cams | Contract Accounting Management System Online Invoice

USER MANUAL

Version 5 October 2015

New York City Department for the Aging
Bill de Blasio, Mayor
Donna M. Corrado, PhD 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

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. To obtain a User ID and Password, you must complete the CAMS ONLINE INVOICING USER AUTHORIZATION FORM. Please call 212-602-4418 to receive a copy of this form.

SUPPORT

For technical support call 212-602-4418. FOR NON-TECHNICAL QUESTIONS AND QUESTIONS ABOUT YOUR INVOICE (EX. WHAT IS A COST CENTER, WHAT IS A LINE ITEM), PLEASE CALL Jean Pierre at 212-442-1006 or Bujar Berisha at 212-602-4484.

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)

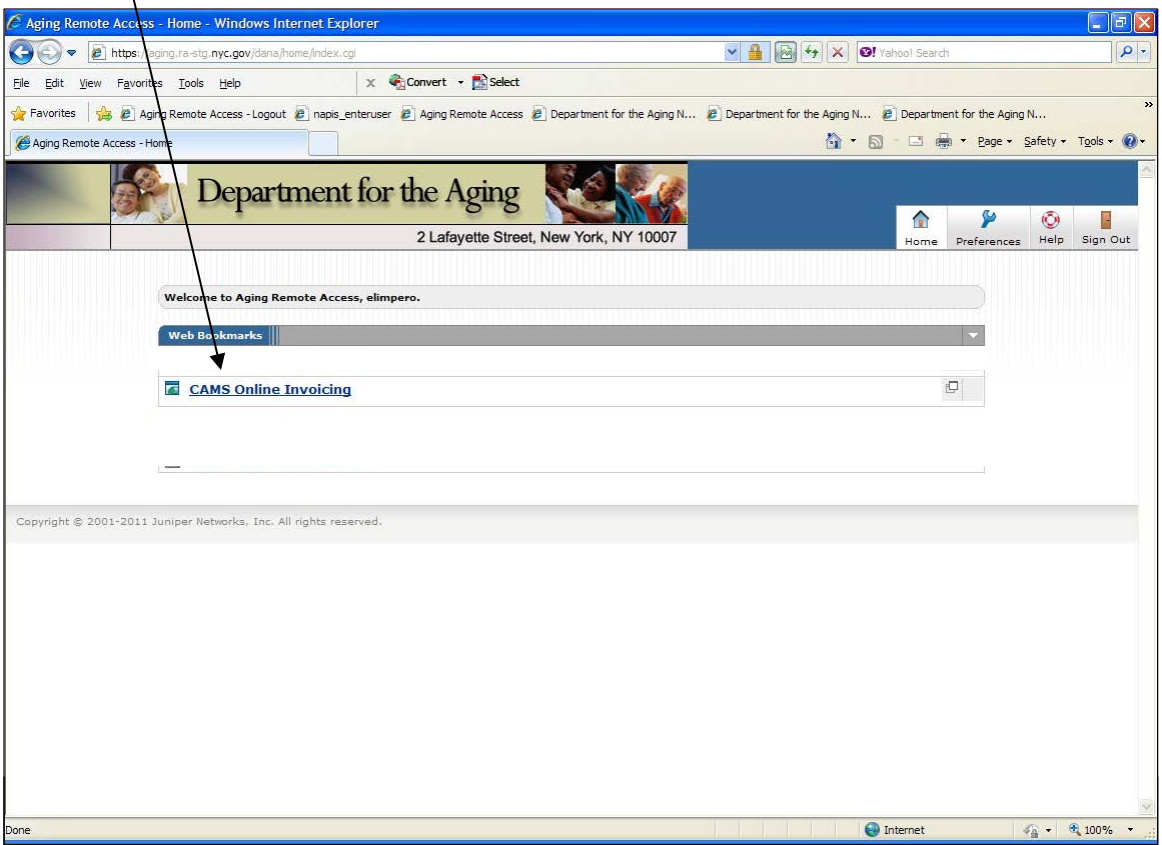
Enter your assigned User ID in the User Name field. User ID's are e-mailed to the Security Officer.

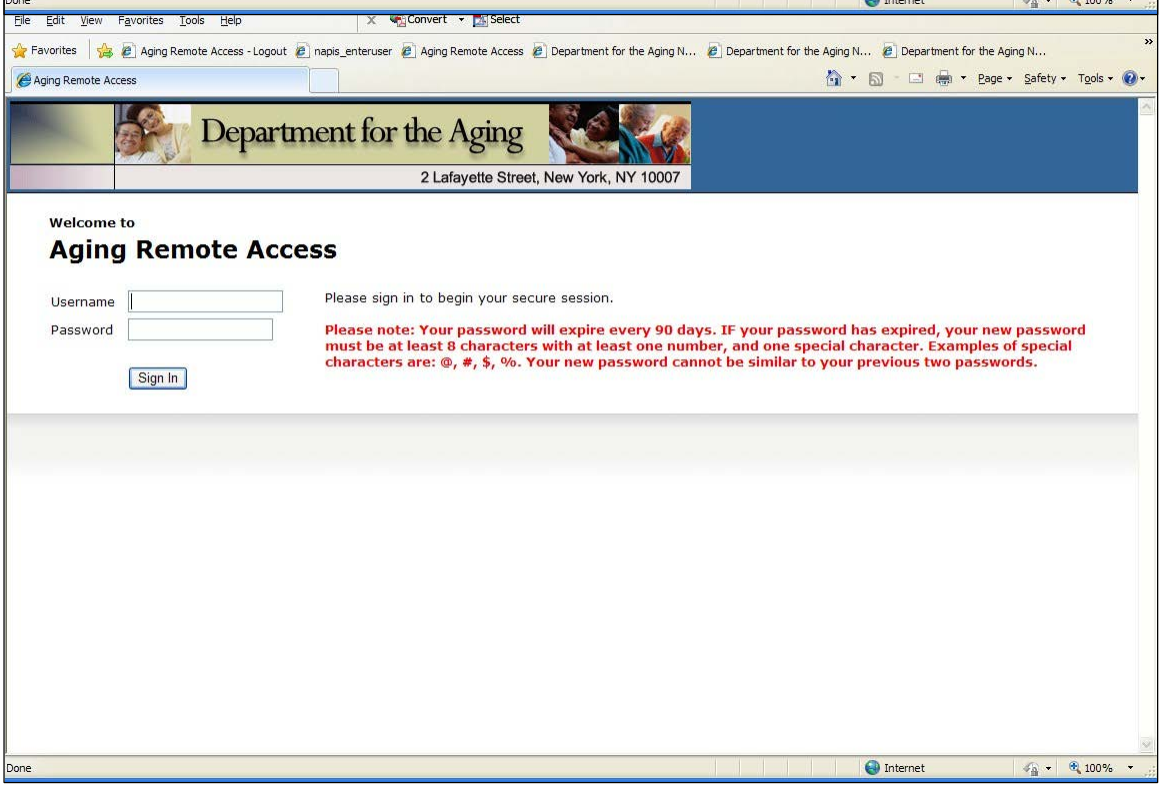
Enter your assigned password in the Password field. Passwords are e-mailed to the Security Officer. *Your initial password will be assigned to you. After 90 days, and every 90 days thereafter, your password will expire. You will be prompted to change your password every 90 days. Your new password must 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, call 212-602-4418.

LOGGING ON TO CAMS LOGGING ON TO CAMS

Click on the link CAMS Online Invoicing.





Second Log-in Screen

<u>Instructions for the SECOND log-in screen (CAMS Log-in Screen)</u>

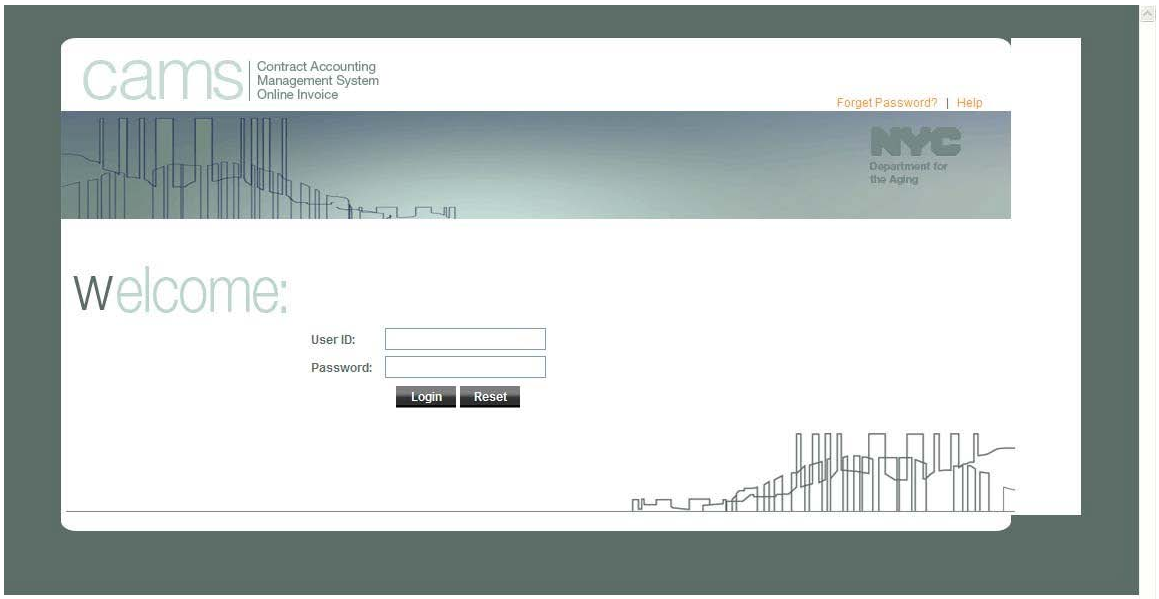
Enter your assigned User ID in the User Name field. User ID's are e-mailed to the Security Officer.

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, call 212-602-4418.

CAMS Home Page



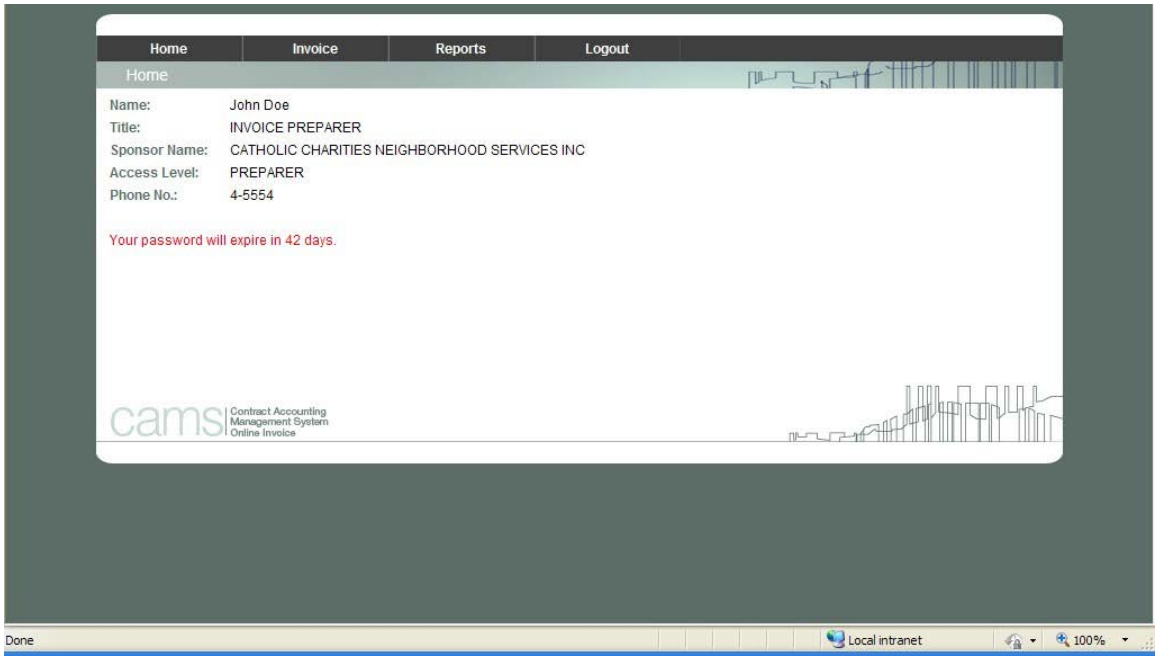
After logging on successfully, the CAMS Home Page will appear. The Home Page provides all the accessible features of CAMS.

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, call 212-602-4418.

SEARCH SCREEN

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



Click in the Fiscal Year and select the Fiscal Year.

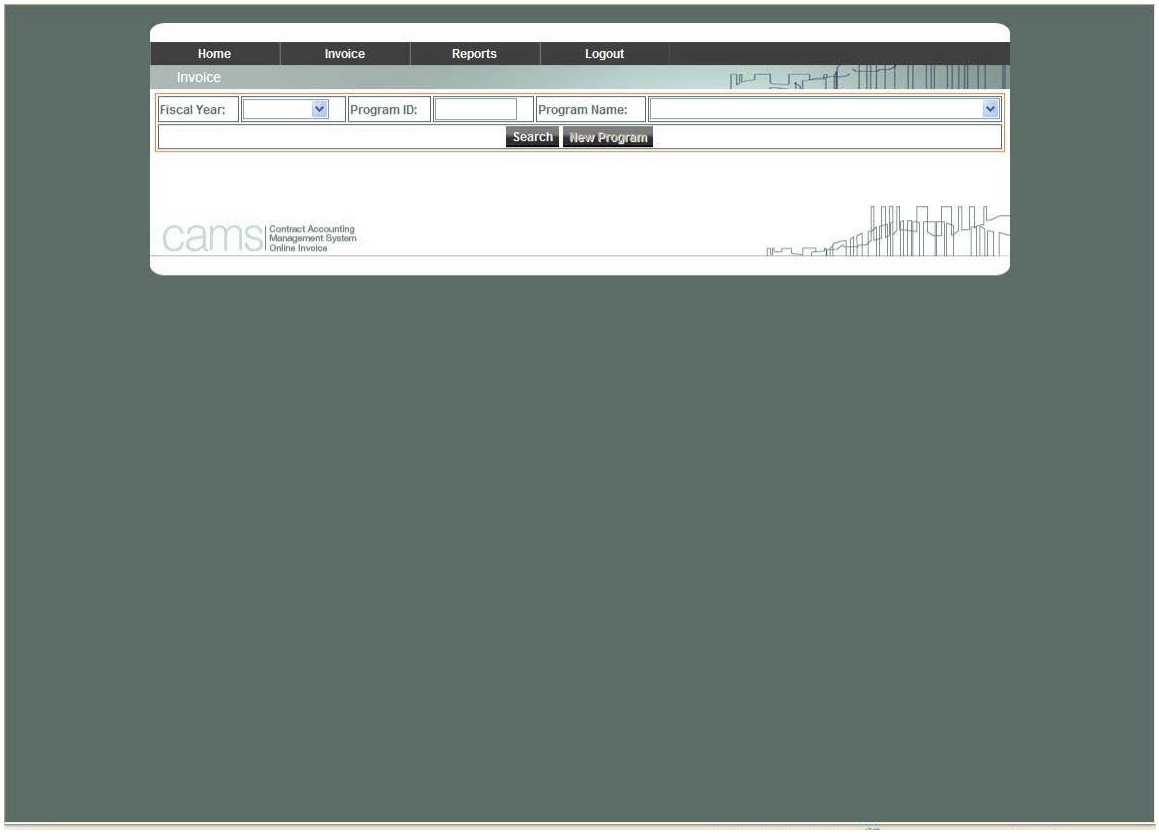
To search by Program ID, click in the Program ID field and enter the applicable Program ID.

