COLYAR CONSULTING GROUP, INC.

Child Nutrition Programs

Accounting
User Manual

Colorado Department of Public Health and Environment

For System Administrators
FINAL V1.1

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1

Introduction

Welcome to the Colorado Department of Public Health and Environment (CDPHE) user manual for the Accounting module. This web-based software solution provides administrators, state users, and Institutions with efficient and immediate access to applications, claims, and related nutrition program functions.

Web Site Benefits and Features

This system is a user-friendly web application that allows authorized users to submit and approve application, claims, and miscellaneous forms via the Internet, as their security rights permit. Key system features include:

- A software system that manages information regarding Institutions, applications, claims, and reports.
- A single integrated database which serves all child nutrition programs.
- The ability to save partially completed forms on-line, allowing the user to complete the process at a later time.
- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.
- A robust security module that streamlines security setting controls by enabling administrators to easily assign users to numerous pre-defined groups and eliminating the need to manually set each user's security access.

User Manual

This manual is intended for use by authorized state users that manage the financial functions related to grant setup, claim processing, and payment processing. It is designed to provide a general understanding of how to use the system in an effective and efficient manner. This manual will provide:

- A general explanation of each feature available.
- Screen examples of web site pages and forms.
- Step-by-step instructions for utilizing the web site features.

- Tips and notes to enhance your understanding of the system.

WARNING: This manual is not intended for use by Institutions, since Institutions do not have access to the Accounting module functions. For additional information pertaining to Institution use of the system, please see other program manuals.

2

Getting Started

Before you can begin using the system's administrative modules, you must be assigned a user ID and password by a System Administrator that provides the required security rights. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the web site.

Logging On

To log on

1. Access the system by typing the URL into the address line of your web browser of choice
   -OR-
   Open the website from your Desktop or Internet Favorites.

   Note: Please contact CDPHE for the URL web address.

2. In the Log On box, enter your **User ID**.
3. Enter your **Password**.
4. Select **Log On**.

TIP: The Password is case-sensitive, so if your password includes upper and lower-case letters ensure that it is entered correctly.

Note: If you do not have a User ID and Password, contact your System Administrator.

Note: If this is your first time logging on, you will be required to change your password.

To change your password

1. Select a new password and enter it into the box provided.
2. Re-enter your new password for confirmation.
3. Select **Save** to continue to the Programs page.

Programs Page

Once you successfully log on, the Programs page is displayed. Actual access to specific modules is based on the user's security rights. For example, Institution users will not have access to the Accounting, Maintenance and Configuration, and Security modules because these modules are only for authorized State users.

TIP: The Accounting, Maintenance and Configuration, and Security tiles are always gray because these are administrative modules that are available to only authorized State users. Institutions will not have access to these modules.

Note: If your User ID is associated with only one (1) module, the Programs screen will not display; the system will automatically take you to the module you are authorized to access.

Figure 1: Programs Page

Selecting this button…	Provides…
Child and Adult Care Food Program	Access to the Child and Adult Care Food Program home page
Accounting	Access to the Accounting Module home page
Maintenance and Configuration	Access to the Maintenance and Configuration module home page
Security	Access to the Security Module home page

Accounting Module home page

After logging in using your assigned user name and chosen password, you will be taken to the Accounting Module home page by selecting Accounting.

To access the Accounting Module home page

1. Log on to the web site.
2. Select **Accounting**. The Accounting Module home page displays.

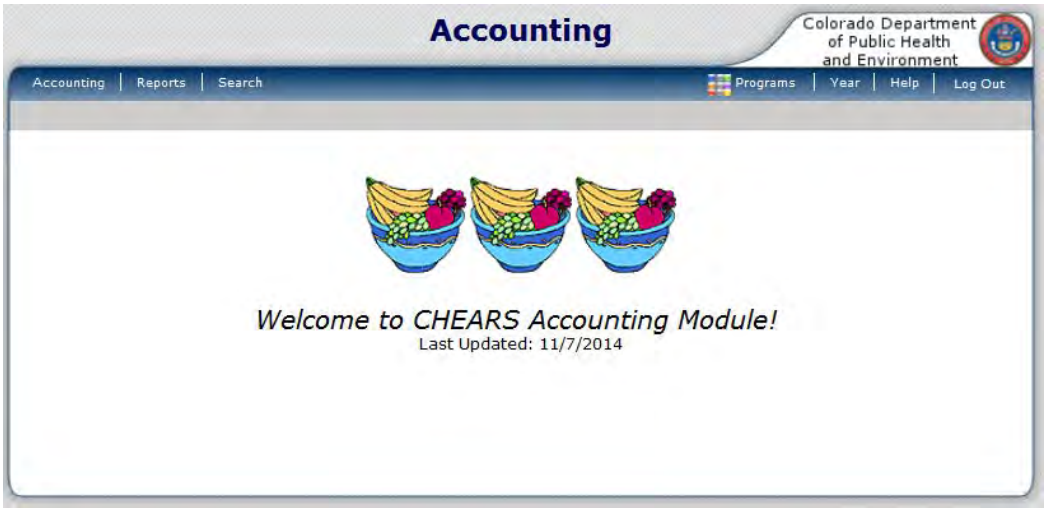


Figure 2: Accounting Home Page

Menu bar

The Accounting Module menu bar contains menu items specific to the Accounting Module. The following table describes the features available from each menu option, which the remainder of this manual will discuss in detail:

Menu option	Menu Features
Accounting	▪ **Claims Lockout:** Locks all Institutions out of claim entry and submission ▪ **Advance Requests Manager**: Review Advances, determine Advance amounts and deny requested advances ▪ **Post Advances**: Release Advances to Payment Tracking where they can be batched ▪ **Grant Tracking:** View grant balances, create/modify grant awards and State Budget Authority ▪ **Claim Tracking:** Select claims to be included in payment processing ▪ **Payment Tracking:** Process selected claim transactions for inclusion in the

	payment export files ▪ **Schedule Tracking:** Create payment export files based on selected transactions ▪ **Batch Summary:** View all batches which contained payments for an individual Institution ▪ **Payment Summary:** View payment summary for an individual Institution ▪ **Manual Adjustments:** Create/Modify manual adjustments ▪ **Accounts Receivable:** Manage Institutions outstanding debts ▪ **Invoice Listing:** Manage invoiced debt ▪ **Earnings Module:** Access the USDA FNS 777 report ▪ **Process USDA FNS Reports:** Process and view the FNS44 report
Reports	▪ List of reports available in the Accounting Module
Search	▪ Ability to search for an Institution for accounting functions

Error Processing

All information entered and saved on the system is verified to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

Input Edits

Whenever you save information or proceed to a new screen, the site checks for input errors. These errors may include entry errors such as an invalid data entry (such as entering a 4-digit Zip Code), or a non-logical entry (e.g., entering a greater number of eligible than enrolled children).

If a form contains an input error and the user selects **Save**, the screen either displays the error code and description in red at the top of the page (and the error code is a letter) or displays a message next to the field in error. Input errors must be corrected before you can proceed. The system will not save data entered on a screen that contains an input error. The user must correct the input errors and select **Save** again.

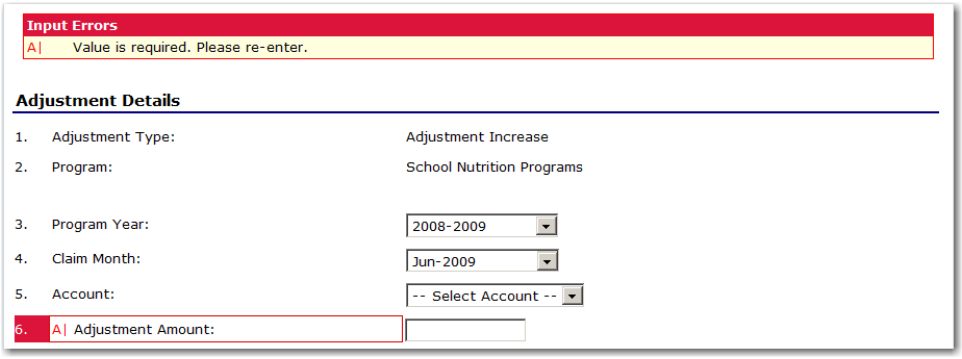


Figure 3: Example of an Input Error (Partial Screen)

Business Rule Edits

Business rule edits are used to ensure that entered data on a form conforms to state-defined guidelines/requirements and federal regulation. Once the user initiates a save, the system will perform business rule edit checks after all input errors have been corrected and display a confirmation screen stating that data entered has been saved and identifies whether errors exist.

The user may correct business rule errors immediately or at another time. The entered data will not be lost. The errors will display at the top of the screen with an error code (usually 4-5 digits) and error description. Business rule edits do not prohibit the system from saving the data entered on the screen.

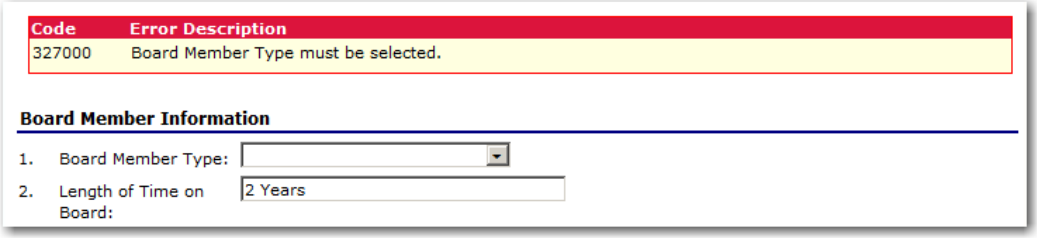


Figure 4: Example of a Business Rule Error (Partial Screen)

In addition, business rule edits have an error severity that indicates whether an error is considered an Error or a Warning. Errors appear in red and must be corrected before the form can be submitted. Warnings appear in blue and indicate an "out of the ordinary" data value. Warning errors do not need to be corrected prior to form submission.

Figure 5: Example of a Warning Error

Note: State administrators maintain the business rule error messages.

Institution Search

For certain Institution-specific accounting functions, an Institution must be selected. Institution-specific accounting functions include the following:

- Batch Summary.
- Payment Summary.
- Manual Adjustments.
- Accounts Receivable.

The Institution Search function is used to search for and select an Institution using the Institution's Institution ID or Institution Name. To access the Institution Search screen, select **Search** at the blue menu bar at the top of the page. The Accounting Institution Search screen displays.

Figure 6: Accounting Institution Search screen

To search for an Institution

1. On the blue menu bar at the top of the page, select **Search.**
2. Enter the Institution ID or Institution Name in the respective text box.
3. Select **Search**. The Institution list displays.
4. Select the Institution you wish to access.
5. Use the blue menu bar to navigate to your next task.

TIP: The Institutions list displays based upon the criteria chosen. If no choices were made, the list displays all available Institutions. To display all Institutions, leave all search fields blank and Select **Search.**

3

Accounting

Now that you know how to access and log on to the system, let's focus on the functions of on the functions of the Accounting module. The Accounting component of the system is where system administrators manage all fiscal activity.

Accounting Menu

The Accounting Menu is your access point to most functions within the Accounting Module. Here, you can lockout claims, process payments, track federal grants and state budget authority, create and modify manual adjustments, process accounts receivable and invoices and process FNS reports.

To access the Accounting Menu

1. On the blue menu bar, select **Accounting**.
2. Select an accounting item to access that function.

Item	Description
Claims Lockout	Locks all Institutions out of claim entry and submission
Advance Requests Manager	Review Advances, determine Advance amounts and deny requested advances
Post Advances	Release Advances to Payment Tracking where they can be batched
Grant Tracking	Create/Modify grant awards and view grant balances
Claim Tracking	Accept Claims for all programs
Payment Tracking	Create/Modify payment batches
Schedule Tracking	Create/Modify payment schedules for export to the State accounting system
Batch Summary	View Batch summary for individual Institution
Payment Summary	View payment summary for individual Institution
Manual Adjustments	Create/Modify manual adjustments
Accounts Receivable	Manage Institutions outstanding debts
Invoice Listing	Manage invoiced debt
Earnings Module	Process data for USDA SF269 Report
Process USDA FNS Reports	Process USDA FNS Reports

Figure 7: Accounting Menu

Claims Lockout

The Claims Lockout screen provides authorized CDPHE staff the ability to close the Claims module for each program/federal year, preventing Institutions from entering and submitting claims. Authorized CDPHE staff can still enter/submit claims.

