

S390 – Contract Configuration Task

Functional Description

In the Contract Configuration Task, Agency users will be able to enter the financial information required for the Contract Certification of Funds. The Agency users will also be able to specify the budget structure for the fiscal year. WF302 - Contract Configuration (Initial/Renewal/New Contract) documents the triggers for the Contract Configuration Task.

R4 Enhancement – As part of Release 4, the Contract Configuration Task will also enable the Agency users to select which budget tabs to be used and displayed in the Contract Budget for the first fiscal year. Once the task has been approved, the Agency users will not be able to remove the tabs which have been selected but will be able to add any of the remaining tabs if needed.

The Contract Configuration Task can be initiated from the following scenarios:

1. When WF203 - Award workflow is complete, the Contract Configuration Task will be generated for each Provider.
2. When a user adds an In-Flight or Discretionary Contract by clicking the ‘Add Contract’ button on S302 – Add Contract.
3. When a user renews a contract by clicking the ‘Renew Contract’ button on S303 – Renew Contract.
4. When On add Contract Screen if 90 days are left for New-FY-configuration and if contracts start date and end date entered are such that: (Contract Start fiscal year!= Contract End Fiscal Year) and (Contract Start fiscal year < New Fiscal Year) and (Contract End Fiscal Year >=New Fiscal Year) then Next Fiscal Confirmation overlay appears. On selecting ‘Yes’ user will be able to configure the next fiscal year budget on Contract configuration screen. On selecting ‘No’ User will be able to configure the current fiscal year budget

R7 Enhancement: Agencies with Services configured will have the ability to enable services functionality for the duration of a contract. Service functionality cannot be disabled at any point in a contract after said contract has received a Certificate of Funds. If an Agency enables Services functionality, it will be required to provide the relevant Services for selection and mapping to the appropriate Cost Center. By enabling Services, Program Income will be selected automatically and cannot be disabled. Agency eligibility for Services functionality is as follows:

1. Service-Enabled Agencies – Agencies that will have the S390.23 Enable Services Checkbox selected by default. Agency has the ability to uncheck and disable Service functionality during the Contract Configuration Task on S390 - Contract Configuration Task.
2. Service-Configurable Agencies - Agencies that will have the S390.23 Enable Services Checkbox unselected by default. Agency has the ability to check and enable Service functionality during the Contract Configuration Task on S390 - Contract Configuration Task.
3. Service-Disabled Agencies – The S390.21 “Services” section will be hidden. Agencies will not be able to add Services functionality at any point during the contract.

For Contracts configured BEFORE R7 Go-Live, new Program Income UI will be displayed following a New Fiscal Year Configuration.

For contracts configured AFTER R7 Go-Live, the new Program Income UI will be displayed immediately.

Use Cases

Use Case: Enter Chart of Accounts elements and FY amounts:

An Agency user must enter the Chart of Accounts (CoA) and the fiscal year dollar amounts for the Contract. Unit of Appropriation (UoA), Budget Code (BC), and Object Code (OC) are required fields. Sub-Object Code (SubOC) and Reporting Category (RC) are optional fields.

Use Case: Setup Budgets for the fiscal year:

An Agency user will be able to add one or more budgets for the fiscal year. The user will also be able to allocate the budget across all fiscal years of the life of the Contract.

Use Case: Setup Budget Template

The Contract Budget tab of the task will allow the Agency user to select which budget tabs to be displayed for the FY base budget. User will be able to check the checkbox for the tabs which are applicable for the FY base budget.

Use Case: Enable Services Functionality for a Contract

Service-Enabled and Service-Configurable Agencies will have the ability to enable Services functionality for the duration of a contract. Service-Disabled Agencies will not have the ability to enable Services for a contract.

Use Case: Enable Services for a Contract

Agencies that have enabled Services for a contract can select which specific Services they would like to use for a contract.

Use Case: Disable Services for a Contract

Agencies that have enabled Services for a contract can disable specific Services.

Screen Mockups

Screen 1: Contract Financials Tab

Task Details: Contract Configuration

[Return](#) [Reassign Task](#) [Finish Task](#)

Task Details

Procurement/Contract Title: Health Services for Low Income Families	Procurement EPIN: 2012000000022	Provider: Manhattan Homeless Shelters	Award EPIN: N/A	CT#: N/A
Task Name: Contract Configuration	Submitted By: Sarah Jones	Date Submitted: 09/28/2012	Assigned To Level/User: 1 - John Smith	Date Assigned: 09/28/2012

Contract Financials **Contract Budgets**

Procurement Value: \$1,000,000.00
Competition Pool: CompPool1
Contract Value: \$1,000,000.00
Contract Start Date: 08/01/2012
Contract End Date: 12/01/2012

Chart of Accounts Allocation

UoA*-BC*-OC*	SubOC	RC	FY12	FY13	FY14	FY15	FY16	Total
- Overall			\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$1,000,000.00
200 - 9511 ~ 650	01	830B10	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$1,000,000.00

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Funding Source Allocation (Optional)

The optional fields below may be used to indicate the funding source allocation at the point of the initial Certification of Funds. These fields are for reference purposes only.

Funding Sources	FY12	FY13	FY14	FY15	FY16	Total
- Overall	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$1,000,000.00
Federal	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$250,000.00
State	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$250,000.00
City	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$250,000.00
Other	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$250,000.00

Document Upload **Comments** **View Task History** **Save**

Add Document from Vault Upload New Document

Document Name	Document Type	Attached By	Attachment Date	Actions
Budget Instructions	Agency Document	John Smith	09/26/2012	I need to...

