ra.nyc.gov>, **OR see your respective Security Officer.**

A User ID and Password will be e-mailed to the Security Officer for each authorized user. Each user receives a unique User ID. Users must not share User ID's.

Instructions for the FIRST log-in screen (Aging Remote Access)

Enter your assigned User ID in the User Name field. User ID's are e-mailed to the Security Officer.

Enter your assigned password in the Password field. Passwords are e-mailed to the Security Officer. *Your initial password will be assigned to you. After 90 days, and every 90 days thereafter, your password will expire. You will be prompted to change your password every 90 days. Your new password must be at least 8 characters long, with at least one number and one special symbol (!@#\$\$%^&*) and cannot be similar to your previous two passwords.*

Click on Sign In. For technical support and assistance, contact Eleni at 212-442-1035 or via e-mail at elimperopoulos@aging.nyc.gov or Sayed Zaman at 212-442-1082 or via e-mail at szaman@aging.nyc.gov

Aging Remote Access - Windows Internet Explorer

https://aging.ra.nyc.gov/dana-na/auth/url_21/welcome.cgi

File Edit View Favorites Tools Help

Convert Select

Favorites Aging Remote Access - Logout naps_enteruser Aging Remote Access Department for the Aging N... Department for the Aging N... Department for the Aging N...

Aging Remote Access

Department for the Aging
2 Lafayette Street, New York, NY 10007

Welcome to
Aging Remote Access

Username Please sign in to begin your secure session.

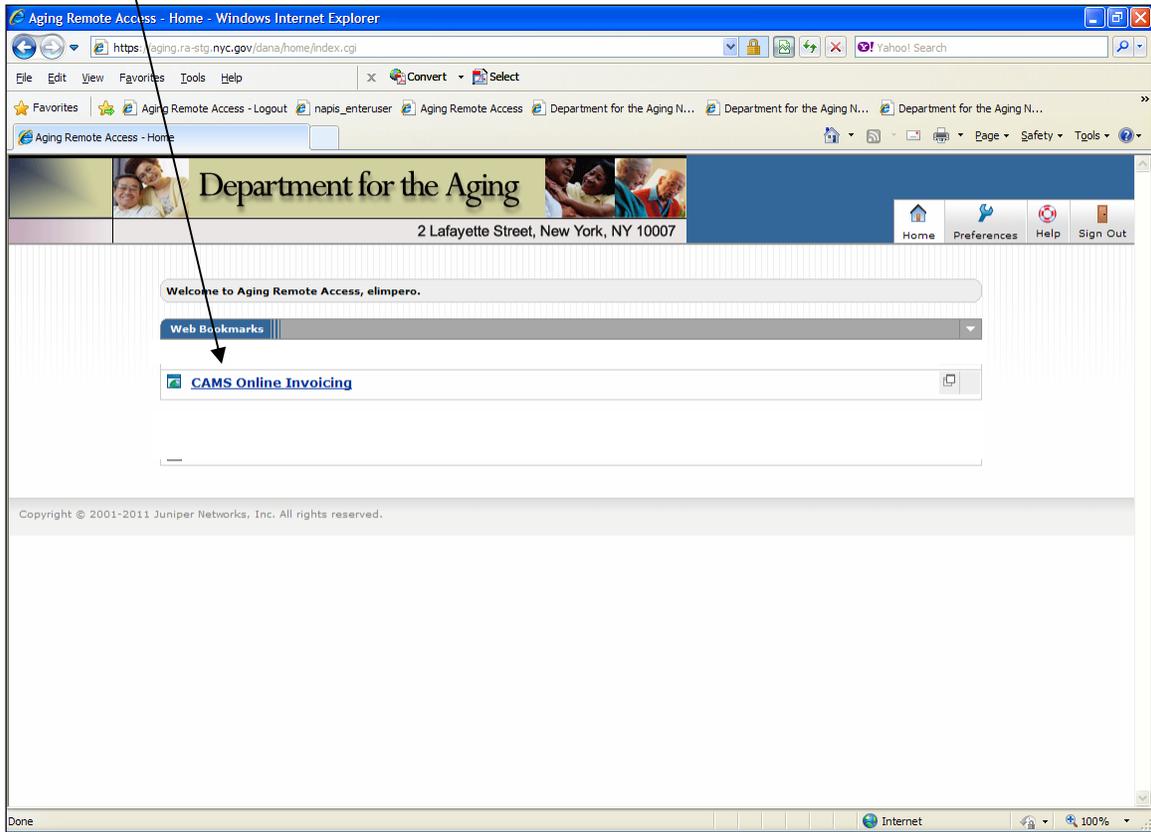
Password

Please note: Your password will expire every 90 days. IF your password has expired, your new password must be at least 8 characters with at least one number, and one special character. Examples of special characters are: @, #, \$, %. Your new password cannot be similar to your previous two passwords.

Done Internet 100%

LOGGING ON TO CAMS

Click on the link CAMS Online Invoicing.



LOGGING ON TO CAMS

Second Log-in Screen

Instructions for the SECOND log-in screen (CAMS Log-in Screen)

Enter your assigned User ID in the User Name field. User ID's are e-mailed to the Security Officer.

Enter your assigned password in the Password field. Passwords are e-mailed to the Security Officer. *Your initial password will be assigned to you. After 90 days, and every 90 days thereafter, your password will expire. You will be prompted to change your password every 90 days. Your new password must be at least 8 characters long, with at least one number but cannot be all numbers.*

Click on Sign In.

For technical support and assistance, contact Eleni at 212-442-1035 or via e-mail at elimperopoulos@aging.nyc.gov or Sayed Zaman at 212-442-1082 or via e-mail at szaman@aging.nyc.gov. You can also click on the Forgot Password link to e-mail Technical Support.

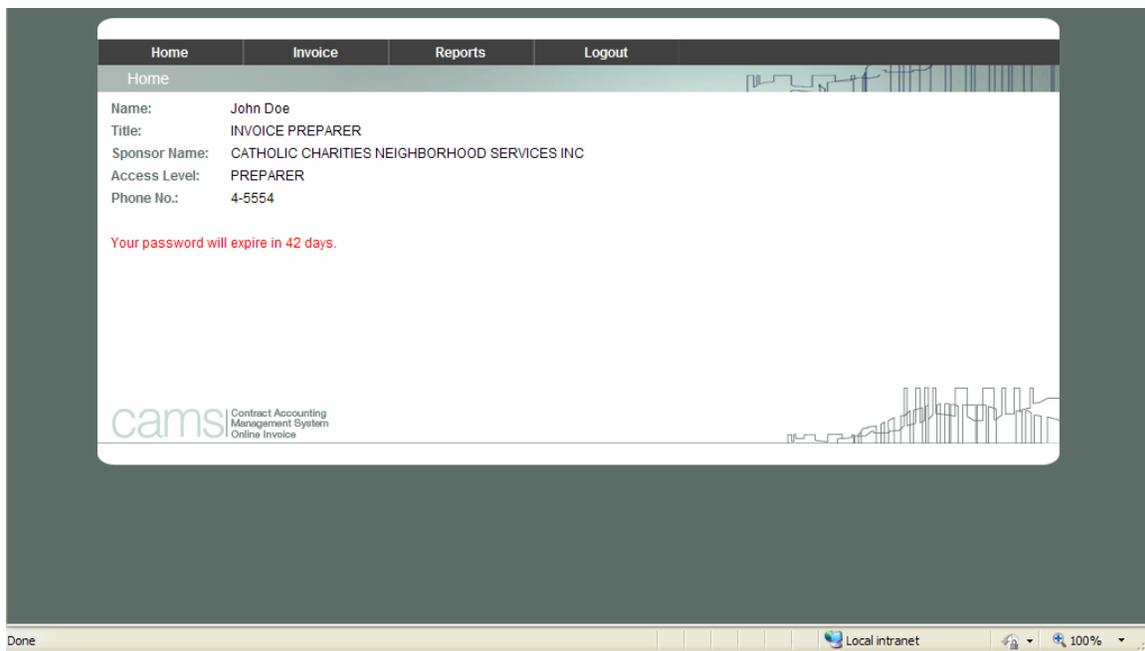
The screenshot shows the CAMS login interface. At the top left, the 'cams' logo is displayed next to the text 'Contract Accounting Management System Online Invoice'. To the right of this, there are links for 'Forgot Password?' and 'Help'. Below the header is a banner with the NYC Department for the Aging logo. The main content area says 'Welcome:' and contains two input fields: 'User ID:' and 'Password:'. Below these fields are 'Login' and 'Reset' buttons. The background of the login area has a stylized city skyline graphic.

CAMS Home Page

After logging on successfully, the CAMS Home Page will appear. The Home Page provides all the accessible features of CAMS.

The Home Page links are: Home, Invoice, Reports and Logout. Click on the Home link anytime you need to return to this page.

The Home Page features the name of the logged on user, the title of the logged on user, the Department the logged on user belongs to, the access level and telephone number of the logged on user. If any information on the logged on user is incorrect, contact Eleni at 212-442-1035 or at elimperopoulos@aging.nyc.gov or Sayed Zaman at 212-442-1082 or via e-mail at szaman@aging.nyc.gov.



SEARCH SCREEN

You can search for invoices by PROGRAM NAME or PROGRAM ID.

Click in the Fiscal Year and select the Fiscal Year, which starts with FY 2013.

To search by Program ID, click in the Program ID field and enter the applicable Program ID.

To search by Program Name, click on the drop down of the Program Name field and select the applicable program.

Click on Search.

Click on New Program to delete the current search and to begin a new search.



The screenshot displays the 'Invoice' search interface within the CAMS system. At the top, there is a navigation bar with links for 'Home', 'Invoice', 'Reports', and 'Logout'. Below this, the 'Invoice' section contains three input fields: 'Fiscal Year' with a dropdown arrow, 'Program ID' with a text input, and 'Program Name' with a dropdown arrow. Underneath these fields are two buttons: 'Search' and 'New Program'. The bottom left corner features the 'cams' logo and the text 'Contract Accounting Management System | Online Invoice'. The background of the interface includes a faint bar chart graphic.

CREATE A NEW INVOICE

After entering the search criteria in the Search Screen, you can create a new invoice in the following screen. The same screen is used to retrieve and view existing invoices. In this section, we will show you how to create a new invoice. Retrieving and viewing existing invoices will be covered in a separate section.

To Create a New Invoice:

Go to the New Invoice section located at the bottom half of the Invoice screen.

Click on the Month drop down and select the applicable month.

Click on the Invoice Type drop down and select the applicable invoice type. Options include: Services, Equipment/Renovations, and One-Time Payment. The following examples will be based on Services. Equipment/Renovations, and One-time Payment will be covered in a separate section.

Click on the Invoice Description drop down and select the applicable invoice description.

The Due Date will be automatically calculated.

The screenshot displays the 'Invoice' screen with the following search criteria:

- Program Name: 10C RAIN BOSTON SECOR SENIOR CENTER
- Program ID: 10C
- Fiscal Year: 2012

Buttons: Search, New Program

Select Invoice

Invoice Id	Invoice Month	Voucher No.	Invoice Type	Invoice Description	Amount	Invoice Status
131733	November	2012VC01605	Equipment/Renovations	Reimbursement	\$5,785.00	Payment Issued
126276	May	2012VC06690	Services	Reimbursement	\$37,975.22	Accepted/Pending payment
126275	April	2012VC06686	Services	Reimbursement	\$25,758.63	Accepted/Pending payment
126274	March	2012VC04744	Services	Reimbursement	\$46,448.63	Payment Issued
126273	February	2012VC03818	Services	Reimbursement	\$27,826.14	Payment Issued
126272	January	2012VC03279	Services	Reimbursement	\$29,128.26	Payment Issued
126271	December	2012VC02605	Services	Reimbursement	\$28,738.25	Payment Issued
126270	November	2012VC02306	Services	Reimbursement	\$30,385.98	Payment Issued
126269	October	2012VC01714	Services	Reimbursement	\$31,967.25	Payment Issued
126268	September	2012VC01185	Services	Reimbursement	\$32,431.33	Payment Issued
126267	August	2012VC00804	Services	Reimbursement	\$27,375.17	Payment Issued
126266	July	2012VC00369	Services	Reimbursement	\$21,591.31	Payment Issued

New Invoice

Month: [Dropdown] Invoice Type: [Dropdown]

Invoice Description: [Dropdown] Due Date: [Text Box]

Create New Invoice

CREATE A NEW INVOICE

After selecting all data as shown below, click on Create New Invoice located on the bottom of the screen.

After clicking on Create New Invoice, an Invoice ID will be created.

Home Invoice Reports Logout

Invoice

Program Name: 10C RAIN BOSTON SECOR SENIOR CENTER Program ID: 10C Fiscal Year: 2012

Search New Program

Select Invoice

Invoice Id	Invoice Month	Voucher No.	Invoice Type	Invoice Description	Amount	Invoice Status
131733	November	2012VC01605	Equipment/Renovations	Reimbursement	\$5,785.00	Payment Issued
126276	May	2012VC06690	Services	Reimbursement	\$37,975.22	Accepted/Pending payment
126275	April	2012VC06686	Services	Reimbursement	\$25,758.63	Accepted/Pending payment
126274	March	2012VC04744	Services	Reimbursement	\$46,448.63	Payment Issued
126273	February	2012VC03818	Services	Reimbursement	\$27,826.14	Payment Issued
126272	January	2012VC03279	Services	Reimbursement	\$29,128.26	Payment Issued
126271	December	2012VC02805	Services	Reimbursement	\$28,738.25	Payment Issued
126270	November	2012VC02306	Services	Reimbursement	\$30,385.98	Payment Issued
126269	October	2012VC01714	Services	Reimbursement	\$31,967.25	Payment Issued
126268	September	2012VC01185	Services	Reimbursement	\$32,431.33	Payment Issued
126267	August	2012VC00804	Services	Reimbursement	\$27,375.17	Payment Issued
126266	July	2012VC00369	Services	Reimbursement	\$21,591.31	Payment Issued

New Invoice

Month: JUNE Invoice Type: Services

Invoice Description: Reimbursement Due Date: 07/31/2012

Create New Invoice

Done Local intranet 100%

CREATE A NEW INVOICE

After clicking on Create New Invoice, begin selecting the applicable data on the following screen to complete the invoice.

Home Invoice Reports Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 0

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: Linelltem

Select Line Description: Amount This Month Amount Adjustment

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00			
LESS: INCOME	\$0.00	\$0.00	\$19,306.85			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$19,306.85)			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$19,306.85)			
INDIRECT COSTS (Rate = 8.00%)	\$0.00	\$0.00	\$25,157.50			
TOTAL COSTS	\$0.00	\$0.00	\$5,850.65			

Cost Center Cost Center Amount

CML - Congregate Meals	\$0.00
EDR - Education & Recreation	\$0.00
IAS - Information & Assistance	\$0.00
TRP - Transportation	\$0.00

Submit To Approver Print Invoice

cams Contract Accounting Management System Online Invoice

Done Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES

Click on the Invoice Category drop down and select the applicable category. The following example is for Monthly Services and Expenses.

List of Invoice Categories and their Definitions:

- **Monthly Services and Expenses** - When a provider reports units of service and expenses.
- **Supplemental Invoice, Expenses, No Additional Services** – When a provider submits a supplemental invoice after submitting their last year-end monthly Services invoice. On a supplemental voucher, you can only report expenses. A supplemental invoice does not apply to unit rate based contracts i.e., Homecare, Home-Delivered Meals and Legal.
- **No Services and No Expenses** – When a provider has no activities for a particular month.
- **Expenses Only and No Standard Services** - When a provider does not provide units of service based on their contractual agreement.

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 0

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: MONTHLY SERVICES AND EXPENSES

Select Line Description: MONTHLY SERVICES AND EXPENSES
 SUPPLEMENTAL INVOICE, EXPENSES, NO ADDITIONAL SERVICES
 NO SERVICES NO EXPENSES
 EXPENSES ONLY NO STANDARD SERVICES

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			

Cost Center Cost Center Amount

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES

Enter the Days Open in the Days Open field.

Home Invoice Reports Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 20

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: LineItem

Select Line Description: Amount This Month \$0.00 Amount Adjustment \$0.00

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			

Cost Center Cost Center Amount

Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- LINE ITEM

Click on the Select Category drop down and select Line Item. The Cost Center option will be used in a different example.

Home Invoice Reports Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 20

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: Linelltem

Select Line Description: CostCenter Amount This Month: \$0.00 Amount Adjustment: \$0.00

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			

Cost Center Cost Center Amount

Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- LINE ITEM

Click on the Select Line Description drop down and select a line description. Enter each applicable line description separately after saving each entry.

Click in the Amount This Month field and enter the amount for the selected line description.

Click in the Amount Adjustment field and enter the amount, if applicable.

Home Invoice Reports Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 20

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: Lineltem

Select Line Description: Amount This Month: \$0.00 Amount Adjustment: \$0.00

Save Select Satellite

Line Description	R to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00			
PROGRAM INSURANCE	\$0.00			
OTHER EXPENSES	\$0.00			

Cost Center Cost Center Amount

Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- LINE ITEM

After entering all data, click on Save.

Home Invoice Reports Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 20

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: Lineltem

Select Line Description: PERSONNEL Amount This Month: \$1000.00 Amount Adjustment: \$0.00

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			

Cost Center Cost Center Amount

Done Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- LINE ITEM

Continue to enter and save each applicable line item and amount until you have completed the invoice.

After completing the line items, enter the Cost Center.

The screenshot displays the 'CAMS Contract Accounting Management System Online Invoice' interface. At the top, there are navigation tabs for Home, Invoice, Reports, and Logout. The main header shows 'Invoice' with a status bar containing: Invoice Id: 126277, DFTA Id: 10C, Fiscal Year: 2012, Invoice Type: Services, Invoice Description: Reimbursement.

Below the header are several input fields:

- Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER (dropdown menu)
- Days Open: 20
- Invoice Category: MONTHLY SERVICES AND EXPENSES (dropdown menu)
- DataEntry By: Linelitem (dropdown menu)
- Select Line Description: (dropdown menu)
- Amount This Month: (input field)
- Amount Adjustment: (input field)

Buttons for 'Save' and 'Select Satellite' are located below the input fields. The main content area is divided into two tables:

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$9,745.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$8,164.51	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$1,445.18	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,611.60	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$5,926.34	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$20,000.00	\$0.00	\$79,998.03	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$4,040.35			
TOTAL DIRECT COSTS	\$21,000.00	\$0.00	\$354,775.52			
LESS: INCOME	\$0.00	\$0.00	\$19,306.85			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$21,000.00	\$0.00	\$335,468.67			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$21,000.00	\$0.00	\$335,468.67			
INDIRECT COSTS (Rate = 8.00%)	\$1,680.00	\$0.00	\$26,837.50			
TOTAL COSTS	\$22,680.00	\$0.00	\$362,306.17			

Below the tables is a 'Cost Center' section with the following data:

Cost Center	Cost Center Amount
CML - Congregate Meals	\$0.00
EDR - Education & Recreation	\$0.00
IAS - Information & Assistance	\$0.00
TRP - Transportation	\$0.00

Buttons for 'Submit To Approver' and 'Print Invoice' are located at the bottom of the main content area. The footer includes the CAMS logo and 'Local intranet'.

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- COST CENTER

After entering and saving the line items, click on the Select Category drop down and select Cost Center.

The screenshot shows a web-based interface for creating an invoice. At the top, there are navigation tabs: Home, Invoice, Reports, and Logout. Below the tabs, the page title is 'Invoice'. A status bar displays: Invoice Id: 126277, DFTA Id: 10C, Fiscal Year: 2012, Invoice Type: Services, Invoice Description: Reimbursement.

Input fields include:

- Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER (dropdown)
- Days Open: 20
- Invoice Category: MONTHLY SERVICES AND EXPENSES (dropdown)
- DataEntry By: Lineltem (dropdown)
- Select Line Description: CostCenter (dropdown)
- Amount This Month: [input field]
- Amount Adjustment: [input field]

Buttons: Save, Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$9,745.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$8,164.51	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$1,445.18	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,811.60	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$5,926.34	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$20,000.00	\$0.00	\$79,998.03	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$4,040.35			
				Cost Center		Cost Center Amount

System tray: Local intranet, 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- COST CENTER

Click on the Select Cost Center drop down and select the applicable Cost Center. Enter each applicable Cost Center separately saving each entry.

Home Invoice Reports Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 20

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: CostCenter Enter the cost center amount, service units, and income collected for the selected cost center?

Select Cost Center:
 CML - Congregate Meals
 EDR - Education & Recreation
 IAS - Information & Assistance
 TRP - Transportation
 Satellite

Line Description	Units	Income Collected
PERSONNEL		\$249,117.00
CONSULTANTS		\$9,745.00
VEHICLES		\$8,164.51
EQUIPMENT RENTAL		\$1,371.66
TRAVEL		\$1,445.18
RENT		\$0.00
RENT USAGE CHARGES		\$0.00
UTILITIES		\$0.00
OTHER OCCUPANCY		\$1,355.00
COMMUNICATIONS		\$2,611.60
PRINTING/SUPPLIES		\$5,926.34
RAW FOOD/DISPOSABLES		\$79,998.03
CATERED FOOD/DISPOSABLES		\$0.00
PROGRAM INSURANCE		\$0.00
OTHER EXPENSES		\$4,040.35

Service Summary

Service Summary	Units	Income Collected
CONGREGATE BREAKFASTS	0	\$0.00
CONGREGATE LUNCH	0	\$0.00
CASE ASSISTANCE	0	\$0.00
CASE ASSISTANCE MEDICAID	0	\$0.00
EDUCATION/RECREATION	0	\$0.00
FOOD HANDLER CNBK	0	\$0.00
FOOD HANDLER CNLH	0	\$0.00
GUEST/STAFF CNBK	0	\$0.00
GUEST/STAFF CNLH	0	\$0.00
NUTRITION EDUCATION	0	\$0.00
SHOPPING ASSISTANCE	0	\$0.00
TRANSPORTATION	0	\$0.00

Cost Center Cost Center Amount

Done Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- COST CENTER

After selecting the Cost Center, the Service Summary section will generate. Enter the number of units and income collected for each service.

