



## **Provider Guide to HHS Accelerator Reports**

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## Overview of HHS Accelerator Reports

The HHS Accelerator System is the centralized procurement and contract financial management tool for New York City's Client and Community Service providers.

Client and Community Service (CCS) providers deliver vital services to New York City residents in need through thousands of contracts administered by the City of New York annually. The HHS Accelerator team has been dedicated to improving the business relationship between providers and City Agencies through:

- Collaboration with City Agencies to standardize and simplify Requests for Proposals (RFPs);
- A prequalification process where providers only need to share their basic organizational profile and submit critical background documents once every three years;
- Electronic issuance of Requests for Proposals (RFPs) and paperless submission of proposals;
- Electronic submission of budgets and invoices;
- Consolidated view of human services contract financial data and provider activity;
- Increased transparency for providers and Agencies, allowing providers to track the status of all procurements, proposals, contracts, budgets, invoices, payments and amendments in the system.

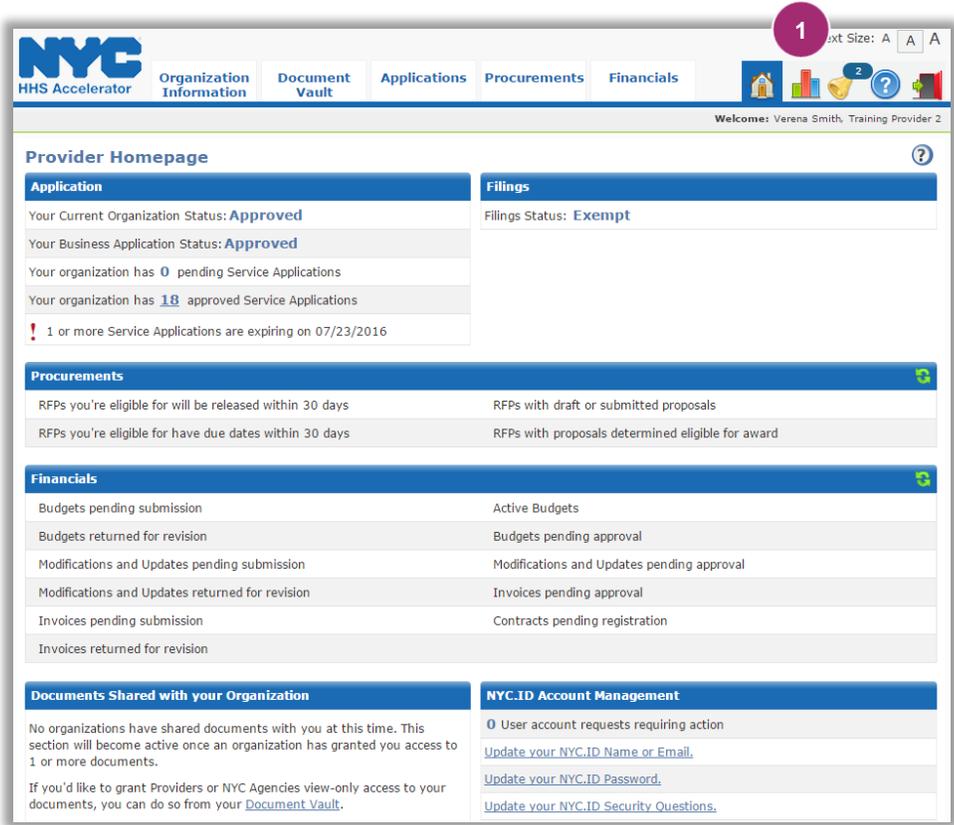
HHS Accelerator Reports is a new module that displays data dashboards and tables to highlight provider activity in the system.