Claims Lockout

Action	Program / Year	Date Period	Status
View | Modify	**Child and Adult Care Food Program (CACFP)**		UNLOCKED
View | Modify	2014 - 2015	10/1/2014 - 9/30/2015	UNLOCKED
View | Modify	2013 - 2014	10/1/2013 - 9/30/2014	UNLOCKED
View | Modify	2012 - 2013	10/1/2012 - 9/30/2013	UNLOCKED
View | Modify	2011 - 2012	10/1/2011 - 9/30/2012	UNLOCKED
View | Modify	2010 - 2011	10/1/2010 - 9/30/2011	UNLOCKED
View | Modify	2009 - 2010	10/1/2009 - 9/30/2010	UNLOCKED
View | Modify	2008 - 2009	10/1/2008 - 9/30/2009	UNLOCKED
View | Modify	2007 - 2008	10/1/2007 - 9/30/2008	UNLOCKED

Figure 8: Claims Lockout

To lock or unlock users from claim entry

1. On the blue menu bar, select **Accounting**.
2. Select **Claims Lockout** on the Accounting menu. The Claims Lockout screen displays.
3. Select **Modify.**
4. Select **Locked** or **Unlocked.**
5. Enter any desired comments.
6. Select **Save.**

> **Note:** If a program is **LOCKED**, users will not be able to enter or submit any claims within that program. To allow claims to be submitted, the program status must be **UNLOCKED**.

Child and Adult Care Food Program Claim Lockout by Federal Fiscal Year

Child and Adult Care Food Program
2014 - 2015 (10/01/2014 - 09/30/2015)

Claim Lockout

Current Status: ○ Locked ◉ Unlocked

Comments:

Figure 9: Claims Lockout - Modify

Advance Requests Manager

The Advance Requests Manager enables authorized State users to review and manage advance requests submitted by Institutions. Advances may be requested by Day Care Homes participating in the Child and Adult Care Food Program (CACFP) only.

Note: Advances can also be reviewed via the Advance Requests Manager function in the CACFP module.

To access the Advance Requests Manager

1. On the blue menu bar, select **Accounting**. The Accounting menu displays.
2. From the Accounting menu, select **Advance Requests Manager.**
3. Select a program. The Advance Requests screen displays.

   Note: Authorized Institutions are able to review their Advance Request details by selecting the Advance Requests link from the Applications menu.

To search for an advance request

1. The default display is to list all submitted Advance Requests by Institution. To search for a specific request(s), enter desired criteria into the Advance Search fields at the top of the page.

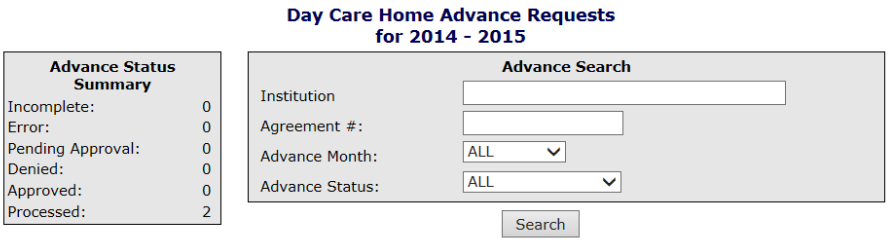


Figure 10: Advance Requests Manager screen

2. Select **Search.** Requests based on the criteria entered display.

   Note: Institutions may request an Advance; however, they cannot request a specific dollar amount. Hence, an un-reviewed Advance would show $0.00 in the Operating and Administrative columns and a status of "Pending Approval".

To view or modify an advance

1. Use the Search feature to locate the desired advance.
2. Select **View** or **Modify** next to the desired advance. The Advance Request Detail screen is displayed.
3. If viewing, select <**Back** when finished.
   -OR-
   If modifying, make any desired changes. Select **Save** when finished.

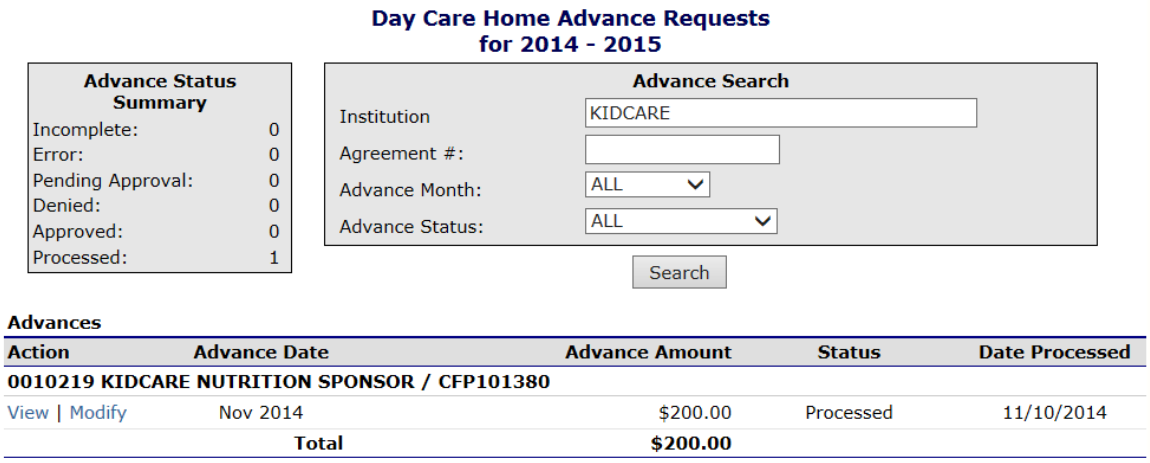


Figure 11: Advance Requests Manager screen – Selecting an Institution

To review an advance request

1. Search for an advance using the search functions.
2. Select **Modify** for the desired advance.
3. Review information provided by the system.
4. If the State approves the Advance Request, enter the approved Advance Amount for each type of advance and set the Status to "Approved".
5. If the State does not approve the Advance Request, set the Status to "Denied" and enter a reason for the denial in the Comments to Institution section.

   Note: Authorized Institutions are able to review the Comments to Institutions on the Advance Request details by selecting the Advance Requests link from the Applications menu.

6. Select **Save.**

   Note: Setting the Advance Request status to "Approved" will make the advance available for inclusion in the Accounting module's Post Advance process.

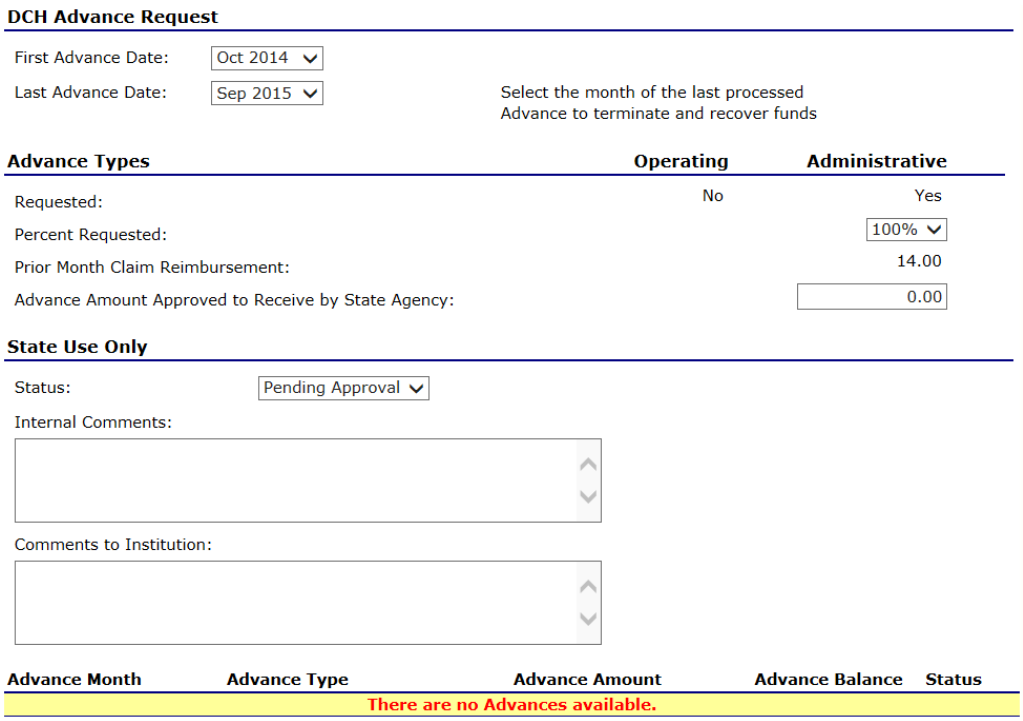


Figure 12: Advance Detail screen

Post Advances

The Post Advances function enables authorized State users the ability to identify which approved advances are ready for inclusion in the Payment Tracking process. This action must be performed prior to processing advance payments. CHEARS requires the Post Advances process as a precursor to the Payment Tracking process to provide greater control over the release of advance payments and to enable separate organizations to perform the distinct functions. When the Advance Request is approved by the State agency, the system will create un-posted advances for the first two months beginning with the First Advance Date selected on the Advance Request Detail screen.

Note: After the first two months of claiming, the system will generate the next advance based upon the Administrative Costs entered on the claim from two months prior, rounded down to the nearest $100.00. The system will stop generating advances after the Last Advance Date or at the end of the Program Year.

To post advances

1. On the blue menu bar, select **Accounting**. The Accounting menu screen displays.
2. Select **Post Advances.**
3. Select a program. The Post Advances screen displays.

DCH Post Advances

Please select a month to process.

Advance Month	# of Posted Advances	Posted Amount	# of Un-Posted Advances	Un-Posted Amount
Oct 2014	0	$0.00	1	$1,250.00
Nov 2014	0	$0.00	1	$1,250.00
Dec 2014	0	$0.00	0	$0.00
Jan 2015	0	$0.00	0	$0.00
Feb 2015	0	$0.00	0	$0.00
Mar 2015	0	$0.00	0	$0.00
Apr 2015	0	$0.00	0	$0.00
May 2015	0	$0.00	0	$0.00
Jun 2015	0	$0.00	0	$0.00
Jul 2015	0	$0.00	0	$0.00
Aug 2015	0	$0.00	0	$0.00
Sep 2015	0	$0.00	0	$0.00
Totals	**0**	**$0.00**	**2**	**$2,500.00**

Figure 13: Post Advances screen

4. Select a month. The respective approved advances available for posting are displayed.

Note: Only approved Advance Requests that have not been processed within the Payment Tracking module are displayed.

DCH Advances to Be Posted for Oct 2014

Select the Advances to be Posted / UnSelect to Reverse.

Post Advances | < Back | Finish

☐ Click here to check - uncheck all

Approve for Posting	ID	Institution Name	Advance Status	Advance Amount
☐	0010147	WILDWOOD CHILD AND ADULT CARE	Pending Processing	1,250.00

Total Amount Approved for Posting: $ 0.00

Post Advances | < Back | Finish

Figure 14: Advances to be Posted screen

5. Select the "Approve for Posting" checkbox(es) for each advance amount to be posted. To select all advances displayed, select the "Click here to check – uncheck all" checkbox.
6. Select **Post Advances.** The Total Amount Approved for Posting is displayed based on the advances selected for posting.

Note: Once an advance has been posted, the advance's status is set to "Accepted". The advance is now available for inclusion in the Payment Tracking process if the user selects "Process Advances" on the Payment Tracking screen.

TIP: If an advance was unintentionally selected for posting, the user can de-select the checkbox of the respective advance and select the Post Advance button. The advance status will return to "Pending Processing" and the advance amount will not be included in the total.

This is only available for advances that have not gone through the Payment Tracking process.

Grant Tracking

The Grant Tracking function allows state users to manage grant years, awards, transfers, and fund balances. The figure below displays the functions available on the Grant Tracking menu.

Grant Tracking

Item	Description
Grant Years	View and/or modify Grant Year information.
Grant Awards	View and/or modify Grant Award information.
Grant Transfers	View and/or modify Grant Transfer information.
Fund Balances	View Fund Balance information.

Figure 15: Grant Tracking menu

Note: Grant screens are for CDPHE use only in managing funds within the system. It does not link with any other legacy system that may also manage federal fund grants.

Grant Years

The Grant Year function allows users to open or close federal grant years. The Grant Year List provides a list of the federal grant years currently available. Once a year has been closed, funds will not be drawn from any accounts in that year. A closed year can be re-opened if it contains payments that need to be processed. Award amounts may also be changed in a closed year.

To create a new grant year

The Create New Grant Year button allows the user to create the new federal grant year. When adding grant years, the system will determine the next consecutive year available. A grant year must be created before any awards can be distributed for that year.

1. Select **Grant Tracking** from the Accounting menu.
2. Select **Grant Years**. The Grant Years List displays.
3. On the Grant Year List screen, select **Create New Grant Year**.
4. Use drop-down list to select grant year status.
5. Select **Save.**

Grant Year List

☐ Show All Years (If checked, closed years will be included)

USDA - Federal Funds

Grant Year	Award Amount	Payments	Balance
2012-2013	$ 0.00	$ 0.00	$ 0.00
2011-2012	$ 0.00	$ 0.00	$ 0.00
2010-2011	$ 0.00	$ 0.00	$ 0.00
2009-2010	$ 0.00	$ 0.00	$ 0.00

Create New Grant Year | < Back

Figure 16: Grant Year List screen

Note: When a year has a **Closed** status, funds will not be drawn from any accounts for that year. However, awards can be increased or decreased in a closed year.