Global Task Element

3.4.5.1 – Task Titles and Actions

Global Task Element

3.4.5.2 – Task Details

Task Content

3.4.5.3 – Contract Financials Tab – Contract

Task Content

3.4.5.4 – Contract Financials Tab – Chart of Accounts Allocation Grid

Task Content

3.4.5.5 – Contract Financials Tab – Funding Source Allocation Grid

Supplementary Sections

3.4.5.11 – Document Upload

Don't need Comments or View Task History

Screen 2: Contract Budget Tab

The screenshot shows the 'Contract Budgets' tab selected in the top navigation bar. The page is titled 'Contract Budgets Setup'. It includes fields for 'Fiscal Year (FY)' set to 2013, 'Contract Value' (\$1,000,000.00), and 'FY Planned Amount' (\$200,000.00). Below this is a 'Budget Amount Allocation' grid:

#	Budget Title	Amount
-	Total Budget	\$200,000.00
	Program X	\$200,000.00

At the bottom of the grid are standard table controls (+, -, edit, delete) and a page navigation bar showing 'Page 1 of 1'.

The 'Budget Template' section below the grid asks to select a budget template for the Fiscal Year Budget, noting that budget types cannot be removed once added. It lists several options with checkboxes:

<input checked="" type="checkbox"/> Personnel Services	<input type="checkbox"/> Rent	<input type="checkbox"/> Unallocated Funds
<input checked="" type="checkbox"/> Operations and Support	<input type="checkbox"/> Contracted Services	<input type="checkbox"/> Indirect Rate
<input type="checkbox"/> Utilities	<input type="checkbox"/> Rate	<input type="checkbox"/> Program Income
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Milestone	

Task Content

3.4.5.6 – Contract Budgets Tab – Contract Budget Setup Information

Task Content

3.4.5.7 – Contract Budgets Tab – Contract Budget Setup Grid

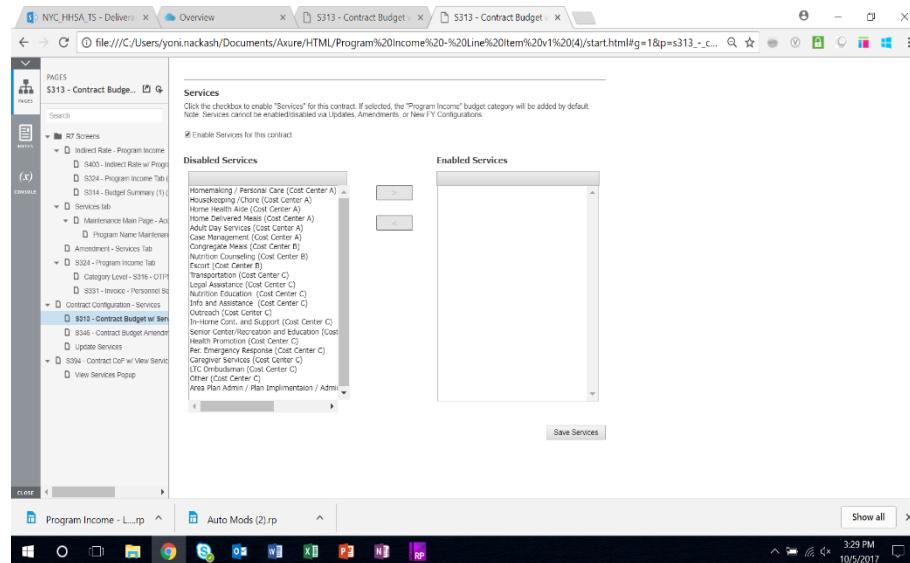
Task Content

3.4.5.8 – Contract Budgets Tab – Contract Budget Template Setup Section

Services

Select the below checkbox to enable Services functionality for this contract. If selected, the Program Income budget category will be added by default. Note: Services cannot be enabled/disabled via Updates, Amendments, or New FY Configurations.

Enable Services for this contract



Task Content

3.4.5.9 – Contract Budgets Tab – Service Enablement

Task Content

3.4.5.10 – Contract Budgets Tab – Contract Service Template Setup

General: Page Elements

Global Task Element: Task Titles and Actions

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
390.01	<Task Name>			<p>Default:</p> <ul style="list-style-type: none"> • <Task Name> = “Contract Configuration” <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>	
390.02	<Status>	Dropdown			<p>Default:</p> <ul style="list-style-type: none"> • Hidden & Disabled <p>Error Check: N/A</p> <p>Tool Tip: N/A</p>
390.03	Finish Task	Button			<p>Default:</p> <ul style="list-style-type: none"> • Enabled <p>Error Check:</p> <ul style="list-style-type: none"> • OnClick: <ul style="list-style-type: none"> ◦ If the sum of Chart Account amounts is not equal to the S390.06 Contract Value, if not then display a top-level error message (red):

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<p>“Total amount allocated to the Chart of Accounts must equal the Contract Value.”</p> <ul style="list-style-type: none"> ○ If sum of all budget amounts is less than the S390.10 FY Planned Amount, then display a top-level error message (red): “Sum of budgets must equal the FY Planned Amount.” ○ If only the Unallocated Funds and/or Program Income checkboxes have been checked in the Budget Template section, then display the following top-level error message (red): “At least one budget category other than Unallocated Funds or Program Income must be selected for the Fiscal Year Budget.” ○ If S390.23 Enable Services is checked, and if S390.25 Enable Services List Box is empty, user will receive the following error upon clicking Finish Task <ul style="list-style-type: none"> ▪ M103 - “At least one service must be enabled for the Fiscal Year Budget.” <p>Tool Tip: N/A</p> <p>Functions - On Click:</p> <ul style="list-style-type: none"> • The <Contract Configuration Task > is closed • Refer To Detailed Design- Global Task Specification for comments behavior • The user is redirected to S263 - Agency Task Inbox • Task is removed from the S263 - Agency Task Inbox and S265 - Agency Task Management lists

