

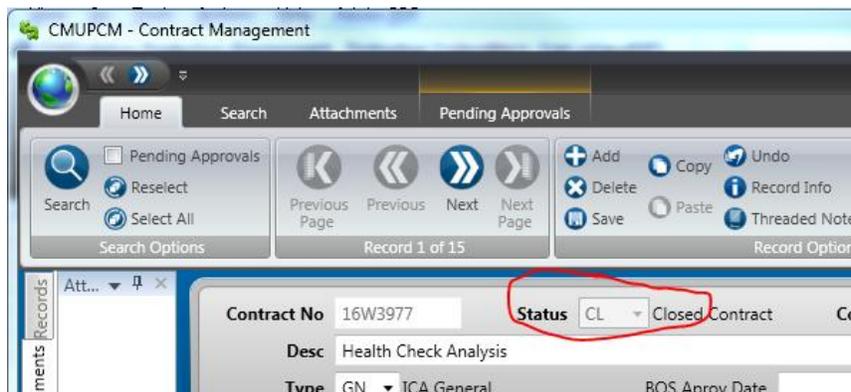
Contract Management FAQ

Q: I would like to liquidate a contract. In the past I would have done a journal to accomplish this. How should I do this now?

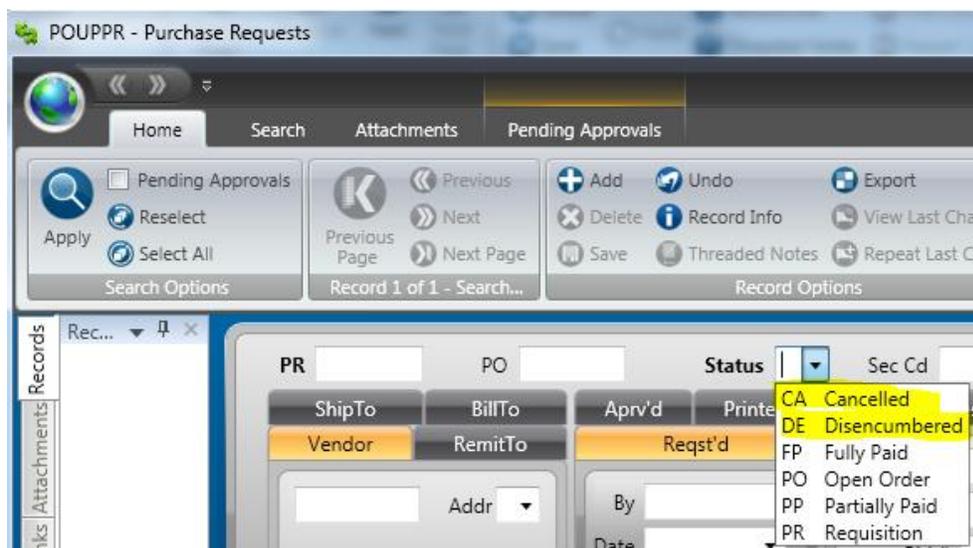
A: Contracts will now be liquidated using a utility in ONESolution. If you have a contract that needs to be liquidated, please send an email to audonesolution@santacruzcounty.us with the contract number that needs to be liquidated and either purchasing or someone in the Auditor's office will take care of this for you. This process will close the contract in the contract and purchasing modules, and will disencumber the remaining balance.

Q: I have requested to have a contract liquidated. How can I tell this has been accomplished?

A: When you look at the contract in CMUPCM you will see the status is CL.



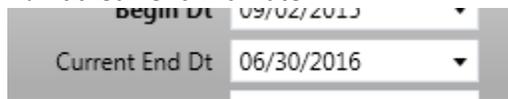
When you look at the contract in the purchasing module, the status will be CA if the contract was liquidated without having any payments made, or DE if any payments had been made on the contact.



Q: My contract was loaded into ONESolution on the CAL. How do I trigger the initial workflow?

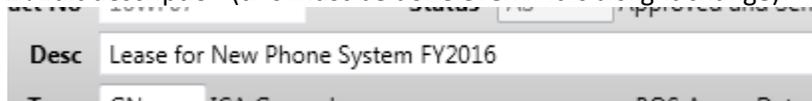
A: To trigger the initial workflow for CAL items, please complete the following process:

1. Add Current End Date



A screenshot of a web form showing a date selection field. The field is labeled 'Current End Dt' and has a dropdown arrow. The selected date is '06/30/2016'. Above it, another date '09/02/2015' is visible, likely representing the 'Begin Dt'.