Figure 17: Create New Grant Year screen

To open or close a grant year

The Grant Year screen provides the ability to open or close the federal grant years (state funding is not accessible). Once a year has been closed, funds will not be drawn from any accounts in that year. A closed year can be re-opened if it contains payments that need to be processed. Award amounts may also be changed in a closed year.

7. Select **Grant Tracking** from the Accounting menu.
8. Select **Grant Years** from the Grant Tracking menu. The Grant Years List displays all Open years. To include closed years in the list, select the **Show All Years** checkbox.
9. Select **Grant Years** from the Grant Tracking menu. The Grant Years List displays.
10. Select the grant year you wish to access. The Grant Year Details screen displays.
11. To change the Grant Year status, use the drop-down list and select desired status.
12. Select **Save**. A confirmation message displays.
13. Select **Finish**.

Note: To make changes, **MODIFY** must be selected on the Edit menu.

Grant Awards

The Grant Awards function is used to view, modify, and create federal grant awards. Once a grant award's status is marked **Complete**, the award is view-only. A new grant award must be created with an amendment number to change the award amount.

WARNING: The Grant Award cannot be modified once it is marked **Complete.**

If the grant award is incomplete or contains errors, the system will mark the status as **Incomplete**. The user must make required modifications so that the award is saved without errors. Be sure all information is correct before saving data.

Note: A new grant award cannot be created while other awards are marked **Incomplete**. You must complete all incomplete awards before you can create a new grant award.

To create a new grant award

1. From the Accounting menu, select **Grant Tracking.**
2. Select **Grant Awards.** The Grant Award List screen displays.

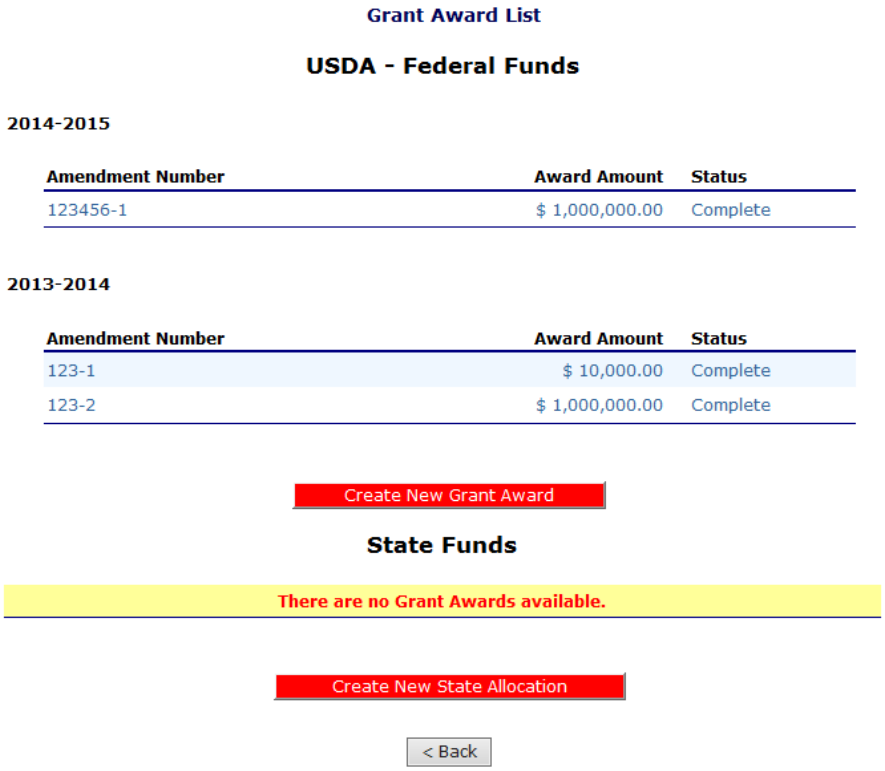


Figure 18: Grant Award List screen

3. Select **Create New Grant Award**. The Grant Award screen displays.

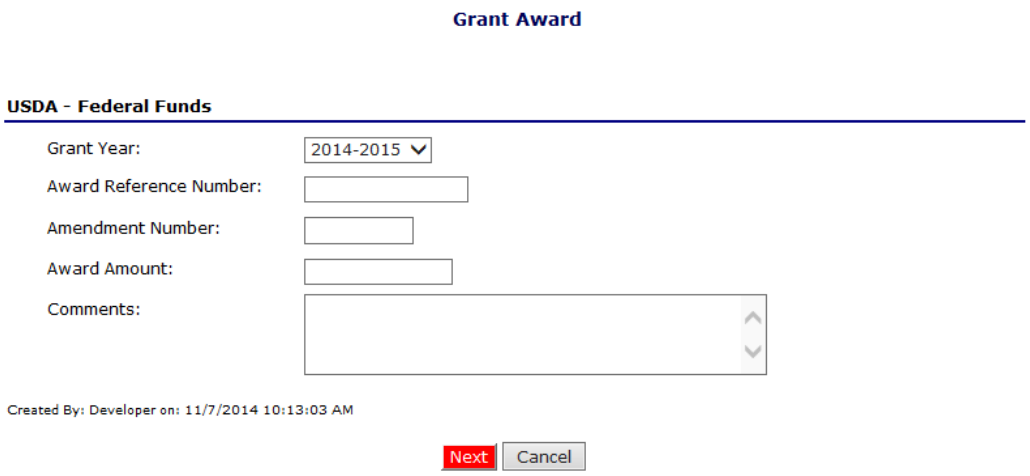


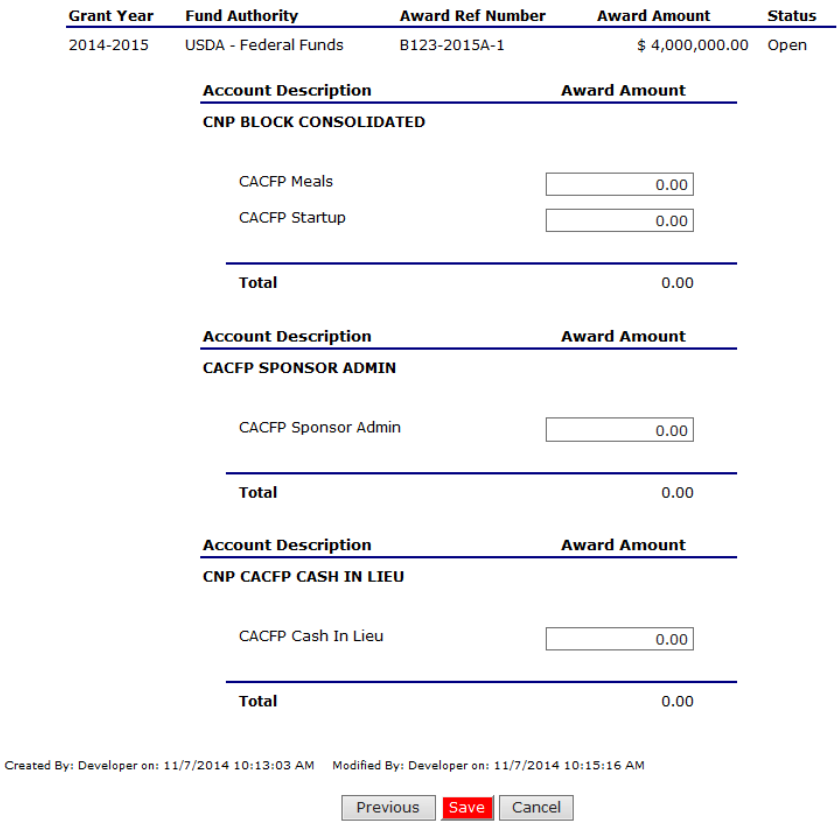
Figure 19: Grant Award List screen

4. Enter information for Grant Year, Award Reference Number, Amendment Number, and Award Amount (required). Enter any optional comments. Amendment Number must be numeric.

> **Note:** The Amendment Number must be numeric.

5. Select **Next** to display the Grant Award screen.
6. Distribute the grant award amount to the respective programs. The system will maintain a running total so that you can ensure that the individual grant allocations equal the total grant award.
7. Select **Save**.

> **Note:** If you receive an error message, you must correct the error in order to save the grant award. If the grant form is saved with errors, it will be marked **Incomplete**. If the grant form is saved without errors, it will be marked **Complete**.



Grant Year	Fund Authority	Award Ref Number	Award Amount	Status
2014-2015	USDA - Federal Funds	B123-2015A-1	$ 4,000,000.00	Open

Account Description	Award Amount
CNP BLOCK CONSOLIDATED	
CACFP Meals	0.00
CACFP Startup	0.00
Total	0.00

Account Description	Award Amount
CACFP SPONSOR ADMIN	
CACFP Sponsor Admin	0.00
Total	0.00

Account Description	Award Amount
CNP CACFP CASH IN LIEU	
CACFP Cash In Lieu	0.00
Total	0.00

Created By: Developer on: 11/7/2014 10:13:03 AM Modified By: Developer on: 11/7/2014 10:15:16 AM

Previous Save Cancel

Figure 20: Grant Award - Account screen

To view a grant award

Once a grant award's status is Complete, the award is view-only and no modifications may be made to the award. A new grant award must be created with an amendment number to increase or decrease the award amount.

1. From the Accounting menu, select **Grant Tracking.**
2. Select **Grant Awards.** The Grant Award List displays.
3. Select the grant to view. The View Grant Award screen is displayed.
4. Select **Next** to display the Grant Award screen with the allocation of grant funds.

To amend a grant award

Once a grant award's status is Complete, the award is view-only and no modifications may be made. An amendment must be created to modify the grant award, as described below.

Note: A grant award cannot be amended while other awards are marked **Incomplete**. Incomplete awards must be completed.

1. From the Accounting menu, select **Grant Tracking.**
2. Select **Grant Awards.** The Grant Award List displays.
3. Select **Create New Grant Award**.
4. Enter the same information for Grant Year and Award Reference Number from the original award in the respective fields.
5. Enter the Amendment Number in the available field.
   [Use the next number in sequence. For example, if the previous amendment number is 1, use 2 for this amended award.]
6. Enter Award Amount.

   Note: If the amended amount is less than the original amount, use the negative sign (-) in front of the amount to be adjusted downward. The amount will display in parentheses [i.e. $(100,000)] on the Grant Award screen.

7. Enter comment, if desired.
8. Select **Next** to display the Grant Award screen.
9. Distribute the grant award amount to the respective programs. The system will maintain a running total so that you can ensure that the individual grant allocations equal the total grant award.
10. Select **Save.**

To delete a grant award

1. From the Accounting menu, select **Grant Tracking.**
2. Select **Grant Awards.** The Grant Award List displays.
3. Select the award you wish to delete.

   Note: Only **Incomplete** grant awards can be deleted. Completed awards must be amended in order to increase or decrease award amounts.

4. Select **Delete** in the Edit menu in the top-right corner. A warning message displays.
5. Select **Delete.**
6. Select **Finish.**

Grant Transfers

Within the Grant Transfers function, users can view prior transfers made for all open years and create a new grant transfers. This screen only displays transactions for open years.

To create a new grant transfer

The New Grant Transfer screen allows the user to transfer funds in and out of accounts in the USDA grant blocks.

Note: A grant transfer cannot be created if an existing transfer is **Incomplete**. You must delete or modify the grant transfer.

1. Select **Grant Tracking** from the Accounting menu.
2. Select **Grant Transfers**.
3. Select **Create New Grant Transfer** button**.** The Grant Transfer list screen displays.