Home Invoice Reports Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 20

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: CostCenter Enter the cost center amount, service units, and income collected for the selected cost center?

Select Cost Center: CML - Congregate Meals Cost center Amount: \$0.00

Service Summary		Units	Income Collected
CONGREGATE BREAKFASTS		0	\$0.00
CONGREGATE LUNCH		0	\$0.00
FOOD HANDLER CNBK		0	\$0.00
FOOD HANDLER CNLH		0	\$0.00
GUEST/STAFF CNBK		0	\$0.00
GUEST/STAFF CNLH		0	\$0.00

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$9,745.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$8,164.51	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$1,445.18	EDUCATION/RECREATION	0	\$0.00

Done Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- COST CENTER

After entering each amount, click on Save. The amounts will calculate automatically as you save each entry.

Return to the Select Cost Center drop down to continue to add and save Cost Centers data.

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 20

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: CostCenter Enter the cost center amount, service units, and income collected for the selected cost center?

Select Cost Center: CML - Congregate Meals Cost center Amount: \$22,572.00

Service Summary	Units	Income Collected
CONGREGATE BREAKFASTS	100	\$100.00
CONGREGATE LUNCH	0	\$0.00
FOOD HANDLER CNBK	0	\$0.00
FOOD HANDLER CNLH	0	\$0.00
GUEST/STAFF CNBK	0	\$0.00
GUEST/STAFF CNLH	0	\$0.00

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85	CONGREGATE BREAKFASTS	100	\$100.00
CONSULTANTS	\$0.00	\$0.00	\$9,745.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$8,164.51	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.68	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$1,445.18	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,611.60	NUTRITION EDUCATION	0	\$0.00

Done Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- SUBMISSION TO APPROVER

After completing each line- item and Cost Center entries, look over the completed invoice for accuracy and completeness. If the invoice is complete and correct, click on Submit to Approver. If there is any error on the completed invoice, an error message will pop-up. The system will not allow you to submit an invoice to the Approver unless all errors are corrected.

Please note: Once the Preparer submits the invoice to the Approver, the Preparer will not be able to make any modifications to the invoice unless the Approver returns the invoice to the Preparer for appropriate modifications.

The screenshot displays the 'Invoice' screen in the CAMS system. At the top, navigation tabs include Home, Invoice, Reports, and Logout. The main header shows 'Invoice' and a status bar with details: Invoice Id: 126277, DFTA Id: 10C, Fiscal Year: 2012, Invoice Type: Services, Invoice Description: Reimbursement.

Form fields include:

- Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER (dropdown), Days Open: 20
- Invoice Category: MONTHLY SERVICES AND EXPENSES (dropdown)
- Data Entry By: CostCenter (dropdown), with a note: 'Enter the cost center amount, service units, and income collected for the selected cost center?'
- Select Cost Center: (dropdown), Cost center Amount: (text field)

Buttons for 'Save' and 'Select Satellite' are visible. Below is a table with two columns: 'Line Description' and 'Service Summary'. The 'Line Description' table has columns for 'This Month', 'Adjustment', and 'YR to Date'. The 'Service Summary' table has columns for 'Units' and 'Income Collected'.

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85	CONGREGATE BREAKFASTS	100	\$100.00
CONSULTANTS	\$0.00	\$0.00	\$9,745.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$8,164.51	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$1,445.18	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,611.60	CML - Congregate Meals	^	\$22,572.00
TOTAL DIRECT COSTS	\$21,000.00	\$0.00	\$354,775.52	EDR - Education & Recreation		\$0.00
LESS: INCOME	\$100.00	\$0.00	\$19,406.85	IAS - Information & Assistance		\$0.00
LESS: INTEREST	\$0.00	\$0.00	\$0.00	TRP - Transportation		\$0.00
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$20,900.00	\$0.00	\$335,368.67			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$20,900.00	\$0.00	\$335,368.67			
INDIRECT COSTS (Rate = 8.00%)	\$1,672.00	\$0.00	\$26,829.50			
TOTAL COSTS	\$22,572.00	\$0.00	\$362,198.17			

Buttons at the bottom include 'Submit To Approver' and 'Print Invoice'. The CAMS logo and 'Contract Accounting Management System Online Invoice' are at the bottom left. The browser address bar shows 'OVSInvoicePayment.aspx?...' and 'Local intranet'.

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- SUBMISSION TO APPROVER

After clicking on Submit to Approver, the upper portion of the screen where selections can be made will be disabled (grayed out). The Preparer cannot make any modifications until the Approver returns the invoice.

Home
Invoice
Reports
Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER

Days Open: 20

Invoice Category: MONTHLY SERVICES AND EXPENSES

Data Entry By: CostCenter Enter the cost center amount, service units, and income collected for the selected cost center?

Select Cost Center: Cost center Amount:

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85	CONGREGATE BREAKFASTS	100	\$100.00
CONSULTANTS	\$0.00	\$0.00	\$9,745.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$8,164.51	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66	CASE ASSISTANCE MEDICAD	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$1,445.18	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,611.60	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$5,926.34	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$20,000.00	\$0.00	\$79,998.03	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$4,040.35			
TOTAL DIRECT COSTS	\$21,000.00	\$0.00	\$354,775.52			
LESS: INCOME	\$100.00	\$0.00	\$19,406.85	Cost Center		Cost Center Amount
LESS: INTEREST	\$0.00	\$0.00	\$0.00	CML - Congregate Meals		\$22,572.00
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00	EDR - Education & Recreation		\$0.00
NET TOTAL DIRECT COSTS	\$20,900.00	\$0.00	\$335,368.67	IAS - Information & Assistance		\$0.00
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00	TRP - Transportation		\$0.00
NET DIRECT COSTS (GF)	\$20,900.00	\$0.00	\$335,368.67			
INDIRECT COSTS (Rate = 8.00%)	\$1,672.00	\$0.00	\$26,829.50			
TOTAL COSTS	\$22,572.00	\$0.00	\$362,198.17			

Submit To Approver Print Invoice

PRINTING AN INVOICE

Click on Print Invoice from the bottom of the screen to print a copy of the invoice.

Click on Open from the File Download message window.

Please note: Your computer must have Adobe Reader installed in order to print a copy of an invoice.

The screenshot shows a web-based invoice management system. At the top, there are navigation tabs: Home, Invoice, Reports, and Logout. The main header displays 'Invoice' and provides key information: Invoice Id: 126277, DFTA Id: 10C, Fiscal Year: 2012, Invoice Type: Services, and Invoice Description: Reimbursement. Below this, there are input fields for Site ID (01 RAIN BOSTON SECOR SENIOR CENTER), Days Open (20), Invoice Category (MONTHLY SERVICES AND EXPENSES), and DataEntry By (CostCenter). A warning message prompts the user to 'Enter the cost center amount, service units, and income collected for the selected cost center?'. There are also fields for Select Cost Center and Cost center Amount. A 'Save' button and a 'Select Satellite' button are visible. The main content area is a table with columns for Line Description, This M, Units, and Income Collected. The table lists various expense categories such as PERSONNEL, CONSULTANTS, VEHICLES, EQUIPMENT RENTAL, TRAVEL, RENT, RENT USAGE CHARGES, UTILITIES, OTHER OCCUPANCY, COMMUNICATIONS, PRINTING/SUPPLIES, RAW FOOD/DISPOSABLES, CATERED FOOD/DISPOSABLES, PROGRAM INSURANCE, and OTHER EXPENSES. A summary section at the bottom of the table shows 'TOTAL DIRECT COSTS' of \$21,000.00, 'LESS: INCOME' of \$100.00, and 'NET DIRECT COSTS' of \$20,900.00. A 'File Download' dialog box is overlaid on the table, asking 'Do you want to open or save this file?'. The dialog box provides details for the file 'Contract_Invoice_and_Service_Summary_Report.pdf', which is an Adobe Acrobat Document (9.10KB) from 'dftartserver01'. The dialog box has 'Open', 'Save', and 'Cancel' buttons. A security warning icon and text are also present in the dialog box. At the bottom of the screen, there are buttons for 'Submit To Approver' and 'Print Invoice'. The Windows taskbar at the bottom shows 'Done', 'Local intranet', and a zoom level of 100%.

Line Description	This M	Units	Income Collected
PERSONNEL	\$1,000.00	100	\$100.00
CONSULTANTS		0	\$0.00
VEHICLES		0	\$0.00
EQUIPMENT RENTAL		0	\$0.00
TRAVEL		0	\$0.00
RENT		0	\$0.00
RENT USAGE CHARGES		0	\$0.00
UTILITIES		0	\$0.00
OTHER OCCUPANCY		0	\$0.00
COMMUNICATIONS		0	\$0.00
PRINTING/SUPPLIES		0	\$0.00
RAW FOOD/DISPOSABLES	\$20,000.00	0	\$0.00
CATERED FOOD/DISPOSABLES		0	\$0.00
PROGRAM INSURANCE		0	\$0.00
OTHER EXPENSES		0	\$0.00
TOTAL DIRECT COSTS	\$21,000.00		\$354,775.52
LESS: INCOME	\$100.00		\$19,408.85
LESS: INTEREST	\$0.00		\$0.00
LESS: FEES BILLED	\$0.00		\$0.00
NET TOTAL DIRECT COSTS	\$20,900.00		\$335,366.67
ADD (DEDUCT) ADJUSTMENT	\$0.00		\$0.00
NET DIRECT COSTS (GF)	\$20,900.00		\$335,366.67
INDIRECT COSTS (Rate = 8.00%)	\$1,672.00		\$26,829.50
TOTAL COSTS	\$22,572.00		\$362,196.17

Cost Center	Cost Center Amount
CML - Congregate Meals	\$22,572.00
EDR - Education & Recreation	\$0.00
IAS - Information & Assistance	\$0.00
TRP - Transportation	\$0.00

PRINTING AN INVOICE

To print an invoice, click on File, and click on Print.

Contract_Invoice_and_Service_Summary_Report[1].pdf - Adobe Acrobat

File Edit View Document Comments Forms Tools Advanced Window Help

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1 / 1 57.3% Find

The City of New York Department for the Aging
Contract Invoice and Service Report For FY 2012 - DFTA ID # 10C01

Sponsor: REGIONAL AID FOR INTERIM NEEDS INC Program: RAIN BOSTON SECOR SENIOR CENTER Telephone: 718-692-6620 Contract No: 20120001621
 Mo/Yr of Invoice: 2012.1.2012 # of Days Open: 22 VoucherNumber:

I. Expense and Income Report (Expenses should only be for Services in Section II.)			
	This Month	Adjustment	YR to Date
PERSONNEL	\$1,000.00	\$0.00	\$240,117.86
CONSULTANTS	\$0.00	\$0.00	\$9,745.00
VEHICLES	\$0.00	\$0.00	\$8,164.81
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66
TRAVEL	\$0.00	\$0.00	\$1,445.18
RENT	\$0.00	\$0.00	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,611.60
PRINTING/SUPPLIES	\$0.00	\$0.00	\$5,926.34
RAW FOOD/DISPOSABLES	\$20,000.00	\$0.00	\$79,998.03
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	\$0.00	\$0.00	\$4,240.35
TOTAL DIRECT COSTS	\$21,000.00	\$0.00	\$354,775.52
LESS: INCOME	\$100.00		\$19,405.85
LESS: INTEREST	\$0.00		\$0.00
LESS: FEES BILLED	\$0.00		\$0.00
NET TOTAL DIRECT COSTS	\$20,900.00		\$335,369.67
ADD (DEDUCT) ADJUSTMENT	\$0.00		
NET DIRECT COSTS (DP)	\$20,900.00		\$335,369.67
INDIRECT COSTS	\$1,672.00		\$26,829.50
TOTAL COSTS	\$22,572.00		\$362,199.17

II. Service Delivery Summary		
	This Month Service Units	This Month Income Collected
CONGREGATE BREAKFASTS	100	\$100.00
CONGREGATE LUNCH	0	\$0.00
FOOD HANDLER CNBK	0	\$0.00
FOOD HANDLER CNLH	0	\$0.00
GUEST/STAFF CNBK	0	\$0.00
GUEST/STAFF CNLH	0	\$0.00
Total Income		\$100.00

COST CENTER ALLOCATIONS	
CM	Total
\$22,572.00	\$22,572.00

ENTERED BY: John Doe SUBMITTED TO DFTA BY: DATE: 07/20/2012

7/20/2012 3:03:53 PM /CAMS_Invoice / Contract_Invoice_and_Service_Summary_Report Page 1 of 1

RETRIEVE/CHECK STATUS OF AN EXISTING INVOICE

After an invoice has been sent to the Approver by the Preparer, the invoice status will be updated to Under Review by Approver.

The invoice will be assigned an Invoice ID, located on the far left of the screen under the Select Invoice section. The Invoice ID is also a link. To retrieve the invoice, click on the Invoice ID link.

List of Invoice Status and their Definitions:

- **In Process by Preparer-** Invoice in process by Preparer. Initial status when data entry begins. Not submitted to DFTA.
- **Under Review by Approver-** Pending submission to DFTA/Approval by Supervisor/Sponsor.
- **Submitted to DFTA-** Invoice submitted to DFTA and pending acceptance.
- **Pending/Review/Support Docs-** Invoice submitted to DFTA. Pending review/approval from authorized Bureaus and back-up documentation.
- **Accepted/Pre-approved-** Invoice accepted/pre-approved by DFTA.
- **Return/Reject by DFTA-** Invoice rejected and returned to Contractor.
- **Submitted to DFTA-** Voucher received but no details entered (prior to FY 2013).
- **Accepted/Pending Payment-** Voucher details entered but not paid.
- **Approved for Payment-** Voucher funded and approved for payment and submitted to FISA.
- **Payment Issued-** Voucher paid through FMS and check is issued.

Home Invoice Reports Logout

Invoice

Program Name: 10C RAIN BOSTON SECOR SENIOR CENTER Program ID: 10C Fiscal Year: 2012

Search New Program

Select Invoice

Invoice Id	Invoice Month	Voucher No.	Invoice Type	Invoice Description	Amount	Invoice Status
131733	November	2012VC01605	Equipment/Renovations	Reimbursement	\$5,785.00	Payment Issued
126277	June		Services	Reimbursement	\$22,572.00	Under Review by Approver
126276	May	2012VC06690	Services	Reimbursement	\$37,975.22	Accepted/Pending payment
126275	April	2012VC06686	Services	Reimbursement	\$25,758.63	Accepted/Pending payment
126274	March	2012VC04744	Services	Reimbursement	\$46,448.63	Payment Issued
126273	February	2012VC03818	Services	Reimbursement	\$27,826.14	Payment Issued
126272	January	2012VC03279	Services	Reimbursement	\$29,128.26	Payment Issued
126271	December	2012VC02805	Services	Reimbursement	\$28,738.25	Payment Issued
126270	November	2012VC02306	Services	Reimbursement	\$30,385.98	Payment Issued
126269	October	2012VC01714	Services	Reimbursement	\$31,967.25	Payment Issued
126268	September	2012VC01185	Services	Reimbursement	\$32,431.33	Payment Issued
126267	August	2012VC00804	Services	Reimbursement	\$27,375.17	Payment Issued
126266	July	2012VC00369	Services	Reimbursement	\$21,591.31	Payment Issued

New Invoice

Month: Invoice Type:

Invoice Description: Due Date:

Create New Invoice

cams Contract Accounting Management System Online Invoice

RETRIEVE/CHECK STATUS OF AN EXISTING INVOICE

An Approver checks the invoice for accuracy and completeness of entered data. If any discrepancy is found, the Approver cannot make any modifications to the invoice. Only the Preparer can make modifications to the invoice.

To return an invoice, the Approver must click on Send Back to Preparer. The invoice will then become available to the Preparer for modifications.

Home	Invoice	Reports	Logout
Invoice			
Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement No of Days Open: 20			
Invoice Type:	Services	Invoice Description:	Reimbursement
Invoice ID:	126277	Voucher Number:	
Invoice Month:	June	Date Received:	
Site ID:	01 RAIN BOSTON SECOR SENIOR CENTER		
Line Description	This Month	Adjustment	YR to Date
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85
CONSULTANTS	\$0.00	\$0.00	\$9,745.00
VEHICLES	\$0.00	\$0.00	\$8,164.51
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66
TRAVEL	\$0.00	\$0.00	\$1,445.18
RENT	\$0.00	\$0.00	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,611.60
PRINTING/SUPPLIES	\$0.00	\$0.00	\$5,928.34
RAIW FOOD/DISPOSABLES	\$20,000.00	\$0.00	\$79,998.03
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	\$0.00	\$0.00	\$4,040.35
TOTAL DIRECT COSTS	\$21,000.00	\$0.00	\$354,775.52
LESS: INCOME	\$100.00	\$0.00	\$19,408.85
LESS: INTEREST	\$0.00	\$0.00	\$0.00
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00
NET TOTAL DIRECT COSTS	\$20,900.00	\$0.00	\$335,368.67
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00
NET DIRECT COSTS (GF)	\$20,900.00	\$0.00	\$335,368.67
INDIRECT COSTS (Rate = 8.00%)	\$1,672.00	\$0.00	\$26,829.50
TOTAL COSTS	\$22,572.00	\$0.00	\$362,198.17
Service Summary	Units	Income Collected	
CONGREGATE BREAKFASTS	100	\$100.00	
CONGREGATE LUNCH	0	\$0.00	
CASE ASSISTANCE	0	\$0.00	
CASE ASSISTANCE MEDICAID	0	\$0.00	
EDUCATION/RECREATION	0	\$0.00	
FOOD HANDLER CNBK	0	\$0.00	
FOOD HANDLER CNLH	0	\$0.00	
GUEST/STAFF CNBK	0	\$0.00	
GUEST/STAFF CNLH	0	\$0.00	
NUTRITION EDUCATION	0	\$0.00	
SHOPPING ASSISTANCE	0	\$0.00	
TRANSPORTATION	0	\$0.00	
Cost Center	Cost Center Amount		
CML - Congregate Meals	\$22,572.00		
EDR - Education & Recreation	\$0.00		
IAS - Information & Assistance	\$0.00		
TRP - Transportation	\$0.00		
<p>By logging onto the system, you are expressly acknowledging that you have been notified of and that you accept the following terms and conditions of use:</p> <p>By checking the box shown below, I hereby certify that, to the best of my knowledge and belief, this invoice represents a true and accurate account of the services provided, fees billed and contributions received and that the expenditures reported were paid and made solely for purposes specified in the contract for this program. And that the books and records verifying this information are on file for inspection by the New York City Department for the Aging or other appropriate State or Federal Authorities.</p> <p>I also certify that these expenditures were not submitted to other agencies for similar services rendered to participants served under this agreement for the same period of time.</p> <p><input type="checkbox"/> I have read the above certification and agree</p>			

RETRIEVE/CHECK STATUS OF AN EXISTING INVOICE

If the invoice is correct, the Approver will submit the invoice to DFTA. Before submitting the invoice to DFTA, the Approver must check off the certification and agreement.

After checking the certification and agreement box, the Approver clicks on Send to DFTA.

Invoice Type:	Services	Invoice Description:	Reimbursement	Invoice Month:	June
Invoice ID:	126277	Voucher Number:		Date Received:	
Site ID:	01 RAIN BOSTON SECOR SENIOR CENTER				

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85	CONGREGATE BREAKFASTS	100	\$100.00
CONSULTANTS	\$0.00	\$0.00	\$9,745.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$8,164.51	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$1,445.18	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,611.60	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$5,926.34	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$20,000.00	\$0.00	\$79,998.03	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$4,040.35			
TOTAL DIRECT COSTS	\$21,000.00	\$0.00	\$354,775.52			
LESS: INCOME	\$100.00	\$0.00	\$19,406.85			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$20,900.00	\$0.00	\$335,368.67			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$20,900.00	\$0.00	\$335,368.67			
INDIRECT COSTS (Rate = 8.00%)	\$1,672.00	\$0.00	\$26,829.50			
TOTAL COSTS	\$22,572.00	\$0.00	\$362,198.17			

Cost Center	Cost Center Amount
CML - Congregate Meals	\$22,572.00
EDR - Education & Recreation	\$0.00
IAS - Information & Assistance	\$0.00
TRP - Transportation	\$0.00

By logging onto the system, you are expressly acknowledging that you have been notified of and that you accept the following terms and conditions of use:

By checking the box shown below, I hereby certify that, to the best of my knowledge and belief, this invoice represents a true and accurate account of the services provided, fees billed and contributions received and that the expenditures reported were paid and made solely for purposes specified in the contract for this program. And that the books and records verifying this information are on file for inspection by the New York City Department for the Aging or other appropriate State or Federal Authorities.

I also certify that these expenditures were not submitted to other agencies for similar services rendered to participants served under this agreement for the same period of time.

I have read the above certification and agree


 Contract Accounting Management System Online Invoice

Done Local intranet 100%

RETRIEVE/CHECK STATUS OF AN EXISTING INVOICE

After clicking on Send to DFTA, a message will appear that the invoice was successfully sent to DFTA. The voucher number and the date received by DFTA will now appear on the upper section of the invoice.

The screenshot displays a web-based invoice management system. At the top, there are navigation tabs: Home, Invoice, Reports, and Logout. Below this, the 'Invoice' section is active, showing the following details:

- Invoice Id: 126277
- DFTA Id: 100
- Fiscal Year: 2012
- Invoice Type: Services
- Invoice Description: Reimbursement
- No of Days Open: 20

Below these details are input fields for:

- Invoice Type: Services
- Invoice Description: Reimbursement
- Invoice Month: June
- Invoice ID: 126277
- Voucher Number: 2012VC06895
- Date Received: 07/20/2012

The Site ID is set to 01 RAIN BOSTON SECOR SENIOR CENTER. The main body of the page contains a table with columns: Line Description, This Month, Adjustment, YR to Date, Service Summary, Units, and Income Collected. The table lists various expenses such as PERSONNEL, CONSULTANTS, VEHICLES, EQUIPMENT RENTAL, TRAVEL, RENT, RENT USAGE CHARGES, UTILITIES, OTHER OCCUPANCY, COMMUNICATIONS, PRINTING/SUPPLIES, RAW FOOD/DISPOSABLES, CATERED FOOD/DISPOSABLES, PROGRAM INSURANCE, and OTHER EXPENSES. It also includes a 'TOTAL DIRECT COSTS' row and a 'Cost Center Amount' section with sub-totals for EDR - Education & Recreation, IAS - Information & Assistance, and TRP - Transportation.