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

Click on Search.

CREATE A NEW INVOICE

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



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.

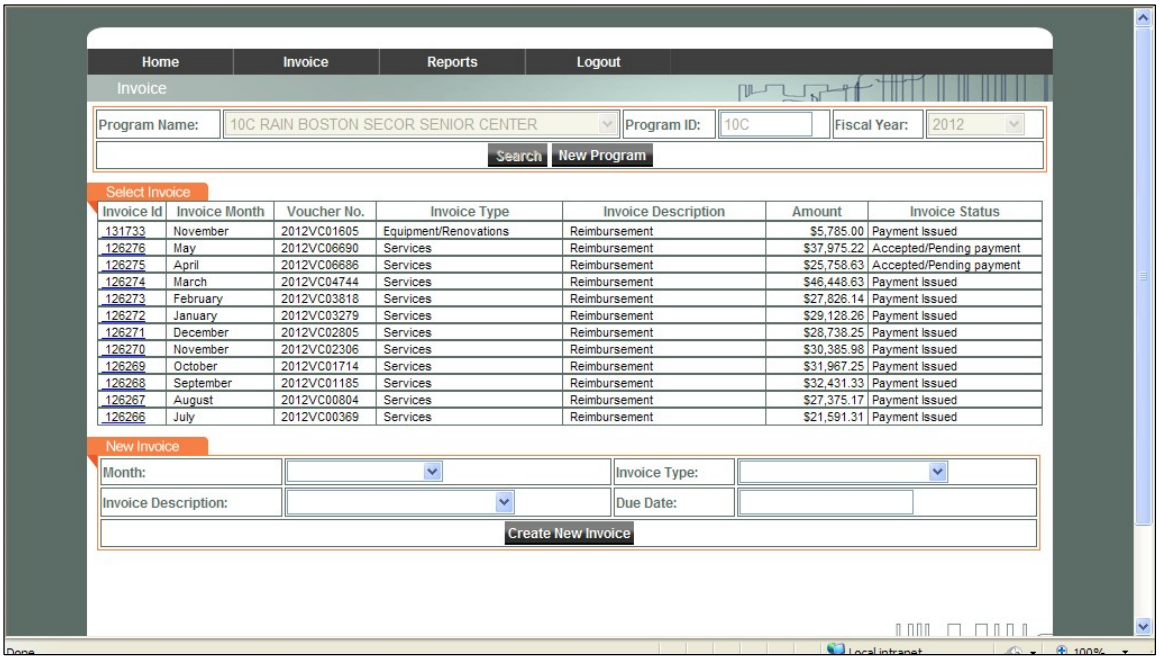
Click on the Month drop down and select the applicable month.

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.

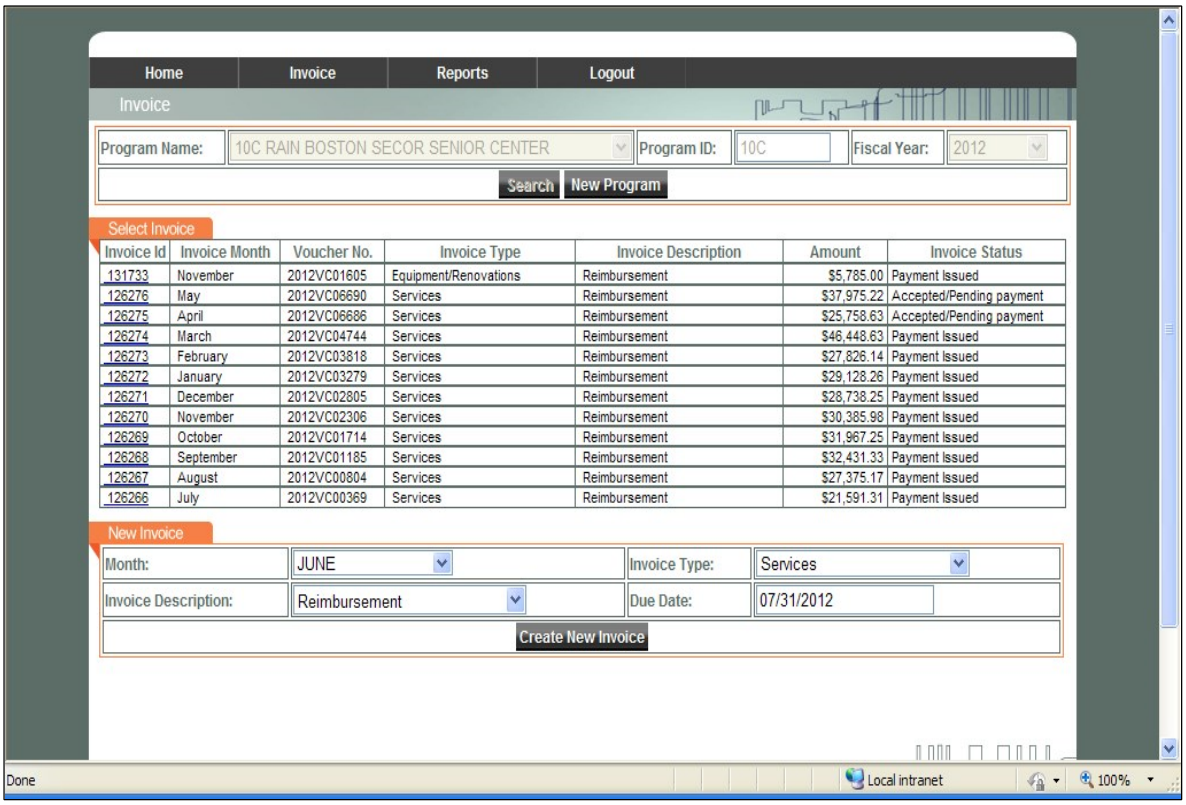
CREATE A NEW INVOICE



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.

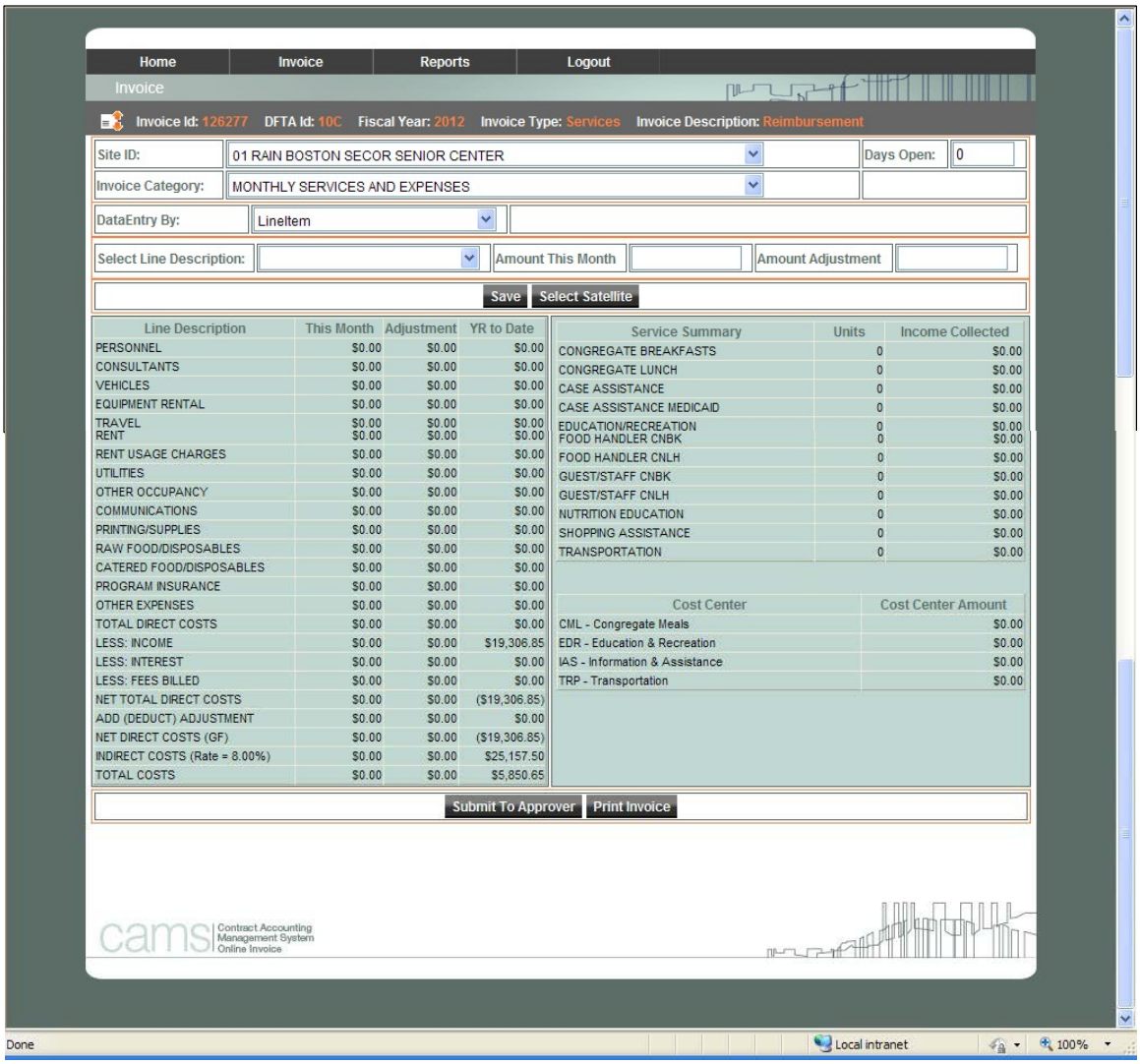
CREATE A NEW INVOICE



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

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.



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: LineItem

Select Line Description: Amount This Month Amount Adjustment

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	$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

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
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%

List of Invoice Categories and their Definitions:

- **Monthly Services and Expenses** - When a provider reports units of service and expenses.

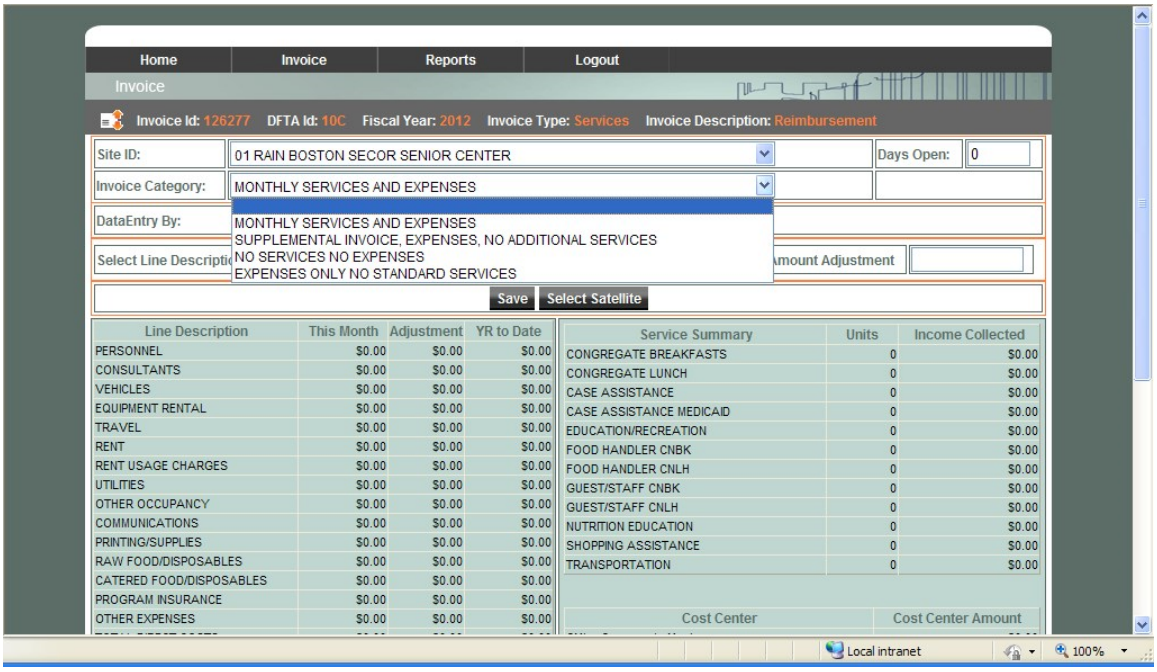
- **Supplemental Invoice, Expenses, No Additional Services** – When a provider submits a supplemental invoice after submitting their last year-end monthly Services invoice. On a supplemental voucher, you can only report expenses. A supplemental invoice does not apply to unit rate based contracts i.e., 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.

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
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

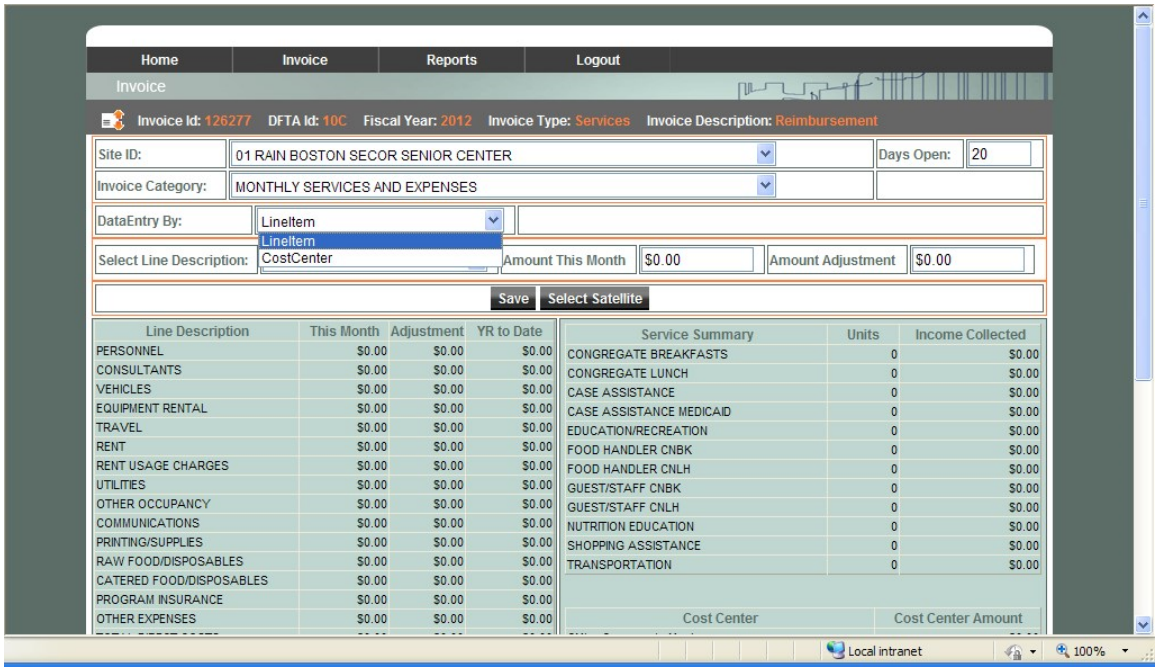
Service Summary	Units	Income Collected
CONGREGATE BREAKFASTS	0	$0.00
CONGREGATE LUNCH	0	$0.00
CASE ASSISTANCE	0	$0.00
CASE ASSISTANCE MEDICAID	0	$0.00
EDUCATION/RECREATION	0	$0.00
FOOD HANDLER CNBK	0	$0.00
FOOD HANDLER CNLH	0	$0.00
GUEST/STAFF CNBK	0	$0.00
GUEST/STAFF CNLH	0	$0.00
NUTRITION EDUCATION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

Cost Center	Cost Center Amount

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.