Grant Transfer

USDA - Federal Funds

Grant Year	Award Amount	Payments	Balance
2014-2015	$ 5,000,000.00	$ 0.00	$ 5,000,000.00
2013-2014	$ 1,010,000.00	$(11,395.55)	$ 998,604.45
2012-2013	$ 0.00	$ 0.00	$ 0.00
2011-2012	$ 0.00	$ 0.00	$ 0.00
2010-2011	$ 0.00	$ 0.00	$ 0.00
2009-2010	$ 0.00	$ 0.00	$ 0.00

Figure 21: New Grant Transfer: Select a Grant Year screen

4. Select the year in which the new transfer will be created. The New Grant Transfer - Select a Grant Block displays.

Grant Transfer

USDA - Federal Funds

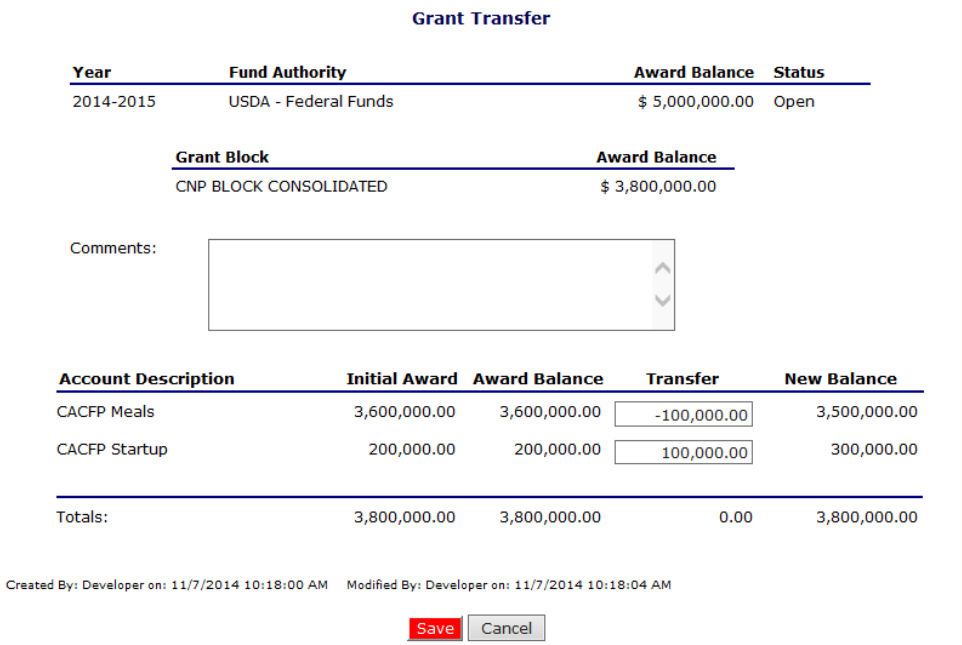
Grant Block	Award Amount	Payments	Balance
CNP BLOCK CONSOLIDATED	$ 3,800,000.00	$ 0.00	$ 3,800,000.00
CACFP SPONSOR ADMIN	$ 600,000.00	$ 0.00	$ 600,000.00
CNP CACFP CASH IN LIEU	$ 600,000.00	$ 0.00	$ 600,000.00

Figure 22: New Grant Transfer: Select a Grant Block screen

5. Select the Grant Block in which the new transfer will be created. The New Grant Transfer screen displays.
6. Enter the amount of the transfer in the field for the account requiring the transfer.
7. Enter the amount of the transfer in the field for the account from which the funds are being transferred.

TIP: Be sure to include a negative sign (-) in front of the amount to indicate a negative amount, or deduction, from the account.

8. Enter comments related to the transfer.
9. Select **Save.**



Grant Transfer

Year	Fund Authority	Award Balance	Status
2014-2015	USDA - Federal Funds	$ 5,000,000.00	Open

Grant Block	Award Balance
CNP BLOCK CONSOLIDATED	$ 3,800,000.00

Comments:

Account Description	Initial Award	Award Balance	Transfer	New Balance
CACFP Meals	3,600,000.00	3,600,000.00	-100,000.00	3,500,000.00
CACFP Startup	200,000.00	200,000.00	100,000.00	300,000.00
Totals:	3,800,000.00	3,800,000.00	0.00	3,800,000.00

Created By: Developer on: 11/7/2014 10:18:00 AM Modified By: Developer on: 11/7/2014 10:18:04 AM

Save Cancel

Figure 23: New Grant Transfer screen

To view a grant transfer

1. Select **Grant Tracking** from the Accounting menu.
2. Select **Grant Transfers**. The Grant Transfer List screen displays.
3. Select any text on the line of the grant transfer you wish to view. The Grant Transfer screen displays.
4. Select **<Back** to return to the previous page.

To modify a grant transfer

1. Select **Grant Tracking** from the Accounting menu.
2. Select **Grant Transfers.** The Grant Transfer List screen displays.
3. Select any text on the line of the grant transfer you wish to modify. The Grant Transfer displays.
4. Make any changes to the amount of the transfer in the field for the account requiring the transfer.
5. Make any changes to the amount of the transfer in the field for the account from which the funds are being transferred.
6. Make any changes to the comments related to the transfer.
7. Select **Save**

TIP: Be sure to include a negative sign (-) in front of the amount to indicate a negative amount, or deduction, from the account.

To delete a grant transfer

Note: Grant transfer cannot be deleted once they have been completed.

1. Select **Grant Tracking** from the Accounting menu.
2. Select **Grant Transfers.** The Grant Transfer List screen displays.
3. Select any text on the line of the grant transfer you wish to delete.
   The Grant Transfer displays.
4. Select **DELETE** on the Edit menu in the top-right corner. A confirmation displays below.
5. Select **Delete.**
6. Select **Finish.**

WARNING: Once the transfer has been deleted, it is permanently removed from the application and cannot be restored. Use caution before deleting transfer.

Fund Balances

The Fund Balances feature enables you to view year-to-date details and fund balance information for State and Federal funds.

To view fund balance by year

1. On the Accounting menu, select **Grant Tracking**.
2. Select **Fund Balances**. The Fund Balances by Year screen displays.
3. Select <**Back** to return to the previous page.

Fund Balance by Year

USDA - Federal Funds

Year	# of Awards	Amount	Offsets	Payments	Balance
2014-2015	2	$ 5,000,000.00	$ 0.00	$ 0.00	$ 5,000,000.00
2013-2014	2	$ 1,010,000.00	$ 0.00	$(11,395.55)	$ 998,604.45
2012-2013	0	$ 0.00	$ 0.00	$ 0.00	$ 0.00
2011-2012	0	$ 0.00	$ 0.00	$ 0.00	$ 0.00
2010-2011	0	$ 0.00	$ 0.00	$ 0.00	$ 0.00
2009-2010	0	$ 0.00	$ 0.00	$ 0.00	$ 0.00
	Totals	$ 6,010,000.00	$ 0.00	$(11,395.55)	$ 5,998,604.45

State Funds

Year	Amount	Offsets	Payments	Balance
2014-2015	$ 0.00	$ 0.00	$ 0.00	$ 0.00
2013-2014	$ 0.00	$ 0.00	$ 0.00	$ 0.00
2012-2013	$ 0.00	$ 0.00	$ 0.00	$ 0.00
2011-2012	$ 0.00	$ 0.00	$ 0.00	$ 0.00
2010-2011	$ 0.00	$ 0.00	$ 0.00	$ 0.00
2009-2010	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Totals	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Figure 24: Fund Balance by Year

To view fund balance by account

1. On the Accounting menu, select **Grant Tracking**.
2. Select **Fund Balances**. The Fund Balances by Year screen displays.
3. Select any text in the line of the fund you wish to view. The Fund Balance for YYYY-YYYY displays.

Fund Balance for 2013-2014

USDA - Federal Funds

Grant Block	Amount	Offsets	Payments	Balance
CNP BLOCK CONSOLIDATED	$ 610,000.00	$ 0.00	$(720.55)	$ 609,279.45
CACFP SPONSOR ADMIN	$ 400,000.00	$ 0.00	$(10,675.00)	$ 389,325.00
CNP CACFP CASH IN LIEU	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Totals	$ 1,010,000.00	$ 0.00	$(11,395.55)	$ 998,604.45

< Back

Figure 25: Fund Balance for a Specific Year screen

4. Select the Grant Block you wish to view. The Fund Balance By Account for YYYY-YYYY screen displays.
5. Select **<Back** to return to the previous screen.

Fund Balance By Account for 2013-2014

CACFP SPONSOR ADMIN

Account Description	Amount	Offsets	Payments	Balance
CACFP Sponsor Admin	$ 400,000.00	$ 0.00	$(10,675.00)	$ 389,325.00
Totals	$ 400,000.00	$ 0.00	$(10,675.00)	$ 389,325.00

Figure 26: Fund Balance by Account screen

Claim Tracking

Claim Tracking enables State users to select claims that have been entered and have no errors (i.e., status is "Accepted") for inclusion in the payment process. Once the claim is selected within the Claim Tracking module, the claim can no longer be updated (i.e., status is "Accepted*") and the claim will be included on the FNS reports.

To access Claim Tracking

1. From the Accounting menu, select **Claim Tracking**. The Claim Tracking menu displays.

Claim Tracking

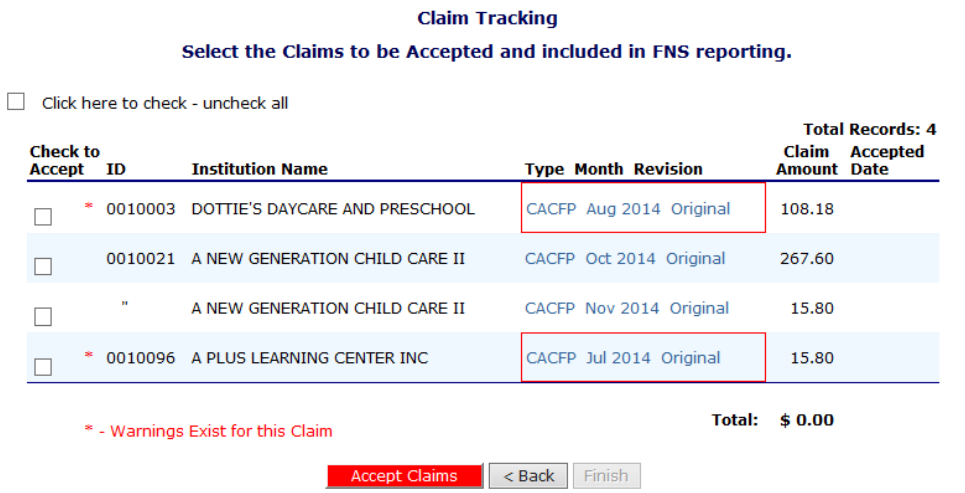
Program Description
Child & Adult Care Food Program (CACFP)
Day Care Home (DCH)

Figure 27: Claim Tracking (Program Selection) screen

2. Select a program.

   The **Claim Tracking … Select the Claims** screen will display a list of all claims for the selected program that have been entered into the system with no errors AND that have not already been included in payment processing (i.e. Payment Tracking).

TIP: Select the "Click here to check – uncheck all" box to select or de-select all Institutions.



Claim Tracking

Select the Claims to be Accepted and included in FNS reporting.

☐ Click here to check - uncheck all

Total Records: 4

Check to Accept	ID	Institution Name	Type Month Revision	Claim Amount	Accepted Date
☐ *	0010003	DOTTIE'S DAYCARE AND PRESCHOOL	CACFP Aug 2014 Original	108.18	
☐	0010021	A NEW GENERATION CHILD CARE II	CACFP Oct 2014 Original	267.60	
☐	"	A NEW GENERATION CHILD CARE II	CACFP Nov 2014 Original	15.80	
☐ *	0010096	A PLUS LEARNING CENTER INC	CACFP Jul 2014 Original	15.80	

Total: $ 0.00

* - Warnings Exist for this Claim

Accept Claims | < Back | Finish

Figure 28: Claim Tracking - Select the Claims to be Accepted… screen

Note: If a claim had warning messages, a red asterisk is displayed next to the claim. In addition, a red box is displayed around the Type/Month/Revision data. The claim can still be included for processing. The system simply notates these claims to draw attention to CDPHE in the event that they would like to review the claim prior to inclusion in payment processing.

Note: Once a claim has been selected and the Finish button is clicked, the status of the claim becomes "Accepted*".

The claim has been tagged within the system for inclusion in the FNS report and is no longer modifiable. If a change needs to be made to the claim, a revised claim must be entered into the system.

3. Click on the **Accept Claims** button. The screen re-displays with the Accepted Date column updated with the system date for the selected claim transactions.

Claim Tracking

Select the Claims to be Accepted and included in FNS reporting.

☐ Click here to check - uncheck all

Total Records: 4

Check to Accept		ID	Institution Name	Type	Month	Revision	Claim Amount	Accepted Date
☑	*	0010003	DOTTIE'S DAYCARE AND PRESCHOOL	CACFP	Aug 2014	Original	108.18	11/07/2014
☑		0010021	A NEW GENERATION CHILD CARE II	CACFP	Oct 2014	Original	267.60	11/07/2014
☑		"	A NEW GENERATION CHILD CARE II	CACFP	Nov 2014	Original	15.80	11/07/2014
☐	*	0010096	A PLUS LEARNING CENTER INC	CACFP	Jul 2014	Original	15.80	

* - Warnings Exist for this Claim

Total: $ 391.58

Accept Claims | < Back | Finish

Figure 29: Claim Tracking – Accepted Claims

TIP: Clicking on a claim will transfer the user out of the Accounting module and to the respective Institution's Claim Month Details screen. To return to the Claim Tracking screen, you must go back into the Accounting module.

