



**Provider Guide 301:
Overview of HHS Accelerator Financials**

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Introduction to HHS Accelerator and Financials

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

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

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

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

HHS Accelerator Financials standardizes financials for health and human services contracts across the eleven participating Agencies. The system provides:

- A standard budget template
- A common interface for City Agencies and Providers to conduct budget transactions
- Agencies using same process to configure/modify/amend budgets, invoices and payments
- A more holistic picture of contract data and financials for HHS Accelerator Agencies.

Selecting Users and Assigning Roles

HHS Accelerator System access levels are defined by two tiers: “Level 1” (L1) and “Level 2” (L2). The individual who submits the initial request for your organization’s HHS Accelerator Account must be your Account Administrator. They are automatically granted access to all system privileges and becomes a L2 user. Only L2 users can:


- Share documents
- Submit applications and proposals
- Submit budgets and invoices
- Request advances
- Request and cancel modifications.

The Membership Management process is described in the “HHS Accelerator Account Administration” guide.

Financials from the Provider Homepage

After logging in, you will encounter the Provider Homepage. Below the main buttons and navigation icons is a dashboard that gives an overview of the Document Vault, Alerts, Application (status), Procurements, Financials, Documents Shared with your Organization and NYC.ID Account Maintenance.



When you log into the HHS Accelerator System, click the refresh icon  located on the solid blue band in order to see the tasks and statistics for your organization.

a.	Select the “Financials” tab to access the HHS Accelerator Financials.
b.	Contracts pending registration for your organization is listed.
c.	Active budgets for your organization is listed.
d.	Budgets pending submission for your organization is listed.
e.	Budgets pending approval by the funding Agency.
f.	Budgets returned for revision that your organization needs to address.
g.	Modifications and Updates pending submission by your organization.
h.	Modifications and Updates pending approval by the funding Agency.
i.	Modifications and Updates returned for revision by the funding Agency.
j.	Invoices pending submission by your organization.
k.	Invoices pending approval by the funding Agency.
l.	Invoices returned for revisions by an Agency.

View Contracts Listed in HHS Accelerator



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

The screenshot shows the HHS Accelerator interface. At the top, the 'Financials' tab is selected in the main navigation bar (callout a). Below it, the 'Contract List' sub-tab is selected (callout b). A 'Filter Contracts' dropdown is visible (callout c). The summary shows 6 contracts with a total value of \$600,000.00 (callout d). The table below lists individual contracts with columns for Procurement/Contract Title (callout e), Agency (callout f), CT# (callout g), Contract Value (\$), Date of Last Update (callout i), and Status (callout j).

Procurement/Contract Title	Agency	CT#	Contract Value(\$)	Date of Last Update	Status
Prov Demo - ACS Residential Care	ACS	--	100,000.00	12/09/2013	Pending Registration
Prov Demo - ACS Residential Care 6	ACS	CT10680006	100,000.00	12/09/2013	Registered
Prov Demo - ACS Residential Care 4	ACS	CT10680004	100,000.00	12/09/2013	Registered
Prov Demo - ACS Residential Care 5	ACS	CT100220130000587	100,000.00	12/09/2013	Registered
Prov Demo - ACS Residential Care 2	ACS	CT10680002	100,000.00	12/09/2013	Registered
Prov Demo - ACS Residential Care 3	ACS	CT10680003	100,000.00	12/09/2013	Registered

a.	Click Financials to access the Contract List.
b.	Click on the Contract List tab to access the Contract List.
c.	Click on the Filter Contracts button to change which contracts are displayed.
d.	Number of contracts and value of Active Contracts in the system for your organization.
e.	Procurement/Contract Title.
f.	Agency that oversees the contract.
g.	Contract Number (CT#).
h.	Contract Value (\$) of each contract.
i.	Date of Last Update of the contract information.
j.	The Status of the contract. Statuses include Pending Registration, Registered, Suspended, Cancelled, and Closed.