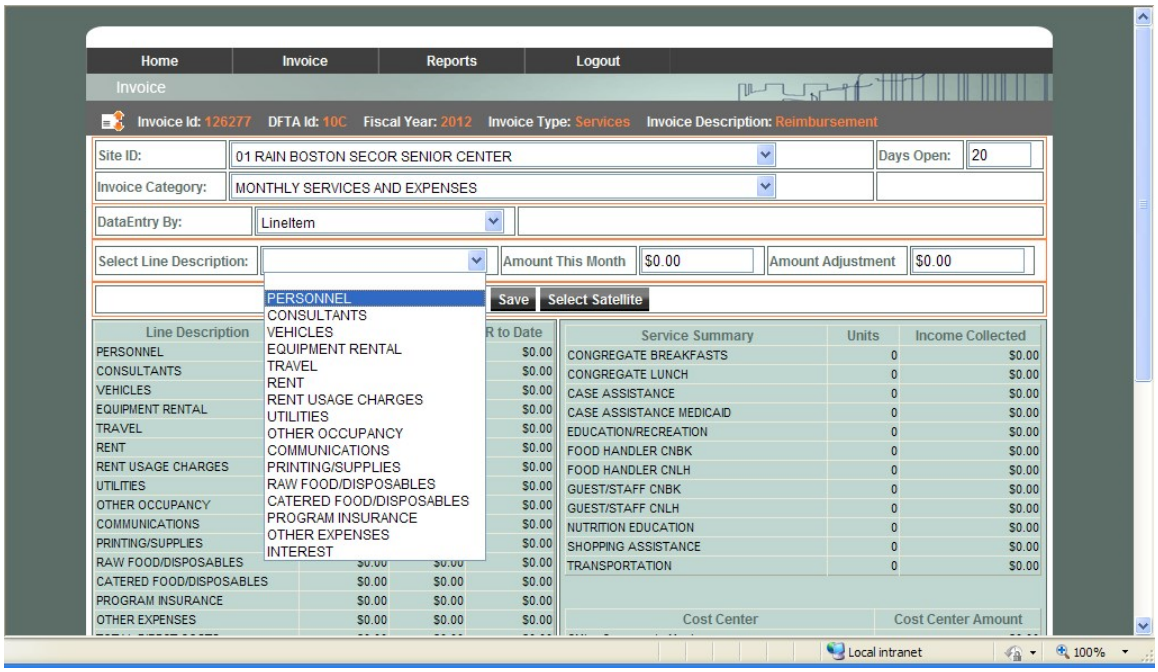


Click on the Select Line Description drop down and select a line description. Enter each applicable line description separately after saving each entry.

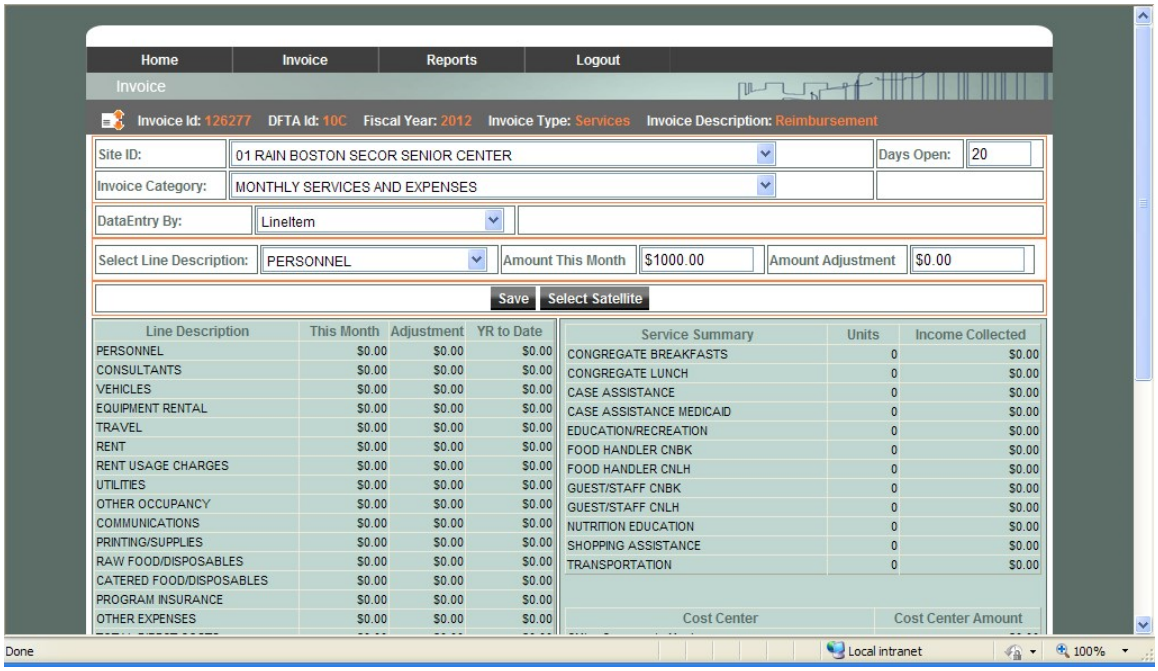
Click in the Amount This Month field and enter the amount for the selected line description.

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

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



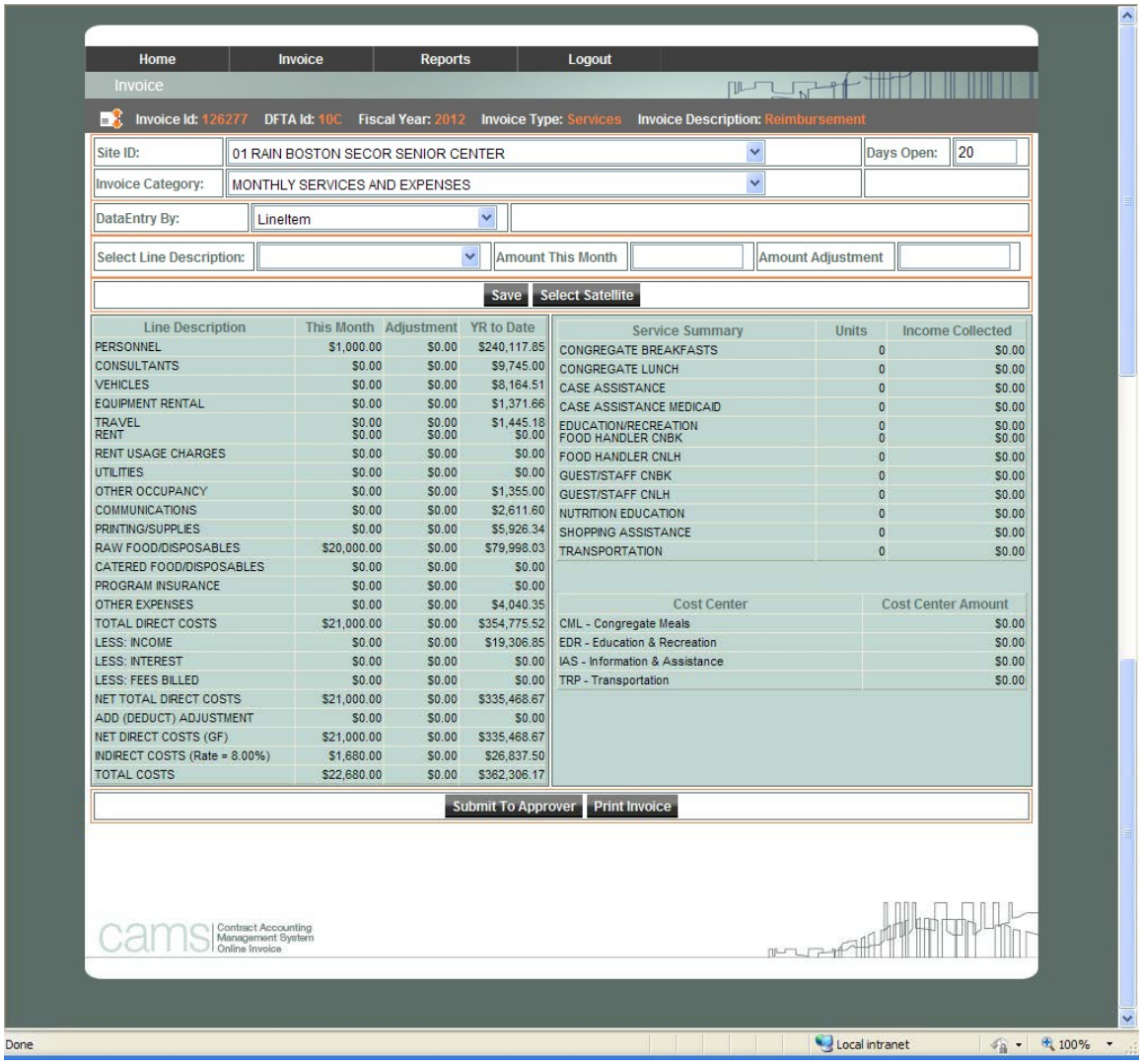
After entering all data, click on Save.



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.

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



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 | Amount Adjustment

Save | Select Satellite

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	$5,926.34
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	$4,040.35
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

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

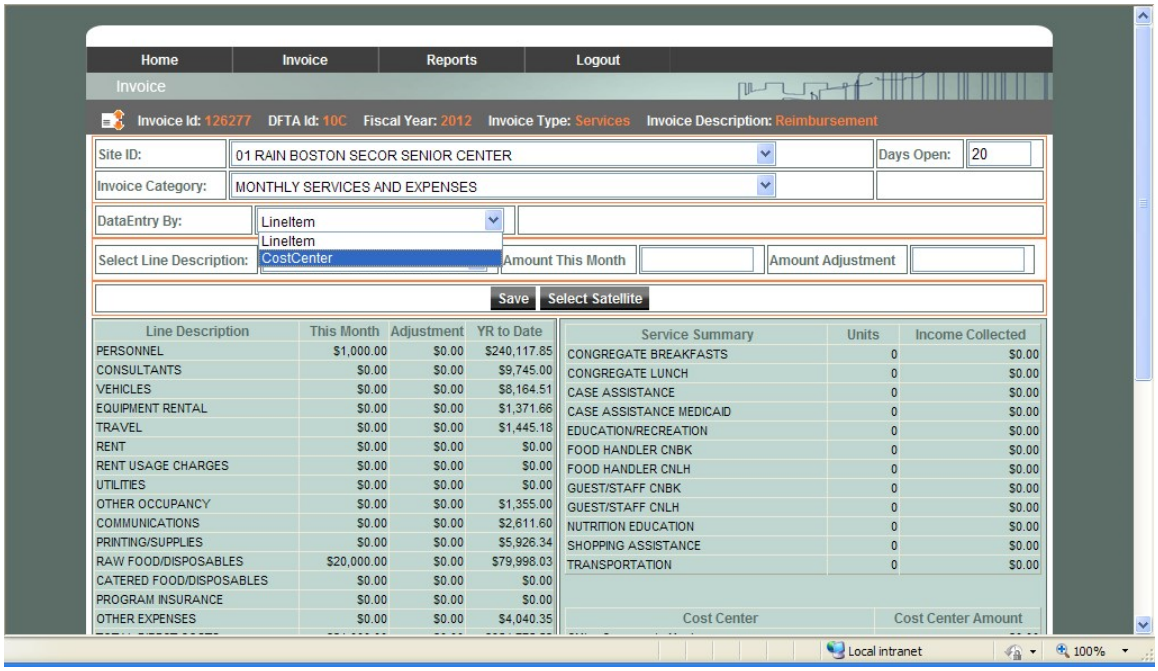
Submit To Approver | Print Invoice

cams Contract Accounting Management System Online Invoice

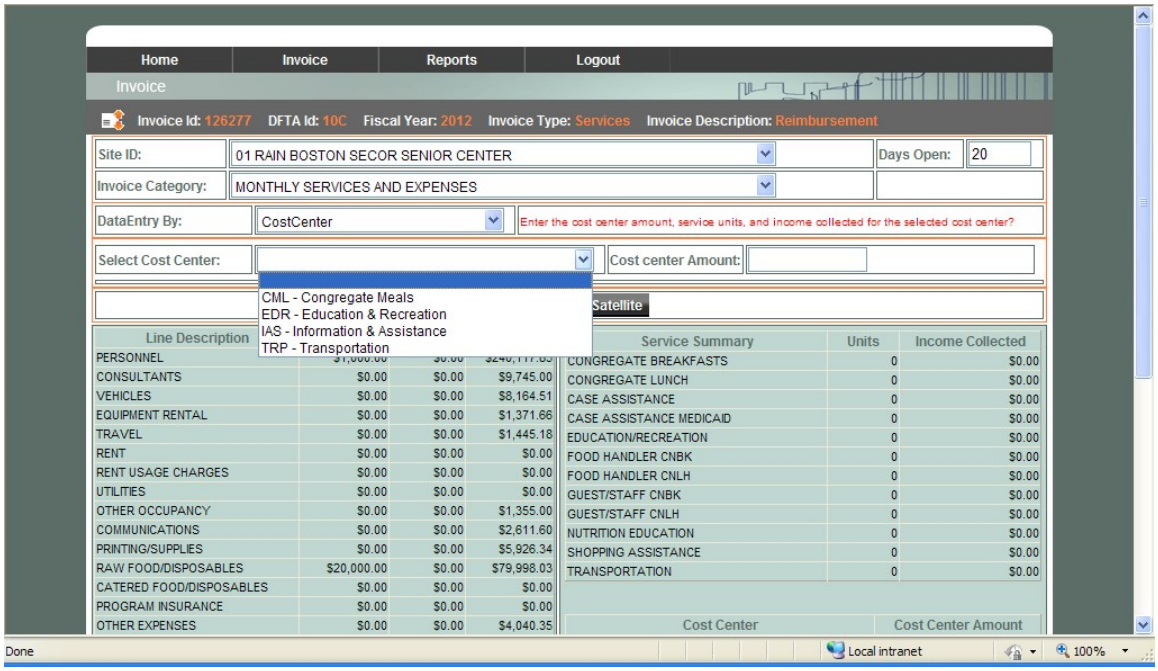
Done | Local intranet | 100%

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

After entering and saving the line items, click on the Select Category drop down and select Cost Center, also known as the COST ALLOCATION on your Budget. If you don't know this amount, call Jean Pierre at 212-442-1006 or Bujar Berisha at 212-602-4484.



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



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.