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> • If the Contract Source = 'APT', the Contract Type = 'Original' and the 'Certification of Funds Needed' flag = 'False' (meaning that the contract was manually added from the Add Contract screen and does not require a Certification of Funds) <ul style="list-style-type: none"> ○ Update the Contract Status to 'Pending Registration' ○ Create a new Contract Budget record with only the budget tabs which have been checked in the Budget Template section. <ul style="list-style-type: none"> ▪ Set the Fiscal Year of the Contract Budget to the "Fiscal Year (FY)" configured on the Contract Budgets tab. ▪ Set the status of the Contract Budget to Pending Submission. ▪ Set the Contract Budget Start Date to be the later of (Contract Start Date or Fiscal Year Start Date) and the Contract Budget End Date to be the earlier of (Fiscal Year End Date or Contract End Date). ▪ Refer to Detailed Design UI Specification – Contract Budget for additional information about the default line items and layout for a newly created Contract Budget record. <ul style="list-style-type: none"> • Within each Contract Budget, for each row with a dollar value > "\$0.00" entered in the "Contract Budgets Setup" grid in the Contract Budgets Tab: <ul style="list-style-type: none"> ○ Create a new Budget section within the Contract Budget for the selected Fiscal Year. ○ Set the Budget Amount for the Budget to be equal to the "Amount" as entered on S390 –

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<p style="text-align: right;">Contract Configuration Contract Budgets tab</p> <ul style="list-style-type: none"> • If the task is assigned to a Level 1 Reviewer and S390.02 <Status> is “Approved” then: Provider is sent Notification NT403 – New Contract Budget Available for Submission and AL403- New Contract Budget Available for Submission.If the Contract Source = ‘R2 Contract’ OR if the Contract Type = ‘Renewal’ OR if the Contract Source = ‘APT’, the Contract Type = ‘Original’, and the ‘Certification of Funds Needed’ flag = ‘True’ (meaning that the contract was manually added from the ‘Add Contract’ screen and requires a Certification of Funds) <ul style="list-style-type: none"> ◦ Update the Contract Status to ‘Pending CoF’ ◦ Trigger WF303 – Contract Certification of Funds ◦ Generate the Contract Certification of Funds Task, set the Contract Certification of Funds Task Status = ‘In Review’ and assign the task to the Level 2 work queue <ul style="list-style-type: none"> ▪ If a default user has been assigned for the specific contract, task type, and level then the task is sent to that specific reviewer’s queue. <p>Else, if no default user has been assigned for the specific contract, task type, and level the task is sent to the Unassigned queue.</p>

Global Task Element: Task Details

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
S500.06	Task Details	Static Text			<p>Default:</p> <ul style="list-style-type: none"> • ‘Task Details’ <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S500.07	Procurement/Contract Title: <Procurement/Contract Title>	Static Text			<p>Default:</p> <ul style="list-style-type: none"> • ‘Procurement/Contract Title:’ • <Procurement/Contract Title> populated by the procurement or contract title associated with the task <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S500.08	Procurement E-PIN: <Procurement E-PIN>	Static Text			<p>Default:</p> <ul style="list-style-type: none"> • ‘Procurement E-PIN:’ • <Procurement E-PIN> populated by the procurement E-PIN • If there is no Procurement E-PIN available, display “N/A” • Format: Refer to Global Specification – Section 5.2 <p>Error Check: N/A</p>

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					Tool Tip: N/A Functions: N/A
S500.09	Provider: <Provider>	Static Text			<p>Default:</p> <ul style="list-style-type: none"> • ‘Provider:’ • <Provider> populated by the Provider Name • If there is no Provider Name available, display “N/A” <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S500.10	Award E-PIN: <Award E-PIN>	Static Text			<p>Default:</p> <ul style="list-style-type: none"> • ‘Award E-PIN:’ • <Award E-PIN> populated by the Award E-PIN • If there is no Award E-PIN available, display “N/A” • Format: Refer to Global Specification – Section 5.2 <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S500.11	CT #: <CT #>	Static Text			Default:

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> ‘CT #:’ <CT #> populated by the CT # If there is no CT # available, display “N/A” Format: Refer to Global Specification – Section 5.1 <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S500.12	Task Name: <Task Name>	Static Text			<p>Default:</p> <ul style="list-style-type: none"> ‘Task Name:’ <Task Name> populated by the Task Name <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S500.13	Submitted By: <Submitted By>	Static Text			<p>Default:</p> <ul style="list-style-type: none"> ‘Submitted By:’ <Submitted By> populated by the first user that initiated the task If there is no Submitted By user available, display “N/A” <p>Error Check: N/A</p>

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					Tool Tip: N/A Functions: N/A
S500.14	Submitted Date: <Submitted Date>	Static Text			<p>Default:</p> <ul style="list-style-type: none"> • ‘Submitted Date:’ • <Submitted Date> populated by the date the task was submitted • If there is no submitted date available, display “N/A” • Format: Refer to Global Specification – Section 3.2 <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S500.15	Assigned To Level/User: <Assigned To>	Static Text			<p>Default:</p> <ul style="list-style-type: none"> • ‘Assigned To Level/User:’ • <Assigned To> populated by the level and user or queue the task is assigned to <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S500.16	View Default Assignments	Hyperlink			<p>Default:</p> <ul style="list-style-type: none"> • ‘View Default Assignments’