HHS Accelerator Reports visualized and details activity data for your organization available in the following reports:

1. Financials: Funding Summary
2. Financials: Budget Utilization
3. Financials: Budget Category Utilization
4. Financials: Receivables
5. Financials: Advance Recoupment Status
6. Procurements: Proposal Summary

# Utilizing HHS Accelerator Reporting Functionality

## Navigate to the Reporting Module



The screenshot shows the NYC HHS Accelerator Provider Homepage. At the top, there is a navigation bar with the NYC HHS Accelerator logo and several menu items: Organization Information, Document Vault, Applications, Procurements, and Financials. A red circle with the number '1' highlights the 'Reports' icon in the top right corner of the navigation bar. Below the navigation bar, the page is titled 'Provider Homepage' and displays various sections:

- Application:** Your Current Organization Status: **Approved**, Your Business Application Status: **Approved**, Your organization has 0 pending Service Applications, Your organization has 18 approved Service Applications, and 1 or more Service Applications are expiring on 07/23/2016.
- Filings:** Filings Status: **Exempt**
- Procurements:** RFPs you're eligible for will be released within 30 days, RFPs you're eligible for have due dates within 30 days, RFPs with draft or submitted proposals, and RFPs with proposals determined eligible for award.
- Financials:** Budgets pending submission, Budgets returned for revision, Modifications and Updates pending submission, Modifications and Updates returned for revision, Invoices pending submission, and Invoices returned for revision.
- Documents Shared with your Organization:** No organizations have shared documents with you at this time. This section will become active once an organization has granted you access to 1 or more documents. If you'd like to grant Providers or NYC Agencies view-only access to your documents, you can do so from your [Document Vault](#).
- NYC.ID Account Management:** 0 User account requests requiring action, [Update your NYC.ID Name or Email](#), [Update your NYC.ID Password](#), and [Update your NYC.ID Security Questions](#).

1. Click the **“Reports”** icon to navigate to the Reporting Module.

# Reports Homepage

The screenshot shows the Reports Homepage with the following sections and callouts:

- Callout 1:** Points to the "Financials" tab in the top navigation bar.
- Callout 2:** Points to the "Jump to: Reports Homepage" dropdown menu.
- Callout 3:** Points to the "VIEW DETAILED REPORT" button for the Budget Utilization - FY 2017 chart.
- Callout 4:** Points to the "Financial Reports" tab in the sub-navigation bar.

**Financial Reports Summary:**

- Funding Summary: 4 Agencies, 5 Programs, 9 Total Contracts. Total Fiscal Year City Budget: \$22,330,300.30. Total Amendments Pending: \$0.00.
- Budget Utilization - FY 2017: Total City & Program Income: \$22,531,359.30. Fiscal Year Active City Budget: \$22,330,300.30. Amount Invoiced: \$11,256,366.50. Amount Disbursed: \$14,726,890.51.
- Budget Category Utilization - FY 2017: Total City & Program Income: \$22,531,359.30. Fiscal Year Active City Budget: \$22,330,300.30. Program Income: \$201,059.00.
- Receivables - FY 2017: Total Approved Invoices: \$0.00. Total Approved Advances: \$0.00. Total Proposed Payments to Provider: \$0.00.
- Advance Recoupment Status - FY 2017: Total Advanced: \$6,846,717.06. Total Advances Recouped (47.49%): \$3,251,179.17. Amount Unrecouped (52.51%): \$3,595,537.89.

Please note that if your organization does not have contracts in HHS Accelerator Financials in the selected fiscal year, this page will not populate with any data.

The default view for HHS Accelerator Reports is to display the Financial Reports Summary Tab for the current fiscal year.

1. To view the financial summary information for a different fiscal year, select the "Fiscal Year" from the drop down menu.
2. To view a standalone detailed report, select the report from the "Jump To" drop down.
3. Or, click "View Detailed Report" next to the report dashboard on the Reports Homepage.

The Catalog of Reports section of this guide will go into detail about each financial and procurement report.

4. Click the "Procurement Reports" tab to view reports from the Procurements Module.

## Filter a Report

Filtering allows you to target your search and quickly modify data displayed on each report.

**Reports > Funding Summary Report**

All data displayed is based on the contract financial information available within the HHS Accelerator application.