A modal dialog box titled 'Message from webpage' is overlaid on the table, containing a warning icon and the text: 'Your Invoice was successfully submitted to DFTA.' with an 'OK' button.

At the bottom of the page, there is a certification section with the following text:

By logging onto the system, you are expressly acknowledging that you have been notified of and that you accept the following terms and conditions of use:

By checking the box shown below, I hereby certify that, to the best of my knowledge and belief, this invoice represents a true and accurate account of the services provided, fees billed and contributions received and that the expenditures reported were paid and made solely for purposes specified in the contract for this program. And that the books and records verifying this information are on file for inspection by the New York City Department for the Aging or other appropriate State or Federal Authorities.

I also certify that these expenditures were not submitted to other agencies for similar services rendered to participants served under this agreement for the same period of time.

I have read the above certification and agree

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES WITH SATELLITE SITES

When entering Satellite site data, follow the same steps as Create a New Invoice For Monthly Services and Expenses. The difference is with the Site ID drop down.

To select a satellite, click on the Site ID drop down. The list of satellites will automatically appear based on the Program ID you selected in the Search screen.

Click on the applicable satellite Site ID. The Summary Invoice will be automatically calculated as you are entering the data for Site 01, Site 02, etc.

Enter all applicable line item, Cost Center, Income, Units of Service data.

Click on Save for each entry.

To select another satellite, click on the Site ID drop down and choose from the list.

Upon completion, click on Submit to Approver.

Home Invoice Reports Logout

Invoice

Invoice Id: 125648 DFTA Id: 111 Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 00 SUMMARY INVOICE Days Open: 0

Invoice Category: 01 IPR/HE BETANCES SENIOR CENTER

Data Entry By: Linellern

Select Line Description: Amount This Month Amount Adjustment

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00			
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00			
COMMUNICATIONS	\$0.00	\$0.00	\$0.00			
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00			
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00			
LESS: INCOME	\$0.00	\$0.00	\$24,504.00			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$24,504.00)			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$24,504.00)			
INDIRECT COSTS (Rate = 10.00%)	\$0.00	\$0.00	\$21,589.55			
TOTAL COSTS	\$0.00	\$0.00	(\$2,914.45)			

Submit To Approver Print Invoice

Contract Accounting

Local intranet

NO UNITS OF SERVICES AND NO EXPENSES

To submit an invoice with no units of services and no expenses, follow the same steps as Create a New Invoice for Monthly Services and Expenses.

On the Invoice page, click on the Invoice Category drop down and select No Services and No Expenses.

Enter the Days Open in the Days Open field.

Click on Save.

Home Invoice Reports Logout

Invoice

Invoice Id: 134633 DFTA Id: 3XK Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 ELDER LAW PROJECT Days Open: 0

Invoice Category: MONTHLY SERVICES AND EXPENSES

Data Entry By: MONTHLY SERVICES AND EXPENSES

Select Line Description: NO SERVICES NO EXPENSES

Amount Adjustment:

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	OTHER THAN STANDARD SERV.	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00			
VEHICLES	\$0.00	\$0.00	\$0.00			
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00			
TRAVEL	\$0.00	\$0.00	\$0.00			
RENT	\$0.00	\$0.00	\$0.00			
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00			
UTILITIES	\$0.00	\$0.00	\$0.00			
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00			
COMMUNICATIONS	\$0.00	\$0.00	\$0.00			
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00			
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00			
LESS: INCOME	\$0.00	\$0.00	\$0.00			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$0.00	\$0.00	\$0.00			
INDIRECT COSTS (Rate = 6.50%)	\$0.00	\$0.00	\$697.00			
TOTAL COSTS	\$0.00	\$0.00	\$697.00			

Submit To Approver Print Invoice

Contract Accounting

Local intranet 100%

NO UNITS OF SERVICES AND NO EXPENSES

After clicking on Save, click on Submit to Approver. After clicking on Submit to Approver, no modifications can be made unless the Approver returns the invoice to the Preparer.

Home Invoice Reports Logout

Invoice

Invoice Id: 134633 DFTA Id: 3XK Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 ELDER LAW PROJECT Days Open: 0

Invoice Category: NO SERVICES NO EXPENSES

Data Entry By: Linellem

Select Line Description: PERSONNEL Amount This Month: \$100.00 Amount Adjustment: \$0.00

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date
PERSONNEL	\$0.00	\$0.00	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00
RENT	\$0.00	\$0.00	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	\$0.00	\$0.00	\$0.00
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00
LESS: INCOME	\$0.00	\$0.00	\$0.00
LESS: INTEREST	\$0.00	\$0.00	\$0.00
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00
NET DIRECT COSTS (GF)	\$0.00	\$0.00	\$0.00
INDIRECT COSTS (Rate = 6.50%)	\$0.00	\$0.00	\$697.00
TOTAL COSTS	\$0.00	\$0.00	\$697.00

Service Summary	Units	Income Collected
OTHER THAN STANDARD SERV.	0	\$0.00

Cost Center	Cost Center Amount
SPS - Special Services	\$0.00

Submit To Approver Print Invoice

Contract Accounting Local intranet

EXPENSES ONLY WITH NO STANDARD SERVICES

To submit an invoice with expenses only and no standard services, follow the same steps as Create a New Invoice for Monthly Services and Expenses.

On the Invoice page, click on the Invoice Category drop down and select Expenses Only with No Standard Services.

Home Invoice Reports Logout

Invoice

Invoice Id: 126791 DFTA Id: 100 Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 VAN CORTLANDT SENIOR CENTER Days Open: 0

Invoice Category: MONTHLY SERVICES AND EXPENSES

Data Entry By: MONTHLY SERVICES AND EXPENSES
SUPPLEMENTAL INVOICE, EXPENSES, NO ADDITIONAL SERVICES

Select Line Description: NO SERVICES NO EXPENSES
EXPENSES ONLY NO STANDARD SERVICES Amount Adjustment

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00			
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00			
COMMUNICATIONS	\$0.00	\$0.00	\$0.00			
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00			
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00			
LESS: INCOME	\$0.00	\$0.00	\$20,334.64			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$20,334.64)			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$20,334.64)			
INDIRECT COSTS (Rate = 9.60%)	\$0.00	\$0.00	\$22,030.44			
REIMBURSEMENT CLAIMED	\$0.00	\$0.00	\$1,695.80			

Submit To Approver Print Invoice

Local intranet 100%

EXPENSES ONLY WITH NO STANDARD SERVICES

Click on the Select Category drop down and select Line Item.

Click on the Select Line Description drop down and select a line description. Enter each applicable line description separately and save each entry.

Click in the Amount This Month field and enter the amount for the selected line description.

Click in the Amount Adjustment field and enter the amount, if applicable.

Click on Save.

Continue to enter each applicable Line Item and click on Save after each entry.

The screenshot shows a web-based invoice entry system. At the top, there are navigation tabs: Home, Invoice, Reports, and Logout. Below this is a header bar with the following information: Invoice Id: 126791, DFTA Id: 10D, Fiscal Year: 2012, Invoice Type: Services, Invoice Description: Reimbursement.

The main form contains the following fields:

- Site ID: 01 VAN CORTLANDT SENIOR CENTER (dropdown)
- Days Open: 20
- Invoice Category: MONTHLY SERVICES AND EXPENSES (dropdown)
- Data Entry By: Lineltem (dropdown)
- Select Line Description: PERSONNEL (dropdown)
- Amount This Month: \$1000.00
- Amount Adjustment: \$0.00

Below the form are buttons for 'Save' and 'Select Satellite'.

The main content area is divided into two tables:

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00			
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00			
COMMUNICATIONS	\$0.00	\$0.00	\$0.00			
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00			
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00			
LESS: INCOME	\$0.00	\$0.00	\$20,334.64			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$20,334.64)			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$20,334.64)			
INDIRECT COSTS (Rate = 9.60%)	\$0.00	\$0.00	\$22,030.44			
REIMBURSEMENT CLAIMED	\$0.00	\$0.00	\$1,695.80			

Below the tables is a 'Cost Center' section:

Cost Center	Cost Center Amount
CML - Congregate Meals	\$0.00
EDR - Education & Recreation	\$0.00
IAS - Information & Assistance	\$0.00

At the bottom of the form are buttons for 'Submit To Approver' and 'Print Invoice'.

EXPENSES ONLY WITH NO STANDARD SERVICES

After the Preparer has entered each line item, the invoice will must be submitted to the Approver.

Click on Submit to Approver. After clicking on Submit to Approver, no modifications can be made unless the Approver returns the voucher to the Preparer.

Home
Invoice
Reports
Logout

Invoice

Invoice Id: 134633
DFTA Id: 3XX
Fiscal Year: 2012
Invoice Type: Services
Invoice Description: Reimbursement

Save
Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$100.00	\$0.00	\$10,256.88	OTHER THAN STANDARD SERV.	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00			
VEHICLES	\$0.00	\$0.00	\$0.00			
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00			
TRAVEL	\$0.00	\$0.00	\$0.00			
RENT	\$0.00	\$0.00	\$458.29			
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00			
UTILITIES	\$0.00	\$0.00	\$42.37			
OTHER OCCUPANCY	\$0.00	\$0.00	\$65.34			
COMMUNICATIONS	\$0.00	\$0.00	\$0.00			
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00			
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			
TOTAL DIRECT COSTS	\$100.00	\$0.00	\$10,822.86			
LESS: INCOME	\$0.00	\$0.00	\$0.00			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$100.00	\$0.00	\$10,822.86			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$100.00	\$0.00	\$10,822.86			
INDIRECT COSTS (Rate = 6.50%)	\$6.50	\$0.00	\$703.50			
TOTAL COSTS	\$106.50	\$0.00	\$11,526.36			

Submit To Approver
Print Invoice

Contract Accounting
Local intranet

HEMOCARE - LINE ITEM

To submit an invoice for Homecare, follow the same steps as Create a New Invoice for Monthly Services and Expenses.

On the Invoice page, click on the Invoice Category drop down and select Monthly Services and Expenses.

Click on the Select Category drop down and select Line Item.

Click on the Select Line Description drop down and select a line description. Enter each applicable line description separately and save each entry.

Click in the Amount This Month field and enter the amount for the selected line description.

Click in the Amount Adjustment field and enter the amount, if applicable.

Click on Save.

Continue to enter each applicable Line Item and click on Save after each entry.

The screenshot displays the 'Invoice' page in a web application. At the top, there are navigation tabs: Home, Invoice, Reports, and Logout. Below the navigation, the page title is 'Invoice'. The main content area includes several input fields and a table.

Invoice details: Invoice Id: 133701, DFTA Id: 2HA, Fiscal Year: 2012, Invoice Type: Services, Invoice Description: Reimbursement.

Site ID: 01 BETH EMETH HOMECARE, Days Open: 0.

Invoice Category: MONTHLY SERVICES AND EXPENSES.

Data Entry By: Linetern (dropdown menu).

Select Line Description: CostCenter (dropdown menu). Amount This Month: [input field]. Amount Adjustment: [input field].

Buttons: Save, Select Satellite.

Line Description	This Month	Adjustment	YR to Date
PERSONNEL	\$0.00	\$0.00	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00
RENT	\$0.00	\$0.00	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	\$0.00	\$0.00	\$0.00
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00
LESS: INCOME	\$0.00	\$0.00	\$8,719.22
LESS: INTEREST	\$0.00	\$0.00	\$15.73
LESS: FEES BILLED	\$0.00	\$0.00	\$13,995.98
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$22,730.93)
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$22,730.93)
INDIRECT COSTS (Rate = 0.00%)	\$0.00	\$0.00	\$0.00
TOTAL COSTS	\$0.00	\$0.00	(\$22,730.93)

Service Summary table:

Service Summary	Units Delivered	Unit Rate	Total Claimed	Fees Billed R
EMERG HOMEMAKER/PERS CARE	0	\$0.00	\$0.00	\$0.00
HOMEMAKER/PERSONAL CARE	0	\$0.00	\$0.00	\$0.00
HOUSEKEEPER	0	\$0.00	\$0.00	\$0.00

Cost Center table:

Cost Center	Cost Center Amount
HCH - Housekeeping	\$0.00
HEC - Homemaker Emergency Care	\$0.00
HPC - Homemaker Personal Care	\$0.00

Buttons: Submit To Approver, Print Invoice.

HEMOCARE- COST CENTER

After entering and saving the line items, click on the Select Category drop down and select Cost Center.

Click on the Select Cost Center drop down and select the applicable Cost Center.

Enter all applicable data in the Service Summary.

Click on Save and select the next Cost Center until you have accounted for all the cost centers data.

After all cost centers have been entered and saved, click on Submit to Approver.

If there is any error on the completed invoice, an error message will pop-up. The system will not allow you to submit an invoice to the Approver unless all errors are corrected.

Please note: Once the Preparer submits the invoice to the Approver, the Preparer will not be able to make any modifications to the invoice, unless the Approver returns the invoice to the Preparer for appropriate modifications.

Home Invoice Reports Logout

Invoice

Invoice Id: 133701 DFTA Id: 2HA Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 BETH EMETH HEMOCARE Days Open: 0

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: CostCenter Enter the cost center amount, service units, and income collected for the selected cost center?

Select Cost Center: HCH - Housekeeping Cost center Amount: \$0.00

Service Summary	Units Delivered	Unit Rate	Total Claimed	Fees Billed	Fees Received	Income Received	Of Total Units Tempcare Units Provided
HOUSEKEEPER	0	\$14.91	\$0.00	\$0.00	\$0.00	\$0.00	0

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date
PERSONNEL	\$0.00	\$0.00	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00
RENT	\$0.00	\$0.00	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	\$0.00	\$0.00	\$0.00
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00
LESS: INCOME	\$0.00	\$0.00	\$8,719.22
LESS: INTEREST	\$0.00	\$0.00	\$15.73
LESS: FEES BILLED	\$0.00	\$0.00	\$13,895.98
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$22,730.93)
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$22,730.93)
INDIRECT COSTS (Rate = 0.00%)	\$0.00	\$0.00	\$0.00
TOTAL COSTS	\$0.00	\$0.00	(\$22,730.93)

Service Summary	Units Delivered	Unit Rate	Total Claimed	Fees Billed R
EMERG HOMEMAKER/PERS CARE	0	\$0.00	\$0.00	\$0.00
HOMEMAKER/PERSONAL CARE	0	\$0.00	\$0.00	\$0.00
HOUSEKEEPER	0	\$0.00	\$0.00	\$0.00

Cost Center	Cost Center Amount
HCH - Housekeeping	\$0.00
HEC - Homemaker Emergency Care	\$0.00
HPC - Homemaker Personal Care	\$0.00

Submit to Approver Print Invoice

Local intranet 100%

HOME-DELIVERED MEALS /LEGAL- LINE ITEM

To submit an invoice with for Home-Delivered Meals, follow the same steps as Create a New Invoice/Monthly Services and Expenses.

On the Invoice page, click on the Invoice Category drop down and select Monthly Services and Expenses.

Click on the Select Category drop down and select Line Item.

Click on the Select Line Description drop down and select a line description. Enter each applicable line description separately and save each entry.

Click in the Amount this Month field and enter the amount for the selected line description.

Click in the Amount Adjustment field and enter the amount, if applicable.

Click on Save.

Continue to enter each applicable Line Item and click on Save after each entry.

The screenshot displays a web-based invoice entry system. At the top, there are navigation tabs for Home, Invoice, Reports, and Logout. Below this, the 'Invoice' section shows details for Invoice Id: 132608, DFTA Id: 33J, Fiscal Year: 2012, Invoice Type: Services, and Invoice Description: Reimbursement. The main form includes fields for Site ID (01 CHARLES WALBURG HOME DELIVERED MEALS), Invoice Category (MONTHLY SERVICES AND EXPENSES), Data Entry By (Linellern), and Select Line Description (CostCenter). There are also fields for Amount This Month and Amount Adjustment. A 'Save' button is visible. Below the form is a summary table with columns for Line Description, This Month, Adjustment, and YR to Date. The table lists various categories like PERSONNEL, CONSULTANTS, VEHICLES, etc., with values of \$0.00. A 'Service Summary' table shows 'HOME DELIVERED ALT MEALS' with 0 units delivered and a reimbursement rate of \$0.00. A 'Cost Center' table shows 'HML - Home Delivered Meals' with a cost center amount of \$0.00. At the bottom, there are buttons for 'Submit To Approver' and 'Print Invoice'. The footer includes 'Contract Accounting' and 'Local intranet'.

Line Description	This Month	Adjustment	YR to Date
PERSONNEL	\$0.00	\$0.00	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00
RENT	\$0.00	\$0.00	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	\$0.00	\$0.00	\$0.00
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00
LESS: INCOME	\$0.00	\$0.00	\$20,440.75
LESS: INTEREST	\$0.00	\$0.00	\$0.00
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$20,440.75)
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$20,440.75)
INDIRECT COSTS (Rate = 0.00%)	\$0.00	\$0.00	\$0.00
TOTAL COSTS	\$0.00	\$0.00	(\$20,440.75)

HOME-DELIVERED MEALS /LEGAL - COST CENTER

After entering and saving the line items, click on the Select Category drop down and select Cost Center.

Click on the Select Cost Center drop down and select the applicable Cost Center.

Enter all applicable data in the Service Summary.

Click on Save and select the next Cost Center until all applicable Cost Centers are accounted for.

After all cost centers have been entered and saved, click on Submit to Approver.

After all cost centers have been entered and saved, click on Submit to Approver.

If there is any error on the completed invoice, an error message will pop-up. The system will not allow you to submit an invoice to the Approver unless all errors are corrected.

Please note: Once the Preparer submits the invoice to the Approver, the Preparer will not be able to make any modifications to the invoice, unless the Approver returns the invoice to the Preparer for appropriate modifications.

Home Invoice Reports Logout

Invoice

Invoice Id: 132608 DFTA Id: 33J Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 CHARLES WALBURG HOME DELIVERED MEALS Days Open: 0

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: CostCenter Enter the cost center amount, service units, and income collected for the selected cost center?

Select Cost Center: HML - Home Delivered Meals Cost center Amount: \$0.00

Service Summary	Units Delivered	Reimbursement Rate	Reimbursement Claimed	Contributions Received
HOME DELIVERED ALT MEALS	0	\$6.43	\$0.00	\$0.00

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date
PERSONNEL	\$0.00	\$0.00	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00
RENT	\$0.00	\$0.00	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	\$0.00	\$0.00	\$0.00
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00
LESS: INCOME	\$0.00	\$0.00	\$20,440.75
LESS: INTEREST	\$0.00	\$0.00	\$0.00
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$20,440.75)
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$20,440.75)
INDIRECT COSTS (Rate = 0.00%)	\$0.00	\$0.00	\$0.00
TOTAL COSTS	\$0.00	\$0.00	(\$20,440.75)

Submit To Approver Print Invoice

Local intranet 100%

ONE-TIME PAYMENT

To create a One-Time Payment voucher invoice, go to the New Invoice section on the bottom of the screen.

Select the month from the Month drop-down list. To select the month, for multiple receipts/invoices/bills that have different dates, select the most recent month from drop down list.

Select One-Time Payment from the Invoice Type drop down.

Select Reimbursement from the Invoice Description drop-down.

The Due Date will be disabled.

Click on Create New Invoice.

Home Invoice Reports Logout

Invoice

Fiscal Year: 2012 Program ID: 1Y7 Program Name: 1Y7 NORTHEAST BRONX ASSOCIATION

Search New Program

Select Invoice

Invoice Id	Invoice Month	Voucher No.	Invoice Type	Invoice Description	Amount Req.	Invoice Status
132341	July	2012VC02957	Services	Reimbursement	\$0.00	Approved for Payment
132342	August	2012VC02958	Services	Reimbursement	\$0.00	Approved for Payment
132343	September	2012VC02959	Services	Reimbursement	\$0.00	Approved for Payment
132344	October	2012VC02960	Services	Reimbursement	\$995.00	Payment Issued
132345	November	2012VC02961	Services	Reimbursement	\$950.00	Payment Issued
132346	December	2012VC02962	Services	Reimbursement	\$665.00	Approved for Payment
132347	January	2012VC03184	Services	Reimbursement	\$1,140.00	Approved for Payment
132348	February	2012VC04122	Services	Reimbursement	\$1,000.00	Approved for Payment
132349	March	2012VC04786	Services	Reimbursement	\$1,970.00	Accepted/Pending payment
132350	April	2012VC06316	Services	Reimbursement	\$1,195.00	Submitted to DFTA
132351	May	2012VC06330	Services	Reimbursement	\$0.00	Submitted to DFTA

New Invoice

Month: MAY Invoice Type: One-Time Payment

Invoice Description: Reimbursement Due Date: [disabled]

Create New Invoice

cams Contract Accounting Management System Online Invoice

Done Local intranet 100%

ONE -TIME PAYMENT

Check the box under the SNo (Serial Number) column to select the One-Time Payment item.

Enter the amount requested in the Amount Requested field.

Click on Save.

Follow the same steps for each One-Time Payment until all are completed.

Click on Submit to Approver.

The screenshot displays the CAMS (Contract Accounting Management System) Online Invoice interface. At the top, there are navigation tabs for Home, Invoice, Reports, and Logout. Below the navigation, the system shows the current invoice details: Invoice Id: 136054, DFTA Id: 1Y7, Fiscal Year: 2012, Invoice Type: One-Time Payment, and Invoice Description: Reimbursement. A dropdown menu for Site ID is set to 01 NORTHEAST BRONX ASSOCIATION. The main data table contains two entries for 'LUNCHEONS FOR SENIORS' under the category 'CATERED FOOD/DISPOSABLES' and sub-category 'OTHER ONE-TIME PAYMENTS'. The first entry (SNo 1) has a budgeted amount of \$3,750.00 and a year-to-date paid amount of \$3,750.00, with an amount requested of \$0.00. The second entry (SNo 2) has a budgeted amount of \$3,000.00 and a year-to-date paid amount of \$0.00, with an amount requested of \$0.00. Below the table are buttons for 'Save', 'Submit To Approver', and 'Print Invoice'. The CAMS logo and 'Contract Accounting Management System Online Invoice' are visible at the bottom of the interface. The browser address bar shows the URL: OVSCapitalInvoice.aspx?f8+eMF8VfaWRCUHaqqLm4+uRpab4I7ywlCbW9ztrMAJ3rERvY0Gxyi3NFRtNidd.