2. Edit description (this **must** be done even if it is a slight change)



A screenshot of a web form showing a text field labeled 'Desc'. The text entered is 'Lease for New Phone System FY2016'.

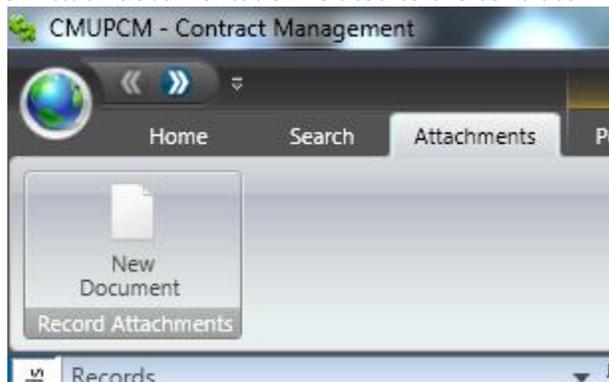
3. Select CAL from User 2 drop down menu



A screenshot of a web form showing a dropdown menu for 'User 2'. The selected option is 'CAL'. The dropdown list is open, showing options: '<none>', 'CAL Continuing Agreements List', and 'NA Not Applicable'.

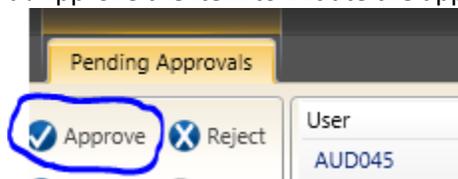
4. Save the Contract

5. Attach documentation related to the contract



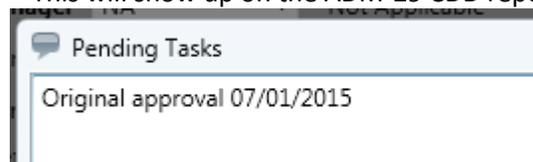
A screenshot of a web application interface for 'CMUPCM - Contract Management'. The 'Attachments' tab is selected. A 'New Document' button is visible, along with a 'Record Attachments' button. The interface includes navigation arrows and a search bar.

6. Approve the item to initiate the approval process



A screenshot of a 'Pending Approvals' dialog box. The 'Approve' button is circled in blue. The 'Reject' button is also visible. The 'User' field shows 'AUD045'.

- If a paper ADM-29 has already been created, users should add the date they first approved the item in the comments field of the Pending Tasks pop-up window. This will show up on the ADM-29 CDD report.



A screenshot of a 'Pending Tasks' pop-up window. The text 'Original approval 07/01/2015' is visible in the comments field.

Q: I have a change to a contract that was loaded to the Purchasing module only. Should I process an amendment in contract management or a change order in purchasing?

A: Amendments to items that do not require board approval will be entered into purchasing as a change order.

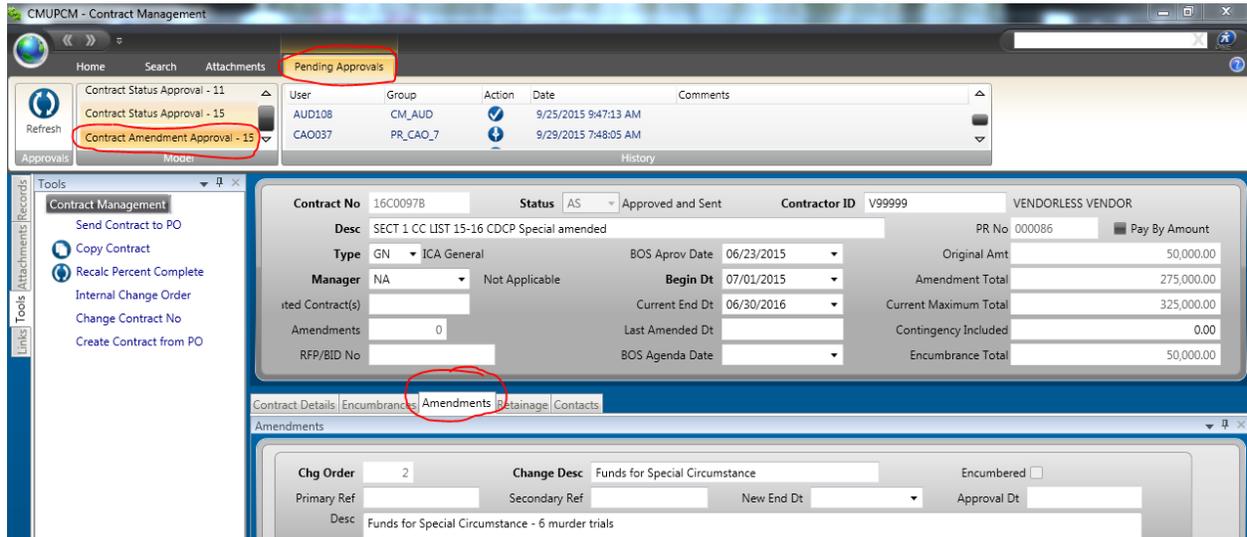
Items requiring board approval will be entered into contract management using the original amount field and encumbrance tab. All original contract documentation must be attached also. These items will have to go through the full contract approval process in workflow.