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> This field is hidden for the Procurement Cert of Funds task <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions:</p> <ul style="list-style-type: none"> On Click, open S474 – View Default Task Assignments lightbox pop-up
S500.17	Date Assigned: <Date Assigned>	Static Text			<p>Default:</p> <ul style="list-style-type: none"> 'Date Assigned:' <Date Assigned> populated by the date the task was last assigned If there is no date assigned available, display "N/A" Format: Refer to Global Specification – Section 3.2 <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S500.45	Flag Message	Top Level Message			<p>Default:</p> <ul style="list-style-type: none"> System Message M99 - "This contract has been flagged by <User> for the following: <Reasons>" <User> populated with the name of the user who flagged the corresponding contract on S493 Flag Contract screen

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> ○ <Reasons> populated with the comments added during flagging of the corresponding contract on the S493 Flag Contract screen ● Only visible when the corresponding contract has been flagged ● Message is no longer present once the corresponding contract has been unflagged on the S494 Unflag Contract screen <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>

Supplementary Task Sections: Document Upload

Document Upload

Comments View Task History Save

Add Document from Vault Upload New Document

Document Name	Document Type	Attached By	Attachment Date	Actions
Budget Instructions	Budget Instructions	John Smith	09/26/2012	I need to... ▾

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints <i>(Default / Behavior / Error Check / Tool Tip / Functions)</i>
S500.29	Document Upload	Page Tab			<p>Default:</p> <ul style="list-style-type: none"> “Document Upload” <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions:</p> <ul style="list-style-type: none"> On Click - The Document Upload tab is displayed
S500.30	<Add Document From Vault>	Button		-	<p>Default:</p> <ul style="list-style-type: none"> “Add Document from Vault” <p>Error Check: N/A</p>

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<p>Tool Tip: N/A</p> <ul style="list-style-type: none"> • Functions: On-click: Display S043 - Link Document from Vault to Application
S500.31	<Upload New Document>	Button		-	<p>Default:</p> <ul style="list-style-type: none"> • “Upload New Document” <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: On-click: Display S032 – Upload Document – Select File</p>
S500.32	Documents Table	Table		-	<p>Default:</p> <ul style="list-style-type: none"> • The columns in this table are: <ul style="list-style-type: none"> ○ Document Name ○ Document Type ○ Uploaded By ○ Uploaded On ○ Actions <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
S500.33	<Document Name>	Table Column	VARCHAR()	-	<p>Default:</p> <ul style="list-style-type: none"> • <Document Name> • Display the document name which was entered upon document upload. It should be a hyperlink to the document <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S500.34	<Document Type>	Table Column	VARCHAR()	-	<p>Default:</p> <ul style="list-style-type: none"> • <Document Type> • See Detailed Design – Document Inventory - Document Type Inventory Tab – Category Column = Financial <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S500.35	<Uploaded By>	Table Column	VARCHAR()	-	<p>Default:</p> <ul style="list-style-type: none"> • <Uploaded By> • Display the Provider user's name that uploaded the document. <p>Error Check: N/A</p>

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					Tool Tip: N/A Functions: N/A
S500.36	<Uploaded On>	Table Column	DATE()	-	<p>Default:</p> <ul style="list-style-type: none"> • <Uploaded On> • Display the Date for which the document was uploaded on. • Format: Refer to Global Specification – Section 3.2 <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S500.37	<Actions>	Table Column	Dropdown	-	<p>Default:</p> <ul style="list-style-type: none"> • <Actions> • The values in the dropdown are: <ul style="list-style-type: none"> ○ View Document ○ View Document Information ○ Remove Document <p>Error Check: N/A</p> <p>Tool Tip: N/A</p>

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<p>Functions:</p> <ul style="list-style-type: none"> • OnSelect: <ul style="list-style-type: none"> ○ If 'View Document' is selected, downloads a copy of the document on user's desktop. ○ Category type of "Financials" is passed to this screen and is displayed as text. ○ If 'View Document Information' is selected, S260 – View Document Information is opened ▪ Remove Document: <ul style="list-style-type: none"> • On Confirm: <ul style="list-style-type: none"> ○ Remove the selected document from the table ○ Keep the document in the Document Vault ○ Refresh screen to show the table without the removed document • On Cancel: <ul style="list-style-type: none"> ○ Keep the selected document in the table ○ Keep the document in the Document Vault ▪ Refresh screen

Contract Financials Tab: Page Elements

Contract Information

Contract Financials	Contract Budgets
Procurement Value: \$1,000,000.00	
Competition Pool: CompPool1	
Contract Value: \$1,000,000.00	
Contract Start Date: 08/01/2012	
Contract End Date: 12/01/2012	

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
390.04	Contract Financials	Page Tab			Default: <ul style="list-style-type: none">• Title - “Contract Financials”

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> This button is active and disabled – indicates the Contract Financials Page is active <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: On Click - The Contract Financials tab is displayed</p>
390.05	Procurement Value: <Procurement Value>	Static Text			<p>Default:</p> <ul style="list-style-type: none"> “Procurement Value:” < S203 – Procurement Summary - Estimated Procurement Value (Element ID S203.27) > Format: Refer to Global Specification – Section 3.6 <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
390.17	Competition Pool	Static Text	N/A	N/A	<p>Default:</p> <ul style="list-style-type: none"> “Competition Pool:” < Competition Pool> is populated with the Competition pool title of the procurement for which this contract was awarded. If, this contract is a discretionary or in-flight contract which was added then this field will display “N/A” <p>Error Check: N/A</p>