SNo	Category	Sub-Category	Description	Approved Vendor	Budgeted Amount	Ytd Paid	Amount Requested
<input type="checkbox"/> 1	CATERED FOOD/DISPOSABLES	OTHER ONE-TIME PAYMENTS	LUNCHEONS FOR SENIORS		\$3,750.00	\$3,750.00	\$0.00
<input type="checkbox"/> 2	CATERED FOOD/DISPOSABLES	OTHER ONE-TIME PAYMENTS	LUNCHEONS FOR SENIORS	NA	\$3,000.00	\$0.00	\$0.00

EQUIPMENT/RENOVATIONS

To create Equipment/Renovations voucher, go to the New Invoice section on the bottom of the screen.

Select the month from the Month drop-down list. To select the month, for multiple receipts/invoices/bills that have different dates, select the most recent month from drop down list.

Select Equipment/Renovations from the Invoice Type drop down.

Select Reimbursement from the Invoice Description drop-down.

The Due Date will be disabled.

Click on Create New Invoice.

The screenshot displays the CAMS Contract Accounting Management System Online Invoice interface. At the top, there is a navigation bar with links for Home, Invoice, Reports, and Logout. Below this, there are search filters for Fiscal Year (2012), Program ID (12T), and Program Name (12T CO-OP CITY SENIOR CENTER). A 'Select Invoice' table lists various invoices with columns for Invoice Id, Invoice Month, Voucher No., Invoice Type, Invoice Description, Amount Req., and Invoice Status. The 'New Invoice' section is active, showing a form with fields for Month (JUNE), Invoice Type (Equipment/Renovations), Invoice Description (Reimbursement), and Due Date (disabled). A 'Create New Invoice' button is visible.

Invoice Id	Invoice Month	Voucher No.	Invoice Type	Invoice Description	Amount Req.	Invoice Status
124979	July	2012VC00531	Services	Reimbursement	\$26,306.70	Approved for Payment
124980	August	2012VC00890	Services	Reimbursement	\$36,634.09	Payment Issued
124981	September	2012VC01231	Services	Reimbursement	\$34,317.38	Payment Issued
124982	October	2012VC01713	Services	Reimbursement	\$37,373.66	Payment Issued
124983	November	2012VC02413	Services	Reimbursement	\$34,371.63	Payment Issued
124984	December	2012VC02891	Services	Reimbursement	\$40,368.33	Payment Issued
124985	January	2012VC03368	Services	Reimbursement	\$38,047.97	Payment Issued
124986	February	2012VC04012	Services	Reimbursement	\$40,638.65	Payment Issued
124987	March	2012VC04667	Services	Reimbursement	\$41,002.68	Payment Issued
124988	April	2012VC06852	Services	Reimbursement	\$448,550.77	Accepted/Pending payment
124989	May	2012VC06855	Services	Reimbursement	\$78,642.87	Accepted/Pending payment
132982	August	2012VA00890	Services	Revised Voucher	\$0.00	Payment Issued
132983	September	2012VA01231	Services	Revised Voucher	\$0.00	Payment Issued
132456	December	2012VC02446	Equipment/Renovations	Reimbursement	\$1,475.10	InProcess by Preparer

The 'New Invoice' section shows the following fields:

- Month: JUNE
- Invoice Type: Equipment/Renovations
- Invoice Description: Reimbursement
- Due Date: (disabled)

A 'Create New Invoice' button is located below the form.

EQUIPMENT/RENOVATIONS

Check the box under the SNo (Serial Number) column to select the applicable Equipment/Renovations item.

Enter the amount requested in the Amount Requested field.

Click on Save.

Follow the same steps for each Equipment/Renovations until all are completed.

Click on Submit to Approver.

The screenshot displays the CAMS (Contract Accounting Management System) Online Invoice interface. The top navigation bar includes links for Home, Invoice, Reports, and Logout. The main header shows the current invoice details: Invoice Id: 132456, DFTA Id: 12T, Fiscal Year: 2012, Invoice Type: Equipment/Renovations, and Invoice Description: Reimbursement. Below this, a Site ID dropdown menu is set to '00 SUMMARY INVOICE'. The central part of the form is a table with the following data:

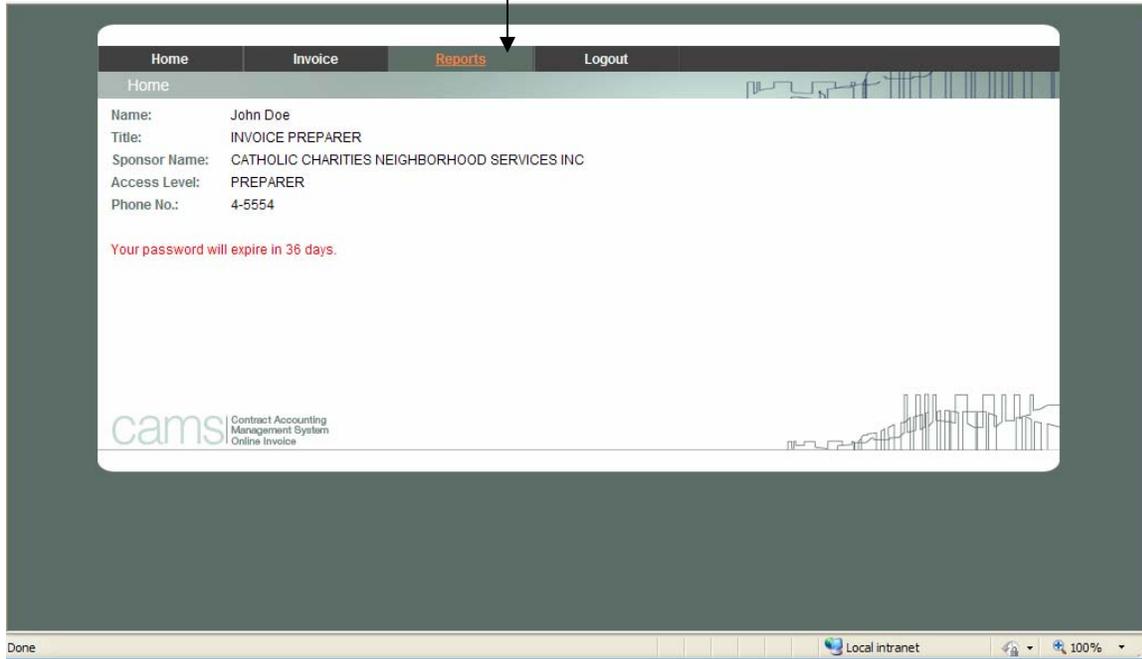
SNo	Category	Sub-Category	Description	Approved Vendor	Budgeted Amount	Ytd Paid	Amount Requested
<input type="checkbox"/> 1	EQUIPMENT	OFFICE EQUIPMENT	DELL COMPUTERS	NA	\$1,475.00	\$1,475.00	\$1,475.00

Below the table, there are three buttons: Save, Submit To Approver, and Print Invoice. The CAMS logo and text 'Contract Accounting Management System Online Invoice' are visible in the bottom left corner of the form area. The browser's address bar at the bottom shows 'Local intranet' and a zoom level of 100%.

REPORTS

The CAMS Reports section offers helpful reports that provide useful information in PDF or Excel format. The Reports section also provides blank invoices. All reports and blank invoices can be printed for user convenience.

To access Reports, click on the Reports link.



REPORTS

From the Reports page, select the Fiscal Year and Program to open a report for. A Program can be selected by Program ID or by Program Name. Click on the Select Report drop down, select a report or blank form, and click on Generate Report.

To export a report or blank form to a PDF file or an Excel spreadsheet, click on Save Report As from the bottom of the page, select PDS or Excel and then click on Save Report. You can open the file or save it to your computer.

Available Reports:

Payment Request Submission Status: Features Payment Type, Description, Month, Due Date, Voucher Number, To DFTA date, Amount Requested, Less/Add Advance, Less Disallow, Adjustment, Amount Paid, Check Date, Check Number and Comments (if any), by Sponsor and Program Name

Registered Contract Amount and YTD CAMS Reported Amount by Line Item: Features, by Program and Sponsor Name, YTD Reimbursement Requested, YTD Cash Disbursed, YTD Disallowances, YTD Advance Balance. Also features Annual Registered Contract Amount, YTD Reported Amount and Registered Contract Balance by Line Item.

Available Blank Invoices:

Cost Reimbursement Invoice
Homecare
Other invoice
Equipment/One-Time Payment

Home Invoice Reports Logout

Reports

Fiscal Year: 2012 Program ID: 12A Program Name: 12A ARTURO SCHOMBERG SENIOR CENTER

Select Report: PAYMENT REQUEST SUBMISSION STATUS
PAYMENT REQUEST SUBMISSION STATUS
REGISTERED CONTRACT AMOUNT AND YTD CAMS REPORTED AMOUNT BY LINE ITEM
BLANK COST REIMBURSEMENT INVOICE
BLANK HOMECARE INVOICE
BLANK OTHER INVOICE
BLANK EQUIPMENT/ONE-TIME PAYMENT INVOICE

Generate Report

Save Report As: PDF Save Report

Done Local intranet 100%

CONTRACT ACCOUNTING MANAGEMENT ON-LINE INVOICING SYSTEM (CAMS)

COMMONLY ASKED QUESTIONS

I forgot my User ID and/or Password. What do I do?

If you forgot your User ID and/or Password for the **first log-in screen (Aging Remote Access)**, contact Eleni at 212-442-1035 or at elimperopoulos@aging.nyc.gov or Sayed at 212-442-1082 or at szaman@aging.nyc.gov for assistance. Entering the incorrect User ID and/or Password more than three (3) times in this log-in screen, will result in your account being locked out. A locked account takes up to one hour to unlock itself. Therefore, before attempting to enter an incorrect User ID and/or Password more than three (3) times, contact either Eleni or Sayed.

If you forgot your User ID and/or Password for the **second log-in screen (CAMS log-in screen)** contact Eleni at 212-442-1035 or at elimperopoulos@aging.nyc.gov or Sayed at 212-442-1082 or at szaman@aging.nyc.gov for assistance. You can also click on the Forgot Password link on the CAMS Home page to send an e-mail to request a new password.

My account is locked out. What do I do?

Entering the incorrect User ID and/or Password more than three (3) times in the first log-in screen, Aging Remote Access, will result in your account being locked out. A locked account takes up to one hour to unlock itself. Contact Eleni at 212-442-1035 or at elimperopoulos@aging.nyc.gov or Sayed at 212-442-1082 or at szaman@aging.nyc.gov for assistance.

I cannot log on to CAMS at all. What do I do?

Contact Eleni at 212-442-1035 or at elimperopoulos@aging.nyc.gov or Sayed at 212-442-1082 or at szaman@aging.nyc.gov for assistance.

Can I submit a paper and electronic invoice for the same month?

No. Once your invoice is submitted electronically, there is no need to submit a paper invoice. Your signature is electronically recorded.

Can I submit an electronic invoice this month and submit a paper invoice the following month?

No. Once you start submitting your invoices electronically, you cannot use a paper invoice for the following month.

What if my computer is down?

You can logon to any computer, anywhere, with Internet connection to prepare and submit your invoice to DFTA.

I cannot submit my invoice to DFTA after clicking on Send To DFTA.

The following are the possible reasons:

1. You are **not** authorized to submit invoices to DFTA.
2. You did not click the certification box to enable the Send To DFTA button.

Can I recall my invoice after submitting it to DFTA?

No. You cannot recall an invoice once submitted to DFTA. It's like dropping it in the mail.

Can I report an adjustment in column B (Adjustment) on my July or the first month invoice of a fiscal year?

No. You cannot report any adjustment in column B of your July or the first month invoice of a fiscal year. *Refer to Data Element Number 4 on page 5-14 of DFTA's Fiscal Management Manual.*

Can I enter a negative amount in column A (This month) of my invoice?

No. The system will not permit you to enter a negative amount in the first column.

Can I enter a negative amount in the Service Cost Centers, Income/Participant Contributions, Fees Billed, Fees Received, Units of Service fields?

No. The system will not permit you to enter a negative amount in the Service Cost Centers, Income/Participant Contributions, Fees Billed, Fees Received, Units of Service fields.

Can I report a negative Reimbursement Claimed amount on my invoice?

No. The system will not permit you to report a negative Reimbursement Claimed amount.

Can my Total Reimbursement Claimed be a negative amount?

Yes. This will happen when the total adjustment is negatively greater than the Net Total Direct Costs under column A (This Month). However, the system will not permit you to enter the resulted negative cost center(s) amount.

Can I enter partial unit of Service on my invoice?

No. The system will not permit you to enter any partial units of service. *Refer to pages 5-16 and 5-17 of DFTA's Fiscal Management Manual on how to report the units of service.*

Can I report expenditures over my budgeted restricted line-item amount?

Yes. You can report expenditures over your budgeted restricted line-item. The system will warn and allow you to submit your invoice. However, DFTA will not reimburse you for the excess of expenditures unless a budget amendment is registered before your invoice is processed. *Refer to Section 2.4.2 on page 2-10 of DFTA's Fiscal Management Manual.*

How do I get reimbursed when expenditures were previously disallowed on my previous month(s) invoice and a budget modification was subsequently approved or an amendment increase was registered?

DFTA will review the previous month invoice disallowance(s) and reimburse you up to the approved amount or bottom line of your contractual amount, whichever is the lesser amount. Do **not** submit an invoice to DFTA.

There is no Supplemental month invoice on the list, how do I submit a Supplemental invoice?

A Supplemental invoice will automatically appear on the month list once you create the last month invoice of your contract. For example, if June is the last month of your contract, a June SV will appear once the June invoice is created.

Can I report units of Service or Income on my Supplemental invoice?

No. The system will **not** permit you to enter any unit of Service on a Supplemental invoice. You can **only** report expenses on a Supplemental invoice.

Can I submit more than one Supplemental invoices?

Yes as long as they are related to the program's activities. If you need to revise a Supplemental invoice, contact the Contract Accounting Office.

Error and invoice revision –

If you uncover an error after transmitting your invoice to DFTA, contact Contract Accounting staff so the invoice can be rejected, revised and re-submitted to DFTA.

Supporting Documentation submission –

You are still required to submit the original supporting documentation for Employment, Equipment/Renovations and One-Time Payments vouchers or at the Department discretion.

Fiscal regulations –

All Fiscal regulations remain unchanged as specified in DFTA's Fiscal Management Manual and your contract.

Staff changes -

Inform DFTA immediately of staff changes so new user account can be established or updated.

Contact Numbers-

Contact your Budget Analyst for budget related questions.

Contact Contract Accounting for fiscal issues at 1-212-442-1006.

For technical assistance, questions regarding navigating through CAMS, and User ID and Password inquiries, contact Eleni at 212-442-1035 or at elimperopoulos@aging.nyc.gov or Sayed at 212-442-1082 or at szaman@aging.nyc.gov

Comments –

Forward your comments via e-mail at the following addresses:

jjones@aging.nyc.gov

jpierre@aging.nyc.gov

NOTES



USER MANUAL

Version2 August 2012

New York City Department for the Aging
Michael R. Bloomberg, Mayor
Lilliam Barrios-Paoli, Commissioner



WELCOME TO CONTRACT ACCOUNTING MANAGEMENT SYSTEM ONLINE INVOICE (CAMS)

The NYC Department for the Aging (DFTA) is introducing Contract Accounting Management System Online Invoice (CAMS). Starting FY 2013, providers will use CAMS, which is an online invoicing application for DFTA-funded contracts and discretionary contracts valued at \$25K and over.

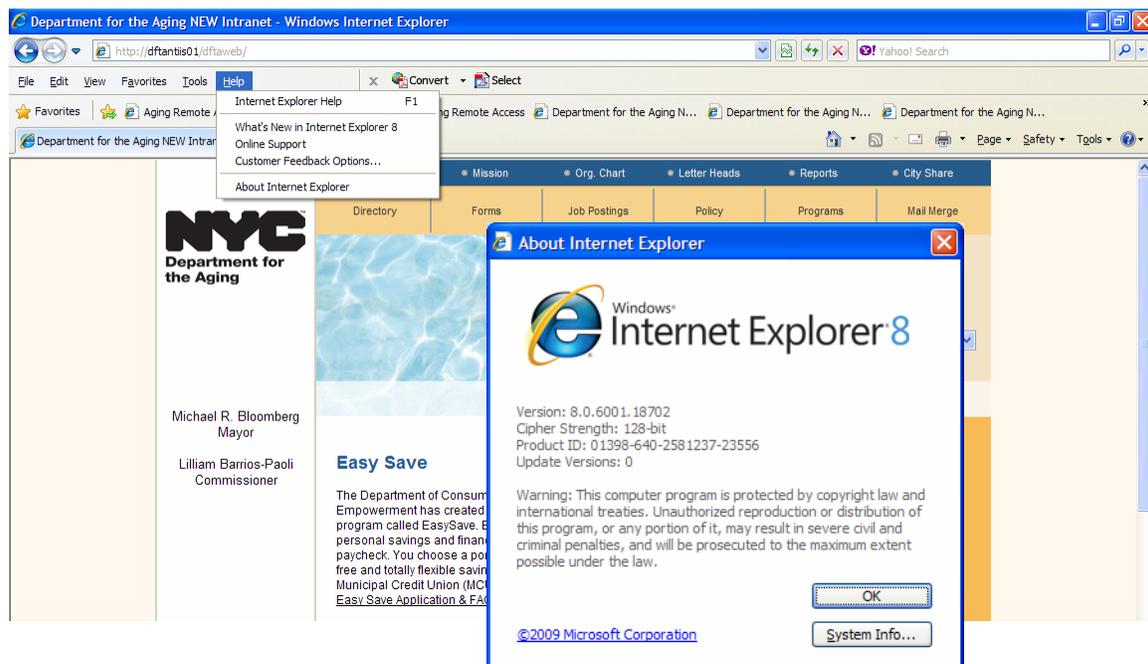
Highlights of CAMS include:

- Web-based application
- Instant invoice submission to DFTA and faster payment
- Built-in checking system that produces mathematically error free invoicing
- Ability to view a contract's latest registered budget by line item
- Ability to view a contract's YTD payment, advance balance, and disallowances
- Submit your organizations' invoice from any computer with Internet access
- View the current status of your invoice re: approval and payment
- Reports featuring check issued date, payment amounts and voucher numbers

CAMS is a web-based application. In order to access CAMS, you must have high-speed internet access. CAMS can be accessed via Internet Explorer vs. 8 (or higher). CAMS is not compatible with other Internet browsers such as Safari or Firefox. Please use Internet Explorer only to access CAMS. Internet Explorer is denoted by the  symbol.

To check if you have Internet Explorer vs. 8 (or higher): Open Internet Explorer. Click on Help and select About Internet Explorer. A window will appear showing the version of Internet Explorer.

For technical support and assistance, contact Eleni at 212-442-1035 or via e-mail at elimperopoulos@aging.nyc.gov or Sayed Zaman at 212-442-1082 or via e-mail at szaman@aging.nyc.gov



ACCESSING CAMS

CAMS is a web-based application and can be accessed from any computer with internet access, provided you have a valid User ID and Password. You must be authorized by a Security Officer to receive a User ID and Password.

The following page includes a CAMS Online Invoicing Authorization Form. This form is used by the Security Officer to authorize staff members to access CAMS by issuing a User ID and Password. **This form is also used to authorize the deletion of existing CAMS users. Fax this form immediately when a user needs to be deleted from accessing CAMS. DFTA may not be aware of staff changes/termination.** The Security Officer is the only staff person authorized to add and/or delete staff members from CAMS. A Security Officer must hold one of the following titles: Board Member, CFO/Controller, COO, Executive Director/CEO, Fiscal Director, or Program Director.

Please make copies of the form to have on-hand when needed. Each form has space for three (3) users. If more than 3 users need to be authorized, use another form.

To complete the top portion of the form, include the Sponsor Code (***the Sponsor Code is a 3-digit number which appears on the upper left hand corner of your customized invoice e.g., A00***) the Sponsor Name, Name of the Security Officer, a valid e-mail address where authorized privileged CAMS User ID's and Passwords can be sent (Security Officer's e-mail), the Security Officer's telephone and fax numbers.

The names of staff members authorized to use CAMS must be entered in the middle portion of the form. All fields must be completed. Enter the Request Type Code based on the individual user. Enter the First and Last names, telephone number and valid e-mail address for each user. Check the appropriate Access Level of each user. (A user is either the Preparer or Approver). Each site must have at least one Preparer and Approver. ***The Approver must be a manager such as Board Member, CFO/Controller, COO, Executive Director/CEO, Fiscal Director, or Program Director.***

*Please Note: If the Security Officer will access CAMS and needs a User ID and Password, the Security Officer must authorize and include their information in the middle portion of the form. **If the Security Officer will only authorize to add and delete users, but will not be accessing CAMS, their information is not needed on the middle portion of the form.***

The Security Officer must sign and date the bottom portion of the form. This signature authorizes the staff members entered in the middle portion of the form to receive a User ID and Password to access CAMS. The applicable Office Title of the Security Officer must also be checked. A form missing this signature will **not** be processed.