Q: I am working on updating the information for my CAL item. What dates do I need to update?

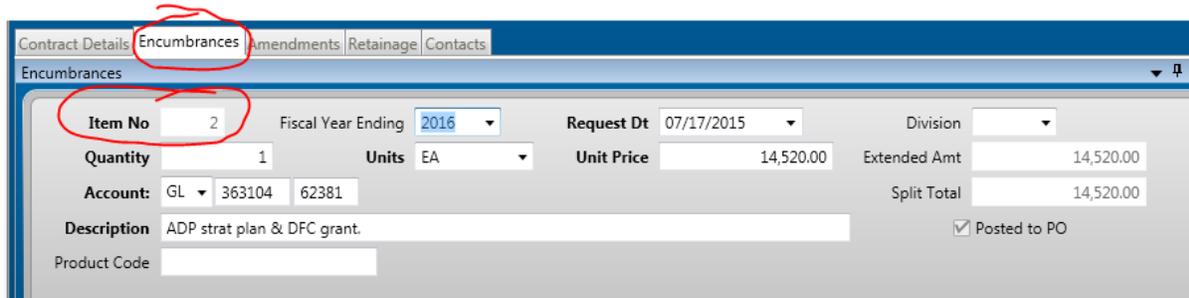
A: Please update The Current End Date and the BOS agenda date:

Q: My contract is in the workflow approval process for an amendment, but I don't see the amendment workflow in the Pending Approvals tab.

A: When a contract is in the amendment workflow, you must have the Amendment tab open in order to see the contract Amendment Approval workflow in the Pending Approvals tab at the top of the screen.



Q: I would like to enter an amendment to my contract, but the amendment is for Item 2 of my encumbrance. How do I indicate this on my amendment?



A: When you enter your amendment, change the item number to match the encumbrance item number you would like to change. This must be done before saving your entry because once saved this field is no longer editable.

Contract Details | Encumbrance | **Amendments** | Retainage | Contacts

Amendments

Chg Order Change Desc Encumbered

Primary Ref Secondary Ref New End Dt Approval Dt

Desc

Item No Amend Type Fiscal Year

Quantity Units Unit Price Extended Amt

Account GL Split Total

Desc

Product Code

Q: When can I process an amendment for my contract?

A: Contracts must have status AS for an amendment to be entered.

Contract No Status Contractor ID

Desc

Type BOS Approv Date

Manager Not Applicable Begin Dt

ed Contract(s) Current End Dt Current Maxi

Amendments Last Amended Dt Contingen

Q: My contract extends beyond the current fiscal year. What date should I enter on the contract?

A: In the header portion of the contract, you can enter the exact begin and end date of the contract if the contract extends past the current fiscal year, however the Fiscal Year ending in the Encumbrance tab must reflect the current fiscal year only. Do not enter a future fiscal year into this field or you will be unable to make payments on the contract in the current fiscal year.

Contract No: 16C4094 Status: AS Approved and Sent Contractor ID: V117254 COMMUNITY ACTION BOARD OF SA

Desc: Partners to Peace Program. PR No: 000496 Pay By Amount

Type: NP ICA Non-Profit BOS Aprov Date: 06/23/2015 Original Amt: 50,000.00

Manager: NA Not Applicable Begin Dt: 07/01/2015 Amendment Total: 0.00

ed Contract(s): Current End Dt: 06/30/2017 Current Maximum Total: 50,000.00

Amendments: 0 Last Amended Dt: Contingency Included: 0.00

RFP/BID No: BOS Agenda Date: 06/23/2015 Encumbrance Total: 50,000.00

Contract Details Encumbrances Amendments Retainage Contacts

Encumbrances

Item No: 1 Fiscal Year Ending: 2016 Request Dt: 09/14/2015 Division:

Quantity: 1 Units: LOT Unit Price: 50,000.00 Extended Amt: 50,000.00

Account: GL 574100 62381 Split Total: 50,000.00

Description: Personnel costs, professional services, supplies, and admin costs Posted to PO

Product Code:

Q: My CAL item was loaded into ONESolution with an incorrect encumbrance total. How should this be corrected?