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

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

Stages of a Contract

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

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

Filter Contracts

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

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

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

The screenshot shows the NYC HHS Accelerator Financials page. The 'Contract List' tab is selected. A filter menu is open, showing the following options:

- Procurement/Contract Title: [Text Input]
- Agency: [Dropdown Menu: All NYC Agencies]
- Program Name: [Dropdown Menu]
- CT#: [Text Input]
- Contract Value From (\$): [Text Input] to: [Text Input]
- Status:
 - Pending Registration
 - Suspended
 - Registered
 - Cancelled
 - Closed
- Contract Term From: [Text Input] to: [Text Input]

Buttons: 'Set to Default Filters' and 'Filter' (highlighted in green).

Contract Value(\$)	Date of Last Update	Status
100,000.00	12/09/2013	Pending Registration
100,000.00	12/09/2013	Registered
100,000.00	12/09/2013	Registered
00587	100,000.00 12/09/2013	Registered
100,000.00	12/09/2013	Registered
100,000.00	12/09/2013	Registered

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

View your Organization's Budgets

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

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

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

Accessing the Budget List

The Budget List allows you to view budgets, request an advance, initiate a budget modification and submit an invoice.

The Budget List, located in the Financials section of the HHS Accelerator System, is accessed by clicking the Financials tab, then clicking the Budget List tab. The Budget List displays your organization's Health and Human Services budgets that are managed in the system.

From the Budget List tab, your organization can submit, view, and modify a budget, as well as request an advance.

Financials

- Contract List
- Budget List**
- Invoice List
- Payment List

Budget List

Listed below are the Budgets for your organization. A default filter has been applied.

b Filter Budgets ▾ Budgets:7 **c** **e** **f** **g** **h** **i** **j**

d Procurement/Contract Title	Agency	Fiscal Year	Budget Value(\$)	Date of Last Update	Status ▲	Action
Prov Demo - ACS Residential Care	ACS	2014	30,000.00	12/09/2013	Pending Submission	I need to...
Prov Demo - ACS Residential Care 3	ACS	2014	20,000.00	12/09/2013	Pending Submission	I need to...
Prov Demo - ACS Residential Care 4	ACS	2014	30,000.00	12/09/2013	Active	I need to...
Prov Demo - ACS Residential Care 5	ACS	2014	30,000.00	12/09/2013	Active	I need to...
Prov Demo - ACS Residential Care 6	ACS	2014	30,000.00	12/09/2013	Active	I need to...
Prov Demo - ACS Residential Care 2	ACS	2014	30,000.00	12/09/2013	Active	I need to...
Prov Demo - ACS Residential Care 3	ACS	2014	30,000.00	12/09/2013	Active	I need to...

Budgets: 7

a.	Click on the Budget List tab to access the Budget List.
b.	Click on the Filter Budgets button to change which budgets are displayed.
c.	Number of budgets displayed based on applied filters.
d.	Each Procurement/Contract Title is displayed.
e.	Contracting Agency is listed.
f.	Fiscal Year of budget.
g.	Budget Value (\$) for the Fiscal Year for each budget.
h.	Date of Last Update of the budget information.
i.	This section displays the Status of the budget. Statuses include Pending Submission, Pending Approval, Returned for Revisions, Approved, Active, Closed, Suspended, and Cancelled.
j.	This section displays Actions that can be taken with the budget. Depending on the status of the budget, these include View Budget, Submit Invoice, Modify Budget, and Request Advance.

Status of a Budget

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

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

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

Filter Budgets

Filtering allows you to target your search and quickly modify budgets displayed in the Budget List.

After you click the “Filter Budgets” button, the filter menu displays a number of options for modifying displayed budgets. By default, all Active Budget Statuses are checked.