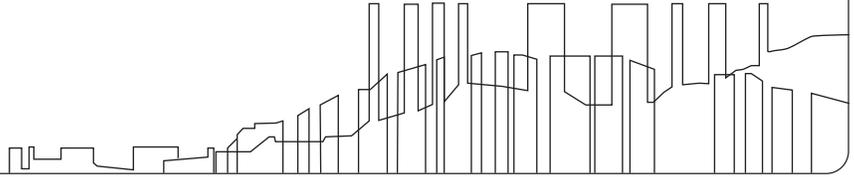
After the form has been completed and signed, it must be faxed to 212-676-9264 for processing. User ID's and Passwords will be issued via e-mail to the Security Officer's e-mail address.

For assistance completing this form, please contact Eleni Limperopoulos at 212-442-1035 or via e-mail at elimperopoulos@aging.nyc.gov or Sayed Zaman at 212-442-1082 or via e-mail at szaman@aging.nyc.gov



Department for the Aging

The City of New York



CAMS Online Invoicing Authorization Form

For assistance completing this form, please call 212-442-1035 or 212-442-1082
Please fax signed and completed form to 212-676-9264

Sponsor Code: Sponsor Name: Name of Security Officer:

Security Officer's Email Address: Security Officer's Telephone: Security Officer's Fax:

Request Type Code:

“N” = New User (New User)
“NC” = Name Change (Change name of existing user)

“D” = Delete User (Delete User)

Request Type Code: First Name: Last Name:

Telephone: Email: Access Level: (Choose one only)
 Preparer
 Approver

Signature: _____ Title: _____ Date: _____

Request Type Code: First Name: Last Name:

Telephone: Email: Access Level: (Choose one only)
 Preparer
 Approver

Signature: _____ Title: _____ Date: _____

Request Type Code: First Name: Last Name:

Telephone: Email: Access Level: (Choose one only)
 Preparer
 Approver

Signature: _____ Title: _____ Date: _____

Security Officer Signature: _____

Date: _____

Office Title:

- Board Member Exec Dir/CEO
- CFO/Controller Fiscal Director
- COO Program Director

LOGGING ON TO CAMS

First Log-in Screen Aging Remote Access

The link to access CAMS, all User ID's and Passwords, will be e-mailed to the Security Officer. If you did not receive the link via e-mail, enter the following web address in the address line of Internet Explorer: <https://aging.ra.nyc.gov>, **OR see your respective Security Officer.**

A User ID and Password will be e-mailed to the Security Officer for each authorized user. Each user receives a unique User ID. Users must not share User ID's.

Instructions for the FIRST log-in screen (Aging Remote Access)

Enter your assigned User ID in the User Name field. User ID's are e-mailed to the Security Officer.

Enter your assigned password in the Password field. Passwords are e-mailed to the Security Officer. *Your initial password will be assigned to you. After 90 days, and every 90 days thereafter, your password will expire. You will be prompted to change your password every 90 days. Your new password must be at least 8 characters long, with at least one number and one special symbol (!@#\$%^&*) and cannot be similar to your previous two passwords.*

Click on Sign In. For technical support and assistance, contact Eleni at 212-442-1035 or via e-mail at elimperopoulos@aging.nyc.gov or Sayed Zaman at 212-442-1082 or via e-mail at szaman@aging.nyc.gov

Aging Remote Access - Windows Internet Explorer

https://aging.ra.nyc.gov/dana-na/auth/url_21/welcome.cgi

File Edit View Favorites Tools Help

Convert Select

Favorites Aging Remote Access - Logout naps_enteruser Aging Remote Access Department for the Aging N... Department for the Aging N... Department for the Aging N...

Aging Remote Access

Department for the Aging
2 Lafayette Street, New York, NY 10007

Welcome to
Aging Remote Access

Username Please sign in to begin your secure session.

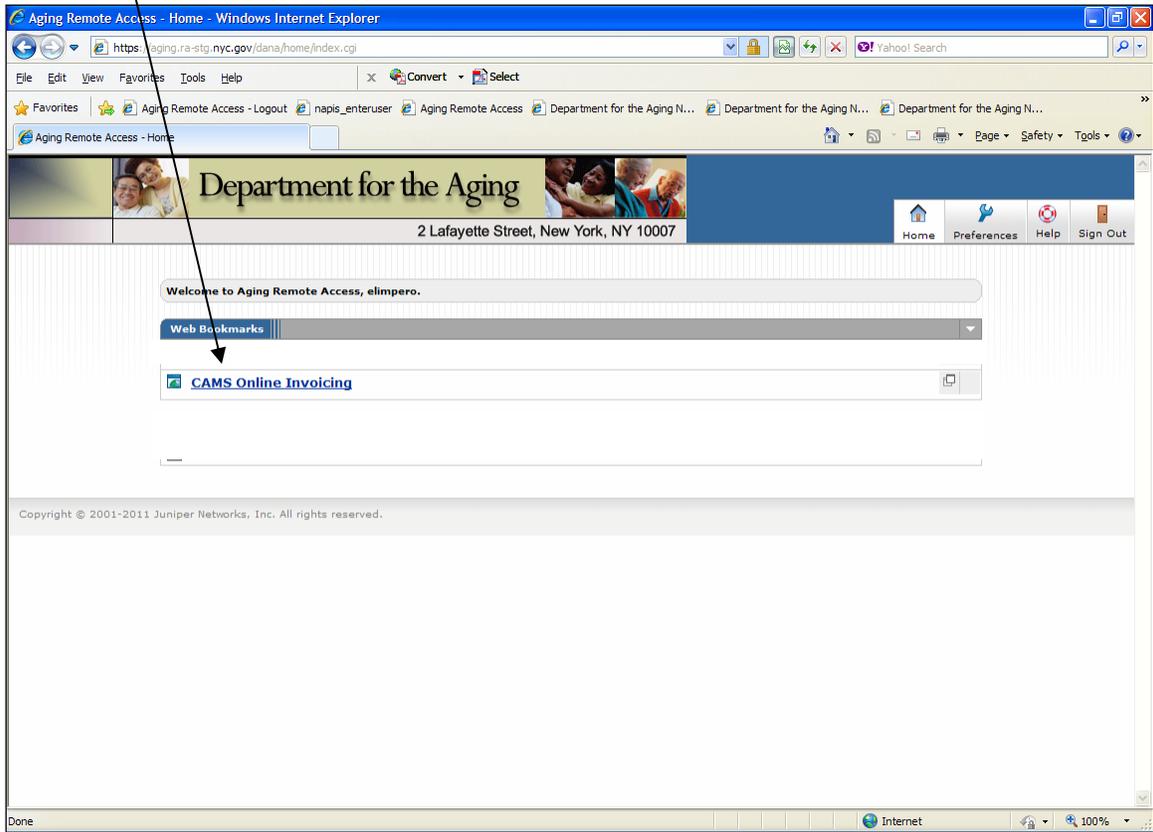
Password

Please note: Your password will expire every 90 days. IF your password has expired, your new password must be at least 8 characters with at least one number, and one special character. Examples of special characters are: @, #, \$, %. Your new password cannot be similar to your previous two passwords.

Done Internet 100%

LOGGING ON TO CAMS

Click on the link CAMS Online Invoicing.



LOGGING ON TO CAMS

Second Log-in Screen

Instructions for the SECOND log-in screen (CAMS Log-in Screen)

Enter your assigned User ID in the User Name field. User ID's are e-mailed to the Security Officer.

Enter your assigned password in the Password field. Passwords are e-mailed to the Security Officer. *Your initial password will be assigned to you. After 90 days, and every 90 days thereafter, your password will expire. You will be prompted to change your password every 90 days. Your new password must be at least 8 characters long, with at least one number but cannot be all numbers.*

Click on Sign In.

For technical support and assistance, contact Eleni at 212-442-1035 or via e-mail at elimperopoulos@aging.nyc.gov or Sayed Zaman at 212-442-1082 or via e-mail at szaman@aging.nyc.gov. You can also click on the Forgot Password link to e-mail Technical Support.

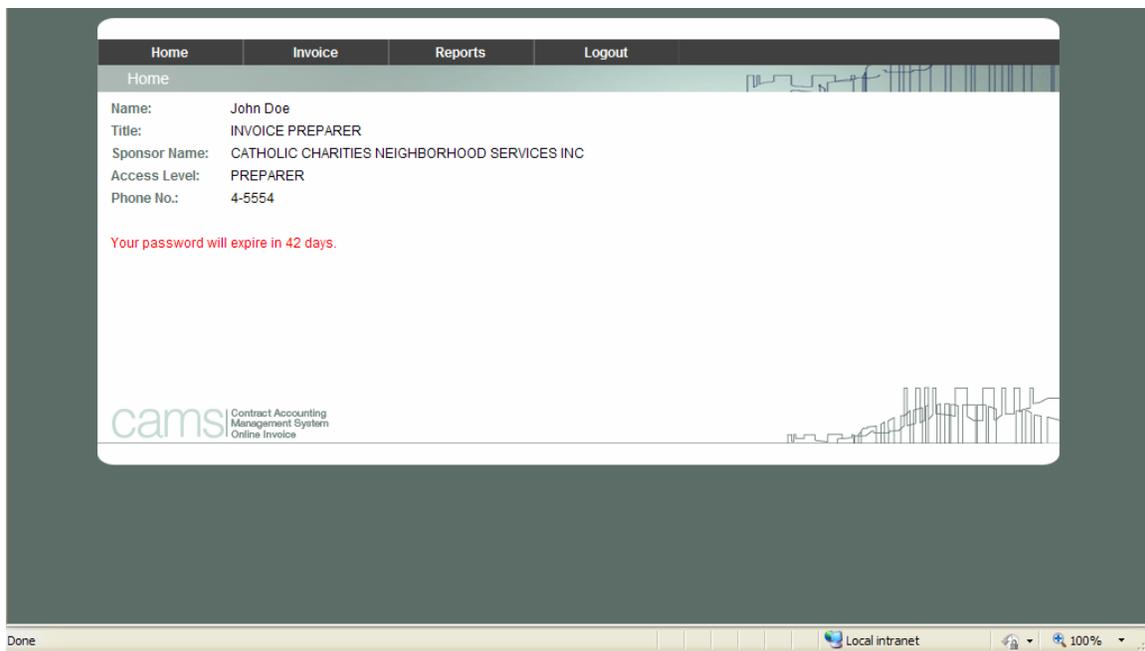
The screenshot shows the CAMS login interface. At the top left, the logo 'cams' is displayed next to the text 'Contract Accounting Management System Online Invoice'. On the top right, there are links for 'Forgot Password?' and 'Help'. Below this is a 'Welcome:' message. The login form consists of two input fields: 'User ID:' and 'Password:'. Below these fields are two buttons: 'Login' and 'Reset'. The background of the page features a stylized city skyline graphic.

CAMS Home Page

After logging on successfully, the CAMS Home Page will appear. The Home Page provides all the accessible features of CAMS.

The Home Page links are: Home, Invoice, Reports and Logout. Click on the Home link anytime you need to return to this page.

The Home Page features the name of the logged on user, the title of the logged on user, the Department the logged on user belongs to, the access level and telephone number of the logged on user. If any information on the logged on user is incorrect, contact Eleni at 212-442-1035 or at elimperopoulos@aging.nyc.gov or Sayed Zaman at 212-442-1082 or via e-mail at szaman@aging.nyc.gov.



SEARCH SCREEN

You can search for invoices by PROGRAM NAME or PROGRAM ID.

Click in the Fiscal Year and select the Fiscal Year, which starts with FY 2013.

To search by Program ID, click in the Program ID field and enter the applicable Program ID.

To search by Program Name, click on the drop down of the Program Name field and select the applicable program.

Click on Search.

Click on New Program to delete the current search and to begin a new search.



The screenshot displays the 'Invoice' search interface within the CAMS system. At the top, there is a navigation bar with links for 'Home', 'Invoice', 'Reports', and 'Logout'. Below this, the 'Invoice' section contains three input fields: 'Fiscal Year' with a dropdown arrow, 'Program ID' with a text input, and 'Program Name' with a dropdown arrow. Underneath these fields are two buttons: 'Search' and 'New Program'. The bottom left corner of the interface features the 'cams' logo and the text 'Contract Accounting Management System | Online Invoice'. The background of the interface is a light gray with a faint bar chart graphic on the right side.

CREATE A NEW INVOICE

After entering the search criteria in the Search Screen, you can create a new invoice in the following screen. The same screen is used to retrieve and view existing invoices. In this section, we will show you how to create a new invoice. Retrieving and viewing existing invoices will be covered in a separate section.

To Create a New Invoice:

Go to the New Invoice section located at the bottom half of the Invoice screen.

Click on the Month drop down and select the applicable month.

Click on the Invoice Type drop down and select the applicable invoice type. Options include: Services, Equipment/Renovations, and One-Time Payment. The following examples will be based on Services. Equipment/Renovations, and One-time Payment will be covered in a separate section.

Click on the Invoice Description drop down and select the applicable invoice description.

The Due Date will be automatically calculated.

The screenshot displays the 'Invoice' application interface. At the top, there are navigation tabs for 'Home', 'Invoice', 'Reports', and 'Logout'. Below the tabs, the 'Invoice' section is active, showing search criteria: 'Program Name' (10C RAIN BOSTON SECOR SENIOR CENTER), 'Program ID' (10C), and 'Fiscal Year' (2012). There are 'Search' and 'New Program' buttons. Below this is a 'Select Invoice' section with a table of existing invoices. The table has columns for Invoice Id, Invoice Month, Voucher No., Invoice Type, Invoice Description, Amount, and Invoice Status. Below the table is a 'New Invoice' section with dropdown menus for 'Month', 'Invoice Type', and 'Invoice Description', and a 'Due Date' field. A 'Create New Invoice' button is at the bottom of this section.

Invoice Id	Invoice Month	Voucher No.	Invoice Type	Invoice Description	Amount	Invoice Status
131733	November	2012VC01605	Equipment/Renovations	Reimbursement	\$5,785.00	Payment Issued
126276	May	2012VC06690	Services	Reimbursement	\$37,975.22	Accepted/Pending payment
126275	April	2012VC06686	Services	Reimbursement	\$25,758.63	Accepted/Pending payment
126274	March	2012VC04744	Services	Reimbursement	\$46,448.63	Payment Issued
126273	February	2012VC03818	Services	Reimbursement	\$27,826.14	Payment Issued
126272	January	2012VC03279	Services	Reimbursement	\$29,128.26	Payment Issued
126271	December	2012VC02605	Services	Reimbursement	\$28,738.25	Payment Issued
126270	November	2012VC02306	Services	Reimbursement	\$30,385.98	Payment Issued
126269	October	2012VC01714	Services	Reimbursement	\$31,967.25	Payment Issued
126268	September	2012VC01185	Services	Reimbursement	\$32,431.33	Payment Issued
126267	August	2012VC00804	Services	Reimbursement	\$27,375.17	Payment Issued
126266	July	2012VC00369	Services	Reimbursement	\$21,591.31	Payment Issued

CREATE A NEW INVOICE

After selecting all data as shown below, click on Create New Invoice located on the bottom of the screen.

After clicking on Create New Invoice, an Invoice ID will be created.

Home Invoice Reports Logout

Invoice

Program Name: 10C RAIN BOSTON SECOR SENIOR CENTER Program ID: 10C Fiscal Year: 2012

Search New Program

Select Invoice

Invoice Id	Invoice Month	Voucher No.	Invoice Type	Invoice Description	Amount	Invoice Status
131733	November	2012VC01605	Equipment/Renovations	Reimbursement	\$5,785.00	Payment Issued
126276	May	2012VC06690	Services	Reimbursement	\$37,975.22	Accepted/Pending payment
126275	April	2012VC06686	Services	Reimbursement	\$25,758.63	Accepted/Pending payment
126274	March	2012VC04744	Services	Reimbursement	\$46,448.63	Payment Issued
126273	February	2012VC03818	Services	Reimbursement	\$27,826.14	Payment Issued
126272	January	2012VC03279	Services	Reimbursement	\$29,128.26	Payment Issued
126271	December	2012VC02805	Services	Reimbursement	\$28,738.25	Payment Issued
126270	November	2012VC02306	Services	Reimbursement	\$30,385.98	Payment Issued
126269	October	2012VC01714	Services	Reimbursement	\$31,967.25	Payment Issued
126268	September	2012VC01185	Services	Reimbursement	\$32,431.33	Payment Issued
126267	August	2012VC00804	Services	Reimbursement	\$27,375.17	Payment Issued
126266	July	2012VC00369	Services	Reimbursement	\$21,591.31	Payment Issued

New Invoice

Month: JUNE Invoice Type: Services

Invoice Description: Reimbursement Due Date: 07/31/2012

Create New Invoice

Done Local intranet 100%

CREATE A NEW INVOICE

After clicking on Create New Invoice, begin selecting the applicable data on the following screen to complete the invoice.

Home
Invoice
Reports
Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID:	01 RAIN BOSTON SECOR SENIOR CENTER	Days Open: 0
Invoice Category:	MONTHLY SERVICES AND EXPENSES	
DataEntry By:	Linelltem	

Select Line Description:	Amount This Month	Amount Adjustment
--------------------------	-------------------	-------------------

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00			
LESS: INCOME	\$0.00	\$0.00	\$19,306.85			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$19,306.85)			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$19,306.85)			
INDIRECT COSTS (Rate = 8.00%)	\$0.00	\$0.00	\$25,157.50			
TOTAL COSTS	\$0.00	\$0.00	\$5,850.65			

Submit To Approver Print Invoice

Contract Accounting Management System Online Invoice

Done
Local intranet

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES

Click on the Invoice Category drop down and select the applicable category. The following example is for Monthly Services and Expenses.

List of Invoice Categories and their Definitions:

- **Monthly Services and Expenses** - When a provider reports units of service and expenses.
- **Supplemental Invoice, Expenses, No Additional Services** – When a provider submits a supplemental invoice after submitting their last year-end monthly Services invoice. On a supplemental voucher, you can only report expenses. A supplemental invoice does not apply to unit rate based contracts i.e., Homecare, Home-Delivered Meals and Legal.
- **No Services and No Expenses** – When a provider has no activities for a particular month.
- **Expenses Only and No Standard Services** - When a provider does not provide units of service based on their contractual agreement.

Home Invoice Reports Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 0

Invoice Category: MONTHLY SERVICES AND EXPENSES

Data Entry By: MONTHLY SERVICES AND EXPENSES

Select Line Description: NO SERVICES NO EXPENSES

Amount Adjustment: []

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			

Cost Center Cost Center Amount

Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES

Enter the Days Open in the Days Open field.

Home Invoice Reports Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 20

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: Lineltem

Select Line Description: Amount This Month \$0.00 Amount Adjustment \$0.00

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			

Cost Center Cost Center Amount

Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- LINE ITEM

Click on the Select Category drop down and select Line Item. The Cost Center option will be used in a different example.

Home Invoice Reports Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 20

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: Linelltem

Select Line Description: CostCenter Amount This Month \$0.00 Amount Adjustment \$0.00

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			
				Cost Center		Cost Center Amount

Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- LINE ITEM

Click on the Select Line Description drop down and select a line description. Enter each applicable line description separately after saving each entry.

Click in the Amount This Month field and enter the amount for the selected line description.

Click in the Amount Adjustment field and enter the amount, if applicable.

Home Invoice Reports Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 20

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: Linitem

Select Line Description: [Dropdown] Amount This Month: \$0.00 Amount Adjustment: \$0.00

Save Select Satellite

Line Description	R to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00			
PROGRAM INSURANCE	\$0.00			
OTHER EXPENSES	\$0.00			

Cost Center Cost Center Amount

Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- LINE ITEM

After entering all data, click on Save.

Home Invoice Reports Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 20

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: Lineltem

Select Line Description: PERSONNEL Amount This Month: \$1000.00 Amount Adjustment: \$0.00

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			

Cost Center Cost Center Amount

Done Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- LINE ITEM

Continue to enter and save each applicable line item and amount until you have completed the invoice.

After completing the line items, enter the Cost Center.

The screenshot displays the 'CAMS Contract Accounting Management System Online Invoice' interface. At the top, there are navigation tabs for 'Home', 'Invoice', 'Reports', and 'Logout'. Below this, the 'Invoice' section shows the following details:

- Invoice Id: 126277
- DFTA Id: 10C
- Fiscal Year: 2012
- Invoice Type: Services
- Invoice Description: Reimbursement

Form fields include:

- Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER (dropdown)
- Days Open: 20
- Invoice Category: MONTHLY SERVICES AND EXPENSES (dropdown)
- DataEntry By: Linelitem (dropdown)
- Select Line Description: (dropdown)
- Amount This Month: (input field)
- Amount Adjustment: (input field)

Buttons for 'Save' and 'Select Satellite' are located below the form fields.

The main data table is divided into two sections:

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$9,745.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$8,164.51	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$1,445.18	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,611.60	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$5,926.34	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$20,000.00	\$0.00	\$79,998.03	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$4,040.35			
TOTAL DIRECT COSTS	\$21,000.00	\$0.00	\$354,775.52			
LESS: INCOME	\$0.00	\$0.00	\$19,306.85			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$21,000.00	\$0.00	\$335,468.67			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$21,000.00	\$0.00	\$335,468.67			
INDIRECT COSTS (Rate = 8.00%)	\$1,680.00	\$0.00	\$26,837.50			
TOTAL COSTS	\$22,680.00	\$0.00	\$362,306.17			

Below the table, there is a 'Cost Center' section with a table:

Cost Center	Cost Center Amount
CML - Congregate Meals	\$0.00
EDR - Education & Recreation	\$0.00
IAS - Information & Assistance	\$0.00
TRP - Transportation	\$0.00

Buttons for 'Submit To Approver' and 'Print Invoice' are located at the bottom of the table area.

The footer of the interface includes the 'cams' logo and the text 'Contract Accounting Management System Online Invoice'. The browser's taskbar at the bottom shows 'Local intranet' and a zoom level of 100%.

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- COST CENTER

After entering and saving the line items, click on the Select Category drop down and select Cost Center.

The screenshot shows a web-based interface for creating an invoice. At the top, there are navigation tabs: Home, Invoice, Reports, and Logout. Below the tabs, the page title is 'Invoice'. A status bar displays: Invoice Id: 126277, DFTA Id: 10C, Fiscal Year: 2012, Invoice Type: Services, Invoice Description: Reimbursement.