4. Click on the **Finish** button to complete.

Note: The State may perform the Claim Tracking selection process multiple times. Payment Tracking may include multiple iterations of Claim Tracking selection.

Payment Tracking

The Payment Tracking screen is used to create payment batches for each program. Once a batch is created, all claims and adjustments included in the batch are accepted for payment and the respective transactions are written to a transaction table for use in the creation of the CORE export file (via Schedule Tracking).

Note: Payment Tracking may include multiple iterations of Claim Tracking selection. Schedule Tracking will automatically exclude payments that are on hold. See ***Schedule Tracking*** for more information.

To create a new batch

The Create New Batch button is used to create a batch of payment transactions. Once a batch is created, all claims and adjustments included in the batch are sent to Schedule Tracking to be processed for payment.

1. From the Accounting menu, select **Payment Tracking**. The Payment Tracking menu displays.
2. Select the Program for which you want to create a new batch.

3. Select **Create New Batch**.

> **Note**: A new batch cannot be created if there is an unfinished batch in the system. If you receive an error, you must finish the existing batch before creating a new batch.

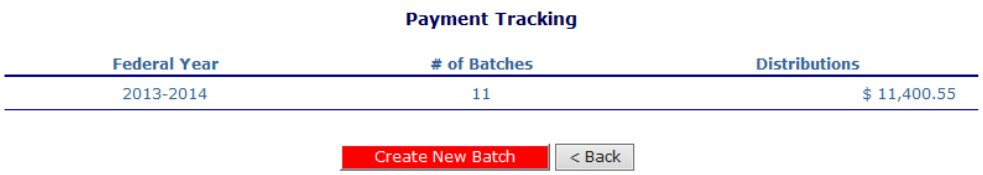


Figure 30: Payment Tracking – Year screen

4. Select the Program(s) to be included in the batch. The system will automatically default all the program checkboxes and the Process Claims and Adjustments to checked.

Figure 31: Payment Tracking – Select Program and Transactions screen

5. Select the **Select Institution** button. The Payment Tracking: Select Institution for Payment Batch #### screen displays all Institution claims that have been selected on the Claim Tracking screen and have not been processed within Payment Tracking.

> **Note:** At this point, the batch is created and a batch number is assigned that displays at the top of the next screen. From this point, you must select Institutions for inclusion in the payment batch in order to process.

6. This screen displays all Institutions that have been selected on the Claim Tracking screen, but have not been included in a payment batch process.

   Select the Institutions to be included in the batch. The default is that all Institutions are checked for selection.

> **Note:** Institutions on hold will be displayed in red and will not have a check box.

Payment Tracking

Select Institution for Payment Batch #12009

Batch Number	Process Date	Transactions	Distribution Amount
12009	11/07/2014	Advances, Claims and Adjustments	$ 0.00

☑ Click here to check - uncheck all

Institution Information

Total Records: 2

Approve for Batch	ID	Institution Name	Beginning Balance	Earned Amount	Adjustments	Distribution Amount
☑	0010003	DOTTIE'S DAYCARE AND PRESCHOOL	$ 0.00	$ 108.18	$ 0.00	$ 108.18
☑	0010021	A NEW GENERATION CHILD CARE II	$ 0.00	$ 283.40	$ 0.00	$ 283.40
			Totals:	$ 391.58	$ 0.00	$ 391.58

Process Batch | < Back | Finish

Figure 32: Payment Tracking – Select Institution for Payment Batch ####

TIP: Select the "Click here to check – uncheck all" box to select or deselect all Institutions.

7. Select **Process Batch**. The system creates payment transaction records for each claim selected. Once this has been completed, the screen re-displays with the total Distribution Amount calculations completed and displayed at the top of the screen.
8. Select **Finish**.

To view Institutions included in a batch BUT not processed in Schedule Tracking

1. From the Accounting menu, select **Payment Tracking.**
2. Select the program you wish to access.
3. Select the Federal Year of the payment batch you wish to view. The Payment Tracking list screen displays with a list of all batches created for the selected year.
4. Select the Batch Number of the batch transactions you wish to view. A list of all the Institution payments associated with the batch is displayed.
5. Select < **Back** to return to the Payment Tracking detail screen.

To modify Institutions included in a batch BUT not processed in Schedule Tracking

An Institution's claim transaction may be added or removed from a batch **before** the batch has been processed and sent to Schedule Tracking (i.e. before Process Batch is selected).

1. From the Accounting menu, select **Payment Tracking.**
2. Select the program you wish to access.

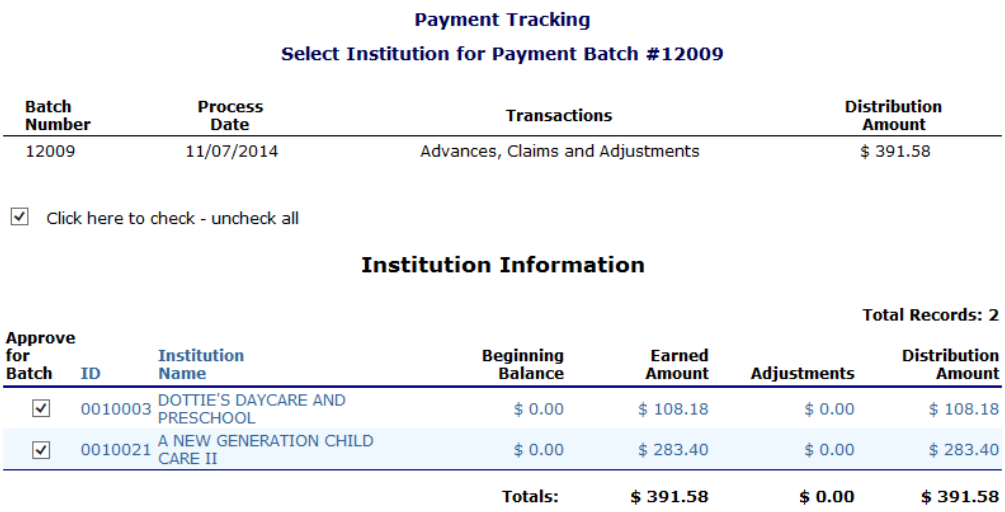
3. Select the Federal Year of the payment batch you wish to modify. The Payment Tracking list screen displays with a list of all batches created for the selected year.
4. Select the Batch Number of the batch you wish to modify in order to see all Institution payments associated with the batch.
5. Select check box(es) to add/remove Institution(s) associated with batch.

> **Note:** The list of Institutions included in a batch may not be modified once the batch has been processed in Schedule Tracking.

6. Select **Process Batch**. The system creates payment transaction records for each claim selected. Once this has been completed, the screen re-displays with the total Distribution Amount calculations completed.
7. Select **Finish**.

To view Institutions included in a processed batch

1. From the Accounting menu, select **Payment Tracking.**
2. Select the program you wish to access.
3. Select the Federal Year of the payment batch you wish to view. The Payment Tracking list screen displays with a list of all batches created for the selected year.
4. Select the Batch Number of the batch transactions you wish to view. A list of all the Institution payments included in the batch is displayed. The checkboxes are protected because the batch has been processed.
5. Select < **Back** to return to the Payment Tracking detail screen.



Payment Tracking

Select Institution for Payment Batch #12009

Batch Number	Process Date	Transactions	Distribution Amount
12009	11/07/2014	Advances, Claims and Adjustments	$ 391.58

☑ Click here to check - uncheck all

Institution Information

Total Records: 2

Approve for Batch	ID	Institution Name	Beginning Balance	Earned Amount	Adjustments	Distribution Amount
☑	0010003	DOTTIE'S DAYCARE AND PRESCHOOL	$ 0.00	$ 108.18	$ 0.00	$ 108.18
☑	0010021	A NEW GENERATION CHILD CARE II	$ 0.00	$ 283.40	$ 0.00	$ 283.40
			Totals:	$ 391.58	$ 0.00	$ 391.58

Figure 33: Payment Tracking – Select Institution for Payment Batch #### (processed transactions)

To view the Batch Summary for a specific Institution

Once a batch has been processed for payment and sent to Schedule Tracking, batch details are view-only.

1. From the Accounting menu, select **Payment Tracking.**
2. Select the program you wish to access.
3. Select on the federal year of the payment batch you wish to view. The Payment Tracking list screen displays.
4. Select the Batch Number of the batch transactions you wish to view. A list of all the Institution payments included in the batch is displayed.
5. Select the Institution whose details you want to view. The Batch Summary displays the payment details and summary.
6. Select **<Back**.

Batch Summary
for 11/7/2014 (Batch: 12009)

0010003
DOTTIE'S DAYCARE AND PRESCHOOL INC
DBA:
6422 Vrain Street
Arvada, CO 80003
Crowley

Program Year: 2013 - 2014

Child & Adult Care Food Program (CACFP)

Account Description	Month	Transaction Description	Amount
CACFP Meals			
		Beginning Balance	$ 0.00
	Aug 2014	Claim #3027	$ 101.20
	Aug 2014	Distribution for Claim #3027	$(101.20)
		Ending Balance	$ 0.00
CACFP Cash In Lieu			
		Beginning Balance	$ 0.00
	Aug 2014	Claim #3027	$ 6.98
	Aug 2014	Distribution for Claim #3027	$(6.98)
		Ending Balance	$ 0.00
Batch Summary			
	Aug 2014	CACFP Meals	$ 101.20
	Aug 2014	CACFP Cash In Lieu	$ 6.98
		Total Pending Payments	**$ 108.18**

Batch Activity

Include?	Month	Description	Amount
☑	Aug 2014	Claim #3027	$ 108.18

Figure 34: Batch Summary (for a specific Institution/batch)

Schedule Tracking

The Schedule Tracking feature enables you to generate the final payment file in the required format for use in loading into CORE for issuing payment warrants. It uses the transactions created during Payment Tracking; therefore, for CDPHE, Payment Tracking and Schedule Tracking should occur on the same day to ensure transactions are written to the CORE export file in a manner required by the State Accounting Office.

To create a new schedule

1. On the Accounting menu, select **Schedule Tracking.**

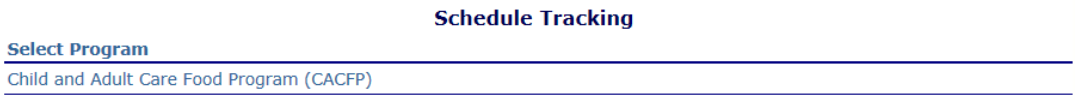
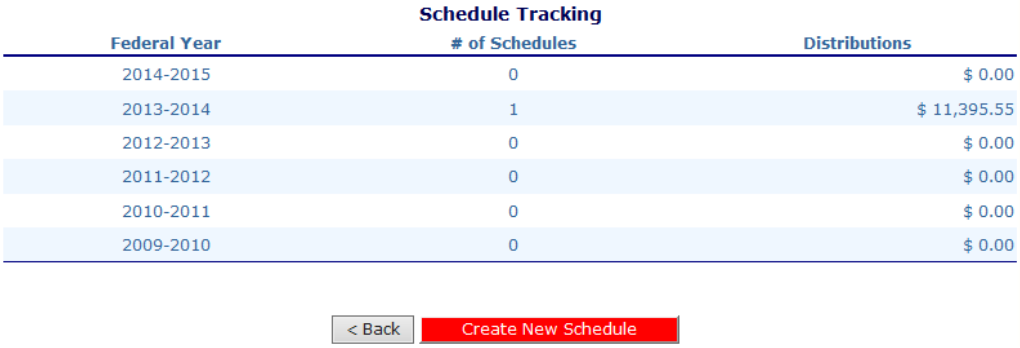


Figure 35: Schedule Tracking (Program Selection) screen

2. Select the program in which you wish to create a new schedule. The Schedule Tracking screen displays



Schedule Tracking

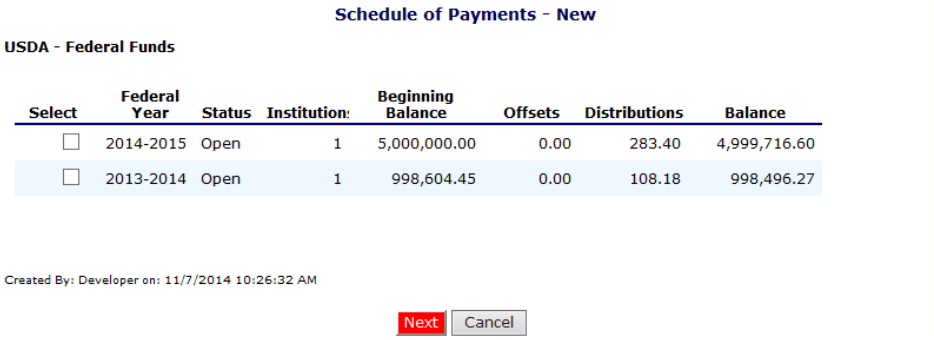
Federal Year	# of Schedules	Distributions
2014-2015	0	$ 0.00
2013-2014	1	$ 11,395.55
2012-2013	0	$ 0.00
2011-2012	0	$ 0.00
2010-2011	0	$ 0.00
2009-2010	0	$ 0.00

< Back Create New Schedule

Figure 36: Schedule Tracking screen

Note: The Schedule Tracking function does not display closed years.