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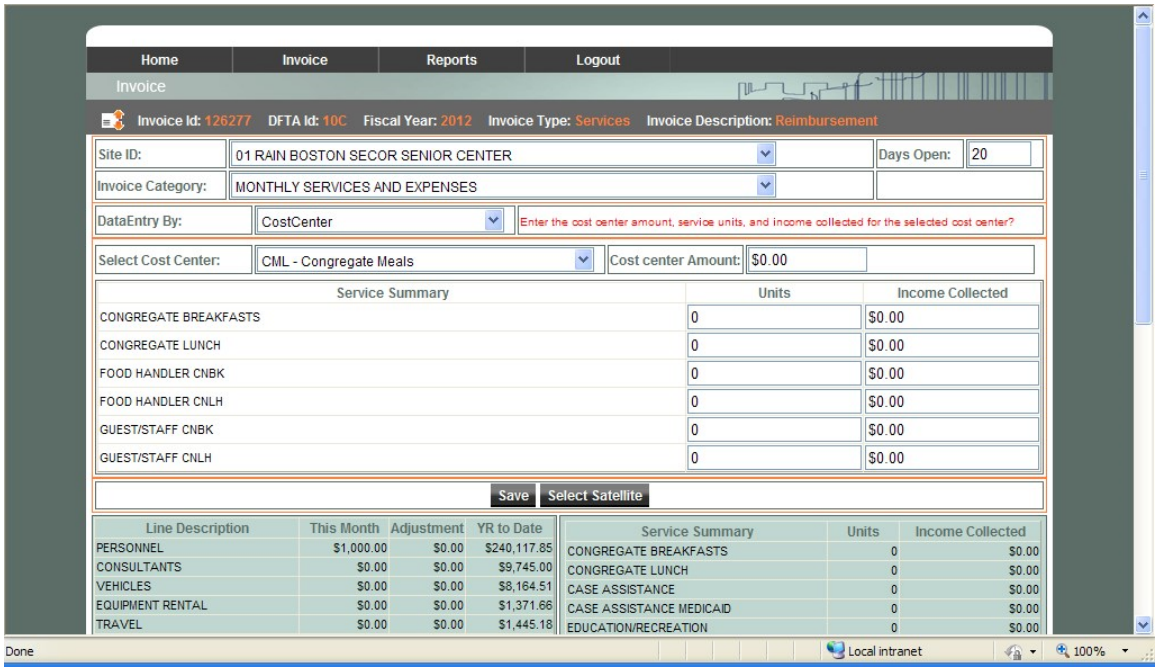
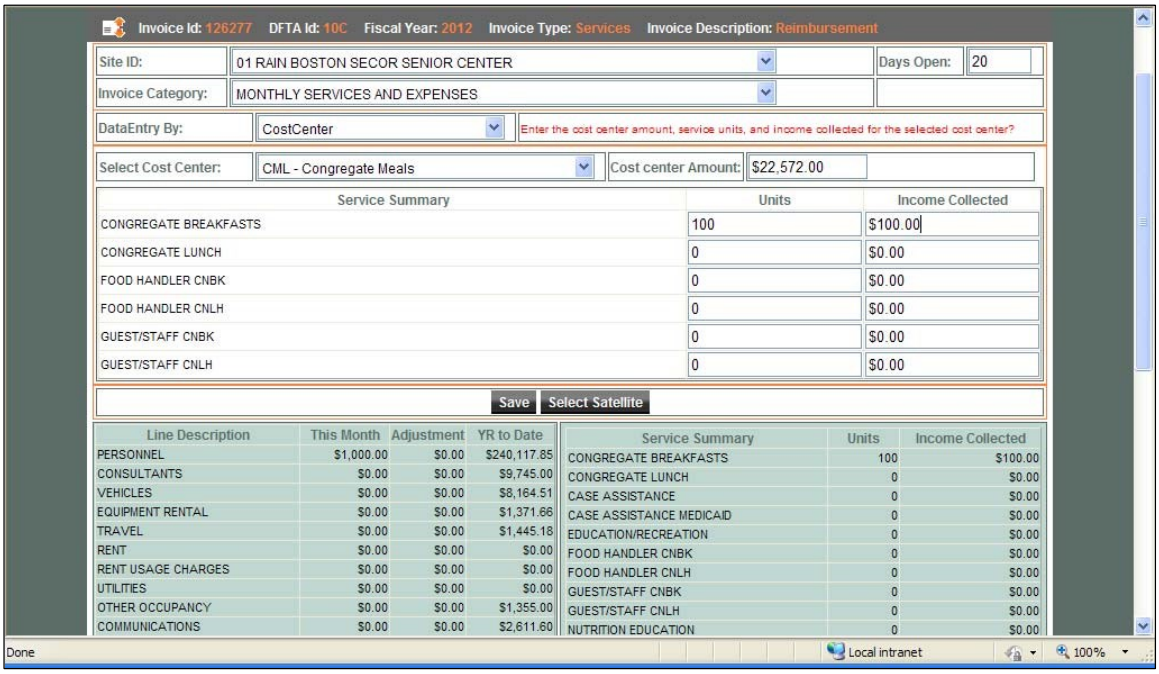


After entering each amount, click on Save. The amounts will calculate automatically as you save each entry.

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

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



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
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

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

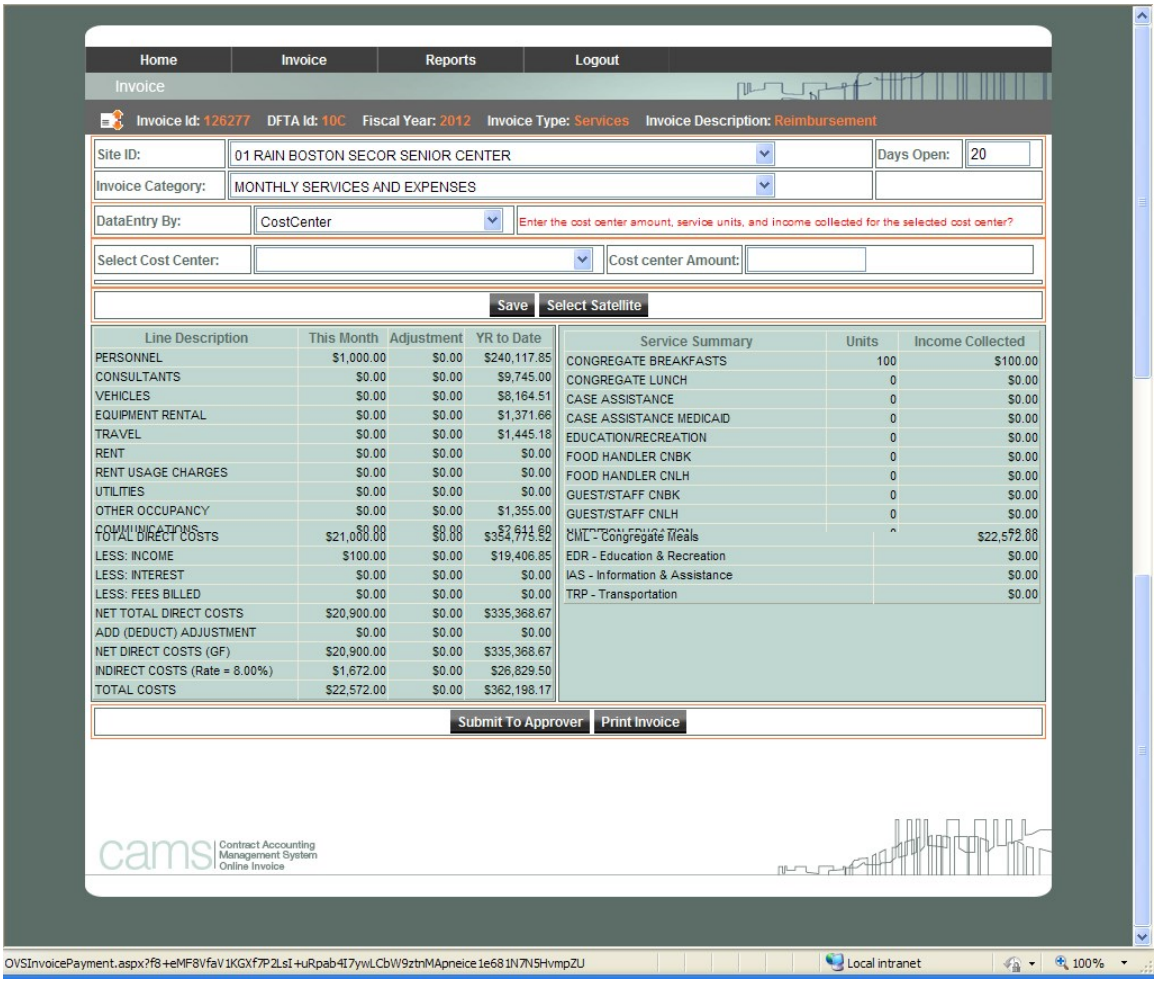
Done Local intranet 100%

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.



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.

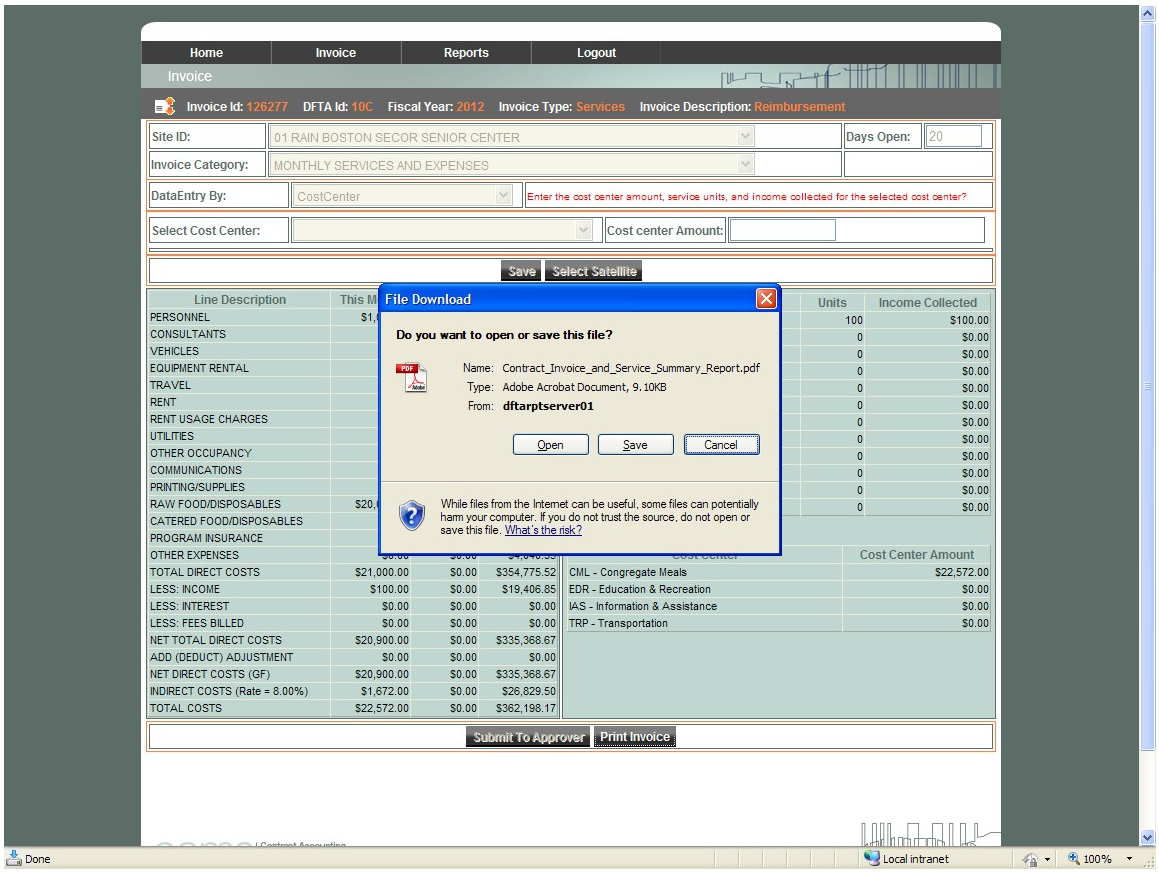
PRINTING AN INVOICE

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.

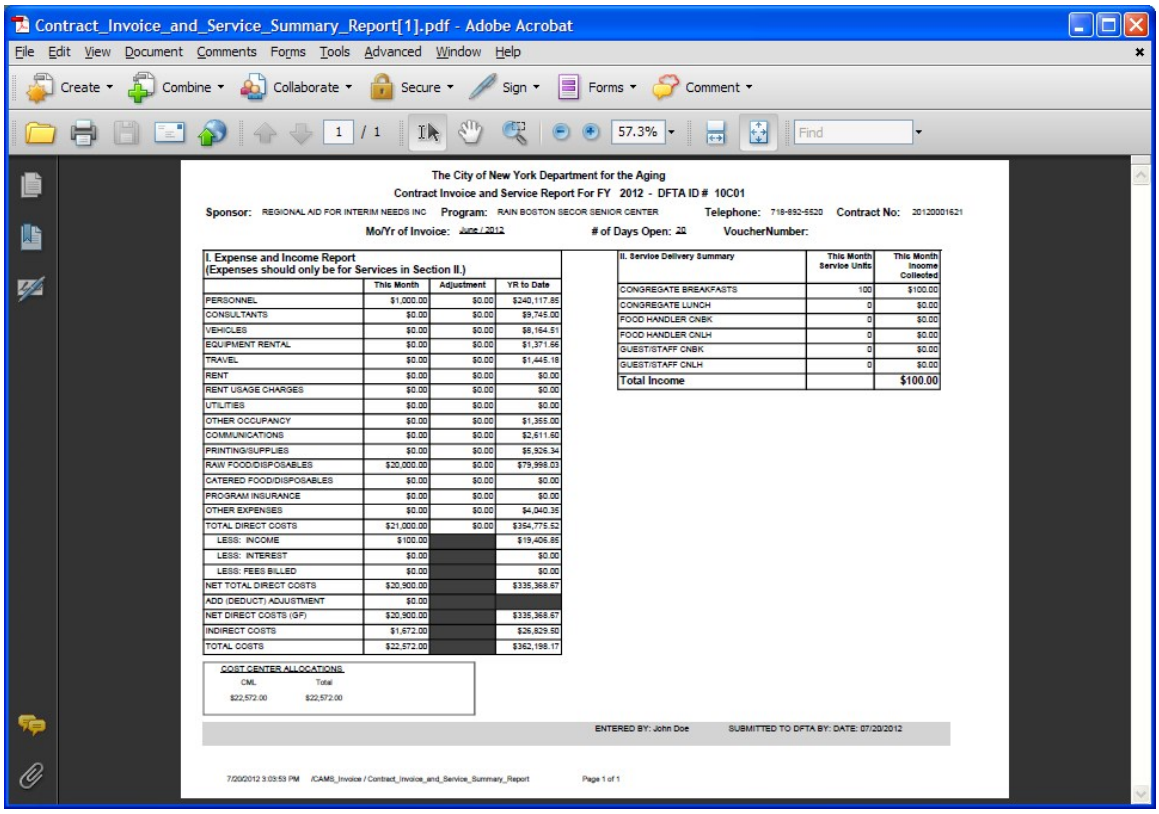
Please note: Your computer must have Adobe Reader installed in order to print a copy of an invoice.

CREATE A NEW INVOICE FOR MONTHLY SERVICES AND EXPENSES-



PRINTING AN INVOICE

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



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.