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					Tool Tip: N/A Functions: N/A
390.06	Contract Value: <Contract Value>	Static Text			<p>Default:</p> <ul style="list-style-type: none"> • “Contract Value:” • <Contract Value> is populated with the Contract Value • Format: Refer to Global Specification – Section 3.6 <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S390.15	Contract Start Date:	Static Text	N/A	N/A	<p>Default:</p> <ul style="list-style-type: none"> • “Contract Start Date: <ContractStartDate>” <ul style="list-style-type: none"> ○ <ContractStartDate> is entered on S203 Procurement Summary (Element ID S203.53) • If the contract has a contract start date this field this is visible, <ul style="list-style-type: none"> ○ Else this field is hidden <p>Error Check: N/A</p> <p>Tool Tip: N/A</p>

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					Functions: N/A
S390.16	Contract End Date:	Static Text	N/A	N/A	<p>Default:</p> <ul style="list-style-type: none"> • “Contract End Date: <ContractEndDate>” <ul style="list-style-type: none"> ◦ <ContractEndDate> is entered on S203 Procurement Summary (Element ID S203.57) • If the contract has a contract end date this field is visible, <ul style="list-style-type: none"> ◦ Else this field is hidden • Format: Refer to Global Specification – Section 3.2 <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>

Chart of Accounts Allocation Grid

Chart of Accounts Allocation

	UoA*-BC*-OC*	SubOC	RC	FY12	FY13	FY14	FY15	FY16	Total
- Overall				\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$1,000,000.00
200 - 9511 - 650	01	830B10		\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$1,000,000.00

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The grid will be prepopulated with the Chart of Accounts rows from the Procurement. The Fiscal Year amounts will default to 00.00.

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
S204.06	Chart of Accounts Allocation	Text			<p>Default:</p> <ul style="list-style-type: none"> • "Chart of Accounts Allocation" • If Procurement Certification of Funds Status ≠ "Approved", this field is hidden. <p>Error Check: N/A</p> <p>Tool Tip: UoA = Unit of Appropriation; BC = Budget Code; OC = Object Code; SubOC = Sub Object Code; RC = Reporting Category</p> <p>Functions: N/A</p>

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
S204.07	Chart of Accounts Allocation Grid	Grid			<p>Default:</p> <ul style="list-style-type: none"> • Refer to Global Specification - Section 5.9 for global grid functionality. • The columns in this grid (described in the following rows) are: <ul style="list-style-type: none"> ○ UoA* - BC* - OC* (Column 1) ○ SubOC (Column 2) ○ RC (Column 3) ○ Fiscal Year Amount Columns (Column 4 to N) ○ Total Column (Last Column) • If the Procurement Status is “Closed”, then the grid is read-only. • The Grid will be editable by CFO Users if <Procurement Certification of Funds Status> = “In Review” and <Procurement Status> does not equal “Closed”. • The grid will only be editable by Finance Manager users if <Procurement Certification of Funds Status> = “Approved” and <Procurement Status> does not equal “Closed”. • If Procurement Certification of Funds Status ≠ “Approved”, this field is hidden. <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
S204.08	Chart of Accounts Column (Column 1)	Grid Column			<p>Default:</p> <ul style="list-style-type: none"> • Header Row <ul style="list-style-type: none"> ○ “UoA* - BC* - OC*” ○ Text is bold • Rollup Row <ul style="list-style-type: none"> ○ “Overall” ○ Text is bold • Data Rows <ul style="list-style-type: none"> ○ The grid will populate UoA, BC and OC values that have been previously saved in the grid. Otherwise, there will be no data rows displayed. ○ If the user adds a new row, the input text field will be blank. ○ The user will be able to enter the following elements in this field: <ul style="list-style-type: none"> ▪ Unit of Appropriation (UoA) (Required): 3 alpha-numeric characters ▪ Budget Code (BC) (Required): 4 alpha-numeric characters ▪ Object Code (OC) (Required): 4 alpha-numeric characters ○ Only characters defined in Global Spec Section 3.11 – Acceptable Characters for HHS Accelerator are allowed in this field

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> ○ The field will automatically place a “-“ between each element as the user enters the data. <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Function: N/A</p>
S204.17	SubOC Column (Column 2)	Grid Column	VARCHAR(4)		<p>Default:</p> <ul style="list-style-type: none"> ● Header Row <ul style="list-style-type: none"> ○ Line 1: “SubOC” ○ Text is bold ● Rollup Row <ul style="list-style-type: none"> ○ Blank and grayed out. ● Data Rows <ul style="list-style-type: none"> ○ The grid will populate Sub-Object Code (SubOC) values that have been previously saved in the grid. Otherwise, there will be no data rows displayed. ○ If the user adds a new row, the input text field will be blank. ○ The user will be able to enter the following elements in this field: <ul style="list-style-type: none"> ■ Sub-Object Code (SubOC) (Optional): 4 alpha-numeric characters