3. Select **Create New Schedule.** The Schedule of Payments - New screen displays.
4. Select the years to be included in the batch file for each export file to be created. You can choose to run a single year or all years.



Schedule of Payments - New

USDA - Federal Funds

Select	Federal Year	Status	Institution	Beginning Balance	Offsets	Distributions	Balance
☐	2014-2015	Open	1	5,000,000.00	0.00	283.40	4,999,716.60
☐	2013-2014	Open	1	998,604.45	0.00	108.18	998,496.27

Created By: Developer on: 11/7/2014 10:26:32 AM

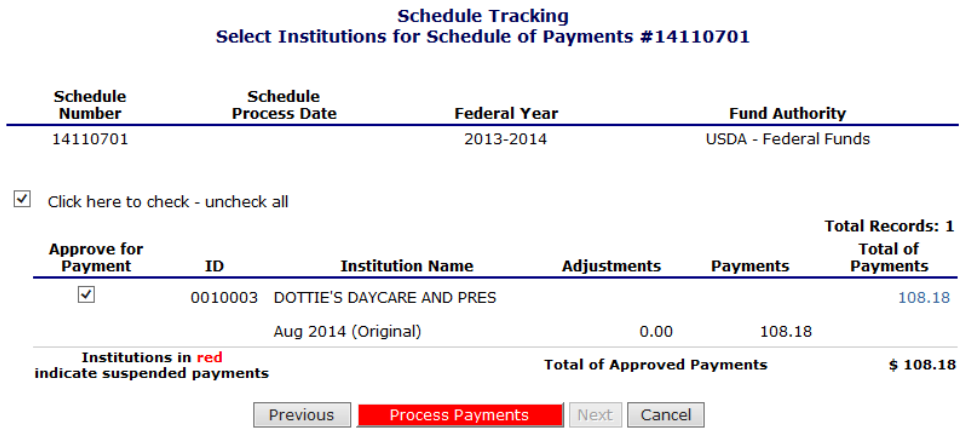
Next Cancel

Figure 37: Schedule of Payments – New screen

Note: Federal Years that include offset transactions are identified with an asterisk (*). An offset transaction results when a downward claim revision is received in the current year for an original claim from a prior year. For example, an Institution submitted a revision for Sep 2014 (2013-2014) in Oct 2014 (2014-2015).

Although the system bundles offset transactions together (in the event that the State needs to perform special handling on these transactions) the user may include regular transaction AND offset transactions in the same CORE file by selecting all the years.

5. Select **Next**. The Schedule Tracking - Select Institutions for Schedule of Payments screen displays.
6. Select the checkbox(es) under Institution Information to include in the batch export file. The default is that all Institutions are checked for selection.



Schedule Tracking
Select Institutions for Schedule of Payments #14110701

Schedule Number	Schedule Process Date	Federal Year	Fund Authority
14110701		2013-2014	USDA - Federal Funds

☑ Click here to check - uncheck all

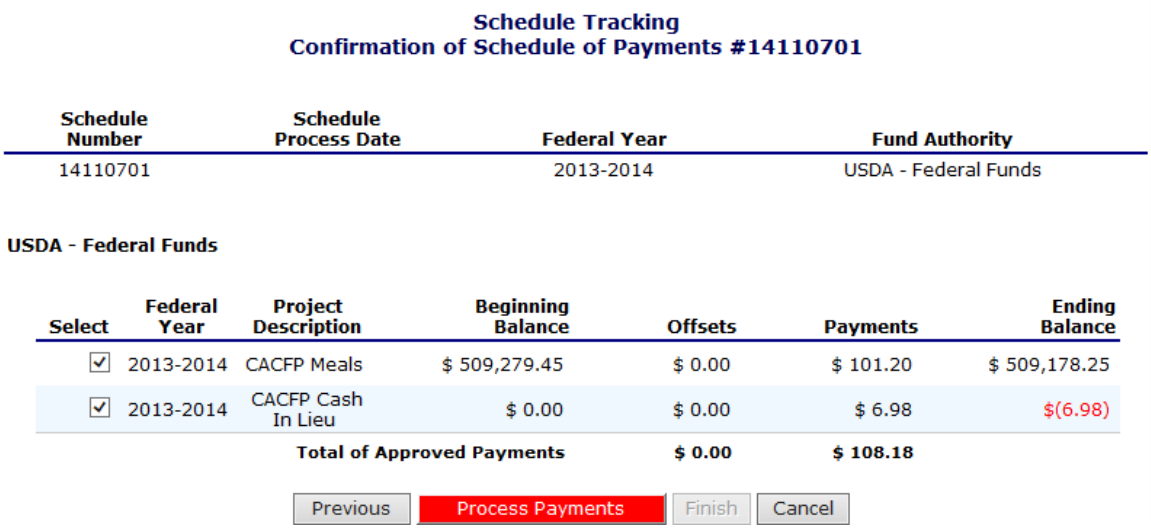
Total Records: 1

Approve for Payment	ID	Institution Name	Adjustments	Payments	Total of Payments
☑	0010003	DOTTIE'S DAYCARE AND PRES			108.18
		Aug 2014 (Original)	0.00	108.18	
Institutions in red indicate suspended payments			Total of Approved Payments		$ 108.18

Previous | Process Payments | Next | Cancel

Figure 38: Schedule Tracking Select Institutions for Schedule of Payments screen

7. Select **Process Payment** Button to include in the batch export file.
8. Select **Next.** The Confirmation of Schedule of Payments screen displays.



Schedule Tracking
Confirmation of Schedule of Payments #14110701

Schedule Number	Schedule Process Date	Federal Year	Fund Authority
14110701		2013-2014	USDA - Federal Funds

USDA - Federal Funds

Select	Federal Year	Project Description	Beginning Balance	Offsets	Payments	Ending Balance
☑	2013-2014	CACFP Meals	$ 509,279.45	$ 0.00	$ 101.20	$ 509,178.25
☑	2013-2014	CACFP Cash In Lieu	$ 0.00	$ 0.00	$ 6.98	$(6.98)
		Total of Approved Payments		$ 0.00	$ 108.18	

Previous | Process Payments | Finish | Cancel

Figure 39: Schedule Tracking Confirmation of Schedule of Payments screen

9. Select **Finish**.

WARNING: If funds are not available, the schedule will be processed with payments for those accounts that have sufficient funds available. The schedule will be saved, but not finalized and the user must go to the ***Grant Transfer*** screen to transfer funds.

To export schedule information

WARNING: If the schedule has not been processed (i.e., it does not have a schedule process date) it cannot be exported.

1. On the Accounting menu, select **Schedule Tracking**.
2. Select the program in which you wish to view a schedule. The Schedule Tracking screen displays.

Schedule Tracking

Federal Year	# of Schedules	Distributions
2014-2015	0	$ 0.00
2013-2014	2	$ 11,496.75
2012-2013	0	$ 0.00
2011-2012	0	$ 0.00
2010-2011	0	$ 0.00
2009-2010	0	$ 0.00

< Back | Create New Schedule

Figure 40: Schedule Tracking by Year screen

3. Select the Federal Year. A list of all the schedule batches created for the selected year is displayed.

Schedule Tracking

Schedule Number	Schedule Process Date	Federal Year	Fund Authority	Export	Distribution Amount
14110701	11/07/2014	2013-2014	USDA - Federal Funds	Export	$ 101.20
14101501	10/15/2014	2013-2014	USDA - Federal Funds	10/15/2014	$ 11,395.55

Figure 41: Schedule Tracking screen

4. Select the **Export** link in the Export column to export the batch files for this schedule. The **Schedule Tracking Export** screen displays.

Schedule Tracking Export

Schedule Number	Schedule Process Date	Federal Year	Fund Authority
14110701	11/07/2014	2013-2014	USDA - Federal Funds

Check to Export	Export File	Exported By	Exported On
☐	Colorado Operations and Resource Engine (CORE) GAX1 Interface		

Export | Cancel

Delete / Reset

Figure 42: Schedule Tracking Export screen

5. Check the Colorado Operations and Resource Engine (CORE) GAX1 Interface checkbox.
6. Select **Export.** The system will create the respective CORE file(s).
7. Once the export is completed, the Schedule Tracking Export screen redisplays with the Exported By and Exported On columns completed.
8. Click the Export File link to open or save the file.

Note: Exported files are not automatically displayed on-screen.

To view Institutions associated with a schedule

1. On the Accounting menu, select **Schedule Tracking**.
2. Select the program in which you wish to view a schedule. The **Schedule Tracking** screen displays.
3. Select the Federal Year of schedules you would like to view. The **Schedule Tracking** screen displays.

Schedule Tracking

Schedule Number	Schedule Process Date	Federal Year	Fund Authority	Export	Distribution Amount
14110701	11/07/2014	2013-2014	USDA - Federal Funds	11/07/2014	$ 101.20
14101501	10/15/2014	2013-2014	USDA - Federal Funds	10/15/2014	$ 11,395.55

Figure 43: Schedule Tracking screen – All Batches for Selected Federal Year

4. Select the amount in the Distribution Amount column. The **View Schedule of Payments** screen displays.

View Schedule of Payments

USDA - Federal Funds

Select	Federal Year	Status	Institution:	Beginning Balance	Offsets	Distributions	Balance
☑	2013-2014	Open	1	998,604.45	0.00	101.20	998,503.25

Created By: Developer on: 11/7/2014 10:26:32 AM Modified By: Developer on: 11/7/2014 10:30:24 AM

Next < Back

Figure 44: View Schedule of Payments - Total Distributions

5. Select **Next.** The View Schedule of Payments detail screen displays. The screen displays all Institutions associated with the respective Payment Schedule.

TIP: To view a specific Institution's payment summary, select the Total of Payments link for the respective Institution.

View Schedule of Payments

Schedule Number	Schedule Process Date	Federal Year	Fund Authority
14110701	11/07/2014	2013-2014	USDA - Federal Funds

Click here to check - uncheck all

Total Records: 1

Approve for Payment	ID	Institution Name	Adjustments	Payments	Total of Payments
☑	0010003	DOTTIE'S DAYCARE AND PRES			101.20
		Aug 2014 (Original)	0.00	101.20	
	623101 Payments for this item were not fully processed.				

Institutions in red indicate suspended payments

Total of Approved Payments $ 101.20

Previous Next < Back

Figure 45: View Schedule of Payments – Institutions

6. Select **Next.** The View Schedule of Payments summary by fund type displays. On this screen, you can view the total dollars, by year and meal type, included in this batch.

View Schedule of Payments

Schedule Number	Schedule Process Date	Federal Year	Fund Authority
14110701	11/07/2014	2013-2014	USDA - Federal Funds

USDA - Federal Funds

Select	Federal Year	Project Description	Beginning Balance	Offsets	Payments	Ending Balance
☑	2013-2014	CACFP Meals	$ 509,279.45	$ 0.00	$ 101.20	$ 509,178.25
		Total of Approved Payments		$ 0.00	$ 101.20	

Figure 46: Payment Summary

Batch Summary

The Batch Summary feature enables you to review the details of payments processed in a batch for an individual Institution in a Program Year. Only payments made in a selected batch will be included in the summary. An Institution must be selected for the Batch Summary screen to be displayed. The Batch Summary screen is also available to Institutions from the Claims menu, once payments have been processed.

To view a batch summary

1. On the Accounting menu, select **Batch Summary**.
2. If no Institution has been selected, the system will prompt you to select an Institution using the Accounting Institution Search screen.
3. Select the Institution you wish to access. The Batch Schedule List displays.

Batch Summary List

0010003
DOTTIE'S DAYCARE AND PRESCHOOL INC
DBA:
6422 Vrain Street
Arvada, CO 80003
Crowley

Child and Adult Care Food Program (CACFP)

Batch	Processed Date	Beginning Balance	Earned Amount	Adjustments	Distribution Amount
	(Pending)	$ 0.00	$ 0.00	$(75.00)	$ 50.00
12009	11/07/2014	$ 0.00	$ 108.18	$ 0.00	$ 108.18
10001	09/02/2014	$ 0.00	$ 0.00	$ 5.00	$ 5.00

Figure 47: Batch Summary List screen

TIP: The Batch Summary screen is year-specific. If you do not see schedules listed for an Institution, ensure that you are in the correct year, located at the top right of the screen.