Jump to: Funding Summary

Filter Report **1**

Fiscal Year: 2017

Agency: All NYC Agencies

Program:

CT#:

Contract Title:

Clear Filters Filter **2**

**\$22,330,300.30**  
Fiscal Year City Budget

**\$0.00**  
Total Amendments Pending

**Detailed Report** EXPORT DETAILED REPORT

Agency	CT#	Contract Title	Start Date	End Date	FY Amount (\$)	Pending FY Amendment Amount (\$)
DHS	CT123456789101234	DHS Procurement 1	01/01/2016	06/30/2017	6,000,000.00	0.00
ACS	CT123456789101123	ACS Procurement 2	01/01/2016	07/30/2017	5,000,000.00	0.00

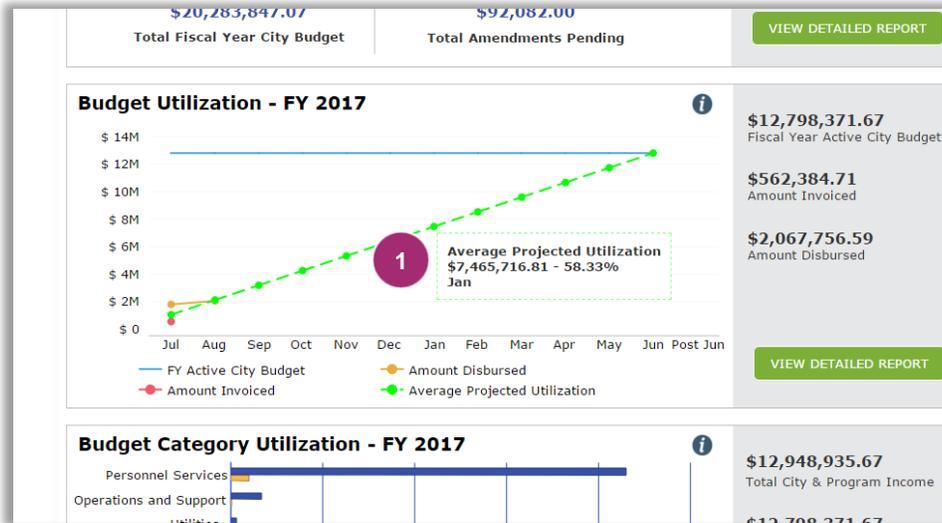
1. Click the **“Filter Report”** button to access the filter menu.

*The filter menu displays a number of options for filtering displayed reports.*

2. Select criteria to filter the report, and then click **“Filter.”**

## Hover Tool Tips

If you hover your cursor (but do not click) over an item in a report, a small box with information about the data point will appear.



1. Hover over a line or data point displayed in any report and further information will display.

## View Detailed Report

The default view of the Reports Homepage is the summary for each report in the current fiscal year. Each report can also be viewed in detail, and a CSV export of the data is available.



1. Click the **“View Detailed Report”** button for the full report.

# Export Detailed Report

Each detailed report page includes a data table on screen as well as an export option to generate a CSV file with additional data fields.

**Funding Summary - FY 2017**

\$22,330,300.30  
Fiscal Year City Budget

\$0.00  
Total Amendments Pending

**Detailed Report**

Agency	CT#	Contract Title	Start Date	End Date	FY Amount (\$)	Pending FY Amendment Amount (\$)
ACS	CT1111111111111111	DHS Procurement 1	07/01/2016	06/30/2017	6,000,000.00	0.00
DHS	CT2222222222222222	DHS Procurement 1	07/01/2016	06/30/2017	3,000,000.00	0.00
DHS	CT3333333333333333	DHS Procurement 2	07/01/2016	06/30/2017	1,000,000.00	0.00

1. Click **“Export Detailed Report”** to initiate download of the CSV file to your computer.

*Please note that if you applied a filter to the report, the CSV file will contain the data filtered to this criteria.*

*The file will download in CSV format, but you may save it to your computer as an Excel file.*

## Navigate between Reports

The screenshot displays the NYC HHS Accelerator interface. At the top, there are navigation tabs for Organization Information, Document Vault, Applications, Procurements, and Financials. The 'Financials' tab is active. Below the navigation, there are two main sections: 'Financial Reports' (highlighted) and 'Procurement Reports'. The 'Financial Reports' section shows a 'Funding Summary' for the fiscal year 2017. The summary includes the following data:

Metric	Value
Agencies	4
Programs	8
Total Contracts	13
Total Fiscal Year City Budget	\$20,283,847.07
Total Amendments Pending	\$92,082.00

A 'Jump to' dropdown menu is open, showing a list of reports. The first item, 'Reports Homepage', is highlighted with a red callout box labeled '1'. The second item, 'Funding Summary', is also highlighted with a red callout box labeled '2'. Below the dropdown menu is a green button labeled 'VIEW DETAILED REPORT'.