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> ○ Only characters defined in Global Spec Section 3.11 – Acceptable Characters for HHS Accelerator are allowed in this field <p>Error Check: N/A</p>
S204.18	RC Column (Column 3)	Grid Column	VARCHAR(6)		<p>Default:</p> <ul style="list-style-type: none"> ● Header Row <ul style="list-style-type: none"> ○ Line 2: “RC” ○ Text is bold ● Rollup Row <ul style="list-style-type: none"> ○ Blank and grayed out. ● Data Rows <ul style="list-style-type: none"> ○ The grid will populate Reporting Category (RC) values that have been previously saved in the grid. Otherwise, there will be no data rows displayed. ○ If the user adds a new row, the input text field will be blank. ○ The user will be able to enter the following elements in this field: <ul style="list-style-type: none"> ■ Reporting Category (RC) (Optional): 6 alpha-numeric characters ○ Only characters defined in Global Spec Section 3.11 – Acceptable Characters for HHS Accelerator are allowed in this field

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					Error Check: N/A
S204.09	Fiscal Year Amounts (Column 4 to N)	Grid Column			<p>Default:</p> <ul style="list-style-type: none"> • Header Row <ul style="list-style-type: none"> ○ Title: “FY<YY>” ○ Text is bold ○ <YY> is the last two digits of the fiscal year. ○ The grid only displays columns for the fiscal years which are included within the start and end date of the contract. For example, if the procurement only spans a single fiscal year, only FY<Y1> column is displayed or if it spans three fiscal years, FY<Y1>, FY<Y2>, FY<Y3> columns will be displayed. The fiscal year starts July-1 and ends on June-30. ○ For example, if the Contract Start Date = 1/1/2012 and the Contract End Date = 12/31/2013, the following columns will be displayed: FY12, FY13, FY14 • Rollup Row <ul style="list-style-type: none"> ○ Calculated field with the sum of the dollar amounts for each of the Chart of Account rows entered for that fiscal year. ○ Text is bold • Data Row

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> ○ When a new row is added, the default values populated in the cells are blank. If a blank cell is saved, it will be populated with \$00.00 ○ Char. Type/Length: Decimal (15,2); E.g., 100000000.00 ○ Format: Refer to Global Specification – Section 3.6; E.g., \$100,000,000.00 ○ The value in the field will be blank until a value is entered and saved; after saving the value will be visible. <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Function: N/A</p>
S204.10	Totals Column (Last Column)	Grid Column			<p>Default:</p> <ul style="list-style-type: none"> • The rows in this column are not editable. • Header Row <ul style="list-style-type: none"> ○ Title: "Total" ○ Text is bold • Rollup Row <ul style="list-style-type: none"> ○ Calculated field with the sum of the dollar amounts entered for all of the Chart of Account rows across all of the fiscal years • Data Row

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> ○ Calculated field with the sum of the fiscal year dollar amounts in the corresponding Chart of Account row <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Function: N/A</p>

Funding Source Allocation Grid

Funding Source Allocation (Optional)

Funding Sources	FY12	FY13	FY14	FY15	FY16	Total
- Overall	\$00.00	\$00.00	\$00.00	\$00.00	\$00.00	\$00.00
Federal	\$00.00	\$00.00	\$00.00	\$00.00	\$00.00	\$00.00
State	\$00.00	\$00.00	\$00.00	\$00.00	\$00.00	\$00.00
City	\$00.00	\$00.00	\$00.00	\$00.00	\$00.00	\$00.00
Other	\$00.00	\$00.00	\$00.00	\$00.00	\$00.00	\$00.00
 						

The fiscal year amounts will default to 00.00.

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
S204.11	Funding Source Allocation	Text			<p>Default:</p> <ul style="list-style-type: none"> • "Funding Source Allocation (Optional)" • If Procurement Certification of Funds Status ≠ "Approved", this field is hidden. <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S204.12	Funding Source Allocation Grid	Grid			<p>Default:</p> <ul style="list-style-type: none"> • Refer to Global Specification - Section 5.9 for global grid functionality. • This grid has a fixed number of rows. • The columns in this grid (described in the following rows) are: <ul style="list-style-type: none"> ○ Funding Sources Column (Column 1) ○ Fiscal Year Amount Columns (Column 2 to N) ○ Total Column (Last Column) • If the Procurement Status = "Closed", then the grid is read-only • The grid will only be editable by Finance Manager or CFO users if <Procurement Certification of Funds Status> = "Approved" and the <Procurement Status> does not equal "Closed".

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> If Procurement Certification of Funds Status ≠ “Approved”, this field is hidden. <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S204.13	Funding Source Column (Column 1)	Grid Column			<p>Default:</p> <ul style="list-style-type: none"> The rows in this column are not editable Header Row <ul style="list-style-type: none"> Title: “Funding Sources” Text is bold Rollup Row <ul style="list-style-type: none"> Title: “Overall” Text is bold Data Rows <ul style="list-style-type: none"> Will list the following 4 funding sources: <ul style="list-style-type: none"> Federal State City

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> ▪ Other <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S204.14	Fiscal Year Amounts (Column 2 to N)	Grid Column			<p>Default:</p> <ul style="list-style-type: none"> • Header Row <ul style="list-style-type: none"> ○ Title: “FY<YY>” ○ Text is bold ○ <YY> is the last two digits of the fiscal year. ○ The grid only displays columns for the fiscal years which are included within the start and end date of the contract. For example, if the procurement only spans a single year, only FY1 column is displayed. The fiscal year starts from July-1 and ends on June-30. ○ For example, if the Contract Start Date = 1/1/2012 and the Contract End Date = 12/31/2013, the following columns will be displayed: FY12, FY13, FY14 • Rollup Row <ul style="list-style-type: none"> ○ Text is bold ○ Calculated field with the sum of the dollar amounts for each Funding Source entered for that fiscal year.