4. Select the batch for which you wish to view a summary. The Batch Summary screen displays.

Batch Summary
for 11/7/2014 (Batch: 12009)

0010003
DOTTIE'S DAYCARE AND PRESCHOOL INC
DBA:
6422 Vrain Street
Arvada, CO 80003
Crowley

Program Year: 2013 - 2014

Child & Adult Care Food Program (CACFP)

Account Description	Month	Transaction Description	Amount
CACFP Meals			
		Beginning Balance	$ 0.00
	Aug 2014	Claim #3027	$ 101.20
	Aug 2014	Distribution for Claim #3027	$(101.20)
		Ending Balance	$ 0.00
CACFP Cash In Lieu			
		Beginning Balance	$ 0.00
	Aug 2014	Claim #3027	$ 6.98
	Aug 2014	Distribution for Claim #3027	$(6.98)
		Ending Balance	$ 0.00
Batch Summary			
	Aug 2014	CACFP Meals	$ 101.20
	Aug 2014	CACFP Cash In Lieu	$ 6.98
		Total Pending Payments	**$ 108.18**

Figure 48: Batch Summary screen

Payment Summary

The Payment Summary feature enables you to review the details of payments processed for an individual Institution in a Program Year. Only payments made in a selected schedule will be included in the summary. An Institution must be selected for the Payment Summary screen to be displayed. The Payment Summary screen is also available to Institutions from the Claims menu, once payments have been processed.

To view a payment summary

1. On the Accounting menu, select **Payment Summary**.
2. Select a Program. If no Institution has been selected, the system will prompt you to select an Institution using the Accounting Institution Search screen.
3. Select the Institution you wish to access. The Payment Schedule Summary displays.

Payment Summary List

0010003
DOTTIE'S DAYCARE AND PRESCHOOL INC
DBA:
6422 Vrain Street
Arvada, CO 80003
Crowley

Schedule Number	Processed Date	Warrant Issue Date	Earned Amount	Adjustments	Distribution Amount
14110701	11/07/2014		$ 101.20	$ 0.00	$ 101.20

Figure 49: Payment Summary List screen

TIP: The Payment Summary screen is year-specific. If you do not see schedules listed for an Institution, ensure that you are in the correct year, located at the top right of the screen.

Note: At this time, there is no interface from CORE to the system; therefore, the Warrant Issue Date will not be populated.

4. Select the payment for which you wish to view a summary. The Payment Summary screen displays. Note: The claims numbers are assigned by the system and are only displayed on the Payment Summary screen.

Payment Summary

0010003
DOTTIE'S DAYCARE AND PRESCHOOL INC
DBA:
6422 Vrain Street
Arvada, CO 80003
Crowley

Schedule Number	Schedule Process Date	Federal Year	Fund Authority
14110701	11/07/2014	2013-2014	USDA - Federal Funds

Account Description	Month	Transaction Description	Amount
CACFP Meals			
	Aug 2014	Original Claim	$ 101.20
	Aug 2014	Distribution for Claim #3027	$ 101.20

Payment Schedule Summary

	Aug 2014	CACFP Meals	$ 101.20
		Total Payments	**$ 101.20**

Figure 50: Payment Schedule Summary screen

Note: At this time, there is no interface from CORE to the system; therefore, the Warrant Number will not be populated.

Manual Adjustments

Manual Adjustments allow authorized users the ability to make upward or downward adjustments to an Institution's account. To make a Manual Adjustment, you must first select the Institution whose account you wish to adjust.

To create new manual adjustment

1. On the Accounting menu, select **Manual Adjustments**. If no Institution has been selected, you must first identify the Institution using the Accounting search screen before you can continue.
2. Select **Create New Adjustment**.
3. Select the Adjustment Type using the drop-down list.

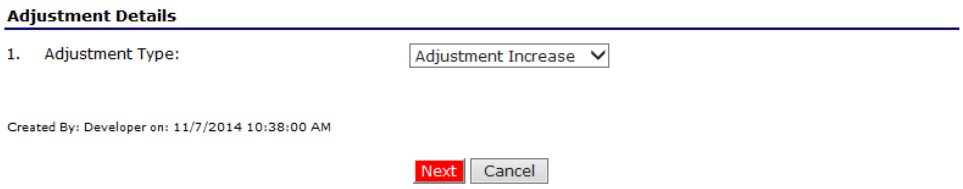


Figure 51: Manual Adjustments (Adjustment Type selection) screen

4. Select **Next.**
5. Select the Program using the drop-down list.

Figure 52: Manual Adjustments (Program Selection) screen

6. Select **Next.** The Manual Adjustment screen redisplays with additional fields to complete.
7. Enter the Program Year, Claim Month, Account, and Adjustment Amount.

   Note: Adjustment Decreases must be entered as a negative (-) number.

8. Enter comments for the adjustment.
9. Select **Save.**

Adjustment Details

1.	Adjustment Type:	Adjustment Increase
2.	Program:	Child & Adult Care Food Program
3.	Program Year:	2013-2014
4.	Claim Month:	Sep-2014
5.	Account:	CACFP Meals
6.	Adjustment Amount:	50.00
7.	Comments:	

Figure 53: Manual Adjustments—Adjustment Details screen

To view a manual adjustment

1. On the Accounting menu, select **Manual Adjustments**. If no Institution has been selected, you must first identify the Institution using the Accounting search screen before you can continue.

Manual Adjustments

0010003
DOTTIE'S DAYCARE AND PRESCHOOL INC
DBA:
6422 Vrain Street
Arvada, CO 80003
Crowley

Child and Adult Care Food Program (CACFP)

2014-2015

Adjustment Type	Claim Month	Amount	Created On	Posted On
Adjustment Decrease	10/01/2014	$(125.00)	11/07/2014	

2013-2014

Adjustment Type	Claim Month	Amount	Created On	Posted On
Adjustment Increase	09/01/2014	$ 50.00	11/07/2014	

Figure 54: Manual Adjustments— Adjustments List screen (partial)

2. Select the adjustment increase or decrease you wish to view. The **Adjustment Details** display the Adjustment Type.
3. Select **Next.** The Program Type displays.
4. Select **Next.** Additional adjustment details display.

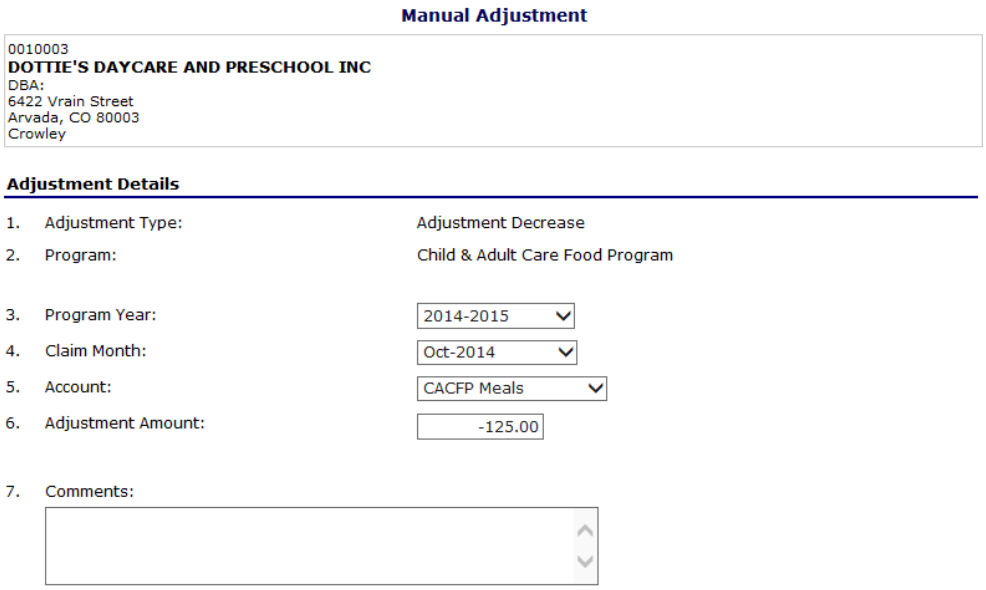


Figure 55: Manual Adjustments screen

5. Select **Previous** to return to the previous page
   -OR-
   Select **<Back** to return to the Manual Adjustment list.

To modify a manual adjustment

Note: Once an adjustment has been posted via Payment Tracking, it cannot be modified or deleted. The adjustment has not posted if no date displays under the Posted On column. The Posted On date is updated when the record has been processed through the Payment Tracking process.

1. On the Accounting menu, select **Manual Adjustments**. If no Institution has been selected, you must first identify the Institution using the Accounting search screen before you can continue.
2. Select the adjustment you wish to modify. The Adjustment Details display.
3. If necessary, modify the Adjustment Type using the drop-down list.
4. Select **Next.**
6. If necessary, modify the Program using the drop-down list.
7. Select **Next.**
8. If necessary, modify the Program Year, Claim Month, Account, or Adjustment Amount.

   Note: Adjustment decreases must be entered as a negative (-) number.

9. Enter comments for the adjustment.
10. When all information has been modified, select **Save.**

To delete a manual adjustment

Note: Once an adjustment has been posted, it cannot be modified or deleted. The adjustment has not posted if no date displays under the Posted On column.

1. On the Accounting menu, select **Manual Adjustments**. If no Institution has been selected, you must first identify the Institution using the Accounting search screen before you can continue.
2. Select the adjustment you wish to delete. The Adjustment Details display.
3. Select **DELETE** on the Edit menu in the top-right corner. A confirmation displays.
4. Select **Delete.**

WARNING: Once the adjustment has been deleted, it is permanently removed from the application and cannot be restored. Use caution before deleting adjustments.

Accounts Receivable

The Accounts Receivable feature enables authorized users the ability to manage Institutions' outstanding debts by providing a summary of accounts receivables by program and year. Debts most often occur from Institutions' downward claim adjustments. The Accounts Receivable summary includes all Institutions that have outstanding receivables that have not yet been billed. Once a billing request (or invoice) is created for an Institution's debt, it is removed from the Accounts Receivable function and appears in the Invoice Listing function.

Note: Only years that have an outstanding payable or receivable balance display.

To view accounts receivable summary by year

1. On the Accounting menu, select **Accounts Receivable**. The Accounts Receivable screen displays.

Figure 56: Accounts Receivable screen

2. Select the year you wish to access. The Accounts Receivable Preliminary Listing displays all Institutions with accounts receivable in the given year.

Accounts Receivable Preliminary Listing
USDA - Federal Funds
Federal Year: 2013-2014

Print Report

Sponsor ID	Sponsor Name	Reason Code	Account Description	Amount Outstanding
11058	Ft Campbell Child Food Prg	Downward Adjustment	CACFP Meals	$(10.31)
				$(10.31)
			Grand Total:	$(10.31)
11119	Lourdes Hospital	Downward Adjustment	CACFP Meals	$(103.62)
			CACFP Cash In Lieu	$(16.04)
				$(119.66)
			Grand Total:	$(119.66)

Figure 57: Accounts Receivable Preliminary Listing screen

To create new billing request

1. On the Accounting menu, select **Accounts Receivable.**
2. Select the year you wish to access. The Accounts Receivable Preliminary Listing displays.
3. Select the Institution for which you need to create a billing request.

Billing Request Number **Billing Date**

Contact Name:
Requester Name:
Unit Title:
Telephone:
Classification / Title:
Type of Billing: Other

Month	Reason Code		Account Description	Amount
Apr 2014	Downward Adjustment	☐	CACFP Meals	$(10.31)

Figure 58: New Billing Request

4. Enter all relevant information into the available text boxes.
5. Select Type of Billing using the drop-down list.
6. Select the check box of the transaction(s) you wish to include in the billing request.

Note: Any un-checked transactions will not be included in the billing request and will remain in the accounts receivable section.

7. Select **Save.**
8. Select **Print** to print the new billing request.
9. Select **Finish** to return to the Accounts Receivable screen.

Note: Once the record is saved and is included on the Invoice Listing, it will no longer be recovered from claim payments.

Invoice Listing

Invoices (billing requests) are created within the Accounts Receivable function and typically result from a downward adjustment to an Institution's claim. The Invoice Listing function provides the user with a summary of invoiced accounts by program, year, and Institution. Within this feature, you can view information about an invoice, including its amount and status.

Once an invoice has been paid, cancelled, or written off, the record becomes permanent and will be view only. If the invoice is cancelled, the debt is returned to Accounts Receivable.

To view an invoice

1. On the Accounting menu, select **Invoice Listing.**
2. Select the year you wish to access. The Invoice Listing displays all Institutions with billed invoices in the given year.