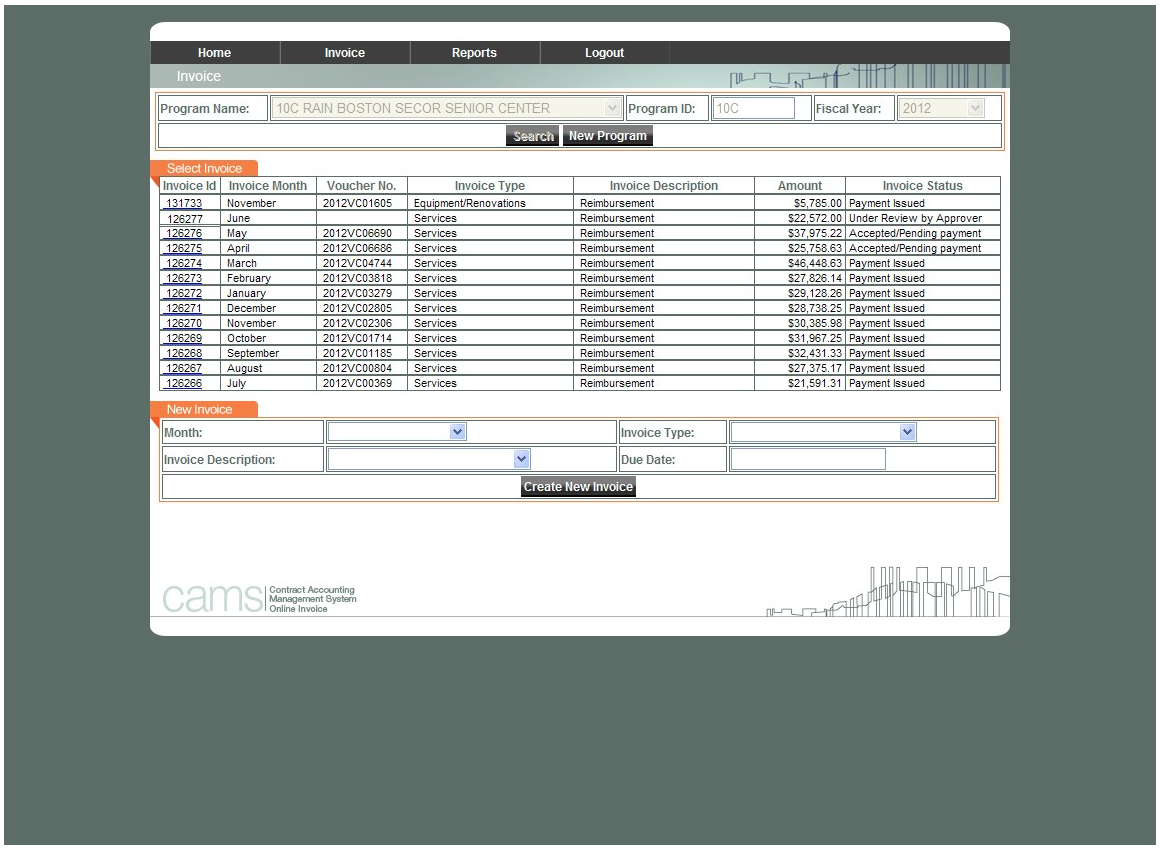
- **Return/Reject by DFTA**- Invoice rejected and returned to Contractor.
- **Submitted to DFTA**- Voucher received but no details entered (prior to FY 2013).
- **Accepted/Pending Payment**- Voucher details entered but not paid.
- **Approved for Payment**- Voucher funded and approved for payment and submitted to FISA.

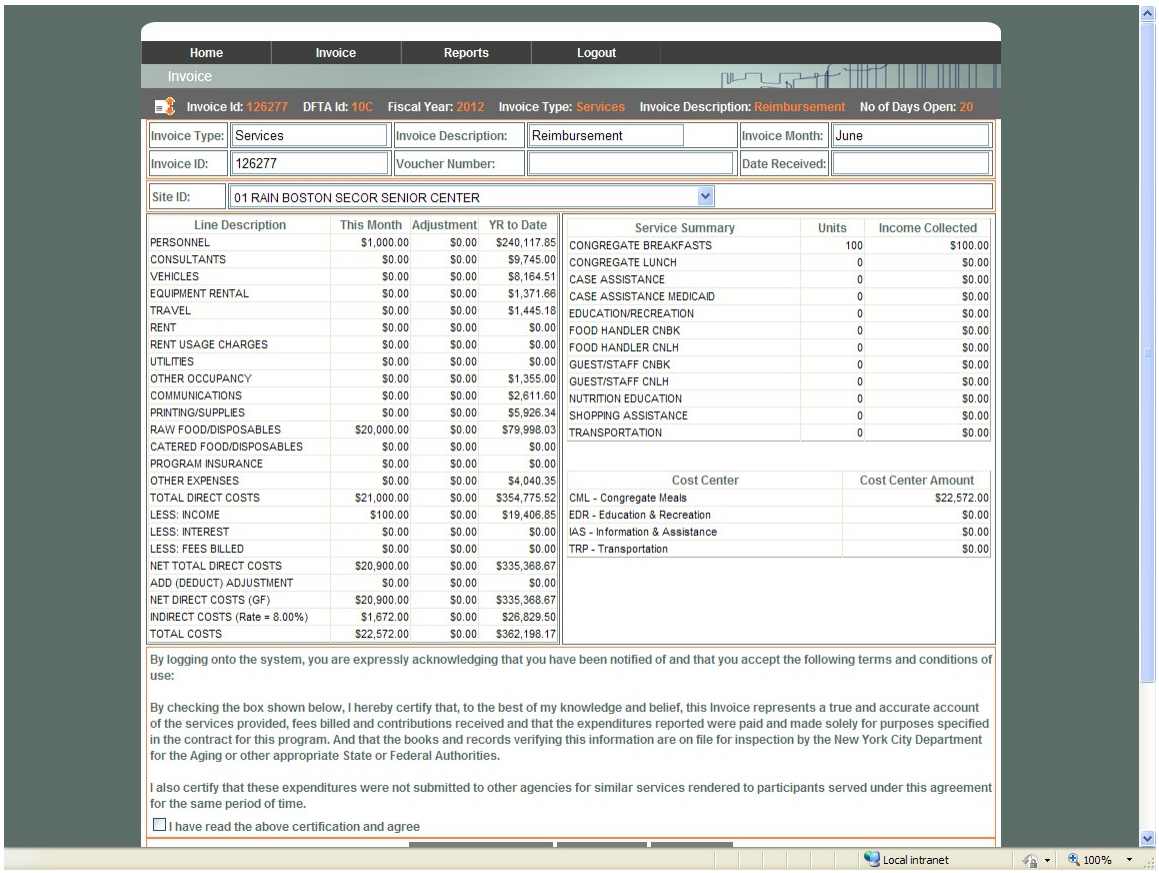
RETRIEVE/CHECK STATUS OF AN EXISTING INVOICE

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.

- **Payment Issued**- Voucher paid through FMS and check is issued.





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 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
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	$5,926.34
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	$4,040.35
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

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

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.

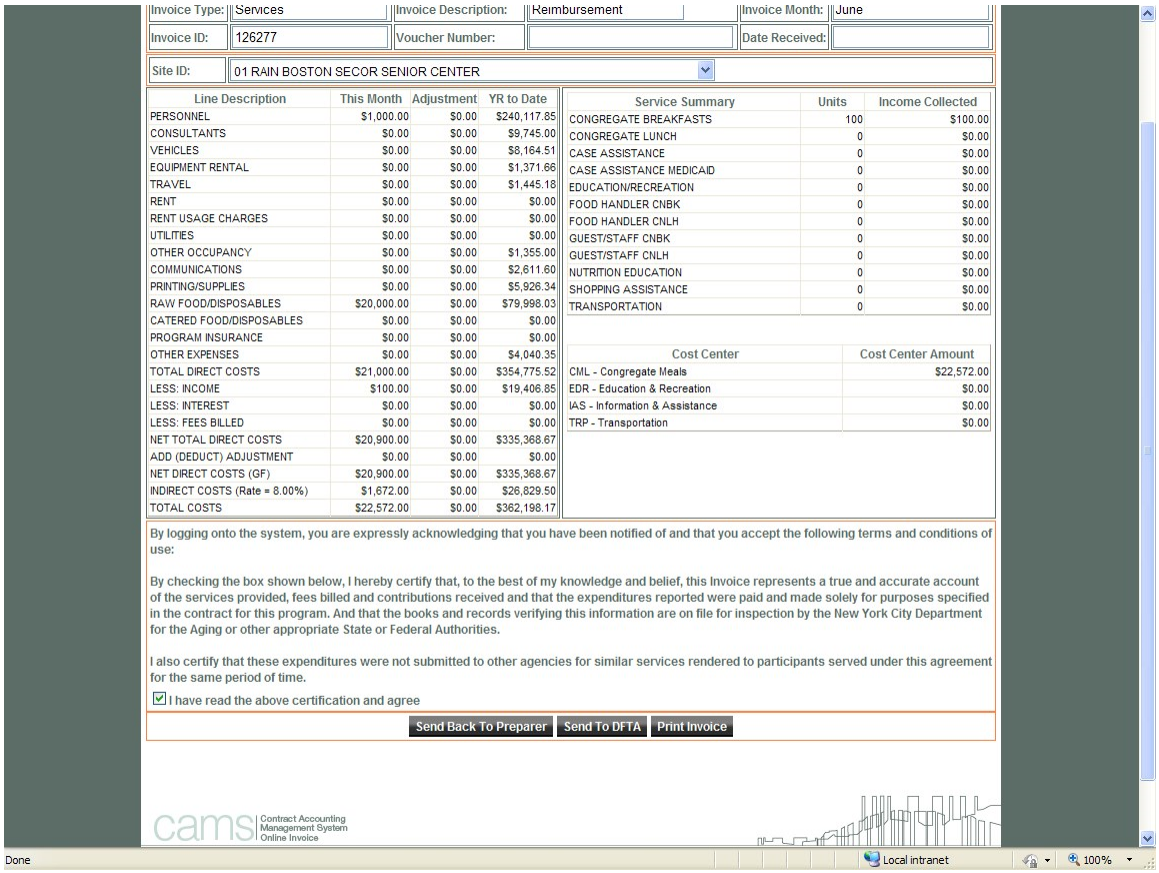
☐ I have read the above certification and agree

Local intranet 100%

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
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OTHER OCCUPANCY	$0.00	$0.00	$1,355.00
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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

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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

Send Back To Preparer | Send To DFTA | Print Invoice

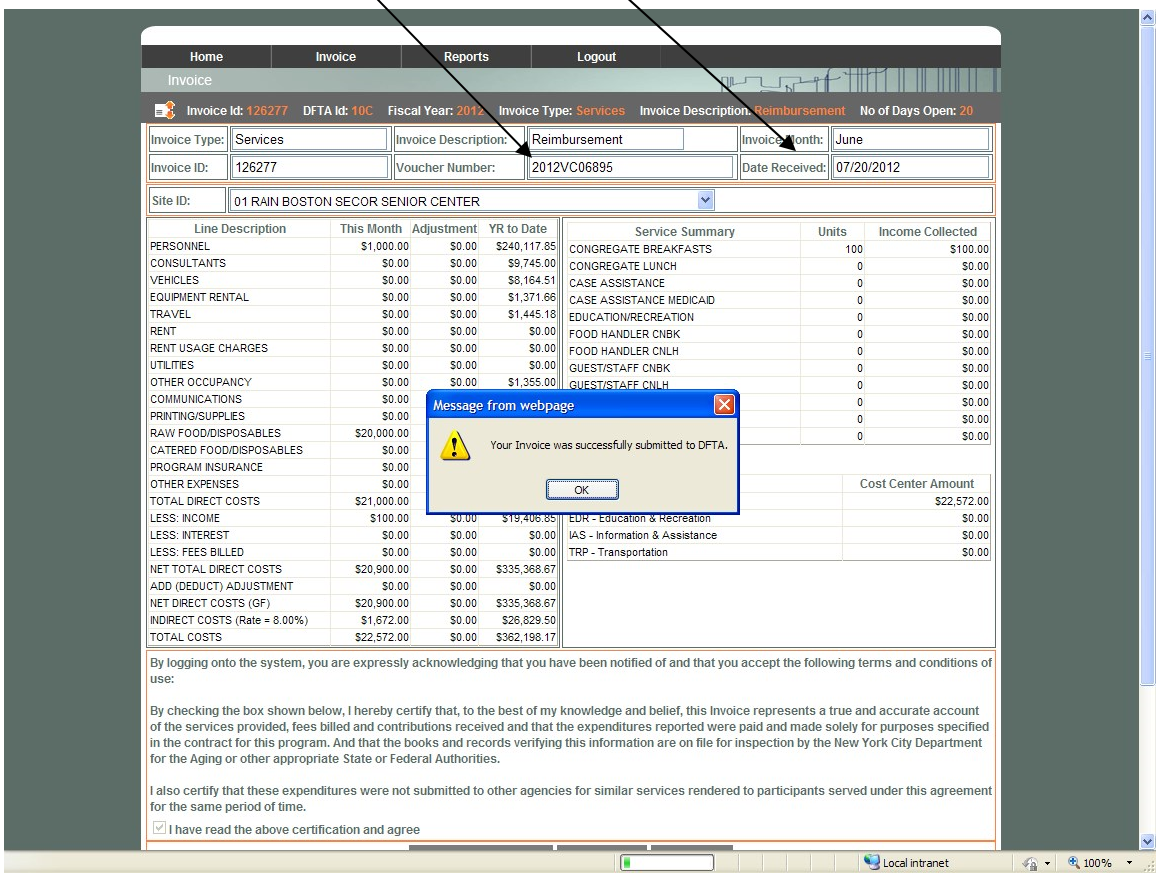
cams Contract Accounting Management System Online Invoice

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.



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.

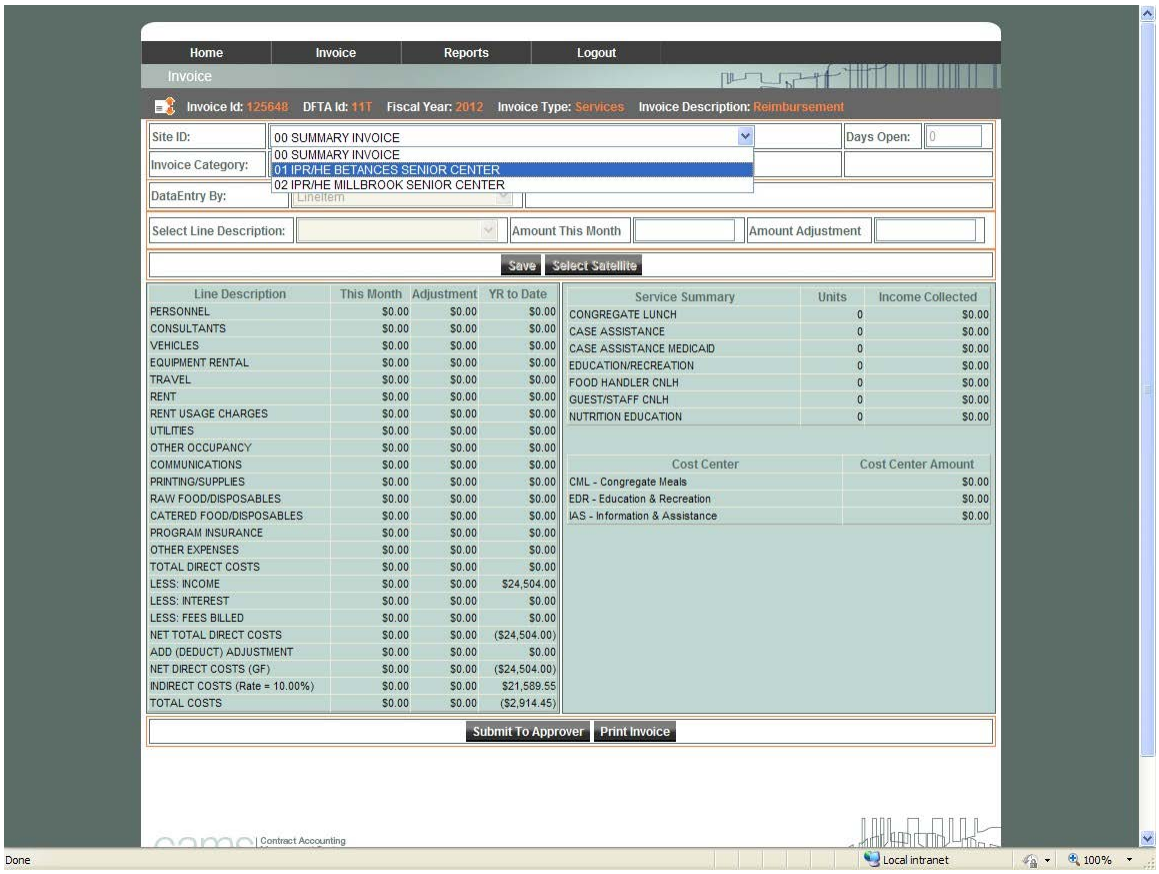
Click on the applicable satellite Site ID. The Summary Invoice will be automatically calculated as you are entering the data for Site 01, Site 02, etc.