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> • Data Row <ul style="list-style-type: none"> ○ Char. Type/Length: Decimal (15,2); E.g., 100000000.00 ○ Format: Refer to Global Specification – Section 3.6; E.g., \$100,000,000.00 ○ The value in the field will be blank until a value is entered and saved; after saving the value will be visible. <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
S204.15	Totals Column (Last Column)	Grid Column			<p>Default:</p> <ul style="list-style-type: none"> • The rows in this column are not editable. • Header Row <ul style="list-style-type: none"> ○ Title: “Total” ○ Text is bold • Rollup Row <ul style="list-style-type: none"> ○ Calculated field with the sum of the dollar amounts entered for all the Funding Source line items across all the fiscal years

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> • Data Row <ul style="list-style-type: none"> ○ Calculated field with the sum of the fiscal year dollar amounts in the corresponding Funding Source row <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>

Contract Budgets Tab: Page Elements

Contract Budget Information

Contract Financials	Contract Budgets
Contract Budgets Setup	
Fiscal Year (FY)	2013
Contract Value	\$1,000,000.00
FY Planned Amount	\$200,000.00

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
390.07	Contract Budgets	Page Tab			<p>Default:</p> <ul style="list-style-type: none"> Title - “Contract Budgets” <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: On Click - The Contract Budgets tab is displayed</p>
390.08	Contract Budgets Setup	Static Text			<p>Default:</p> <ul style="list-style-type: none"> “Contract Budgets Setup” <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
390.09	Fiscal Year (FY): <Fiscal Year>	Static Text			<p>Default:</p> <ul style="list-style-type: none"> “Fiscal Year (FY):”

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> Set the “Fiscal Year (FY)” to the current fiscal year. If the Contract Start Date is after the end date of the current fiscal year, set the “Fiscal Year (FY)” to be the initial fiscal year of the Contract. Format: YYYY <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
390.10	Contract Value: <Contract Value>	Static Text			<p>Default:</p> <ul style="list-style-type: none"> “Contract Value:” <Contract Value> is populated from the Procurement Format: Refer to Global Specification – Section 3.6 <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
390.11	FY Planned Amount: < FY Planned Amount >	Static Text			<p>Default:</p> <ul style="list-style-type: none"> “FY Planned Amount:” <FY Planned Amount> is rollup amount for S390.09 - <Fiscal Year> in the Chart of Account Allocation grid from the Contract Financials tab Format: Refer to Global Specification – Section 3.6

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					Error Check: N/A Tool Tip: N/A Functions: N/A

Contract Budget Grid

#	Budget Title	Amount
- Total Budget		\$200,000.00
Program X		\$200,000.00
<input type="button" value="+"/> <input type="button" value="X"/> <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/> <input type="button" value="Find"/> <input type="button" value="Replace"/> Page 1 of 1 <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>		

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
390.12	Contract Budget Setup Grid	Grid			<p>Default:</p> <ul style="list-style-type: none"> • See Grid Global Specifications • The columns in this grid are: <ul style="list-style-type: none"> ○ Budget Title

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> ○ Amount <p>Error Check:</p> <ul style="list-style-type: none"> ● On Save: <ul style="list-style-type: none"> ○ If budget title is not entered in a row, then display error message: “Budget Title is required.” ○ If sum or dollar amounts across multiple budgets is greater than the FY Planned Amount, then display error message: “Sum of budgets must equal FY Planned Amount.” <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
390.13	<Budget Title>	Grid Column	VARCHAR(50)		<p>Default:</p> <ul style="list-style-type: none"> ● Header <ul style="list-style-type: none"> ○ “Budget Title” ○ Text is bold ● Rollup <ul style="list-style-type: none"> ○ “Total Budget” ○ Text is bold ● Data Row <ul style="list-style-type: none"> ○ When a new row is added, the text box will be blank by default

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> ○ Displays all Sub Budget names entered and saved by the Agency user ○ The Sub Budgets entered here determine how many sub budgets are created for the contract and are displayed on the S313 – Contract Budget screen <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions:</p> <ul style="list-style-type: none"> ● On add/edit row, user is able to enter a Budget Title.
390.14	<Amount>	Grid Column	DEC(15, 2)		<p>Default:</p> <ul style="list-style-type: none"> ● Header <ul style="list-style-type: none"> ○ “Amount” ● Rollup <ul style="list-style-type: none"> ○ Sum of <Amount> ● Data Row <ul style="list-style-type: none"> ○ When a new row is added, the text box will have a default value of 00.00 ○ Format: Refer to Global Specification – Section 3.6 ○ Displays the amount allocation for the FY Planned Amount across the associated sub budget(s)

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> ○ The amounts determine how much of the FY Planned Amount is allocated to the Sub Budget. <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>

Contract Budget Template Setup Section

Budget Template

Please select the budget template for the Fiscal Year Budget. Please note that budget types cannot be removed once added.