Invoice Listing

◉ USDA - Federal Funds
○ Advances

Child and Adult Care Food Program (CACFP)

Federal Year	Status	Sponsors	Billed	Invoiced	Balance
2015-2016	Open	0	$ 0.00	$ 0.00	$ 0.00
2014-2015	Open	0	$ 0.00	$ 0.00	$ 0.00
2013-2014	Open	1	$(192.91)	$ 0.00	$(192.91)
2012-2013	Open	0	$ 0.00	$ 0.00	$ 0.00
2011-2012	Open	0	$ 0.00	$ 0.00	$ 0.00
2010-2011	Open	0	$ 0.00	$ 0.00	$ 0.00
2009-2010	Open	0	$ 0.00	$ 0.00	$ 0.00

Figure 59: Invoice Listing – Institution List screen

3. Select the invoice you wish to view from list. The Invoice Details screen displays.
4. Select **<Back** to return to the previous page.

To update an invoice

The Invoice Listing - Invoice Details screen enables the user to update the invoice record with an invoice number, invoice date, or paid date. The invoice can also be cancelled or written off from this screen.

1. On the Accounting menu, select **Invoice Listing.**
2. Select the year you wish to access. The Invoice Listing displays all Institutions with billed invoices in the given year.
3. Select the invoice you wish to modify from list.

   Note: Once the invoice has been paid, cancelled or written off, the record becomes permanent and will be view only. Only billed invoiced may be modified.

4. Enter the Invoice Number, Invoice Date, and/or Paid Date into the available text field(s).
5. To change the invoice status, select the new Status from the drop-down list.
6. Enter any comments.

7. Select **Save.** A confirmation displays.

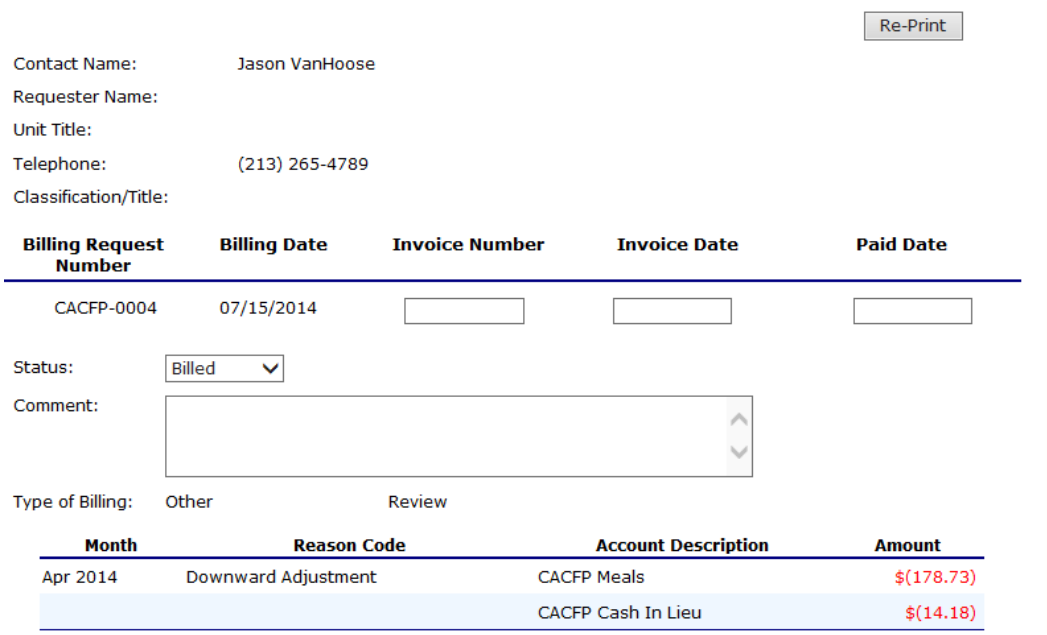


Figure 60: Invoice Listing – Invoice Details screen

Note: The Re-Print button provides the ability to re-print the original Billing Request.

Earnings Module

The Earnings Module screen is used to create the USDA FNS 777 Report, which shows the amount of federal program funds expended and obligated to-date.

Note: This report is accessible to any user that has the FNS 777 right assigned to them in their security setup.

To generate a USDA FNS 777 Report

1. On the Accounting menu, select **Earnings Module**. The USDA FNS 777 Report Parameters screen displays.
2. Select the desired Federal Fiscal Year from the drop-down list.

Figure 61: USDA FNS 777 Report Parameters screen

3. Select **Create Report.** The USDA FNS 777 Report opens in a new window. The report can be saved to a local drive.

Process FNS Reports

Each program has specific USDA meal reports, referred to as FNS Reports. The Process FNS Reports function provides the ability to generate and view FNS report.

To create a FNS Report

1. On the Accounting menu, select **Process USDA FNS Reports**.
2. Select the program for the desired report from the list. The FNS Report Summary List screen displays.
3. Select the year for which you want to run the FNS report.
4. The related FNS Report Listing screen displays.
5. Select the **Create New Report**. The Report Processing screen displays.
6. Select the submission type using the available buttons.
7. Select the Revision Number using the drop-down list.
8. Select the Report Month and Year using the drop-down lists.
9. Select the check box in the bottom-right if this report will be submitted to the USDA.
10. Select **Submit**. A confirmation displays.
11. Select **Finish.**

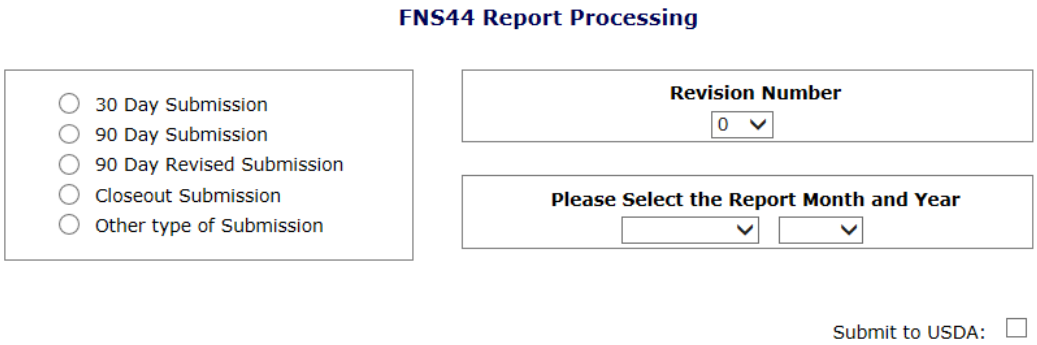


Figure 62: FNS44 Report Processing screen (example)

To view a Previously Generated FNS Report

1. On the Accounting menu, select **Process USDA FNS Reports**.
2. Select the program for the desired report from the list. The FNS Report Summary List screen displays.
3. Select the year that contains the report which you want to view.
4. The related FNS Report Listing screen displays all reports that have been created.

FNS44 Report Listing for 2014-2015

Claim Month	Report Type	Revision	Submitted to USDA	Created By	Created On
Oct 2014	30 Day Submission	0	N	Developer	11/6/2014 3:27:37 PM

Figure 63: FNS10 Report Listing screen (example)

5. Select the report from the list. The FNS Report Processing screen displays.
6. Select the submission type using the available buttons.
7. Select View/Print Report. The report opens in a new window.
8. View, print or close the report window.

4

Reports

Reports for the Accounting module are available to users through the system Reports component.

The Reports component of the Accounting module enables users to run, view, and print reports containing data maintained within the system. The Report List contains all reports available within the Accounting module. Once a user selects a particular report, the system may prompt the user for additional parameters information.

Access to Reports is generally provided to authorized State users to help review and manage statewide data. The Reports menu displays only reports to which the user has access.

To generate a report

1. On the blue menu bar, select **Reports**. The Reports menu screen displays.
2. Select the report you wish to generate. The respective report's parameters screen will display.
3. Identify the reports parameters.
4. Select **Create Report.** The report is generated and displays in a new browser window.

TIP: Use the Report Filter to filter the Reports list by selected Report Group. For example, to display only USDA-related reports, select USDA Reports from the drop-down list and select the **Apply Filter** button. The Reports list automatically refreshes.

Note: The report will not open in a new window if you have a pop-up blocker running on your system. If this occurs, hold down the **CTRL** key and Select **Create Report** again.

Report Parameters

Most reports require one or more parameters to be entered in order to customize the report to the user's specific needs. Report parameters are useful to also limit data contained in the report or control how the information is sorted or grouped. Below is an example of a report parameters screen.

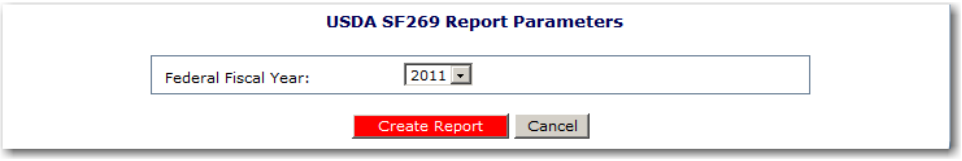


Figure 64: Report Parameter – USDA FNS 777 Report (example)

Report

Below is an example of a generated report. From this window, the user can:

- View the report, page-by-page.
- Change the zoom percentage of the displayed report.
- Search the report using the "Find/Next" feature.
- Select to export the report data (see next section).
- Select to print the report or specific pages.

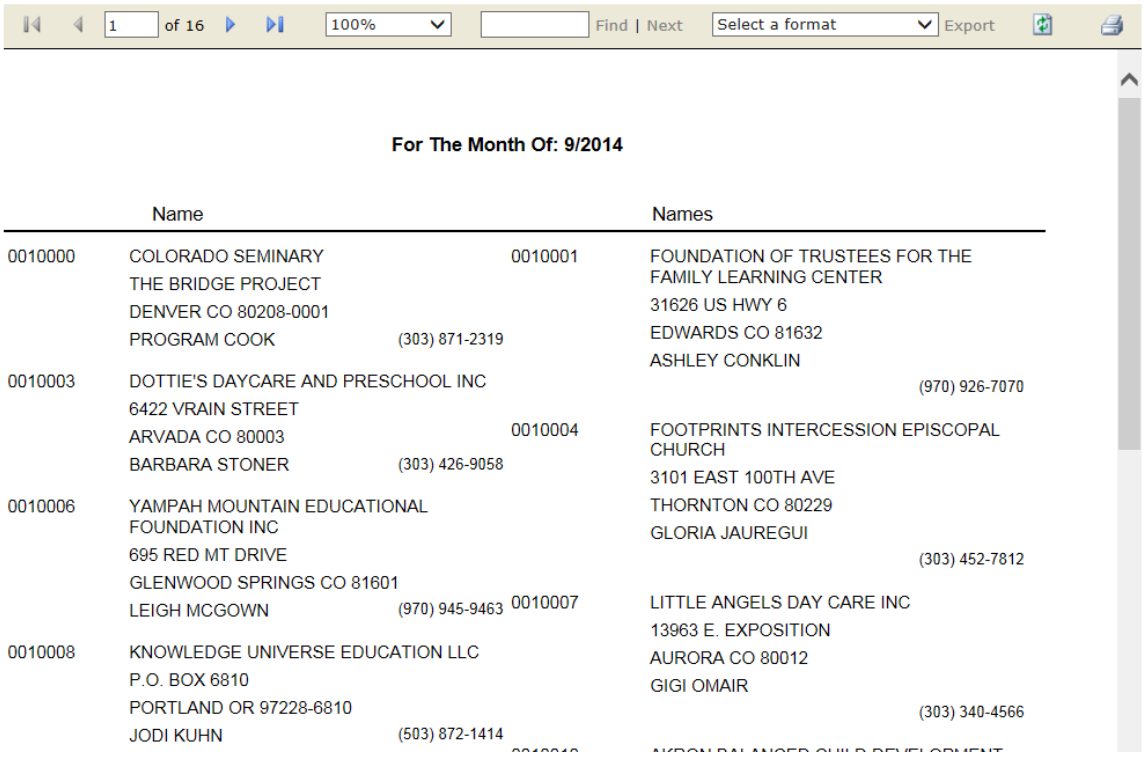


Figure 65: Sample Report

5

Payment Processing Overview

The diagram on the next page provides an overview of the key components related to payment processing.

Prior to initiating payment processing for a new fiscal year, please ensure:

1) Grant funds have been setup for the fiscal year via the Grant Tracking screens (located within the Accounting module). Funds must be allocated to each program for which claiming will occur.

CDPHE - CACFP Accounting

Payment Process Overview

Claim Tracking (Accept)

- Claims with no errors are available for payment processing
- CDPHE selects the claims to be included in the next payment batch
- Once claims are selected, they are not modifiable – revision must be submitted
- System marks claim status as "Accepted*"

Payment Tracking (Batch)

- CDPHE selects the final list of claims to be included in today's payment batch
- System totals amounts, calculates transactions, and writes payment transactions to a System table
- Batch Summary is created
- System marks claim status as "Processed"

Schedule Tracking (Export)

- CDPHE reviews the transactions for inclusion in the Accounting export file
- Accounting export files are created and sent
- Payment Summary is created
- System keeps claim status as "Processed"