The main form contains the following fields:

- Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER (dropdown menu)
- Days Open: 20 (text input)
- Invoice Category: MONTHLY SERVICES AND EXPENSES (dropdown menu)
- DataEntry By: Lineltem (dropdown menu)
- Select Line Description: CostCenter (dropdown menu)
- Amount This Month: (text input)
- Amount Adjustment: (text input)

Below the form are two buttons: 'Save' and 'Select Satellite'.

The main content area is a table with two parts:

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$9,745.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$8,164.51	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$1,445.18	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,811.60	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$5,926.34	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$20,000.00	\$0.00	\$79,998.03	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$4,040.35			
				Cost Center		Cost Center Amount

The bottom of the interface shows a taskbar with 'Local intranet' and a zoom level of 100%.

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- COST CENTER

Click on the Select Cost Center drop down and select the applicable Cost Center. Enter each applicable Cost Center separately saving each entry.

Home Invoice Reports Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 20

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: CostCenter Enter the cost center amount, service units, and income collected for the selected cost center?

Select Cost Center:
 CML - Congregate Meals
 EDR - Education & Recreation
 IAS - Information & Assistance
 TRP - Transportation

Cost center Amount:

Line Description	Units	Income Collected
PERSONNEL		
CONSULTANTS		
VEHICLES		
EQUIPMENT RENTAL		
TRAVEL		
RENT		
RENT USAGE CHARGES		
UTILITIES		
OTHER OCCUPANCY		
COMMUNICATIONS		
PRINTING/SUPPLIES		
RAW FOOD/DISPOSABLES		
CATERED FOOD/DISPOSABLES		
PROGRAM INSURANCE		
OTHER EXPENSES		

Service Summary	Units	Income Collected
CONGREGATE BREAKFASTS	0	\$0.00
CONGREGATE LUNCH	0	\$0.00
CASE ASSISTANCE	0	\$0.00
CASE ASSISTANCE MEDICAID	0	\$0.00
EDUCATION/RECREATION	0	\$0.00
FOOD HANDLER CNBK	0	\$0.00
FOOD HANDLER CNLH	0	\$0.00
GUEST/STAFF CNBK	0	\$0.00
GUEST/STAFF CNLH	0	\$0.00
NUTRITION EDUCATION	0	\$0.00
SHOPPING ASSISTANCE	0	\$0.00
TRANSPORTATION	0	\$0.00

Cost Center Cost Center Amount

Done Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- COST CENTER

After selecting the Cost Center, the Service Summary section will generate. Enter the number of units and income collected for each service.

Home Invoice Reports Logout

Invoice

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 20

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: CostCenter Enter the cost center amount, service units, and income collected for the selected cost center?

Select Cost Center: CML - Congregate Meals Cost center Amount: \$0.00

Service Summary		Units	Income Collected
CONGREGATE BREAKFASTS		0	\$0.00
CONGREGATE LUNCH		0	\$0.00
FOOD HANDLER CNBK		0	\$0.00
FOOD HANDLER CNLH		0	\$0.00
GUEST/STAFF CNBK		0	\$0.00
GUEST/STAFF CNLH		0	\$0.00

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85	CONGREGATE BREAKFASTS	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$9,745.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$8,164.51	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66	CASE ASSISTANCE MEDICAD	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$1,445.18	EDUCATION/RECREATION	0	\$0.00

Done Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- COST CENTER

After entering each amount, click on Save. The amounts will calculate automatically as you save each entry.

Return to the Select Cost Center drop down to continue to add and save Cost Centers data.

Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER Days Open: 20

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: CostCenter Enter the cost center amount, service units, and income collected for the selected cost center?

Select Cost Center: CML - Congregate Meals Cost center Amount: \$22,572.00

Service Summary	Units	Income Collected
CONGREGATE BREAKFASTS	100	\$100.00
CONGREGATE LUNCH	0	\$0.00
FOOD HANDLER CNBK	0	\$0.00
FOOD HANDLER CNLH	0	\$0.00
GUEST/STAFF CNBK	0	\$0.00
GUEST/STAFF CNLH	0	\$0.00

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85	CONGREGATE BREAKFASTS	100	\$100.00
CONSULTANTS	\$0.00	\$0.00	\$9,745.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$8,164.51	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.68	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$1,445.18	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,611.60	NUTRITION EDUCATION	0	\$0.00

Done Local intranet 100%

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- SUBMISSION TO APPROVER

After completing each line- item and Cost Center entries, look over the completed invoice for accuracy and completeness. If the invoice is complete and correct, click on Submit to Approver. If there is any error on the completed invoice, an error message will pop-up. The system will not allow you to submit an invoice to the Approver unless all errors are corrected.

Please note: Once the Preparer submits the invoice to the Approver, the Preparer will not be able to make any modifications to the invoice unless the Approver returns the invoice to the Preparer for appropriate modifications.

The screenshot displays the 'Invoice' screen in the CAMS system. At the top, there are navigation tabs for Home, Invoice, Reports, and Logout. The main header shows 'Invoice' and a status bar with details: Invoice Id: 126277, DFTA Id: 10C, Fiscal Year: 2012, Invoice Type: Services, and Invoice Description: Reimbursement.

Below the header, there are several input fields:

- Site ID: 01 RAIN BOSTON SECOR SENIOR CENTER (dropdown menu)
- Days Open: 20 (input field)
- Invoice Category: MONTHLY SERVICES AND EXPENSES (dropdown menu)
- DataEntry By: CostCenter (dropdown menu) with a note: 'Enter the cost center amount, service units, and income collected for the selected cost center?'
- Select Cost Center: (dropdown menu)
- Cost center Amount: (input field)

There are two buttons: 'Save' and 'Select Satellite'.

The main body of the screen is a table with two columns: 'Line Description' and 'Service Summary'. The 'Line Description' column includes categories like PERSONNEL, CONSULTANTS, VEHICLES, EQUIPMENT RENTAL, TRAVEL, RENT, RENT USAGE CHARGES, UTILITIES, OTHER OCCUPANCY, COMMUNICATIONS, and various 'LESS' items. The 'Service Summary' column lists specific services such as CONGREGATE BREAKFASTS, CONGREGATE LUNCH, CASE ASSISTANCE, etc.

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85	CONGREGATE BREAKFASTS	100	\$100.00
CONSULTANTS	\$0.00	\$0.00	\$9,745.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$8,164.51	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$1,445.18	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,611.60	CML - Congregate Meals	^	\$22,572.00
TOTAL DIRECT COSTS	\$21,000.00	\$0.00	\$354,775.52	EDR - Education & Recreation		\$0.00
LESS: INCOME	\$100.00	\$0.00	\$19,406.85	IAS - Information & Assistance		\$0.00
LESS: INTEREST	\$0.00	\$0.00	\$0.00	TRP - Transportation		\$0.00
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$20,900.00	\$0.00	\$335,368.67			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$20,900.00	\$0.00	\$335,368.67			
INDIRECT COSTS (Rate = 8.00%)	\$1,672.00	\$0.00	\$26,829.50			
TOTAL COSTS	\$22,572.00	\$0.00	\$362,198.17			

At the bottom of the table, there are two buttons: 'Submit To Approver' and 'Print Invoice'.

The footer of the page shows the CAMS logo and text: 'cams Contract Accounting Management System Online Invoice'.

The browser address bar at the bottom shows: 'OVSInvoicePayment.aspx?fb+eMF8VfaV1KGXf7P2Ls1+uRpab4I7yylCBW9ztrMApneice1e681N7NSHvmpZU'.

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES- SUBMISSION TO APPROVER

After clicking on Submit to Approver, the upper portion of the screen where selections can be made will be disabled (grayed out). The Preparer cannot make any modifications until the Approver returns the invoice.

Home
Invoice
Reports
Logout

Invoice

Invoice Id: 126277
DFTA Id: 10C
Fiscal Year: 2012
Invoice Type: Services
Invoice Description: Reimbursement

Save
Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85	CONGREGATE BREAKFASTS	100	\$100.00
CONSULTANTS	\$0.00	\$0.00	\$9,745.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$8,164.51	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$1,445.18	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,611.60	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$5,926.34	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$20,000.00	\$0.00	\$79,998.03	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$4,040.35			
TOTAL DIRECT COSTS	\$21,000.00	\$0.00	\$354,775.52			
LESS: INCOME	\$100.00	\$0.00	\$19,406.85	Cost Center		Cost Center Amount
LESS: INTEREST	\$0.00	\$0.00	\$0.00	CML - Congregate Meals		\$22,572.00
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00	EDR - Education & Recreation		\$0.00
NET TOTAL DIRECT COSTS	\$20,900.00	\$0.00	\$335,368.67	IAS - Information & Assistance		\$0.00
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00	TRP - Transportation		\$0.00
NET DIRECT COSTS (GF)	\$20,900.00	\$0.00	\$335,368.67			
INDIRECT COSTS (Rate = 8.00%)	\$1,672.00	\$0.00	\$26,829.50			
TOTAL COSTS	\$22,572.00	\$0.00	\$362,198.17			

Submit To Approver
Print Invoice

PRINTING AN INVOICE

Click on Print Invoice from the bottom of the screen to print a copy of the invoice.

Click on Open from the File Download message window.

Please note: Your computer must have Adobe Reader installed in order to print a copy of an invoice.

The screenshot shows a web-based invoice management system. At the top, there are navigation tabs: Home, Invoice, Reports, and Logout. Below this is an 'Invoice' header with the following details: Invoice Id: 126277, DFTA Id: 10C, Fiscal Year: 2012, Invoice Type: Services, Invoice Description: Reimbursement. The main form contains fields for Site ID (01 RAIN BOSTON SECOR SENIOR CENTER), Days Open (20), Invoice Category (MONTHLY SERVICES AND EXPENSES), DataEntry By (CostCenter), Select Cost Center, and Cost center Amount. A 'Save' button and a 'Select Satellite' button are visible. Below the form is a table with columns for Line Description, This M, Units, and Income Collected. The table lists various expense categories such as PERSONNEL, CONSULTANTS, VEHICLES, EQUIPMENT RENTAL, TRAVEL, RENT, RENT USAGE CHARGES, UTILITIES, OTHER OCCUPANCY, COMMUNICATIONS, PRINTING/SUPPLIES, RAW FOOD/DISPOSABLES, CATERED FOOD/DISPOSABLES, PROGRAM INSURANCE, and OTHER EXPENSES. A 'File Download' dialog box is overlaid on the table, asking 'Do you want to open or save this file?'. The dialog box shows the file name 'Contract_Invoice_and_Service_Summary_Report.pdf', type 'Adobe Acrobat Document, 9.10KB', and source 'dfprtserver01'. There are 'Open', 'Save', and 'Cancel' buttons. A security warning is also present: 'While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. What's the risk?'. At the bottom of the screen, there are buttons for 'Submit To Approver' and 'Print Invoice'. The Windows taskbar at the bottom shows 'Done', 'Local intranet', and '100%' zoom level.

Line Description	This M	Units	Income Collected
PERSONNEL	\$1,000.00	100	\$100.00
CONSULTANTS		0	\$0.00
VEHICLES		0	\$0.00
EQUIPMENT RENTAL		0	\$0.00
TRAVEL		0	\$0.00
RENT		0	\$0.00
RENT USAGE CHARGES		0	\$0.00
UTILITIES		0	\$0.00
OTHER OCCUPANCY		0	\$0.00
COMMUNICATIONS		0	\$0.00
PRINTING/SUPPLIES		0	\$0.00
RAW FOOD/DISPOSABLES	\$20,000.00	0	\$0.00
CATERED FOOD/DISPOSABLES		0	\$0.00
PROGRAM INSURANCE		0	\$0.00
OTHER EXPENSES		0	\$0.00
TOTAL DIRECT COSTS	\$21,000.00		\$354,775.52
LESS: INCOME	\$100.00		\$19,408.85
LESS: INTEREST	\$0.00		\$0.00
LESS: FEES BILLED	\$0.00		\$0.00
NET TOTAL DIRECT COSTS	\$20,900.00		\$335,366.67
ADD (DEDUCT) ADJUSTMENT	\$0.00		\$0.00
NET DIRECT COSTS (GF)	\$20,900.00		\$335,366.67
INDIRECT COSTS (Rate = 8.00%)	\$1,672.00		\$26,829.50
TOTAL COSTS	\$22,572.00		\$362,196.17

Cost Center	Cost Center Amount
CML - Congregate Meals	\$22,572.00
EDR - Education & Recreation	\$0.00
IAS - Information & Assistance	\$0.00
TRP - Transportation	\$0.00

PRINTING AN INVOICE

To print an invoice, click on File, and click on Print.

Contract_Invoice_and_Service_Summary_Report[1].pdf - Adobe Acrobat

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Comment

1 / 1 57.3% Find

The City of New York Department for the Aging
Contract Invoice and Service Report For FY 2012 - DFTA ID # 10C01

Sponsor: REGIONAL AID FOR INTERIM NEEDS INC Program: RAIN BOSTON SECOR SENIOR CENTER Telephone: 718-692-6620 Contract No: 20120001621
 Mo/Yr of Invoice: 02/01/2012 # of Days Open: 22 VoucherNumber:

I. Expense and Income Report (Expenses should only be for Services in Section II.)			
	This Month	Adjustment	YR to Date
PERSONNEL	\$1,000.00	\$0.00	\$240,117.86
CONSULTANTS	\$0.00	\$0.00	\$9,745.00
VEHICLES	\$0.00	\$0.00	\$8,164.81
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66
TRAVEL	\$0.00	\$0.00	\$1,445.18
RENT	\$0.00	\$0.00	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,611.60
PRINTING/SUPPLIES	\$0.00	\$0.00	\$5,926.34
RAW FOOD/DISPOSABLES	\$20,000.00	\$0.00	\$79,998.03
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	\$0.00	\$0.00	\$4,240.35
TOTAL DIRECT COSTS	\$21,000.00	\$0.00	\$354,775.52
LESS: INCOME	\$100.00		\$19,405.85
LESS: INTEREST	\$0.00		\$0.00
LESS: FEES BILLED	\$0.00		\$0.00
NET TOTAL DIRECT COSTS	\$20,900.00		\$335,369.67
ADD (DEDUCT) ADJUSTMENT	\$0.00		
NET DIRECT COSTS (DP)	\$20,900.00		\$335,369.67
INDIRECT COSTS	\$1,672.00		\$26,829.50
TOTAL COSTS	\$22,572.00		\$362,199.17

II. Service Delivery Summary		
	This Month Service Units	This Month Income Collected
CONGREGATE BREAKFASTS	100	\$100.00
CONGREGATE LUNCH	0	\$0.00
FOOD HANDLER CNBK	0	\$0.00
FOOD HANDLER CNLH	0	\$0.00
GUEST/STAFF CNBK	0	\$0.00
GUEST/STAFF CNLH	0	\$0.00
Total Income		\$100.00

COST CENTER ALLOCATIONS	
CM	Total
\$22,572.00	\$22,572.00

ENTERED BY: John Doe SUBMITTED TO DFTA BY: DATE: 07/20/2012

7/20/2012 3:03:53 PM /CAMS_Invoice / Contract_Invoice_and_Service_Summary_Report Page 1 of 1

RETRIEVE/CHECK STATUS OF AN EXISTING INVOICE

After an invoice has been sent to the Approver by the Preparer, the invoice status will be updated to Under Review by Approver.

The invoice will be assigned an Invoice ID, located on the far left of the screen under the Select Invoice section. The Invoice ID is also a link. To retrieve the invoice, click on the Invoice ID link.

List of Invoice Status and their Definitions:

- **In Process by Preparer-** Invoice in process by Preparer. Initial status when data entry begins. Not submitted to DFTA.
- **Under Review by Approver-** Pending submission to DFTA/Approval by Supervisor/Sponsor.
- **Submitted to DFTA-** Invoice submitted to DFTA and pending acceptance.
- **Pending/Review/Support Docs-** Invoice submitted to DFTA. Pending review/approval from authorized Bureaus and back-up documentation.
- **Accepted/Pre-approved-** Invoice accepted/pre-approved by DFTA.
- **Return/Reject by DFTA-** Invoice rejected and returned to Contractor.
- **Submitted to DFTA-** Voucher received but no details entered (prior to FY 2013).
- **Accepted/Pending Payment-** Voucher details entered but not paid.
- **Approved for Payment-** Voucher funded and approved for payment and submitted to FISA.
- **Payment Issued-** Voucher paid through FMS and check is issued.

Home Invoice Reports Logout

Invoice

Program Name: 10C RAIN BOSTON SECOR SENIOR CENTER Program ID: 10C Fiscal Year: 2012

Search New Program

Select Invoice

Invoice Id	Invoice Month	Voucher No.	Invoice Type	Invoice Description	Amount	Invoice Status
131733	November	2012VC01605	Equipment/Renovations	Reimbursement	\$5,785.00	Payment Issued
126277	June		Services	Reimbursement	\$22,572.00	Under Review by Approver
126276	May	2012VC06690	Services	Reimbursement	\$37,975.22	Accepted/Pending payment
126275	April	2012VC06686	Services	Reimbursement	\$25,758.63	Accepted/Pending payment
126274	March	2012VC04744	Services	Reimbursement	\$46,448.63	Payment Issued
126273	February	2012VC03818	Services	Reimbursement	\$27,826.14	Payment Issued
126272	January	2012VC03279	Services	Reimbursement	\$29,128.26	Payment Issued
126271	December	2012VC02805	Services	Reimbursement	\$28,738.25	Payment Issued
126270	November	2012VC02306	Services	Reimbursement	\$30,385.98	Payment Issued
126269	October	2012VC01714	Services	Reimbursement	\$31,967.25	Payment Issued
126268	September	2012VC01185	Services	Reimbursement	\$32,431.33	Payment Issued
126267	August	2012VC00804	Services	Reimbursement	\$27,375.17	Payment Issued
126266	July	2012VC00369	Services	Reimbursement	\$21,591.31	Payment Issued

New Invoice

Month: Invoice Type:

Invoice Description: Due Date:

Create New Invoice

cams Contract Accounting Management System Online Invoice

RETRIEVE/CHECK STATUS OF AN EXISTING INVOICE

An Approver checks the invoice for accuracy and completeness of entered data. If any discrepancy is found, the Approver cannot make any modifications to the invoice. Only the Preparer can make modifications to the invoice.

To return an invoice, the Approver must click on Send Back to Preparer. The invoice will then become available to the Preparer for modifications.

Home	Invoice	Reports	Logout
Invoice			
Invoice Id: 126277 DFTA Id: 10C Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement No of Days Open: 20			
Invoice Type:	Services	Invoice Description:	Reimbursement
Invoice ID:	126277	Voucher Number:	
Invoice Month:	June	Date Received:	
Site ID:	01 RAIN BOSTON SECOR SENIOR CENTER		
Line Description	This Month	Adjustment	YR to Date
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85
CONSULTANTS	\$0.00	\$0.00	\$9,745.00
VEHICLES	\$0.00	\$0.00	\$8,164.51
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66
TRAVEL	\$0.00	\$0.00	\$1,445.18
RENT	\$0.00	\$0.00	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,611.60
PRINTING/SUPPLIES	\$0.00	\$0.00	\$5,928.34
RAIW FOOD/DISPOSABLES	\$20,000.00	\$0.00	\$79,998.03
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	\$0.00	\$0.00	\$4,040.35
TOTAL DIRECT COSTS	\$21,000.00	\$0.00	\$354,775.52
LESS: INCOME	\$100.00	\$0.00	\$19,408.85
LESS: INTEREST	\$0.00	\$0.00	\$0.00
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00
NET TOTAL DIRECT COSTS	\$20,900.00	\$0.00	\$335,368.67
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00
NET DIRECT COSTS (GF)	\$20,900.00	\$0.00	\$335,368.67
INDIRECT COSTS (Rate = 8.00%)	\$1,672.00	\$0.00	\$26,829.50
TOTAL COSTS	\$22,572.00	\$0.00	\$362,198.17
Service Summary	Units	Income Collected	
CONGREGATE BREAKFASTS	100	\$100.00	
CONGREGATE LUNCH	0	\$0.00	
CASE ASSISTANCE	0	\$0.00	
CASE ASSISTANCE MEDICAID	0	\$0.00	
EDUCATION/RECREATION	0	\$0.00	
FOOD HANDLER CNBK	0	\$0.00	
FOOD HANDLER CNLH	0	\$0.00	
GUEST/STAFF CNBK	0	\$0.00	
GUEST/STAFF CNLH	0	\$0.00	
NUTRITION EDUCATION	0	\$0.00	
SHOPPING ASSISTANCE	0	\$0.00	
TRANSPORTATION	0	\$0.00	
Cost Center	Cost Center Amount		
CML - Congregate Meals	\$22,572.00		
EDR - Education & Recreation	\$0.00		
IAS - Information & Assistance	\$0.00		
TRP - Transportation	\$0.00		
<p>By logging onto the system, you are expressly acknowledging that you have been notified of and that you accept the following terms and conditions of use:</p> <p>By checking the box shown below, I hereby certify that, to the best of my knowledge and belief, this invoice represents a true and accurate account of the services provided, fees billed and contributions received and that the expenditures reported were paid and made solely for purposes specified in the contract for this program. And that the books and records verifying this information are on file for inspection by the New York City Department for the Aging or other appropriate State or Federal Authorities.</p> <p>I also certify that these expenditures were not submitted to other agencies for similar services rendered to participants served under this agreement for the same period of time.</p> <p><input type="checkbox"/> I have read the above certification and agree</p>			

RETRIEVE/CHECK STATUS OF AN EXISTING INVOICE

If the invoice is correct, the Approver will submit the invoice to DFTA. Before submitting the invoice to DFTA, the Approver must check off the certification and agreement.

After checking the certification and agreement box, the Approver clicks on Send to DFTA.