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.



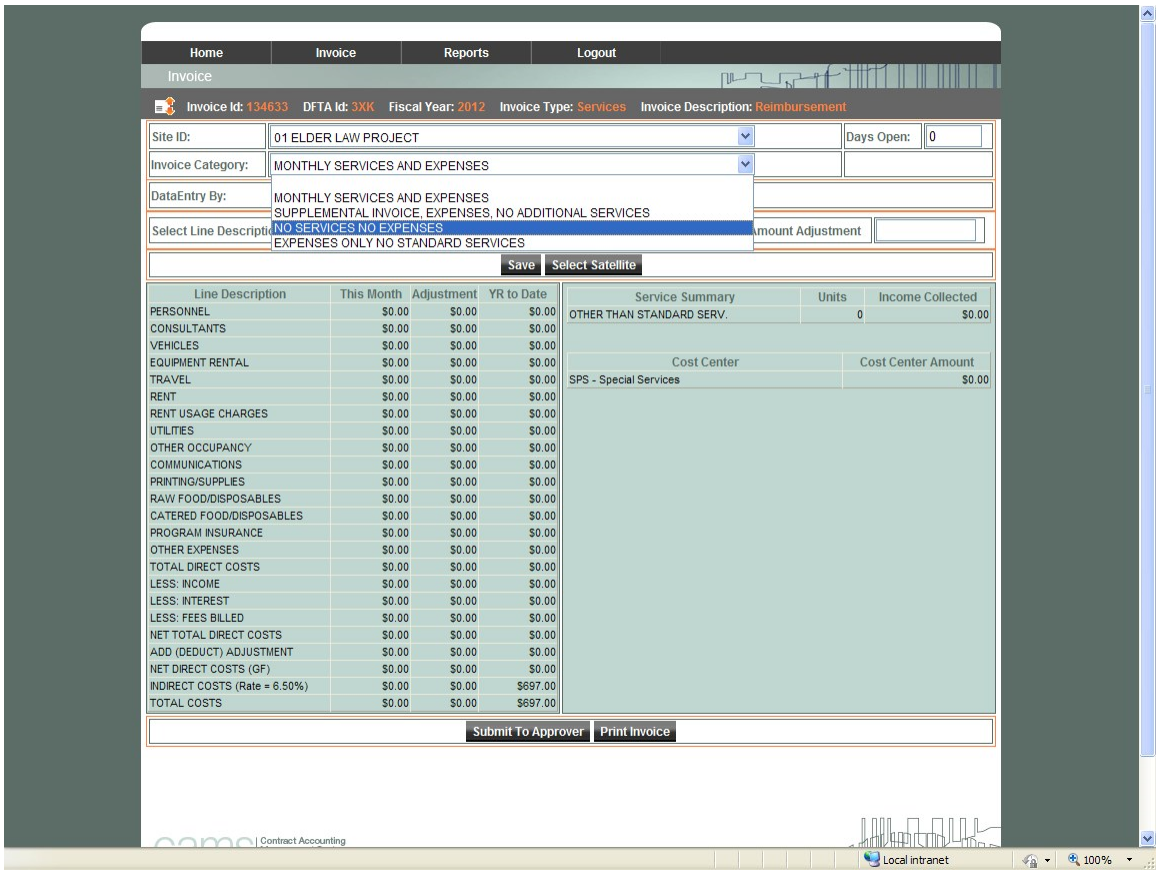
NO UNITS OF SERVICES AND NO EXPENSES

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.

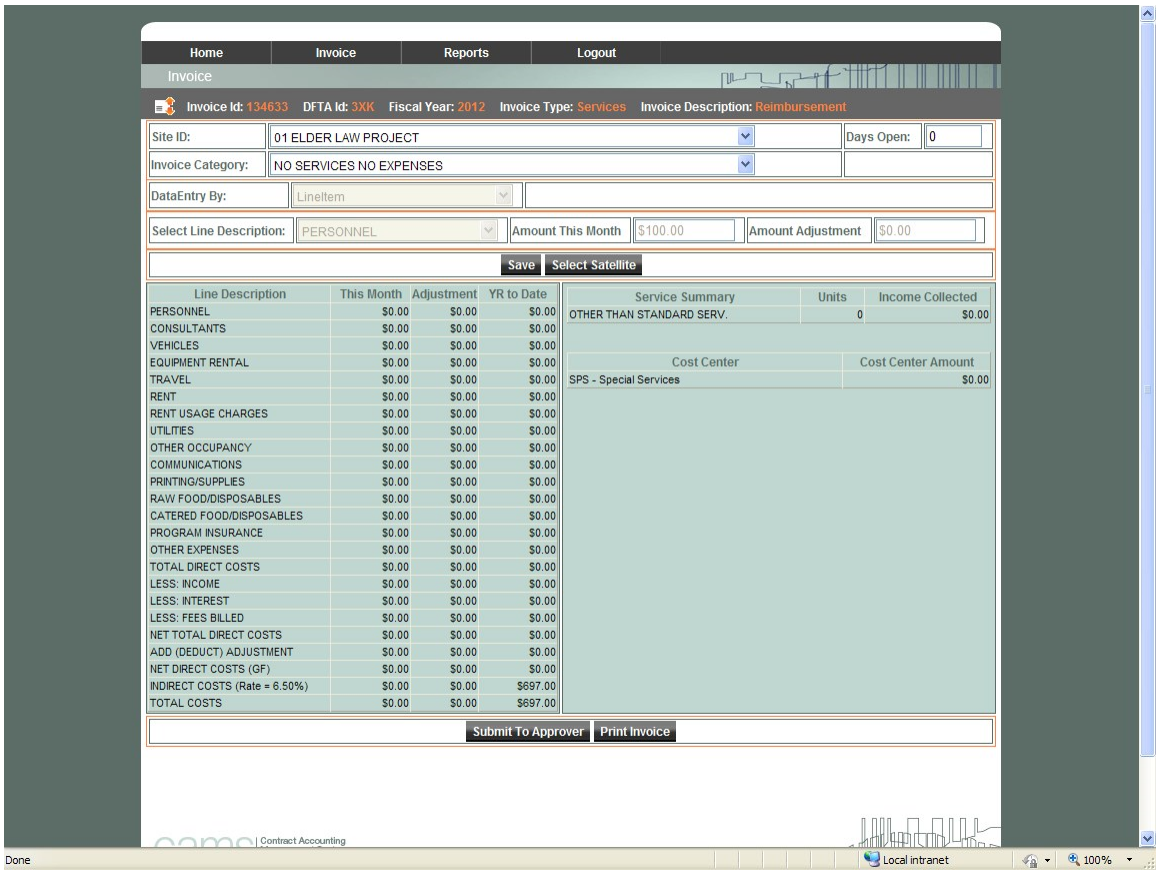
Enter the Days Open in the Days Open field.

Click on Save.



NO UNITS OF SERVICES AND NO EXPENSES

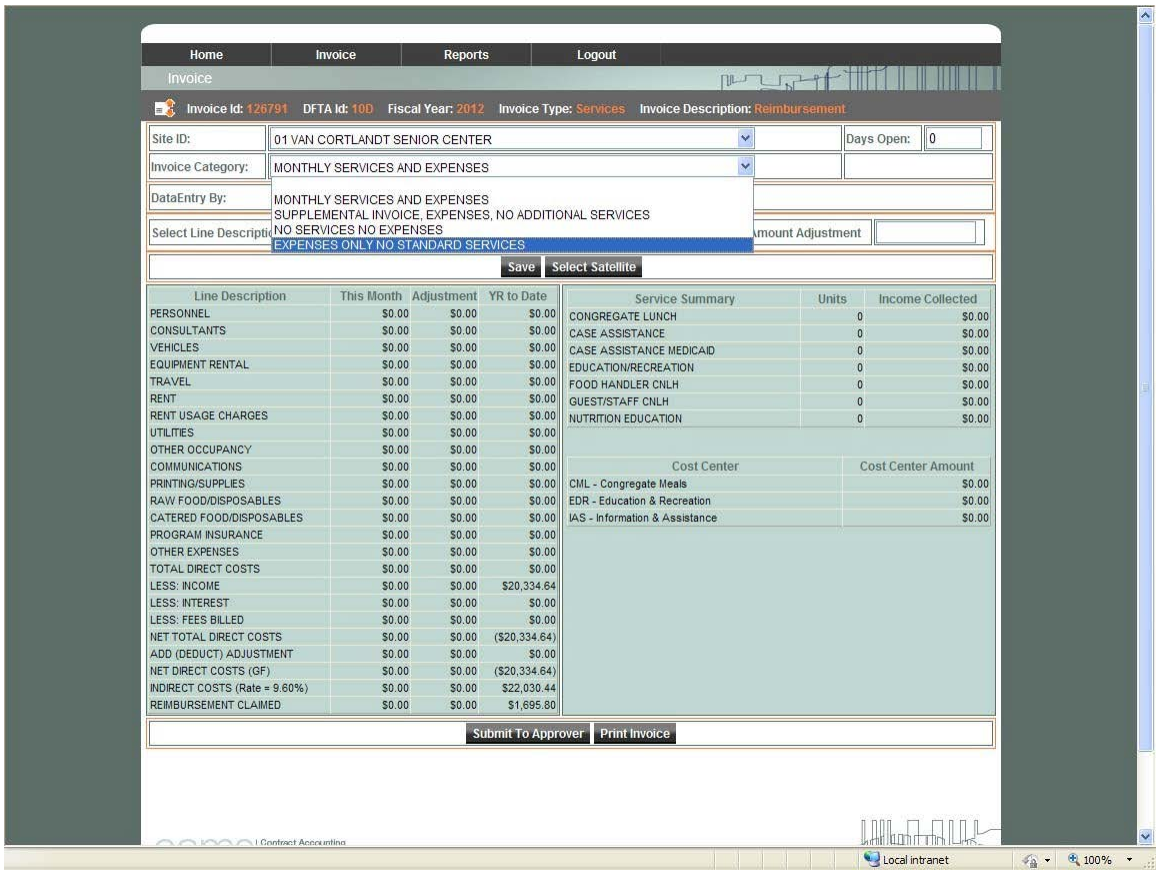
After clicking on Save, click on Submit to Approver. After clicking on Submit to Approver, no modifications can be made unless the Approver returns the invoice to the Preparer.



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.



EXPENSES ONLY WITH NO STANDARD SERVICES

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

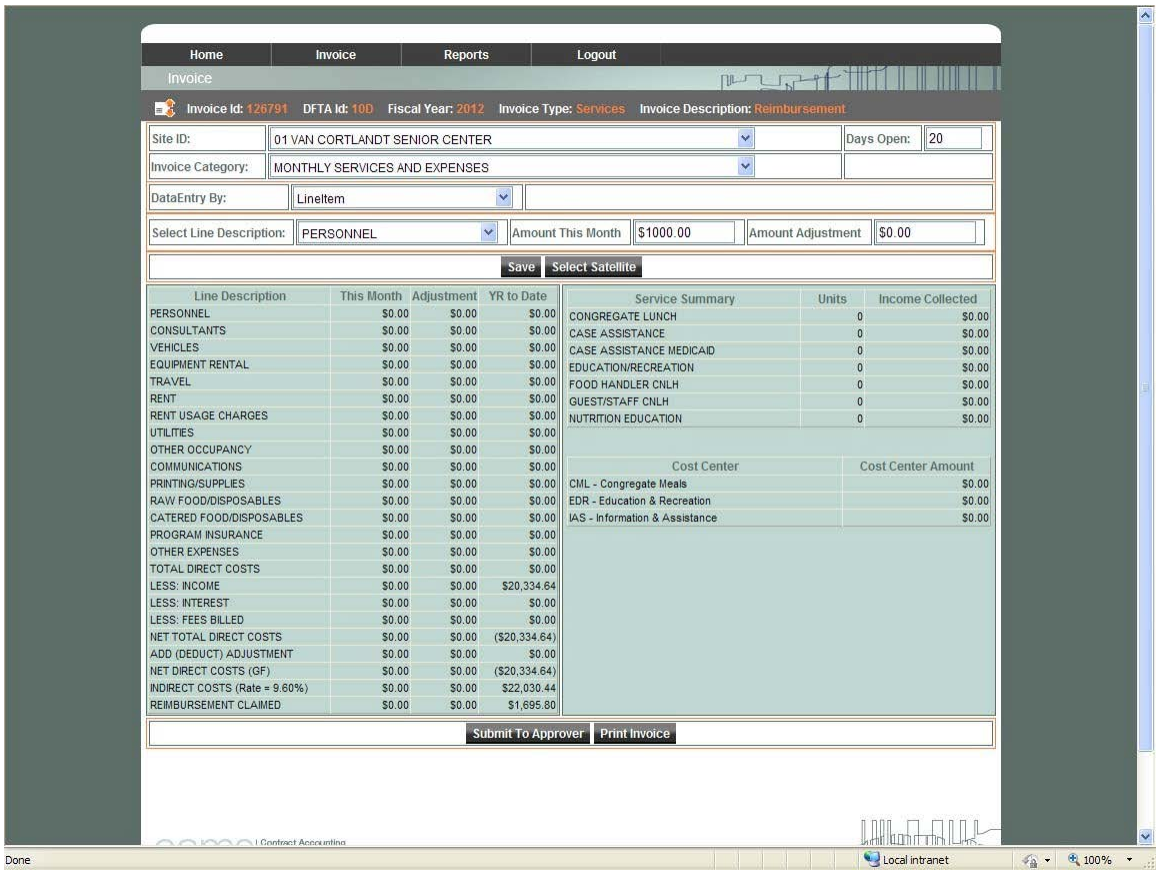
Click on the Select Line Description drop down and select a line description. Enter each applicable line description separately and save each entry.

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.