1. Click the “Jump To” drop-down to quickly navigate to a different report.
2. Re-apply filters to the new detailed report page as needed.

## Catalog of Reports

### Financials: Funding Summary Report

The Funding Summary Report provides the aggregate value of your organization’s Contract Budgets for Contracts that are Pending Registration or Registered, and Amendment Budgets for pending Amendments that have been initiated in the system. Contract and Amendment amounts will display for the selected Budget Fiscal Year. Pending Budget Modifications, Updates, and Amendments will not be included in the City Budget amount until they are approved and merged with the Contract Budget.



a.	The number of Agencies with which your organization has Contracts.
b.	The number of Agency Programs for which your organization has Contracts.
c.	The number of Contracts with funding in the selected Fiscal Year.
d.	The total value of Contract Budgets in the selected Fiscal Year.
e.	The total value of Amendment Budgets for pending Amendments in the selected Fiscal Year.
f.	The Fiscal Year for which data is filtered in the Funding Summary report.
g.	Click “View Detailed Report” to access the full report and corresponding CSV file.

# Financials: Funding Summary Detailed Report

**Funding Summary - FY 2017**

**\$22,330,300.30**  
Fiscal Year City Budget

**\$0.00**  
Total Amendments Pending

**EXPORT DETAILED REPORT**

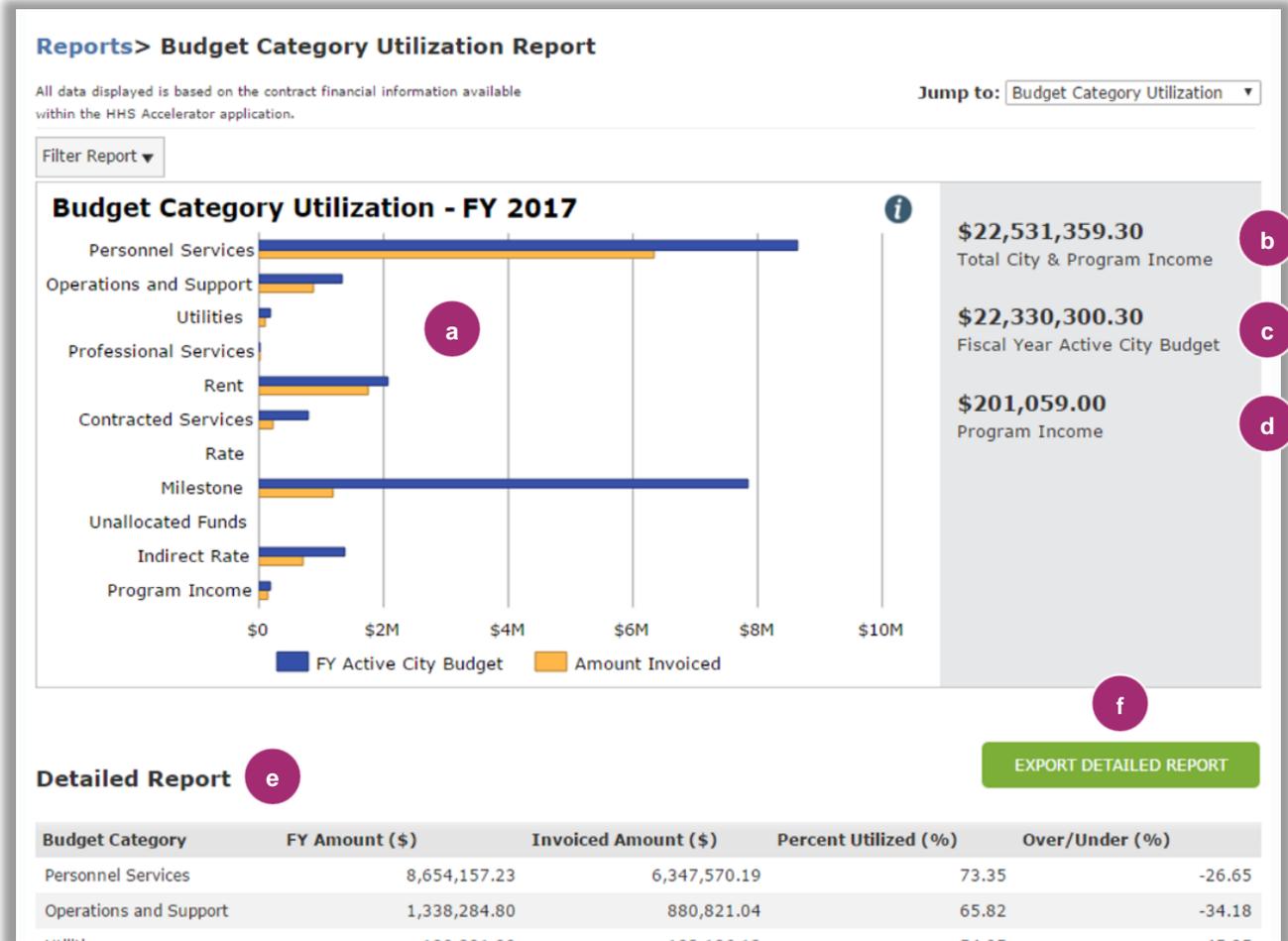
Agency	CT#	Contract Title	Start Date	End Date	FY Amount (\$)	Pending FY Amendment Amount (\$)
ACS	CT11111111111111	DHS Procurement 1	07/01/2016	06/30/2017	6,000,000.00	0.00
DHS	CT22222222222222	DHS Procurement 1	07/01/2016	06/30/2017	3,000,000.00	0.00
DHS	CT33333333333333	DHS Procurement 2	07/01/2016	06/30/2017	1,000,000.00	0.00