<input checked="" type="checkbox"/> Personnel Services	<input type="checkbox"/> Rent	<input type="checkbox"/> Unallocated Funds
<input checked="" type="checkbox"/> Operations and Support	<input type="checkbox"/> Contracted Services	<input type="checkbox"/> Indirect Rate
<input type="checkbox"/> Utilities	<input type="checkbox"/> Rate	<input type="checkbox"/> Program Income
<input type="checkbox"/> Professional Services	<input type="checkbox"/> Milestone	

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
390.18	Budget Template	Static Text	N/A	N/A	<p>Default:</p> <ul style="list-style-type: none"> • “Contract Budgets Setup” <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
390.19	<Instructions>	Static Text	N/A	N/A	<p>Default:</p> <ul style="list-style-type: none"> • “Please select the budget template for the Fiscal Year Budget. Please note that budget categories cannot be removed once added.” <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
390.20	Budget Tab Checkboxes	Checkbox	N/A	N/A	<p>Default:</p> <ul style="list-style-type: none"> • Unchecked by default. • The following checkboxes will be displayed: <ul style="list-style-type: none"> ○ Personnel Services ○ Operations and Support ○ Utilities ○ Professional Services

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<ul style="list-style-type: none"> ○ Rent ○ Contracted Services ○ Rate ○ Milestone ○ Unallocated Funds ○ Indirect Rate ○ Program Income <ul style="list-style-type: none"> ▪ If S390.23 Services checkbox is checked, the Program Income checkbox will be automatically selected and then disabled. If the Services checkbox is then unchecked, the Program Income checkbox will remain checked but will be editable. <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>

Service Enablement

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
390.21	Services	Static Text	N/A	N/A	<p>Default:</p> <ul style="list-style-type: none"> • This text will be hidden for Service-Disabled Agencies • This text will only be visible to Agencies who have a backend flag allowing them to enable Services functionality on a given contract <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
390.22	<Instructions>	Static Text	N/A	N/A	<p>Default:</p> <ul style="list-style-type: none"> • "Click the checkbox to enable "Services" for this contract. If selected, the "Program Income" budget category will be added by default. Services cannot be enabled/disabled via Updates, Amendments, or New FY Configurations. Note: Only enabled services will be visible for this budget." • This text will be hidden for Service-Disabled Agencies • This text will only be visible to Agencies who have a backend flag allowing them to enable Services functionality on a given contract <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
390.23	Enable Services for this Contract Checkbox	Checkbox	N/A	N/A	<p>Default:</p> <ul style="list-style-type: none"> • This text will be hidden for Service-Disabled Agencies • This text will only be visible to Agencies who have a backend flag allowing them to enable Services functionality on a given contract <ul style="list-style-type: none"> ◦ Checked by default for Service-Enabled Agencies ◦ Unchecked by default for all Service-Configurable Agencies <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions:</p> <ul style="list-style-type: none"> • Upon selection, <ul style="list-style-type: none"> ◦ 3.4.4.10 – Contract Budgets Tab – Contract Service Template Setup will appear ◦ If checkbox selected, the Program Income checkbox within S390.20 Budget Tab Checkboxes will be automatically selected and greyed out and disabled. • Upon deselection, <ul style="list-style-type: none"> ◦ 3.4.4.10 – Contract Budgets Tab – Contract Service Template Setup will be hidden ◦ The Program Income checkbox will be unchecked automatically as well

Contract Service Template Setup

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
390.24	Enabled Services	Static Text	N/A	N/A	<p>Default:</p> <ul style="list-style-type: none"> This text will only be visible to Agency users who selected S390.23 Enable Services checkbox <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions: N/A</p>
390.25	<Enabled Services>	List Box	N/A	N/A	<p>Default:</p> <ul style="list-style-type: none"> This text will only be visible to Agency users who selected S390.23 Enable Services checkbox Services available for selection in this list have been defined by the Agency, mapped to a Cost Center, and submitted through a backend process This List Box will be empty by default Service options to be displayed as: <Service> <(Cost Center)> <ul style="list-style-type: none"> E.g. Congregate Breakfast (Congregate Meals) <p>Error Check: N/A</p>

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
					<p>Tool Tip: N/A</p> <p>Functions:</p> <ul style="list-style-type: none"> • OnSelection: <ul style="list-style-type: none"> ○ Selected Service will be highlighted • Multiple Services can be selected
390.26	<Available Services>	List Box	N/A	N/A	<p>Default:</p> <ul style="list-style-type: none"> • This text will only be visible to Agency users who selected S390.23 Enable Services checkbox • All Services available for selection will be enabled by default • Services will be arranged in alphabetical order • Service options to be displayed as: <Service> <(Cost Center)> <ul style="list-style-type: none"> ○ E.g. Congregate Breakfast (Congregate Meals) <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions:</p> <ul style="list-style-type: none"> • OnSelection <ul style="list-style-type: none"> ○ Selected Service will be highlighted • Multiple Services can be selected

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
S390.27	<Disable Service Arrow Button>	Button	N/A	N/A	<p>Default:</p> <ul style="list-style-type: none"> • This button will only be visible to Agency users who selected S390.23 Enable Services checkbox • “<” <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions:</p> <ul style="list-style-type: none"> • OnClick: <ul style="list-style-type: none"> ◦ Services selected in S390.25 “Enabled Services” list box will be moved to S390.26 “Available Services”
S390.28	<Enable Service Arrow Button>	Button	N/A	N/A	<p>Default:</p> <ul style="list-style-type: none"> • This button will only be visible to Agency users who selected S390.23 Enable Services checkbox • “>” <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions:</p> <ul style="list-style-type: none"> • OnClick: <ul style="list-style-type: none"> ◦ Services selected in S390.26 “Available Services” list box will be moved to S390.25 “Enabled Services”

Element	Label/Field	Field Type	Char Len/Type	Req'd	Interactions/Constraints (Default / Behavior / Error Check / Tool Tip / Functions)
S390.29	Save Services	Button	N/A	N/A	<p>Default:</p> <ul style="list-style-type: none"> • “Save Services” • This button will only be visible to Agency users who selected S390.23 Enable Services checkbox <p>Error Check: N/A</p> <p>Tool Tip: N/A</p> <p>Functions:</p> <ul style="list-style-type: none"> • OnClick: Services listboxes are saved