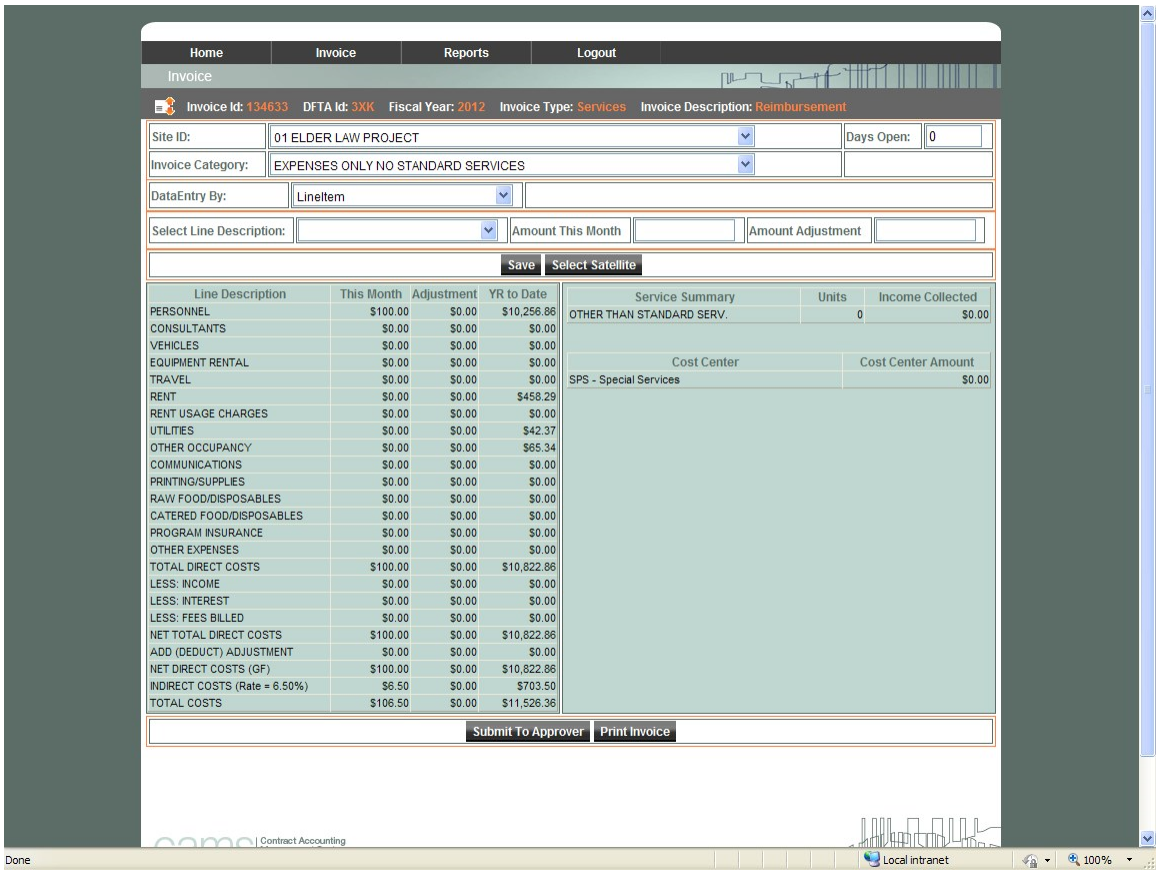
Continue to enter each applicable Line Item and click on Save after each entry.



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.



HOMECARE - 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.

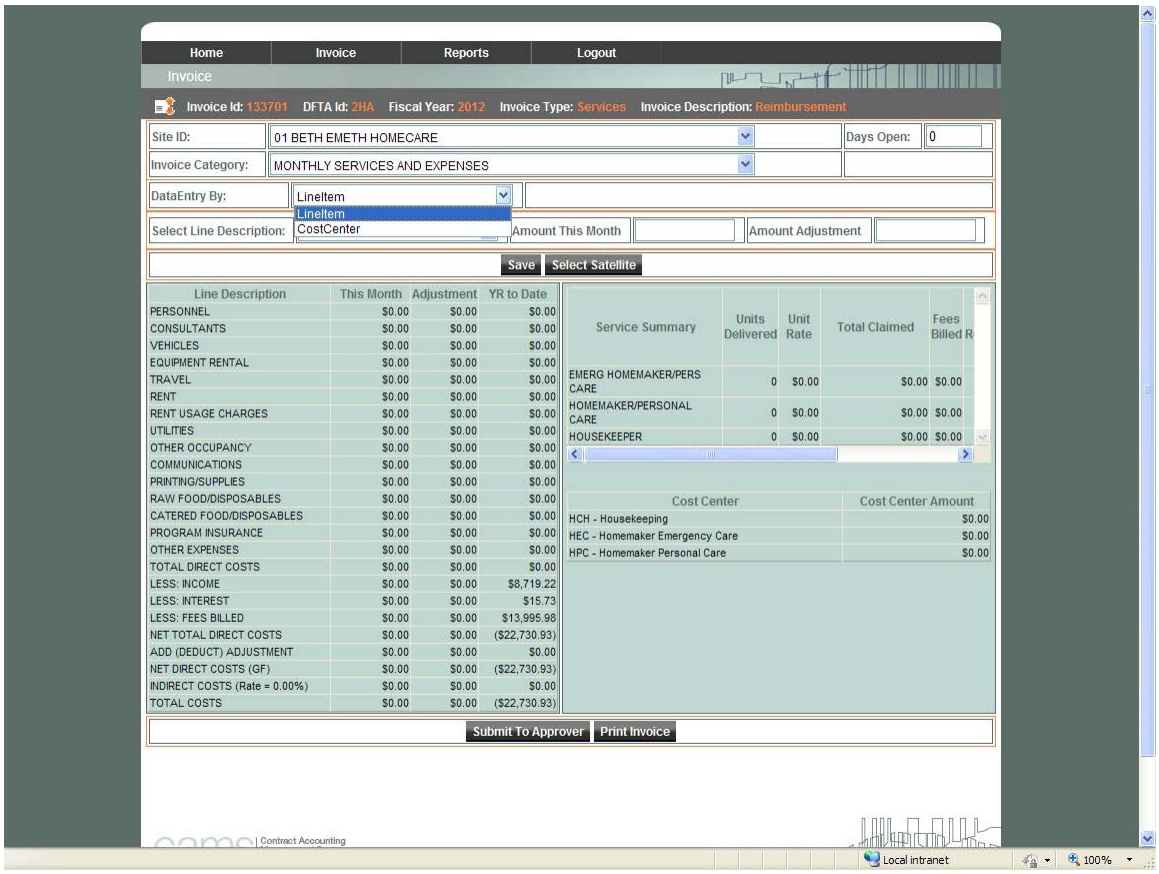
Click on the Select Line Description drop down and select a line description. Enter each applicable line description separately and save each entry.

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.



HOMECARE- 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.

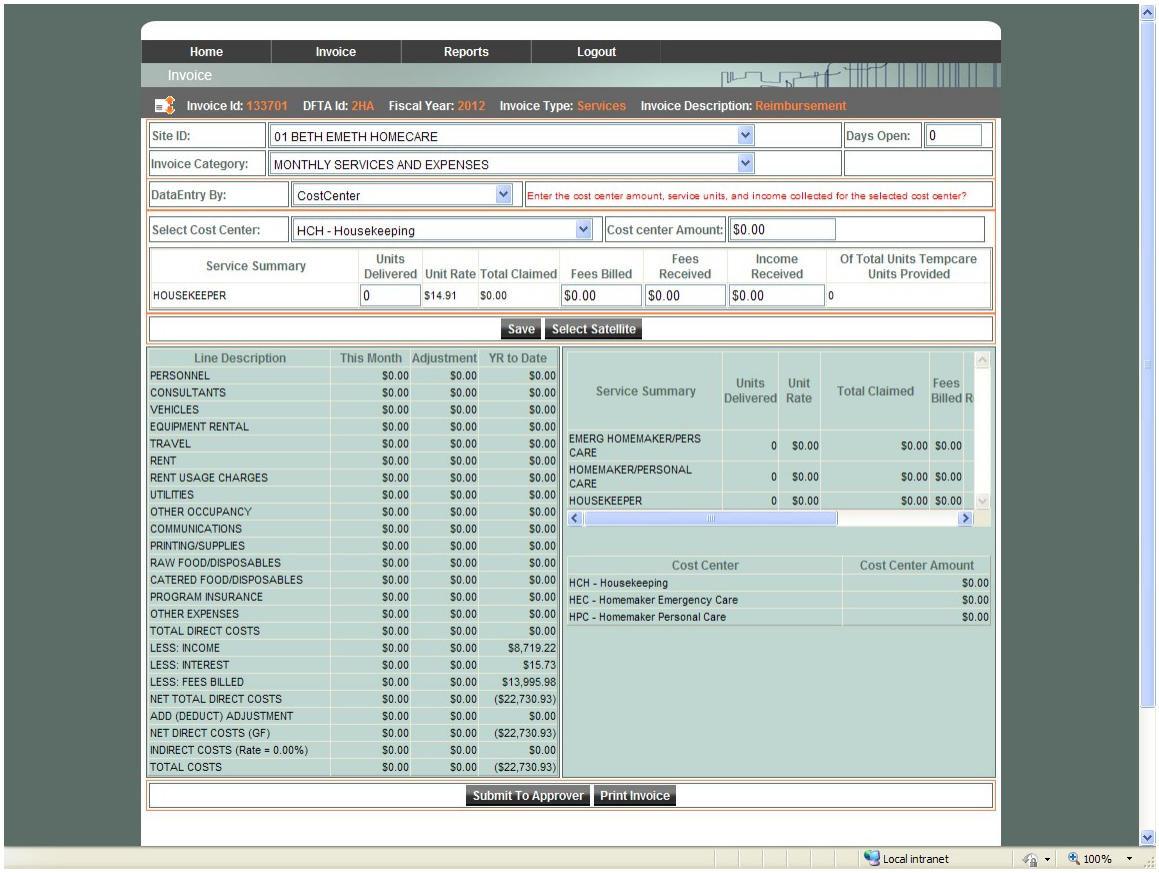
Click on Save and select the next Cost Center until you have accounted for all the cost centers data.

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-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.

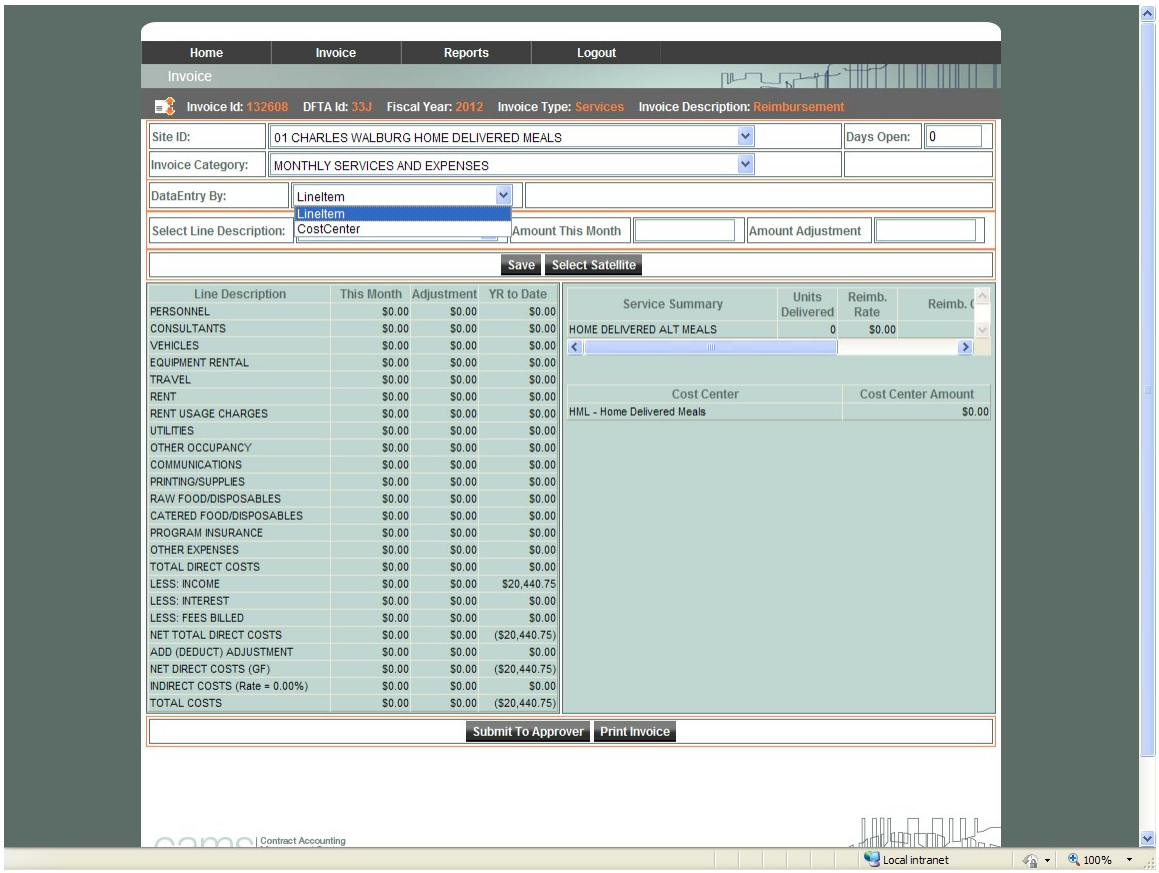
Click on the Select Line Description drop down and select a line description. Enter each applicable line description separately and save each entry.

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.



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.

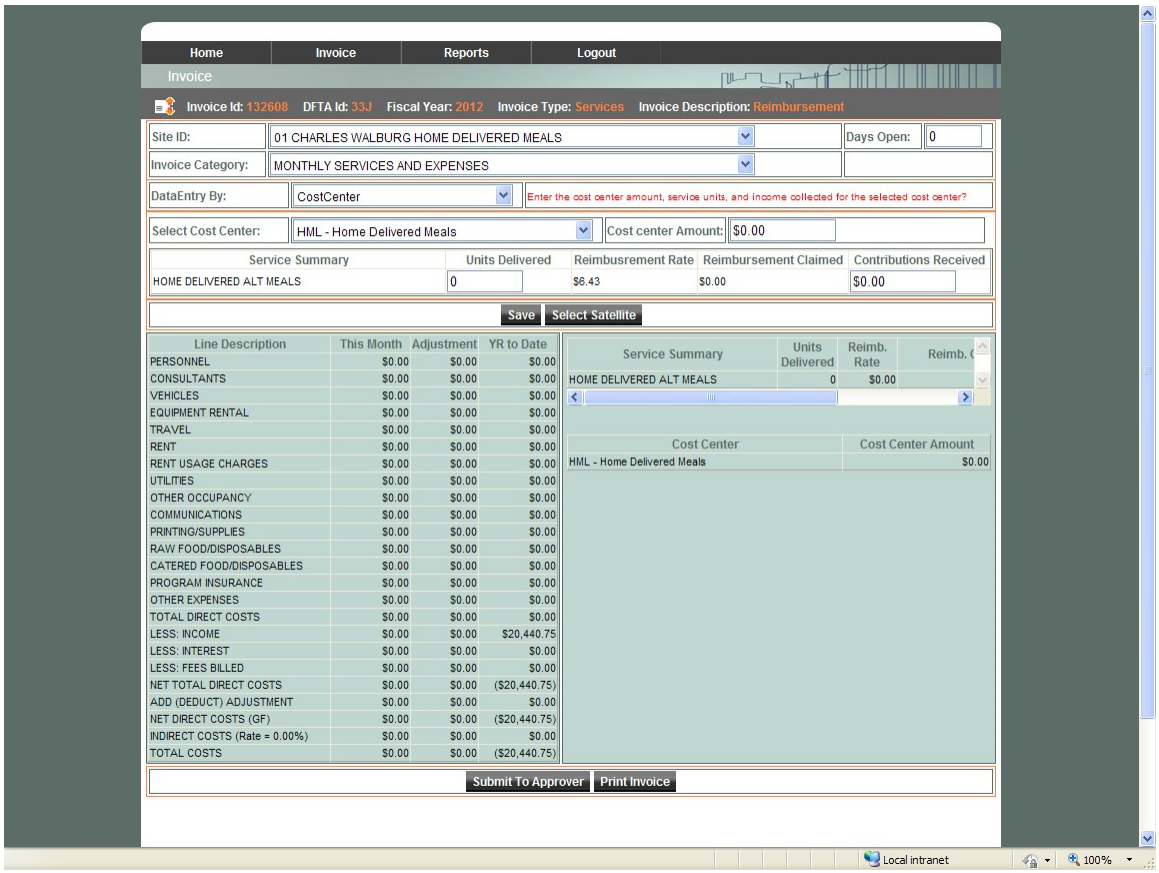
Click on Save and select the next Cost Center until all applicable Cost Centers are accounted for.