Invoice Type:	Services	Invoice Description:	Reimbursement	Invoice Month:	June
Invoice ID:	126277	Voucher Number:		Date Received:	
Site ID:	01 RAIN BOSTON SECOR SENIOR CENTER				

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85	CONGREGATE BREAKFASTS	100	\$100.00
CONSULTANTS	\$0.00	\$0.00	\$9,745.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$8,164.51	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.66	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$1,445.18	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$2,611.60	NUTRITION EDUCATION	0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$5,926.34	SHOPPING ASSISTANCE	0	\$0.00
RAW FOOD/DISPOSABLES	\$20,000.00	\$0.00	\$79,998.03	TRANSPORTATION	0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$4,040.35			
TOTAL DIRECT COSTS	\$21,000.00	\$0.00	\$354,775.52			
LESS: INCOME	\$100.00	\$0.00	\$19,406.85			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$20,900.00	\$0.00	\$335,368.67			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$20,900.00	\$0.00	\$335,368.67			
INDIRECT COSTS (Rate = 8.00%)	\$1,672.00	\$0.00	\$26,829.50			
TOTAL COSTS	\$22,572.00	\$0.00	\$362,198.17			

Cost Center	Cost Center Amount
CML - Congregate Meals	\$22,572.00
EDR - Education & Recreation	\$0.00
IAS - Information & Assistance	\$0.00
TRP - Transportation	\$0.00

By logging onto the system, you are expressly acknowledging that you have been notified of and that you accept the following terms and conditions of use:

By checking the box shown below, I hereby certify that, to the best of my knowledge and belief, this invoice represents a true and accurate account of the services provided, fees billed and contributions received and that the expenditures reported were paid and made solely for purposes specified in the contract for this program. And that the books and records verifying this information are on file for inspection by the New York City Department for the Aging or other appropriate State or Federal Authorities.

I also certify that these expenditures were not submitted to other agencies for similar services rendered to participants served under this agreement for the same period of time.

I have read the above certification and agree


 Contract Accounting Management System
 Online Invoice

Done Local intranet 100%

RETRIEVE/CHECK STATUS OF AN EXISTING INVOICE

After clicking on Send to DFTA, a message will appear that the invoice was successfully sent to DFTA. The voucher number and the date received by DFTA will now appear on the upper section of the invoice.

The screenshot displays a web-based invoice management system. At the top, there are navigation tabs for Home, Invoice, Reports, and Logout. Below this, the 'Invoice' section is active, showing the following details:

- Invoice Id: 126277
- DFTA Id: 100
- Fiscal Year: 2012
- Invoice Type: Services
- Invoice Description: Reimbursement
- No of Days Open: 20

Below these details are input fields for:

- Invoice Type: Services
- Invoice Description: Reimbursement
- Invoice Month: June
- Invoice ID: 126277
- Voucher Number: 2012VC06895
- Date Received: 07/20/2012

The Site ID is set to 01 RAIN BOSTON SECOR SENIOR CENTER. A table below lists various line descriptions with columns for This Month, Adjustment, YR to Date, Service Summary, Units, and Income Collected. A 'Message from webpage' dialog box is overlaid on the table, stating: "Your Invoice was successfully submitted to DFTA." Below the table, there is a section for 'Cost Center Amount' with a total of \$22,572.00. At the bottom, there is a certification section with a checked box indicating agreement to the terms and conditions.

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$1,000.00	\$0.00	\$240,117.85	CONGREGATE BREAKFASTS	100	\$100.00
CONSULTANTS	\$0.00	\$0.00	\$9,745.00	CONGREGATE LUNCH	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$8,164.51	CASE ASSISTANCE	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$1,371.68	CASE ASSISTANCE MEDICAID	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$1,445.18	EDUCATION/RECREATION	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNBK	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNBK	0	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$1,355.00	GUEST/STAFF CNLH	0	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00		0	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00		0	\$0.00
RAW FOOD/DISPOSABLES	\$20,000.00	\$0.00	\$0.00		0	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00		0	\$0.00
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00		0	\$0.00
OTHER EXPENSES	\$0.00	\$0.00	\$0.00		0	\$0.00
TOTAL DIRECT COSTS	\$21,000.00	\$0.00	\$335,368.67			
LESS: INCOME	\$100.00	\$0.00	\$19,408.85	EDR - Education & Recreation		\$0.00
LESS: INTEREST	\$0.00	\$0.00	\$0.00	IAS - Information & Assistance		\$0.00
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00	TRP - Transportation		\$0.00
NET TOTAL DIRECT COSTS	\$20,900.00	\$0.00	\$335,368.67			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$20,900.00	\$0.00	\$335,368.67			
INDIRECT COSTS (Rate = 8.00%)	\$1,672.00	\$0.00	\$26,829.50			
TOTAL COSTS	\$22,572.00	\$0.00	\$362,198.17			

By logging onto the system, you are expressly acknowledging that you have been notified of and that you accept the following terms and conditions of use:

By checking the box shown below, I hereby certify that, to the best of my knowledge and belief, this invoice represents a true and accurate account of the services provided, fees billed and contributions received and that the expenditures reported were paid and made solely for purposes specified in the contract for this program. And that the books and records verifying this information are on file for inspection by the New York City Department for the Aging or other appropriate State or Federal Authorities.

I also certify that these expenditures were not submitted to other agencies for similar services rendered to participants served under this agreement for the same period of time.

I have read the above certification and agree

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES WITH SATELLITE SITES

When entering Satellite site data, follow the same steps as Create a New Invoice For Monthly Services and Expenses. The difference is with the Site ID drop down.

To select a satellite, click on the Site ID drop down. The list of satellites will automatically appear based on the Program ID you selected in the Search screen.

Click on the applicable satellite Site ID. The Summary Invoice will be automatically calculated as you are entering the data for Site 01, Site 02, etc.

Enter all applicable line item, Cost Center, Income, Units of Service data.

Click on Save for each entry.

To select another satellite, click on the Site ID drop down and choose from the list.

Upon completion, click on Submit to Approver.

Home Invoice Reports Logout

Invoice

Invoice Id: 125648 DFTA Id: 111 Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 00 SUMMARY INVOICE Days Open: 0

Invoice Category: 01 IPR/HE BETANCES SENIOR CENTER

Data Entry By: Linellern

Select Line Description: Amount This Month Amount Adjustment

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00			
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00			
COMMUNICATIONS	\$0.00	\$0.00	\$0.00			
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00			
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00			
LESS: INCOME	\$0.00	\$0.00	\$24,504.00			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$24,504.00)			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$24,504.00)			
INDIRECT COSTS (Rate = 10.00%)	\$0.00	\$0.00	\$21,589.55			
TOTAL COSTS	\$0.00	\$0.00	(\$2,914.45)			

Cost Center Cost Center Amount

CML - Congregate Meals	\$0.00
EDR - Education & Recreation	\$0.00
IAS - Information & Assistance	\$0.00

Submit To Approver Print Invoice

Contract Accounting

Local intranet 100%

NO UNITS OF SERVICES AND NO EXPENSES

To submit an invoice with no units of services and no expenses, follow the same steps as Create a New Invoice for Monthly Services and Expenses.

On the Invoice page, click on the Invoice Category drop down and select No Services and No Expenses.

Enter the Days Open in the Days Open field.

Click on Save.

Home Invoice Reports Logout

Invoice

Invoice Id: 134633 DFTA Id: 3XK Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 ELDER LAW PROJECT Days Open: 0

Invoice Category: MONTHLY SERVICES AND EXPENSES

Data Entry By: MONTHLY SERVICES AND EXPENSES

Select Line Description: NO SERVICES NO EXPENSES

Amount Adjustment:

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	OTHER THAN STANDARD SERV.	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00			
VEHICLES	\$0.00	\$0.00	\$0.00			
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00			
TRAVEL	\$0.00	\$0.00	\$0.00			
RENT	\$0.00	\$0.00	\$0.00			
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00			
UTILITIES	\$0.00	\$0.00	\$0.00			
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00			
COMMUNICATIONS	\$0.00	\$0.00	\$0.00			
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00			
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00			
LESS: INCOME	\$0.00	\$0.00	\$0.00			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$0.00	\$0.00	\$0.00			
INDIRECT COSTS (Rate = 6.50%)	\$0.00	\$0.00	\$697.00			
TOTAL COSTS	\$0.00	\$0.00	\$697.00			

Submit To Approver Print Invoice

Contract Accounting

Local intranet 100%

NO UNITS OF SERVICES AND NO EXPENSES

After clicking on Save, click on Submit to Approver. After clicking on Submit to Approver, no modifications can be made unless the Approver returns the invoice to the Preparer.

Home Invoice Reports Logout

Invoice

Invoice Id: 134633 DFTA Id: 3XK Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 ELDER LAW PROJECT Days Open: 0

Invoice Category: NO SERVICES NO EXPENSES

DataEntry By: Linellem

Select Line Description: PERSONNEL Amount This Month: \$100.00 Amount Adjustment: \$0.00

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date
PERSONNEL	\$0.00	\$0.00	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00
RENT	\$0.00	\$0.00	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	\$0.00	\$0.00	\$0.00
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00
LESS: INCOME	\$0.00	\$0.00	\$0.00
LESS: INTEREST	\$0.00	\$0.00	\$0.00
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00
NET DIRECT COSTS (GF)	\$0.00	\$0.00	\$0.00
INDIRECT COSTS (Rate = 6.50%)	\$0.00	\$0.00	\$697.00
TOTAL COSTS	\$0.00	\$0.00	\$697.00

Service Summary	Units	Income Collected
OTHER THAN STANDARD SERV.	0	\$0.00

Cost Center	Cost Center Amount
SPS - Special Services	\$0.00

Submit To Approver Print Invoice

Contract Accounting Local intranet

EXPENSES ONLY WITH NO STANDARD SERVICES

To submit an invoice with expenses only and no standard services, follow the same steps as Create a New Invoice for Monthly Services and Expenses.

On the Invoice page, click on the Invoice Category drop down and select Expenses Only with No Standard Services.

The screenshot displays a web-based invoice management system. At the top, there are navigation tabs for Home, Invoice, Reports, and Logout. Below this, the current invoice details are shown: Invoice Id: 126791, DFTA Id: 100, Fiscal Year: 2012, Invoice Type: Services, and Invoice Description: Reimbursement. The Site ID is 01 VAN CORTLANDT SENIOR CENTER, and Days Open is 0. The Invoice Category is set to MONTHLY SERVICES AND EXPENSES. A dropdown menu is open, showing options: MONTHLY SERVICES AND EXPENSES, SUPPLEMENTAL INVOICE, EXPENSES, NO ADDITIONAL SERVICES, NO SERVICES NO EXPENSES, and EXPENSES ONLY NO STANDARD SERVICES (which is highlighted). There are buttons for Save and Select Satellite. Below the dropdown is a table with columns: Line Description, This Month, Adjustment, YR to Date, Service Summary, Units, and Income Collected. The table lists various expense categories like PERSONNEL, CONSULTANTS, VEHICLES, etc., with values of \$0.00. A summary section shows Cost Center amounts for CML - Congregate Meals, EDR - Education & Recreation, and IAS - Information & Assistance, all at \$0.00. At the bottom, there are buttons for Submit To Approver and Print Invoice. The system is running on a Local intranet.

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00			
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00			
COMMUNICATIONS	\$0.00	\$0.00	\$0.00			
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00			
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00			
LESS: INCOME	\$0.00	\$0.00	\$20,334.64			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$20,334.64)			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$20,334.64)			
INDIRECT COSTS (Rate = 9.60%)	\$0.00	\$0.00	\$22,030.44			
REIMBURSEMENT CLAIMED	\$0.00	\$0.00	\$1,695.80			

EXPENSES ONLY WITH NO STANDARD SERVICES

Click on the Select Category drop down and select Line Item.

Click on the Select Line Description drop down and select a line description. Enter each applicable line description separately and save each entry.

Click in the Amount This Month field and enter the amount for the selected line description.

Click in the Amount Adjustment field and enter the amount, if applicable.

Click on Save.

Continue to enter each applicable Line Item and click on Save after each entry.

The screenshot shows a web-based invoice entry system. At the top, there are navigation tabs: Home, Invoice, Reports, and Logout. Below this is a header bar with the following information: Invoice Id: 126791, DFTA Id: 10D, Fiscal Year: 2012, Invoice Type: Services, Invoice Description: Reimbursement.

The main form contains the following fields:

- Site ID: 01 VAN CORTLANDT SENIOR CENTER (dropdown)
- Days Open: 20
- Invoice Category: MONTHLY SERVICES AND EXPENSES (dropdown)
- Data Entry By: Lineltem (dropdown)
- Select Line Description: PERSONNEL (dropdown)
- Amount This Month: \$1000.00
- Amount Adjustment: \$0.00

Below the form are two buttons: Save and Select Satellite.

The main content area is divided into two tables:

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$0.00	\$0.00	\$0.00	CONGREGATE LUNCH	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE	0	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00	CASE ASSISTANCE MEDICAID	0	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	EDUCATION/RECREATION	0	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	FOOD HANDLER CNLH	0	\$0.00
RENT	\$0.00	\$0.00	\$0.00	GUEST/STAFF CNLH	0	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00	NUTRITION EDUCATION	0	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00			
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00			
COMMUNICATIONS	\$0.00	\$0.00	\$0.00			
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00			
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00			
LESS: INCOME	\$0.00	\$0.00	\$20,334.64			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$20,334.64)			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$20,334.64)			
INDIRECT COSTS (Rate = 9.60%)	\$0.00	\$0.00	\$22,030.44			
REIMBURSEMENT CLAIMED	\$0.00	\$0.00	\$1,695.80			

Cost Center	Cost Center Amount
CML - Congregate Meals	\$0.00
EDR - Education & Recreation	\$0.00
IAS - Information & Assistance	\$0.00

At the bottom of the form are two buttons: Submit To Approver and Print Invoice.

EXPENSES ONLY WITH NO STANDARD SERVICES

After the Preparer has entered each line item, the invoice will must be submitted to the Approver.

Click on Submit to Approver. After clicking on Submit to Approver, no modifications can be made unless the Approver returns the voucher to the Preparer.

Home
Invoice
Reports
Logout

Invoice

Invoice Id: 134633
DFTA Id: 3XX
Fiscal Year: 2012
Invoice Type: Services
Invoice Description: Reimbursement

Site ID:

Days Open:

Invoice Category:

DataEntry By:

Select Line Description:

Amount This Month:

Amount Adjustment:

Save
Select Satellite

Line Description	This Month	Adjustment	YR to Date	Service Summary	Units	Income Collected
PERSONNEL	\$100.00	\$0.00	\$10,256.88	OTHER THAN STANDARD SERV.	0	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00			
VEHICLES	\$0.00	\$0.00	\$0.00			
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00			
TRAVEL	\$0.00	\$0.00	\$0.00			
RENT	\$0.00	\$0.00	\$458.29			
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00			
UTILITIES	\$0.00	\$0.00	\$42.37			
OTHER OCCUPANCY	\$0.00	\$0.00	\$65.34			
COMMUNICATIONS	\$0.00	\$0.00	\$0.00			
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00			
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00			
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00			
OTHER EXPENSES	\$0.00	\$0.00	\$0.00			
TOTAL DIRECT COSTS	\$100.00	\$0.00	\$10,822.86			
LESS: INCOME	\$0.00	\$0.00	\$0.00			
LESS: INTEREST	\$0.00	\$0.00	\$0.00			
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00			
NET TOTAL DIRECT COSTS	\$100.00	\$0.00	\$10,822.86			
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00			
NET DIRECT COSTS (GF)	\$100.00	\$0.00	\$10,822.86			
INDIRECT COSTS (Rate = 6.50%)	\$6.50	\$0.00	\$703.50			
TOTAL COSTS	\$106.50	\$0.00	\$11,526.36			

Submit To Approver
Print Invoice

Contract Accounting
Local intranet

HEMOCARE - LINE ITEM

To submit an invoice for Homecare, follow the same steps as Create a New Invoice for Monthly Services and Expenses.

On the Invoice page, click on the Invoice Category drop down and select Monthly Services and Expenses.

Click on the Select Category drop down and select Line Item.

Click on the Select Line Description drop down and select a line description. Enter each applicable line description separately and save each entry.

Click in the Amount This Month field and enter the amount for the selected line description.

Click in the Amount Adjustment field and enter the amount, if applicable.

Click on Save.

Continue to enter each applicable Line Item and click on Save after each entry.

The screenshot displays the 'Invoice' page in a web application. At the top, there are navigation tabs: Home, Invoice, Reports, and Logout. Below the tabs, the page title is 'Invoice'. The main content area includes several input fields and a table.

Input fields include:

- Invoice Id: 133701, DFTA Id: 2HA, Fiscal Year: 2012, Invoice Type: Services, Invoice Description: Reimbursement
- Site ID: 01 BETH EMETH HOMECARE, Days Open: 0
- Invoice Category: MONTHLY SERVICES AND EXPENSES
- Data Entry By: Linetern
- Select Line Description: CostCenter
- Amount This Month: [Empty field]
- Amount Adjustment: [Empty field]

Buttons include 'Save' and 'Select Satellite'.

The main table shows a list of line descriptions with columns for 'This Month', 'Adjustment', and 'YR to Date'. The table is as follows:

Line Description	This Month	Adjustment	YR to Date
PERSONNEL	\$0.00	\$0.00	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00
RENT	\$0.00	\$0.00	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	\$0.00	\$0.00	\$0.00
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00
LESS: INCOME	\$0.00	\$0.00	\$8,719.22
LESS: INTEREST	\$0.00	\$0.00	\$15.73
LESS: FEES BILLED	\$0.00	\$0.00	\$13,995.98
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$22,730.93)
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$22,730.93)
INDIRECT COSTS (Rate = 0.00%)	\$0.00	\$0.00	\$0.00
TOTAL COSTS	\$0.00	\$0.00	(\$22,730.93)

Below the table, there are buttons for 'Submit To Approver' and 'Print Invoice'.

At the bottom of the page, there is a 'Local Intranet' logo and a search bar.

HEMOCARE- COST CENTER

After entering and saving the line items, click on the Select Category drop down and select Cost Center.

Click on the Select Cost Center drop down and select the applicable Cost Center.

Enter all applicable data in the Service Summary.

Click on Save and select the next Cost Center until you have accounted for all the cost centers data.

After all cost centers have been entered and saved, click on Submit to Approver.

If there is any error on the completed invoice, an error message will pop-up. The system will not allow you to submit an invoice to the Approver unless all errors are corrected.

Please note: Once the Preparer submits the invoice to the Approver, the Preparer will not be able to make any modifications to the invoice, unless the Approver returns the invoice to the Preparer for appropriate modifications.

Home Invoice Reports Logout

Invoice

Invoice Id: 133701 DFTA Id: 2HA Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 BETH EMETH HEMOCARE Days Open: 0

Invoice Category: MONTHLY SERVICES AND EXPENSES

DataEntry By: CostCenter Enter the cost center amount, service units, and income collected for the selected cost center?

Select Cost Center: HCH - Housekeeping Cost center Amount: \$0.00

Service Summary	Units Delivered	Unit Rate	Total Claimed	Fees Billed	Fees Received	Income Received	Of Total Units Tempcare Units Provided
HOUSEKEEPER	0	\$14.91	\$0.00	\$0.00	\$0.00	\$0.00	0

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date
PERSONNEL	\$0.00	\$0.00	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00
RENT	\$0.00	\$0.00	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	\$0.00	\$0.00	\$0.00
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00
LESS: INCOME	\$0.00	\$0.00	\$8,719.22
LESS: INTEREST	\$0.00	\$0.00	\$15.73
LESS: FEES BILLED	\$0.00	\$0.00	\$13,895.98
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$22,730.93)
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$22,730.93)
INDIRECT COSTS (Rate = 0.00%)	\$0.00	\$0.00	\$0.00
TOTAL COSTS	\$0.00	\$0.00	(\$22,730.93)

Service Summary	Units Delivered	Unit Rate	Total Claimed	Fees Billed R
EMERG HOMEMAKER/PERS CARE	0	\$0.00	\$0.00	\$0.00
HOMEMAKER/PERSONAL CARE	0	\$0.00	\$0.00	\$0.00
HOUSEKEEPER	0	\$0.00	\$0.00	\$0.00

Cost Center	Cost Center Amount
HCH - Housekeeping	\$0.00
HEC - Homemaker Emergency Care	\$0.00
HPC - Homemaker Personal Care	\$0.00

Submit to Approver Print Invoice

Local intranet 100%

HOME-DELIVERED MEALS /LEGAL- LINE ITEM

To submit an invoice with for Home-Delivered Meals, follow the same steps as Create a New Invoice/Monthly Services and Expenses.

On the Invoice page, click on the Invoice Category drop down and select Monthly Services and Expenses.

Click on the Select Category drop down and select Line Item.

Click on the Select Line Description drop down and select a line description. Enter each applicable line description separately and save each entry.

Click in the Amount this Month field and enter the amount for the selected line description.

Click in the Amount Adjustment field and enter the amount, if applicable.

Click on Save.

Continue to enter each applicable Line Item and click on Save after each entry.

The screenshot shows a web-based invoice entry system. At the top, there are navigation tabs: Home, Invoice, Reports, and Logout. Below this is a header section for the invoice, including fields for Invoice Id (132608), DFTA Id (33), Fiscal Year (2012), Invoice Type (Services), and Invoice Description (Reimbursement). The main form contains several input fields: Site ID (01 CHARLES WALBURG HOME DELIVERED MEALS), Invoice Category (MONTHLY SERVICES AND EXPENSES), Data Entry By (Linellern), and Select Line Description (CostCenter). There are also fields for Amount This Month and Amount Adjustment. Below the form is a 'Save' button and a 'Select Satellite' button. The bottom section of the form displays a table with columns for Line Description, This Month, Adjustment, and YR to Date. To the right of this table is a 'Service Summary' section showing 'HOME DELIVERED ALT MEALS' with 0 units delivered and a reimbursement rate of \$0.00. Below the service summary is a 'Cost Center' section showing 'HML - Home Delivered Meals' with a cost center amount of \$0.00. At the bottom of the form are buttons for 'Submit To Approver' and 'Print Invoice'. The footer of the page includes 'Contract Accounting' and 'Local intranet'.