<b>a.</b>	Funding Summary data for your organization.
<b>b.</b>	The total value of Contract Budgets in the selected Fiscal Year.
<b>c.</b>	The total value of Amendment Budgets for pending Amendments in the selected Fiscal Year.
<b>d.</b>	Detail of the data that populates the Funding Summary Report.
<b>e.</b>	The “Export Detailed Report” button allows your organization to export detailed data to a CSV file.



## Financials: Budget Category Utilization Report

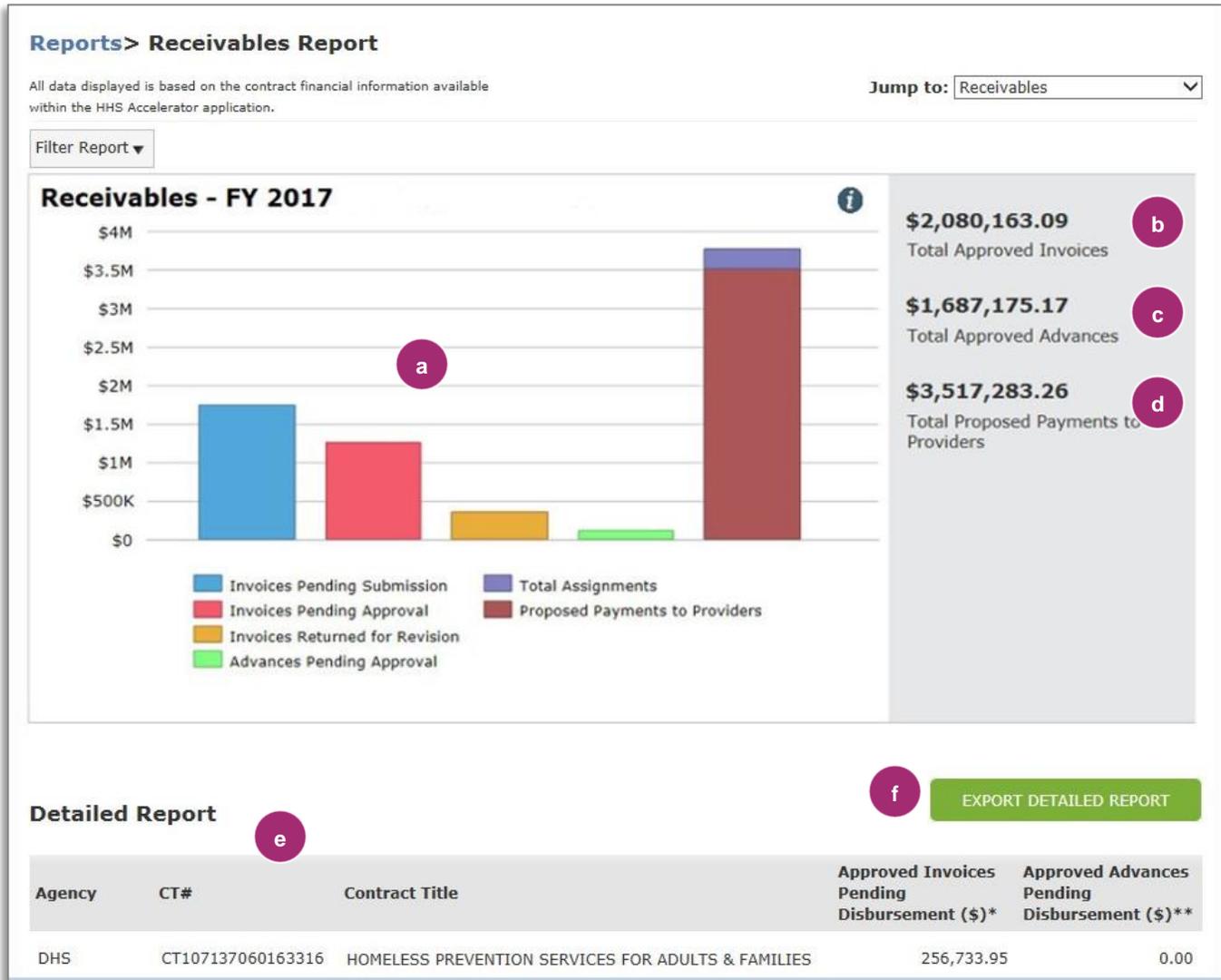
The Budget Category Utilization Report provides the aggregate of the budgeted and invoiced amounts per budget category for the selected Budget Fiscal Year. Only Budgets in Active status are considered for this report. Pending Budget Modifications, Updates, and Amendments will not be included until they are merged with the Contract Budget.