A: For this year you will have to trigger the contract to go through the full approval workflow first. Once the initial workflow is complete, you will have to enter the correction as an amendment and the full amendment workflow will have to complete before the amount encumbered for your contract will be updated. We are working on changing this process for next year.

Q: I have a Contract amendment approval in my Pending Tasks tab. When I click the blue link for the contract, it takes me to a blank contract screen. Why is this? What should I do?

PENDING TASKS JOBS JOB OUTPUT

My Work All Multiselect Options

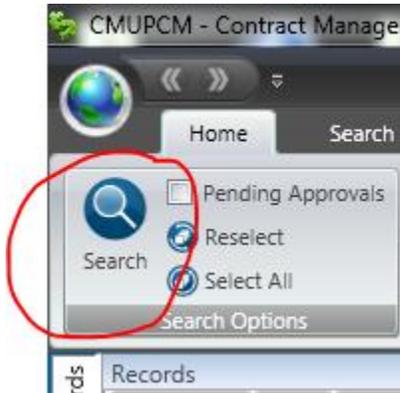
Off Auto Refresh On Group Tasks Off Out of Office

Suite	Description	Module	Action
000095		PR_APPROVAL	✓ X ↻
000110		PR_APPROVAL	✓ X ↻
000109		PR_APPROVAL	✓ X ↻
000111		PR_APPROVAL	✓ X ↻
000112		PR_APPROVAL	✓ X ↻
16W3977		PR_APPROVAL	✓ X ↻
16WF011		CM_STATUS	✓ X ↻
16WF07		CM_AMMEND	✓ X ↻
000005		CM_STATUS	✓ X ↻
16W3972		CM_STATUS	✓ X ↻

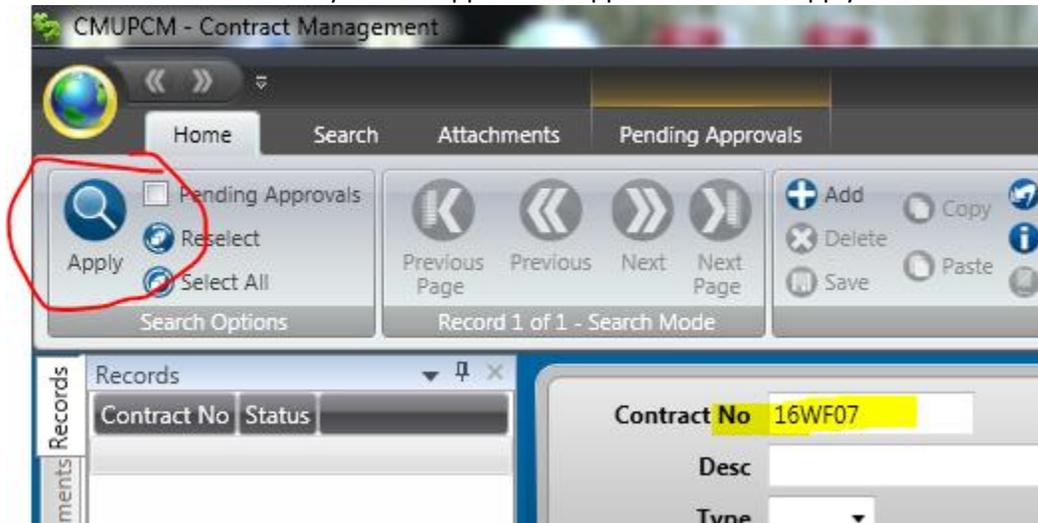
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A: This is a known glitch in the system. A help desk ticket has been submitted for this, but has not been resolved yet. What you should do is:

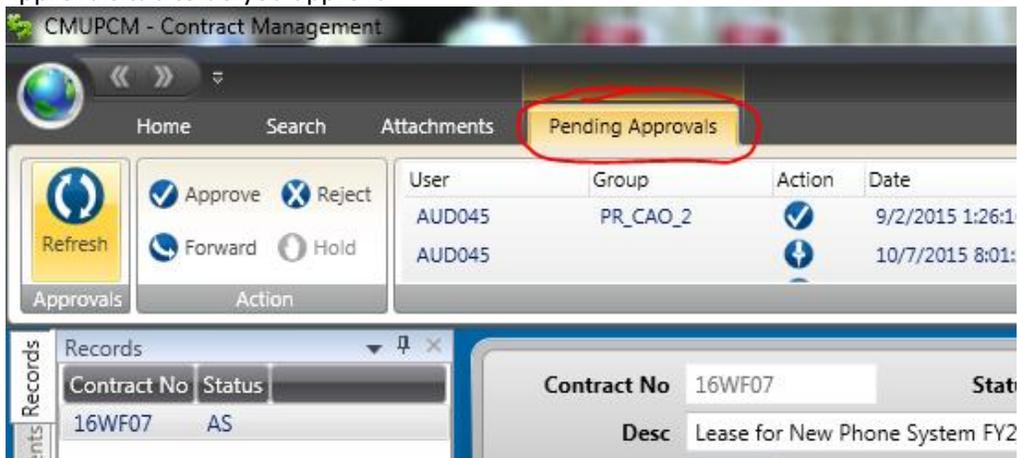
1. Click the search button in CMUPCM



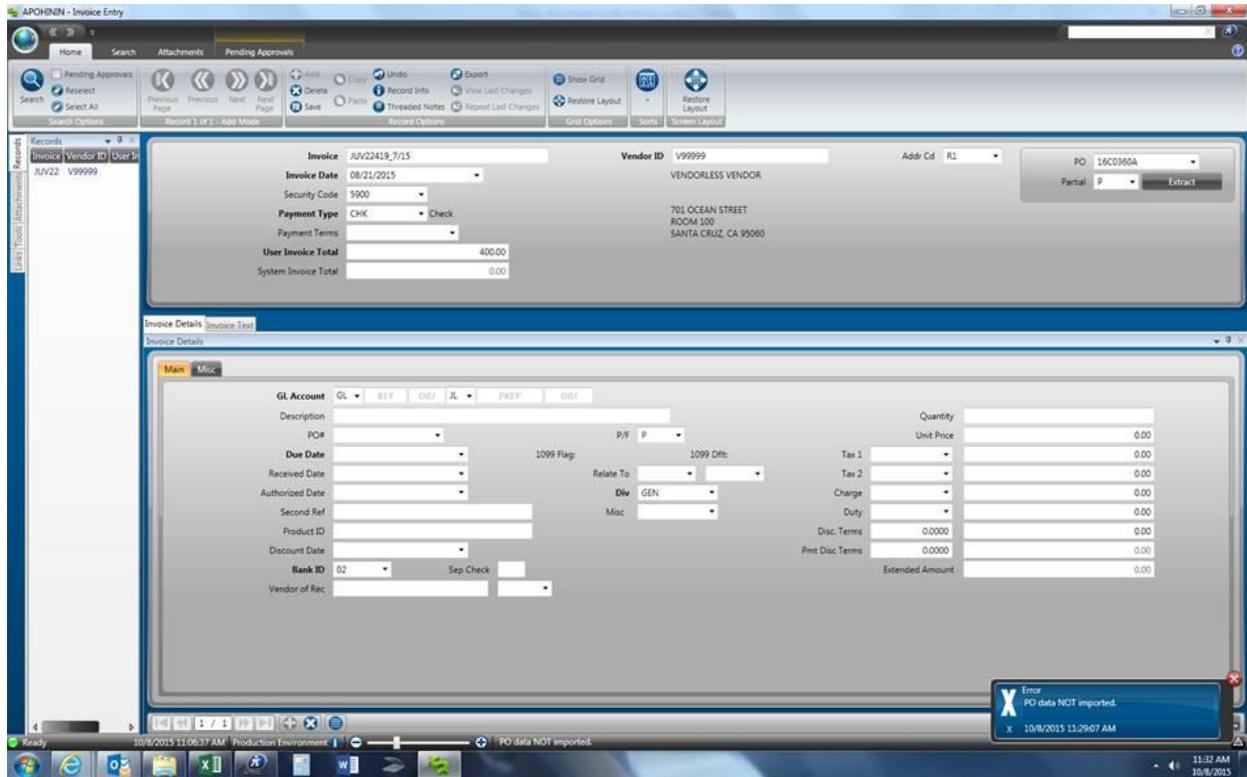
2. Enter the Contract number you are supposed to approve and click Apply



3. This will show you the contract you are supposed to approve. You can click the Pending Approvals tab to do your approval.



Q: I am trying to enter an invoice against a contract. When I click the Extract button to extract the information related to the contract, I get the error message PO Data Not Imported. Why is this? How can it be corrected?



A: Please email a screen shot of this issue to AUDONESolution@santacruzcounty.us someone will be able to re send your contract to PO. This issue occurs when there is a communication issue between the Contract and PO modules.