Line Description	This Month	Adjustment	YR to Date
PERSONNEL	\$0.00	\$0.00	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00
RENT	\$0.00	\$0.00	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	\$0.00	\$0.00	\$0.00
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00
LESS: INCOME	\$0.00	\$0.00	\$20,440.75
LESS: INTEREST	\$0.00	\$0.00	\$0.00
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$20,440.75)
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$20,440.75)
INDIRECT COSTS (Rate = 0.00%)	\$0.00	\$0.00	\$0.00
TOTAL COSTS	\$0.00	\$0.00	(\$20,440.75)

HOME-DELIVERED MEALS /LEGAL - COST CENTER

After entering and saving the line items, click on the Select Category drop down and select Cost Center.

Click on the Select Cost Center drop down and select the applicable Cost Center.

Enter all applicable data in the Service Summary.

Click on Save and select the next Cost Center until all applicable Cost Centers are accounted for.

After all cost centers have been entered and saved, click on Submit to Approver.

After all cost centers have been entered and saved, click on Submit to Approver.

If there is any error on the completed invoice, an error message will pop-up. The system will not allow you to submit an invoice to the Approver unless all errors are corrected.

Please note: Once the Preparer submits the invoice to the Approver, the Preparer will not be able to make any modifications to the invoice, unless the Approver returns the invoice to the Preparer for appropriate modifications.

Home Invoice Reports Logout

Invoice

Invoice Id: 132608 DFTA Id: 33 Fiscal Year: 2012 Invoice Type: Services Invoice Description: Reimbursement

Site ID: 01 CHARLES WALBURG HOME DELIVERED MEALS Days Open: 0

Invoice Category: MONTHLY SERVICES AND EXPENSES

Data Entry By: CostCenter Enter the cost center amount, service units, and income collected for the selected cost center?

Select Cost Center: HML - Home Delivered Meals Cost center Amount: \$0.00

Service Summary	Units Delivered	Reimbursement Rate	Reimbursement Claimed	Contributions Received
HOME DELIVERED ALT MEALS	0	\$6.43	\$0.00	\$0.00

Save Select Satellite

Line Description	This Month	Adjustment	YR to Date
PERSONNEL	\$0.00	\$0.00	\$0.00
CONSULTANTS	\$0.00	\$0.00	\$0.00
VEHICLES	\$0.00	\$0.00	\$0.00
EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00
RENT	\$0.00	\$0.00	\$0.00
RENT USAGE CHARGES	\$0.00	\$0.00	\$0.00
UTILITIES	\$0.00	\$0.00	\$0.00
OTHER OCCUPANCY	\$0.00	\$0.00	\$0.00
COMMUNICATIONS	\$0.00	\$0.00	\$0.00
PRINTING/SUPPLIES	\$0.00	\$0.00	\$0.00
RAW FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
CATERED FOOD/DISPOSABLES	\$0.00	\$0.00	\$0.00
PROGRAM INSURANCE	\$0.00	\$0.00	\$0.00
OTHER EXPENSES	\$0.00	\$0.00	\$0.00
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00
LESS: INCOME	\$0.00	\$0.00	\$20,440.75
LESS: INTEREST	\$0.00	\$0.00	\$0.00
LESS: FEES BILLED	\$0.00	\$0.00	\$0.00
NET TOTAL DIRECT COSTS	\$0.00	\$0.00	(\$20,440.75)
ADD (DEDUCT) ADJUSTMENT	\$0.00	\$0.00	\$0.00
NET DIRECT COSTS (GF)	\$0.00	\$0.00	(\$20,440.75)
INDIRECT COSTS (Rate = 0.00%)	\$0.00	\$0.00	\$0.00
TOTAL COSTS	\$0.00	\$0.00	(\$20,440.75)

Service Summary	Units Delivered	Reimb. Rate	Reimb. Claimed
HOME DELIVERED ALT MEALS	0	\$0.00	\$0.00

Cost Center	Cost Center Amount
HML - Home Delivered Meals	\$0.00

Submit To Approver Print Invoice

Local intranet 100%

ONE-TIME PAYMENT

To create a One-Time Payment voucher invoice, go to the New Invoice section on the bottom of the screen.

Select the month from the Month drop-down list. To select the month, for multiple receipts/invoices/bills that have different dates, select the most recent month from drop down list.

Select One-Time Payment from the Invoice Type drop down.

Select Reimbursement from the Invoice Description drop-down.

The Due Date will be disabled.

Click on Create New Invoice.

Home Invoice Reports Logout

Invoice

Fiscal Year: 2012 Program ID: 1Y7 Program Name: 1Y7 NORTHEAST BRONX ASSOCIATION

Search New Program

Select Invoice

Invoice Id	Invoice Month	Voucher No.	Invoice Type	Invoice Description	Amount Req.	Invoice Status
132341	July	2012VC02957	Services	Reimbursement	\$0.00	Approved for Payment
132342	August	2012VC02958	Services	Reimbursement	\$0.00	Approved for Payment
132343	September	2012VC02959	Services	Reimbursement	\$0.00	Approved for Payment
132344	October	2012VC02960	Services	Reimbursement	\$995.00	Payment Issued
132345	November	2012VC02961	Services	Reimbursement	\$950.00	Payment Issued
132346	December	2012VC02962	Services	Reimbursement	\$665.00	Approved for Payment
132347	January	2012VC03184	Services	Reimbursement	\$1,140.00	Approved for Payment
132348	February	2012VC04122	Services	Reimbursement	\$1,000.00	Approved for Payment
132349	March	2012VC04786	Services	Reimbursement	\$1,970.00	Accepted/Pending payment
132350	April	2012VC06316	Services	Reimbursement	\$1,195.00	Submitted to DFTA
132351	May	2012VC06330	Services	Reimbursement	\$0.00	Submitted to DFTA

New Invoice

Month: MAY Invoice Type: One-Time Payment

Invoice Description: Reimbursement Due Date:

Create New Invoice

cams Contract Accounting Management System Online Invoice

Done Local intranet 100%

ONE -TIME PAYMENT

Check the box under the SNo (Serial Number) column to select the One-Time Payment item.

Enter the amount requested in the Amount Requested field.

Click on Save.

Follow the same steps for each One-Time Payment until all are completed.

Click on Submit to Approver.

The screenshot displays the CAMS Online Invoice system interface. At the top, there are navigation tabs for Home, Invoice, Reports, and Logout. Below the navigation, the system shows the current invoice details: Invoice Id: 136054, DFTA Id: 1Y7, Fiscal Year: 2012, Invoice Type: One-Time Payment, and Invoice Description: Reimbursement. A dropdown menu for Site ID is set to 01 NORTHEAST BRONX ASSOCIATION. The main content area features a table with the following columns: SNo, Category, Sub-Category, Description, Approved Vendor, Budgeted Amount, Ytd Paid, and Amount Requested. Two rows of data are visible, both for 'LUNCHEONS FOR SENIORS'. The first row has a budgeted amount of \$3,750.00 and a ytd paid amount of \$3,750.00. The second row has a budgeted amount of \$3,000.00 and a ytd paid amount of \$0.00. Below the table, there are three buttons: Save, Submit To Approver, and Print Invoice. The CAMS logo and 'Contract Accounting Management System Online Invoice' are visible at the bottom left of the interface. The browser's address bar shows the URL: OVSCapitalInvoice.aspx?f8+eMF8VfaWRCUHaqqLm4+uRpab4I7ywlCbW9ztrMAJ3rERvY0Gxyi3NFRtNdrd. The browser's status bar shows 'Local intranet' and a zoom level of 100%.

SNo	Category	Sub-Category	Description	Approved Vendor	Budgeted Amount	Ytd Paid	Amount Requested
<input type="checkbox"/> 1	CATERED FOOD/DISPOSABLES	OTHER ONE-TIME PAYMENTS	LUNCHEONS FOR SENIORS		\$3,750.00	\$3,750.00	\$0.00
<input type="checkbox"/> 2	CATERED FOOD/DISPOSABLES	OTHER ONE-TIME PAYMENTS	LUNCHEONS FOR SENIORS	NA	\$3,000.00	\$0.00	\$0.00

EQUIPMENT/RENOVATIONS

To create Equipment/Renovations voucher, go to the New Invoice section on the bottom of the screen.

Select the month from the Month drop-down list. To select the month, for multiple receipts/invoices/bills that have different dates, select the most recent month from drop down list.

Select Equipment/Renovations from the Invoice Type drop down.

Select Reimbursement from the Invoice Description drop-down.

The Due Date will be disabled.

Click on Create New Invoice.

Home Invoice Reports Logout

Invoice

Fiscal Year: 2012 Program ID: 12T Program Name: 12T CO-OP CITY SENIOR CENTER

Search New Program

Select Invoice

Invoice Id	Invoice Month	Voucher No.	Invoice Type	Invoice Description	Amount Req.	Invoice Status
124979	July	2012VC00531	Services	Reimbursement	\$26,306.70	Approved for Payment
124980	August	2012VC00890	Services	Reimbursement	\$36,634.09	Payment Issued
124981	September	2012VC01231	Services	Reimbursement	\$34,317.38	Payment Issued
124982	October	2012VC01713	Services	Reimbursement	\$37,373.66	Payment Issued
124983	November	2012VC02413	Services	Reimbursement	\$34,371.63	Payment Issued
124984	December	2012VC02891	Services	Reimbursement	\$40,368.33	Payment Issued
124985	January	2012VC03368	Services	Reimbursement	\$38,047.97	Payment Issued
124986	February	2012VC04012	Services	Reimbursement	\$40,638.65	Payment Issued
124987	March	2012VC04667	Services	Reimbursement	\$41,002.68	Payment Issued
124988	April	2012VC06852	Services	Reimbursement	\$448,550.77	Accepted/Pending payment
124989	May	2012VC06855	Services	Reimbursement	\$78,642.87	Accepted/Pending payment
132982	August	2012VA00890	Services	Revised Voucher	\$0.00	Payment Issued
132983	September	2012VA01231	Services	Revised Voucher	\$0.00	Payment Issued
132456	December	2012VC02446	Equipment/Renovations	Reimbursement	\$1,475.10	InProcess by Preparer

New Invoice

Month: JUNE Invoice Type: [Dropdown]

Invoice Description: [Dropdown] Due Date: [Disabled]

Create New Invoice

Services
Equipment/Renovations
One-Time Payment

cams Contract Accounting Management System Online Invoice

Local intranet 100%

EQUIPMENT/RENOVATIONS

Check the box under the SNo (Serial Number) column to select the applicable Equipment/Renovations item.

Enter the amount requested in the Amount Requested field.

Click on Save.

Follow the same steps for each Equipment/Renovations until all are completed.

Click on Submit to Approver.

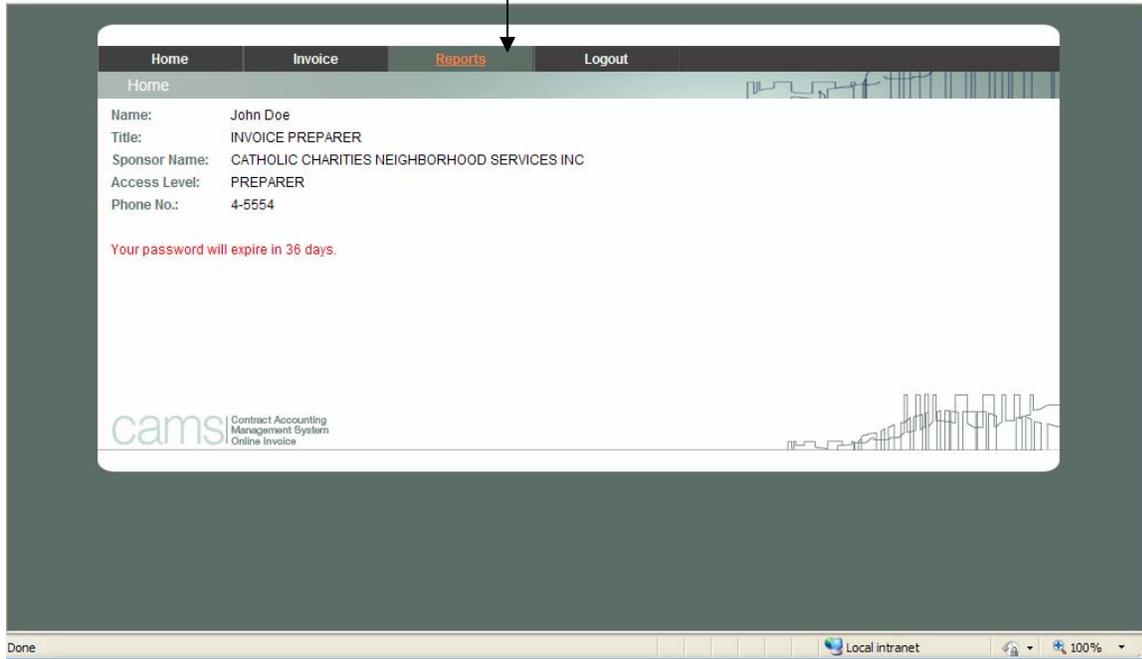
The screenshot displays the CAMS Online Invoice system interface. At the top, there is a navigation bar with links for Home, Invoice, Reports, and Logout. Below this, a header section shows the current invoice details: Invoice Id: 132456, DFTA Id: 121, Fiscal Year: 2012, Invoice Type: Equipment/Renovations, and Invoice Description: Reimbursement. A dropdown menu for Site ID is set to 00 SUMMARY INVOICE. The main part of the form is a table with the following columns: SNo, Category, Sub-Category, Description, Approved Vendor, Budgeted Amount, Ytd Paid, and Amount Requested. A single row is visible with SNo 1, Category EQUIPMENT, Sub-Category OFFICE EQUIPMENT, Description DELL COMPUTERS, Approved Vendor NA, Budgeted Amount \$1,475.00, Ytd Paid \$1,475.00, and Amount Requested \$1,475.00. Below the table are three buttons: Save, Submit To Approver, and Print Invoice. The CAMS logo and text 'Contract Accounting Management System Online Invoice' are visible in the bottom left corner of the interface. The browser's address bar at the bottom shows 'Local intranet' and a zoom level of 100%.

SNo	Category	Sub-Category	Description	Approved Vendor	Budgeted Amount	Ytd Paid	Amount Requested
<input type="checkbox"/> 1	EQUIPMENT	OFFICE EQUIPMENT	DELL COMPUTERS	NA	\$1,475.00	\$1,475.00	\$1,475.00

REPORTS

The CAMS Reports section offers helpful reports that provide useful information in PDF or Excel format. The Reports section also provides blank invoices. All reports and blank invoices can be printed for user convenience.

To access Reports, click on the Reports link.



REPORTS

From the Reports page, select the Fiscal Year and Program to open a report for. A Program can be selected by Program ID or by Program Name. Click on the Select Report drop down, select a report or blank form, and click on Generate Report.

To export a report or blank form to a PDF file or an Excel spreadsheet, click on Save Report As from the bottom of the page, select PDS or Excel and then click on Save Report. You can open the file or save it to your computer.

Available Reports:

Payment Request Submission Status: Features Payment Type, Description, Month, Due Date, Voucher Number, To DFTA date, Amount Requested, Less/Add Advance, Less Disallow, Adjustment, Amount Paid, Check Date, Check Number and Comments (if any), by Sponsor and Program Name

Registered Contract Amount and YTD CAMS Reported Amount by Line Item: Features, by Program and Sponsor Name, YTD Reimbursement Requested, YTD Cash Disbursed, YTD Disallowances, YTD Advance Balance. Also features Annual Registered Contract Amount, YTD Reported Amount and Registered Contract Balance by Line Item.

Available Blank Invoices:

Cost Reimbursement Invoice
Homecare
Other invoice
Equipment/One-Time Payment

Home Invoice Reports Logout

Reports

Fiscal Year: 2012 Program ID: 12A Program Name: 12A ARTURO SCHOMBERG SENIOR CENTER

Select Report: PAYMENT REQUEST SUBMISSION STATUS
PAYMENT REQUEST SUBMISSION STATUS
REGISTERED CONTRACT AMOUNT AND YTD CAMS REPORTED AMOUNT BY LINE ITEM
BLANK COST REIMBURSEMENT INVOICE
BLANK HOMECARE INVOICE
BLANK OTHER INVOICE
BLANK EQUIPMENT/ONE-TIME PAYMENT INVOICE

Generate Report

Save Report As: PDF Save Report

Done Local intranet 100%

CONTRACT ACCOUNTING MANAGEMENT ON-LINE INVOICING SYSTEM (CAMS)

COMMONLY ASKED QUESTIONS

I forgot my User ID and/or Password. What do I do?

If you forgot your User ID and/or Password for the **first log-in screen (Aging Remote Access)**, contact Eleni at 212-442-1035 or at elimperopoulos@aging.nyc.gov or Sayed at 212-442-1082 or at szaman@aging.nyc.gov for assistance. Entering the incorrect User ID and/or Password more than three (3) times in this log-in screen, will result in your account being locked out. A locked account takes up to one hour to unlock itself. Therefore, before attempting to enter an incorrect User ID and/or Password more than three (3) times, contact either Eleni or Sayed.

If you forgot your User ID and/or Password for the **second log-in screen (CAMS log-in screen)** contact Eleni at 212-442-1035 or at elimperopoulos@aging.nyc.gov or Sayed at 212-442-1082 or at szaman@aging.nyc.gov for assistance. You can also click on the Forgot Password link on the CAMS Home page to send an e-mail to request a new password.

My account is locked out. What do I do?

Entering the incorrect User ID and/or Password more than three (3) times in the first log-in screen, Aging Remote Access, will result in your account being locked out. A locked account takes up to one hour to unlock itself. Contact Eleni at 212-442-1035 or at elimperopoulos@aging.nyc.gov or Sayed at 212-442-1082 or at szaman@aging.nyc.gov for assistance.

I cannot log on to CAMS at all. What do I do?

Contact Eleni at 212-442-1035 or at elimperopoulos@aging.nyc.gov or Sayed at 212-442-1082 or at szaman@aging.nyc.gov for assistance.

Can I submit a paper and electronic invoice for the same month?

No. Once your invoice is submitted electronically, there is no need to submit a paper invoice. Your signature is electronically recorded.

Can I submit an electronic invoice this month and submit a paper invoice the following month?

No. Once you start submitting your invoices electronically, you cannot use a paper invoice for the following month.

What if my computer is down?

You can logon to any computer, anywhere, with Internet connection to prepare and submit your invoice to DFTA.

I cannot submit my invoice to DFTA after clicking on Send To DFTA.

The following are the possible reasons:

1. You are **not** authorized to submit invoices to DFTA.
2. You did not click the certification box to enable the Send To DFTA button.

Can I recall my invoice after submitting it to DFTA?

No. You cannot recall an invoice once submitted to DFTA. It's like dropping it in the mail.

Can I report an adjustment in column B (Adjustment) on my July or the first month invoice of a fiscal year?

No. You cannot report any adjustment in column B of your July or the first month invoice of a fiscal year. *Refer to Data Element Number 4 on page 5-14 of DFTA's Fiscal Management Manual.*

Can I enter a negative amount in column A (This month) of my invoice?

No. The system will not permit you to enter a negative amount in the first column.

Can I enter a negative amount in the Service Cost Centers, Income/Participant Contributions, Fees Billed, Fees Received, Units of Service fields?

No. The system will not permit you to enter a negative amount in the Service Cost Centers, Income/Participant Contributions, Fees Billed, Fees Received, Units of Service fields.

Can I report a negative Reimbursement Claimed amount on my invoice?

No. The system will not permit you to report a negative Reimbursement Claimed amount.

Can my Total Reimbursement Claimed be a negative amount?

Yes. This will happen when the total adjustment is negatively greater than the Net Total Direct Costs under column A (This Month). However, the system will not permit you to enter the resulted negative cost center(s) amount.

Can I enter partial unit of Service on my invoice?

No. The system will not permit you to enter any partial units of service. *Refer to pages 5-16 and 5-17 of DFTA's Fiscal Management Manual on how to report the units of service.*

Can I report expenditures over my budgeted restricted line-item amount?

Yes. You can report expenditures over your budgeted restricted line-item. The system will warn and allow you to submit your invoice. However, DFTA will not reimburse you for the excess of expenditures unless a budget amendment is registered before your invoice is processed. *Refer to Section 2.4.2 on page 2-10 of DFTA's Fiscal Management Manual.*

How do I get reimbursed when expenditures were previously disallowed on my previous month(s) invoice and a budget modification was subsequently approved or an amendment increase was registered?

DFTA will review the previous month invoice disallowance(s) and reimburse you up to the approved amount or bottom line of your contractual amount, whichever is the lesser amount. Do **not** submit an invoice to DFTA.

There is no Supplemental month invoice on the list, how do I submit a Supplemental invoice?

A Supplemental invoice will automatically appear on the month list once you create the last month invoice of your contract. For example, if June is the last month of your contract, a June SV will appear once the June invoice is created.

Can I report units of Service or Income on my Supplemental invoice?

No. The system will **not** permit you to enter any unit of Service on a Supplemental invoice. You can **only** report expenses on a Supplemental invoice.

Can I submit more than one Supplemental invoices?

Yes as long as they are related to the program's activities. If you need to revise a Supplemental invoice, contact the Contract Accounting Office.

Error and invoice revision –

If you uncover an error after transmitting your invoice to DFTA, contact Contract Accounting staff so the invoice can be rejected, revised and re-submitted to DFTA.

Supporting Documentation submission –

You are still required to submit the original supporting documentation for Employment, Equipment/Renovations and One-Time Payments vouchers or at the Department discretion.

Fiscal regulations –

All Fiscal regulations remain unchanged as specified in DFTA's Fiscal Management Manual and your contract.

Staff changes -

Inform DFTA immediately of staff changes so new user account can be established or updated.

Contact Numbers-

Contact your Budget Analyst for budget related questions.

Contact Contract Accounting for fiscal issues at 1-212-442-1006.

For technical assistance, questions regarding navigating through CAMS, and User ID and Password inquiries, contact Eleni at 212-442-1035 or at elimperopoulos@aging.nyc.gov or Sayed at 212-442-1082 or at szaman@aging.nyc.gov

Comments –

Forward your comments via e-mail at the following addresses:

jjones@aging.nyc.gov

jpierre@aging.nyc.gov

NOTES