a.	Budget Category Utilization data for your organization for the selected Fiscal Year.
b.	Total value of Budgets in Active status and total Program Income in the selected Fiscal Year.
c.	Total value of Budgets in Active status in the selected Fiscal Year.
d.	Total value allocated to Program Income for Budgets in Active status in the selected Fiscal Year.
e.	This grid displays the details of Budget Category Utilization data in the selected Fiscal Year.
f.	The "Export Detailed Report" button allows your organization to export the detailed data to a CSV file.

## Financials: Receivables Report

The Receivables Report shows the aggregate amount of Invoices and Advances that are not disbursed.



### Receivables Report for the Fiscal Year.

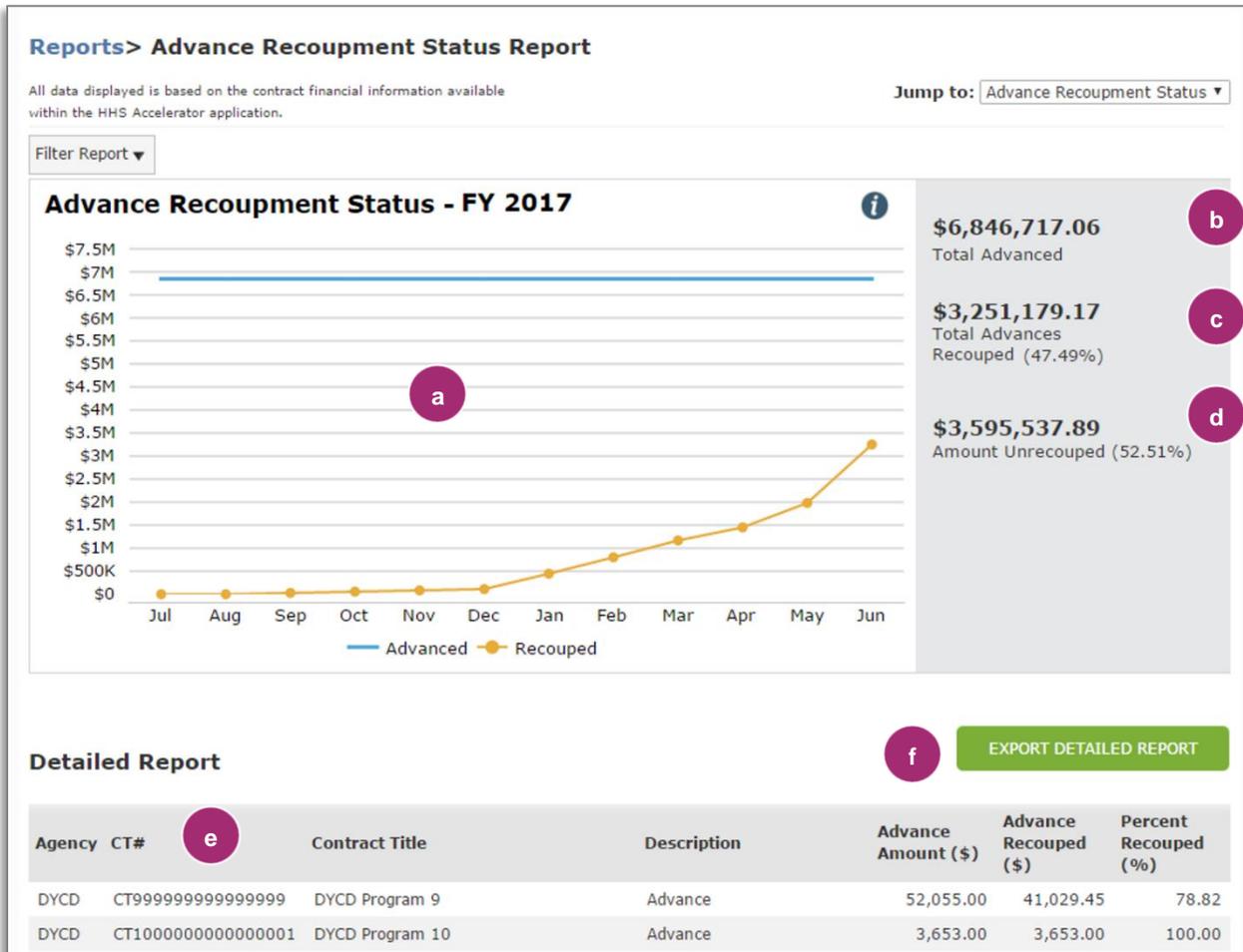
a.

- Invoices Pending Submission is the value of Invoices in Pending Submission status.
- Invoices Pending Approval is the value of Invoices in Pending Approval status.
- Invoices Returned for Revision is the value of Invoices in Returned for Revision status.
- Advances Pending Approval is the value of Advances in Pending Approval status.
- Total Assignments is the value of assignment amounts for Approved Invoices and Advances that have not yet been paid.
- Proposed Payments to Provider is the (value of Approved Invoices that have not yet been paid, excluding advance recoupment amounts + value of Approved Advances that have not yet been paid) – Total Assignments

<b>b.</b>	Value of Approved Invoices that have not yet been paid, excluding advance recoupment amounts that may have been added to Invoices.
<b>c.</b>	Value of Approved Advances that have not yet been paid.
<b>d.</b>	Total Proposed Payments to Providers for the selected Budget Fiscal Year.
<b>e.</b>	This grid displays the details of Receivables data for the selected Budget Fiscal Year.
<b>f.</b>	The “Export Detailed Report” button allows your organization to export the detailed data to a CSV file.