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.



ONE-TIME PAYMENT

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

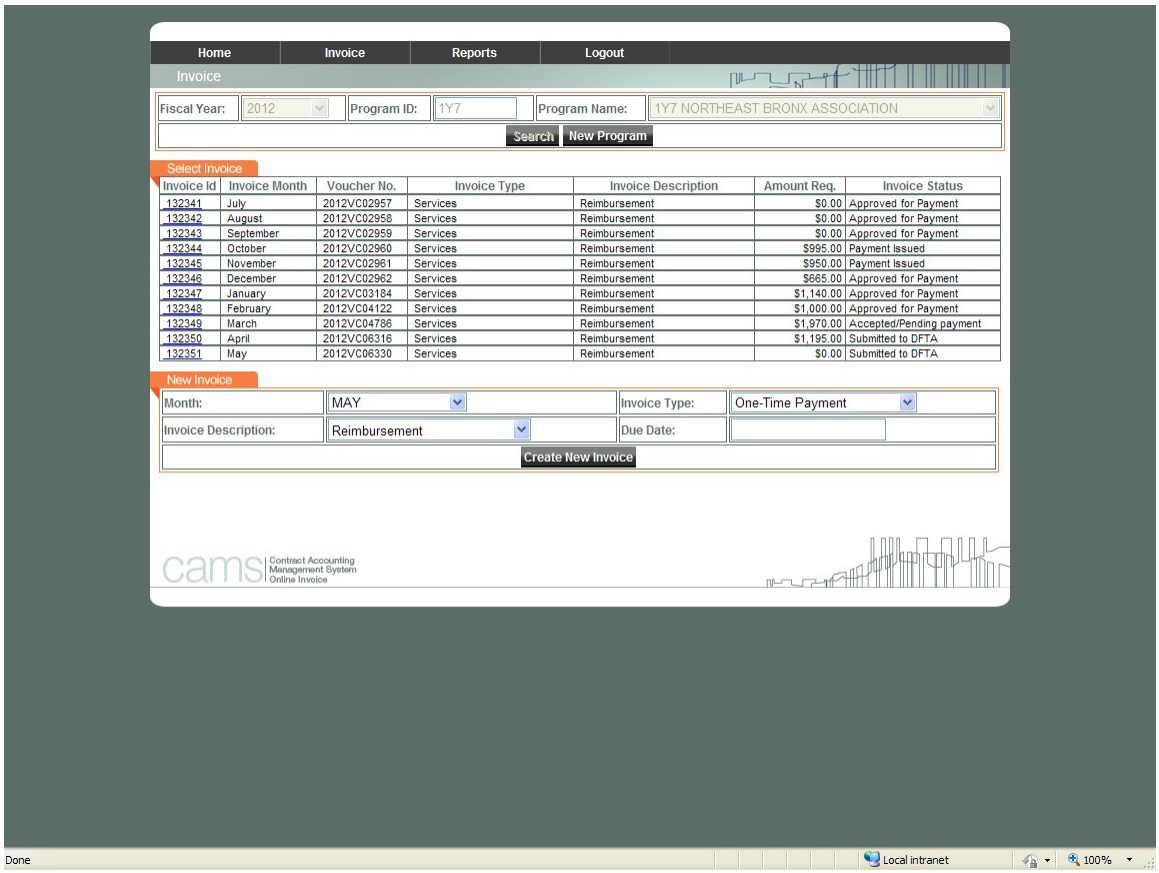
Select the month from the Month drop-down list. To select the month, for multiple receipts/invoices/bills that have different dates, select the most recent month from drop down list.

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.



ONE -TIME PAYMENT

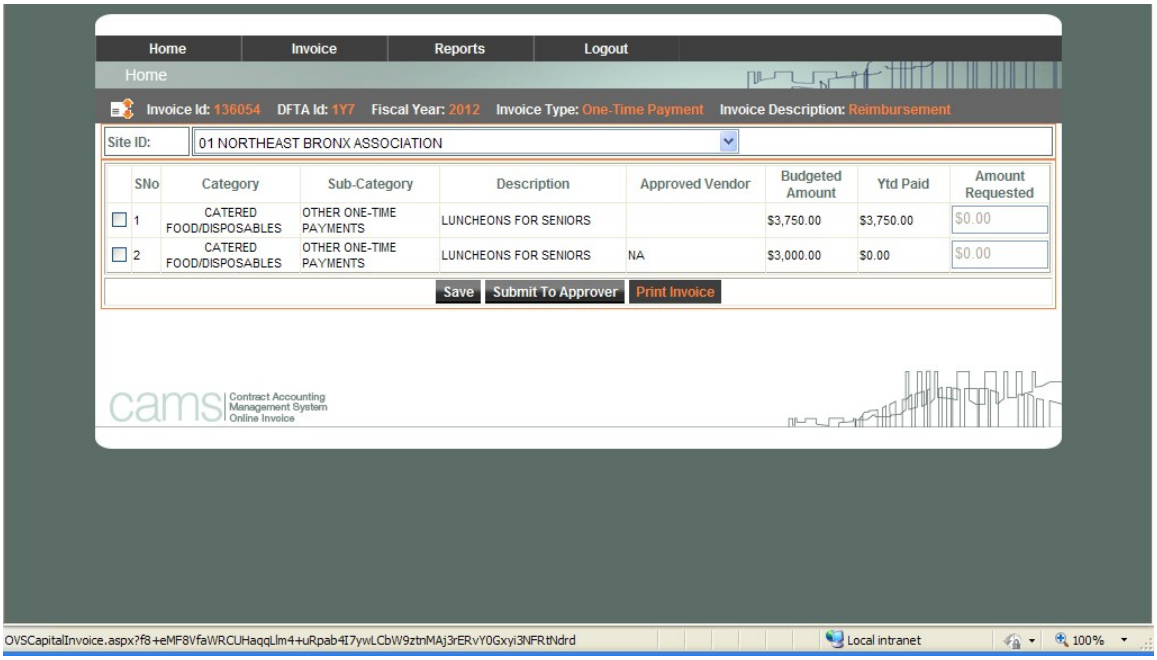
Check the box under the SNo (Serial Number) column to select the One-Time Payment item.

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.



EQUIPMENT/RENOVATIONS

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

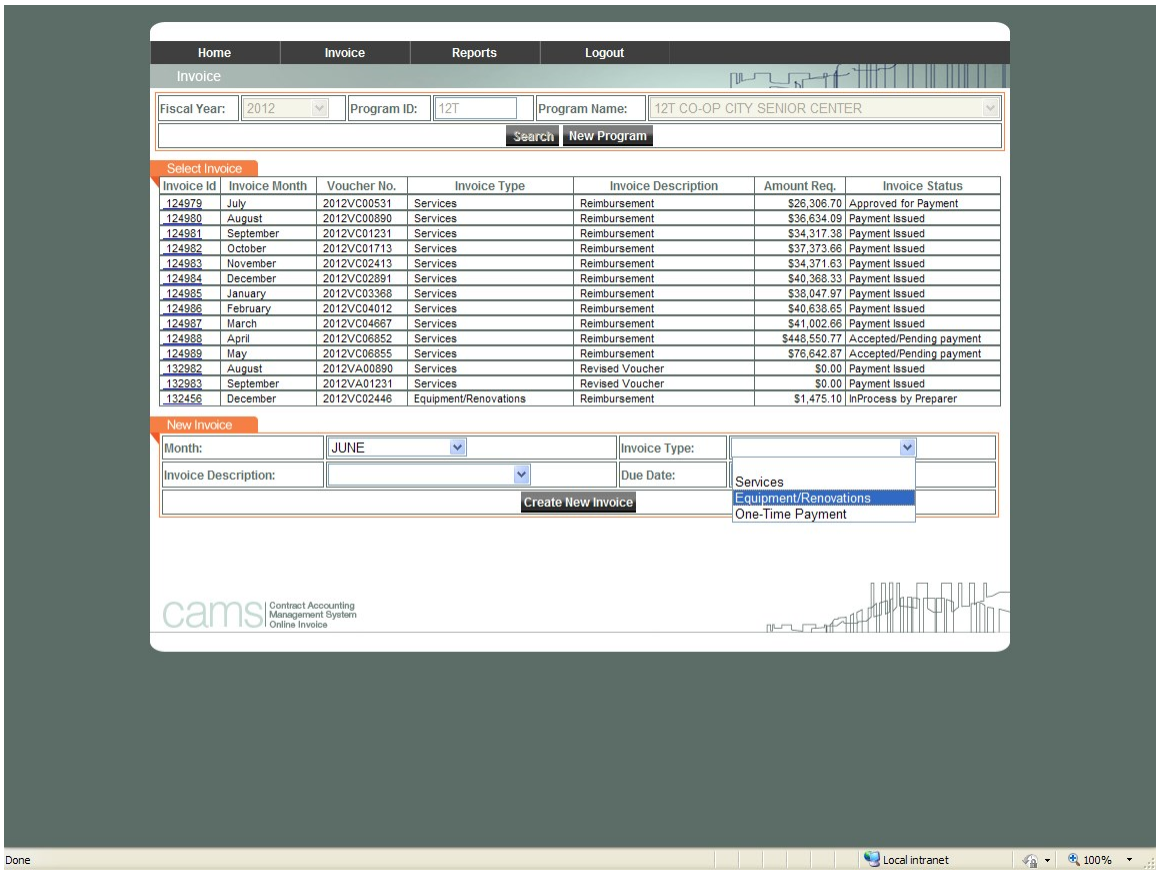
Select the month from the Month drop-down list. To select the month, for multiple receipts/invoices/bills that have different dates, select the most recent month from drop down list.

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.



EQUIPMENT/RENOVATIONS

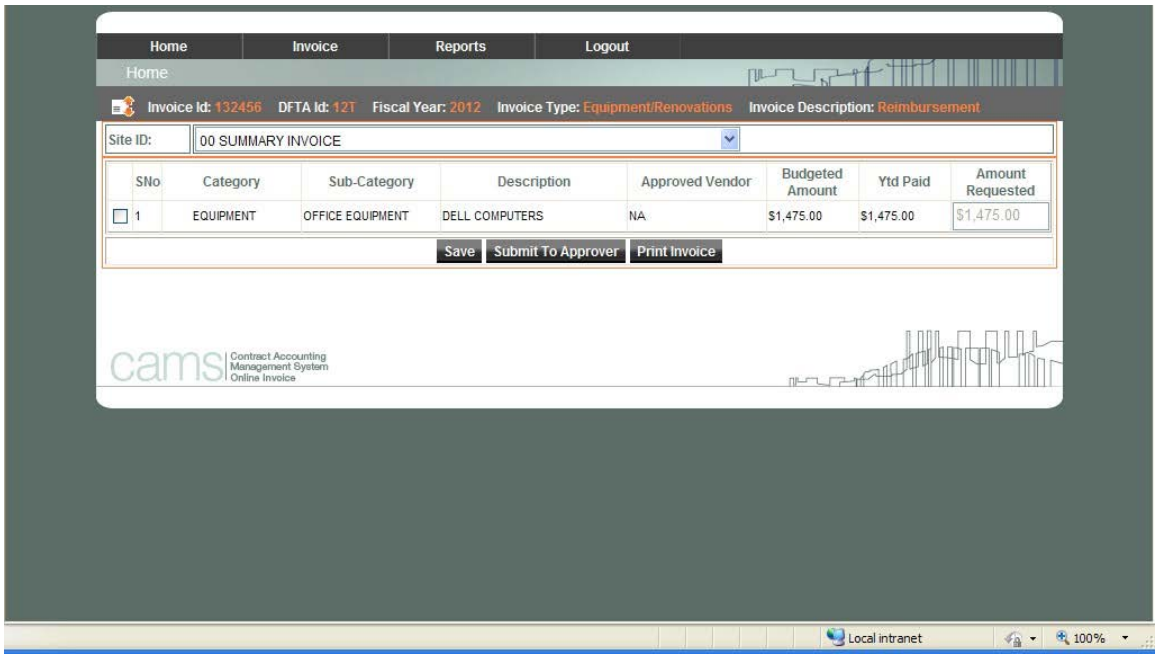
Check the box under the SNo (Serial Number) column to select the applicable Equipment/Renovations item.

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.



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 blan 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.

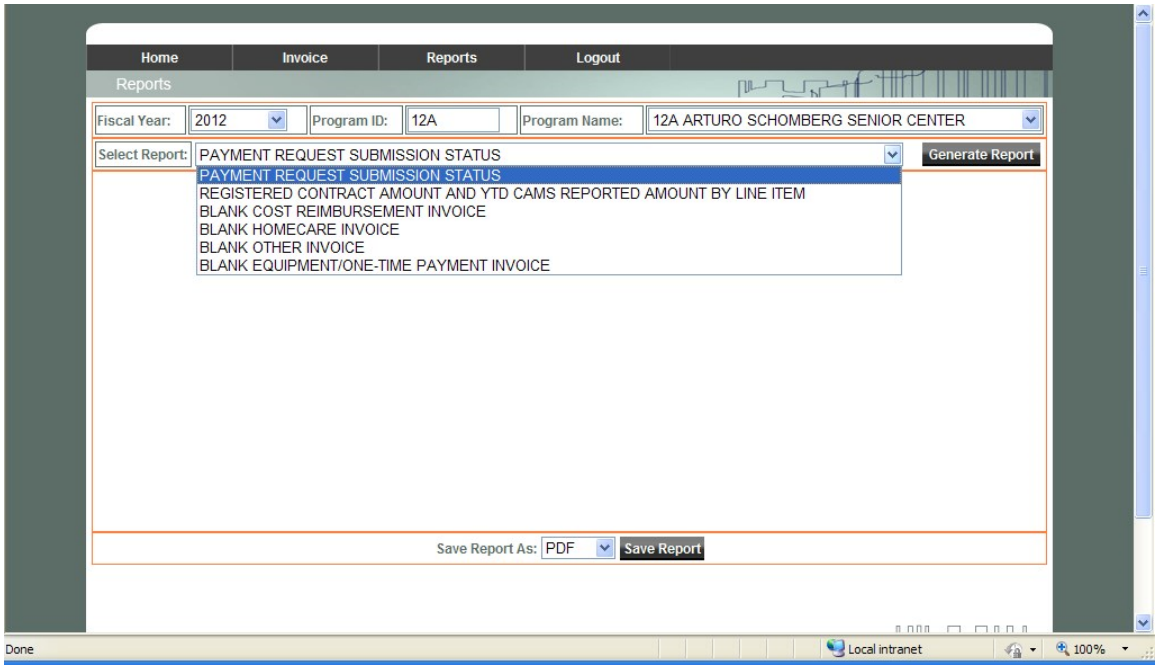
Available Reports:

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



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)**, call 212-602-4418. 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)** call 212-602-4418 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 login screen, Aging Remote Access, will result in your account being locked out. A locked account takes up to one hour to unlock itself. Call 212-602-4418 for assistance.

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

Call 212-602-4418 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 516 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, call 212-622-4418.

Comments –

Forward your comments via e-mail at the following addresses: jjones@aging.nyc.gov jpierre@aging.nyc.gov

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