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

The screenshot shows the NYC HHS Accelerator Financials page. The 'Budget List' tab is selected. A filter menu is open, showing the following options:

- Budget Type:**
 - Amendment
 - Contract
 - Modification
 - Update
- Status:**
 - Pending Submission
 - Pending Approval
 - Returned for Revision
 - Approved
 - Active
 - Closed
 - Suspended
 - Cancelled
- Fiscal Year:** [Dropdown menu]

The Budget List table shows the following data:

Budget Value	Date of Last Update	Status	Action
000.00	12/09/2013	Pending Submission	I need to...
000.00	12/09/2013	Pending Submission	I need to...
000.00	12/09/2013	Active	I need to...
000.00	12/09/2013	Active	I need to...
000.00	12/09/2013	Active	I need to...
000.00	12/09/2013	Active	I need to...
000.00	12/09/2013	Active	I need to...

a.	Budget Types include Amendment, Modification, Update, and Contract.
b.	Status indicates the current status of the budget. Your organization can select Closed, Suspended or Cancelled budgets from this section.
c.	Fiscal Year allows your organization to view contracts that fall into a defined date range.

You may also filter by Agency, CT#, Budget Value (\$), and Date of Last Update.

View your Organization's Invoice List

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

Your organization can submit invoices and view the balance of funds for the contract budget.

The screenshot shows the NYC HHS Accelerator system interface. At the top, there is a navigation bar with tabs for 'Organization Information', 'Document Vault', 'Applications', 'Procurements', and 'Financials'. The 'Financials' tab is selected. Below this, there are sub-tabs for 'Contract List', 'Budget List', 'Invoice List', and 'Payment List'. The 'Invoice List' sub-tab is active. The main content area displays the 'Invoice List' with a message: 'Listed below are the invoices for your organization.' Below this message is a 'Filter Invoices' dropdown menu showing 'Invoices: 5'. A table of invoices is displayed with the following columns: Invoice Number, Date Submitted, Date Approved, Value(\$), Status, and Action. The table contains five rows of invoice data. Callouts a-i are placed over the interface to highlight specific elements: 'a' is over the 'Financials' tab, 'b' is over the 'Filter Invoices' dropdown, 'c' is over the 'Invoices: 5' text, 'd' is over the 'Invoice Number' header, 'e' is over the 'Date Submitted' header, 'f' is over the 'Date Approved' header, 'g' is over the 'Value(\$)' header, 'h' is over the 'Status' header, and 'i' is over the 'Action' header.

Invoice Number	Date Submitted	Date Approved	Value(\$)	Status	Action
141200010	Not Submitted	N/A	0.00	Pending Submission	View Delete
141200009	Not Submitted	N/A	100.00	Pending Submission	View Delete
141200008	12/10/2013	N/A	1,000.00	Pending Approval	View
141200002	12/09/2013	12/09/2013	3,000.00	Approved	View
141200001	12/09/2013	12/09/2013	3,000.00	Approved	View

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

View your Organization's Payment List

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

The Payment List reflects current information from New York City's financial management system, FMS. Information is updated nightly.

The screenshot shows the NYC HHS Accelerator interface. At the top, there is a navigation bar with tabs for Organization Information, Document Vault, Applications, Procurements, and Financials. The Financials tab is active. Below the navigation bar, there is a sub-navigation bar with tabs for Contract List, Budget List, Invoice List, and Payment List. The Payment List tab is selected. The main content area displays the Payment List for the organization. It includes a filter button (b) and a dropdown menu (c) showing 'Payments: 1'. Below this is a table with the following columns: Procurement/Contract Title (d), Payee Name (e), CT# (f), Payment Voucher Number (g), Value(\$)(h), Disbursement Number (i), and Date Disbursed (j). The table contains one row of data for 'Prov Demo - ACS Residential Care 5' with a value of 1,000.00 and a date of 12/10/2013.

Procurement/Contract Title	Payee Name	CT#	Payment Voucher Number	Value(\$)	Disbursement Number	Date Disbursed
Prov Demo - ACS Residential Care 5		CT100220130000587	141200006A1	1,000.00	201309250831063	12/10/2013

a.	Click on the Payment List tab to access the Invoice List.
b.	Click on the Filter Payment button to change which payments are displayed.
c.	Number of payments displayed based on applied filters.
d.	Procurement/Contract Title is listed.
e.	Agency Payee Name is listed.
f.	Contract Number (CT#) for each payment is listed.
g.	Payment Voucher Number is listed.
h.	Value (\$) of each payment is listed.
i.	Disbursement Number of each payment.
j.	Date Disbursed for each payment.