## Financials: Advance Recoupment Status Report

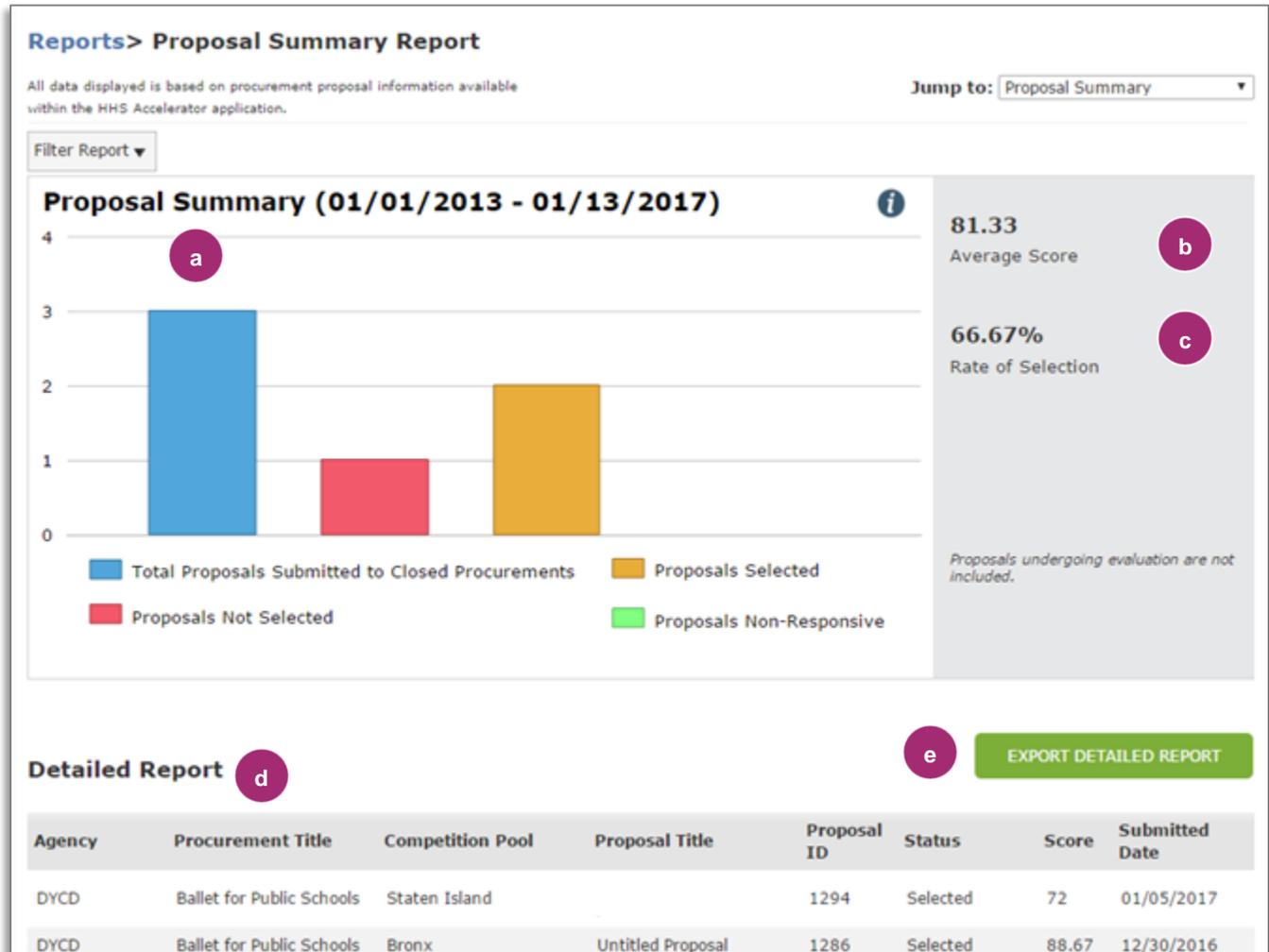
The Advance Recoupment Report shows the aggregate amount of disbursed Advances along with cumulative monthly Advance Recoupments.



<b>a.</b>	Advance Recoupment data for the Budget Fiscal Year.
<b>b.</b>	Total value of Advances in Disbursed status in the selected Budget Fiscal Year.
<b>c.</b>	Total value of Advance Recoupments on Invoices in Approved status in the selected Budget Fiscal Year.
<b>d.</b>	Difference between the Total Advanced Amount and Advances Recouped in the selected Budget Fiscal Year.
<b>e.</b>	This grid displays the details of Advance Recoupment data for the Budget Fiscal Year.
<b>f.</b>	The "Export Detailed Report" button allows your organization to export the detailed data to a CSV file.

## Procurements: Proposal Summary Report

The Proposal Summary report shows the aggregate amount of procurement proposals in closed status.



a.	The Proposal Summary report shows the aggregate amount of procurement proposals in closed status.
b.	Average Score received on proposals.
c.	Rate of Selection on proposals submitted.
d.	This grid displays the details of Proposals Submitted and selection status.
e.	The “Export Detailed Report” button allows your organization to export the detailed data to a CSV file.